

Bylaws of  
The Denver Chapter of  
The National Association of Residential Property Managers  
**Updated May 2021**

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Denver chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in the Denver metro area.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the Denver metro area

Section C: Powers

The chapter may exercise all powers granted to it as a corporation organized under the non-profit corporation laws of the State of Colorado.

1. The chapter shall be subject to all rules, regulations, ethics, and standards and bylaws of the National Association of Residential Property Managers, Inc.
2. Chapter bylaws shall not conflict with those of the National Association of Residential Property Managers, Inc., hereinafter referred to as the national association.

Section D: This chapter's geographical definition shall be: greater Denver metro area and outlying areas

## ARTICLE II: Membership

Professional, Associate, Support Staff, Affiliate Member, Honorary Members, and Company Membership

### Section A: Professional Member

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

A Professional Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

### Section B: Associate Member

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, any certification, or hold elective office. This member has completed a course of instruction covering the NARPM® Code of Ethics.

An Associate Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

### Section C: Support Staff

A Support Staff Member shall be a person acting in the role of support in the office of a Professional Member and the Support Staff Member must not be acting in a capacity requiring licensure according to his/her state's regulatory licensing law. A Support Staff Member does not vote or hold elective office.

#### Section D: Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote; However, affiliate members can be a chairperson and can serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

The Chapter shall not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

#### Section E: Honorary Member

Honorary membership shall be bestowed upon individuals who,are recommended by the chapter board of directors and have rendered distinguished service to the Chapter or to the profession of property management. Honorary members shall pay no dues or other assessments to the Chapter, and shall be eligible to participate in the usual activities of the Chapter, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

#### Section F: Life Member

Life members shall be all national past Presidents of NARPM®. Life membership will begin as the President's term is completed. Dues will be waived for Life members. Other members who qualify may apply for Life Member as outlined in the national bylaws and complete the approved application.

Life Members shall not pay dues and are strongly encouraged to complete a course of instruction covering the NARPM® Code of Ethics. They shall be eligible to participate in the usual activities of the Association and its Committees and are eligible to vote and hold office.

- All Past Presidents shall be deemed Life Professional Members of the Association.
- Shall be bestowed upon individuals who have retired from the property management business and, in the opinion of the Board of Directors, have rendered, or continue to render, distinguished service to the Association or the property management profession. An application to the NARPM® National Board of Director must be approved in order to hold this membership type.

## Section G: Company Membership

Company Membership is offered to the responsible individual of the company. In order to hold Company Membership, the company must have four (4) members, which is a combination of Professional and Support members, with two (2) out of the four (4) being Professional members. Additional Professional Members, Support Staff and Associate Members may register under the company for an additional fee. Membership categories under the Company will follow the same eligibilities and requirements as outlined above.

## Section I: Application by Professional, Associate, or Support Staff Members:

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
2. Vote: Voting member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

## ARTICLE III: Suspension, Termination and Resignation of Membership

### Section A: Suspension of Membership

Suspension of membership shall result in a member being unable to vote in chapter matters for a period of time designated by these or the national association bylaws or, where such discretion is authorized by the national association, for any one of the following reasons:

1. Suspension of membership: Suspension of membership for reasons stated in the bylaws of the national association.
2. By notification of the National NARPM® Board of Directors as a result of violations of the Code of Ethics and Standards of Professionalism.

### Section B: Termination of Membership

Membership shall be terminated for reasons identified below. Upon termination, a member shall lose all rights and interests in the chapter and the national association.

1. Resignation:
  - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the Denver Chapter and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
  - b. Affiliate members may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

#### Section C: Transferring in a Company membership:

The use of Company membership will enable the transfer of memberships to other people in their company. In order to transfer membership, proof of termination from the licensing division, showing evidence that the person has left the firm, is required. For Support Staff, or in states where licensing is not required, other proof of termination must be submitted.

#### Section D: Reinstatement of Membership

A former member still meeting all membership requirements shall be reinstated:

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness incurred has been paid and is current.
3. After a waiting period of one calendar year from the date of termination as a result of a presidential request or by an action of the board of directors of the national association.
4. Request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

## ARTICLE IV: Executive Committee/Board of Directors

### Section A: Responsibilities

The chapter executive committee/board of directors, hereinafter known as the committee, shall have responsibility for the management of the chapter and shall exercise all rights and powers not expressly reserved by these bylaws or the bylaws of the national association. Such management responsibilities shall include, but not be limited to:

1. Establishing and implementing an organization framework for the chapter.
2. Establishing new or modifying existing operating rules that are not inconsistent with these bylaws, the bylaws of the national association or their intent. Changes to the bylaws must be submitted to the board of directors of the national association for approval.
3. Establishing annual chapter dues, application fees and special assessments.
4. Establishing new committees and dissolving existing committees.

### Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of 7 officers as follows:

1. President: The president shall:
  - a. Serve as the chief executive officer of the chapter.
  - b. Preside at all meetings of the chapter.
  - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
  - d. Sign all legal documents.
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - f. Shall ensure the completion of all documentation required by the National Association.
  - g. Serve a term of one year commencing with the beginning of the new calendar year.
  - h. Must be a Professional Member of the Chapter.
  - i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.
2. President-Elect: The president-elect shall:
  - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
  - b. Fulfill the responsibilities of the president during his/her absence.
  - c. Replace the president at the end of the fiscal year.

- d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
  - e. Undertake other activities as are deemed appropriate by the president.
  - f. Serve a term of one year commencing with the beginning of the calendar year.
  - g. Must be a Professional Member of the Chapter.
  - h. Notify all chapter members of upcoming meetings
  - i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
  - j. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - k. Oversee the submission of Chapter reports including Chapter Excellence submission
  - l. Must be back up or be in attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.
3. Secretary: The secretary shall:
  - a. Maintain current chapter membership records to coincide with the national association's membership database.
  - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
  - c. File all federal, state and local reports as needed.
  - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - e. Serve a term of one year commencing with the beginning of the calendar year.
  - f. Must be a Professional Member of the Chapter.
4. Treasurer: The treasurer shall:
  - a. Be a signatory for all funds withdrawn from chapter account(s).
  - b. Distribute annual renewal notices for chapter dues and special assessments.
  - c. Deposit all funds into a federally insured financial institution.
  - d. Prepare a financial report for the committee upon request.
  - e. Prepare an end-of-fiscal year report for the national association.
  - f. File tax and other financial reports with the appropriate government agencies.
  - g. Undertake responsibility for other such activities as deemed appropriate by the committee.
  - h. Serve a term of one year commencing with the beginning of the calendar year.
  - i. Must be a Professional Member of the Chapter.
5. Past President
  - a. Shall serve as Chairman of the Nominating Committee
  - b. Undertake responsibilities as assigned by the President
  - c. Serve a term of one year commencing with the beginning of the calendar year
6. Vice President - Conference Committee Chair
  - a. Shall serve as Chairman of the Conference Committee
  - b. Undertake responsibilities as assigned by the President
  - c. Serve a term of one year commencing with the beginning of the calendar year

7. Vice President - Legislative Committee Chair
  - a. Shall serve as Chairman of the legislative Committee
  - b. Undertake responsibilities as assigned by the President
  - c. Serve a term of one year commencing with the beginning of the calendar year

Section C: Professional Standards Committee

The Executive Committee will serve as the Professional Standards Committee and will assess situations as they arise.

ARTICLE V: Eligibility, Nominations, Elections, Terms of Office and Vacancies

Section A: Eligibility

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association.

Section B: Notification of Members

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the end of the election. Nominations shall be done in two ways:

1. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and signed by five percent (5%) of the professional chapter members.
2. In Person: Any member who is present during the electoral process can be nominated.

Section C: Elections

Elections shall be conducted no later than the September chapter meeting, or electronically no later than the month of September, if approved by the chapter executive committee, prior to the end of the calendar year.

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.



2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Denver Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify to the membership those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
4. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
5. The Chapter shall not allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

#### Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapter's calendar year and conclude at the end of the same, unless stated otherwise in these bylaws.

#### Section E: Vacancy

An office shall be declared vacant when an officer:

1. Resigns that office through written notification to the president or the secretary.
2. No longer is eligible for membership in the chapter or the national association.
3. No longer is capable of fulfilling duties of the office involved.

#### Section F: Filling a Vacated Office

In the event that the position of president is vacated, the president-elect shall automatically fill that position and shall continue to serve as both president and president-elect. In the case of other officers, a vacated office shall be filled:

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.

2. Procedure: By an individual nominated and approved by the executive committee to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.

## ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The executive committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, which must be no fewer than four (4) meetings annually.

1. Notice of Regular Meeting: With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by regular letter mailed to each member of the committee.
2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.
3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

### Section B: Location

All meetings of the chapter shall be held within the geographic definition of the chapter. All meetings of the executive committee shall be held within the geographic definition of the chapter unless otherwise waived by all the members of the executive committee. Annual meeting location of the Chapter shall be approved by the Executive Committee.

### Section C: Quorum

1. A Majority of the executive committee officers in attendance shall constitute a quorum.
2. Quorum: A quorum to conduct business by the members shall be 10% of the member eligible to vote at a regularly scheduled meeting. A chapter event can be held without a quorum but no business can be conducted

### Section D: Simple Majority Vote

All actions and decisions of the executive committee shall be made official by simple majority vote of the members present at any regular or special meeting of the committee, unless otherwise precluded by law.

## ARTICLE VII: Committees

### Section A: Appointment

Except as otherwise stated in these bylaws or the bylaws of the national association, the chairpersons and members of all sub-committees shall be appointed by the president with the advice and consent of the executive committee.

### Section B: Responsibilities

Committees shall undertake such responsibilities as are identified in these bylaws or as may be assigned to them by the president with the advice and consent of the executive committee. No sub-committee may take any action on behalf of or representative of the chapter unless specifically authorized by the executive committee.

### Section C: Creation and Dissolution

The president, with the advice and consent of the executive committee, shall have the authority to create and dissolve sub-committees according to the needs of the chapter.

## ARTICLE VIII: Code of Ethics & Standards of Professionalism.

### Acknowledgment and Enforcement

The Code of Ethics and Standards of Professionalism shall be approved by the National NARPM Board of Directors.

As a condition of membership all Professional Members of NARPM® must complete a NARPM® Code of Ethics training. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means within ninety (90) days of making application, as approved by the board of directors of NARPM®. The association shall design a new course of instruction each four-year period to meet the requirement of membership.

Failure to satisfy this requirement within ninety (90) days of making application to the association will; result in the membership of the Conditional Member being suspended. If a Conditional Member has not taken the new member ethics class during their first year (12 months) of application, they will be terminated and will need to reapply for new membership.

Section A. Acknowledgment: Each applicant for membership in the Association shall read and be familiar with the Association Code of Ethics and Standards of Professionalism. Continual adherence to the Code is mandatory for membership in the Association. Professional Members shall have successfully completed a course of instruction on the NARPM® Code of Ethics.

Section B. Enforcement: The Board of Directors shall be responsible for enforcement of the Code of Ethics and Standards of Professionalism. Should a complaint be filed with the Board, the Board is charged with being fair and equitable to both Complainant and Respondent. The complaint will be turned over to the Professional Standards Sub-Committee to investigate violations. The Committee shall report its findings to the Board; the Board will make a determination on the charges and take appropriate action.

Section C: Chapter Charter

A Chapter Charter is granted by the National Association of Residential Property Managers, Inc, only upon the acknowledgment that the chapter members shall:

1. Be familiar with Code: Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.
2. Be Unopposed to Application: By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal action(s) against the national association, its officer(s), director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s) or sub-committee member(s) for any prescribed action identified by these bylaws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section D: Enforcement

It is the duty of the President of the chapter to report all violations to national association's Code of Ethics and Standards of Professionalism to the national association's grievance committee.

## ARTICLE IX: Financial Considerations

### Section A: Calendar Year

The chapter's financial year shall be a calendar year.

### Section B: Chapter Dues

The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:

1. Payable: Dues for local chapters are payable no later than January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual chapter dues within 60 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
4. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will charge dues to National Affiliate members.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

### Section C: Special Assessments

Special Assessments may be established by the executive committee and imposed upon its chapter members and/or affiliate members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting of the chapter prior to the imposition of such an assessment. No more than one special assessment may be imposed in any calendar year.

### Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the Denver Executive Committee or Board of Directors.

Section E: Non-Binding

The chapter shall not have any authority to financially obligate or bind the National Association of Residential Property Managers, Inc., for any reason.

ARTICLE X: Proposals and Procedures for Amending

Section A: Proposals

Amendments to these bylaws may be proposed by any chapter member or board of director of the National Association of Residential Property Managers, Inc., at any time through a letter addressed to the executive committee and presented or mailed to the secretary. Any proposal shall be studied by the entire executive committee or an officer of the executive committee or by a sub-committee created and/or assigned for that purpose as appointed by the president.

Section B: Procedure for Amending

The entity assigned for the purpose of reviewing proposed Bylaw revisions shall present the proposed amendment to the executive committee with its findings and proposed recommendations of actions. A two-thirds majority of the Executive Committee is necessary in order to amend these bylaws.

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the National Association of Residential Property Managers, Inc., prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

ARTICLE XI: Miscellaneous

Section A: Invalidity

The invalidity of any provision of these bylaws shall not impair or affect in any manner the validity, enforceability or effect of the remainder of these bylaws.

#### Section B: Waiver

No provision of these bylaws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, regardless of the number of violations or breaches which may have occurred.

#### Section C: Hold Harmless and Indemnify

The chapter shall hold harmless and indemnify members of the executive committee, officer(s), sub-committee chairperson(s) and sub-committee members, as well as the national association, its board of directors, officers, chairpersons and committee members who are acting within the scope of their responsibilities, duties or these bylaws.

#### Section D: State Laws

These bylaws may be amended to conform and comply with the laws, statues, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by Colorado state law, Chapter shall notify the National Association of said amendments, but no further action will be required.

#### Section E. Sexual Harassment

The National Association of Residential Property Managers™ (NARPM) has adopted a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including but not limited to sexual harassment. This zero-tolerance policy means that no form of unlawful discriminatory or harassing conduct by or towards any employee, member, vendor, or other person in our workplace and at our events/meetings will be tolerated.

NARPM is committed to enforcing its policy at all levels within the Association. Any officer, director, volunteer, member, or employee who engages in prohibited discrimination or harassment will be subject to discipline, up to and including immediate discharge from employment or dismissal from the association.

Reporting Without Fear of Retaliation: No Association member will be retaliated against for reporting harassment. This no-retaliation policy applies whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded. No Association officer, director, volunteer, or member is authorized, or permitted, to retaliate or to take any adverse

action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice.

Section F:     Dissolution

Should the membership vote by majority to dissolve the operations of the Denver chapter, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.



**Brenda French CPA, PC  
12470 York St Unit 28  
Eastlake, CO 80614-3001  
720-523-3940**

February 9, 2021

**CONFIDENTIAL**

Denver Chapter of the NARPM  
2255 Sheridan Blvd Unit C Suite 114  
Edgewater, CO 80214

Dear Geff:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your federal and state exempt organization returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of these returns. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the tax returns and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your tax returns does not include any procedures designed to discover defalcations and/or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the tax returns.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, please inform us by noting so at the end of the return copy of this letter.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,

Brenda French CPA, PC

Accepted By: *Kacy Martinez*\_\_\_\_\_

Date: 03/01/2021\_\_\_\_\_

Form **8879-EO**

**IRS e-file Signature Authorization for an Exempt Organization**

OMB No. 1545-0047

Department of the Treasury  
Internal Revenue Service

For calendar year 2020, or fiscal year beginning . . . . . 2020, and ending . . . . . 20 . . . . .

**Do not send to the IRS. Keep for your records.**  
**Go to [www.irs.gov/Form8879EO](http://www.irs.gov/Form8879EO) for the latest information.**

**2020**

Name of exempt organization or person subject to tax

Taxpayer identification number

**Denver Chapter of the NARPM**

**90-0329017**

Name and title of officer or person subject to tax **Brandon Scholten  
President**

**Part I Type of Return and Return Information (Whole Dollars Only)**

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, or 7a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, or 7b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

<b>1a</b> Form 990 check here ▶ <input type="checkbox"/>	<b>b</b> Total revenue, if any (Form 990, Part VIII, column (A), line 12) . . . . .	<b>1b</b> _____
<b>2a</b> Form 990-EZ check here ▶ <input checked="" type="checkbox"/>	<b>b</b> Total revenue, if any (Form 990-EZ, line 9) . . . . .	<b>2b</b> <u>28,541</u>
<b>3a</b> Form 1120-POL check here ▶ <input type="checkbox"/>	<b>b</b> Total tax (Form 1120-POL, line 22) . . . . .	<b>3b</b> _____
<b>4a</b> Form 990-PF check here ▶ <input type="checkbox"/>	<b>b</b> Tax based on investment income (Form 990-PF, Part VI, line 5) . . . . .	<b>4b</b> _____
<b>5a</b> Form 8868 check here ▶ <input type="checkbox"/>	<b>b</b> Balance due (Form 8868, line 3c) . . . . .	<b>5b</b> _____
<b>6a</b> Form 990-T check here ▶ <input type="checkbox"/>	<b>b</b> Total tax (Form 990-T, Part III, line 4) . . . . .	<b>6b</b> _____
<b>7a</b> Form 4720 check here ▶ <input type="checkbox"/>	<b>b</b> Total tax (Form 4720, Part III, line 1) . . . . .	<b>7b</b> _____

**Part II Declaration and Signature Authorization of Officer or Person Subject to Tax**

Under penalties of perjury, I declare that  I am an officer of the above organization or  I am a person subject to tax with respect to (name of organization) \_\_\_\_\_, (EIN) \_\_\_\_\_ and that I have examined a copy of the 2020 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

**PIN: check one box only**

I authorize **Brenda French CPA, PC** to enter my PIN **29017** as my signature  
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax } *Kacy Martinez* Date } **01/31/21**

**Part III Certification and Authentication**

**ERO's EFIN/PIN.** Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

**84833511292**  
Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2020 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature } **Brenda A. French, CPA** Date } **01/31/21**

**ERO Must Retain This Form — See Instructions  
Do Not Submit This Form to the IRS Unless Requested To Do So**

For Paperwork Reduction Act Notice, see back of form.

Form **990EZ**  
Department of the Treasury  
Internal Revenue Service

**Short Form**  
**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-1150  
**2020**  
**Open to Public Inspection**

Do not enter social security numbers on this form as it may be made public.  
Go to [www.irs.gov/Form990EZ](http://www.irs.gov/Form990EZ) for instructions and the latest information.

**A For the 2020 calendar year, or tax year beginning 01-01-2020, and ending 12-31-2020**

- B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

**C** Name of organization  
DENVER CHAPTER OF THE NARPM  
Number and street (or P. O. box, if mail is not delivered to street address) Room/suite  
2255 SHERIDAN BLVD UNIT C SUITE 114  
City or town, state or province, country, and ZIP or foreign postal code  
EDGEWATER, CO 80214

**D** Employer identification number  
90-0329017  
**E** Telephone number  
(303) 847-0130  
**F** Group Exemption Number

**G** Accounting Method:  Cash  Accrual Other (specify) \_\_\_\_\_

**H** Check  if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

**I** Website: [WWW.DENVER.NARPM.ORG](http://WWW.DENVER.NARPM.ORG)  
**J** Tax-exempt status (check only one) -  501(c)(3)  501(c)(6) (insert no.)  4947(a)(1) or  527

**K** Form of organization:  Corporation  Trust  Association  Other \_\_\_\_\_  
**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. **\$ 28,541**

**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)  
Check if the organization used Schedule O to respond to any question in this Part I

Revenue	<b>1</b> Contributions, gifts, grants, and similar amounts received	<b>1</b>	28,541
	<b>2</b> Program service revenue including government fees and contracts	<b>2</b>	
	<b>3</b> Membership dues and assessments	<b>3</b>	
	<b>4</b> Investment income	<b>4</b>	
	<b>5a</b> Gross amount from sale of assets other than inventory	<b>5a</b>	
	<b>b</b> Less: cost or other basis and sales expenses	<b>5b</b>	
	<b>c</b> Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	<b>5c</b>	
	<b>6</b> Gaming and fundraising events		
	<b>a</b> Gross income from gaming (attach Schedule G if greater than \$15,000)	<b>6a</b>	
	<b>b</b> Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	<b>6b</b>	
<b>c</b> Less: direct expenses from gaming and fundraising events	<b>6c</b>		
<b>d</b> Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	<b>6d</b>		
<b>7a</b> Gross sales of inventory, less returns and allowances	<b>7a</b>		
<b>b</b> Less: cost of goods sold	<b>7b</b>		
<b>c</b> Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	<b>7c</b>		
<b>8</b> Other revenue (describe in Schedule O)	<b>8</b>		
<b>9 Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	<b>9</b>	28,541	

Expenses	<b>10</b> Grants and similar amounts paid (list in Schedule O)	<b>10</b>	
	<b>11</b> Benefits paid to or for members	<b>11</b>	
	<b>12</b> Salaries, other compensation, and employee benefits	<b>12</b>	
	<b>13</b> Professional fees and other payments to independent contractors	<b>13</b>	6,703
	<b>14</b> Occupancy, rent, utilities, and maintenance	<b>14</b>	
	<b>15</b> Printing, publications, postage, and shipping	<b>15</b>	255
	<b>16</b> Other expenses (describe in Schedule O)	<b>16</b>	13,839
<b>17 Total expenses.</b> Add lines 10 through 16	<b>17</b>	20,797	
Net Assets	<b>18</b> Excess or (deficit) for the year (Subtract line 17 from line 9)	<b>18</b>	7,744
	<b>19</b> Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	<b>19</b>	38,146
	<b>20</b> Other changes in net assets or fund balances (explain in Schedule O)	<b>20</b>	
	<b>21</b> Net assets or fund balances at end of year. Combine lines 18 through 20	<b>21</b>	45,890

**Part II Balance Sheets** (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

	(A) Beginning of year	(B) End of year
<b>22</b> Cash, savings, and investments . . . . .	35,146	<b>22</b> 45,090
<b>23</b> Land and buildings . . . . .		<b>23</b>
<b>24</b> Other assets (describe in Schedule O) . . . . .	3,000	<b>24</b> 800
<b>25</b> Total assets . . . . .	38,146	<b>25</b> 45,890
<b>26</b> Total liabilities (describe in Schedule O). . . . .		<b>26</b>
<b>27</b> Net assets or fund balances (line 27 of column (B) must agree with line 21)	38,146	<b>27</b> 45,890

**Part III Statement of Program Service Accomplishments** (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose?

TRADE ASSOCIATION FOR PROPERTY MANAGERS

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

**28**

See Additional Data Table

(Grants \$ ) If this amount includes foreign grants, check here

**29** See Additional Data Table

(Grants \$ ) If this amount includes foreign grants, check here

**30** See Additional Data Table

(Grants \$ ) If this amount includes foreign grants, check here

**31** Other program services (describe in Schedule O) . . . . .







(Grants \$ ) If this amount includes foreign grants, check here

**32** Total program service expenses (add lines 28a through 31a) . . . . .

**Expenses**  
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

**Part IV List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated — see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV.

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
BRANDON SCHOLTEN 	000.00	0		
PRESIDENT				
LAURA FREESE 	000.00	0		
SECRETARY				
CHUCK KELLEY 	000.00	0		
PRESIDENT EL				
KACY MARTINEZ 	000.00	0		
TREASURER				
ROBERT ALLDREDGE 	000.00	0		
VICE PRESIDE				
JIM SHONTS 	000.00	0		
VICE PRESIDE				

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V . . . . .

Table with columns for question ID, question text, and Yes/No response boxes. Rows include questions 33 through 45b regarding organizational activities, financials, and compliance.

	<b>Yes</b>	<b>No</b>
<b>46</b> Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I. . . . .	<b>46</b>	No

**Part VI Section 501(c)(3) Organizations Only**  
 All section 501(c)(3) organizations must answer questions 47- 49b and 52, and complete the tables for lines 50 and 51. Check if the organization used Schedule O to respond to any question in this Part VI . . . . .

	<b>Yes</b>	<b>No</b>
<b>47</b> Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II . . . . .	<b>47</b>	
<b>48</b> Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E . . . . .	<b>48</b>	
<b>49a</b> Did the organization make any transfers to an exempt non-charitable related organization? . . . . .	<b>49a</b>	
<b>b</b> If "Yes," was the related organization a section 527 organization? . . . . .	<b>49b</b>	

**50** Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

**f** Total number of other employees paid over \$100,000 . . . . . ▶ \_\_\_\_\_

**51** Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

**d** Total number of other independent contractors each receiving over \$100,000. . . . . ▶ \_\_\_\_\_

**52** Did the organization complete Schedule A? **NOTE.** All section 501(c)(3) organizations must attach a completed Schedule A . . . . . ▶  Yes  No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

***** Signature of officer	2021-01-31 Date
BRANDON SCHOLTEN PRESIDENT Type or print name and title	

<b>Paid Preparer Use Only</b>	Print/Type preparer's name BRENDA A FRENCH CPA	Preparer's signature	Date 2021-03-09	Check <input type="checkbox"/> if self-employed	PTIN P00430847
	Firm's name ▶ BRENDA FRENCH CPA PC			Firm's EIN ▶ 86-1069228	
	Firm's address ▶ 12470 YORK ST UNIT 28 EASTLAKE, CO 806143001			Phone no. (720) 523-3940	

May the IRS discuss this return with the preparer shown above? See instructions . . . . . ▶  Yes  No

# Additional Data

**Software ID:**  
**Software Version:**  
**EIN:** 90-0329017  
**Name:** DENVER CHAPTER OF THE NARPM

## Form 990EZ, Part III - Statement of Program Service Accomplishments

<b>Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.</b>	<b>Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)</b>	
<b>28</b> SUCCESSFUL TRADE ASSOCIATION  (Grants \$ )  If this amount includes foreign grants, check here . . . <input type="checkbox"/>	<b>28a</b>	



**Form 990EZ, Part III - Statement of Program Service Accomplishments**

<p><b>Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.</b></p>	<p><b>Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)</b></p>	
<p><b>29</b> SPREAD THE WORD ABOUT OUR TRADE ASSOCIATION  (Grants \$ )</p> <p style="text-align: right;">If this amount includes foreign grants, check here . . . <input type="checkbox"/></p>	<p><b>29a</b></p>	

**Form 990EZ, Part III - Statement of Program Service Accomplishments**

<p><b>Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.</b></p>	<p><b>Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)</b></p>	
<p><b>30</b> PROPERTY MANAGER TRADE ASSOCIATION</p> <p>(Grants \$ )</p> <p style="text-align: right;">If this amount includes foreign grants, check here . . . <input type="checkbox"/></p>	<p><b>30a</b></p>	

**TY 2020 Compensation Explanation****Name:** DENVER CHAPTER OF THE NARPM**EIN:** 90-0329017

Person Name	Explanation
BRANDON SCHOLTEN	
LAURA FREESE	
CHUCK KELLEY	
KACY MARTINEZ	
ROBERT ALLDREDGE	
JIM SHONTS	

**SCHEDULE O**  
(Form 990 or 990-EZ)

**Supplemental Information to Form 990 or 990-EZ**

OMB No. 1545-0047

**2020**

**Open to Public Inspection**

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

Department of the Treasury

Name of the organization

DENVER CHAPTER OF THE NARPM

Employer identification number

90-0329017

**990 Schedule O, Supplemental Information**

Return Reference	Explanation
FORM 990-EZ, PART I, LINE 16	EXPENSES MARKETING 242 GOOGLE 149 MERCHANT AND BANK FEES 1,352 SUPPLIES 195 REGISTRATION R EGISTRATION FEE 10 SUBSCRIPTION 545 WEBSITE 297 SOFTWARE 856 LUNCHEON EXPENSE 6,367 ANNUAL BOARD RETREAT 2,326 CLASSES 600 INSURANCE 900 TOTAL 13,839

**990 Schedule O, Supplemental Information**

<b>Return Reference</b>	<b>Explanation</b>
FORM 990-EZ, PART II, LINE 24	DEPOSIT 3,000 800 TOTAL 3,000 800

**990 Schedule O, Supplemental Information**

<b>Return Reference</b>	<b>Explanation</b>
FORM 990-EZ, PART III, LINE 31	PROPERTY MANAGER TRADE ASSOCIATION

# Denver Chapter of NARPM

## Budget Overview: 2022 Budget - FY22 P&L

January - December 2022

	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	TOTAL
<b>Income</b>													
41000 Program Income													\$0.00
41200 Dues													\$0.00
41215 Professional Dues (2022)	2,280.00	95.00	190.00	1,045.00	570.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$4,180.00
41216 Professional Dues (2023)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,480.00	2,880.00	\$6,360.00
41225 Affiliate Dues (2022)	1,050.00	750.00	600.00	1,350.00	600.00	600.00	450.00	0.00	0.00	0.00	0.00	0.00	\$5,400.00
41226 Affiliate Dues (2023)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,520.00	2,700.00	\$5,220.00
41235 Support Staff Dues (2022)	330.00	0.00	0.00	110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$440.00
41236 Support Staff Dues (2023)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	0.00	\$450.00
<b>Total 41200 Dues</b>	<b>3,660.00</b>	<b>845.00</b>	<b>790.00</b>	<b>2,505.00</b>	<b>1,170.00</b>	<b>600.00</b>	<b>450.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,450.00</b>	<b>5,580.00</b>	<b>\$22,050.00</b>
41500 National Member Retention	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,410.00	0.00	0.00	0.00	\$1,410.00
<b>Total 41000 Program Income</b>	<b>3,660.00</b>	<b>845.00</b>	<b>790.00</b>	<b>2,505.00</b>	<b>1,170.00</b>	<b>600.00</b>	<b>450.00</b>	<b>0.00</b>	<b>1,410.00</b>	<b>0.00</b>	<b>6,450.00</b>	<b>5,580.00</b>	<b>\$23,460.00</b>
42300 Luncheon Income	100.00	650.00	1,030.00	0.00	1,960.00	1,960.00	0.00	1,960.00	1,960.00	1,960.00	1,960.00	0.00	\$13,540.00
42400 Luncheon Sponsorships - Gold	200.00	100.00	200.00	0.00	200.00	200.00	0.00	200.00	200.00	200.00	200.00	0.00	\$1,700.00
42401 Luncheon Sponsorships - Silver	50.00	50.00	50.00	0.00	100.00	100.00	0.00	100.00	100.00	100.00	100.00	0.00	\$750.00
<b>Total 42300 Luncheon Income</b>	<b>350.00</b>	<b>800.00</b>	<b>1,280.00</b>	<b>0.00</b>	<b>2,260.00</b>	<b>2,260.00</b>	<b>0.00</b>	<b>2,260.00</b>	<b>2,260.00</b>	<b>2,260.00</b>	<b>2,260.00</b>	<b>2,260.00</b>	<b>\$15,990.00</b>
42800 Conference Income													\$0.00
42813 Conference - Registration (2022)	0.00	0.00	8,640.00	8,035.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$16,675.00
42825 Conference- Vendor Table (2022)	0.00	0.00	6,400.00	13,550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$19,950.00
<b>Total 42800 Conference Income</b>	<b>0.00</b>	<b>0.00</b>	<b>15,040.00</b>	<b>21,585.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$36,625.00</b>
44000 Special Events Income													\$0.00
44100 Class Fees													\$0.00
44102 Non-Member Class Fees	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$120.00
<b>Total 44100 Class Fees</b>	<b>120.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$120.00</b>
<b>Total 44000 Special Events Income</b>	<b>120.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$120.00</b>
45000 Other Types of Income													\$0.00
45100 Interest-Savings, Short-term CD	0.21	0.19	0.21	0.21	0.21	0.21	0.21	0.21	0.21	0.21	0.21	0.21	\$2.50
<b>Total 45000 Other Types of Income</b>	<b>0.21</b>	<b>0.19</b>	<b>0.21</b>	<b>0.21</b>	<b>0.21</b>	<b>0.21</b>	<b>0.21</b>	<b>0.21</b>	<b>0.21</b>	<b>0.21</b>	<b>0.21</b>	<b>0.21</b>	<b>\$2.50</b>
<b>Total Income</b>	<b>\$4,130.21</b>	<b>\$1,645.19</b>	<b>\$17,110.21</b>	<b>\$24,090.21</b>	<b>\$3,430.21</b>	<b>\$2,860.21</b>	<b>\$450.21</b>	<b>\$2,260.21</b>	<b>\$3,670.21</b>	<b>\$2,260.21</b>	<b>\$8,710.21</b>	<b>\$5,580.21</b>	<b>\$76,197.50</b>
<b>GROSS PROFIT</b>	<b>\$4,130.21</b>	<b>\$1,645.19</b>	<b>\$17,110.21</b>	<b>\$24,090.21</b>	<b>\$3,430.21</b>	<b>\$2,860.21</b>	<b>\$450.21</b>	<b>\$2,260.21</b>	<b>\$3,670.21</b>	<b>\$2,260.21</b>	<b>\$8,710.21</b>	<b>\$5,580.21</b>	<b>\$76,197.50</b>
<b>Expenses</b>													
60000 Office/General Administrative Expenses													\$0.00
60010 Business Registration Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	\$10.00
60015 Colorado Apartment Association	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$2,500.00
60016 Colorado Landlord Legislative Coalition	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$2,500.00
60020 Insurance - Liability, D and O	0.00	0.00	0.00	0.00	0.00	993.00	0.00	0.00	0.00	0.00	0.00	0.00	\$993.00
60030 Marketing - General	20.99	23.00	20.99	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	\$271.98
60050 PO Box	264.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$264.00
60070 Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	\$100.00
<b>Total 60000 Office/General Administrative Expenses</b>	<b>284.99</b>	<b>2,523.00</b>	<b>20.99</b>	<b>2,523.00</b>	<b>23.00</b>	<b>1,016.00</b>	<b>23.00</b>	<b>123.00</b>	<b>23.00</b>	<b>23.00</b>	<b>33.00</b>	<b>23.00</b>	<b>\$6,638.98</b>
61000 Services													\$0.00
61020 CPA	0.00	0.00	0.00	383.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$383.00
61030 Firstbank	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	\$84.00
61040 Google	12.08	12.30	12.30	12.30	12.30	12.30	12.30	12.30	12.30	12.30	12.30	12.30	\$147.38
61060 Paypal	148.26	97.55	522.88	757.53	105.00	87.00	12.00	76.00	130.00	76.00	265.00	163.00	\$2,440.22
61070 Quickbooks	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	\$960.00
<b>Total 61000 Services</b>	<b>247.34</b>	<b>196.85</b>	<b>622.18</b>	<b>1,239.83</b>	<b>204.30</b>	<b>186.30</b>	<b>111.30</b>	<b>175.30</b>	<b>229.30</b>	<b>175.30</b>	<b>364.30</b>	<b>262.30</b>	<b>\$4,014.60</b>
62000 Luncheons Expense													\$0.00
62100 Luncheons - Food & Beverage	0.00	0.00	1,138.86	1,144.36	0.00	1,556.00	1,556.00	0.00	1,556.00	1,556.00	1,556.00	1,556.00	\$11,619.22

# Denver Chapter of NARPM

## Budget Overview: 2022 Budget - FY22 P&L

January - December 2022

	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	TOTAL
62200 Luncheons - Venue	900.00	1,273.00	1,236.00	0.00	1,236.00	1,236.00	0.00	1,236.00	1,236.00	1,236.00	1,236.00	0.00	\$10,825.00
62300 Luncheons - Speakers	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	\$900.00
<b>Total 62000 Luncheons Expense</b>	<b>900.00</b>	<b>1,673.00</b>	<b>2,374.86</b>	<b>1,144.36</b>	<b>1,236.00</b>	<b>2,792.00</b>	<b>1,556.00</b>	<b>1,236.00</b>	<b>2,792.00</b>	<b>3,292.00</b>	<b>2,792.00</b>	<b>1,556.00</b>	<b>\$23,344.22</b>
63000 Conference Expenses													\$0.00
63100 Conference - Food & Beverage	0.00	0.00	0.00	17,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$17,500.00
63204 Conference Venue (2022)	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$5,000.00
63205 Conference Venue (2023)	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	\$2,500.00
63300 Conference - Speakers	0.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$2,500.00
63500 Conference - Marketing	0.00	0.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$150.00
63600 Conference - Supplies & Materials	0.00	0.00	0.00	500.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$3,500.00
<b>Total 63000 Conference Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,000.00</b>	<b>5,650.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$31,150.00</b>
65000 Special Event Costs													\$0.00
65100 Classes													\$0.00
65110 Classes - Instructors	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$600.00
<b>Total 65100 Classes</b>	<b>0.00</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$600.00</b>
65200 Holiday Party	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	\$5,000.00
65300 Travel & Leadership Meetings													\$0.00
65310 November Planning Meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	\$200.00
65320 Annual Board Retreat - Food & Beverage	0.00	0.00	742.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$742.89
65337 Annual Board Retreat - Venue (2022)	0.00	0.00	2,505.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$2,505.05
65338 Annual Board Retreat - Venue (2023)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550.00	0.00	\$550.00
65350 Leadership Training (National)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	\$600.00
<b>Total 65300 Travel &amp; Leadership Meetings</b>	<b>0.00</b>	<b>0.00</b>	<b>3,247.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>750.00</b>	<b>600.00</b>	<b>\$4,597.94</b>
<b>Total 65000 Special Event Costs</b>	<b>0.00</b>	<b>600.00</b>	<b>3,247.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>750.00</b>	<b>5,600.00</b>	<b>\$10,197.94</b>
<b>Total Expenses</b>	<b>\$1,432.33</b>	<b>\$4,992.85</b>	<b>\$6,265.97</b>	<b>\$27,907.19</b>	<b>\$7,113.30</b>	<b>\$6,494.30</b>	<b>\$1,690.30</b>	<b>\$1,534.30</b>	<b>\$3,044.30</b>	<b>\$3,490.30</b>	<b>\$3,939.30</b>	<b>\$7,441.30</b>	<b>\$75,345.74</b>
NET OPERATING INCOME	\$2,697.88	\$ -3,347.66	\$10,844.24	\$ -3,816.98	\$ -3,683.09	\$ -3,634.09	\$ -1,240.09	\$725.91	\$625.91	\$ -1,230.09	\$4,770.91	\$ -1,861.09	\$851.76
Other Income													
45500 Charitable Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	\$2,500.00
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>
Other Expenses													
68000 Charitable Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	\$2,500.00
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>NET INCOME</b>	<b>\$2,697.88</b>	<b>\$ -3,347.66</b>	<b>\$10,844.24</b>	<b>\$ -3,816.98</b>	<b>\$ -3,683.09</b>	<b>\$ -3,634.09</b>	<b>\$ -1,240.09</b>	<b>\$725.91</b>	<b>\$625.91</b>	<b>\$ -1,230.09</b>	<b>\$4,770.91</b>	<b>\$ -1,861.09</b>	<b>\$851.76</b>

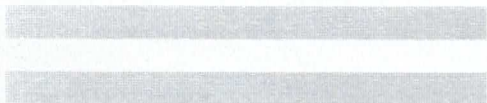


# Budget

	Jan-1	Feb-1	Mar-1	Apr-1
<b>Income</b>				
41000 Program Income				
41200 Dues				
41214 Professional Member Dues (2021)	1,615.00	1,235.00	665	0
41215 Professional Member Dues (2022)	0.00	0.00	0	0
41224 Affiliate Dues (2021)	1,650.00	1,650.00	450	450
41225 Affiliate Dues (2022)	0.00	0.00	0	0
41234 Support Staff Dues (2021)	330	165	0	0
41235 Support Staff Dues (2022)	0	0	0	0
<b>Total 41200 Dues</b>	<b>\$3,595.00</b>	<b>\$3,050.00</b>	<b>\$1,115.00</b>	<b>\$450.00</b>
41500 National Member Retention	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total 41000 Program Income</b>	<b>\$3,595.00</b>	<b>\$3,050.00</b>	<b>\$1,115.00</b>	<b>\$450.00</b>
42300 Luncheon Income	\$0.00	\$0.00	\$0.00	\$0.00
42400 Luncheon Sponsorships - Gold	0	200	200	200
42401 Luncheon Sponsorships - Silver	0	100	100	100
<b>Total 42300 Luncheon Income</b>	<b>\$0.00</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$300.00</b>
44000 Special Events Income				
44100 Class Fees				
44102 Non-Member Class Fees	0	0	0	0
<b>Total 44100 Class Fees</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total 44000 Special Events Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
45000 Other Types of Income				
45100 Interest-Savings, Short-term CD	\$1.07	\$0.96	\$0.81	\$0.41
<b>Total 45000 Other Types of Income</b>	<b>\$1.07</b>	<b>\$0.96</b>	<b>\$0.81</b>	<b>\$0.41</b>
<b>Total Income</b>	<b>\$3,596.07</b>	<b>\$3,350.96</b>	<b>\$1,415.81</b>	<b>\$750.41</b>
<b>Gross Profit</b>	<b>\$3,596.07</b>	<b>\$3,350.96</b>	<b>\$1,415.81</b>	<b>\$750.41</b>
<b>Expenses</b>				
60000 Office/General Administrative Expenses				
60010 Business Registration Fees	0	0	0	0
60015 Colorado Apartment Association	\$2,500.00	\$0.00	\$0.00	\$0.00
60016 Colorado Landlord Legislative Coalition	0	0	0	0
60020 Insurance - Liability, D and O	0	0	0	0
60030 Marketing - General	\$20.99	\$20.99	\$20.99	\$20.99
60050 PO Box	\$255.00	\$0.00	\$0.00	\$0.00
60070 Supplies	\$0.00	\$200.00	\$0.00	\$0.00
<b>Total 60000 Office/General Administrative Expe</b>	<b>\$2,775.99</b>	<b>\$220.99</b>	<b>\$20.99</b>	<b>\$20.99</b>
61000 Services				
61020 CPA	0	0	310	0
61030 Firstbank	7.00	7	7	7
61040 Google	12.45	12.45	12.45	12.45
61060 Paypal	125	100	39	16
61070 Quickbooks	150	150	150	150
61090 Zoom subscription	0	0	0	0
<b>Total 61000 Services</b>	<b>\$294.45</b>	<b>\$269.45</b>	<b>\$518.45</b>	<b>\$185.45</b>
62000 Luncheons Expense				
62100 Luncheons - Food & Beverage	0	0	0	0
62200 Luncheons - Venue	0	0	0	0
62300 Luncheons - Speakers	\$0.00	\$0.00	\$0.00	\$0.00
62400 Luncheons - Supplies & Materials	\$0.00	\$0.00	\$0.00	\$0.00

Total 62000 Luncheons Expense	\$0.00	\$0.00	\$0.00	\$0.00
63000 Conference Expenses				
63204 Conference - Venue (2022)	0	0	0	0
Total 63000 Conference Expenses	\$0.00	\$0.00	\$0.00	\$0.00
65000 Special Event Costs				
65100 Classes				
65110 Classes - Instructors	500	0	0	0
65130 Classes - Supplies & Materials	0	0	0	0
Total 65100 Classes	\$500.00	\$0.00	\$0.00	\$0.00
65300 Travel & Leadership Meetings				
65310 November Planning Meeting	0	0	0	0
65337 Annual Board Retreat - Venue (2022)	0	0	0	0
65350 Leadership Training (National)	0	0	0	0
Total 65300 Travel & Leadership Meetings	\$0.00	\$0.00	\$0.00	\$0.00
Total 65000 Special Event Costs	\$500.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$3,570.44	\$490.44	\$539.44	\$206.44
Net Operating Income	\$25.63	\$2,860.52	\$876.37	\$543.97
Other Income				
45500 Charitable Contributions	0	0	0	0
Total Other Income	\$0.00	\$0.00	\$0.00	\$0.00
Net Other Income	\$0.00	\$0.00	\$0.00	\$0.00
Net Income	\$25.63	\$2,860.52	\$876.37	\$543.97

We



**Denver Chapter of NARPM**  
**: Overview: 2021 Budget - FY21 P&L**  
 January - December 2021

	May-1	Jun-1	Jul-1	Aug-1	Sep-1	Oct-1
0	0	0	0	0	0	0
0	0	0	0	0	0	0
450	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
<b>\$450.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
\$0.00	\$0.00	\$0.00	\$1,360.00	\$0.00	\$0.00	\$0.00
<b>\$450.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>1,360.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
\$0.00	\$1,220.00	\$1,220.00	\$1,220.00	\$1,220.00	\$1,220.00	\$1,220.00
200	200.00	200.00	200.00	200.00	200.00	200.00
100	100	100	100	100	100	100
<b>\$300.00</b>	<b>\$1,520.00</b>	<b>\$1,520.00</b>	<b>\$1,520.00</b>	<b>\$1,520.00</b>	<b>\$1,520.00</b>	<b>\$1,520.00</b>
0	0	0	120	0	0	0
<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$120.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$120.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
\$0.40	\$0.44	\$0.43	\$0.43	\$0.41	\$0.41	\$0.41
<b>\$0.40</b>	<b>\$0.44</b>	<b>\$0.43</b>	<b>\$0.43</b>	<b>\$0.41</b>	<b>\$0.41</b>	<b>\$0.41</b>
<b>\$750.40</b>	<b>\$1,520.44</b>	<b>\$1,520.43</b>	<b>\$3,000.43</b>	<b>\$1,520.41</b>	<b>\$1,520.41</b>	<b>\$1,520.41</b>
<b>\$750.40</b>	<b>\$1,520.44</b>	<b>\$1,520.43</b>	<b>\$3,000.43</b>	<b>\$1,520.41</b>	<b>\$1,520.41</b>	<b>\$1,520.41</b>
0	0	0	0	0	0	0
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0	0	0	0	0	0	0
0	900	0	0	0	0	0
\$20.99	\$20.99	\$20.99	\$20.99	\$20.99	\$20.99	\$20.99
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>\$20.99</b>	<b>\$920.99</b>	<b>\$20.99</b>	<b>\$20.99</b>	<b>\$20.99</b>	<b>\$20.99</b>	<b>\$20.99</b>
0	0	0	0	0	0	0
7	7	7	7	7	7	7
12.45	12.45	12.45	12.45	12.45	12.45	12.45
16	53	53	105	53	53	53
150	150	150	150	150	150	150
0	0	0	0	555	0	0
<b>\$185.45</b>	<b>\$222.45</b>	<b>\$222.45</b>	<b>\$274.45</b>	<b>\$777.45</b>	<b>\$222.45</b>	<b>\$222.45</b>
0	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00
0	900	900	900	900	900	900
\$0.00	\$290.00	\$285.00	\$285.00	\$285.00	\$285.00	\$285.00
\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

\$0.00	\$2,390.00	\$2,235.00	\$2,235.00	\$2,235.00	\$2,235.00
0	0	2,500.00	0	0	0
\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00
0	0	0	200	0	200
0	0	0	50	0	50
\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
0	0	0	0	0	0
0	0.00	0.00	0.00	1,150.00	0.00
0	0	0	0	0	0
\$0.00	\$0.00	\$0.00	\$0.00	\$1,150.00	\$0.00
\$0.00	\$0.00	\$0.00	\$250.00	\$1,150.00	\$250.00
\$206.44	\$3,533.44	\$4,978.44	\$2,780.44	\$4,183.44	\$2,728.44
\$543.96	-\$2,013.00	-\$3,458.01	\$219.99	-\$2,663.03	-\$1,208.03
0	0	0	0	0	500
\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$500.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
\$543.96	-\$2,013.00	-\$3,458.01	\$219.99	-\$2,663.03	-\$708.03

Wednesday, Jan 27, 2021 10:47:48 AM GMT-8 - Cash Basis

Nov-1	Dec-1	Total
		0
		0
0	0	3,515.00
3,040.00	1,235.00	4,275.00
0.00	0.00	4,650.00
2,550.00	900	3,450.00
0.00	0	495
0	110	110
<b>\$5,590.00</b>	<b>\$2,245.00</b>	<b>\$16,495.00</b>
\$0.00	\$0.00	1,360.00
<b>\$5,590.00</b>	<b>\$2,245.00</b>	<b>\$17,855.00</b>
\$1,220.00	\$1,220.00	8,540.00
200.00	200.00	2,200.00
100	100	1,100.00
<b>\$1,520.00</b>	<b>\$1,520.00</b>	<b>\$11,840.00</b>
		0
		0
120	0	240
<b>\$120.00</b>	<b>\$0.00</b>	<b>\$240.00</b>
<b>\$120.00</b>	<b>\$0.00</b>	<b>\$240.00</b>
		0
\$0.43	\$0.43	6.63
<b>\$0.43</b>	<b>\$0.43</b>	<b>\$6.63</b>
<b>\$7,230.43</b>	<b>\$3,765.43</b>	<b>\$29,941.63</b>
<b>\$7,230.43</b>	<b>\$3,765.43</b>	<b>\$29,941.63</b>
		0
10	0	10
\$0.00	\$0.00	2,500.00
2,500.00	0	2,500.00
0	0	900
\$20.99	\$20.99	251.88
\$0.00	\$0.00	255
\$0.00	\$0.00	200
<b>\$2,530.99</b>	<b>\$20.99</b>	<b>\$6,616.88</b>
		0
0	0	310
7.00	7	84
12.45	12.45	149.4
241	132	986
150	150	1,800.00
0	0	555
<b>\$410.45</b>	<b>\$301.45</b>	<b>\$3,884.40</b>
		0
1,050.00	1,050.00	7,350.00
900	900	6,300.00
\$285.00	\$285.00	2,000.00
\$0.00	\$0.00	150

\$2,235.00	\$2,235.00	\$15,800.00
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\$0.00	\$0.00	\$2,500.00
0	0	900
0	0	100
\$0.00	\$0.00	\$1,000.00
125	0	125
0.00	0.00	1,150.00
0	600	600
\$125.00	\$600.00	\$1,875.00
\$125.00	\$600.00	\$2,875.00
\$5,301.44	\$3,157.44	\$31,676.28
\$1,928.99	\$607.99	-\$1,734.65
0	0	500
\$0.00	\$0.00	\$500.00
\$0.00	\$0.00	\$500.00
\$1,928.99	\$607.99	-\$1,234.65



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12:00 pm - 1:15 pm

Categories

Join the Denver Chapter of NARPM for our monthly webinar

## February's Speaker:

President of Heirloom Property Management

Mike will share exactly how he has structured his company to ensure he provides the highest level of maintenance service to his tenants, owners, and properties while achieving a maintenance profit margin at the same time.





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Date/Time

Date(s) - 01/27/2021

12:00 pm - 1:00 pm

Categories

*Map Unavailable*

Join the Denver Chapter of NARPM for our monthly webinar

## January's Speaker:

Pete Muccio, Esq.  
Tschetter Sulzer, P.C.

Did you know that the Colorado legislature has added 'source of income' as a protected status? That means that effective 1/1/21 all Colorado landlords must now accept ALL forms of subsidized housing in ALL of their rentals. You don't want to miss this important meeting as we hear from attorney Pete Muccio on how property managers should change their current practices to ensure they are in compliance with this new law.






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11:15 am - 1:00 pm

Location

Denver PPA Event Center

Categories

# WE ARE BACK TO IN-PERSON LUNCHEON MEETINGS!!!

Join the Denver Chapter of NARPM for our monthly luncheon/meeting.

## JUNE's Speaker: Jeremy Pound

### How Property Managers Can Create Opportunity During a Housing Shortage

Take an offensive approach and educate your customer base on how to continue to grow their wealth through real estate in spite of appreciating values.

estate in spite of appreciating values



Jeremy Pound has built sales playbooks for some of the fastest growing property management companies in the US. His deep background in sales process engineering has allowed him to design the kind of sales process that will transform a stagnant operation into a thriving company that has the freedom to choose its clients and command premium pricing.

As the CEO of [RentScale](#), a South Florida-based consulting firm that helps residential property managers double their door count, he has gained an uncommon insight into the art of selling to accidental landlords, seasoned investors and aspiring owners by working with over 100 property management firms in the last 24 months.

He writes and speaks regularly on how entrepreneurs can replace themselves as the only salesperson in their company and has published two books on sales and marketing. Jeremy is also the host of the [Scale Culture](#), where he and the RentScale team discuss what it takes to build a company culture that will scale.

Prior to developing the proprietary "Scalable Sales Team Framework" that RentScale teaches and implements, he founded two professional service firms and used those principles to build service-based sales teams. The setbacks and breakthroughs he learned during those 15 years were the inspiration for the work he does today with other entrepreneurs.

**All luncheon online registrations will be available through 5PM on the Thursday before the event, at which time the registration link will be removed from the website. Those missing the deadline may pay \$40.00 with check only at the door. However, there will be a limit of 8 walk-in spots available.**

Our Sponsors that Support the Denver NARPM Chapter for this Luncheon are:

**Our Gold Sponsor is J&K Roofing and ARK ELECTRIC**





Our Silver Sponsors are Agency of Credit Control, Inc and Mop Stars



# Bookings

Bookings are closed for this event.

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**Michelle Irons**

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**From:** Denver NARPM <info@denvernarpm.org> on behalf of Denver NARPM  
**Sent:** Wednesday, March 17, 2021 12:43 PM  
**To:** michelle@phoenixrealtync.com  
**Subject:** March Webinar - Featured Speaker: Kellie Tollifson



National Association of Residential Property Managers

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D E N V E R   C H A P T E R

**March Webinar**





## **Kellie Tollifson**

**Past President of NARPM and Executive VP  
of Operations with T-Square Real Estate**

**Topic:** “5 Steps to successfully Referee the Barrage of Demands from Clients, Tenants & Vendors”

Kellie will take the audience into the world of handling client demands, tenant requests and vendor needs with confidence. We are called upon to make decisions all day long that affect our bottom line, customer service and our attitudes. Learn how to referee the demands we are required to make each day with ease &

MARCH 2021

**30**

Sign up today!  
Free Online Event  
12 pm to 1:15 pm

**REGISTER**

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**Michelle Irons**

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**From:** Denver NARPM <info@denvernarpm.org> on behalf of Denver NARPM  
**Sent:** Wednesday, October 27, 2021 9:29 AM  
**To:** michelle@phoenixrealtyinc.com  
**Subject:** November 16th - Speaker Daniel Craig of the ProfitCoach [Can't Miss!]



National Association of Residential Property Managers

D E N V E R C H A P T E R

November 16, 2021 Luncheon

Register for the Lunch and CEU Class

**BEFORE 5 pm on Thursday, November 11!**



**November 16th Speaker Daniel Craig of ProfitCoach**

"Daniel Craig is passionate about helping entrepreneurs make the most of their God-given talents and believes that financial clarity is crucial to driving commitment and change toward breakthrough profitability. He is co-author of the NARPM Accounting Standards and the CEO of ProfitCoach, a property management-focused financial services company with the mission of helping PM entrepreneurs expand their personal freedoms of time, finances, and purpose, by building highly profitable, self-managing PM businesses.

NOVEMBER 2021

**16**

Sign up today!

**REGISTER FOR LUNCH**

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Affiliates --- Register to Add your Name here on all emails to our members by registering here:

[Click Here to Register your company to be a sponsor](#)

**Silver Sponsors**

He is blessed to be husband to Megan and father of three children and loves (almost) every minute of it."



Affiliates --- Register to Add your Name here on all emails to our members.

[Click Here to Register your company to be a sponsor](#)

**All luncheon online registrations will be available through 5PM on the Thursday before the event, at which time the registration link will be removed from the website. Those missing the deadline may pay \$40.00 with check only at the door. However, there will be a limit of 8 walk-in spots available.**



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11:15 am - 1:00 pm

Location

[Denver PPA Event Center](#)

Categories

Join the Denver Chapter of NARPM for our monthly luncheon/meeting.

# October 19th Expert Property Management Panel: Annemarie Sunde, Brandon Scholten, Jim Lagan, and Lyle Haas

“Come listen to how some of the top property managers in the industry are running their businesses in 2021. This fast-moving conversation will cover topics including how to market for new owner-clients, operational changes due to the new laws, leasing tips, property inspections post-COVID, how they are preparing for 2022, and more.”





**All luncheon online registrations will be available through 5 PM on the Thursday before the event, at which time the registration link will be removed from the website. Those missing the deadline may pay \$40.00 with a check only at the door. However, there will be a limit of 8 walk-in spots available.**

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# FOUNDATIONS

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Silver Affiliate Sponsors:

## Bookings

Bookings are closed for this event.

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**Michelle Irons**

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**From:** Denver NARPM <info@denvernarpm.org> on behalf of Denver NARPM  
**Sent:** Monday, September 13, 2021 1:27 PM  
**To:** michelle@phoenixrealtyinc.com  
**Subject:** DENVER NARPM SEPTEMBER Luncheon - PETE MUCCIO with Tschetter Sulzer discussing the new laws and their impact on your business



National Association of Residential Property Managers

D E N V E R C H A P T E R

SEPTEMBER 28, 2021 Luncheon

Register for the Lunch and CEU Class

**BEFORE 5 pm on Thursday, September 23!**



**September Speaker: Pete Muccio with Tschetter Sulzer**

“Have you made the necessary changes to your lease agreement regarding late fees, rent increases and due dates? This is a must attend meeting for ALL property managers as Pete Muccio will share information on the

SEPTEMBER 2021

**28**

Sign up today!

**REGISTER FOR LUNCH**

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Affiliates --- Register to Add your Name here on all emails to our members.

most important parts of the new legal laws impacting property managers."

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All luncheon online registrations will be available through 5PM on the Thursday before the event, at which time the registration link will be removed from the website. Those missing the deadline may pay \$40.00 with check only at the door. However, there will be a limit of 8 walk-in spots available.



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12:00 pm - 1:15 pm

Categories

Join the Denver Chapter of NARPM for our monthly webinar

# May's Speaker:

Regional Director for Mynd Property Management





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available

12:00 pm - 1:15 pm

Categories

Join the Denver Chapter of NARPM for our monthly webinar

# April's Speaker:

Regional Vice President, HomeRiver Group

Description: Create actionable habits to grow your property management company.







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National Association of Residential Property Managers

**Denver Chapter of NARPM**  
**Minutes of the Board of Directors Meeting**  
**January 27, 2021 11:00 am – 12:00 pm**

**In Attendance:**

- Brandon Scholten, Jim Lagan, Jim Shonts, Kacy Martinez, Robert Alldredge, Chuck Kelly

**Meeting Called to Order:**

- Motion to approve Minutes of Leadership Planning and 2021 Intro Meeting from December 2020
  - *Passed* unanimously
- 2021 Budget Review
  - Sponsorships discussion
  - Affiliate and Member dues discussion
  - National Incentives discussion
- Motion to pass and finalize 2021 Budget
  - *Passed* unanimously
- Contract with the Sheraton from 2020's Conference was rolled over into 2021. With 2021's Conference being cancelled; Jim Lagan will confirm if we are able to roll again into 2022 or potentially apply to a Membership Appreciation/Drive event in September
- Sponsorships will be offered for upcoming webinars and shall be coordinated with the Communications and Affiliate Member Chairs.

**Meeting Adjourned.**

*Prepared by Laura Freese.*



National Association of Residential Property Managers

**Denver Chapter of NARPM**  
**Minutes of the Board of Directors Meeting**

March 30th , 2021 10:30 am – 12:00 pm

**In Attendance:**

- Brandon Scholten, Jim Lagan, Jim Shonts, Kacy Martinez, Robert Alldredge, Chuck Kelly, Laura Freese

**Meeting Called to Order:**

- Board discussed implementing a membership drive.
- Board discussed the Facebook page for NARPM Denver Chapter. Membership Chair will post and coordinate. Permission has been given to the Membership chair to be authorized on account.
- Board decided to not add breakout rooms to Zoom Luncheons/Meetings.
- PPA will be notified about the 2nd half of year in person meetings.
- Board Voted no on sending Newsletters to chapter.
- Discussed Legislative Chairpersons utilizing Mailchimp to send out Legislative updates.
- Discussed emailing Chapter member list to Affiliate Members as a “perk” of membership. Agreed this is appropriate.
- Board discussed how to put in a complaint about other members that could be ethics violations. site is <https://www.narpm.org/about/ethics/ethics-complaint/>
- Board discussed Christmas Party Chairs (Sondra Welsh & Laura Freese) coordinate a Fall or late Summer Denver Chapter Membership party

**Meeting Adjourned.**



National Association of Residential Property Managers

**Denver Chapter of NARPM**  
**Minutes of the Board of Directors Meeting**  
**April 23rd, 2021 10:30 am – 12:00 pm**

**In Attendance:**

- Brandon Scholten, Jim Lagan, Jim Shonts, Kacy Martinez, Robert Alldredge, Chuck Kelley, Laura Freese

**Meeting Called to Order:**

- Board Approved minutes
- Board discussed implementing a membership drive in August
- Discussed June 28th start date for in person-Asked speaker chair about speaker flying out and if that will work Marc will ask. Also must confirm with PPA.
- Brandon will look into the PPA and COVID restrictions.
- Discussed membership drive in August with Marsha Waters speaking. Discussed \$50.00 off membership.
- Discussed Legislative Chairpersons which method to send out Legislative updates.
- Discussed emailing Chapter member list to Affiliate Members as a “perk” of membership. Agreed this is appropriate.
- Board discussed Christmas Party Chairs (Sondra Welsh & Laura Freese) coordinate a Fall or late Summer Denver Chapter Membership party

**Meeting Adjourned.**

*Prepared by Laura Freese Denver Chapter NARPM Secretary*



National Association of Residential Property Managers

***Denver Chapter of NARPM  
Minutes of the Board of Directors Meeting***

**May 18th, 2021 10:30 am – 12:00 pm**

**In Attendance:**

- Brandon Scholten, Jim Lagan, Jim Shonts, Kacy Martinez, Robert Alldredge, Chuck Kelly, Laura Freese

**Meeting Called to Order:**

- April's Treasurer's Report -Approved
- April's Minutes -Approved
- Board confirmed Membership Appreciation/Drive event in September offering a \$50.00 discount on membership. To receive grant of \$500.00 from National
- Board agreed If there is a complaint - the board serves as the professional standards committee to review
- Board Decided adjusting start or end time of Luncheons/Meetings to allow for Affiliate & Member networking & break out rooms is not going to be the standard
- Discussed best method for legislative updates. Bob or Anne Marie (Legislative Chairs) to share through Mail chimp or Jim Shonts through Web-site.

**Meeting Adjourned.**

*Prepared by Laura Freese Denver Chapter NARPM Secretary*



National Association of Residential Property Managers

**Denver Chapter of NARPM**  
**Minutes of the Board of Directors Meeting**

June 29<sup>th</sup>, 2021 10:30 am – 12:00 pm

**In Attendance:**

- Brandon Scholten, Jim Lagan, Jim Shonts, Kacy Martinez, Robert Alldredge, Laura Freese

**Meeting Called to Order:**

- May Treasurer's Report – Approved
- Board discussed sending extra info blasts through website about Membership Appreciation/Drive during Marsha Waters in August.
- Discussed Budget for Appreciation party-Board had voted not to set aside funds for such previously.
- Board voted to change time of Board meetings to 10:00am prior to in person luncheons
- Discussed best method for legislative updates. Bob does not feel comfortable with Mail chimp. So many other facets to learn from. Bob will email Board.

**Meeting Adjourned.**

Additional: August 3<sup>rd</sup>-Jim Lagan- Membership Drive Approved for Aug, 31<sup>st</sup> from National including Grant



*Prepared by Laura Freese Denver Chapter NARPM Secretary*



National Association of Residential Property Managers

**Denver Chapter of NARPM**  
**Minutes of the Board of Directors Meeting**

**August 31<sup>st</sup>, 2021 10:00 am – 12:00 pm**

**In Attendance:**

- Brandon Scholten, Jim Lagan, Jim Shonts, Kacy Martinez, Robert Alldredge, Chuck Kelley, Laura Freese

**Meeting Called to Order:**

- June Treasure's Report Approved
- Discussed Membership benefits and education to be brought up at Luncheon
- Board voted to move October Meeting to October 19th, 2021 due to National Conference is October 26<sup>th</sup> -29<sup>th</sup> 2021
- Board made decision to move Member Appreciation party to a Holiday Party. Date TBD
- Board agreed that President will pick charity for Holiday party Silent Auction
- Board agreed that a Venue may be better than PPA for Holiday Party per Laura's recommendation. Sondra will assist with Holiday party planning and looking for volunteers.
- Board needs to come up with Date for 2022 Conference and confirm at the Sheraton. Will discuss in Sept.
- Board discussed open Leadership Roles and ideas of who can fill the spots for Education Chair since Sondra would like to leave the position.

**Meeting Adjourned.**

*Prepared by Laura Freese Denver Chapter NARPM Secretary*

## 2022

Role			Phone
President	Chuck Kelley	Chuck@RentEclipse.com	719-480-2422
President Elect	Jim Shonts	Jim@PMlelevation.com	720-735-7449
Past President	Brandon Scholten	brandon@keyrenterdenver.com	720-735-7497
Treasurer	Kacy Martinez	kacy@tjcrealestate.com	303.250.2537
Vice President (Legislative)	Bob Alldredge	rlalldredge@msn.com	303-234-0546
Vice President (Conference, Communication)	Vincent Deorio	vincent.deorio@realatlas.com	303.902.4785
Secretary	Laura Freese	Laura@rentabr.com	303-828-7994
Chair Positions			
Legislative Action	Pete Muccio?	pm@thslawfirm.com	
Chapter of Excellence	Michelle Irons?	michelle@phoenixrealtyinc.com	
Speaker	Brandon Scholten	brandon@keyrenterdenver.com	720-735-7497
Hospitality	Devin Bewley	devin@legacyproperties-pm.com	720-989-1996
Hospitality	Jojo Elliot	jojo@epicprops.co	720.277.9868
Education	Crystal Vincent	crystal@laurelpropertyservices.com	970.710.1458
Member	Taylor Haas	taylorh@coloradorpm.com	303-704-2618
Affiliate	Kristen Franzen	Kristen@showdigs.com	303-517-8918
Board Member Assigned to Oversee Position	Primary Function		
Bob Alldredge	Represent NarpM with Bob with JLAC, possibly help with getting info to membership on legislative issues (Bob will discuss with her)		
Brandon Scholten	Ensure Chapter obtains Chapter of Excellence		
Brandon Scholten	Schedule speakers and coordinate logistics for their travel as needed		
Kacy Martinez	Coordinate logistics with in-person meetings, equipment, setup, etc		
Chuck Kelley	Coordinate CE courses with DORA, and National Education Courses with NARPM National		
Laura Freese	Facilitate initiatives to grow membership and provide value to existing members		
Jim Lagan	Facilitate initiatives to grow affiliate membership and provide value to existing members		



National Association of Residential Property Managers

**Denver Chapter of NARPM  
Annual Election Meeting Minutes**

**November 16<sup>th</sup> , 2022 11:15 am – 1:00 pm**

**In Attendance:**

- Chapter Board-Jim Shonts, Jim Lagan, Kacy Martinez, Brandon Sholton, Laura Freese, Bob Aldredge, Chapter Chairs, Chapter Members

**Prior to Election meeting-**

- September 28<sup>th</sup>, 2021-Nominations were requested at luncheon for chapter Officers.
- October 19<sup>th</sup>,2021 -email sent to members regarding Notice of Election of Chapter Officers.

**Meeting Called to Order:**

**Pledge of Allegiance**

**Officer Slate presented to members:**

**President** - Chuck Kelley (Eclipse Property Management)

**President-Elect** - Jim Shonts (PMI Elevation)

**Past President** - Brandon Scholten (Keyrenter Denver)

**Treasurer** - Kacy Martinez (TJC Real Estate and Management)

**Secretary** - Laura Freese (Associated Brokers Realty, Inc.)

**1st Vice President** - Bob Alldredge (Jericho Properties Realty)

**2nd Vice President** - Phillip Austin (Evernest)

Vote Initiated by speaker with candidates at front of room.

Universal Positive Vote for all Chapter officers with no votes against any candidates.

Officers accepted as Chapter Representatives for Denver Chapter of NARPM to be sworn in January 2022 for the 2022 year of service.

**Election portion of meeting adjourned.**