### Bylaws of The Northern Colorado Chapter of The National Association of Residential Property Managers Updated January 2021

### ARTICLE I: Name, Purposes, Powers and Definitions

### Section A: Name

The name of this organization shall be the Northern Colorado chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter. NoCo NARPM 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 Northern Colorado area, including Larimer, Weld and parts of Boulder County.
- 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 Northern Colorado 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. NoCo NARPM Chapter
- Chapter bylaws shall not conflict with those of the National Association of Residential Property Managers, Inc., hereinafter referred to as the national association. NoCo NARPM Chapter

Section D: This chapter's geographical definition shall be: Northern Colorado from the front range east and areas north. Counties included in our chapter are Larimer, Weld, and Boulder counties.

ARTICLE II: Membership NoCo NARPM Chapter

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

### Section A: Professional Member

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

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

### Section B: Associate Member – grandfathered January 1, 2021

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, any certification, or hold elective office. This member has <u>never</u> completed a course of instruction covering the NARPM® Code of Ethics.

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

### Section C: Support Staff

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

### Section D: Affiliate Member

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

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

### Section E: Honorary Member

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

### Section F: Life Member

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

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

• All Past Presidents shall be deemed Life Professional Members of the Association

- Shall be bestowed upon individuals who have retired from the property management business and, in the opinion of the Board of Directors, have rendered, or continue to render, distinguished service to the Association or the property management profession. An application to the NARPM® National Board of Director must be approved in order to hold this membership type.
- Section 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 [name of 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 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.

- 3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
- 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: Transferring in a Company membership:

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

### Section D: Reinstatement of Membership

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

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

### ARTICLE IV: Executive Committee/Board of Directors

### Section A: Responsibilities

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

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

### Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of <u>8</u> officers as follows:

1. President: The president shall:

- a. <u>Serve as</u> the chief executive officer of the chapter.
- b. Preside at all meetings of the chapter.
- c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
- d. Sign all legal documents.
- e. Undertake responsibility for such other activities as deemed appropriate by the committee.
- f. Shall ensure the completion of all documentation required by the National Association.
- g. Serve a term of one year commencing with the beginning of the new calendar year.
- h. Must be a Professional Member of the Chapter.
- I. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers. REQUIRED
- 2. President-Elect: The president-elect shall:
  - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
  - b. Fulfill the responsibilities of the president during his/her absence.
  - c. Replace the president at the end of the fiscal year.
  - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
  - e. Undertake other activities as are deemed appropriate by the president.
  - f. Serve a term of one year commencing with the beginning of the calendar year.
  - g. Must be a Professional Member of the Chapter.
  - h. Notify all chapter members of upcoming meetings
  - i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
  - j. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - k. Oversee the submission of Chapter reports including Chapter Excellence submission
  - I. Must be back up for be in attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend. REQUIRED
- 3. Secretary: The secretary shall:
  - a. Maintain current chapter membership records to coincide with the national association's membership database.
  - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
  - c. File all federal, state and local reports as needed.
  - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - e. Serve a term of one year commencing with the beginning of the calendar year.
  - f. Must be a Professional Member of the Chapter.
- 4. Treasurer: The treasurer shall:
  - a. Be a signatory for all funds withdrawn from chapter account(s).
  - b. Distribute annual renewal notices for chapter dues and special assessments.
  - c. Deposit all funds into a federally insured financial institution.
  - d. Prepare a financial report for the committee upon request.
  - e. Prepare an end-of-fiscal year report for the national association.
  - f. File tax and other financial reports with the appropriate government agencies.
  - g. Undertake responsibility for other such activities as deemed appropriate by the committee.
  - h. Serve a term of one year commencing with the beginning of the calendar year.
  - i. Must be a Professional Member of the Chapter.

- 6. 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.

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

### Section A: Eligibility

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

### Section B: Notification of Members

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

- 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 September chapter meeting, or electronically no later than the month of September, if approved by the chapter executive committee, prior to the end of the calendar year. REQUIRED

- 1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
- 2. Nominating Committee The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Northern Colorado 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.
- 5. 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.
- 6. The Chapter shall 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, unless stated otherwise in these bylaws.

### Section E: Vacancy

An office shall be declared vacant when an officer:

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

### Section F: Filling a Vacated Office

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

- 1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
- 2. Procedure: By an individual nominated and approved by the executive committee to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.
- ARTICLE VI: Meetings, Locations and Majority Rules
- Section A: The executive committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, which must be no fewer than four (4) meetings annually. [REQUIRED]
  - 1. Notice of Regular Meeting: With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by regular letter mailed to each member of the committee.
  - 2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.
  - 3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.
- Section B: Location

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

Section C: Quorum

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

Section D: Simple Majority Vote

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

### ARTICLE VII: Committees

Section A: Appointment

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

### Section B: Responsibilities

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

### Section C: Creation and Dissolution

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

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

Acknowledgment and Enforcement

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

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

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

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

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

### Section C: Chapter Charter

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

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

### Section 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 90 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
  - 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.
  - Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will charge dues to National Affiliate members.

- 5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.
- Section C: Special Assessments

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

### Section D: Budget

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

### Section E: Non-Binding

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

ARTICLE X: Proposals and Procedures for Amending

### Section A: Proposals

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

### Section B: Procedure for Amending

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

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

### ARTICLE XI: Miscellaneous

### Section A: Invalidity

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

Section B: Waiver

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

### Section C: Hold Harmless and Indemnify

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

### Section D: State Laws

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

### Section E. Sexual Harassment

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

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

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

### Section E: Dissolution

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

Form <b>990-N</b>	Electronic Notice (e-Postcard)			
Department of the Treasury Internal Revenue Service	for Tax-Exempt Organization not Required to File Form 990 or 990-EZ			
A For the 2021 Calendar year, or	tax year beginning <u>2021-01-0</u>	1 and ending 2021-12-31	$\bigcirc$	
<ul> <li>B Check if available</li> <li>Terminated for Business</li> <li>Gross receipts are normally \$50,</li> </ul>	00 or less	Organization: NORTHERN ATIONAL ASSOC OF RESIE ft Hill Road, Fort		D
E Website:	F Name of	<u>CO, US, 80521</u> Principal Officer: <u>Barbara L</u> ft Hill Road, Fort	in Hamby Foster	

Collins, CO, US, 80521

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

OMB No. 1545-2085

## 2021

Open to Public Inspection

Employee Identification lumber <u>84-1553194</u>

### NARPM

## Type: Money received $\cdot$ Status: All statuses $\cdot$ Delivery method: Any $\cdot$ Date: Last year

Date	Туре	No.	Member	Total	Attachments
12/28/2021	Payment	3645	Debbie Jackson	\$175.00	
12/28/2021	Payment	14710	Nicole Hanson	\$175.00	
12/28/2021	Payment	11733	Aaron Raben	\$200.00	
12/28/2021	Payment	3126	Diane Quigley	\$175.00	
12/20/2021	Payment	756340725	Bruce Huggins	\$175.00	
12/20/2021	Payment	35297	Paul Farrer	\$200.00	
12/20/2021	Payment	1206	Mike Schulz	\$200.00	
12/20/2021	Payment	12169	Dan Ormesher	\$200.00	
12/20/2021	Payment	6139	Carla McCubbins	\$200.00	
12/20/2021	Payment	30574	Connie Salazar	\$175.00	
12/17/2021	Payment	1318	Heidi McBroome	\$200.00	
12/17/2021	Payment	36764	Beverly Perina	\$765.00	
12/17/2021	Payment	1186	Trischa Filipic	\$175.00	
12/17/2021	Payment	739325325	Erin Griffin	\$175.00	
12/17/2021	Payment	1435	Garett Kofahl	\$200.00	
12/08/2021	Payment	1860	Andrea O'Connell	\$175.00	
11/02/2021	Payment	1350	Allen Wasson	\$175.00	
10/27/2021	Payment	7515	Jeremiah Provo	\$175.00	
10/27/2021	Payment	113	Chad Kegans	\$175.00	
09/08/2021	Payment	1408	John Major:Joel McQueen	\$175.00	
04/26/2021	Payment	1694	John Sokoll	\$175.00	
03/30/2021	Payment	1721	Kayla Schroeder	\$175.00	
03/23/2021	Payment	138	Mark Dzubay	\$175.00	
03/23/2021	Payment	996702	Melissa Moll	\$175.00	
03/23/2021	Payment	6832	Jordan Harless	\$175.00	
03/23/2021	Payment	009572	Terry Knock	\$175.00	
03/11/2021	Payment	10567	Barry Kadlub	\$175.00	
03/11/2021	Payment	100417	Michelle Miller	\$300.00	
03/11/2021	Payment	1276	Heidi McBroome	\$175.00	
03/09/2021	Payment		Kristie Stanley	\$150.00	
03/05/2021	Payment	1095	Simon Heart	\$150.00	
03/05/2021	Payment	1107	Trischa Filipic	\$150.00	
03/05/2021	Payment	3411	Sam Case	\$245.00	
03/05/2021	Payment	114244	Bryan Potter	\$150.00	
02/26/2021	Payment	22713	Kelli Bruenger	\$375.00	
02/26/2021	Payment	3045	Diane Quigley	\$150.00	
02/26/2021	Payment	4864	James Stegner	\$55.00	

02/26/2021	Payment	1636	Jana Pickett	\$150.00
02/26/2021	Payment	1037	Josh Stone	\$150.00
02/23/2021	Payment		Kristie Stanley	\$150.00
02/17/2021	Payment	023847	Andy Martinez	\$300.00
02/17/2021	Payment	3887	Lyle Haas	\$150.00
02/17/2021	Payment	4018000395	NARPM	\$400.00
02/17/2021	Payment	4018000391	NARPM	\$426.50
02/03/2021	Payment	05047	Patrick Soukup	\$150.00
02/03/2021	Payment	1169	Joel White	\$175.00
02/03/2021	Payment	701194576	Erin Griffin	\$150.00
02/03/2021	Payment	162	Kristen Deakin	\$150.00
01/14/2021	Payment	30296	Harry Peer	\$175.00
01/14/2021	Payment	36522	Beverly Perina	\$695.00
01/14/2021	Payment	4226	John Bickerton	\$150.00
01/14/2021	Payment	1056	Mike Schulz	\$175.00
01/04/2021	Payment	3548	Debbie Jackson	\$245.00
01/04/2021	Payment	34803	Paul Farrer	\$175.00
01/04/2021	Payment	1867	Briana Sullivan	\$245.00
01/04/2021	Payment	4825	James Stegner	\$340.00

Total: \$11,941.50

NARPM

11.42b/119 Total \$15.54 \$311.90 \$300.00 \$255.61 \$5,000.00 \$15.54 \$1,015.93 \$150.00 \$15.54 \$500.00 \$10.00 \$150.00 \$150.00 \$150.00 \$15.54 \$312.50 \$15.54 \$279.63 \$475.00 \$150.00 \$286.99 \$15.54 \$571.62 \$15.54 \$300.00 \$15.54 \$100.00 \$15.54 \$25.00 \$15.54 \$81.05 \$15.54 \$215.00 \$25.00 \$500.00 \$157.50 \$15.54 Company sent in payment for \$200.00, refunding the difference of \$25.00 back. Incodegiorized - 505 Kehund Taxes + Licenses - 10,00 Due & Subs-2215. Effective December 5, 2020, Expires December 5, 2021 Charitadde - El,000: Donation for Mark Chaput - medical expenses Donation for Mark Chaput Medical Expenses Speaker- 1198,43 Purchased by K. Deakin and reimbursed her. Contribution to Lobbyist for 2021. Memo egal & Professional Fees Meals and Entertainment Charitable Contributions Meals and Entertainment Meals and Entertainment Charitable Contributions Meals and Entertainment Incategorized Expense **Dues & Subscriptions** laxes & Licenses Office Expenses Category nsurance Speaker Speaker Speaker -Split-Lead + Profews- \$5,000,-Office Expensed - 1834.48 meals + Ent - #2199,30 Insurance = #475,-Colorado Secretary of State Mark or Shelley Chaput Mark or Shelley Chaput ServiceMaster Restore ServiceMaster Restore Erica Giesenhagen Erica Giesenhagen Erica Giesenhagen Erica Giesenhagen Erica Giesenhagen **Brica Giesenhagen Erica Giesenhagen** Erica Giesenhagen **Odoba** Catering **Kellie Tollifson Kristen Deakin** Panera Bread **CB** and Potts **CB** and Potts **CB** and Potts **Bryan Potter** Moxi's LLC Quickbooks state farm ServPro Coom CLLC Zoom Zoom Payee Zoom Loom Zoom Zoom Zoom Zoom Zoom Loom Zoom #1039 #1041 01/20/2021 Expense 1038 01/13/2021 Expense 1050 1049 1048 1043 1040 1056 1055 1054 1053 1046 1045 1052 1051 1044 1042 No. Expense xpense Expense Apense Expense Check Check Type Check 12/13/2021 0/22/2021 09/27/2021 09/13/2021 09/10/2021 08/18/2021 08/13/2021 04/21/2021 04/21/2021 04/13/2021 03/18/2021 03/04/2021 02/16/2021 02/13/2021 12/13/2021 12/09/2021 11/30/2021 11/18/2021 11/17/2021 1/13/2021 0/19/2021 0/19/2021 09/15/2021 08/27/2021 07/13/2021 06/29/2021 06/13/2021 05/19/2021 05/19/2021 05/13/2021 04/27/2021 03/24/2021 03/18/2021 03/09/2021 02/18/2021 02/17/2021 Date

Type: All transactions  $\cdot$  Status: All statuses  $\cdot$  Delivery method: Any  $\cdot$  Date: Last year

December 16th

Christmas Social

Hoarding, Insurance, How to deal problem

Expenses:	2021 Actual	37.1	2022
Meeting Expenses (food) \$325.00 x	1787.40		4000 00
Marketing Expenses (newsletter, etc.) \$150.00 x 12	1500.00		1200-
Education Expenses (speaker, equipment, and gift cards)	1298.43		2500 -
Legal & Accounting Expenses (tax return, corporation fees)	10.00	Dy Active	10.00
Officer Travel (to national events) President to Broker/Owner \$250 and National \$500 President Elect to National \$250 and pay for travel to Leadership in November as well as travel for President Elect	0	1 3 6 A 1	1000 -
	E L	× ·	
Designation class - NARPM	0		1500-
Social Event Christmas Boomerang	0		500-
Banking	0		Ð
Quick Books	215.00		215-
Insurance	475		475-
Speaker gift \$15-\$25 gift card	0		300-
Income:			

Professional/Support Membership Fees increase to 40	30 x \$150,	23= 3450.00	45×179	57875-	
Support Staff Membership Fees to 6	5 x \$95, increase	5 = 475.00	10×95	950-	
Affiliate Membership increase to 25	22 x \$175,	21-3675	37X 280	7480-	
Designation class		400.00		400-	
Sponsorship		426.50		400-	
Chapter Grant	6/20/19	0		500-	10
Zoom		186.48		186.481	Spen
Mark and Shelley		1 <del>000.00 -</del>		-0-	
CLLC		5000.00		5000 E	Xpena
	Income	8426.50		17545-	-
	Expenses	6186.48		168864	8

service is an experience in a service in the

-



# The Monthly Newsletter **JANUARY 2021**

Next Meeting: Wednesday, January 20th 3:00 p.m. via Zoom

### This Month's Meeting:

Introduction from New NARPM Member John Major Brandon Cegliar PC Speaking about Source of Income **Installing New Board Members** 

### **Additional Opportunities:**

The Annual Commission Update (ACU) Class is offered to NARPM members at no cost, and members are welcome to share with other individuals for \$40. Classes are available January 19th and 21st from 1-5 p.m.

### **New Member Spotlight** John Major | Anchor Roofing How much experience do you have in the roofing industry? "I have been in the roofing industry for 3 years."

As a project manager at Anchor Roofing, what are your main responsibilities? "My main responsibilities are doing inspections, explaining the process (especially if insurance is involved), ordering materials and scheduling the crews, and completing a final walk through after the work has been completed."

What attributes do you have that make you a **productive project manager?** "I like to stay busy. If I don't have any installs or inspections lined up for the day, I'm working on meeting new realtors, insurance agents, or property management companies and trying to build relationships."

What are you looking forward to gaining professionally as a member of the Northern Colorado NARPM Chapter? "It's a wonderful avenue to build new relationships."

What are some goals you have personally or for Anchor Roofing this year? "I always want to perform better than the previous year, but in this industry, sometimes weather can play a large role in that. That is why I explore every opportunity to build working relationships anywhere possible."

### **Article 1: RESPONSIBILITY TO** PROTECT THE PUBLIC

The Property Manager shall protect the public against fraud, misrepresentation, and unethical practices in property management.

### STANDARDS OF PROFESSIONALISM

1-1 The Property Manager (PM) shall endeavor to eliminate, through the normal course of business, any practices which could be damaging to the public

or bring discredit to the profession.

1-2 The PM shall cooperate with the governmental agency charged with regulating the practices of PMs. 1-3 The PM shall comply with all relevant local and state ordinances regarding real estate law, licensing, insurance, and banking.

1-4 The PM shall comply with all federal and state antitrust laws and shall follow the NARPM® Anti-

trust Policy and any related procedures.

1-5 The PM shall not reveal confidential information of Clients, Tenants or others except as required in the course of performing his or her duties or as otherwise required by law. The PM shall take all

reasonable precautions to protect confidential information.

1-6 The PM shall use reasonable efforts to ensure that information on his or her website, or that of his or her Firm, is current and accurate. If it becomes apparent that information on the website is not

current or accurate, then the PM shall promptly take corrective action.

1-7 Websites of the PM shall not contain any deceptive metatags or other devices/methods to direct, drive, or divert Internet traffic in a deceptive manner or to otherwise mislead users. The websites shall also not manipulate listing content in any deceptive or

### misleading way.

1-8 The PM shall disclose all details on the availability of rental properties to prospective parties on a regular and timely basis.

1-9 The PM shall not exaggerate, misrepresent, misinform, or conceal pertinent facts in the advertis-

ing, leasing, and management of property. 1-10 The PM shall make reasonable attempts to remove from the Internet listings for rentals that are no longer available.

### **BOARD OF DIRECTORS**

President: Babs Foster President Elect: Kelly Hixon Secretary: Candy Roberts Treasurer: Kristie Stanley

### **COMMITTEE MEMBERS**

Education Coordinators: Deb Wall & Brianna Sullivan Membership Coordinators: Kristen Deakin, Debbie Jackson, & David McCarty Affiliate Coordinators: Harry Peer & Carla McCubbins Legislative Coordinator: Bryan Potter Social Media, Website, Newsletter: Erica Giesenhagen

### PROFESSIONAL MEMBERS Connie Salazar Debbie Jackson

Erin Griffin Advantage Property Mgmt. Bryan Potter Alert Realty Cheryl Davis All About Properties **Eddie Davis** All About Properties Simon Heart All County Property Mgmt. **Babs Foster** Armadillo Property Mgmt. Beverly Perina Armadillo Property Mgmt. Kelly Hixon Armadillo Property Mgmt. Candy Roberts Armadillo Property Mgmt. Paul Charles Armadillo Property Mgmt.

The Cottage Realty Christine Hadd Dunn Real Estate Don Dunn Dunn Real Estate Nicole Hansen Kevco Investments & **Property Mgmt** Lacey Fleming Mountain-N-Plains Lexi Lowrance Mountain-N-Plains Kristy Kissinger Mountain-N-Plains Laurie Ham My House Inc. Patrick Soukup Old Town Square **Properties** 

Debbie Jackson Peak Property Mgmt. Lexi Walker Peak Property Mgmt. Trischa Filipic Picket Fence Properties Iana Pickett Plains Property Mgmt. **Bruce Huggins PMI Longmont** John Bickerton Poudre Property Services Josh Stone RentPro Property Mgmt. **Kristie Stanley** Rentals 4 NoCo Briana Sullivan The Source Property Mgmt. Cesilie Kettle The Source Property Mgmt.

James Stegner Stegner Property Mgmt. Michelle Miller TBC Property Mgmt. Andy Martinez TRI Property Mgmt. Kristen Deakin Trilogy Property Mgmt. Lisa Hudson Real Property Mgmt. Sam Case Real Property Mgmt. **Diane Quigley** True Abundance Property Mgmt. Demi Smith Wright Real Estate Ty Youle Youle Realty

### **AFFILIATE MEMBERS**

Kelli Bruenger Account Brokers Ted Gusick Adaptive Environmental **Consulting Group** Heidi McBroome All About Insurance John Tryon **Airwaves** John Major Anchor Roofing Harry Peer **Beavers Home** Improvements Jeremiah Provo **Blue Frog Roofing** Carla McCubbins Carla's Sunshine Flooring

Kayla Schroeder Dig Deep Cleaning Services **Brittany Housley Endeavor** Exteriors Adam Green Fresh Coat Painters Garret Kofahl Garett's Chimney Clean Joel White **Glass** Doctor Dan Ormesher Independent Plumbing **Solutions** Joe Deming iPoint Networking-Web Lia Leiding Just Screw It, Inc.

Jeremy Knock Koala T Carpet Cleaning Terry Knock Koala T Carpet Cleaning Services David McCarty Paul Davis Restoration Barry Kadlub Prolectric Electrical Services Lou Mercurio Prolectric Electrical Services Deb Wall ServiceMaster Jordan Harless Sherwin Williams

Robert Valois Smart Carpet Care Robert Valdez **Springback** Paul Farrer Springman, Braden, Wilson & Pontius Aaron Raben Sprague Roofing Teresa Jennison Suite Magnolia Real Estate Mark Dzubay The Mark Electric CO Mike Schulz Weed Man Lawn Care

NARPM<sup>®</sup> Antitrust Statement: It is the policy of the NARPM<sup>®</sup> to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM<sup>®</sup>'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM<sup>®</sup> shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



# The Monthly Newsletter

Next Meeting: In-person at CB & Potts on Horsetooth or remote via Zoom at 3:00 p.m. Wednesday, October 20th Zoom Link: us02web.zoom.us/j/81046207147

### **MEMBER SPOTLIGHT Candy Roberts Armadillo Property Management** What is your experience in property management?

"I have been in property management since early 2019; with Armadillo since December of 2019 doing leasing, marketing, property inspections, and office work when needed. I got my real estate license in January of this year. What prompted you to enter the field? I was looking to get out of government work and back into an industry that is competition driven."

## How have you grown as a professional during your time in property management?

"This industry requires multi-tasking and flexibility depending on the demands of the day. I've really enjoyed "flexing those muscles again" after leaving a job that was very routine and autonomous."

## What would you recommend to someone looking to enter this field?

"You're a fit if you enjoy working with the public, a fast-paced work environment, day-to-day variety, are tired of a desk job, and you're a problem solver! What sort of advice would you provide them with? Take notes, go the extra mile, and follow through."

## As our chapter's new secretary, what goals do you have for our group?

"As part of the leadership team, I'm committed to doing all I can to make the time and money invested by our members worth it. Relevant and quality education, networking and support, affiliate visibility, and community!"

## It is officially spooky season! What is your favorite part about Halloween?

"On Halloween, I make a pot of chili and chocolate chip pumpkin bread and enjoy the adorable trick or treaters."

### This Month's Meeting

Eddie Rose with the Department of Regulatory Agencies will be speaking with our chapter about Three Way Reconciliations. She will be joining via Zoom, but we will have her on the big screen at CB & Potts as well. If you would like to join this talk or the meeting remotely, here is the link: <u>https://uso2web.zoom.</u> <u>us/j/81046207147</u>

### Article 10: TRUTH IN ADVERTISING

The Property Manager shall ensure that all advertising is clear and forthright and includes only accurate and truthful statements about the property or services advertised.

### STANDARDS OF PROFESSIONALISM

10-1 Regardless of the type of media used, advertising content shall be truthful and honest at all times.

10-2 No property shall be offered as "For Rent" without the actual permission of the Client. If an unlisted property is offered, permission must be obtained from the owner.

10-3 Disclosure must be made to all parties if information gathered through electronic advertising media may be sold to an outside party.

10-4 All marketing materials, whether printed or electronic, shall comply with applicable laws and licensing requirements.

### **BOARD OF DIRECTORS**

President: Babs Foster President Elect: Kelly Hixon Secretary: Candy Roberts Treasurer: Kristie Stanley

### **COMMITTEE MEMBERS**

Education Coordinators: Greg Guest & Brianna Sullivan Membership Coordinators: Kristen Deakin & Debbie Jackson Affiliate Coordinators: Harry Peer & Carla McCubbins Legislative Coordinator: Bryan Potter Social Media, Website, Newsletter: Erica Giesenhagen

### **PROFESSIONAL MEMBERS**

Erin Griffin Advantage Property Mgmt. **Bryan Potter** Alert Realty Cheryl Davis All About Properties **Eddie Davis** All About Properties Simon Heart All County Property Mgmt. **Babs Foster** Armadillo Property Mgmt. **Beverly Perina** Armadillo Property Mgmt. **Candy Roberts** Armadillo Property Mgmt. **Paul Charles** Armadillo Property Mgmt. **Connie Salazar** The Cottage Realty

Lyle Haas Colorado Realty and Property Mgmt. **Taylor Haas** Colorado Realty and Property Mgmt. **Rebecca Spinler** Henderson Mgmt. & R.E. Nicole Hanson Kevco Investments & Property Mgmt Lacev Fleming Mountain-N-Plains Kristy Kissinger Mountain-N-Plains Laurie Ham My House Inc. Patrick Soukup Old Town Square **Properties** 

Debbie Jackson Peak Property Mgmt. Lexi Walker Peak Property Mgmt. Trischa Filipic **Picket Fence Properties** Jana Pickett Plains Property Mgmt. **Bruce Huggins PMI Longmont** John Bickerton **Poudre Property Services** Josh Stone RentPro Property Mgmt. **Kristie Stanley** Rentals 4 NoCo Briana Sullivan The Source Property Mgmt. Cesilie Kettle The Source Property Mgmt.

Ariel Dick The Source Property Mgmt Emily Sockler Stegner Property Mgmt. James Stegner Stegner Property Mgmt. Michelle Miller **TBC** Property Mgmt. Andy Martinez TRI Property Mgmt. Kristen Deakin Trilogy Property Mgmt. **Diane Quigley** True Abundance P.M. Lisa Hudson **Real Property Mgmt.** Sam Case Real Property Mgmt. Tv Youle **Youle Realtv** 

### Kelli Bruenger Account Brokers Heidi McBroome All About Insurance John Major Anchor Roofing Joel McQueen Anchor Roofing Harry Peer **Beavers Home** Improvements John Sokoll **Blue Frog Roofing** Melissa Moll BluSky Restoration **Contractors**

Carla McCubbins Carla's Sunshine Flooring Kayla Schroeder Dig Deep Cleaning Garret Kofahl Garett's Chimney Clean Joel White **Glass Doctor** Dan Ormesher Independent Plumbing **Solutions** Lia Leiding Just Screw It, Inc. Nik Leiding Just Screw It, Inc.

Jeremy Knock Koala T Carpet Cleaning **Terry Knock** Koala T Carpet Cleaning Barry Kadlub Prolectric Electrical Services Lou Mercurio Prolectric Electrical **Services** Greg Guest <u>ServiceMaster</u> Norah Harris ServPro Fort Collins Jordan Harless Sherwin Williams

**Robert Valois** Smart Carpet Care **Paul Farrer** Springman, Braden, Wilson & Pontius Aaron Raben Sprague Roofing Houston Kole **T** Bare Roofing Mark Dzubay The Mark Electric Co. Tom Tidball T.I.G. Junk Removal and Hauling Mike Schulz Weed Man Lawn Care

NARPM<sup>\*</sup> Antitrust Statement: It is the policy of the NARPM<sup>\*</sup> to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM<sup>\*</sup>'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM<sup>\*</sup> shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

**AFFILIATE MEMBERS** 



## The Monthly Newsletter NOVEMBER 2021

Next Meeting: Wednesday, November 17th at 3:00 p.m. In-person at CB & Potts on Horsetooth or remote via Zoom Zoom Link: <u>us02web.zoom.us/j/87058614177</u>

### MEMBER SPOTLIGHT Mark Lamperes | Junk King

How long have you been with Junk King and what is your role in the company?

"I have been with Junk King for six months now and my title is Operations Manager. I am also the co-owner with Allen Wasson."

## What areas in Northern Colorado does Junk King Service?

"Our main areas we service is from Boulder to Brighton, and all the way up to the Wyoming border. We cover all those small towns in between."

### What do you enjoy most about your work?

"Being of service to the community. We have a great group of people who work here and it is a great company to be a part of. When you go home at the end of the day, you know that you have helped a lot of people."

### What sets Junk King apart?

"It is a family owned business. We are also one of the greenest junk removal companies in the US. We recycle, re-purpose, and reuse 60-70% of everything that we take in. Everything from e-waste to furniture, we find a way to recycle, re-purpose or donate it."

## As a new NARPM member, what are you looking forward to most with your membership?

"Getting to know the property managers and being of service to them. Whether they need clean outs, cleanups, or helps with evictions, they can call us and we will help to get that project done."

## Since Thanksgiving is coming up, what is your favorite Thanksgiving tradition?

"I love eating the food, but I also love getting together with family. Family is everything to me. I love having everyone together under one roof and spending some time together."

### This Month's Meeting:

Marcia Waters with DORA will be speaking with our chapter. She will be attending the meeting through Zoom. Submit any questions you have in advance to Babs.

### Get Involved:

Our chapter is looking for a volunteer President-Elect. Reach out to Babs if you are interested or have questions.

### Article 11: RESPONSIBILITY TO NARPM AND THE PROFESSION

The Property Manager shall comply with all policies and pronouncements of NARPM and all relevant laws and rules of the jurisdiction in which he or she works, and shall strive to stay informed of and to educate others about relevant matters affecting the property management field.

### STANDARDS OF PROFESSIONALISM

11-1 The Property Manager shall strive to improve the property management profession and NARPM by sharing with others his or her

lessons of experience for the benefit of all. 11-2 The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.

11-3 The Property Manager shall maintain his or her real estate license, as required by the

jurisdiction in which he or she works. 11-4 The Property Manager shall abide by

NARPM's bylaws and other policies and procedures of NARPM, and shall seek to avoid

doing harm to the organization. 11-5 The Property Manager shall ensure that all electronic communication and marketing he or she prepares is professional with respect

given to the recipients. 11-6 The Property Manager shall act with integrity, good faith, and professionalism in connection with all NARPM and NARPM Chapter activities.

### **BOARD OF DIRECTORS**

President: Babs Foster Secretary: Candy Roberts Treasurer: Kristie Stanley

### **COMMITTEE MEMBERS**

Education Coordinators: Greg Guest & Brianna Sullivan Membership Coordinators: Kristen Deakin & Debbie Jackson Affiliate Coordinators: Harry Peer & Carla McCubbins Legislative Coordinator: Bryan Potter Social Media, Website, Newsletter: Erica Giesenhagen

### **PROFESSIONAL MEMBERS**

Erin Griffin Advantage Property Mgmt. **Bryan Potter** Alert Realty Cheryl Davis All About Properties **Eddie Davis** All About Properties Simon Heart All County Property Mgmt. **Babs Foster** Armadillo Property Mgmt. **Beverly Perina** Armadillo Property Mgmt. **Candy Roberts** Armadillo Property Mgmt. Paul Charles Armadillo Property Mgmt. **Connie Salazar** The Cottage Realty

Lyle Haas Colorado Realty and Property Mgmt. **Taylor Haas** Colorado Realty and Property Mgmt. **Rebecca Spinler** Henderson Mgmt. & R.E. Nicole Hanson Kevco Investments & **Property Mgmt** Lacev Fleming Mountain-N-Plains Kristy Kissinger Mountain-N-Plains Laurie Ham My House Inc. Patrick Soukup Old Town Square **Properties** 

Debbie Jackson Peak Property Mgmt. Lexi Walker Peak Property Mgmt. Trischa Filipic **Picket Fence Properties** Jana Pickett Plains Property Mgmt. **Bruce Huggins PMI Longmont** John Bickerton **Poudre Property Services** Josh Stone RentPro Property Mgmt. **Kristie Stanley** Rentals 4 NoCo Briana Sullivan The Source Property Mgmt. Cesilie Kettle The Source Property Mgmt.

Ariel Dick The Source Property Mgmt. **Emily Sockler** Stegner Property Mgmt. James Stegner Stegner Property Mgmt. Michelle Miller **TBC** Property Mgmt. Andy Martinez TRI Property Mgmt. Kristen Deakin Trilogy Property Mgmt. **Diane Quigley** True Abundance P.M. Lisa Hudson **Real Property Mgmt.** Sam Case Real Property Mgmt. Tv Youle **Youle Realty** 

### **AFFILIATE MEMBERS**

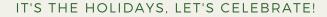
Kelli Bruenger Account Brokers Heidi McBroome All About Insurance John Major Anchor Roofing Joel McQueen Anchor Roofing Harry Peer Beavers Home Improvements John Sokoll Blue Frog Roofing Melissa Moll BluSky Restoration **Contractors** Carla McCubbins **Carla's Sunshine Flooring** 

Kayla Schroeder Dig Deep Cleaning Garret Kofahl Garett's Chimney Clean Joel White **Glass Doctor** Dan Ormesher Independent Plumbing **Solutions** Lia Leiding Just Screw It, Inc. Nik Leiding Just Screw It, Inc. Mark Lamperes Junk King Allen Wasson Junk King

Jeremy Knock Koala T Carpet Cleaning Terry Knock Koala T Carpet Cleaning Barry Kadlub **Prolectric Electrical** Services Lou Mercurio **Prolectric Electrical Services** Jeremiah Provo Schroeder Roofing Greg Guest ServiceMaster Norah Harris ServPro Fort Collins Jordan Harless Sherwin Williams

**Robert Valois** Smart Carpet Care Paul Farrer Springman, Braden, Wilson & Pontius Aaron Raben Sprague Roofing Houston Kole **T** Bare Roofing Mark Dzubav The Mark Electric Co. Tom Tidball T.I.G. Junk Removal and Hauling Mike Schulz Weed Man Lawn Care

NARPM<sup>®</sup> Antitrust Statement: It is the policy of the NARPM<sup>®</sup> to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM<sup>®</sup>'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM<sup>®</sup> shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



# Eat, Drink, and Be Merry

### Annual NARPM White Elephant and Social

Wednesday, December 15th at 3 PM 429 E Magnolia Street Food will be catered | BYOB

RSVP to Babs at babs@rentfortcollins.com

\*Please bring a gift if you would like to participate in the gift exchange\*



## The Monthly Newsletter MARCH 2021

Next Meeting: Wednesday, March 24th at 3:00 p.m. Hybrid Format at ServiceMaster Limited in-person capacity email Babs (<u>babs@rentfortcollins.com</u>) to reserve a spot

### This Month's Meeting:

Vender Presentation: TBA

### New Member Spotlight Nik Leiding | Just Screw It

How long have you been with Just Screw It? What is your role in the company? "I have been with Just Screw It for 5 years. I started as a handyman and am now the field supervisor in charge of a team of 5 other technicians."

How would you describe Just Screw It's values as a company? "Just Screw It focuses primarily on servicing Property Management, Builders and realtors so we are able to offer a unique and insightful view of what these situations call for. We specialize in maintenance turns and working with tenants."

What is your favorite part about your job? "My favorite part of the job is that every day is different. I love knowing that a simple repair could always offer new and surprising obstacles, and I get the chance to work with new people and at new places almost every day."

What are you looking forward to as a member of NARPM? "We have just started to expand more into Northern Colorado and we hope that we can make the same great connections that we have through the Colorado Springs and Denver NARPM chapters."

What has been the TV show that has gotten you through quarantine? "Schitt's Creek on Netflix was my go-to for quarantine TV binging"

### 6 CE Credit "Risk Awareness" Course Opportunity:

This class could benefit not only large property management companies but Realtors managing just a few or who are involved with client investors. The virtual class runs March 29th and 30th from 10 AM- 1 PM MST both days. Register online <u>here</u>.

### ARTICLE 3:

**RESPONSIBILITY TO CLIENT** 

The Property Manager shall serve the Client and act in the best interests of the Client.

### STANDARDS OF PROFESSIONALISM

**3-1** The Property Manager shall use written agreements, and written extensions, if required, outlining all responsibilities and fees, if any. The Client will be provided a copy of all signed agreements and extensions, and the Property Manager will retain a copy.

3-2 The Property Manager shall communicate regularly with the Client, either orally or in writing and shall provide the Client with written reports as needed and as agreed between all parties. In the event of any dispute, the Property Manager shall provide a written accounting as soon as practical.
3-3 On behalf of the Client, the Property Manager shall review and verify all Tenant applications to determine the applicant's ability to pay rental fees and to assess the likelihood that the applicant will comply with all provisions of the rental agreement.
3-4 The Property Manager shall accept no commissions, rebates, profits, discounts, or any other

benefit which has not been fully disclosed to and approved by the Client.

3-5 The Property Manager shall not mislead a potential Client about the rental market value of a property in an attempt to secure a rental listing.
3-6 The Property Manager shall disclose to his or her Client all pertinent facts relating to any transaction.

### **BOARD OF DIRECTORS**

President: Babs Foster President Elect: Kelly Hixon Secretary: Candy Roberts Treasurer: Kristie Stanley

### **COMMITTEE MEMBERS**

Education Coordinators: Deb Wall & Brianna Sullivan Membership Coordinators: Kristen Deakin & Debbie Jackson Affiliate Coordinators: Harry Peer & Carla McCubbins Legislative Coordinator: Bryan Potter Social Media, Website, Newsletter: Erica Giesenhagen

### **PROFESSIONAL MEMBERS**

Erin Griffin Advantage Property Mgmt. Bryan Potter Alert Realty Cheryl Davis All About Properties **Eddie Davis All About Properties** Simon Heart All County Property Mgmt. **Babs** Foster Armadillo Property Mgmt. **Beverly** Perina Armadillo Property Mgmt. Kelly Hixon Armadillo Property Mgmt. Candy Roberts Armadillo Property Mgmt. Paul Charles Armadillo Property Mgmt.

Connie Salazar The Cottage Realty Christine Hadd Dunn Real Estate Don Dunn Dunn Real Estate Taylor Haas Colorado Realty and Property Mgmt. Nicole Hanson Kevco Investments & Property Mgmt Lacey Fleming Mountain-N-Plains Lexi Lowrance Mountain-N-Plains Kristy Kissinger Mountain-N-Plains Laurie Ham My House Inc.

Patrick Soukup **Old Town Square Properties** Debbie Jackson Peak Property Mgmt. Lexi Walker Peak Property Mgmt. Trischa Filipic **Picket Fence Properties** Jana Pickett Plains Property Mgmt. **Bruce Huggins PMI Longmont** John Bickerton Poudre Property Services Josh Stone RentPro Property Mgmt. Kristie Stanley Rentals 4 NoCo Briana Sullivan The Source Property Mgmt.

The Source Property Mgmt. James Stegner Stegner Property Mgmt. Michelle Miller **TBC** Property Mgmt. Andy Martinez TRI Property Mgmt. Kristen Deakin Trilogy Property Mgmt. Diane Quigley True Abundance Property Mgmt. Lisa Hudson Real Property Mgmt. Sam Case Real Property Mgmt. Ty Youle Youle Realty

Cesilie Kettle

### **AFFILIATE MEMBERS**

Kelli Bruenger **Account Brokers** Ted Gusick Adaptive Environmental **Consulting Group** Heidi McBroome All About Insurance John Tryon Airwaves John Major Anchor Roofing Harry Peer **Beavers Home** Improvements Carla McCubbins Carla's Sunshine Flooring

Kayla Schroeder Dig Deep Cleaning Services Brittany Housley Endeavor Exteriors Garret Kofahl Garett's Chimney Clean Joel White **Glass Doctor** Dan Ormesher **Independent Plumbing** Solutions Joe Deming iPoint Networking-Web Lia Leiding Just Screw It, Inc.

Nik Leiding Just Screw It, Inc. Jeremy Knock Koala T Carpet Cleaning Terry Knock Koala T Carpet Cleaning Services Barry Kadlub Prolectric Electrical Services Lou Mercurio Prolectric Electrical Services Deb Wall ServiceMaster Iordan Harless Sherwin Williams

Robert Valois <u>Smart Carpet Care</u> Paul Farrer <u>Springman, Braden, Wil-</u> <u>son & Pontius</u> Aaron Raben <u>Sprague Roofing</u> Teresa Jennison <u>Suite Magnolia Real</u> <u>Estate</u> Mark Dzubay The Mark Electric CO Mike Schulz Weed Man Lawn Care

NARPM<sup>\*</sup> Antitrust Statement: It is the policy of the NARPM<sup>\*</sup> to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM<sup>\*</sup>'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM<sup>\*</sup> shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



## The Monthly Newsletter APRIL 2021

## Next Meeting: Wednesday, April 21st at 3:00 p.m. Hybrid Format at ServiceMaster

Limited in-person capacity email Babs (<u>babs@rentfortcollins.com</u>) to reserve a spot Join Remotley via Zoom: <u>https://us02web.zoom.us/j/85890482545</u>

### This Month's Meeting:

**3:15-4:15:** Keynote Speakers Michelle Utley and Carly Bernardini, investigators with the Department of Housing and Urban Development. Please submit questions in advance to Babs (babs@rentfortcollins.com)

### **Deb Wall is Retiring**

Deb has been a member of NARPM for four years. During her time here, she has served on the committee as the Education Coordinator. Thank you for all of your hard work and dedication. You will be missed, Deb!

### Member Spotlight Cesilie Kettle The Source Property Management

How much experience do you have in property management? "This is my 13th year working in property management!"

### What is your favorite part about your job? "Home is so important to people, especially now more than ever. I feel so much satisfaction helping people find a comforting place to live and create memories in. I also love exploring new properties."

### What is the most valuable thing you have learned from working in property manage-

**ment?** "Wow, I've learned so much! The most valuable thing I've learned is to keep empathy as my core value, and to utilize it in every transaction. The outcome is always much better that way."

What do you look forward to in your career in property management? "I look forward to continuing to learn and grow in this business and in my role. I look forward to the people I will meet and new properties I will see."

**Spring has sprung! What is your favorite part about Spring?** "My favorite thing about Spring is definitely the flowers."

### Article 4:

### **OBLIGATIONS TO TENANTS**

The Property Manager shall treat all Tenants honestly and professionally when they are applying for, living in, and/or vacating a managed residence, including through the deposit refund process.

### STANDARDS OF PROFESSIONALISM

4-1 The Property Manager shall offer all prospective Tenants a written application.
4-2 The Property Manager shall provide all Tenants with a copy of the signed rental agreement and extensions with all addendums attached.

**4-3** The Property Manager shall make all disclosures as required by state and local laws and provide the Tenant an opportunity to complete a written condition report

within 7 days of moving in.

**4-4** The Property Manager shall respond promptly to requests for repairs.

**4-5** The Property Manager shall provide a written deposit refund determination to the Tenant within the time prescribed by law after the Tenant has vacated a property. The Property Manager shall not cause any undue delay in refunding or accounting for the security deposit.

### **BOARD OF DIRECTORS**

President: Babs Foster President Elect: Kelly Hixon Secretary: Candy Roberts Treasurer: Kristie Stanley

### **COMMITTEE MEMBERS**

Education Coordinators: Greg Guest & Brianna Sullivan Membership Coordinators: Kristen Deakin & Debbie Iackson

Affiliate Coordinators: Harry Peer & Carla McCubbins Legislative Coordinator: Bryan Potter Social Media, Website, Newsletter: Erica Giesenhagen

### **PROFESSIONAL MEMBERS**

Erin Griffin Advantage Property Mgmt. Bryan Potter Alert Realty Cheryl Davis All About Properties **Eddie Davis** All About Properties Simon Heart All County Property Mgmt. **Babs** Foster Armadillo Property Mgmt. **Beverly Perina** Armadillo Property Mgmt. Kelly Hixon Armadillo Property Mgmt. Candy Roberts Armadillo Property Mgmt. Paul Charles Armadillo Property Mgmt.

Connie Salazar The Cottage Realty Lyle Haas Colorado Realty and Property Mgmt. Taylor Haas Colorado Realty and Property Mgmt. Nicole Hanson Kevco Investments & **Property Mgmt** Lacey Fleming Mountain-N-Plains Lexi Lowrance Mountain-N-Plains Kristy Kissinger Mountain-N-Plains Laurie Ham My House Inc. Patrick Soukup **Old Town Square Properties** 

Debbie Jackson Peak Property Mgmt. Lexi Walker Peak Property Mgmt. Trischa Filipic **Picket Fence Properties** Iana Pickett Plains Property Mgmt. **Bruce Huggins PMI Longmont** John Bickerton Poudre Property Services Josh Stone RentPro Property Mgmt. Kristie Stanley Rentals 4 NoCo Briana Sullivan The Source Property Mgmt. Cesilie Kettle The Source Property Mgmt.

**Emily Sockler** Stegner Property Mgmt. James Stegner Stegner Property Mgmt. Michelle Miller TBC Property Mgmt. Andy Martinez TRI Property Mgmt. Kristen Deakin Trilogy Property Mgmt. Diane Quigley True Abundance Property Mgmt. Lisa Hudson Real Property Mgmt. Sam Case Real Property Mgmt. Ty Youle Youle Realty

Kelli Bruenger **Account Brokers** Heidi McBroome All About Insurance John Major Anchor Roofing Harry Peer **Beavers Home** Improvements Melissa Moll **BluSky Restoration** Contractors Carla McCubbins **Carla's Sunshine Flooring** 

Dig Deep Cleaning Services Garret Kofahl Garett's Chimney Clean Joel White Glass Doctor Dan Ormesher Independent Plumbing **Solutions** Lia Leiding Just Screw It, Inc. Nik Leiding

Kayla Schroeder

Just Screw It, Inc.

**AFFILIATE MEMBERS** Jeremy Knock Koala T Carpet Cleaning Terry Knock Koala T Carpet Cleaning Barry Kadlub Prolectric Electrical Services Lou Mercurio Prolectric Electrical Services Deb Wall ServiceMaster Jordan Harless Sherwin Williams

Robert Valois Smart Carpet Care Paul Farrer Springman, Braden, Wilson & Pontius Aaron Raben Sprague Roofing Mark Dzubay The Mark Electric CO Tom Tidball T.I.G. Junk Removal and Hauling Mike Schulz Weed Man Lawn Care

NARPM® Antitrust Statement: It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



## The Monthly Newsletter APRIL 2021

## Next Meeting: Wednesday, April 21st at 3:00 p.m. Hybrid Format at ServiceMaster

Limited in-person capacity email Babs (<u>babs@rentfortcollins.com</u>) to reserve a spot Join Remotley via Zoom: <u>https://us02web.zoom.us/j/85890482545</u>

### This Month's Meeting:

**3:15-4:15:** Keynote Speakers Michelle Utley and Carly Bernardini, investigators with the Department of Housing and Urban Development. Please submit questions in advance to Babs (babs@rentfortcollins.com)

### **Deb Wall is Retiring**

Deb has been a member of NARPM for four years. During her time here, she has served on the committee as the Education Coordinator. Thank you for all of your hard work and dedication. You will be missed, Deb!

### Member Spotlight Cesilie Kettle The Source Property Management

How much experience do you have in property management? "This is my 13th year working in property management!"

### What is your favorite part about your job? "Home is so important to people, especially now more than ever. I feel so much satisfaction helping people find a comforting place to live and create memories in. I also love exploring new properties."

### What is the most valuable thing you have learned from working in property manage-

**ment?** "Wow, I've learned so much! The most valuable thing I've learned is to keep empathy as my core value, and to utilize it in every transaction. The outcome is always much better that way."

What do you look forward to in your career in property management? "I look forward to continuing to learn and grow in this business and in my role. I look forward to the people I will meet and new properties I will see."

**Spring has sprung! What is your favorite part about Spring?** "My favorite thing about Spring is definitely the flowers."

### Article 4:

### **OBLIGATIONS TO TENANTS**

The Property Manager shall treat all Tenants honestly and professionally when they are applying for, living in, and/or vacating a managed residence, including through the deposit refund process.

### STANDARDS OF PROFESSIONALISM

4-1 The Property Manager shall offer all prospective Tenants a written application.
4-2 The Property Manager shall provide all Tenants with a copy of the signed rental agreement and extensions with all addendums attached.

**4-3** The Property Manager shall make all disclosures as required by state and local laws and provide the Tenant an opportunity to complete a written condition report

within 7 days of moving in.

**4-4** The Property Manager shall respond promptly to requests for repairs.

**4-5** The Property Manager shall provide a written deposit refund determination to the Tenant within the time prescribed by law after the Tenant has vacated a property. The Property Manager shall not cause any undue delay in refunding or accounting for the security deposit.

### **BOARD OF DIRECTORS**

President: Babs Foster President Elect: Kelly Hixon Secretary: Candy Roberts Treasurer: Kristie Stanley

### **COMMITTEE MEMBERS**

Education Coordinators: Greg Guest & Brianna Sullivan Membership Coordinators: Kristen Deakin & Debbie Iackson

Affiliate Coordinators: Harry Peer & Carla McCubbins Legislative Coordinator: Bryan Potter Social Media, Website, Newsletter: Erica Giesenhagen

### **PROFESSIONAL MEMBERS**

Erin Griffin Advantage Property Mgmt. Bryan Potter Alert Realty Cheryl Davis All About Properties **Eddie Davis** All About Properties Simon Heart All County Property Mgmt. **Babs** Foster Armadillo Property Mgmt. **Beverly Perina** Armadillo Property Mgmt. Kelly Hixon Armadillo Property Mgmt. Candy Roberts Armadillo Property Mgmt. Paul Charles Armadillo Property Mgmt.

Connie Salazar The Cottage Realty Lyle Haas Colorado Realty and Property Mgmt. Taylor Haas Colorado Realty and Property Mgmt. Nicole Hanson Kevco Investments & **Property Mgmt** Lacey Fleming Mountain-N-Plains Lexi Lowrance Mountain-N-Plains Kristy Kissinger Mountain-N-Plains Laurie Ham My House Inc. Patrick Soukup **Old Town Square Properties** 

Debbie Jackson Peak Property Mgmt. Lexi Walker Peak Property Mgmt. Trischa Filipic **Picket Fence Properties** Iana Pickett Plains Property Mgmt. **Bruce Huggins PMI Longmont** John Bickerton Poudre Property Services Josh Stone RentPro Property Mgmt. Kristie Stanley Rentals 4 NoCo Briana Sullivan The Source Property Mgmt. Cesilie Kettle The Source Property Mgmt.

**Emily Sockler** Stegner Property Mgmt. James Stegner Stegner Property Mgmt. Michelle Miller TBC Property Mgmt. Andy Martinez TRI Property Mgmt. Kristen Deakin Trilogy Property Mgmt. Diane Quigley True Abundance Property Mgmt. Lisa Hudson Real Property Mgmt. Sam Case Real Property Mgmt. Ty Youle Youle Realty

Kelli Bruenger **Account Brokers** Heidi McBroome All About Insurance John Major Anchor Roofing Harry Peer **Beavers Home** Improvements Melissa Moll **BluSky Restoration** Contractors Carla McCubbins **Carla's Sunshine Flooring** 

Dig Deep Cleaning Services Garret Kofahl Garett's Chimney Clean Joel White Glass Doctor Dan Ormesher Independent Plumbing **Solutions** Lia Leiding Just Screw It, Inc. Nik Leiding

Kayla Schroeder

Just Screw It, Inc.

**AFFILIATE MEMBERS** Jeremy Knock Koala T Carpet Cleaning Terry Knock Koala T Carpet Cleaning Barry Kadlub Prolectric Electrical Services Lou Mercurio Prolectric Electrical Services Deb Wall ServiceMaster Jordan Harless Sherwin Williams

Robert Valois Smart Carpet Care Paul Farrer Springman, Braden, Wilson & Pontius Aaron Raben Sprague Roofing Mark Dzubay The Mark Electric CO Tom Tidball T.I.G. Junk Removal and Hauling Mike Schulz Weed Man Lawn Care

NARPM® Antitrust Statement: It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



## The Monthly Newsletter MAY 2021

## Next Meeting: Wednesday, May 19th at 3:00 p.m.

**Hybrid Format at ServiceMaster** (3054 Lake Canal Ct Suite 120, Fort Collins, CO 80524) Limited in-person capacity email Babs (<u>babs@rentfortcollins.com</u>) to reserve a spot Join Remotley via Zoom: <u>https://us02web.zoom.us/j/84070274811</u>

### NARPM Food Drive

For charity work this year, our chapter will be running a food drive. Members and Affiliates are welcome to drop off food at any of the designated areas. Please keep an eye out for an additional email with more information to follow.

### New Member Spotlight: Melissa Moll BluSky Restoration Contractors

What are you looking forward to as a member of our NARPM Chapter? "Meeting like minded individuals and being a part of the community!"

**Tell me a little bit about BluSky Restoration Contractors.** "We are a full service, turn-key restoration provider with local presence, and national resources and scalability! From Restoration, Renovation, Environmental or Roofing needs.....We Fix Broken Buildings!"

**How much experience do you have in the industry?** "I am 6 months in to the construction industry, and previously in hospitality. My entire career and passion in work has been about building relationships and working directly with clients to create an exceptional customer service experience!"

What is your favorite part about working at BluSky? "Having the opportunity to help make things better for our clients. Often, you don't realize the emotional impact a disaster can have on you or your tenants. I want customers to know that we always understand there is a human aspect to what we do, and we care about the people, not just the buildings."

Memorial Day Weekend is coming up which means warmer weather is on its way! What is your favorite outdoor activity to do this time of year? "YAY SUMMER! I'm sure everyone is as excited about me to enjoy the warmer weather, and I can't wait to explore fly fishing around the area! I am also looking forward to getting my stand up paddleboard out on the water. We are so lucky to have so much outdoor space to explore around us!"

### This Month's Meeting:

Summer Shaffer with Moxis, LLC will be speaking with our group about Communication Across Generations.

### Article 5: CARE OF MANAGED PROPERTIES

The Property Manager shall hold a high regard for the safety and health of those lawfully at a managed property and shall manage all properties in accordance with safety and habitability requirements of the local jurisdiction.

### STANDARDS OF PROFESSIONALISM

5-1 The Property
Manager shall not manage properties for Clients who refuse, or are unable, to maintain their property in accordance with safety and habitability requirements of the local jurisdiction.
5-2 The Property
Manager shall terminate management of a property if the Client does not comply with habitability requirements.

### **BOARD OF DIRECTORS**

President: Babs Foster President Elect: Kelly Hixon Secretary: Candy Roberts Treasurer: Kristie Stanley

### **COMMITTEE MEMBERS**

Education Coordinators: Greg Guest & Brianna Sullivan Membership Coordinators: Kristen Deakin & Debbie Jackson Affiliate Coordinators: Harry Peer & Carla McCubbins Legislative Coordinator: Bryan Potter Social Media, Website, Newsletter: Erica Giesenhagen

### **PROFESSIONAL MEMBERS**

Erin Griffin Advantage Property Mgmt. Bryan Potter Alert Realty Cheryl Davis All About Properties **Eddie Davis** All About Properties Simon Heart All County Property Mgmt. **Babs** Foster Armadillo Property Mgmt. **Beverly Perina** Armadillo Property Mgmt. Kelly Hixon Armadillo Property Mgmt. Candy Roberts Armadillo Property Mgmt. Paul Charles Armadillo Property Mgmt.

Connie Salazar The Cottage Realty Lyle Haas Colorado Realty and Property Mgmt. **Taylor Haas** Colorado Realty and Property Mgmt. Nicole Hanson Kevco Investments & **Property Mgmt** Lacey Fleming Mountain-N-Plains Kristy Kissinger Mountain-N-Plains Laurie Ham My House Inc. Patrick Soukup Old Town Square **Properties** 

Debbie Jackson Peak Property Mgmt. Lexi Walker Peak Property Mgmt. Trischa Filipic **Picket Fence Properties** Iana Pickett Plains Property Mgmt. Bruce Huggins **PMI Longmont** John Bickerton Poudre Property Services Josh Stone RentPro Property Mgmt. Kristie Stanley Rentals 4 NoCo Briana Sullivan The Source Property Mgmt. Cesilie Kettle The Source Property Mgmt.

**Emily Sockler** Stegner Property Mgmt. James Stegner Stegner Property Mgmt. Michelle Miller TBC Property Mgmt. Andy Martinez TRI Property Mgmt. Kristen Deakin Trilogy Property Mgmt. Diane Quigley True Abundance Property Mgmt. Lisa Hudson Real Property Mgmt. Sam Case Real Property Mgmt. Ty Youle Youle Realty

### **AFFILIATE MEMBERS**

Kelli Bruenger **Account Brokers** Heidi McBroome All About Insurance John Major Anchor Roofing Harry Peer **Beavers Home** Improvements John Sokoll **Blue Frog Roofing** Melissa Moll BluSky Restoration Contractors Carla McCubbins **Carla's Sunshine Flooring** 

Kayla Schroeder Dig Deep Cleaning Services Garret Kofahl Garett's Chimney Clean Joel White **Glass** Doctor Dan Ormesher Independent Plumbing Solutions Lia Leiding Just Screw It, Inc. Nik Leiding Just Screw It, Inc. Jeremy Knock Koala T Carpet Cleaning

Terry Knock Koala T Carpet Cleaning Barry Kadlub Prolectric Electrical Services Lou Mercurio Prolectric Electrical Services Deb Wall ServiceMaster Norah Harris ServPro Fort Collins Jordan Harless Sherwin Williams **Robert Valois** Smart Carpet Care

Paul Farrer <u>Springman, Braden, Wil-</u> <u>son & Pontius</u> Aaron Raben <u>Sprague Roofing</u> Houston Kole <u>T Bare Roofing</u> Mark Dzubay The Mark Electric CO Tom Tidball <u>T.I.G. Junk Removal and</u> <u>Hauling</u> Mike Schulz <u>Weed Man Lawn Care</u>

NARPM<sup>\*</sup> Antitrust Statement: It is the policy of the NARPM<sup>\*</sup> to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM<sup>\*</sup>'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM<sup>\*</sup> shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



## The Monthly Newsletter JUNE 2021

## Next Meeting: Wednesday, June 16th at 3:00 p.m.

**Hybrid Format at ServiceMaster** (3054 Lake Canal Ct Suite 120, Fort Collins, CO 80524) Limited in-person capacity email Babs (<u>babs@rentfortcollins.com</u>) to reserve a spot Join Remotley via Zoom: <u>https://us02web.zoom.us/j/88533986505</u>

### This Month's Meeting

Vendor Presentation: Greeley Greeley Code Enforcement

### New Member Spotlight: Norah Harris | ServPro

**What prompted you to join our NARPM Chapter?** "To learn more about the local property management industry. Also wanted to build relationships with local property managers."

What are some connections you hope to make? "I am looking to meet like minded business professionals to expand my knowledge of their business for our mutual business development."

**How long have you been working with ServPro?** "I have been in the restoration industry for 5 years been at SERVPRO for 1.5 years."

What is your favorite part about your job? "I love building relationships with people and truly enjoy helping people during difficult times and situations."

How has your organization adapted throughout the past year? How is ServPro better because of this past year? "We now have the ability to offer training to our clients and employees virtually.We take the pandemic very seriously and use every safety measure possible to keep our clients and tenants safe."

It has been hot, hot, hot this summer! How have you been beating the heat? "In my free time I enjoy spending time with my son at the pool or hanging with my family at the lake fishing."

### **Food Drive:**

Please see the attached flyer about our chapter's food drive.

### Article 6: HANDLING OF FUNDS

The Property Manager shall hold all funds received on behalf of others in compliance with state law and shall not comingle the funds with personal or other business funds or use the funds for other than their intended purposes.

### STANDARDS OF PROFESSIONALISM

**6-1** The Property Manager shall keep appropriate records and shall prepare and furnish to the Client accurate and timely financial reports relating to the Client's rental and funds in accordance with the terms of the applicable management agreement.

### **BOARD OF DIRECTORS**

President: Babs Foster President Elect: Kelly Hixon Secretary: Candy Roberts Treasurer: Kristie Stanley

### **COMMITTEE MEMBERS**

Education Coordinators: Greg Guest & Brianna Sullivan Membership Coordinators: Kristen Deakin & Debbie Jackson Affiliate Coordinators: Harry Peer & Carla McCubbins Legislative Coordinator: Bryan Potter Social Media, Website, Newsletter: Erica Giesenhagen

### **PROFESSIONAL MEMBERS**

Erin Griffin Advantage Property Mgmt. Bryan Potter Alert Realty Cheryl Davis All About Properties **Eddie Davis** All About Properties Simon Heart All County Property Mgmt. **Babs** Foster Armadillo Property Mgmt. **Beverly Perina** Armadillo Property Mgmt. Kelly Hixon Armadillo Property Mgmt. Candy Roberts Armadillo Property Mgmt. Paul Charles Armadillo Property Mgmt.

Connie Salazar The Cottage Realty Lyle Haas Colorado Realty and Property Mgmt. **Taylor Haas** Colorado Realty and Property Mgmt. Nicole Hanson Kevco Investments & **Property Mgmt** Lacey Fleming Mountain-N-Plains Kristy Kissinger Mountain-N-Plains Laurie Ham My House Inc. Patrick Soukup Old Town Square **Properties** 

Debbie Jackson Peak Property Mgmt. Lexi Walker Peak Property Mgmt. Trischa Filipic **Picket Fence Properties** Iana Pickett Plains Property Mgmt. Bruce Huggins **PMI Longmont** John Bickerton Poudre Property Services Josh Stone RentPro Property Mgmt. Kristie Stanley Rentals 4 NoCo Briana Sullivan The Source Property Mgmt. Cesilie Kettle The Source Property Mgmt.

**Emily Sockler** Stegner Property Mgmt. James Stegner Stegner Property Mgmt. Michelle Miller TBC Property Mgmt. Andy Martinez TRI Property Mgmt. Kristen Deakin Trilogy Property Mgmt. Diane Quigley True Abundance Property Mgmt. Lisa Hudson Real Property Mgmt. Sam Case Real Property Mgmt. Ty Youle Youle Realty

### **AFFILIATE MEMBERS**

Kelli Bruenger **Account Brokers** Heidi McBroome All About Insurance John Major Anchor Roofing Harry Peer **Beavers Home** Improvements John Sokoll **Blue Frog Roofing** Melissa Moll BluSky Restoration Contractors Carla McCubbins **Carla's Sunshine Flooring** 

Kayla Schroeder Dig Deep Cleaning Services Garret Kofahl Garett's Chimney Clean Joel White **Glass** Doctor Dan Ormesher Independent Plumbing Solutions Lia Leiding Just Screw It, Inc. Nik Leiding Just Screw It, Inc. Jeremy Knock Koala T Carpet Cleaning

Terry Knock Koala T Carpet Cleaning Barry Kadlub Prolectric Electrical Services Lou Mercurio Prolectric Electrical Services Deb Wall ServiceMaster Norah Harris ServPro Fort Collins Jordan Harless Sherwin Williams **Robert Valois** Smart Carpet Care

Paul Farrer <u>Springman, Braden, Wil-</u> <u>son & Pontius</u> Aaron Raben <u>Sprague Roofing</u> Houston Kole <u>T Bare Roofing</u> Mark Dzubay The Mark Electric CO Tom Tidball <u>T.I.G. Junk Removal and</u> <u>Hauling</u> Mike Schulz <u>Weed Man Lawn Care</u>

NARPM<sup>\*</sup> Antitrust Statement: It is the policy of the NARPM<sup>\*</sup> to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM<sup>\*</sup>'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM<sup>\*</sup> shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



## The Monthly Newsletter JULY 2021

No Meeting July! Good Luck With Your Busy Season! Next Meeting: August 18th, 2021

Dear NARPM Members and Affiliates:

I hope that all of you are doing well. I know that this is a busy time of year for all of us, and I hope that all of your turnovers and various projects go well during this time. I look forward to seeing all of you for our meeting in August.

> -Babs Foster President Northern Colorado Chapter

### **Food Drive:**

If you have not already, please donate to our food drive. We will be collecting food and donations through August. See the attached flyer for information on where donations are being collected.

### Article 7: AREAS OF EXPERTISE

The Property Manager must provide competent service within his or her area of expertise, and refrain from the unauthorized practice of any other profession for which he or she is not licensed or qualified.

### STANDARDS OF PROFESSIONALISM

7-1 The Property Manager shall perform only such services in such locations for which he or she is qualified and can reasonably be expected to perform with professional competence. 7-2 The Property Manager shall not perform and shall not represent that he or she can or will perform services outside of his or her area of expertise, particularly services that require a separate license or qualification – such as law, accounting, financial planning, construction, and/or contracting – unless the Property Manager independently possesses such license or qualification.

NARPM<sup>\*</sup> Antitrust Statement: It is the policy of the NARPM<sup>\*</sup> to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM<sup>\*</sup>'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM<sup>\*</sup> shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

### **BOARD OF DIRECTORS**

President: Babs Foster President Elect: Kelly Hixon Secretary: Candy Roberts Treasurer: Kristie Stanley

### **COMMITTEE MEMBERS**

Education Coordinators: Greg Guest & Brianna Sullivan Membership Coordinators: Kristen Deakin & Debbie Jackson Affiliate Coordinators: Harry Peer & Carla McCubbins Legislative Coordinator: Bryan Potter Social Media, Website, Newsletter: Erica Giesenhagen

### **PROFESSIONAL MEMBERS**

Erin Griffin Advantage Property Mgmt. Bryan Potter Alert Realty Cheryl Davis All About Properties **Eddie Davis** All About Properties Simon Heart All County Property Mgmt. **Babs** Foster Armadillo Property Mgmt. **Beverly Perina** Armadillo Property Mgmt. Kelly Hixon Armadillo Property Mgmt. Candy Roberts Armadillo Property Mgmt. Paul Charles Armadillo Property Mgmt.

Connie Salazar The Cottage Realty Lyle Haas Colorado Realty and Property Mgmt. Taylor Haas Colorado Realty and Property Mgmt. Nicole Hanson Kevco Investments & Property Mgmt Lacey Fleming Mountain-N-Plains Kristy Kissinger Mountain-N-Plains Laurie Ham My House Inc. Patrick Soukup Old Town Square **Properties** 

Debbie Jackson Peak Property Mgmt. Lexi Walker Peak Property Mgmt. Trischa Filipic **Picket Fence Properties** Jana Pickett Plains Property Mgmt. Bruce Huggins **PMI Longmont** John Bickerton Poudre Property Services Josh Stone RentPro Property Mgmt. Kristie Stanley Rentals 4 NoCo Briana Sullivan The Source Property Mgmt. Cesilie Kettle The Source Property Mgmt.

**Emily Sockler** Stegner Property Mgmt. James Stegner Stegner Property Mgmt. Michelle Miller TBC Property Mgmt. Andy Martinez TRI Property Mgmt. Kristen Deakin Trilogy Property Mgmt. **Diane Quigley** True Abundance Property Mgmt. Lisa Hudson Real Property Mgmt. Sam Case Real Property Mgmt. Ty Youle Youle Realty

### **AFFILIATE MEMBERS**

Kelli Bruenger Account Brokers Heidi McBroome All About Insurance John Major Anchor Roofing Harry Peer **Beavers** Home Improvements John Sokoll **Blue Frog Roofing** Melissa Moll BluSky Restoration Contractors Carla McCubbins Carla's Sunshine Flooring

Kayla Schroeder Dig Deep Cleaning Services Garret Kofahl Garett's Chimney Clean **Joel White Glass** Doctor Dan Ormesher Independent Plumbing **Solutions** Lia Leiding Just Screw It, Inc. Nik Leiding Just Screw It, Inc. Jeremy Knock Koala T Carpet Cleaning

Terry Knock Koala T Carpet Cleaning Barry Kadlub Prolectric Electrical Services Lou Mercurio **Prolectric Electrical Services** Deb Wall ServiceMaster Norah Harris ServPro Fort Collins Iordan Harless Sherwin Williams Robert Valois Smart Carpet Care

Paul Farrer Springman, Braden, Wilson & Pontius Aaron Raben Sprague Roofing Houston Kole T Bare Roofing Mark Dzubay The Mark Electric CO Tom Tidball T.I.G. Junk Removal and Hauling Mike Schulz Weed Man Lawn Care

#### NORTHERN COLORADO CHAPTER NATIONAL ASSOCIATION OF REGIONAL PROPERTY MANAGERS

# FOOD DRIVE

Annual Chapter Volunteer Opportunity Donations will be sent to the Food Bank of Larimer County to help the Northern Colorado Community

Please Bring Your Non-Perishable Donations to These Drop Off Locations:

> Armadillo Property Management 521 N. Taft Hill Rd. Fort Collins, CO 80521

ServiceMaster <u>3054 Lake Canal Ct Suite 120, Fort Collins, CO 80524</u>

> Peak Property Management 3424 Stanford Rd, Fort Collins, CO 80525

Rentals 4 NoCo 2308 W 29th St Suite 202, Greeley, CO 80631 Please call before to dropping off items here (970) 652-1021

a) (a) (



### The Monthly Newsletter AUGUST 2021

Next Meeting: In Person CB & Potts on Horsetooth 3:00 p.m. August 18th, 2021

**In Memory of Mark Chaput** One of our members, Mark Chaput who had been battling with multiple malignant glioblastoma, has passed away. Our thoughts and prayers are with the family and everyone at Carla's Sunshine Flooring during this difficult time.

#### This Month's Meeting:

<u>Kelly Tollifson</u>, MPM, RMP, will be speaking with our chapter about security deposits

#### **Open Positions on Board:**

If you are looking to gain some valuable experience with NARPM, consider volunteering on our board. We currently have positions open for president elect and education coordinator.

#### Member Spotlight Greg Guest | ServiceMaster

### How much experience do you have in the industry? How long have you been working with ServiceMaster?

"I have been in the industry since 2008. I have over a decade of experience as an insurance adjuster and trainer for multiple insurance companies. I have trained insurance adjusters across the nation. I was excited to be able to align with ServiceMaster in October of 2020."

#### What is your favorite part about your job?

"Being able truly help people through chaotic and often unforeseen situations is my motivation. I genuinely believe we each posses the ability to make others lives better. That often comes in the form of small acts and sharing our knowledge and experience."

### What is some advice you have for other professionals in the industry, or individuals entering the industry?

"Never stop learning. We are in a position to truly help others. We can best serve others by constantly improving and growing ourselves. It is a privilege to have someone trust you to help them through a difficult situation and I believe that trust comes with a responsibility to be competent to help them. Don't be afraid to admit you may not know something and need time to research the proper answer or solution."

### Tell me more about the company culture at ServiceMaster. How does it impact how ServiceMaster operates as an organization?

"When I decided to leave the insurance industry I had many choices on the direction I could go and where I wanted to align my talents. ServiceMaster had been my go to company for the entirety of my insurance career because of how they took care of my customers. The majority of the staff at ServiceMaster has not changed since I began working with them in 2008. The company truly does operate as a family and everyone cares for each other and for our customers. That caring is demonstrated by the long term relationships we have with our customers. We genuinely care about our people and our clients and know that by taking care of others we make a difference."

#### Summer is coming to an end, and the busy turnover season is over (hopefully for the most part!). What were some valuable lessons you learned throughout the season?

"While I am not impacted in same manner as other members of NARPM are by the turnover season, I am cognizant of what an important time it is. I strive to ensure we are responsive and fair as situations arise that ServiceMaster can assist with. It is important to be able to adapt our scheduling to be able to provide service within the time frame that is needed."

#### Article 8: COMMITMENT TO FIRM

The Property Manager shall act in the best interests of his or her property management Firm.

#### STANDARDS OF PROFESSIONALISM

8-1 The Property Manager shall not have any undisclosed conflict of interest with his or her Firm. If a conflict or potential conflict should arise, the Property Manager shall notify his or her Firm immediately.

8-2 The Property Manager shall not receive any form of compensation, rebates, or any other benefits without full disclosure to his or her Firm.

8-3 The Property Manager may not take or use any proprietary documentation, including but not limited to Client/Tenant lists, during or after his or her relationship with a Firm without express written consent from the Firm.

### Member List

#### **BOARD OF DIRECTORS**

President: Babs Foster President Elect: Kelly Hixon Secretary: Candy Roberts Treasurer: Kristie Stanley

#### **COMMITTEE MEMBERS**

Education Coordinators: Greg Guest & Brianna Sullivan Membership Coordinators: Kristen Deakin & Debbie Jackson Affiliate Coordinators: Harry Peer & Carla McCubbins Legislative Coordinator: Bryan Potter Social Media, Website, Newsletter: Erica Giesenhagen

#### **PROFESSIONAL MEMBERS**

Kelly Hixon Erin Griffin Advantage Property Mgmt. Bryan Potter Alert Realty Cheryl Davis **All About Properties Eddie Davis** All About Properties Simon Heart All County Property Mgmt. **Babs** Foster Armadillo Property Mgmt. **Beverly Perina** Armadillo Property Mgmt. Candy Roberts Armadillo Property Mgmt. Paul Charles Armadillo Property Mgmt.

Connie Salazar The Cottage Realty Lyle Haas Colorado Realty and Property Mgmt. **Taylor Haas** Colorado Realty and Property Mgmt. Nicole Hanson Kevco Investments & **Property Mgmt** Lacey Fleming Mountain-N-Plains Kristy Kissinger Mountain-N-Plains Laurie Ham My House Inc. Patrick Soukup Old Town Square **Properties** 

Debbie Jackson Peak Property Mgmt. Lexi Walker Peak Property Mgmt. Trischa Filipic **Picket Fence Properties** Jana Pickett Plains Property Mgmt. **Bruce Huggins** PMI Longmont John Bickerton **Poudre Property Services** Josh Stone RentPro Property Mgmt. Kristie Stanley Rentals 4 NoCo Briana Sullivan The Source Property Mgmt. Cesilie Kettle The Source Property Mgmt.

Stegner Property Mgmt. James Stegner Stegner Property Mgmt. Michelle Miller TBC Property Mgmt. Andy Martinez TRI Property Mgmt. Kristen Deakin Trilogy Property Mgmt. Diane Quigley True Abundance Property Mgmt. Lisa Hudson Real Property Mgmt. Sam Case Real Property Mgmt. Ty Youle Youle Realty

**Emily Sockler** 

Kelli Bruenger **Account Brokers** Heidi McBroome All About Insurance John Major Anchor Roofing Harry Peer **Beavers Home** Improvements John Sokoll **Blue Frog Roofing** Melissa Moll BluSky Restoration Contractors Carla McCubbins Carla's Sunshine Flooring

Kayla Schroeder Dig Deep Cleaning Services Garret Kofahl Garett's Chimney Clean Joel White **Glass** Doctor Dan Ormesher Independent Plumbing **Solutions** Lia Leiding Just Screw It, Inc. Nik Leiding Just Screw It, Inc. Jeremy Knock Koala T Carpet Cleaning

Terry Knock Koala T Carpet Cleaning Barry Kadlub Prolectric Electrical Services Lou Mercurio Prolectric Electrical Services Deb Wall ServiceMaster Norah Harris ServPro Fort Collins Jordan Harless Sherwin Williams **Robert Valois** Smart Carpet Care

Springman, Braden, Wilson & Pontius Aaron Raben Sprague Roofing Houston Kole <u>T Bare Roofing</u> Mark Dzubay The Mark Electric CO Tom Tidball <u>T.I.G. Junk Removal and</u> <u>Hauling</u> Mike Schulz <u>Weed Man Lawn Care</u>

Paul Farrer

NARPM\* Antitrust Statement: It is the policy of the NARPM\* to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM\*s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM\* shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

**AFFILIATE MEMBERS** 



### The Monthly Newsletter SEPTEMBER 2021

Next Meeting: CB & Potts on Horsetooth 3:00 p.m. Wednesday, September 15th

#### Member Spotlight Rebecca Spinler Henderson Property Management

#### How long have you been with Henderson Property Management? What is your role in the organization?

*"I have been with Henderson for 4 years now. I am currently the Lead Portfolio Manager."* 

#### **How did you become interested in this field?** "After college I was looking for my first full time job and came across an on-site Leasing Consultant position for an apartment community in Fort Collins. I honestly was just looking for "real" job experience while I decided what I wanted to do. Little did I know that property management was a great fit for me and 8 years later, here I am!"

What is the most rewarding part about your job? "Everyday is different and there is always more to learn. Just when you think you've seen it all, something new comes along. I appreciate the challenges and have grown so much both professionally and personally from my experiences."

As a member of NARPM, what unique experiences do you think you can provide the group with? Are there any specific learning experiences that you feel like are valuable? "I have managed all types of properties: from multi-units to single-family homes, from Class A to Class D. Each of these properties bring their own struggles and take-aways which have given me a diverse realm of knowledge and experience with all kinds of different situations. One that especially stands out is when a technician stepped on a pressurized fire sprinkler line that flooded multiple units. These were condos that were individually owned so coordination was required between tenants, owners, the HOA, and vendors. This taught me patience as well as thinking strategically and creatively to get everything handled."

What are you looking forward to the most this fall? "I am looking forward to having a little bit more time to slow down, breathe, and work on new projects. The summer always gets away from me so fast!"

#### This Month's Meeting

Maintenance Panel with Guest Speakers: Gabe Garza – Market Lawn Care Joel McQueen – Anchor Roofing and Gutters Chizum McKenzie – IPS Heath Harvey – Elite Heating Greg Guest – ServiceMaster

#### Article 9: RELATIONS WITH OTHER PROPERTY MANAGERS

The Property Manager shall not knowingly or recklessly make false or misleading statements about the competence or professionalism of other property managers or about their business practices, or otherwise attempt to take business from other property managers

by deceptive means.

#### STANDARDS OF PROFESSIONALISM

9-1 The Property Manager shall conduct dealings with other property managers in an honest and professional manner and shall not knowingly engage in any practice or take any action against a property manager in an unbusinesslike manner.

**9-2** The Property Manager shall not knowingly interfere with other property managers' contract rights, including by taking actions inconsistent with exclusive agreements

that other property managers have with their clients. This does not preclude the Property Manager from otherwise soliciting potential Clients or making general announcements about his or her own services. For purposes of this Code, a general announcement may be defined as a general telephone canvass or a general mailing or distribution addressed to all prospects in a given geographical area or in a specific profession, business, club, organization, or other classification or group. This Code does not restrict fair and reasonable

competition among property managers.

9-3 In the event of a controversy or dispute with a property manager at a different Firm, the Property Manager shall use best efforts to resolve the dispute prior to litigation.

9-4 The Property Manager shall not obtain or use the proprietary materials or work of a competing management Firm without the express written permission of that Firm.

9-5 The Property Manager shall cooperate with other property managers when it is in the best interests of the Client or Tenant to do so.

### Member List

#### **BOARD OF DIRECTORS**

President: Babs Foster President Elect: Kelly Hixon Secretary: Candy Roberts Treasurer: Kristie Stanley

#### **COMMITTEE MEMBERS**

Education Coordinators: Greg Guest & Brianna Sullivan Membership Coordinators: Kristen Deakin & Debbie Jackson Affiliate Coordinators: Harry Peer & Carla McCubbins Legislative Coordinator: Bryan Potter Social Media, Website, Newsletter: Erica Giesenhagen

#### **PROFESSIONAL MEMBERS**

Kelly Hixon Erin Griffin Advantage Property Mgmt. Bryan Potter Alert Realty Cheryl Davis **All About Properties Eddie Davis** All About Properties Simon Heart All County Property Mgmt. **Babs** Foster Armadillo Property Mgmt. **Beverly Perina** Armadillo Property Mgmt. Candy Roberts Armadillo Property Mgmt. Paul Charles Armadillo Property Mgmt.

Connie Salazar The Cottage Realty Lyle Haas Colorado Realty and Property Mgmt. **Taylor Haas** Colorado Realty and Property Mgmt. Nicole Hanson Kevco Investments & **Property Mgmt** Lacey Fleming Mountain-N-Plains Kristy Kissinger Mountain-N-Plains Laurie Ham My House Inc. Patrick Soukup Old Town Square **Properties** 

Debbie Jackson Peak Property Mgmt. Lexi Walker Peak Property Mgmt. Trischa Filipic **Picket Fence Properties** Jana Pickett Plains Property Mgmt. **Bruce Huggins** PMI Longmont John Bickerton **Poudre Property Services** Josh Stone RentPro Property Mgmt. Kristie Stanley Rentals 4 NoCo Briana Sullivan The Source Property Mgmt. Cesilie Kettle The Source Property Mgmt.

Stegner Property Mgmt. James Stegner Stegner Property Mgmt. Michelle Miller TBC Property Mgmt. Andy Martinez TRI Property Mgmt. Kristen Deakin Trilogy Property Mgmt. Diane Quigley True Abundance Property Mgmt. Lisa Hudson Real Property Mgmt. Sam Case Real Property Mgmt. Ty Youle Youle Realty

**Emily Sockler** 

Kelli Bruenger **Account Brokers** Heidi McBroome All About Insurance John Major Anchor Roofing Harry Peer **Beavers Home** Improvements John Sokoll **Blue Frog Roofing** Melissa Moll BluSky Restoration Contractors Carla McCubbins Carla's Sunshine Flooring

Kayla Schroeder Dig Deep Cleaning Services Garret Kofahl Garett's Chimney Clean Joel White **Glass** Doctor Dan Ormesher Independent Plumbing **Solutions** Lia Leiding Just Screw It, Inc. Nik Leiding Just Screw It, Inc. Jeremy Knock Koala T Carpet Cleaning

Terry Knock Koala T Carpet Cleaning Barry Kadlub Prolectric Electrical Services Lou Mercurio Prolectric Electrical Services Deb Wall ServiceMaster Norah Harris ServPro Fort Collins Jordan Harless Sherwin Williams **Robert Valois** Smart Carpet Care

Springman, Braden, Wilson & Pontius Aaron Raben Sprague Roofing Houston Kole <u>T Bare Roofing</u> Mark Dzubay The Mark Electric CO Tom Tidball <u>T.I.G. Junk Removal and</u> <u>Hauling</u> Mike Schulz <u>Weed Man Lawn Care</u>

Paul Farrer

NARPM\* Antitrust Statement: It is the policy of the NARPM\* to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM\*s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM\* shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

**AFFILIATE MEMBERS** 



Northern Colorado Chapter Date: 1/19/21 Location: Zoom

#### **Board Meeting Minutes**

Board members present: Babs Foster, Kelly Hixon, Bryan Potter, Kristen Deakin, Deb Wall, Kristie Stanley, Harry Peer, Debbie Jackson, Candy Roberts

- 1. Meeting called to order: 11:05 am
- 2. Secretary Report:
  - A. Last secretary report discussed at planning meeting. Motion to approve was unanimous in favor.
  - B. New secretary: Candy Roberts with Armadillo Property Management
- 3. Treasurer Report: Balance \$15,326.98
- 4. Professional Membership Chair Report
  - A. 35 professional members
  - B. Featured for Newsletter: February- Nicole at Kevco
- 5. Affiliate Program Chair Reports
  - A. Number of Affiliate members: 24
  - B. Featured in Newsletter: March: Just Screw It Spotlight for Meeting: Anchor Roofing
  - Professional and affiliate membership lists will be updated and sent out the end of January 2021 by Kristie Stanley
- 6. Legislative/Hot Topic for Next Meeting (current issues and events)
  - Bryan Potter:
  - A. Two new laws: Source of Income and Immigration
  - B. Several notices have gone out
  - C. Colorado legislature will wait until after recess when COVID more under control to decide new legislation, if any

#### Other:

- A. Denver NARPM has offered all NoCO NARPM members to attend a free class at the end of January featuring an attorney who will speak regarding current legislation.
- Hot Topic: None

7. Marketing/Newsletter/Website:

Deb Wall:

A. Request to update membership lists and links on website (Erica)

8. Education Report:

Deb Wall:

A. In communication with various speakers for upcoming NARPM meetings.

9. Election Activities:

Babs Foster:

- A. New board members to be sworn in during monthly meeting on 1/20/21
- 10. Other Reports: None
- 11. Old Business: None
- 12. New Business:

Kelly Hixon:

- A. Applied for \$400 grant to cover expense of annual update course and also a \$500 grant for Kellie Tollifson to speak to our group August 18th about damage deposit returns
- Other:

Kelly Hixon:

A. Last day to sign up for annual update class taught by Rob from CO Springs is 1/21/21.

Adjournment: 11:44 am



**Northern Colorado Chapter** Date: Tuesday, 2/16/21 Location: via Zoom

#### **Board Meeting Minutes**

Board members present: Harry Peer, Bryan Potter, Deb Wall, Kristen Deakin, Kristie Stanley, Kelly Hixon, Candy Roberts

- 1. Meeting called to order: 11:07 am
- 2. Secretary Report:
  - Motion to approve January Board Mtg minutes Deb Wall
     2<sup>nd</sup> Kristen Deakin
- 3. Treasurer Report: \$16,856.44
  - Motion to donate \$500 to Mark with Carla's Sunshine Flooring Deb Wall
    - o 2<sup>nd</sup> Candy Roberts
    - Kristie Stanley will handle details and donation
- 4. Professional Membership Chair Report
  - A. Professional members 31
  - B. Featured for Newsletter
    - March Just Screw It
    - April TBA
- 5. Affiliate Program Chair Reports
  - A. Affiliate/vendor members 6 support staff and 25 vendors B. New affiliates
    - Not all "members" have paid Kristie Stanley will reach out for payment and have updated numbers by March board mtg
    - Kelly sent NARPM survey to vendors but didn't receive strong response. It was suggested the survey be sent to all members Kelly will send survey to professional and support staff members
    - Updated NoCo NARPM application process:

- Kristen Deakin will email interested parties application w/ Kristie Stanley cc'd on all (Harry Peer also cc'd if vendor)
- Application payment instructions updated so payments will now be sent directly to Kristie Stanley instead of Armadillo
- Kristie Stanley emailed all board members the updated application
- Kristie Stanley suggested using QuickBooks to process NARPM payments/dues to allow more convenient payment methods
- 6. Legislative/Hot Topic for Next Meeting (current issues and events)
  - A. Legislative: no updates
    - Deb Wall asked for updates from the lobbyist being paid indirectly by NoCo NARPM via non-profit
      - Bryan Potter will handle.
  - B. Hot Topic: none
- 7. Marketing/Newsletter/Website:
  - Erica continues to handle and make updates
- 8. Education Report:
  - February speaker: Rhianna w/ Washington DC NARPM
  - March speaker: TBA
- 9. Election Activities: none
- 10. Other Reports: none
- 11. Old Business: none
- 12. New Business:
  - February NoCo NARPM general meeting vendor spotlight will be replaced with breakout sessions
  - Deb Wall suggested mtg invites be sent earlier so attendees can add to calendars
     Babs agreed to send invites at the beginning of each month
  - Harry Peer suggested moving NoCo NARPM board mtg back to same day as general meeting
    - Kelly sent emails to board for vote
    - Same-day meetings won the vote
  - March NoCo NARPM general mtg moved to March 24<sup>th</sup> normal time
  - March NoCo NARPM board mtg moved to March 24<sup>th</sup> at 2 pm

Adjournment: 11:55 am



Date: 3/24/21 Location: Hybrid: virtually via Zoom and in-person at Service Master

#### **Board Meeting Minutes**

Board members present: Babs Foster, Kelly Hixon, Briana Sullivan, Harry Peer, Deb Wall, Kristie Stanley, Kristen Deakin, Bryan Potter, Candy Roberts

- 1. Meeting called to order: 2:10 pm
- 2. Secretary Report: Feb. minutes approved: 1st Kristen Deakin, 2nd Kelly Hixon
- Bryan Potter: Chapter compliance has been submitted, thanks Bryan!
- 3. Treasurer Report: \$19,147.40
- 4. Professional Membership Chair Report (Babs to update email list. Kristie still collecting dues.)

A. Number of Professional members: 32

B. Featured for Newsletter: April: Cecily with The Source

May: Melissa with Blue Sky

5. Affiliate Program Chair Reports

A. Number of Affiliate members: 19

B. Spotlight for Meeting: March: Greg with Service Master

April: Just Screw It

May: Melissa with Blue Sky possibly

6. Legislative/Hot Topic for Next Meeting (current issues and events)

A. Legislative: Senate bill proposing late fee cap at 2.5% at stake - make your voices heard! Next hearing: 4/1, 8 am - last item on agenda

B. Hot Topic: Eviction moratorium, past due balances, SLOW funding

- 7. Marketing/Newsletter/Website: Babs will check in with Erica and have her add Zoom link for meeting to newsletter
- 8. Education Report: April: Michelle Utley with HUD

May: Summer Schaefer with Moxis LLC

- 9. Election Activities: None
- 10. Other Reports: None
- 11. Old Business: None
- 12. New Business: Kelly Hixon: Bilaws sent to board please review and provide feedback ASAP. Deadline is 4/15 Please resend bilaws to Harry Peer DEB WALL IS RETIRING!!! Congratuations Deb, you will be missed! Think of us when you're lying on the beach!!



Date: 4/21/21 Location: Hybrid (in person at Service Master and virtually via Zoom)

#### **Board Meeting Minutes**

Board members present: Babs Foster, Kelly Hixon, Briana Sullivan, Harry Peer, Kristie Stanley, Kristen Deakin, Bryan Potter, Greg Guest, Debbie Jackson, Candy Roberts

- 1. Meeting called to order: 2:06 pm
- Secretary Report: Candy Roberts

   A. March minutes approved Babs 1<sup>st</sup>; Kristie 2nd
- 3. Treasurer Report: Kristie Stanley A. \$19,680.81
  - Professional Membership Chair Report
    - A. Number of professional members: 32
    - B. Number of support staff: 6
    - C. Featured for Newsletter:
  - Affiliate Program Chair Reports
    - A. Number of affiliate members: 22
    - B. Featured in Newsletter:
      - a. May: Melissa Moll w/ Blue Sky
      - b. June: Laurie Ham w/ My House
    - C. Spotlight for Meeting:
      - a. Tom Tidball w/ TIG Junk Removal
- 4. Legislative/Hot Topic for Next Meeting (current issues and events) Bryan Potter
  - A. New notification we must add to monetary evictions
  - B. Senate Bill 21-173 passed and moved to House
  - C. House Bill 21-1121 passed and moved to Senate
  - D. ERAP (Emergency Rental Assistance Program) has been initiated in Colorado
- 5. Marketing/Newsletter/Website: Babs
  - A. Monthly NoCo NARPM meeting Zoom link now included in newsletter
- 6. Education Report:

- A. May: Generation Code w/ Summer Schaffer
- B. June: Code Enforcement panel
- C. July: no meeting
- D. August: Security Deposit Disputes w/ Kellie Tollifson
- E. September: Annual maintenance panel w/ our affiliate members
- F. October: 3-Way Reconciliation w/ Edie Rose from DORA (Briana CE cred available?)
- G. November: Marcia Waters (Babs CE cred available?)
- H. December: potluck!
- 7. Election Activities: none
- 8. Other Reports:
  - A. Deb Wall is lying on a beach somewhere is south Texas
- 9. Old Business: none
- 10. New Business:
  - A. Possible NoCo NARPM donation to CLLC, Neighbor to Neighbor, or Mark w/ Carla's Sunshine Flooring
  - B. Annual service project: Food Drive for Larimer County Foodbank (May August depending on response)
    - a. Drop off locations: Service Master, Peak Property Management (call first before dropping off donations office still closed due to COVID), Rentals for NoCo, and Armadillo Property Management
    - b. Erica will send out email blast
- 11. Adjournment: 2:39



Date: 5/19/21 Location: Hybrid (in person at Service Master and virtually via Zoom)

#### **Board Meeting Minutes**

Board members present: Babs Foster, Kelly Hixon, Misty Berger, Harry Peer, Kristie Stanley, Kristen Deakin, Bryan Potter, Greg Guest, Debbie Jackson, Candy Roberts

- 1. Meeting called to order: 2:07 pm
- Secretary Report: Candy Roberts

   A. April minutes approved contingent on "Tidball" correction
- 3. Treasurer Report: Kristie Stanley A. \$20,580.27
- 4. Professional Membership Chair Report
  - A. Number of professional members: 34
  - B. Number of support staff: 6
  - C. Featured for Newsletter: June: Laurie Hamm
    - July: Nora Harris w/ Serve Pro
- 5. Affiliate Program Chair Reports
  - A. Number of affiliate members: 24
  - B. Featured in Newsletter:
  - C. Spotlight for Meeting: June: Nora Harris w/ Serve Pro
    - August: TBA
- 6. Legislative/Hot Topic for Next Meeting (current issues and events) Bryan Potter
  - A. Senate Bill 173 heard in house no resolution and not rescheduled yet
  - B. House Bill 1121 heard on senate floor unsure of status
  - C. CFPB struck down in District 11
  - D. Eviction Moratorium struck down nationally stayed until appeal in DC circuit
- 7. Marketing/Newsletter/Website: No updates
- 8. Education Report:
  - A. Code Enforcement panel confirmed for June meeting
- 9. Election Activities: None (coming in August)

- 10. Other Reports: None
- 11. Old Business:
  - A. Chapter Excellence submitted and approved reporting requirement met. Thank you Bryan!
  - B. Wait until November to make CLLC donation
  - C. \$500 donation to Mark w/ Carla's Sunshine Flooring Kristie S. will handle
- 12. New Business:
  - A. NoCo NARPM will not be hosting more CE classes for 2021
  - B. Tentatively plan to host class in March 2022
- 13. Adjournment: 2:45



Date: 6/16/21 Location: Hybrid (in person at Service Master and virtually via Zoom)

#### **Board Meeting Minutes**

Board members present: Babs Foster, Kelly Hixon, Harry Peer, Kristie Stanley, Kristen Deakin, Bryan Potter, Greg Guest, Briana Sullivan, Candy Roberts

- 1. Meeting called to order: 2:02 pm
- Secretary Report: Candy Roberts

   A. May minutes approved (Babs 1<sup>st</sup>, Kristen 2<sup>nd</sup>)
- 3. Treasurer Report: Kristie Stanley A. \$20,707.23
- 4. Professional Membership Chair Report
  - A. Number of professional members: 34 (no change)
  - B. Number of support staff: 6 (no change)
  - C. Featured for Newsletter: June: Nora Harris w/ Serve Pro
    - July: no one

Aug: Rebecca Spiner w/ Henderson PM

- Sept: Houston w/ T-Bare Roofing Oct: Candy Roberts w/ Armadillo PM
- 5. Affiliate Program Chair Reports
  - A. Number of affiliate members: 24 (no change)
  - B. Featured in Newsletter:
  - C. Spotlight for Meeting: June: Nora Harris w/ Serve Pro
    - July: no meeting
    - Aug: Greg Guest w/ Service Master
    - Sept: T-Bare Roofing
- 6. Legislative/Hot Topic for Next Meeting (current issues and events) Bryan Potter
   A. If signed by Gov. Polis, new late fee law will go into effect 10/1/21 (5% of rent or \$50)
- 7. Marketing/Newsletter/Website: Please remove Deb Wall from email list and add Greg Guest Babs/Erica
- 8. Education Report: Briana Sullivan

June: Greeley Code Enforcement July: no meeting Aug: Kelly – security deposits Sept: maintenance vendor panel Oct: 3-way reconciliation w/ DORA Nov: Marcia Waters w/ Real Estate Commission Dec: NoCo NARPM social

- 9. Election Activities: Aug: gather nominations Sept: gather nominations Oct: elections Nov: swearing in
- 10. Other Reports: None
- 11. Old Business:
  - A. Possibly move monthly meetings to Collindale Golf Course in Ft. Collins Babs
- 12. New Business:
  - A. Not much activity with the food drive
- 13. Adjournment: 2:30



Date: 8/18/21

Location: Hybrid (in person at CB & Potts and virtually via Zoom)

#### **Board Meeting Minutes**

Board members present: Babs Foster, Kristie Stanley, Kristen Deakin, Bryan Potter, Greg Guest, Carla McCubbins, Debbie Jackson, Candy Roberts

- 1. Meeting called to order: 2:07 pm
- Secretary Report: Candy Roberts
   A. June minutes approved (Kristen 1<sup>st</sup>, Babs 2<sup>nd</sup>)
- Treasurer Report: Kristie Stanley A. \$20,693.44

#### 4. Professional Membership Chair Report

- A. Number of professional members: 34 (no change)
- B. Number of support staff: 6 (no change)
- C. Featured for Newsletter:

Aug: Greg Guest w/ Service Master Sept: Rebecca Spiner w/ Henderson PM Oct: Houston w/ T-Bare Roofing Nov: Candy Roberts w/ Armadillo Dec: Brian Taylor w/ Carla's SF

- 5. Affiliate Program Chair Reports
  - A. Number of affiliate members: 24 (no change)
  - B. Spotlight for Meeting:

Aug: Greg Guest w/ Service Master Sept: T-Bare Roofing Oct-Dec: TBA

- 6. Legislative/Hot Topic for Next Meeting (current issues and events) Bryan Potter
  - A. SB173 new late fee law will go into effect 10/1/21 (5% of rent or \$50) https://leg.colorado.gov/bills/sb21-173
  - B. CDC Eviction Moratorium effective 8/3/21 https://www.cdc.gov/coronavirus/2019-ncov/covid-eviction-declaration.html
  - C. HB1121 signed 6/25/21 https://leg.colorado.gov/bills/hb21-1121 \*\*Landlord Symposium 9/23/21 in Colorado Springs
- 7. Marketing/Newsletter/Website: NARPM would like us to upload a photo of ourselves!

A. <u>https://www.narpm.org/members/services/</u> Log in -> go to profile -> upload pic!

8. Education Report - Greg Guest

Sept: maintenance vendor panel being finalized Oct: 3-way reconciliation w/ DORA Nov: Marcia Waters w/ Real Estate Commission Dec: NoCo NARPM social

- 9. Election Activities: In need of President and Education Coordinator for next term
- 10. Other Reports: Mark Chaput w/ Carla's Sunshine Flooring passed away 8/11/21

https://www.dignitymemorial.com/obituaries/ft-collins-co/mark-chaput-10302656

Celebration of life this Saturday 8/21/21, 11am at Allnutt Funeral Home 650 W Drake Rd, Fort Collins, CO 80526 AC/DC shirts encouraged! Carla, you and your staff are in our thoughts and prayers.

- 11. Old Business:
  - A. NoCo NARPM meetings moving forward tentatively planned hybrid CB & Potts/Zoom -COVID willing
- 12. New Business:
  - A. Not much activity with the food drive
  - B. Dunn Real Estate only member who owes money Motion to drop their membership (Bryan 1st; Candy 2nd)
- 13. Adjournment: 2:47



Date: 9/15/21 Location: Hybrid (in person at CB&Potts and virtually via Zoom)

#### **Board Meeting Minutes**

Board members present: Babs Foster, Harry Peer, Carla McCubbins, Kristie Stanley, Kristen Deakin, Bryan Potter, Greg Guest, Briana Sullivan, Debbie Jackson, Rebecca Spinler, Candy Roberts

- 1. Meeting called to order: 2:05 pm
- 2. Secretary Report: Candy Roberts
   A. August minutes approved via email (Kristen 1<sup>st</sup>, Bryan 2<sup>nd</sup>)
- 3. Treasurer Report: Kristie Stanley A. \$20,210.74
- 4. Professional Membership Chair Report
  - A. Number of professional members: 35
  - B. Number of support staff: 3
  - C. Featured for Newsletter: Sept: Rebecca Spinler w/ Henderson
    - Oct: Houston w/ T-Bare Roofing Nov: Candy Roberts w/ Armadillo
    - Dec: Brian Taylor w/ Carla's Sunshine Flooring
- 5. Affiliate Program Chair Reports
  - A. Number of affiliate members: 25
  - B. Featured in Newsletter:
  - C. Spotlight for Meeting: Sept: Joel McQueen w/ Anchor Roofing Oct-Nov: TBD
- Legislative/Hot Topic for Next Meeting (current issues and events) Bryan Potter A. Effective 10/1/21, new late fee law (5% of rent or \$50)

- B. ERAP (Emergency Rental Assistance Program) 30-day notice required if tenant has applied for emergency rental assistance; otherwise, 10-day notice required <u>https://cdola.colorado.gov/rental-mortgage-assistance</u>
- 7. Marketing/Newsletter/Website:
  - Candy will work with Erica and NARPM to get chapter website updated (members, online application etc)
  - Michelle w/ TBC not receiving newsletter Babs will resolve w/ Erica
- 8. Education Report: Briana Sullivan and Greg Guest Sept: maintenance vendor panel was awesommme! Oct: Eddie w/ DORA – 3-way reconciliation Nov: Marcia Waters w/ Real Estate Commission Dec: NoCo NARPM social – please be thinking of date, time, location ideas! Usually pot-luck style, BYOB, white elephant gift exchange, 2-ish hours long
- 9. Election Activities: Oct: elections

Nov: swearing in

- Rebecca Spinler w/ Henderson PM sat in on board meeting to observe considering president-elect position
- Adam Less w/ Armadillo considering co-education position
- Babs will locate NARPM book with board position descriptions
- 10. Other Reports: None
- 11. Old Business: None
- 12. New Business: November board planning meeting possibly 1-3 at Peak Property Mgmt

13. Adjournment: 2:43



Date: 10/20/21 Location: Hybrid (in person at CB&Potts and virtually via Zoom)

#### **Board Meeting Minutes**

Board members present: Babs Foster, Harry Peer, Kristie Stanley, Bryan Potter, Briana Sullivan, Debbie Jackson, Bev Perina, Misty Berger, Candy Roberts

- 1. Meeting called to order: 2:07 pm
- 2. Secretary Report: Candy Roberts
  - A. September minutes approved via email (Kristie 1<sup>st</sup>, Kristen 2<sup>nd</sup>)
- 3. Treasurer Report: Kristie Stanley
  - A. \$18,917.28
- 4. Professional Membership Chair Report
  - A. Number of professional members: 35
  - B. Number of support staff: 3
  - C. Featured for Newsletter: Oct: Candy Roberts w/ Armadillo

Nov: TBA (suggestions: Mark w/ Junk King or Jeremiah w/Schroeder Roofing)

Dec: Brian Taylor w/ Carla's Sunshine Flooring

- 5. Affiliate Program Chair Reports
  - A. Number of affiliate members: 26
  - B. Featured in Newsletter:

C. Spotlight for Meeting: Oct: none

Nov: TBA (suggestions: Mark w/ Junk King or Jeremiah w/ Schroeder Roofing)

6. Legislative/Hot Topic for Next Meeting (current issues and events) - Bryan Potter

A. SB 173: Still confusion regarding "7 day" verbiage

- B. ERAP (Emergency Rental Assistance Program) mixed reviews by attendees
- C. Loveland possibly raising "unrelated persons" limit
- 7. Marketing/Newsletter/Website:
  - A. Chapter website updated with photos, current affiliates' info and logos, and link to fillable registration form and Bylaws. NARPM national working to update member list. Slight formatting edits were made to registration form no approval required
  - B. Request to add link to website to newsletter Babs will pass request to Erica
  - C. Request to add Kristie's email to registration form completed 10/22/21
- 8. Education Report: Briana Sullivan
  - Oct: Eddie w/ DORA 3-way reconciliation
  - Nov: Marcia Waters w/ Real Estate Commission
  - Dec: NoCo NARPM social possible locations are Service Master or Bev's Date and time TBD at planning meeting in November
- 9. Election Activities:
  - Oct: No formal elections made

Still in need of president-elect (Rebecca Spinler, possible candidate who sat in on September meeting, decided she is not interested) Committee suggestions: Greg Guest and Adam Less for Education Kristen Deakin (solo) for Membership

Nov: swearing in

- Babs will locate NARPM book with board position descriptions
- 10. Other Reports: None
- 11. Old Business: None
- 12. New Business:
  - A. Planning meeting:

Date: Thursday, 11/11/21

Time: 9-1pm

Location: Peak Property Management

3424 Stanford Rd, Ft. Collins 80525

Lunch included

- B. Board approved \$500 to Babs and \$250 to Candy for NARPM Convention costs
- 13. Adjournment: 2:50



## The Monthly Newsletter

### No Meeting this Month Next Meeting: Wednesday, February 16th 2022

#### **Educational Opportunity**

Our chapter is planning to do a ACU class with Rob Lynde. Additional details to come.

#### Article 1:

#### **RESPONSIBILITY TO PROTECT THE PUBLIC**

The Property Manager shall protect the public against fraud, misrepresentation, and unethical practices in property management.

#### Link to Standards of Professionalism

#### Member Spotlight Brian Taylor | Carla's Sunshine Flooring

#### What is your role at Carla's Sunshine Flooring? How long have you been with them?

"I work as an estimator for Carla's Sunshine Flooring. I have been with the company for just over seven months."

#### What do you enjoy the most about your work?

"I enjoy going out daily to find the most efficient ways to provide flooring solutions for our customers."

#### Explain the company culture of Carla's Sunshine Flooring a little. How does your company set itself apart?

"There is a culture of team work at Carla's Sunshine Flooring, we work together to ensure our best product is delivered. I feel we set ourselves apart, by providing immediate twenty four hour response and emergency solutions for our customers. We go above and beyond by providing same day install in certain instances."

#### How has NARPM helped you develop professionally in the Northern Colorado community? What do you value most about our chapter?

"NARPM has introduced me to new people connected the property management industry, this made me feel at home as a new employee. NARPM has also raised my awareness of the other trades involved in the property management process."

#### **Retirement Message**

After 25 years in residential property management, Bryan Potter of Alert Realty and Investment Co, in Longmont, is retiring and closing the office. The management accounts were transferred effective January 1, 2022 to All County Property Management of Boulder, with Simon Heart as the employing broker who also has an office in Fort Collins - and of course is a member of NARPM.

After taking a couple months to shut down the office, Sue and I will move to Estes Park this spring to a house we bought for retirement. (Great, two moves!) And then start working on that bucket list which includes hiking, flying, diving, travel and adventure.

I want to thank my friends of the Northern Colorado Chapter of NARPM. What a great bunch. I learned a lot and my NARPM family was key. I am oh-so-glad my mother had me join in 1997, the year after I became licensed in 1996.

I've enjoyed being a member of the Chapter board and lately as the Legislative Chair and as the CLLC (Colorado Landlord Legislative Coalition) liaison. <u>Please join or</u> <u>renew your CLLC membership</u>.

Except for the last two years (stupid Covid), I've attended every National NARPM conference since 1998, 22 in a row, including Maui, Kona, Kauai, Seattle, San Diego, New Orleans, Atlanta, Orlando, Arlington-DC, Burlington. Lots of fond memories.

Every professional member should go to a NARPM National Conference, your first time will blow you away. OMG. The next one is <u>October 17-20, 2022 at the Paris</u> <u>Las Vegas Hotel</u>.

I will hold my license until it expires at the end of 2022 and intend to stay active in NOCO NARPM this year as the Legislative Chair. So get ready for another tumble with the Colorado legislature. I will also submit our annual Chapter Excellence entry and our Chapter Compliance report, and show someone how I do it.

By the way, congratulations to our Chapter for earning the 2021 NARPM Small Chapter of the Year! I am particularly proud of this achievement.

This is not goodbye. See you at the meetings!

Bryan Potter

### Member List

#### **BOARD OF DIRECTORS**

President: Babs Foster Secretary: Candy Roberts Treasurer: Kristie Stanley

#### **COMMITTEE MEMBERS**

Education Coordinators: Greg Guest & Brianna Sullivan Membership Coordinators: Kristen Deakin & Debbie Jackson Affiliate Coordinators: Harry Peer & Carla McCubbins Legislative Coordinator: Bryan Potter Social Media, Website, Newsletter: Erica Giesenhagen

#### **PROFESSIONAL MEMBERS**

Erin Griffin Advantage Property Mgmt. **Bryan Potter** Alert Realty Cheryl Davis All About Properties **Eddie Davis** All About Properties Simon Heart All County Property Mgmt. **Babs Foster** Armadillo Property Mgmt. **Beverly Perina** Armadillo Property Mgmt. **Candy Roberts** Armadillo Property Mgmt. **Paul Charles** Armadillo Property Mgmt. **Connie Salazar** The Cottage Realty

Lyle Haas Colorado Realty and Property Mgmt. **Taylor Haas** Colorado Realty and Property Mgmt. **Rebecca Spinler** Henderson Mgmt. & R.E. Nicole Hanson Kevco Investments & Property Mgmt Lacev Fleming Mountain-N-Plains Kristy Kissinger Mountain-N-Plains Laurie Ham My House Inc. Patrick Soukup Old Town Square **Properties** 

Debbie Jackson Peak Property Mgmt. Lexi Walker Peak Property Mgmt. Trischa Filipic **Picket Fence Properties** Jana Pickett Plains Property Mgmt. **Bruce Huggins PMI Longmont** John Bickerton **Poudre Property Services** Josh Stone RentPro Property Mgmt. **Kristie Stanley** Rentals 4 NoCo Briana Sullivan The Source Property Mgmt. Cesilie Kettle The Source Property Mgmt.

Ariel Dick The Source Property Mgmt. **Emily Sockler** Stegner Property Mgmt. James Stegner Stegner Property Mgmt. Michelle Miller **TBC** Property Mgmt. Andy Martinez TRI Property Mgmt. Kristen Deakin Trilogy Property Mgmt. **Diane Quigley** True Abundance P.M. Lisa Hudson Real Property Mgmt. Sam Case Real Property Mgmt. Tv Youle **Youle Realty** 

#### **AFFILIATE MEMBERS**

Kelli Bruenger Account Brokers Heidi McBroome All About Insurance John Major Anchor Roofing Joel McQueen Anchor Roofing Harry Peer Beavers Home Improvements John Sokoll Blue Frog Roofing Melissa Moll BluSky Restoration **Contractors** Carla McCubbins **Carla's Sunshine Flooring** 

Kayla Schroeder Dig Deep Cleaning Garret Kofahl Garett's Chimney Clean Joel White **Glass Doctor** Dan Ormesher Independent Plumbing **Solutions** Lia Leiding Just Screw It, Inc. Nik Leiding Just Screw It, Inc. Mark Lamperes Junk King Allen Wasson Junk King

Jeremy Knock Koala T Carpet Cleaning Terry Knock Koala T Carpet Cleaning Barry Kadlub **Prolectric Electrical** Services Lou Mercurio **Prolectric Electrical Services** Jeremiah Provo Schroeder Roofing Greg Guest ServiceMaster Norah Harris ServPro Fort Collins Jordan Harless Sherwin Williams

**Robert Valois** Smart Carpet Care Paul Farrer Springman, Braden, Wilson & Pontius Aaron Raben Sprague Roofing Houston Kole **T** Bare Roofing Mark Dzubav The Mark Electric Co. Tom Tidball T.I.G. Junk Removal and Hauling Mike Schulz Weed Man Lawn Care

NARPM<sup>®</sup> Antitrust Statement: It is the policy of the NARPM<sup>®</sup> to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM<sup>®</sup>'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM<sup>®</sup> shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



Date: 9/15/21 Location: Hybrid (in person at CB&Potts and virtually via Zoom)

#### **Board Meeting Minutes**

Board members present: Babs Foster, Harry Peer, Carla McCubbins, Kristie Stanley, Kristen Deakin, Bryan Potter, Greg Guest, Briana Sullivan, Debbie Jackson, Rebecca Spinler, Candy Roberts

- 1. Meeting called to order: 2:05 pm
- 2. Secretary Report: Candy Roberts
   A. August minutes approved via email (Kristen 1<sup>st</sup>, Bryan 2<sup>nd</sup>)
- 3. Treasurer Report: Kristie Stanley A. \$20,210.74
- 4. Professional Membership Chair Report
  - A. Number of professional members: 35
  - B. Number of support staff: 3
  - C. Featured for Newsletter: Sept: Rebecca Spinler w/ Henderson
    - Oct: Houston w/ T-Bare Roofing Nov: Candy Roberts w/ Armadillo
    - Dec: Brian Taylor w/ Carla's Sunshine Flooring
- 5. Affiliate Program Chair Reports
  - A. Number of affiliate members: 25
  - B. Featured in Newsletter:
  - C. Spotlight for Meeting: Sept: Joel McQueen w/ Anchor Roofing Oct-Nov: TBD
- Legislative/Hot Topic for Next Meeting (current issues and events) Bryan Potter A. Effective 10/1/21, new late fee law (5% of rent or \$50)

- B. ERAP (Emergency Rental Assistance Program) 30-day notice required if tenant has applied for emergency rental assistance; otherwise, 10-day notice required <u>https://cdola.colorado.gov/rental-mortgage-assistance</u>
- 7. Marketing/Newsletter/Website:
  - Candy will work with Erica and NARPM to get chapter website updated (members, online application etc)
  - Michelle w/ TBC not receiving newsletter Babs will resolve w/ Erica
- 8. Education Report: Briana Sullivan and Greg Guest Sept: maintenance vendor panel was awesommme! Oct: Eddie w/ DORA – 3-way reconciliation Nov: Marcia Waters w/ Real Estate Commission Dec: NoCo NARPM social – please be thinking of date, time, location ideas! Usually pot-luck style, BYOB, white elephant gift exchange, 2-ish hours long
- 9. Election Activities: Oct: elections

Nov: swearing in

- Rebecca Spinler w/ Henderson PM sat in on board meeting to observe considering president-elect position
- Adam Less w/ Armadillo considering co-education position
- Babs will locate NARPM book with board position descriptions
- 10. Other Reports: None
- 11. Old Business: None
- 12. New Business: November board planning meeting possibly 1-3 at Peak Property Mgmt

13. Adjournment: 2:43



Date: 10/20/21 Location: Hybrid (in person at CB&Potts and virtually via Zoom)

#### **Board Meeting Minutes**

Board members present: Babs Foster, Harry Peer, Kristie Stanley, Bryan Potter, Briana Sullivan, Debbie Jackson, Bev Perina, Misty Berger, Candy Roberts

- 1. Meeting called to order: 2:07 pm
- 2. Secretary Report: Candy Roberts
  - A. September minutes approved via email (Kristie 1<sup>st</sup>, Kristen 2<sup>nd</sup>)
- 3. Treasurer Report: Kristie Stanley
  - A. \$18,917.28
- 4. Professional Membership Chair Report
  - A. Number of professional members: 35
  - B. Number of support staff: 3
  - C. Featured for Newsletter: Oct: Candy Roberts w/ Armadillo

Nov: TBA (suggestions: Mark w/ Junk King or Jeremiah w/Schroeder Roofing)

Dec: Brian Taylor w/ Carla's Sunshine Flooring

- 5. Affiliate Program Chair Reports
  - A. Number of affiliate members: 26
  - B. Featured in Newsletter:
  - C. Spotlight for Meeting: Oct: none

Nov: TBA (suggestions: Mark w/ Junk King or Jeremiah w/ Schroeder Roofing)

6. Legislative/Hot Topic for Next Meeting (current issues and events) - Bryan Potter

A. SB 173: Still confusion regarding "7 day" verbiage

- B. ERAP (Emergency Rental Assistance Program) mixed reviews by attendees
- C. Loveland possibly raising "unrelated persons" limit
- 7. Marketing/Newsletter/Website:
  - A. Chapter website updated with photos, current affiliates' info and logos, and link to fillable registration form and Bylaws. NARPM national working to update member list. Slight formatting edits were made to registration form no approval required
  - B. Request to add link to website to newsletter Babs will pass request to Erica
  - C. Request to add Kristie's email to registration form completed 10/22/21
- 8. Education Report: Briana Sullivan
  - Oct: Eddie w/ DORA 3-way reconciliation
  - Nov: Marcia Waters w/ Real Estate Commission
  - Dec: NoCo NARPM social possible locations are Service Master or Bev's Date and time TBD at planning meeting in November
- 9. Election Activities:
  - Oct: No formal elections made

Still in need of president-elect (Rebecca Spinler, possible candidate who sat in on September meeting, decided she is not interested) Committee suggestions: Greg Guest and Adam Less for Education Kristen Deakin (solo) for Membership

Nov: swearing in

- Babs will locate NARPM book with board position descriptions
- 10. Other Reports: None
- 11. Old Business: None
- 12. New Business:
  - A. Planning meeting:

Date: Thursday, 11/11/21

Time: 9-1pm

Location: Peak Property Management

3424 Stanford Rd, Ft. Collins 80525

Lunch included

- B. Board approved \$500 to Babs and \$250 to Candy for NARPM Convention costs
- 13. Adjournment: 2:50



### The Monthly Newsletter NOVEMBER 2021

Next Meeting: Wednesday, November 17th at 3:00 p.m. In-person at CB & Potts on Horsetooth or remote via Zoom Zoom Link: <u>us02web.zoom.us/j/87058614177</u>

#### MEMBER SPOTLIGHT Mark Lamperes | Junk King

How long have you been with Junk King and what is your role in the company?

"I have been with Junk King for six months now and my title is Operations Manager. I am also the co-owner with Allen Wasson."

### What areas in Northern Colorado does Junk King Service?

"Our main areas we service is from Boulder to Brighton, and all the way up to the Wyoming border. We cover all those small towns in between."

#### What do you enjoy most about your work?

"Being of service to the community. We have a great group of people who work here and it is a great company to be a part of. When you go home at the end of the day, you know that you have helped a lot of people."

#### What sets Junk King apart?

"It is a family owned business. We are also one of the greenest junk removal companies in the US. We recycle, re-purpose, and reuse 60-70% of everything that we take in. Everything from e-waste to furniture, we find a way to recycle, re-purpose or donate it."

### As a new NARPM member, what are you looking forward to most with your membership?

"Getting to know the property managers and being of service to them. Whether they need clean outs, cleanups, or helps with evictions, they can call us and we will help to get that project done."

### Since Thanksgiving is coming up, what is your favorite Thanksgiving tradition?

"I love eating the food, but I also love getting together with family. Family is everything to me. I love having everyone together under one roof and spending some time together."

#### This Month's Meeting:

Marcia Waters with DORA will be speaking with our chapter. She will be attending the meeting through Zoom. Submit any questions you have in advance to Babs.

#### Get Involved:

Our chapter is looking for a volunteer President-Elect. Reach out to Babs if you are interested or have questions.

#### Article 11: RESPONSIBILITY TO NARPM AND THE PROFESSION

The Property Manager shall comply with all policies and pronouncements of NARPM and all relevant laws and rules of the jurisdiction in which he or she works, and shall strive to stay informed of and to educate others about relevant matters affecting the property management field.

#### STANDARDS OF PROFESSIONALISM

11-1 The Property Manager shall strive to improve the property management profession and NARPM by sharing with others his or her

lessons of experience for the benefit of all. 11-2 The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.

11-3 The Property Manager shall maintain his or her real estate license, as required by the

jurisdiction in which he or she works. 11-4 The Property Manager shall abide by

NARPM's bylaws and other policies and procedures of NARPM, and shall seek to avoid

doing harm to the organization. 11-5 The Property Manager shall ensure that all electronic communication and marketing he or she prepares is professional with respect

given to the recipients. 11-6 The Property Manager shall act with integrity, good faith, and professionalism in connection with all NARPM and NARPM Chapter activities.

### Member List

#### **BOARD OF DIRECTORS**

President: Babs Foster Secretary: Candy Roberts Treasurer: Kristie Stanley

#### **COMMITTEE MEMBERS**

Education Coordinators: Greg Guest & Brianna Sullivan Membership Coordinators: Kristen Deakin & Debbie Jackson Affiliate Coordinators: Harry Peer & Carla McCubbins Legislative Coordinator: Bryan Potter Social Media, Website, Newsletter: Erica Giesenhagen

#### **PROFESSIONAL MEMBERS**

Erin Griffin Advantage Property Mgmt. **Bryan Potter** Alert Realty Cheryl Davis All About Properties **Eddie Davis** All About Properties Simon Heart All County Property Mgmt. **Babs Foster** Armadillo Property Mgmt. **Beverly Perina** Armadillo Property Mgmt. **Candy Roberts** Armadillo Property Mgmt. **Paul Charles** Armadillo Property Mgmt. **Connie Salazar** The Cottage Realty

Lyle Haas Colorado Realty and Property Mgmt. **Taylor Haas** Colorado Realty and Property Mgmt. **Rebecca Spinler** Henderson Mgmt. & R.E. Nicole Hanson Kevco Investments & Property Mgmt Lacev Fleming Mountain-N-Plains Kristy Kissinger Mountain-N-Plains Laurie Ham My House Inc. Patrick Soukup Old Town Square **Properties** 

Debbie Jackson Peak Property Mgmt. Lexi Walker Peak Property Mgmt. Trischa Filipic **Picket Fence Properties** Jana Pickett Plains Property Mgmt. **Bruce Huggins PMI Longmont** John Bickerton **Poudre Property Services** Josh Stone RentPro Property Mgmt. **Kristie Stanley** Rentals 4 NoCo Briana Sullivan The Source Property Mgmt. Cesilie Kettle The Source Property Mgmt.

Ariel Dick The Source Property Mgmt. **Emily Sockler** Stegner Property Mgmt. James Stegner Stegner Property Mgmt. Michelle Miller **TBC** Property Mgmt. Andy Martinez TRI Property Mgmt. Kristen Deakin Trilogy Property Mgmt. **Diane Quigley** True Abundance P.M. Lisa Hudson Real Property Mgmt. Sam Case Real Property Mgmt. Tv Youle **Youle Realty** 

#### **AFFILIATE MEMBERS**

Kelli Bruenger Account Brokers Heidi McBroome All About Insurance John Major Anchor Roofing Joel McQueen Anchor Roofing Harry Peer Beavers Home Improvements John Sokoll Blue Frog Roofing Melissa Moll BluSky Restoration **Contractors** Carla McCubbins **Carla's Sunshine Flooring** 

Kayla Schroeder Dig Deep Cleaning Garret Kofahl Garett's Chimney Clean Joel White **Glass Doctor** Dan Ormesher Independent Plumbing **Solutions** Lia Leiding Just Screw It, Inc. Nik Leiding Just Screw It, Inc. Mark Lamperes Junk King Allen Wasson Junk King

Jeremy Knock Koala T Carpet Cleaning Terry Knock Koala T Carpet Cleaning Barry Kadlub **Prolectric Electrical** Services Lou Mercurio **Prolectric Electrical Services** Jeremiah Provo Schroeder Roofing Greg Guest ServiceMaster Norah Harris ServPro Fort Collins Jordan Harless Sherwin Williams

**Robert Valois** Smart Carpet Care Paul Farrer Springman, Braden, Wilson & Pontius Aaron Raben Sprague Roofing Houston Kole **T** Bare Roofing Mark Dzubav The Mark Electric Co. Tom Tidball T.I.G. Junk Removal and Hauling Mike Schulz Weed Man Lawn Care

NARPM<sup>®</sup> Antitrust Statement: It is the policy of the NARPM<sup>®</sup> to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM<sup>®</sup>'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM<sup>®</sup> shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.