

**Marin/Sonoma NARPM Chapter Board Meeting**  
**January 16, 2014**  
**McNear's Restaurant, Petaluma CA**

Meeting was called to order at 11:06am

The following board members were in attendance: Angela Lepori, Cici Rosas, Mary Cervantez, Carolyn Gavriloff, Jock McNeill, Gina Belforte, Nancy Lanz, and Stephen Foster (NARPM President).

**Old Business:**

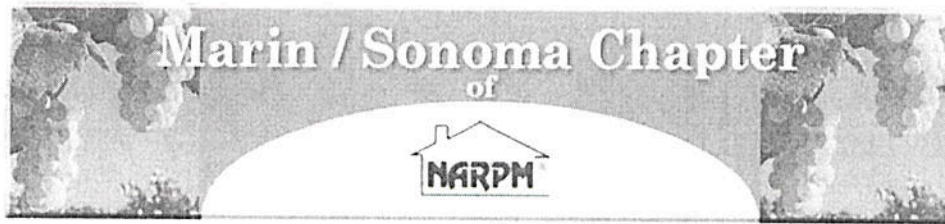
- ✓ November 21, 2013 meeting minutes approved – Jock McNeill 1<sup>st</sup> motion, CiCi Rosas 2<sup>nd</sup> motion. All were in agreement.
- ✓ Financial Update:
  - Statement~ Checking account balance as of January 16, 2014 is \$9,618.77
  - Renewals are being received – 7 so far from affiliate members

**New Business:**

- ✓ 2014 Program Calendar:
  - February 20<sup>th</sup> – Tenant Screening – Led by senior property manager, involve an attorney and will include topics such as best practices, form sharing, and credit vendors
  - March – no regular meeting: CALNARPM State Conference (will get other ideas for meeting topics)
  - April 17<sup>th</sup> – marijuana rehab: property damage perspective
  - May 15<sup>th</sup> – conflict resolutions with designee panel
  - Other possibilities – Richard Vierra, attorney panel, hazmat vendor, vendor jeopardy, get to know your fellow property manager (networking)
  - Addition: encourage vendors to bring door prize
- ✓ Possible venue change to Palms Grill
  - **Pros:** nice room, good parking. **Cons:** noise may be an issue
  - Decision: hold a board meeting to test food (TBD)
- ✓ CALNARPM Donation
  - \$250 donation for appetizers & gift basket (\$100) approved – Jock McNeill 1<sup>st</sup> motion, Mary Cervantez 2<sup>nd</sup> motion. All were in agreement.
- ✓ Membership Drive & Other Grants (Ambassador Program)
  - must refer 5 new members
  - grant to attend trade show
- ✓ Newsletter Update
  - Will include dates of upcoming meeting, newest members, hot topics/weird occurrences, list of board members and positions, and contact us information.

Next Board Meeting: April 17, 2014 at 11am (before lunch meeting)

Meeting was adjourned at 11:44am.



**Marin/Sonoma NARPM Chapter Board Meeting**  
**April 17, 2014**  
**McNear's Restaurant, Petaluma CA**

Meeting was called to order at 11:10am

The following board members were in attendance: Angela Lepori, Cici Rosas, Mary Cervantez, Carolyn Gavriloff, Gina Belforte, Margaret Steacy, and Nancy Lanz

**Old Business:**

- ✓ April 17, 2014 meeting minutes approved – Carolyn Gavriloff 1<sup>st</sup> motion, CiCi Rosas 2<sup>nd</sup> motion. All were in agreement.
- ✓ Financial Update:
  - Statement~ Checking account balance as of April 17, 2014 is \$11,032.12
  - Discussion on possible ways to spend money:
    - Offer an incentive for designation program
    - Host a class for everyone but will give course credit to those working towards designation
      - Class ideas: lead-based paint class
      - If we have a class, what would the guest policy be?
        - Revisit whether NARPM members can bring guests for free or if non-members need to pay
    - Outreach to local real estate groups (NORBAR)
      - Supply breakfast and speak to realtors about NARPM either to encourage NARPM memberships or to encourage them to use NARPM members for their property manager referrals
    - Vendor Appreciation Day – vendors receive free lunch
      - Decided to do it for today's meeting – Mary Cervantez 1<sup>st</sup> motion, Margaret Steacy 2<sup>nd</sup> motion. All were in agreement.

**New Business:**

- ✓ 2014 Program Calendar:
  - May 15<sup>th</sup> – Marijuana: Identifying the Problem (Tips & Hints)
  - June 19<sup>th</sup> – Attorney Panel
  - July 17<sup>th</sup> – Conflict Resolution – hire a mediator to speak
    - Finalize scholarship offer at board meeting
  - August 21<sup>st</sup> – Member Appreciation – skip regular meeting
    - Possible ideas: murder mystery lunch; raceway
  - September 18<sup>th</sup> – Designation Panel
  - October 22<sup>nd</sup> – 24<sup>th</sup> – NARPM National Conference – no regular meeting
  - November 20<sup>th</sup> – TBD. Possible ideas – Mold; Fair Housing (maybe do a class); deposit disputes (Kellie Tollifsen; Angela will see when she can come, what she'd charge, and

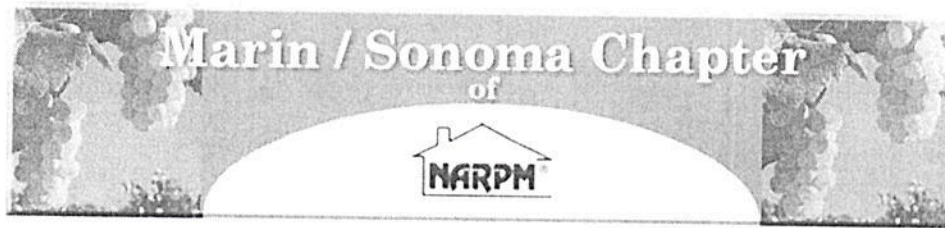
she'd do it virtually); Trulia – depending on length of presentation, could do with marijuana

- December – Holiday Networking Party – no regular meeting
- ✓ Palms Grill
  - Putting off for now
- ✓ President Reimbursement for CALNARPM – board vote to pay \$139
  - Nancy Lanz 1<sup>st</sup> motion, CiCi Rosas 2<sup>nd</sup> motion. All were in agreement.
- ✓ Newsletter Update
  - Will be June
- ✓ Guest Policy
  - Should guest policy be written in by-laws?
  - An attendee can be a guest once in one calendar year; after that, attendee has to pay NARPM membership fees. Applies to both vendors and property managers.

Next Board Meeting: July 17, 2014 at 11am (before lunch meeting)

Meeting was adjourned at 11:44am. Mary Cervantez 1<sup>st</sup> motion, CiCi Rosas 2<sup>nd</sup> motion. All were in agreement.





**Marin/Sonoma NARPM Chapter Board Meeting  
July 17, 2014  
McNear's Restaurant, Petaluma CA**

Meeting was called to order at 11:07am

The following board members were in attendance: Angela Lepori, Cici Rosas, Mary Cervantez, Nancy Lanz and Margaret Steacy.

**Old Business:**

- ✓ April 17, 2014 meeting minutes approved – CiCi Rosas 1<sup>st</sup> motion, Nancy Lanz 2<sup>nd</sup> motion. All were in agreement.
- ✓ Financial Update:
  - Statement~ Checking account balance as of July 17, 2014 is \$11,377.80
  - Checks for today's lunch will be collected by Margaret

**New Business:**

- ✓ Designation Panel Planning/Scholarship Details
  - Announce at September meeting
  - Chapter will pay ½ of designation fee for those applying for their RPM or MPM
  - Applicants must apply by end of Jan. 2015
  - Offered to first 20 who apply
  - Applicants must complete within next year (end of 2015)
  - Reimbursement received when applicant receives certificate
  - Margaret will create evite teaser with info
  - Jock will be point person
  - Mary will put together info sheet for Member Appreciation Day
- ✓ Donation to Joe Dalmon Memorial Celebration
  - Catered appetizers – Margaret
  - Donate \$500 - CiCi Rosas 1<sup>st</sup> motion, Mary Cervantez 2<sup>nd</sup> motion. All were in agreement.
- ✓ 2014 Programs Calendar
  - location Holiday Party – Angela will email Kerry to see if she'll host it again
- ✓ 2015 Officers/Board Members
  - will discuss via email and revisit at Nov. 2014 board meeting
- ✓ Newsletter Update
  - CiCi will work on
  - Plans to be ready by end of year
- ✓ "New Member Spotlight"
  - suggested by Nancy
  - will hold off until next board meeting
- ✓ Email from Stephen Foster: Article 9 of Code of Ethics
  - Article 9: RELATIONS with other property MANAGERS

*NARPM® Professional Members shall refrain from criticizing other property managers or their business practices.*

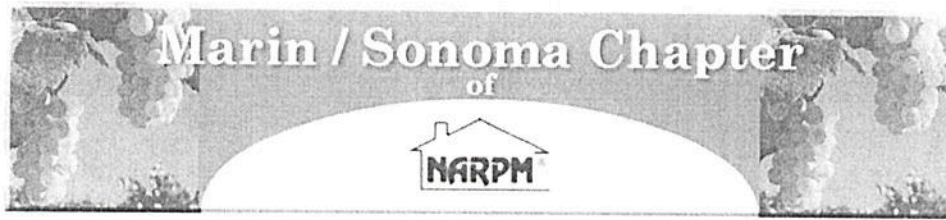
#### **STANDARDS OF PROFESSIONALISM**

**9-2** The Property Manager shall not knowingly solicit competitor's clients. This does not preclude the Property Manager from making general announcements about their own services.

- ✓ Guest Policy – Member vs. Non-Member Meeting Fee
  - Some questions regarding per member per party
  - Continue with policy that was discussed at previous board meeting
  - Don't enter policy into bylaws
  - CiCi Rosas 1<sup>st</sup> motion, Nancy Lanz 2<sup>nd</sup> motion. All were in agreement.
- ✓ Member Appreciation Day
  - Opportunity to develop/build and have casual conversations amongst ourselves
  - Members only (property managers); for 30 people
  - Rental of winery room in Sonoma
  - Full lunch – food/drinks
  - Request budget of \$3,500 by CiCi Rosas
  - Mary Cervantez 1<sup>st</sup> motion, Nancy Lanz 2<sup>nd</sup> motion. All were in agreement.

Next Board Meeting: November 20, 2014 at 11am (before lunch meeting)

Meeting was adjourned at 11:50am.



**Marin/Sonoma NARPM Chapter Board Meeting  
November 20, 2014  
McNear's Restaurant, Petaluma CA**

Meeting was called to order at 11:09am

The following board members were in attendance: Angela Lepori, Cici Rosas, Carolyn Gavriloff, Mary Cervantez, Nancy Lanz, Jock McNeill, Gina Belforte, and Margaret Steacy.

**Old Business:**

- ✓ July 17, 2014 meeting minutes approved – CiCi Rosas 1<sup>st</sup> motion, Margaret Steacy 2<sup>nd</sup> motion. All were in agreement.
- ✓ Financial Update:
  - Statement~ Checking account balance as of November 20, 2014 is \$7,271.61
  - Balance is down since we paid for Member Appreciation Lunch

**New Business:**

- ✓ 2014 Programs Calendar: Holiday Party (Details)
  - will be @ Kerry's house on Dec. 11<sup>th</sup> from 4:00pm-7:00pm
- ✓ 2015 Programs Calendar (Draft Required for Chapter Compliance)
  - subject to change - will be completed by CiCi (incoming President)
  - January – Introduction/Swearing in of New Board; Keith Becker as guest speaker on current legislation
  - February – Attorney Panel
  - March – CALNARPM Conference
  - April – Disaster Preparedness
  - May – Fair Housing/Ethics
  - June – Tenant Credit Issues/Bed Bugs
  - July – Vendor Jeopardy
  - August – Member Appreciation Luncheon
  - September – Conflict Resolution
  - October – National Convention
  - November – Networking – Getting to Know Your Fellow Property Manager
  - December – Holiday Party
- ✓ 2015 Officers – Present Slate of Officers/Vote
  - Officers:
    - President: CiCi Rosas, RMP
    - President Elect: Nancy Lanz
    - Secretary: Beth Nagy
    - Treasurer: Carolyn Gavriloff
  - Board Members:
    - Marissa Barajas
    - Efren Espinoza

- Norma Garcia
  - Kristine Mendez
  - Frank Rivera
  - CiCi Wilcoxon – West County
  - Letitia Hanke-Ryzhkov – ARS (Vendor Affiliate)
- Slate Approved – Jock McNeill 1<sup>st</sup> Motion, Gina Belforte 2<sup>nd</sup> Motion. All were in agreement.
- Angela will take on Chapter Excellence Chair
- ✓ Formal Vote for Increased Budget for Member Appreciation Luncheon \$3,500 ⇒ \$4,600
  - Carolyn Gavriloff 1<sup>st</sup> motion, Mary Cervantez 2<sup>nd</sup> motion. All were in agreement.
- ✓ Official Vote on Reimbursement to Kellie Tollifson for travel expenses \$204.20
  - Jock McNeill 1<sup>st</sup> motion, Margaret Steacy 2<sup>nd</sup> motion. All were in agreement.
- ✓ Nancy Lanz suggested “New Member Spotlight”
  - Will be handled by 2015 incoming Member Chair (TBD)
- ✓ Guest Policy – effective Jan. 1, 2015
  - Member policy – A member can bring one guest per meeting. That same guest may only come once per calendar year.
  - Vendor policy – Membership is a company membership. Representative is allowed no more than 2 guests from own company and/or 1 guest from outside company. Outside company guest is allowed to come to one meeting as a guest once per calendar year.
  - Angela will send mass email of info to all members
  - CiCi Rosas 1<sup>st</sup> motion, Mary Cervantez 2<sup>nd</sup> motion. All were in agreement.
  - Chapter Compliance Due 12/1/14
- ✓ Budget
  - Increase lunch cost to \$25 in order to create a fund for annual Member Appreciation event
    - Margaret Steacy 1<sup>st</sup> motion, CiCi Rosas 2<sup>nd</sup> motion. All were in agreement.

Next Board Meeting: January 15, 2015 at 11am (before lunch meeting)

Meeting was adjourned at 11:39am.