



CHAPTER COMPLIANCE 2023

C006 DENVER CHAPTER

Congratulations! Your NARPM 2023 Chapter Compliance Application form has been approved!

The chapter has met all recertification requirements and is fully certified.

Levels of Chapter Recertification

Full recertification

The chapter has met all recertification requirements, indicated by compliance with items listed on the certificate of compliance. Only fully certified chapters are eligible for Chapter Excellence Awards. Once recertified, an email will be sent.

Chapter in Review (Amended 2022)

Should the Chapter submittal displays lack of submission of any items on the certificate of compliance. Chapters will have six (6) months from compliance deadline to restore their certification. NARPM® Board of Directors must confirm that a Chapter can be taken off Chapter in Review status.

A Chapter will be placed in **Chapter in Review/Conditional Compliance** if documents are not submitted by compliance deadline. Members of the chapter will not be notified when a Chapter is placed in conditional compliance. The chapter must meet the chapter compliance deadline for the following year.

De-certification

De-certification must be preceded by a period of Chapter in Review and indicates continued non-compliance of recertification requirements. NARPM Board of Directors must approve all de-certification of chapters.



**CHAPTER COMPLIANCE 2023
ATTENDANCE REQUIREMENTS MET in 2022**

C006 DENVER CHAPTER

Compliance Question:

How many Chapter Leader Calls, hosted by RVPs, did the chapter president, or their representative, participate in? Your chapter president, or their representative, must attend at least two of these calls to obtain chapter compliance.

February 9, 2022 Attendee(s): Charlie L. Kelley, Jr.

June 2, 2022 Attendee(s): Charlie L. Kelley, Jr.

Chapter Bylaws Requirements for President and/or President-Elect to attend Chapter Leadership Training at Annual Convention on October 20, 2022 AND/OR Nuts and Bolts Virtual Sessions on November 16, 2022.

October 20, 2022 Attendee(s): Charlie L. Kelley, Jr. and James Shonts

November 16, 2022 Attendee(s): Laura Freese & James Shonts

Bylaws of The Denver Chapter of The National Association of Residential Property Managers

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, 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 greater Denver, Colorado metropolitan 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 greater Denver, Colorado metropolitan 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, Colorado metropolitan area.

ARTICLE II: Membership

Professional, Associate, Support Staff, and Affiliate Members

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 Colorado 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 Colorado 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, or hold elective office.

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 Colorado state 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 recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

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 member 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 60 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 nonpayment of national annual dues.

Section C: 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. Upon 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 executive 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 shall be composed of 7 (seven) officers as follows:

1. President: The president shall:
 - a. Be 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 executive 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. Have the power to assign the other officers such duties or responsibilities as the president deems appropriate or necessary for conducting the Chapter's business.

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 duties or responsibilities 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. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
- i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.

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 executive committee as appropriate.
- c. Notify all chapter members of upcoming meetings
- d. File all federal, state and local reports as needed.
- e. Undertake responsibility for such other activities as deemed appropriate by the executive committee.
- 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. Undertake other duties or responsibilities as are deemed appropriate by the president.

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 executive 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.

j. Undertake other duties or responsibilities as are deemed appropriate by the president.

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 #1

- a. Shall serve as Chairman of the Legislative Committee
- b. Undertake other duties or responsibilities as are deemed appropriate by the president.
- c. Serve a term of one year commencing with the beginning of the calendar year.
- d. Must be a Professional Member of the Chapter.

6. Vice President #1

- a. Shall serve as Chairman of the Legislative Committee
- b. Undertake other duties or responsibilities as are deemed appropriate by the president.
- c. Serve a term of one year commencing with the beginning of the calendar year.
- d. Must be a Professional Member of the Chapter.

7. Vice President #2

- a. Shall serve as Chairman of the Education Committee
- b. Undertake other duties or responsibilities as are deemed appropriate by the president.
- c. Serve a term of one year commencing with the beginning of the calendar year.
- d. Must be a Professional Member of the Chapter.

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 Professional 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 calendar year. Nominations shall be done in two ways:

- a. 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.
- b. 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 October** chapter meeting, or electronically **no later than the month of October, 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 may appoint up to two other members of the committee. The recommendation of the Nominating Committee shall be approved by the Denver Chapter 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 chapters calendar year and conclude at the end of the same. An officer can serve for any number of consecutive terms.

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. Is no longer eligible for membership in the chapter or the national association.
3. Is no longer capable of fulfilling duties of the office involved.
4. Is removed by a majority vote of the executive committee.

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 email or regular letter mailed to each member of the executive 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 executive 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. Executive Committee: A Majority of the executive committee officers in attendance shall constitute a quorum.

2. Chapter Members: A quorum to conduct business by the chapter members shall be 10% of the members 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

1. Executive Committee: At a meeting at which a quorum is present, all actions and decisions of the executive committee shall be made official by simple majority vote of the executive committee members present at any regular or special meeting of the executive committee, unless otherwise precluded by law.

2. Chapter Members: At a meeting at which a quorum is present, all actions and decisions of the chapter members shall be made official by simple majority vote of the chapter members present at any regular or special meeting of the chapter members, 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

As a condition of membership, all Professional Members of NARPM® must complete a NARPM® Code of Ethics training once within a four year period, beginning January 1, 2012, and each four year period thereafter. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means as approved by the board of directors of NARPM® National. Failure to satisfy this requirement will result in the professional members reverting to an associate member until course is completed.

Section A: Acknowledgment

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 B: 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

A 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 not 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 Chapter of the National Association of Residential Property Managers' Executive Committee/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 affect 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 [insert state name] state law, Chapter shall notify the National Association of said amendments but no further action will be required.

Section E. Sexual Harassment

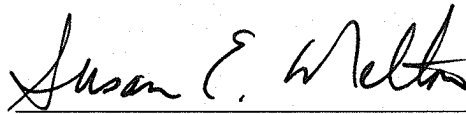
Any member of the Association may be reprimanded, placed on probation, suspended or expelled for harassment of an Association employee or Association Officer or Director after a hearing in accordance with the established procedures of the Association. As used in the Section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of

unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, and President-Elect and one member of the Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the Association. If the complaint names the President, or President-Elect, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint.

Section E: Dissolution

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

These Bylaws were adopted on and are effective as of February 23, 2016.



Susan Melton, President



Kate Roth, Secretary

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

May 5, 2022

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: 05/11/2022

IRS e-file Signature Authorization for a Tax Exempt Entity

OMB No. 1545-0047

Form **8879-TE**

For calendar year 2021, or fiscal year beginning 2021, and ending 20

u Do not send to the IRS. Keep for your records.
u Go to www.irs.gov/Form8879TE for the latest information.

2021

Department of the Treasury
Internal Revenue Service

Name of filer

Denver Chapter of the NARPM

EIN or SSN

**** - ***9017**

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

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a 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, 7b, 8b, 9b, or 10b, 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.

1a Form 990 check here	<input type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	
2a Form 990-EZ check here	<input checked="" type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b	27,989
3a Form 1120-POL check here	<input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a Form 990-PF check here	<input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a Form 8868 check here	<input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b	
6a Form 990-T check here	<input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b	
7a Form 4720 check here	<input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b	
8a Form 5227 check here	<input type="checkbox"/>	b FMV of assets at end of tax year (Form 5227, Item D)	8b	
9a Form 5330 check here	<input type="checkbox"/>	b Tax due (Form 5330, Part II, line 19)	9b	
10a Form 8038-CP check here	<input type="checkbox"/>	b Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b	

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 entity or I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2021 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 2021 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 entity, I will enter my PIN as my signature on the tax year 2021 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 } **05/05/22**

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.

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2021 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 } **05/05/22**

ERO Must Retain This Form — See Instructions

Do Not Submit This Form to the IRS Unless Requested To Do So

Denver Chapter of NARPM

Profit and Loss

January - December 2022

	TOTAL
Income	
41000 Program Income	
41200 Dues	
41215 Professional Dues (2022)	2,945.00
41216 Professional Dues (2023)	6,910.00
41225 Affiliate Dues (2022)	3,750.00
41226 Affiliate Dues (2023)	5,875.00
41228 Support Staff Dues (2023)	730.00
41235 Support Staff Dues (2022)	330.00
Total 41200 Dues	20,540.00
41500 National Member Retention	1,460.00
Total 41000 Program Income	22,000.00
42300 Luncheon Income	12,270.00
42400 Luncheon Sponsorships - Gold	2,750.00
42401 Luncheon Sponsorships - Silver	1,050.00
Total 42300 Luncheon Income	16,070.00
42800 Conference Income	
42801 Conference - Additional Lunch	60.00
42813 Conference - Registration (2022)	17,545.00
42823 Conference - Vendor Tables (2022)	13,450.00
Total 42800 Conference Income	31,055.00
44000 Special Events Income	
44100 Class Fees	
44102 Non-Member Class Fees	200.00
Total 44100 Class Fees	200.00
Total 44000 Special Events Income	200.00
45000 Other Types of Income	
45100 Interest-Savings, Short-term CD	20.80
Total 45000 Other Types of Income	20.80
Total Income	\$69,345.80
GROSS PROFIT	\$69,345.80
Expenses	
60000 Office/General Administrative Expenses	
60010 Business Registration Fees	10.00
60015 Colorado Apartment Association	2,500.00
60016 Colorado Landlord Legislative Coalition	2,500.00
60020 Insurance - Liability, D and O	1,000.00
60030 Marketing - General	273.99
60050 PO Box	264.00
Total 60000 Office/General Administrative Expenses	6,547.99

Denver Chapter of NARPM

Profit and Loss

January - December 2022

	TOTAL
61000 Services	
61020 CPA	349.00
61030 Firstbank	96.00
61040 Google	145.52
61060 Paypal	2,843.82
61070 Quickbooks	985.00
Total 61000 Services	4,419.34
62000 Luncheons Expense	
62100 Luncheons - Food & Beverage	11,521.86
62200 Luncheons - Venue	10,175.00
62300 Luncheons - Speakers	1,361.52
62400 Luncheons - Supplies & Materials	44.40
Total 62000 Luncheons Expense	23,102.78
63000 Conference Expenses	72.23
63100 Conference - Food & Beverage	9,558.51
63204 Conference Venue (2022)	10,000.00
63300 Conference - Speakers	400.00
63600 Conference - Supplies & Materials	1,839.63
Conference Venue	5,000.00
Total 63000 Conference Expenses	26,870.37
65000 Special Event Costs	
65100 Classes	
65110 Classes - Instructors	848.00
Total 65100 Classes	848.00
65200 Holiday Party	5,365.96
65300 Travel & Leadership Meetings	
65320 Annual Board Retreat - Food & Beverage	742.89
65337 Annual Board Retreat - Venue (2022)	2,505.05
Total 65300 Travel & Leadership Meetings	3,247.94
Total 65000 Special Event Costs	9,461.90
65555 Travel and Meetings	
63630 Conference, Convention, Meeting	35.98
Total 65555 Travel and Meetings	35.98
Total Expenses	\$70,438.36
NET OPERATING INCOME	\$ -1,092.56
Other Income	
45500 Charitable Contributions	2,910.00
Total Other Income	\$2,910.00

Denver Chapter of NARPM

Profit and Loss

January - December 2022

	TOTAL
Other Expenses	
68000 Charitable Donations	5,000.00
Total Other Expenses	\$5,000.00
NET OTHER INCOME	\$ -2,090.00
NET INCOME	\$ -3,182.56

	Jan-23	Feb-23
Income		
41000 Program Income		
41200 Dues		
41215 Professional Dues (2023)	2,750.00	0.00
41216 Professional Dues (2024)	0.00	0.00
41225 Affiliate Dues (2023)	2,625.00	1050.00
41226 Affiliate Dues (2024)	0.00	0.00
41235 Support Staff Dues (2023)	150.00	0.00
41236 Support Staff Dues (2024)	0.00	0.00
Total 41200 Dues	5,525.00	1050.00
41500 National Member Retention	0.00	0.00
Total 41000 Program Income	5,525.00	1,050.00
42300 Luncheon Income	2820.00	1705.00
42400 Luncheon Sponsorships - Gold	0.00	0.00
42401 Luncheon Sponsorships - Silver	100.00	200.00
Total 42300 Luncheon Income	2920.00	1905.00
42800 Conference Income		
42813 Conference - Registration (2023)	0.00	0.00
42825 Conference- Vendor Table (2023)	0.00	0.00
Total 42800 Conference Income	0.00	0.00
44000 Special Events Income		
44100 Class Fees		
44102 Non-Member Class Fees	0.00	0.00
Total 44100 Class Fees	0.00	0.00
Total 44000 Special Events Income	0.00	0.00
45000 Other Types of Income		
45100 Interest-Savings, Short-term CD	5.90	5.90
Total 45000 Other Types of Income	5.90	5.90
Total Income	\$8,450.90	\$2,960.90
GROSS PROFIT	\$8,450.90	\$2,960.90
Expenses		
60000 Office/General Administrative Expenses		
60010 Business Registration Fees	0.00	0.00
60015 Colorado Apartment Association	0.00	0.00
60016 Colorado Landlord Legislative Coalition	0.00	0.00
60020 Insurance - Liability, D and O	0.00	0.00
60030 Marketing - General	26.50	23.00
60050 PO Box	264.00	0.00
60070 Supplies	0.00	96.20
Total 60000 Office/General Administrative Expenses	290.50	119.20
61000 Services		
61020 CPA	0.00	0.00
61030 Firstbank	7.00	7.00
61040 Google	12.00	48.00
61060 Paypal	351.02	118.00
61070 Quickbooks	85.00	85.00

Total 61000 Services	455.02	258.00
62000 Luncheons Expense		
62100 Luncheons - Food & Beverage	0.00	2147.68
62200 Luncheons- Venue	2526.50	1,551.50
62300 Luncheons - Speaker	0.00	0.00
TOTAL 62000 Luncheons Expense	2526.50	3699.18
63000 Conference Expenses		
63100 Conference- Food & Beverage	0.00	0.00
63204 Conference Venue (2023)	0.00	0.00
63205 Conference Venue (2024)	0.00	0.00
63300 Conference - Speakers	0.00	0.00
63500 Conference- Marketing	0.00	0.00
63600 Conference - Supplies and Material	0.00	0.00
TOTAL 63000 Conference Expenses	0.00	0.00
65000 Special Event Costs	51.32	100.00
65100 Classes	0.00	0.00
65110 Classes - Instructors	0.00	0.00
TOTAL 65100 Classes	51.32	100.00
65200 Holiday Party	0.00	0.00
65300 Travel & Leadership Meetings	0.00	
65310 November Planning Meeting	0.00	0.00
65320 Annual Board Retreat- Food & Beverage	200.00	1196.21
65337 Annual Board Retreat- Venue (2023)	585.00	2214.20
65338 Annual Board Retreat- Venue (2024)	0.00	0.00
65350 Leadership Training (National)	0.00	0.00
Total 65300 Travel & Leadership Meetings	785.00	3410.41
Total 65000 Special Event Costs	0.00	0.00
Total Expenses	4108.34	7586.79
NET OPERATING INCOME	4342.56	-4625.89
Other Income- 45500 Charitable Contribution	310.00	0.00
Total Other Income	310.00	0.00
Other Expenses 68000 Charitable Donations	3220.00	0.00
Total Other Expenses	3220.00	0.00
NET OTHER INCOME	0.00	\$0.00

Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23
875.00	1,125.00	875.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
350.00	525.00	350.00	350.00	175.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
75.00	75.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
1300.00	1,725.00	1,225.00	350.00	175.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
1,300.00	1,725.00	1,225.00	350.00	175.00	0.00
1,610.00	0.00	1,610.00	1,610.00	1610.00	1,610.00
300.00	0.00	300.00	300.00	0.00	300.00
200.00	0.00	200.00	200.00	0.00	200.00
2110.00	0.00	2110.00	2110.00	1610.00	2110.00
15,225.00	15,225.00	0.00	0.00	0.00	0.00
9,575.00	9,575.00	0.00	0.00	0.00	0.00
24800.00	24800.00	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	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
5.90	5.90	5.90	5.90	5.90	5.90
5.90	5.90	5.90	5.90	5.90	5.90
\$28,215.90	\$26,530.90	\$3,340.90	\$2,465.90	\$1,790.90	\$2,115.90
\$28,215.90	\$26,530.90	\$3,340.90	\$2,465.90	\$1,790.90	\$2,115.90
0.00	0.00	0.00	0.00	0.00	0.00
0.00	2,500.00	0.00	0.00	0.00	0.00
2500.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	1043.00	0.00	0.00
190.00	190.00	190.00	190.00	190.00	190.00
0.00	0.00	0.00	0.00	0.00	0.00
200.00	0.00	0.00	0.00	0.00	125.00
2890.00	2690.00	190.00	1233.00	190.00	315.00
0.00	383.00	0.00	0.00	0.00	0.00
7.00	7.00	7.00	7.00	7.00	7.00
48.00	48.00	48.00	48.00	48.00	48.00
1129.00	1061.00	133.00	99.00	72.00	85.00
85.00	85.00	85.00	85.00	85.00	85.00

1269.00	1584.00	273.00	239.00	212.00	225.00
1,816.12	1,206.40	0.00	1,206.40	1,206.40	0.00
1,551.50	0.00	1,551.50	1,551.50	0.00	1,551.50
0.00	0.00	0.00	0.00	0.00	0.00
3367.62	1206.40	1551.50	2757.90	1206.40	1551.50
0.00	22,000.00	0.00	0.00	0.00	0.00
0.00	8,000.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	5,000.00	0.00	0.00
0.00	0.00	1,400.00	0.00	0.00	0.00
0.00	250.00	0.00	0.00	0.00	0.00
0.00	500.00	3,000.00	0.00	0.00	0.00
0.00	30750.00	4400.00	5000.00	0.00	0.00
100.00	100.00	100.00	100.00	100.00	100.00
0.00	0.00	0.00	0.00	0.00	0.00
896.00	0.00	0.00	0.00	0.00	0.00
996.00	100.00	100.00	100.00	100.00	100.00
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	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	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	0.00
8522.62	36330.40	6514.50	9329.90	1708.40	2191.50
19693.28	-9799.50	-3173.60	-6864.00	82.50	-75.60
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	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	\$0.00	\$0.00

Sep-23	Oct-23	Nov-23	Dec-23	TOTAL
0.00	0.00	0.00	0.00	\$5,625.00
0.00	0.00	3,500.00	3,500.00	\$7,000.00
0.00	0.00	0.00	0.00	\$5,425.00
0.00	0.00	2,450.00	2,450.00	\$4,900.00
0.00	0.00	0.00	0.00	\$300.00
0.00	0.00	375.00	375.00	\$750.00
0.00	0.00	6,325.00	6,325.00	\$24,000.00
1,410.00	0.00	0.00	0.00	\$1,410.00
1,410.00	0.00	6,325.00	6,325.00	\$25,410.00
1,610.00	1,610.00	1,610.00	0.00	\$17,405.00
300.00	300.00	300.00	0.00	\$2,100.00
200.00	200.00	200.00	0.00	\$750.00
2110.00	2110.00	2110.00	0.00	\$21,205.00
0.00	0.00	0.00	0.00	\$30,450.00
0.00	0.00	0.00	0.00	\$19,150.00
0.00	0.00	0.00	0.00	\$49,600.00
				\$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	0.00	0.00	0.00	\$0.00
				\$0.00
5.90	5.90	5.90	5.90	\$70.80
5.90	5.90	5.90	5.90	\$70.80
\$3,525.90	\$2,115.90	\$8,440.90	\$6,330.90	\$96,285.80
\$3,525.90	\$2,115.90	\$8,440.90	\$6,330.90	\$96,285.80
0.00	0.00	10.00	0.00	\$10.00
0.00	0.00	0.00	0.00	\$2,500.00
0.00	0.00	0.00	0.00	\$2,500.00
0.00	0.00	0.00	0.00	\$1,043.00
190.00	190.00	190.00	190.00	\$1,949.50
0.00	0.00	0.00	0.00	\$264.00
0.00	0.00	0.00	0.00	\$421.20
190.00	190.00	200.00	190.00	\$8,687.70
				\$0.00
0.00	0.00	0.00	0.00	\$383.00
7.00	7.00	7.00	7.00	\$84.00
48.00	48.00	48.00	48.00	\$540.00
141.00	85.00	337.00	253.00	\$3,864.02
85.00	85.00	85.00	85.00	\$1,020.00

281.00	225.00	477.00	393.00	\$5,891.02
				\$0.00
1,206.40	1,206.40	1,206.40	1,206.40	\$12,408.60
1,551.50	1,551.50	1,551.50	0.00	\$14,938.50
0.00	0.00	0.00	0.00	\$0.00
2757.90	2757.90	2757.90	1206.40	\$27,347.10
0.00	0.00	0.00	0.00	\$22,000.00
0.00	0.00	0.00	0.00	\$8,000.00
0.00	0.00	0.00	0.00	\$5,000.00
0.00	0.00	0.00	0.00	\$1,400.00
0.00	0.00	0.00	0.00	\$250.00
0.00	0.00	0.00	0.00	\$3,500.00
0.00	0.00	0.00	0.00	\$40,150.00
100.00	100.00	100.00	100.00	\$1,151.32
0.00	1500.00	0.00	0.00	\$1,500.00
0.00	0.00	0.00	0.00	\$896.00
100.00	1600.00	100.00	100.00	\$3,547.32
0.00	0.00	0.00	5,250.00	\$5,250.00
				\$0.00
0.00	0.00	250.00	0.00	\$250.00
0.00	0.00	0.00	0.00	\$1,396.21
0.00	0.00	0.00	0.00	\$2,799.20
0.00	0.00	550.00	0.00	\$550.00
0.00	0.00	0.00	600.00	\$600.00
0.00	0.00	800.00	5850.00	\$10,845.41
0.00	0.00	0.00	0.00	\$0.00
3328.90	4772.90	4334.90	7739.40	\$96,468.55
197.00	-2657.00	4106.00	-1408.50	-\$182.75
0.00	0.00	0.00	2,910.00	\$3,220.00
0.00	0.00	0.00	2910.00	\$3,220.00
0.00	0.00	0.00	0.00	\$3,220.00
0.00	0.00	0.00	0.00	\$3,220.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



NATIONAL ASSOCIATION OF
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DENVER CHAPTER



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available

11:15 am - 1:00 pm

Location

Denver PPA Event Center

Categories

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

February 22nd Speaker – Pete Neubig of VPM Solutions’ Presentation titled, “The #1 way to increase productivity and profitability”

- Co-Founder Empire Industries (2012 – 2019)
- East Region Vice President Mynd (2019 – 2021)
- Co-Founder VPM Solutions (2020 – present)

| NARPM RVP (2018 – 2020)

| MPM, RMP, TRLS, TRPM, Broker

| Host NARPM Radio Podcast



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.

GOLD AFFILIATE SPONSORS:





Darin Zier – Farmers Insurance

Silver Affiliate Sponsors:



Bookings

Bookings are closed for this event.

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ailable

11:15 am - 1:00 pm

Location

[Denver PPA Event Center](#)

Categories

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

March Speaker: William Mutch – Lobbyist for the Colorado Landlord Legislative Coalition

William will share a legislative update on the 2022 Colorado legislative session and share information on important legal changes impacting the property management industry. {Is Rent Control in Colorado’s Future??? Come and Find Out how to be an active participant in this year’s process!!!}



William Mutch

Principal of Mutch Government Relations

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.

GOLD AFFILIATE SPONSORS:



TOUR DESIGNS



SILVER AFFILIATE SPONSORS:



Bookings

Bookings are closed for this event.

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US

available

11:15 am - 1:00 pm

Location

[Denver PPA Event Center](#)

Categories

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

May Speaker: Marc Cunningham, National Speaker, Property Management Consultant, and President of Grace Property Management & Real Estate

Topic: The Lost Art Of Professionalism

The success of your property management business is largely dependent on who you allow into your owner-client group. In this fast-moving session we will focus how to improve your professionalism to attract GREAT owner-clients including:

What should be the proper mindset of a successful PM?

What is the difference between an owner transaction and an owner relationship?

Three words you should never use in your advertising (but most PMs do!)

How to qualify prospective owner-clients

Should you negotiate your management agreement terms?

How to never get sued

This session will empower you to stop asking owners to 'choose' you, and instead position yourself as the professional – so owners are asking YOU to 'choose' them!

Marc grew up in the real estate world and spent many years pulling weeds, painting walls, showing properties, and collecting rents for Grace Property Management, the company his father founded in 1978. Today, from a platform of managing over 1,000 rental properties with 20 team members, Grace Management helps people buy, sell, invest, flip, collect rent, evict, and have fun doing it! Marc is the President of Grace Property Management & Real Estate, holds a degree in Real Estate & Finance, has taught CE classes in over 20 states, has been featured in multiple national real estate publications, holds multiple designations, including the 2018 National Property Manager of the Year by Think Realty. Marc lives in Loveland, CO, where he lives his failed childhood sports dreams through his children.



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 \$50.00 with check only at the door. However, there will be a limit of 8 walk-in spots available.

CLICK HERE TO SEE DETAILS ABOUT THE CE CLASS DIRECTLY FOLLOWING THIS MONTH'S LUNCH:
<https://denver.narpm.org/events/may-2022-ce-credit-course-basic-fair-housing/>

GOLD AFFILIATE SPONSORS:



SILVER AFFILIATE SPONSORS:



Bookings

Bookings are closed for this event.

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NATIONAL ASSOCIATION OF
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DENVER CHAPTER

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	CHAPTER	Professional Member	Upcoming Events		Chapter Affiliates	NARPM®		
	ER	Support Staff Member	Past Webinars		Sponsorship Opportunities			
		Affiliate Member Application						<i>ailable</i>

11:15 am - 1:00 pm

Location

[Denver PPA Event Center](#)

Categories

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

June Speaker: Matthew Tringali, National Speaker, Property Management Consultant, and CEO of the BETTERWHO (Formerly: HomeVault Academy).

Topic: Key strategies to profitability from 100 to 1,000 units.

Matthew Tringali is the CEO & Co-founder of BetterWho, a former EOS implementer, the creator of the Build SMART System, and developed the first direct-hire RTM business for the property management industry while coining the term "Remote Team Member". He is a sought-after speaker and consultant in the property

management industry; where he brings together his love of failure, success, and teaching to ensure he is delivering meaningful value to his audience and clients. His areas of focus include systems, processes, profitability, and labor efficiency. Most importantly, he is a husband and a father of five who loves visiting National Parks with his family.



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 \$50.00 with check only at the door. However, there will be a limit of 8 walk-in spots available.

GOLD AFFILIATE SPONSORS:





SILVER AFFILIATE SPONSORS:



Bookings

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11:15 am - 1:00 pm

Location

[Denver PPA Event Center](#)

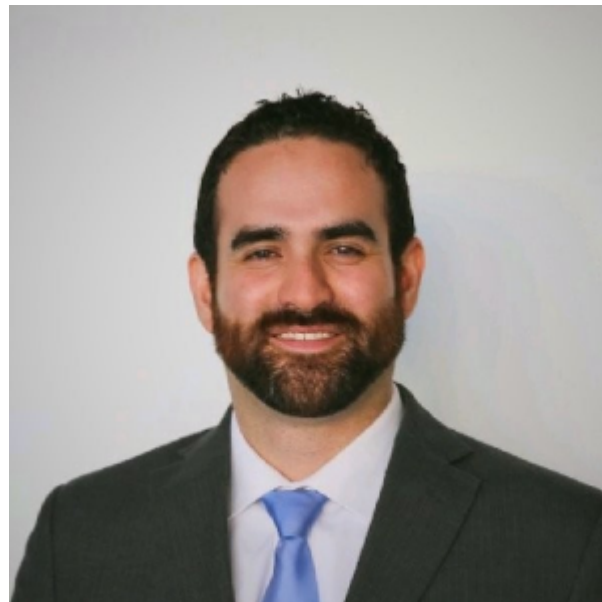
Categories

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

**August Panel: Chris Scott, Director of Growth at Scott Home Inspections // Alex Vidal, Policy Analyst with Denver’s Department of Excise and Licenses // Stacy Gilmore, Councilwoman District 11 with the Denver City Council
Topic: Denver’s Rental Licensing and Inspection Laws**



Chris Scott: Chris Scott is the Director of Growth at Scott Home Inspection, and has been involved with the Denver Rental License program from the start. Chris worked with the city to help define the requirements, as well as offer reasonable and effective solutions to ensure tenant health and safety, while also keeping the property owners' interests in mind. Chris' previous experience with the city of Boulder's rental license program helped significantly in the efforts with the city of Denver's program.



Alex Vidal Policy Analyst with Denver's Dept. of Excise and Licenses. He has been involved in the development of the rental licensing in his work for the city of Denver



Stacey Gilmore – Councilwoman District 11 at Denver City Council. From here linked in: Stacie Gilmore is a third generation Coloradan, born and raised in Brush, Colorado. On July 20, 2015 she was sworn in as the Councilwoman for District 11 for the City and County of Denver, CO. She graduated from Brush High School and earned a Bachelors of Science degree in zoology and chemistry from Metropolitan State College of Denver in 1994. In December 2003, she graduated summa cum laude from Regis University with a Masters degree in non-profit management as a Colorado Trust Fellow. She has been involved in environmental and conservation education since 1990 and has worked for the Colorado Division of Wildlife and the Colorado Department of Natural Resources before co-founding Environmental Learning for Kids (ELK) with her husband, Scott Gilmore in 1996.

Stacie served for over 19 years as Executive Director of ELK. Stacie, Scott and their three children reside in the Montbello community of Denver and she is often in nature, engaging and educating youth around science and careers.

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 \$50.00 with check only at the door. However, there will be a limit of 8 walk-in spots available.

GOLD AFFILIATE SPONSORS:





SILVER AFFILIATE SPONSORS:



Bookings

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Date/Time

Date(s) - 09/27/2022

11:15 am - 1:00 pm

Location

[Denver PPA Event Center](#)

Categories

Map Unavailable

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

September Speaker: Marcia Waters – Division Director for the Colorado Division of Real Estate // CE Class Following the Lunch — Owners

Expectations and the Property Management Agreement (Additional Registration Required)

"Annual Update and Changes in DORA that will impact Property Managers"



Marcia Waters Director of Division of Real Estate

GOLD AFFILIATE SPONSORS:





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.

CLICK HERE TO SEE DETAILS ABOUT THE CE CLASS DIRECTLY FOLLOWING THIS MONTH'S LUNCH:

<https://denver.narpm.org/events/september-2022-ce-credit-course-owners-expectations-and-the-property-management-agreement/>

SILVER AFFILIATE SPONSORS:



Bookings

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Date/Time

Date(s) - 11/15/2022

11:15 am - 1:00 pm

Location

Denver PPA Event Center

Categories

Map Unavailable

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

November 2022 Speaker: Pete Muccio with Tschetter Sulzer Law Firm: The Topic is an Explanation of the current impact the new laws have

had on the eviction process and forecasting for what may be coming down this next legislative session



Pete is a Senior Associate Attorney with Tschetter Sulzer, practicing in the area of landlord representation since 2003. Pete's practice encompasses a wide range of issues, with a heavy emphasis on litigation arising out of landlord-tenant disputes. He has argued in front of the Colorado Court of Appeals, and he regularly practices in County Court, District Court, and Federal Bankruptcy Court.

Pete has developed and presented continuing education classes for brokers and attorneys and has given multiple presentations for the AAMD. He is a regular contributor to Tschetter Sulzer's online educational workshops known as Webinar Wednesdays.

What you really need to know about Pete is that he is competitive. He has been a runner since age 4, and he is still running, completing his first marathon a few years ago. He also enjoys his free time as a poker player, hiker, skier, and struggling golfer. He is not a Colorado native, but he has embraced the Colorado lifestyle since 1999.

Pete's credentials:

- Elected member of the Board of Directors at the Apartment Association of Metro Denver in 2021

- Tschetter Sulzer's representative at the Denver Chapter of the National Association of Residential Property Managers

- Current member of the Advisory Council to the Colorado Landlord Legislative Coalition

Member of the State of Colorado Board of Real Estate Appraisers from 2013 to 2018

All luncheon online registrations will be available through 5 PM on FRIDAY (November 11, 2022) before the event, at which time the registration link will be removed from the website. Those missing the deadline may pay \$50.00 with check only at the door. However, there will be a limit of 8 walk-in spots available.

GOLD AFFILIATE SPONSORS:



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Bookings

Bookings are closed for this event.

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National Association of Residential Property Managers

Denver Chapter of NARPM
Minutes of the Board of Directors Meeting

January 18th, 2022 10:00 am – 10:45 pm

In Attendance:

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

Meeting Called to Order:

- Board discussed-Updating info regarding NARPM onto Google drive
- Date's of meeting's for 2022 Finalized
- Conference Date of April 20th, 2022 confirmed.
 - Sheridan ballroom plus 2x Break out rooms
 - Designations Opportunities TBD
 - Brandon & Chuck will work on Speakers
 - Kristin is coordinating Vendors
- Need to set budget for 2022
- Board discussed February 22nd meeting -In person?-Covid stats to define
- Discussed a Chapter Retreat-Wait for Covid stats and decide

Meeting Adjourned.



National Association of Residential Property Managers

Denver Chapter of NARPM
Minutes of the Board of Directors Meeting

February 22nd, 2022 10:00 am – 10:45 pm

In Attendance:

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

Meeting Called to Order:

- Board discussed-Support Staff will not need to be members of National to join local chapter. Jim (Communications Chair) needs to update website.
- First email blast for conference is going out February 25th, 2022
- Kacy (Secretary) & Jim (Communications Chair) will work on lists of Affiliates and Members
- Need to set budget for 2022
- Board discussed speaker Budget for conference-no more than \$2,500.00
- Need to approve 2021 Tax Return in March 2022 or at Chapter Retreat

Meeting Adjourned.



National Association of Residential Property Managers

Denver Chapter of NARPM
Minutes of the Board of Directors Meeting

March 30th , 2022 10:30 am – 12:00 pm

In Attendance:

- Brandon Scholten, Jim Shonts, Kacy Martinez, Robert Alldredge, Chuck Kelley, 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 (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

May 18th, 2022 10:30 am – 12:00 pm

In Attendance:

- Brandon Scholten, Jim Shonts, Kacy Martinez, Robert Alldredge, Chuck Kelley, 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.



National Association of Residential Property Managers

Denver Chapter of NARPM
Minutes of the Board of Directors Meeting

September 27, 2022 10:00 am – 10:45 pm

In Attendance:

- Brandon Scholten, Jim Shonts, Kacy Martinez, Laura Freese, Bob Alldredge

Meeting Called to Order:

- Board Discussed Board & Leadership Positions.
- VA is Hired and assigned for 12 hours/month-Will Zoom with Board members prior to next meeting.(Milly)
- Membership drive-How did it go?
- Raise Membership Dues-2023- \$125.00 For Professional Board Members, Affiliate Dues raised to \$175.00, Support to \$75.00-Motion Passed for all increases.
- Board confirmed \$35.00 for lunches \$40.00 for Non-Members-\$50.00 same day. Will discuss pricing in October 2022.
- Retreat Meeting first day and dinner & stay-depart in the morning.

Meeting Adjourned.

Leadership Meeting Notes:

- April 11th -13th Potential Dates for conference
- December, 2022 -Christmas Party ?
- Retreat Date-January?
- Planning Meeting & Retreat planning Meeting-November?

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

October 27, 2022 10:00 am – 10:45 pm

In Attendance:

Jim Shonts, Kacy Martinez, Laura Freese, Bob Alldredge, Vincent Deorio

Meeting Called to Order:

- Board Discussed Board & Leadership Positions Election on November 15th, 2022.
- VA is Hired and assigned for 12 hours/month-Will Zoom with Board members prior to next meeting.(Milly)
 - Needs tasks calendar, passwords, Facebook communication, information.
- Luncheon Pricing being confirmed-Jojo Will speak with PPA to confirm. Also need request for later date for confirmation of members for luncheon.
- CLLC-Requesting a NARPM Denver Chapter member for their Board-Bob Aldrich?
- Conference Deposit confirmed with Sheraton?-Crystal will confirm Location and Deposit.
- Retreat Meeting first day and dinner & stay-depart in the morning.

Meeting Adjourned.

Leadership & Other Meeting Notes:

- April 11th -13th Potential Dates for conference
- December 8th , 2022 -Christmas Party ?
- Retreat Date-January?
- Planning Meeting & Retreat planning Meeting-November?

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

November 15, 2022 10:00 am – 10:45 pm

In Attendance:

Jim Shonts, Kacy Martinez, Laura Freese, Bob Alldredge,

Meeting Called to Order:

- Board Discussed Planning meeting and importance. President will coordinate.
- Discussed promoting Speakers through text, email, and additional formats for more information
 - Needs tasks calendar, passwords, Facebook communication, information.
- Board votes in favor of Holiday Party and budget of \$5,000.00
- Luncheon Pricing being confirmed Jojo Will speak with PPA to confirm. Also need request for later date for confirmation of members for luncheon.
- CLLC-Requesting a NARPM Denver Chapter member for their Board-Brandon or Board member? Discuss at retreat
- Retreat Meeting to change to first day and dinner & stay-depart in the morning.
- ACU-Chapter will include with membership

Meeting Adjourned.

Leadership & Other Meeting Notes:

- April 11th -13th Potential Dates for conference
- Retreat Date-January 18th & 19th

Prepared by Laura Freese Denver Chapter NARPM Secretary

2023 Positions

<u>P: Jim Shonts</u>	Jim Shonts	Jim@PMlelevation.com	720-735-7449
<u>P-elect: Laura Freese</u>	Laura Freese	Laura@rentabr.com	303-828-7994
<u>VP Internal: Crystal Vincent</u>	Crystal Vincent	crystal@laurelpropertyservices.com	970.710.1458
<u>VP External: Brandon Scholten</u>	Brandon Scholten	brandon@keyrenterdenver.com	720-735-7497
<u>Secretary: Anthony Irizarry</u>			
<u>Treasurer: Kacy Martinez</u>	Kacy Martinez	kacy@tjcrealestate.com	303.250.2537
		ben@integrityrm.net	
<u>Past President: Vacant</u>	Ben Parham		720-409-7761
<u>Education: Crystal Vincent (Debbie helping)</u>	Crystal Vincent	crystal@laurelpropertyservices.com	970.710.1458
<u>Meetings/Hospitality: Jojo Elliott</u>	Jojo Elliot	jojo@epicprops.co	720.277.9868
<u>Compliance: Michelle Irons</u>	Michelle Irons	michelle@phoenixrealtyinc.com	
<u>Membership: Meredith Myers</u>			
<u>Affiliate: Rudy Rodriguez</u>			
<u>Communications: Kristen Franzen</u>	Kristen Franzen		303-517-8918
<u>Legislation: Brandon Scholten (Bob Alldredge on Committee)</u>	Brandon Scholten	brandon@keyrenterdenver.com	720-735-7497
<u>Speaker Chair: Brandon Scholten (Mike Hoover assisting)</u>			
<u>New Member Mentor: Laura Freese</u>	Laura Freese	Laura@rentabr.com	303-828-7994
2022 Positions			
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	DenverAffiliateChair@gmail.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 16th , 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 28th, 2022-Nominations were requested at luncheon for chapter Officers.
- October 19th, 2022 -email sent to members regarding Notice of Election of Chapter Officers.

Meeting Called to Order:

Pledge of Allegiance

Officer Slate presented to members:

President - Jim Shonts (PMI Elevation)

President-Elect - Laurab Freese (Associated Brokers Realty Inc)

Past President - Brandon Scholten (Keyrenter Denver)

Treasurer - Kacy Martinez (TJC Real Estate and Management)

Secretary - Anthony Irizarry (Associated Brokers Realty, Inc.)

1st Vice President - Crystal Vincent (Laurel Proeprty)

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 2023 for the 2023 year of service.

Election portion of meeting adjourned.