

Certificate of Compliance

This certifies that the

Northern Colorado Chapter

Has successfully met the requirements and is in full compliance
with standards set for a local chapter by the
National Association of Residential Property Managers.

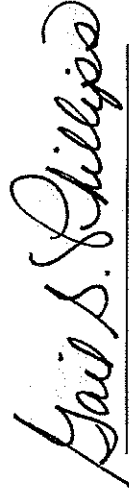
12/28/2009



2009 President



National Association of Residential Property Managers



Executive Director



National Association of Residential Property Managers

Chapter Certificate of Compliance Checklist
Due December 1, 2009

PURPOSE: NARPM® must ensure that chapters are viable entities, capable of delivering the services expected by members of the Association. Chapter leadership must be accountable for their fiduciary and legal duties. This form can be downloaded in form fill edition at <http://www.narpm.org/chapter-services/support-services.html> and click on 2009 Chapter Certificate of Compliance

The undersigned officers of the NARPM® Northern Colorado Chapter certify that the chapter completed this Certificate of Compliance and submitted the required documents as noted on this certificate.

GOVERNANCE REPORTING	
1.	Attach a list of the names and positions of the upcoming Board of Directors and committee chairs for the Chapter (Must be submitted to reach chapter compliance)
2.	Have chapter bylaws changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
3.	Have chapter articles of incorporation changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
4.	Attach copies of minutes for each Board of Directors meeting. Chapters are required to meet and maintain corporate minutes and other records as designated by state law and chapter bylaws. (Must be submitted to reach chapter compliance)
5.	Chapter officers assume their respective offices: January 1 <input checked="" type="checkbox"/> Other: Specify
6.	Date of fiscal year: Calendar year <input checked="" type="checkbox"/> Other: Specify
7.	The chapter maintains a minimum membership of seven (7) NARPM® Professional/Support Staff members. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be maintained to reach chapter compliance)
8.	Does the chapter maintain a FDIC bank account in the chapter's corporate name Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be submitted to reach chapter compliance) Name of Banking Institution: <u>Advantage Bank</u>
9.	The chapter has filed a Corporate Annual/Registration Report/Renewal for the state in which it is registered for this calendar year? *Send NARPM® an up to date copy of corporate annual registration report/renewal (Must be submitted to reach chapter compliance) Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If not required check here <input type="checkbox"/> Other reason:
10.	Effective 2010, local/state chapter Presidents, or their designee, must participate in a minimum of three of the quarterly Regional conference calls. In 2009, did your chapter participate in these calls? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>

CHAPTER FINANCIAL REPORTING

11. Attach copy of financial statement for current year. (Must be submitted to reach chapter compliance)

12. Attach copy of proposed annual budget for the following year. (Must be submitted to reach chapter compliance)

13. Attach copy of federal tax return. (Must be submitted to reach chapter compliance)

If no return attached: Not required Other reason

14. Beginning in 2008, small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at www.irs.gov/charities). Did the chapter file notice? Y N

If no, why not: *we always file TAXES. Some of us are HOA people!* *we will research this*

CHAPTER PLANNING

15. Attach a copy of chapter's annual calendar of events for the following year.

16. The Chapter President-Elect attended the training sessions at the national leadership training session prior to taking office. Y N

If no, state why not:

17. Did chapter communicate at least four times during the year with members? Y N

If yes, attach one copy of the communications chapter had with the members. This can be electronic or printed. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y N If no, state reason why not:

18. Did chapter sponsor/participate in effective educational programs for NARPM® members affiliated with the chapter during certification year. This can be designation class or local classes that have special speakers. For state/regional chapters, education can be part of their state/region convention. Y N If yes, attach one copy of brochure or flier. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y N

If no, state reason why not:

19. The chapter is using the Chapter Leader section of NARPM.org(<http://www.narpm.org/chapter-services/>): Y N If no, why not: *We have Susan Alburn!*

didn't know the chapter services were there.

20. The chapter website is kept up to date? Y N

If no, when will it be updated?

21. The chapter is interested in looking at a website supported by NARPM®: Y N

Contact persons name and number: *we will discuss it* *we do keep up our page.*

22. The chapter filed for the current year Chapter Grant: Y N

Check here if you would like more information on grants:

The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.

Other items:


23. Rate the health of the chapter (1 - 10, 10 being highest) ⁹

- a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going?

- b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.)

- c. If answer is 8 or above, what are the cool things the chapter is doing that other chapters might like to hear about?

Chapter Officers' Signatures Certifying Review and Approval of Chapter Certification:

 12/15/09
Current Certification Year President/Date

Current Certification Year Incoming President/Date

CHAPTER RE-CERTIFICATION REQUIREMENTS

The certification requirements were developed to maintain fair, specific procedural standards for the chapters and to protect the legal accountability of the national association. The NARPM® Board of Directors determines each chapter's recertification status after consideration of recommendations submitted by the Regional Vice President and the Membership Committee.

Submission Requirements

- Certificate of Compliance signed by the Chapter President and President-Elect/Vice President serving in Current Certification Year.
- Supporting materials as requested.

IV. Topics/Speakers

	Meeting Topic	
January	Forms Exchange, Highlight your newest! Discussion on what the membership wants for the New Year!	
February	Vendor Fair	
March	Insurance: Vocabulary and More	CE? Dan Richmond
April	Fair Housing	CE TBA
May	New tenant intake, Credit scores and more	CE?? Pam Foster?
June	Social 6/16 or 6/18 as a FAC ask membership	ask Lee
July	Move-out Reporting: Normal wear and tear? CE	Bev Perina
August	Legal: lease clauses in, Security deposits.	CE Paul or Mike
September	Power meeting, Ask Susan	4/6 hours CE
October	Maintenance matters!? Round tables	
November	Policies and Procedures for the New Year	Susan
December	Social	

Back up:

Discuss NARPM website, how to use it.

NARPM Designations,

Conventioners should share their info under hot topics.



National Association of Residential Property Managers

NORTHERN COLORADO CHAPTER

January 21, 2009, 5:15 p.m., Harmony Grill

Board Meeting Minutes

Present were: Debbie Jackson, Bev Perina, Gene Whannel, Bryan Potter, Enid Scheck, Don Earls, Harry Peer, Lee Oldenburg, and Susan Albern

1. The meeting was called to order by President Debbie Jackson at 5:20 p.m.
2. Minutes from the last meeting were not available (Secretary Susan Albern was not in attendance).
3. Treasurer Gene Whannel previously provided the financial report which indicated that \$10,500.52 was the current balance of funds. The financials were unanimously approved.
4. Membership Chair Enid Schenk reported on efforts to build membership. She has compiled information packets and is ready to distribute to potential members. She will also be calling those who have not renewed the chapter membership. To date 17 chapter members have renewed their local membership.
5. Affiliate Chair Harry Peer will be contacting affiliate members for sponsorship and training at local meetings. The members present discussed sponsorship costs. If there are two affiliates at a meeting, this would equate to about \$30 each to purchase the appetizers at the meeting. The affiliates for February are slated to be Puroclean and Beaver Home Improvements. Vice President Bev Perina agreed to assist and mentor Affiliate Chair Harry Peer in the affiliate program.
6. Legislative Chair Don Earls reported that there are some important issues to discuss. House Bill 1038, information on REOs, Lead Based Paint renovation guidelines top the list. The members present agreed that some of this can be synopsized in the newsletter (Don will provide Lee with information) and he will also provide snippets of information along with some handouts at the next meeting.
7. Newsletter Chair Lee Oldenburg reported that submissions need to be in by the last day of the month to have time to prepare and distribute the newsletter. Harry Peer will obtain newsletter spotlight information, and Enid Schenk will assist in gathering professional and affiliate member information.
8. Education Chair Bryan Potter will work with Bev Perina to secure the February speaker, Mike Gebo for the topic of Rental Housing Code Changes. The chapter needs to submit to the Real Estate Commission an application for continuing education credit for the April

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meeting. Bryan Potter and Susan Albern will work on and submit the application. Attached is a full program schedule for 2009.

9. Other Reports
 - A. Chapter Web Site – there was nothing to discuss in this area.
 - B. Recognition – there was nothing to discuss in this area.
 - C. Chapter Excellence information will be compiled by Vice President Bev Perina and Susan Albern for submission in July.
10. There was no unfinished business to discuss.
11. There was no new business to discuss.
12. The meeting was adjourned at 6:18 p.m.

Respectfully submitted

Susan Albern
Secretary.

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National Association of Residential Property Managers

NORTHERN COLORADO CHAPTER
February 18, 2009, 5:15 p.m., Harmony Grill
Board Meeting Minutes

Present were: Debbie Jackson, Bev Perina, Gene Whannel, Bryan Potter, Enid Scheck, Harry Peer, Lee Oldenburg, and Susan Albern

1. President Debbie Jackson called the meeting to order at 5:25 p.m.
2. The members present commented on how wonderful the attendance has been which unfortunately looks like it is outgrowing the new location at Harmony Grill. The group discussed suggestions to make the room work including placing food and the registration table outside of the room and using the raised "stage" area for tables.
3. The minutes from the January 21, 2009 were reviewed and two modifications made. The minutes of the December, 2008 meeting was reviewed. The minutes from these two meetings were then unanimously approved. Secretary Susan Albern will make the changes.
4. The financial report previously sent by treasurer Gene Whannel was unanimously approved. The chapter has \$12,015.77 in available funds as of January 31, 2009.
5. Membership chair Enid Schenk reported that she would bring updated packets to each meeting and prepare affiliate member packets for the affiliate chair. Enid will also deliver packets while visiting offices of prospective members and make calls to members who have not yet renewed. Gene will send the most recent list to Enid and affiliate chair Harry Peer. Vice president Bev Perina will co-chair the membership efforts with Enid. Bev will also work with newsletter chair Lee Oldenburg to produce member and affiliate spotlights for the newsletter.
6. Affiliate chair Harry Peer asked for a job description. Debbie Jackson will provide. As mentioned above Gene will send the most recent list of renewed members to Harry. Harry expressed concern about the size of the current room (which it appears we have already outgrown) and having a vendor fair next month. Bev suggested that we ask member Prue Kaley to check if The Group, Inc.'s training room is available for the March and April meetings. Bev will follow-up to secure the room. The group agreed that vendors should be asked to each give a short presentation on "tips, tricks, and trends" in their service industry.
7. There was no legislative report.

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8. Newsletter chair Lee Oldenburg indicated that Don had provided him with many articles for the newsletter that are too big to print. Secretary Susan Albern agreed to assist in synopsising snippets for the newsletter with links to the chapter web site where she can place the entire articles. The next deadline is February 28, 2009.
9. Education chair Bryan Potter reported that since there is not a usual educational topic, he and Susan Albern will work on arranging the April "power meeting" and will try to obtain continuing education credit from the Real Estate Commission.
10. Other Reports
 - A. Web site chair Susan Albern had no specific report.
 - B. President Debbie Jackson has been working on press releases without much luck. She will continue to work on this.
 - C. Chapter excellence is due in July, and vice president Bev Perina will work on the submission with the help of Susan Albern.
11. There was no unfinished or new business.
12. The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Susan Albern
Secretary

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**NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
NORTHERN COLORADO CHAPTER**

April 15, 2009; 5:15 p.m.; The Harmony Grill
Board Meeting Minutes

Present were: Debbie Jackson, Gene Whannel, Bryan Potter, Enid Schenk, Harry Peer, Lee Oldenburg, John Bickerton, Bev Perina, and Susan Albern

1. The meeting was called to order at 5:05 p.m.
2. Harry Peer said he was not getting emails and asked correspondents to be sure to include him and check to be sure we all have his correct email address.
3. There being no dissent, the consent agenda items were approved which included minutes from the March 18, 2009 meeting which were previously sent and the financials for the period ending March 31, 2009. The treasury has \$14,654 in it at this time.
4. Membership Chair, Enid Schenk, reported that there were 21 chapter members. She has re-worked prospect letters and has followed up on leads. She will continue with the few others outstanding and those who are not yet national members.
5. Enid also assisted with the affiliate report as she and Affiliate Chair, Harry Peer are working together. Contact with Dependable Painting and Everclean has been made and they are expected to join. There are 18 affiliate members at this point.
6. Education Chair Bryan Potter will work to arrange the May and June speakers. At the meeting, Paul Farrer with Springman Braden indicated that his firm has a 2 hour course in fair housing approved for CE credit. He will check with his associate to see if she can present. Bev had previously indicated that she had a possible speaker as well. Michael Krueger was the intended speaker for June, and Bryan will follow-up with him.
7. Lee Oldenburg reported that he was very frustrated with the Harmony Grill location and that the food cost minimum was extremely high, so he and Bev will begin again to search for a better location.
8. Newsletter Chair, Lee Oldenburg noted that the deadline for May submissions would be April 30, 2009. He suggested that the legislative items from Don Earls be placed on the web site. Susan will arrange. The group suggested Austin Fulton as the affiliate spotlight and Bryan Potter as the member spotlight.
9. Other reports
 - A. The members present voted to table the idea of advertising in newspapers till the May meeting.

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- B. Debbie continues to work on recognition items.
- C. The Chapter Excellence application is due in July, so there was no report.
- D. The state conference is at the end of May.
- E. Enid and Gene are still working on the membership policy.
- F. Applications for designations will be brought to the next meeting and a brief overview (if there is time) can be made.

10. The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Susan Albern
Secretary

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**NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
NORTHERN COLORADO CHAPTER**

Board Meeting Minutes
May 20, 2009, 5:30 p.m., Crown Club
1441 Horsetooth Road, Fort Collins, Co

In attendance: Debbie Jackson, Bev Perina, Bryan Potter, Enid Schenk, Gene Whannel, Lee Oldenburg, Harry Peer

1. Secretary's Report: Minutes from April were not approved. The approval will be moved to June Meeting.
2. Treasurer's Report: Gene presented the financials, Bev made a motion to approve, Harry seconded, and they were unanimously accepted by the Board.
3. Membership Report: We currently have 20 members and 3 support staff . Two visiting property managers have expressed interest in joining NARPM. Enid will follow up with calls.
 - A. Support Staff
Gene wished to be noted for clarification on membership dues for Support Staff. Local dues and meeting fees are \$0.00. National membership is \$100.00. They must join National. Bev seconded.
4. Affiliate Membership Report: Harry reported that we have 17 current affiliate vendor members. There are three potential members that are working on the paper work and payment. Harry will follow up.
5. Legislative Report: Harry reminded us that there is a lot of activity with the city council regarding legal duplexes. We should keep track of the city council meetings.
6. Newsletter Report: Deadline for submission is May 30, 2009. June 8, 2009 is distribution. Victor will speak in June and be in Newsletter. Bryan will be the featured Manager.
7. Education Report (next meeting/schedule changes) Michael Kruger, FED's . Bryan will look to get one hour CE credit.
8. Other Reports:
 - A. Webmaster Report: None given. We need to contact Susan and see if she will continue to service our website.
 - B. Chapter of Excellence, Bev and Susan update..
9. Old Business:
 - A. Note to Susan, are we flying in speakers for September? We will have retreat in September in Estes Park? We will have our 3 hour power credit class?
10. New Business:
 - A. Let it be noted that Susan Albern has resigned from her board position during the month of May 2009.
 - B. Bev and Lee suggested that the July social would be held at the Golf Club with golfing on site. The Board agreed that Bev and Lee should look into costs of catering and game charges.
12. Meeting adjourned at 6:15 p.m., motioned by Enid, Seconded by Bryan.

Minutes Submitted by: Debbie Jackson

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**National Association of Residential Property Managers
Northern Colorado Chapter
Board Meeting**

Date: June 17, 2009 Time: 5: 15 p.m.

Location: The Crown Club, 1441 East Horsetooth Rd.
Fort Collins, Co 80525

In Attendance: Debbie Jackson, Bev Perina, Gene Whannel, Bryan Potter, Enid Schenk, Harry Peer.

1. Meeting called to order: 5:35 P.M.

2. Secretary Report (Previous minutes) Debbie Jackson
Minutes from 4/15/09 and 5/20/09 were previous e-mailed and reviewed "If there are no corrections the minutes stand as approved." (Per the Leadership manual)

3. Treasurer Report (Financials) Gene Whannel
(Please see attached) Dates from 5/01/09, 2009 thru 5/30/09
Noted from expense reports: Board members get reimbursed upto \$500.00 for National and Leadership conventions, Pres is reimbursed up to a \$1000.00 for National.

4. Professional Membership Chair Report Enid Schenk
(number, growth efforts, featured for Newsletter)
A. Current members (number) 20 members
B. Featured for Newsletter: Jim Steigner, Steigner Properties or Bryan Potter
It was agreed that the names of new potential members should be turned over to national I so the do their regular mailings with appropriate information for new comers.
Bev volunteered to take over new comer contacts???

5. Affiliate Program Chair Report Harry Peer
A. Current members (number) 23
B. Affiliate Spotlight next month newsletter: Peachy Clean or David Penfield
C. Featured Member for membership meeting: No one, Social!!!

6. Legislative Report (current issues and events) None given. Don Earles

7. Newsletter Report Lee Oldenburg
A. Deadline for submission will be, June 30, 2009.

8. Education Report (next meeting/scheduled changes) Bryan Potter
August topic: Mediation and Negotiations, Bev or Bryan to secure speaker. Bev will follow up with Susan re: August Power Session in Estes Park. E-mail to be sent to membership with details for four hours ?? in September.

9. Other Reports:
Webmaster report: Bev will ask Susan if she will continue on this job.
Chapter of Excellence : Susan and Bev on Project

10. Old Business: None

11. New Business:
Bev with check with Board of Realtors to see if we can join them in the 4 hour mandatory sponsorship.
Bev will ask Jason Hansen of Henderson if he would interested in being Secretary.

Adjournment: "Is there is no further Business, the meeting is adjourned."

Minutes submitted by: Debbie Jackson

4/17/09
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**National Association of Residential Property Managers
Northern Colorado Chapter
Board Meeting**

Date: August 19, 2009 Time: 5: 15 p.m.
Location: The Crown Club, 1441 East Horsetooth Rd.
Fort Collins, Co 80525

In Attendance: Debbie Jackson, Gene Whannel, Bryan potter, Enid Schenk, Don Earles, Harry Peer, John Bickerton, Lee Oldenburg

1. Meeting called to order: 5:15
2. Secretary Report Debbie Jackson
Minutes from date: 6/17/09 were not available for approval. They will be presented at next months meeting.
3. Treasurer Report Gene Whannel
(Please see attached)Dates from July 1, 2009 thru July 31, 2009
4. Professional Membership Chair Report Enid Schenk
 - A. We have 20 current members
 - B. We have no new members, Lee will decide on a member for Newsletter.
5. Affiliate Program Chair Report Harry Peer
 - A. We have 25 members.
 - B. Affiliate Spotlight next month newsletter will be determined by Harry Peer.
 - C. Featured Member for membership meeting Carla, Carpet Network.
6. Legislative Report Don Earles

During membership meeting, we discussed getting a list of upgrades, maintenance and repairs in order to come in compliance with the new Building codes that will be required by the City of Fort Collins as a form Guideline for the managers.
7. Newsletter Report Lee Oldenburg
 - A. Deadline for submission will be September 10, 2009.
8. Education Report Bryan Potter
 - Night Mare on Elm Street, 4 hour class in Estes Park on September 16, 2009.
 - Susan will prepare and send out Flyer with directions to location to be included.
 - Price per membership, non members will be discussed by board on --line.
 - Gene made suggestions for lunch menu. Board agreed upon Subway sandwiches, to include veggie options. Bring extra coolers if needed for drinks.
 - There will be meeting in October. A round table option since many will be at conference.
9. Other Reports
Webmaster report, John offered to update membership names on Website. ????
Chapter of Excellence was filed by Susan.
10. Old Business
Update of September class, Deb to call Bev and Follow up on 4 mandatory with FC Realtor Board.
11. New Business:
Board discussed some format to highlight our vendors: book style, hard board, card holder. Debbie asked that we give it some thought for next month.

Adjournment: "Is there is no further Business, the meeting is adjourned."

Minutes submitted by: Debbie Jackson

8/19/09
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**National Association of Residential Property Managers
Northern Colorado Chapter
Board Meeting**

Date: November 18, 2009, Time: 5: 15 p.m.
Location: El Monte Restaurant S. College Ave.
Fort Collins, Co 80525

In Attendance: Debbie Jackson, Gene Whannel, Bryan Potter, Enid Schenk, Lee Oldenburg

1. Meeting called to order: 5:35 p.m.

2. Secretary Report (Previous minutes)

Minutes from date: 6/17/09 and 8/18/09 were made available for approval by Debbie. Harry made a motion to approve, Bryan seconded. Motion carried.

3. Treasurer Report (Financials)

Enid made a motion to accept report given by Gene Whannel. It was approved by all present. Gene made a motion to cover the costs of the leadership classes in Florida, with the \$500.00 that were allocated for Regional classes 2009, that was not used. Enid seconded, all approved.

Reports of the Officers, The Board, and standing committees

4. Professional Membership Chair Report

A. Current members (number) 20, support staff 5

B. Featured for Newsletter: new members if possible

Note: Debbie To e-mail Invoices to Enid for annual dues.

5. Affiliate Program Chair Report

A. Current members (number) 26

B. Affiliate Spotlight next month newsletter to be arranged if possible

C. Featured Member for membership meeting none: December Social

6. Legislative Report (current issues and events) Deed for Lease from NARPM was reprinted in the newsletter

7. Newsletter Report

A. Deadline for submission will be November 30, 2009.

8. Education Report: Planning meeting for next month December 9, 2009, 3424 Stanford Road, Peak Property office, 9:00 a.m.

9. Other Reports:

Webmaster report: None given, Susan still taking care of that.

Chapter of Excellence, thought to be Dec 31, 2009, Debbie to follow up.

10. Old Business:

None.

11. New Business:

Southwest conference. Not discussed.

Adjournment: "Is there is no further Business, the meeting is adjourned."

Minutes submitted by: Debbie Jackson

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