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to provide information to all of our customers and to ensure that our products and services are of the highest quality and meet the needs of our customers.

Our Colorado Cold Care program is designed to provide our customers with the highest quality of care and support.

Our Colorado Cold Care program is designed to provide our customers with the highest quality of care and support. We are committed to providing our customers with the highest quality of care and support.

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Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2021

Open to Public Inspection

A For the **2021** Calendar year, or tax year beginning **2021-01-01** and ending **2021-12-31****B** Check if available Terminated for Business Gross receipts are normally \$50,000 or less**C** Name of Organization: **NORTHERN COLORADO CHAPTER
OF THE NATIONAL ASSOC OF RESIDENTIAL****521 N Taft Hill Road, Fort
Collins, CO, US, 80521****D** Employee Identification
Number **84-1553194****E** Website:**F** Name of Principal Officer: **Barbara Lin Hamby Foster****521 N Taft Hill Road, Fort
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.

NARPM

Type: Money received · Status: All statuses · Delivery method: Any · Date: Last year

Date	Type	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

Type: All transactions · Status: All statuses · Delivery method: Any · Date: Last year

Date	Type	No.	Payee	Category	Memo	Total
12/13/2021	Expense		Zoom	Office Expenses		\$15.54
12/13/2021	Expense		Qdoba Catering	Meals and Entertainment		\$311.90
12/09/2021	Expense		Panera Bread	Meals and Entertainment		\$255.61
11/30/2021	Expense	1056	Erica Giesenhausen	Office Expenses		\$300.00
11/18/2021	Expense	1055	CLLC	Legal & Professional Fees	Contribution to Lobbyist for 2021.	\$5,000.00
11/17/2021	Expense		CB and Potts	Meals and Entertainment		\$312.50
11/13/2021	Expense		Zoom	Office Expenses		\$15.54
10/22/2021	Check	1054	Bryan Potter	Meals and Entertainment		\$279.63
10/19/2021	Expense	1053	state farm	Insurance	Effective December 5, 2020, Expires December 5, 2021	\$475.00
10/19/2021	Expense		Zoom	Office Expenses		\$15.54
09/27/2021	Expense	1052	Erica Giesenhausen	Office Expenses		\$150.00
09/15/2021	Expense		CB and Potts	Meals and Entertainment		\$286.99
09/13/2021	Expense		Zoom	Office Expenses		\$15.54
09/10/2021	Expense	1051	Kellie Tollifson	Speaker		\$1,015.93
08/27/2021	Expense	1050	Erica Giesenhausen	Office Expenses		\$150.00
08/18/2021	Expense		CB and Potts	Meals and Entertainment		\$571.62
08/13/2021	Expense		Zoom	Office Expenses		\$15.54
07/13/2021	Expense		Zoom	Office Expenses		\$15.54
06/29/2021	Expense	1049	Erica Giesenhausen	Office Expenses		\$300.00
06/13/2021	Expense		Zoom	Office Expenses		\$15.54
05/19/2021	Check		Kristen Deakin	Meals and Entertainment	Purchased by K. Deakin and reimbursed her.	\$100.00
05/19/2021	Expense	1048	Mark or Shelley Chaput	Charitable Contributions	Donation for Mark Chaput Medical Expenses	\$500.00
05/13/2021	Expense		Zoom	Office Expenses		\$15.54
04/27/2021	Expense		Colorado Secretary of State	Taxes & Licenses		\$10.00
04/21/2021	Expense	1046	Erica Giesenhausen	Office Expenses		\$150.00
04/21/2021	Expense	1045	ServPro	Uncategorized Expense	Company sent in payment for \$200.00, refunding the difference of \$25.00 back.	\$25.00
04/13/2021	Expense		Zoom	Office Expenses		\$15.54
03/24/2021	Expense	1044	ServiceMaster Restore	Meals and Entertainment		\$81.05
03/18/2021	Expense		Zoom	Office Expenses		\$15.54
03/18/2021	Expense	1043	Erica Giesenhausen	Office Expenses		\$150.00
03/09/2021	Expense		Quickbooks	Dues & Subscriptions		\$215.00
03/04/2021	Expense	1042	Erica Giesenhausen	Office Expenses		\$150.00
02/18/2021	Expense	#1041	ServiceMaster Restore	Speaker		\$25.00
02/17/2021	Check	1040	Mark or Shelley Chaput	Charitable Contributions	Donation for Mark Chaput - medical expenses	\$500.00
02/16/2021	Expense	#1039	Moxi's LLC	Speaker		\$157.50
02/13/2021	Expense		Zoom	Office Expenses		\$15.54
01/20/2021	Expense	1038	Erica Giesenhausen	-Split-		\$300.00
01/13/2021	Expense		Zoom	Office Expenses		\$15.54

Office Expenses - 1834.48
 meals + Ent - \$2199.30
 Legal + Pro fees - \$5,000.-
 Insurance - \$475.-

Speaker - 1198.43
 Charitable - \$1,000.-
 Taxes + Licenses - \$10.00
 Uncategorized - \$25 Refund
 Dues & Subs - \$215.-

\$11,934.21

December 16th

Christmas Social

Other class Ideas:

Hoarding, Insurance, How to deal problem tenants - habitability

Expenses:		2021 Actual		2022
10 Meeting Expenses (food)	\$325.00 x	1787.40		4000 ⁰⁰
x 12 Marketing Expenses (newsletter, etc.)	\$150.00 <u>100</u>	1500.00		1200 -
Education Expenses (speaker, equipment, and gift cards)		1298.43		2500 -
Legal & Accounting Expenses (tax return, corporation fees)		10.00		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		1000 -
Designation class - <i>NARPM</i>		0		1500 -
Social Event <i>Christmas / Boomerang</i>		0		500 -
Banking		0		0
Quick Books		215.00		215 -
Insurance		475		475 -
Speaker gift gift card	\$15-\$25	0		300 -
Income:				

Professional/Support Membership Fees increase to 40	30 x \$150,	23= 3450.00	45x175	7875-
Support Staff Membership Fees to 6	5 x \$95, increase	5 = 475.00	10x95	950-
Affiliate Membership increase to 25	22 x \$175,	21-3675	37x 200	7400-
Designation class		400.00		400-
Sponsorship		426.50		400-
Chapter Grant	6/20/19	0		500-
Zoom		186.48		186.48 Expense
Mark and Shelley		1000.00		0
CLLC		5000.00		5000 Expense
	Income	8426.50		17545-
	Expenses	6186.48		16886.48

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

This Month's Meeting:

Introduction from New NARPM Member John Major
Brandon Cegliear 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 advertising, 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.

Member List

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 Giesenhausen

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](#)
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](#)
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.](#)

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, Wil-
son & Pontius](#)
Aaron Raben
[Sprague Roofing](#)
Teresa Jennison
[Suite Magnolia Real
Estate](#)
Mark Dzubay
The Mark Electric CO
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.



Northern Colorado Chapter

The Monthly Newsletter

OCTOBER 2021

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:

<https://us02web.zoom.us/j/81046207147>

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.

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 Kristen Deakin & Debbie
 Jackson

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

PROFESSIONAL MEMBERS

Erin Griffin Advantage Property Mgmt.	Lyle Haas Colorado Realty and Property Mgmt.	Debbie Jackson Peak Property Mgmt.	Ariel Dick The Source Property Mgmt.
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Kelli Bruenger Account Brokers	Carla McCubbins Carla's Sunshine Flooring	Jeremy Knock Koala T Carpet Cleaning	Robert Valois Smart Carpet Care
Heidi McBroome All About Insurance	Kayla Schroeder Dig Deep Cleaning	Terry Knock Koala T Carpet Cleaning	Paul Farrer Springman, Braden, Wilson & Pontius
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Melissa Moll BluSky Restoration Contractors	Nik Leiding Just Screw It, Inc.	Jordan Harless Sherwin Williams	Mike Schulz Weed Man Lawn Care

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

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.

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IT'S THE HOLIDAYS, LET'S CELEBRATE!

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***





Northern Colorado Chapter

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 (babs@rentfortcollins.com) 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 [here](#).

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.

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Northern Colorado Chapter

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APRIL 2021

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

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 management?

"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

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STANDARDS OF PROFESSIONALISM

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Northern Colorado Chapter

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 (babs@rentfortcollins.com) to reserve a spot

Join Remotley via Zoom: <https://us02web.zoom.us/j/84070274811>

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.

This Month's Meeting:

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

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!”

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.

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Northern Colorado Chapter

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 (babs@rentfortcollins.com) to reserve a spot

Join Remotley via Zoom: <https://us02web.zoom.us/j/88533986505>

This Month's Meeting

Vendor Presentation: Greeley
Greeley Code Enforcement

Food Drive:

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

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."

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 commingle 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.

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Northern Colorado Chapter

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.

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

FOOD DRIVE

MAY - AUGUST 2021

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
3054 Lake Canal Ct Suite 120, Fort Collins, CO 80524

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





Northern Colorado Chapter

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:

Kelly Tollifson, 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 possess 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.

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	Properties	The Source Property Mgmt.	

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Northern Colorado Chapter

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 un-businesslike 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.

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All About Properties	Colorado Realty and	Jana Pickett	Andy Martinez
Eddie Davis	Property Mgmt.	Plains Property Mgmt.	TRI Property Mgmt.
All About Properties	Nicole Hanson	Bruce Huggins	Kristen Deakin
Simon Heart	Kevco Investments &	PMI Longmont	Trilogy Property Mgmt.
All County Property Mgmt.	Property Mgmt	John Bickerton	Diane Quigley
Babs Foster	Lacey Fleming	Poudre Property Services	True Abundance Property
Armadillo Property Mgmt.	Mountain-N-Plains	Josh Stone	Mgmt.
Beverly Perina	Kristy Kissinger	RentPro Property Mgmt.	Lisa Hudson
Armadillo Property Mgmt.	Mountain-N-Plains	Kristie Stanley	Real Property Mgmt.
Candy Roberts	Laurie Ham	Rentals 4 NoCo	Sam Case
Armadillo Property Mgmt.	My House Inc.	Briana Sullivan	Real Property Mgmt.
Paul Charles	Patrick Soukup	The Source Property Mgmt.	Ty Youle
Armadillo Property Mgmt.	Old Town Square	Cesilie Kettle	Youle Realty
	Properties	The Source Property Mgmt.	

AFFILIATE MEMBERS

Kelli Bruenger	Kayla Schroeder	Terry Knock	Paul Farrer
Account Brokers	Dig Deep Cleaning	Koala T Carpet Cleaning	Springman, Braden,
Heidi McBroom	Services	Barry Kadlub	Wilson & Pontius
All About Insurance	Garret Kofahl	Proelectric Electrical	Aaron Raben
John Major	Garett's Chimney Clean	Services	Sprague Roofing
Anchor Roofing	Joel White	Lou Mercurio	Houston Kole
Harry Peer	Glass Doctor	Proelectric Electrical	T Bare Roofing
Beavers Home	Dan Ormesher	Services	Mark Dzubay
Improvements	Independent Plumbing	Deb Wall	The Mark Electric CO
John Sokoll	Solutions	ServiceMaster	Tom Tidball
Blue Frog Roofing	Lia Leiding	Norah Harris	T.I.G. Junk Removal and
Melissa Moll	Just Screw It, Inc.	ServPro Fort Collins	Hauling
BluSky Restoration	Nik Leiding	Jordan Harless	Mike Schulz
Contractors	Just Screw It, Inc.	Sherwin Williams	Weed Man Lawn Care
Carla McCubbins	Jeremy Knock	Robert Valois	
Carla's Sunshine Flooring	Koala T Carpet Cleaning	Smart Carpet 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.



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
 - 2nd – Kristen Deakin
3. Treasurer Report: \$16,856.44
 - Motion to donate \$500 to Mark with Carla’s Sunshine Flooring – Deb Wall
 - 2nd – 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 24th – normal time
 - March NoCo NARPM board mtg moved to March 24th at 2 pm

Adjournment: 11:55 am



Northern Colorado Chapter

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!!

Adjournment: 2:55



Northern Colorado Chapter

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
2. Secretary Report: Candy Roberts
 - A. March minutes approved – Babs 1st; 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 in 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



Northern Colorado Chapter

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
2. 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



Northern Colorado Chapter

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
2. Secretary Report: Candy Roberts
 - A. May minutes approved (Babs 1st, Kristen 2nd)
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 Spinner 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



Northern Colorado Chapter

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
2. Secretary Report: Candy Roberts
 - A. June minutes approved (Kristen 1st, Babs 2nd)
3. 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. <https://www.narpm.org/members/services/> 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 Allnut 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



Northern Colorado Chapter

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 1st, Bryan 2nd)
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
6. 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 <https://cdola.colorado.gov/rental-mortgage-assistance>

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



Northern Colorado Chapter

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 1st, Kristen 2nd)
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



Northern Colorado Chapter

The Monthly Newsletter

JANUARY 2022

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. [Please join or renew your CLLC membership.](#)

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 [October 17-20, 2022 at the Paris Las Vegas Hotel.](#)

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 Giesenhausen

PROFESSIONAL MEMBERS

Erin Griffin Advantage Property Mgmt.	Lyle Haas Colorado Realty and Property Mgmt.	Debbie Jackson Peak Property Mgmt.	Ariel Dick The Source Property Mgmt.
Bryan Potter Alert Realty	Taylor Haas Colorado Realty and Property Mgmt.	Lexi Walker Peak Property Mgmt.	Emily Sockler Stegner Property Mgmt.
Cheryl Davis All About Properties	Rebecca Spinler Henderson Mgmt. & R.E.	Trischa Filipic Picket Fence Properties	James Stegner Stegner Property Mgmt.
Eddie Davis All About Properties	Nicole Hanson Keveco Investments & Property Mgmt	Jana Pickett Plains Property Mgmt.	Michelle Miller TBC Property Mgmt.
Simon Heart All County Property Mgmt.	Lacey Fleming Mountain-N-Plains	Bruce Huggins PMI Longmont	Andy Martinez TRI Property Mgmt.
Babs Foster Armadillo Property Mgmt.	Kristy Kissinger Mountain-N-Plains	John Bickerton Poudre Property Services	Kristen Deakin Trilogy Property Mgmt.
Beverly Perina Armadillo Property Mgmt.	Laurie Ham My House Inc.	Josh Stone RentPro Property Mgmt.	Diane Quigley True Abundance P.M.
Candy Roberts Armadillo Property Mgmt.	Patrick Soukup Old Town Square Properties	Kristie Stanley Rentals 4 NoCo	Lisa Hudson Real Property Mgmt.
Paul Charles Armadillo Property Mgmt.		Briana Sullivan The Source Property Mgmt.	Sam Case Real Property Mgmt.
Connie Salazar The Cottage Realty		Cesilie Kettle The Source Property Mgmt.	Ty Youle Youle Realty

AFFILIATE MEMBERS

Kelli Bruenger Account Brokers	Kayla Schroeder Dig Deep Cleaning	Jeremy Knock Koala T Carpet Cleaning	Robert Valois Smart Carpet Care
Heidi McBroome All About Insurance	Garret Kofahl Garett's Chimney Clean	Terry Knock Koala T Carpet Cleaning	Paul Farrer Springman, Braden, Wilson & Pontius
John Major Anchor Roofing	Joel White Glass Doctor	Barry Kadlub Prolectric Electrical Services	Aaron Raben Sprague Roofing
Joel McQueen Anchor Roofing	Dan Ormesher Independent Plumbing Solutions	Lou Mercurio Prolectric Electrical Services	Houston Kole T Bare Roofing
Harry Peer Beavers Home Improvements	Lia Leiding Just Screw It, Inc.	Jeremiah Provo Schroeder Roofing	Mark Dzubay The Mark Electric Co.
John Sokoll Blue Frog Roofing	Nik Leiding Just Screw It, Inc.	Greg Guest ServiceMaster	Tom Tidball T.I.G. Junk Removal and Hauling
Melissa Moll BluSky Restoration Contractors	Mark Lamperes Junk King	Norah Harris ServPro Fort Collins	Mike Schulz Weed Man Lawn Care
Carla McCubbins Carla's Sunshine Flooring	Allen Wasson Junk King	Jordan Harless Sherwin Williams	

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.



Northern Colorado Chapter

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 1st, Bryan 2nd)
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
6. 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 <https://cdola.colorado.gov/rental-mortgage-assistance>

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



Northern Colorado Chapter

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 1st, Kristen 2nd)
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

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

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 Giesenhausen

PROFESSIONAL MEMBERS

Erin Griffin Advantage Property Mgmt.	Lyle Haas Colorado Realty and Property Mgmt.	Debbie Jackson Peak Property Mgmt.	Ariel Dick The Source Property Mgmt.
Bryan Potter Alert Realty	Taylor Haas Colorado Realty and Property Mgmt.	Lexi Walker Peak Property Mgmt.	Emily Sockler Stegner Property Mgmt.
Cheryl Davis All About Properties	Rebecca Spinler Henderson Mgmt. & R.E.	Trischa Filipic Picket Fence Properties	James Stegner Stegner Property Mgmt.
Eddie Davis All About Properties	Nicole Hanson Keveco Investments & Property Mgmt	Jana Pickett Plains Property Mgmt.	Michelle Miller TBC Property Mgmt.
Simon Heart All County Property Mgmt.	Lacey Fleming Mountain-N-Plains	Bruce Huggins PMI Longmont	Andy Martinez TRI Property Mgmt.
Babs Foster Armadillo Property Mgmt.	Kristy Kissinger Mountain-N-Plains	John Bickerton Poudre Property Services	Kristen Deakin Trilogy Property Mgmt.
Beverly Perina Armadillo Property Mgmt.	Laurie Ham My House Inc.	Josh Stone RentPro Property Mgmt.	Diane Quigley True Abundance P.M.
Candy Roberts Armadillo Property Mgmt.	Patrick Soukup Old Town Square Properties	Kristie Stanley Rentals 4 NoCo	Lisa Hudson Real Property Mgmt.
Paul Charles Armadillo Property Mgmt.		Briana Sullivan The Source Property Mgmt.	Sam Case Real Property Mgmt.
Connie Salazar The Cottage Realty		Cesilie Kettle The Source Property Mgmt.	Ty Youle Youle Realty

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Joel McQueen Anchor Roofing	Dan Ormesher Independent Plumbing Solutions	Lou Mercurio Prolectric Electrical Services	Houston Kole T Bare Roofing
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