



National Association of Residential Property Managers

## 2019 Northern Colorado Chapter Planning Meeting

November 29, 2018, 9:00am- 1:00pm

Service Master

3054 Lake Canal Ct #120

### Chapter Leadership

1.	President:	Bev Perina	970-556-0887
2.	President Elect 2020:	Babs Foster	970-567-1026
3.	President Elect 2021:	Kelly Hixon	970-689-2099
4.	Secretary:	Diane Quigley	970-381-1857
5.	Treasurer:	Kristie Stanley	970-652-1021
6.	Educational Coordinator:	Deb Wall	970-690-7630
		Brianna Lasher	970-980-9631
7.	Membership Coordinator:	Dan Ormesher	970-402-9660
		Kelly Hixon	970-689-2099
		Kristen Dieken	970-690-7166
8.	Legislative Coordinator:	Bryan Potter	720-936-1712
9.	Affiliate Program Coord.:	Harry Pier	970-481-3094
		Carla McCubbins	970-776-0445
10.	Marketing/Publications:	Nate Hartzfeld	469-569-2043

### II. Meeting Outline

1.	Meeting Day/Time	3 <sup>rd</sup> Wednesday of the month, 3:00 p.m.
2.	Meeting Location:	Collindale Golf Club
3.	Board Meeting Day/Time:	3 <sup>rd</sup> Wednesday of the month, 2:00 p.m.
4.	Board Meeting Location:	same as above

### III. Meeting Structure

2:45-3:00	Registration
3:00-3:10	Welcome, introductions, Code of Ethics, go over Anti Trust
3:10-3:25	Affiliate spot light
3:25-3:50	Hot topic: current event, legislative, ed.
3:50-4:00	Break Network
4:00-5:00	Educational Presentation
5:00-5:15	Wrap up.



2019					Member Spotlight in Newsletter	Vendor Spotlight	CREC Credits	11/6/2018
Month	Topic	Speaker	Who Arranges					NARPM Events
January 16th	New Board Installation, read Anti Trust and Goal Planning	Tammy Spaulding	Bev			Landscape and Sprinkler		Induction of New board 2019 Planning spreadsheet to membership File 990's and State Corp registration Marketing GJ 30th
February 20th	Economics	CSU Professor	Deb and Brianna			Painter		Broker/Owner in Las Vegas 25-27
March 20th	Hoarding	Service Master	Deb and Brianna			HVAC	1 CE	RVP Report to National, Trade Name due
April 17th	Leasing Ted Talk, 10 min each speaker then Q & A		Deb and Brianna			Duct cleaning		
May 15th	Marketing Ted Talk		Deb and Brianna			Gutter cleaning		File Tax Status for Non Profit Promote National Convention Ask membership for Nominations+H16
June 19th	New Technology- Zillow, Drone, Videos	Nate	Deb and Brianna			Pest Control		RVP Report to National
July 17th	No Meeting							
August 21st	Smoke and Odors	Service Master	Deb and Brianna			Snow	1 CE	Start Elections process, notify members 30 days prior to Sept election

<b>September 18th</b>	Ownership Relationship Panel discussion, selling Maint, tax writeoffs, tax ramifications						Officer Elections for 2019
<b>October 23rd</b> (date changed from 16th, conflicts with National)	Division of Real Estate		Bev	Concrete	1 CE	NARPM National Convention Phoenix 16th-19th	
<b>November 20th</b>	Water Mitigation Service Master		Deb and Brianna	Asphalt	1 CE	Planning Session for 2020 Leadership Training in St Louis-Pres Elect-Kelly Work on Chapter of Compliance and Excellence, deadline February 28th	
<b>December 18th</b>	Christmas Social					Meet with Pres Elect to assist in next year callendar of meetings and events Directors and Officers Insurance due	

## VI. Membership Growth Strategies

Membership packets to Board members at least 3 packets also send in PDF format to email

Affiliate Program Strategies: Vendors needed Pest control, Gutter cleaning, Sprinkler, Landscape, HVAC,

Make sure we use affiliates, mention at every meeting

Meeting food, just have munchies no more heavy sandwich food

Separate 3 hour Fair Housing class

Need member list of who needs Ethics class

Professional and Affiliate members who have not joined: 1 free meeting, 2<sup>nd</sup> meeting warn they need to join or pay next month, 3<sup>rd</sup> time \$25 to go toward dues. Put this in the newsletter

Watch Professional members who bring staff, either join as Professional member (have Broker license) or Support Staff (put in newsletter)

## VII. Marketing Strategies

Improved website communications- Nate to work on

Marketing rentals on our Web site like Denver- Bev to contact to see how

Babs and Kelly to find out more about National supporting local web sites

Better participation in the National NARPM Conferences- promote the heck out of benefits



## National Association of Residential Property Managers

### **Northern Colorado Chapter**

Date: January 17, 2018

Location: CB & Potts Horsetooth

Fort Collins, Co. 80525

### **Board Meeting Minutes**

Board members present: Bev Perina, Babs Foster, Diane Quigley, Kelly Hixon, Harry Peer, Jill Foster, Kristen Deakin, Daniel Ormesher, Bryan Potter, Carlo McCubbins & Teresa Jennison

1. Meeting called to order: 2PM
2. Secretary Report: Approved
3. Treasurer Report: Change bank to Guaranty Bank. Erin will work with Jana on the Treasurer's report until Jana gets better.
4. Professional Membership Chair Report
  - A. We went over membership and guest.  
Wright RE may join
  - B. See if we get a new member today to be the next Featured.  
We featured TD Real Estate.
5. Affiliate Program Chair Reports
  - A. Harry & Carla – Shaw will be the speaker for February
  - B. Daniel Ormesher & Jill Foster will be speaking today
  - C.
6. Legislative/Hot Topic for Next Meeting (current issues and events)  
Hot Topic:
7. Newsletter Report: Fix the link, put simple agenda's on the newsletter. Update everybody.
8. Education Report: February speaker will be Tammy Spalding about goal settings. (Changed to Rebate Programs in Fort Collins.)
9. Other Reports: Compliance is in NARPM Chapter of Excellence is due.
10. Old Business: Talked about our meetings.
11. New Business: Looking into the sound barrier to quiet our meeting.  
We will have our Mandatory Class on February 13.

Adjournment: 2:48

Minutes submitted by: Diane Quigley





**Northern Colorado Chapter**

Date: May 16, 2018

Location: CB & Potts Horsetooth

Fort Collins, Co. 80525

**Board Meeting Minutes**

Board members present: Bev erina, Babs Foster, Diane Quigley, Kelly Hixon, Bryan Potter, Jana Pickett, Carla Mccubbins & Harry Peer

1. Meeting called to order: 2:04
2. Secretary Report: Approved
3. Treasurer Report: \$9, 693.55. We need clarification on \$653.47 from National.
4. Professional Membership Chair Report
  - A. 28
  - B. Featured for Newsletter:
5. Affiliate Program Chair Reports
  - A. 20+
  - B. ANB Bank Daniel Luz featured for Newsletter
  - C. Kelli from Account Broker for June
6. Legislative/Hot Topic for Next Meeting (current issues and events)  
Everybody should have received an email about what didn't pass at the Capital. Bryan will speak about this during the meeting today.
7. Newsletter Report: No report
8. Education Report: We are going to have a Marketing Panel for June. Bev, Bryan & Jana will be on the panel.
9. Other Reports: No report
10. Old Business: No report
11. New Business: Elections are coming up next month. We need to put in in the Newsletter. So far we have Bab Foster as President, Kelly Hixon – President Elect., Diane Quigley – Secretary, Education – Krisen Deakin.



Adjournment: 2:30

Mike & Trish w/ Hawkstone Prop. Mngt. - ~~Teresa~~ Jana  
to offer to bring them to meetings



Northern Colorado Chapter  
Date: September 19, 2018  
Location: CB & Potts Horsetooth  
Fort Collins, Co. 80525

Board Meeting Minutes

Board members present: <sup>Dianne - out</sup>  
Bev Kelly Kristen Patrick Teresa  
Barbs Bryan Carla Dano Harry Jana Jill

1. Meeting called to order: 2:05 PM 9
2. Secretary Report: No meeting last month, need to bless July/June
3. Treasurer Report: <sup>voted:</sup> approved (Bryan nam approved, Barbs second all voted)  
Handed out by Teresa, balance 10052.49<sup>00</sup>
4. Professional Membership Chair Report
  - A. Monster Totes: Kyle - Robbie Jackson has credit on Kristie's Accon  
McMorris - Michelle Miller gets TBC account
  - B. Featured for Newsletter: Lou at Pro Lectric, Harry/Dano/Kelly  
talk to Berry at Prolectric.
5. Affiliate Program Chair Reports
  - A. Kelly - Mon 12th Nov - Nov 15th
  - B. Leadership
  - C. Voted: Bev & Barbs \$1500 for Convention - Bev, 2nd Kelly appor
6. Legislative/Hot Topic for Next Meeting (current issues and events)  
Hot Topic: Bev - meetings City to discuss retaliatory building inspections. - Bev, 2nd Jill - approved
7. Newsletter Report:
8. Education Report: Sup Kelly today
9. Other Reports: <sup>Patricia</sup> <sup>Wakos</sup> <sup>Patricia</sup>  
New Insurance People: Ms. Biggs works for First Range
10. Old Business: Strategy meeting Nov. 2
11. New Business:

Christmas Social at CB Potts  
w/ White Elephant Exchange

Adjournment: 2:50 PM.



### **Northern Colorado Chapter**

Date: March 21, 2018

Location: CB & Potts Horsetooth

Fort Collins, Co. 80525

### **Board Meeting Minutes**

Board members present: Bev Perina, Babs Foster, Diane Quigley, Kelly Hixon, Jill Foster, Kristen Deakin, Daniel Ormsher, Bryan Potter, Jana Pickett, Teresa Jennison & Patrick Soukup

1. Meeting called to order: 2:02 pm
2. Secretary Report: Emailed
3. Treasurer Report: \$7,869.98  
Jana will not be at the meeting in April.
4. Professional Membership Chair Report
  - A. 28 and our goal is to grow to 35
  - B. Featured for Newsletter: Lacey Fleming with Mountain-N-Plains
5. Affiliate Program Chair Reports
  - A. 18
  - B. Susan Alburn with Super Tender will be the next spotlight for April
  - C. Speaker- Harry Peer with Beaver Home Improvement
6. Legislative/Hot Topic for Next Meeting (current issues and events)  
Hot Topic: Bryan informed us that 3 Bills died. The one that did pass was the one where we are to give tenants a copy of their lease if they ask for one and a receipt for payment if they ask for one. The application fees and qualification for rentals died.  
We talked about if Fort Collins was going to do anything about the population growth.
7. Newsletter Report: Can the Article's correlate with the month.  
Update the membership on the Newsletter.
8. Education Report (next meeting/scheduled changes): April will be a Maintenance Panel Discussion.

9. Other Reports: We will be getting 8 gift cards from CB & Potts for \$20.00 for our speakers.  
Membership committee will meet with Bev to check to see who paid and compare to last year. Jana gave membership list to Bev who have not paid.  
How awesome Bryan is doing the Chapter of Excellence.

10. Old Business: Bev wants our cell phone numbers.

11. New Business: We talked about how the tables should be for the meeting.

Adjournment: 2:47

Minutes submitted by: Diane Quigley



### **Northern Colorado Chapter**

Date: April 18, 2018

Location: CB & Potts Horsetooth

Fort Collins, Co. 80525

### **Board Meeting Minutes**

Board members present: Bev Perina, Babs Foster, Diane Quigley, Kelly Hixon, Jill Foster, Kristen Deakin, Daniel Ormesher, Bryan Potter, Jana Pickett, Patrick Soukup, Carla McCubbins & Harry Peer

1. Meeting called to order: 2:02
2. Secretary Report: Emailed
3. Treasurer Report: \$7,869.98  
Jana is having trouble in getting into Quickbooks.
4. Professional Membership Chair Report
  - A. 28
  - B. Featured for Newsletter:
5. Affiliate Program Chair Reports
  - A. 19
  - B. Newsletter: Dan Paull with Sprague Roofing
  - C. Talked about what vendors would join NARPM. Computer guy, Air Waves HVAC. Landscapers (sprinklers)
6. Legislative/Hot Topic for Next Meeting (current issues and events)  
Hot Topic: Bryan is researching the Bills that are going to the capital.
7. Newsletter Report: We need to update email addresses. Add all new members and get the people who have not paid off the newsletter. (update)  
We talked about Patrick reformatting the newsletter.
8. Education Report: Bev will teach how to find great residents (was informed that she will not be speaking but has a person from Fort Collins that will speak about the different generations. June we will talk about Marketing and how we all do it.

9. Other Reports: We approved that Bev would receive \$250.00 for attending the Broker/Owner Conference.
10. Old Business: Compliance is done.  
People did not like how the tables were placed in March.  
Everybody liked the soundproofing
11. New Business: Electronic election?  
Convention in San Diego – you need to sign up now.

Adjournment: 2:39



### **Northern Colorado Chapter**

Date: June 20, 2018

Location: CB & Potts Horsetooth

Fort Collins, Co. 80525

### **Board Meeting Minutes**

Board members present: Bev Perina, Babs Foster, Diane Quigley, Kelly Hixon, Bryan Potter, Jana Pickett, Harry Peer, Teresa Jennison & Patrick Soukup

1. Meeting called to order: 2:00
2. Secretary Report: Approved
3. Treasurer Report: Kelley will call who haven't paid. Jana will check on \$653.47 with Erin.
4. Professional Membership Chair Report
  - A. 28
  - B. Featured for Newsletter: Bryan Potter
5. Affiliate Program Chair Reports
  - A. Mike Nicell from Scott Roofing will speak for today's meeting.
  - B. 1-800 Got Junk we will try and for Affiliate Spotlight (I point Technologies) ended up the Spotlight.
  - C. 28
6. Legislative/Hot Topic for Next Meeting (current issues and events)  
Hot Topic: No report
7. Newsletter Report: No report
8. Education Report (next meeting/scheduled changes): Chair person not present.
9. Other Reports: No report
10. Old Business: No report

11. New Business: Teresa will coordinate the Nominating Committee for elections in September. We will bring up the election at the meeting today.  
We need more supplies in the blessing Bags. Write a check to Armadillo "blessing Bags. Bring to August meeting.

Adjournment: 2:39



Mike & Trish w/ Hawkstone Prop. Mngt. - ~~Teresa~~ Jana  
to offer to bring them to meetings



Northern Colorado Chapter  
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Board Meeting Minutes

Board members present: <sup>Dianne - out</sup>  
Bev Kelly Kristen Patrick Teresa  
Barbs Bryan Carla Dano Harry Jana Jill

1. Meeting called to order: 2:05 PM 9
2. Secretary Report: No meeting last month, need to bless July/June voted: approved (Bryan nam approved, Barbs second all voted)
3. Treasurer Report: Handed out by Teresa, balance 10052.49<sup>00</sup>
4. Professional Membership Chair Report
  - A. Monster Totes: Kyle - Robbie Jackson has credit on Kristie's Accon  
McMorris - Michelle Miller gets TBC account
  - B. Featured for Newsletter: Lou at Pro Lectric, Harry/Dano/Kelly talk to Berry at Pro Lectric.
5. Affiliate Program Chair Reports
  - A. Kelly - Mon 12th Nov - Nov 15th Leadership
  - B. Voted: Bev & Barbs \$1500 for Convention - Bev, 2nd Kelly approve
  - C. Barbs & Kelly leadership \$500 - Bev, 2nd Jill - approved
6. Legislative/Hot Topic for Next Meeting (current issues and events)  
Hot Topic: Bev - meetings City to discuss retaliatory building inspections.
7. Newsletter Report:
8. Education Report: Sup Kelly today
9. Other Reports: 2nd Marjorie Wakis Patricia  
New Insurance People: Ms. Biggs works for First Range
10. Old Business: Strategy meeting Nov. 2
11. New Business:

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Adjournment: 2:50 PM.

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Hot Topic: Bev - meetings City to discuss retaliatory building inspections.
7. Newsletter Report:
8. Education Report: <sup>Sup Kelly today</sup> Patrick
9. Other Reports: <sup>2nd Marjorie</sup> <sup>Wakos</sup> <sup>Patricia</sup>  
<sup>Next Insurance People:</sup> <sup>M. Biggs</sup> <sup>works for first range</sup>
10. Old Business: Strategy meeting Nov. 2
11. New Business:

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w/ White Elephant Exchange

Adjournment: 2:50 PM.



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4:00-5:00	Educational Presentation
5:00-5:15	Wrap up.

V. Budget – DREAM FIRST!

Actual  
2018

Budget  
2019

Expenses:		Actual 2018	Budget 2019	
Meeting Expenses (room, food, etc.)	\$300.00 x 10	3000.00	3000.00	
Marketing Expenses (newsletter, etc.)	(one time fee)	100.00	100.00	
Education Expenses (speaker, equipment, and gifts, etc.)		200.00	200.00	
Legal & Accounting Expenses (tax return, corporation fees)		10.00	260.00	
Officer Travel to national event(s)		2250.00	2250.00	
Quick Books		150.00	150.00	
Social Event -December		100.00	100.00	
Banking		50.00	—	
Insurance		475.00	475.00	
Planning meeting		300.00	300.00	
Income:				
Professional Membership Fees	32 x \$150	4800.00	6000.00	(40)
Support Staff Membership Fees	5 x 95.00	475.00	475.00	(5)
Affiliate Membership & Sponsorship Fees	20 x \$200.00	4000.00	4600.00	(23)
National Class				
Chapter Grant		—		

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Babs and Kelly to find out more about National supporting local web sites

Better participation in the National NARPM Conferences- promote the heck out of benefits

# NARPM

## STATEMENT OF CASH FLOWS

January - December 2018

	TOTAL
<b>OPERATING ACTIVITIES</b>	
Net Income	2,322.49
Adjustments to reconcile Net Income to Net Cash provided by operations:	0.00
Accounts Receivable (A/R)	-976.90
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-976.90</b>
<b>Net cash provided by operating activities</b>	<b>\$1,345.59</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$1,345.59</b>
Cash at beginning of period	4,247.18
<b>CASH AT END OF PERIOD</b>	<b>\$5,592.77</b>



A For the 2018 Calendar year, or tax year beginning 2018-01-01 and ending 2018-12-31

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 Rd, Fort  
Collins, CO, US, 80521

D Employee Identification  
Number 84-1553194

E Website:

F Name of Principal Officer: Beverly Perina  
521 N Taft Hill Rd, 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.



# The Monthly MANAGER

Newsletter of the Northern Colorado Chapter of NARPM



April 2018



## Save the Dates:

**April 18th** - Maintenance Panel Discussion

**May 16th** - Embezzling and Fraud

[1441 E. Horsetooth Rd. Fort Collins, CO 80525 2:45pm to 5:00pm](#)



## President's Message

Bev Perina

## Member Spotlight

**Name:** LACEY FLEMING

**Company:** MOUNTAIN –N-  
PLAINS

### How did you get started?

I started working for MnP while I was in high school as a seasonal assistant. Once I graduated I decided to get my real estate license and was offered a full time position. I have been the Leasing Manager at MnP for the last 10 years.

### Hardest part of this job:

Keeping everyone happy. Being a property manager comes with the responsibility of communicating on behalf of both Owners and Tenants. Sometimes you end up the bearer of bad news.

### Biggest mistake:

In this business you are constantly being presented with learning opportunities. I wouldn't consider them mistakes, but as a company we are always learning and growing from our past experiences.

### Why should a landlord use you?

MnP has been serving Northern Colorado since 1979. Being in the business of property management for nearly 40 years gives our

company the experience and knowledge it takes to offer the most protection and value for our client's investment.

### Favorite Book/Movie/ Music:

Anything that makes me laugh. I am a big fan of Will Ferrell and Melissa McCarthy

### Hobbies:

Spending time with family and friends, Camping, fishing, reading and trying new things.

### Other Organizations you Belong to:

MnP belongs to the National Association of Realtors (NAR), Colorado Association of Realtors (CAR), Northern Colorado Commercial Association of Realtors (NCCAR), Fort Collins Chamber of Commerce and Western Real Estate Management Network (WREMNET)

*Happy Spring!*

*I will be attending Broker Owner this coming week and will have lots to share with you for our next meeting. I am so excited for our Maintenance Panel Discussion with our awesome vendors, please come to the meeting with questions and concerns regarding maintenance issues you may be experiencing. This month's forms exchange will be Move In and Move out inspections reports! How appropriate for our topic. Please bring at least 15 of your forms to share. See you all soon.*



TENANT  
PLACEMENT



TENANT CARE



## 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.

PROPERTY CARE

#### BOARD OF DIRECTORS

**President:** Bev Perina  
**President Elect:** Babs Foster  
**Secretary:** Diane Quigley  
**Treasurer:** Jana Pickett

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The Monthly

# MANAGER



## MONTHLY MEETING SCHEDULE

- 2:45 - 3:00PM Registration
- 3:00 - 3:05PM Welcome
  - Code of Ethics
- 3:05 - 3:15PM Affiliate Speaker
- 3:15 - 3:30PM Hot Topics
- 3:30 - 4:00PM Network/Eat
- 4:00 - 5:00PM Maintenance Panel Discussion

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# The Monthly MANAGER

Newsletter of the Northern Colorado Chapter of NARPM



March 2018



## Save the Dates:

**March 21st** - Organizing and Planning

**April 18th** - Maintenance Panel Discussion

[1441 E. Horsetooth Rd. Fort Collins, CO 80525 2:45pm to 5:00pm](#)



## Affiliate Spotlight

**Name:** ALEXUS LOPEZ

**Company:** SELECT ROOFING

CONTRACTORS, LLC

### How did you get started?

Began working for Zack, co-owner of SRC while in school as an administrative assistant. When they expanded into Northern Colorado there was a position that opened up for me and I came on full time for them in the spring of 2017.

### Hardest part of this job:

Storm Chasers. Rebuilding the reputations of roofers through exceptional customer services.

### Biggest mistake:

Roofing isn't just about numbers. You can call up any roofer and get them out to give you a quote on your property. You want to make sure it is the right system for your property and best fit for your needs and budget. It is a 5-10 minute phone call that is well worth it.

### Why should a landlord use you?

SRC has been built on 100% referrals and repeat customer business. We are responsive, provide quality installs by experts and can do a job as small as 100 square feet, to as large as a high school.

### Favorite Book/Movie/ Music:

Favorite Movie: CARS 1 & 3

Music: Country and Classic Rock

Books: Lean In by Sheryl Sandberg; Think and Grow Rich by Napoleon Hill; Scrappy Little Nobody by Anna Kendrick;

### Hobbies:

Board games, hiking, reading, movies, dinner with friends and family, travel, passion projects

### Other Organizations you

### Belong to:

Volunteer with Junior Achievement – Rocky Mountain and yearly at Severance Middle School during their Hawk Cage event.

Fort Collins and Windsor Chambers; Firestorm Business to Business Networking Events

Colorado Roofing Association (CRA) and National Roofing Contractors Association (NRCA)



## President's Message

Bev Perina

*Happy almost Spring !!  
I am so excited for our March meeting, we will feature a Code Enforcement officer to speak with us about code violations and habitability issues. Our forms exchange this month is Move In and Move Out Reports, please bring at least 15 copies to share. Some upcoming events for NARPM are the Colorado Conference in Denver on March 14<sup>th</sup> with two designation classes to follow, and Broker Owner in Las Vegas April 9-12. Please mark your calendar to attend both of these worthwhile events. See you all on March 21<sup>st</sup>.*







## Article 12

### Compliance and Enforcement

*The Property Manager shall comply with this Code and shall participate in and/or cooperate with any investigation and/or hearing conducted by NARPM® pursuant to this Code.*

#### STANDARDS OF PROFESSIONALISM

- **12-1** The Property Manager shall review and shall take all necessary action to understand and to comply with this Code.
- **12-2** The Property Manager shall not interfere with any NARPM® action to investigate a violation of or to enforce this Code.
- **12-3** The Property Manager shall promptly supply any information requested by NARPM® during any investigation or enforcement action pursuant to this Code.
- **12-4** The Property Manager must take and pass an ethics discussion of this Code, every four years as a condition of continued professional membership.

## MEMBERSHIP

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**Secretary:** Diane Quigley  
**Treasurer:** Jana Pickett

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The Monthly

# MANAGER



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# The Monthly MANAGER

Newsletter of the Northern Colorado Chapter of NARPM



February 2018



## Save the Dates:

**February 21st** - City and County Rebate Programs

**March 21st** - Organizing and Planning

[1441 E. Horsetooth Rd, Fort Collins, CO 80525 2:45pm to 5:00pm](#)



## Affiliate Spotlight

**Name:** LISA SLOAN

**Company:** TD REAL ESTATE

### How did you get started?

I was in my hairdresser's chair and she asked me if I knew anyone who wanted to do property management. I said that I would like to do it, so I met the owner of TD Real Estate. It took me 3 months to get my license, working fulltime, and here I am today. Happily employed!!!

### Hardest part of this job:

After hours calls

### Biggest mistake:

Are there any mistakes, or just learning lessons.

### Why should a landlord use you?

I make decisions on the properties like they are my own but I

incorporate the owner's style into those decisions.

### Favorite Book/Movie/Music:

Movie: Casablanca Book: The Bible Music: Louie Armstrong, Adele, Ed Sheeran, Frank Sinatra, Etc.

### Hobbies:

Gardening, Hiking, Biking, Golf, Scuba Diving, Antiquing, Cooking .

### Other Organizations you Belong to:

I use to belong to a lot but no now. I am working on my GRI for Real Estate.



## President's Message

Bev Perina

*I hope this letter finds you all well! Just a reminder that our forms exchange for February is our lease and pet agreement. Please bring a copies to share with your fellow NARPM members, approximately 15 should be good. I am sure we are all ready for Winter to be over. What an awesome turn out for our January meeting, I hope to meet or beat those numbers in February. Very excited for our February speaker on rebate programs the city and county have to offer. Take good care and stay warm out there.*

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for  
**Rent**



**Real Estate + Social Media**

## Article 11

### Responsibility to NARPM & 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, if a license is required in their state.

**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 communications 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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The Monthly

# MANAGER



## MONTHLY MEETING SCHEDULE

- 2:45 - 3:00PM Registration
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- 4:00 - 5:00PM Rebate Programs Presentation



# The Monthly MANAGER

Newsletter of the Northern Colorado Chapter of NARPM



July 2018



## Save the Dates:

**NO MEETING IN JULY!!**

[1441 E. Horsetooth Rd. Fort Collins, CO 80525 2:45pm to 5:00pm](#)



## President's Message

Bev Perina



## Member Spotlight

**Name:** BRYAN POTTER

**Company:** ALERT REALTY

### How did you get started?

Does anyone pick property management for a career? I didn't either, I fell into it. I started working a day or two per week for my NARPM enrolled parents doing maintenance and odd-jobs. Things changed and I needed to do it full-time, they said yes. I bought the business from my parents for fair market value and an 8% seller carry loan! Best decision of my life outside of getting married.

### Hardest part of the job?

The hard decisions of some difficult situations and people. I guess if it were easy, anyone would do it.

### Biggest mistake?

On one of my own properties, we allowed a mother to interrupt a sheriff's set-out eviction by paying the balance. Then we had to do another set-out eviction the very next month.

### Why should a landlord use you?

We have enough experience to keep landlords out of trouble, and

they usually listen to us. If they don't, well, we can usually clean up the mess.

### What is your favorite book/movie/music?

The Big Lebowski, V for Vendetta, Wrath of Khan, the first Star Wars ('A New Hope'), How to Train Your Dragon, and oh so many more. Books: Atlas Shrugged by Ayn Rand, many of the Sci-Fi anthologies by or assembled by Isaac Asimov; Rich Dad Poor Dad by Robert Kiyosaki.

### Hobbies?

First, I have a pilot's license, flying rented single engine airplanes in nice weather, mostly over the mountains. But in second place, hiking. I also enjoy 4 wheeling, public festivals, road trips, tourism near and far, and amateur (ham) radio. And my most recent addition, scuba diving, and in a few years have been to the Florida Keys, Belize, Hawaii, Australia and last month, off the southern California coast.

*Hi All!!! Happy Hot Hot Hot summer. Remember there is NO July meeting. I hope all of you are doing well, leasing like crazy and having the BEST summer ever. See you all August 15<sup>th</sup>*

*-Bev*





## TO DO LIST

1. **SO**
2. **MANY**
3. **THINGS**



## Article 6

### 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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**Sprague Roofing**  
Dan Paull  
**ANB Bank**  
Dan Luz  
**Scotts Roofing**  
Gary Nickell





The Monthly

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# The Monthly MANAGER

Newsletter of the Northern Colorado Chapter of NARPM



May 2018



## Save the Dates:

May 16th - Summer Shaffer—The  
Generation Code

[1441 E. Horsetooth Rd. Fort Collins, CO 80525 2:45pm to 5:00pm](#)



## President's Message

Bev Perina

*Happy Spring!!!  
I don't know about you but it seems that a lot of my current residents are renewing their leases. Which is a good thing! I am so excited about our speaker this month, Summer Shaffer, is with CSU and will be speaking to us about The Generation Code. Giving us insights into the five main generations in today's marketplace. We will also have a guest speaker, Summer Garcia, for our vendor spotlight, she is with VOA. She will be explaining to us what is happening in Northern Colorado with our homeless veterans. Looking forward to seeing you all*



## Member Spotlight

**Name:** DAN PAULL

**Company:** SPRAGUE ROOFING

### How did you get started?

Wow! I got started about 18 years ago when the economy started to go south. I was working as an apprentice electrician however with the downturn happening I found a position where everyone needed a roof over their head. Roofing has definitely had its ups and downs but overall its been great.

### Hardest part of this job:

Hardest part of the job would be something different every year and it changes constantly however the one constant is and has been weather. To install a roof it cant be to cold and it cant be to wet. Everything else has been easy.

### Biggest mistake:

For us I don't see any mistake as a big mistake. For a property owner the biggest mistake they can make is not knowing the condition of their property and keeping up with it. Often, we get involved in situations that should have been taken care of years ago.

### Why should a landlord use you?

Because we have gone through a severe vetting process with the manufacture GAF and we provide extended coverage that is rare in the industry.

### Favorite Book/Movie/ Music:

Favorite book(s): Book would have to be- Good to great. Sorry don't remember the author.

### Hobbies:

Favorite hobbies are camping, fly fishing, hunting, rafting, hiking, backpacking, snowboarding and anything else I can do outside.

### Other Organizations you Belong to:

Too busy to really do much else.  
Work hard and play hard



soon.



## 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. the security deposit.

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### PROFESSIONAL MEMBERS

**John Bickerton**  
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**Dawn Clark**  
[Armada Properties](#)  
**Cheryl Davis**  
All About Properties  
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Dan Luz





The Monthly

# MANAGER



## MONTHLY MEETING SCHEDULE

- 2:45 - 3:00PM Registration
- 3:00 - 3:05PM Welcome
  - Code of Ethics
- 3:05 - 3:15PM Affiliate Speaker
- 3:15 - 3:30PM Hot Topics
- 3:30 - 4:00PM Network/Eat
- 4:00 - 5:00PM Summer Shaffer

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# The Monthly MANAGER

Newsletter of the Northern Colorado Chapter of NARPM



August 2018



## Save the Dates:

**August 15th, 2018: How to Deal  
With Difficult Residents**

[1441 E. Horsetooth Rd, Fort Collins, CO 80525 2:45pm to 5:00pm](#)



## President's Message

Bev Perina

*Happy August!  
I hope you all survived the busy busy summer and can now take a breath! We have a great meeting coming up, Susan Vance with the Ft Collins Police will be speaking on How to Deal with Difficult Residents. Just a reminder: be sure to bring items for our Blessing Bags this month, I put a list at the tables in June, if you need another one let me know. I would like to get some of these bags out in September for those folks in need. We have started the election process, please sign up if you are interested. Theresa will have more information for you at the August meeting. Hope to see you all soon.*



## Affiliate Spotlight

**Name:** NATE HARTZFELD

**Company:** iPOINT TECHNOLOGIES

### How did you get started?

*I lived in Austin for over 3 years with my wife and worked for Dell the better part of that time as an inside sales rep. There I began to really learn the ins and outs of the technology space and it's an ever evolving industry that I thoroughly enjoy to be a part of.*

### Hardest part of the job?

*Everyone has a business advantage, and it's difficult when I see a company's advantage, but they don't have the desire to market and capitalize on that advantage. I love working with and educating company's on how to succeed, but the most difficult part is seeing them not capitalize on their potential.*

### Biggest mistake?

*At Dell I let another account rep spec out a large IT infrastructure upgrade for one of my customers. Turns out it wasn't what they needed. I had to explain 3 levels up the manager chain why my customer was making a \$56K return. Luckily they were replacing it with a bigger upgrade!*

### Why should a landlord use you?

*Even though we are not directly property related, our digital marketing and web services have been used by numerous property compa-*

*nies, and often times marketing can be the difference between an open house for several months or a deposit before the previous lease expires.*

### What is your favorite book/movie/music?

*All Star Wars and Jurassic Park films, Nacho Libre, Inception, Shutter Island, or probably anything that involves Leonardo DiCaprio. Reading always results in sleep within 10 minutes, but I recently listened to American Wolf on Audiobooks and really recommend it. If you enjoy nature and the fight for endangered species and what that looks like currently, definitely check it out.*

### Hobbies?

*Anything that has two wheels and involves some level of risk would be a hobby of mine, I just fixed up my 70's road bike, love to mountain bike, and just bought an older motorcycle a couple months back. Riding bikes to old town with my wife and friends is always an option, and we also enjoy driving up through the canyon and camping, floating the river, or doing both!*





## 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.

## MEMBERSHIP

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The Monthly

# MANAGER



## MONTHLY MEETING SCHEDULE—*NO MEETING IN JULY*

- 2:45 - 3:00PM Registration
- 3:00 - 3:05PM Welcome  
-Code of Ethics
- 3:05 - 3:15PM Affiliate Speaker
- 3:15 - 3:30PM Hot Topics
- 3:30 - 4:00PM Network/Eat
- 4:00 - 5:00PM How to Deal with Difficult Residents

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# The Monthly MANAGER

Newsletter of the Northern Colorado Chapter of NARPM



June 2018



## Save the Dates:

**June 20th**— Creative Marketing and Advertising—Bryan, Jana and Bev

[1441 E. Horsetooth Rd. Fort Collins, CO 80525 2:45pm to 5:00pm](#)



## President's Message

Bev Perina

## Member Spotlight

**Name:** DAN LUZ

**Company:** ANB BANK

### What is your history and experience in this field?

I've Been in banking since 2000, held position of licensed bank branch manager, business banker to current role

### What Licenses, degrees or certifications do you hold?

Graduated College

### What services do you provide and in what geographical area?

Treasury and cash management service to all business owners. Commercial lending, ach, wires etc.

### What makes you different from other companies in your industry?

Private owner and operated, hands on service including cell phone numbers on business card.

### What do you love about your job?

Learning how each business owner operates.

### Tell us about your spouse, children, pets etc. that you would like to share.

We're empty nesters that travel in our motor home.

### What are your interests and hobbies?

I enjoy motorcycle riding, dirt bike riding, travel and watching baseball.

### What else do we need to know about you?

I am a veteran and car about everything I do and don't know everything.

### What are your goals/dreams for your business?

To exceed the expectation of all customers I bring to the bank.

### How has being a NARPM member helped your business?

I am new to the group. Time will tell.

*Happy Summer!!!!  
I hope this all finds you having a great great summer!! Feels like we are getting more renewals in than folks moving out. We have a fun filled meeting with a panel discussion on Marketing Tips including how to make a video!! Liz with Grace Property Management will be attending our meeting, she is our new SW Ambassador. We will also have a representative from the City of Fort Collins speaking to us about upcoming changes in Code Enforcement. Rembert we will not have a July meeting, look forward to seeing you all next Wednesday, June 20<sup>th</sup>.*

Bev





Thanks for not telling  
the landlord about  
our secret zoo.



your  cards  
someecards.com



## 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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Gary Nickell





The Monthly

# MANAGER



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- 2:45 - 3:00PM Registration
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- 3:15 - 3:30PM Hot Topics
- 3:30 - 4:00PM Network/Eat
- 4:00 - 5:00PM Creative Marketing and Advertising

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# The Monthly MANAGER

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October 2018



## Save the Dates:

**October 24th, 2018: Division of  
Real Estate**

[1441 E. Horsetooth Rd, Fort Collins, CO 80525 2:45pm to 5:00pm](#)



## President's Message

Bev Perina

## Member Spotlight

**Name:** BRIANA LASHER

**Company:** THE SOURCE PROPERTY  
MANAGEMENT, LLC

### How did you get started?

*I started working for Colorado Association Services as an HOA/Property Manager, I worked for Associa for about 8 years and then was approached by Kevin Bolin to see if I would be interested in helping The Group Inc. start up a Property Management Company. I have now been the Managing Broker for The Source Property Management since we opened February 1, 2017.*

### Hardest part of the job?

*Being a start up company I think making sure all policy and procedures are in place and having to develop procedures as we learn from issues we hadn't dealt with before.*

### Biggest mistake?

*This is a hard one, I know I probably make mistakes everyday, I think the challenge is trying to learn from them and move on. The biggest mistake would be to continue to make that mistake over and over and never learn how to better yourself.*

### Why should a landlord use you?

*I feel that we are honest, we pay attention to detail and want to make sure owner's investments are protected and cared for so they can get the most return on their investment.*

### What is your favorite book/ movie/music?

*Favorite Book: The Go Giver by Bob Burg and John David Mann*

*Favorite TV Show: This is Us (Don't really have a favorite movie)*

*Favorite Music: Anything Country*

### Hobbies?

*Running, Triathlons, Reading, (does drinking wine count as a hobby :-)?*

### Other Organizations You Belong To?

*Women Give, Fort Collins, Board of Realtors*



*Hi All,  
Hope you are enjoying this awesome Fall weather. I am getting ready to head to Convention next week. I am happy to share some of the highlights with you at the next meeting. Just a reminder this months meeting is one week later, Marcia Waters will be our speaker. She will give us some insight on what is happening in our Real Estate world!! See you all on the 24<sup>th</sup>.*

Bev





## 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 state laws.

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# The Monthly MANAGER

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September 2018



## Save the Dates:

September 19th, 2018: Do's and Don'ts for Qualifying Tenants

[1441 E. Horsetooth Rd, Fort Collins, CO 80525 2:45pm to 5:00pm](#)



## President's Message

Bev Perina



## NARPM Board Elections!



**President:** Bev Perina

**President Elect:** Babs Foster

**Secretary:** Diane Quigley

**Treasurer:** Kristie Stanley

**Education Coordinator:**

Deb Wall & Briana Lasher

**Membership Committee:**

Dan Ormesher & Kelly Hixon &  
Kristen Dieken

**Legislative Coordinator:**

Bryan Potter

**Affiliate Program Coordinator:**

Harry Peer & Carla McCubbins

**Marketing/Publications/Website:**

Nate Hartzfeld

Happy almost Fall, even though it feels like the middle of summer!! We have a great meeting lined up for this month, Kelly with Account Brokers and her attorney will be speaking to us about Do's and Don'ts for Qualifying Residents. Just a reminder of some upcoming meeting date changes: October will be on the 24<sup>th</sup>, a week later than normal due to the conflict with the National Convention. Our speaker will be Marcia Waters, giving us Real Estate Updates and her awesome sense of humor. We will hopefully have 1 CE for that meeting. November will be a week earlier than usual that date is November 14<sup>th</sup>. The meeting will be an Insurance Panel discussion. Look forward to seeing you all soon.

Bev





## 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 business 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 between Property Managers with different Firms, the Property Manager of the Firm 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.

## MEMBERSHIP

### BOARD OF DIRECTORS

**President:** Bev Perina  
**President Elect:** Babs Foster  
**Secretary:** Diane Quigley  
**Treasurer:** Jana Pickett

### PROFESSIONAL MEMBERS

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**Springman, Braden, Wilson & Pontius**  
Paul Farrer  
**Blue Ribbon Home Warranty**  
Keith Robinson  
**Sprague Roofing**  
Dan Paull  
**ANB Bank**  
Dan Luz  
**Scotts Roofing**  
Gary Nickell





The Monthly

# MANAGER



## MONTHLY MEETING SCHEDULE—*NO MEETING IN JULY*

- 2:45 - 3:00PM Registration
- 3:00 - 3:05PM Welcome  
-Code of Ethics
- 3:05 - 3:15PM Affiliate Speaker
- 3:15 - 3:30PM Hot Topics
- 3:30 - 4:00PM Network/Eat
- 4:00 - 5:00PM The Do's and Don'ts of  
Qualifying Tenants

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The Monthly

# MANAGER

Newsletter of the Northern Colorado Chapter of NARPM



November 2018



## Save the Dates:

November 14th, 2018: Insurance Panel

[1441 E. Horsetooth Rd. Fort Collins, CO 80525 2:45pm to 5:00pm](#)



## President's Message

Bev Perina

*I hope you are all staying nice and warm with our early winter weather!! We have a great meeting coming up on the 14<sup>th</sup>. It will be an Insurance Panel, David Stansfield and Pricilla Spooner with Farmers Insurance will discuss different policies, addendums, limits of liability and lots of other insurance things!! Hope to see you all on Wednesday the 14<sup>th</sup>*

HAPPY  
THANKSGIVING





## 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, if a license is required in their state.

**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 communications 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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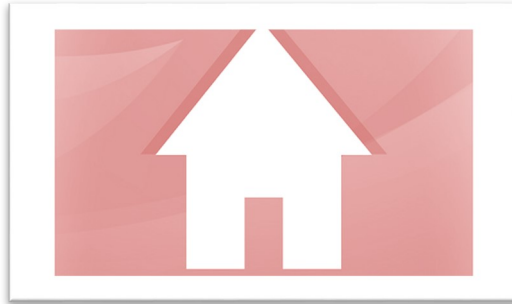
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The Monthly

# MANAGER



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# The Monthly

# MANAGER

Newsletter of the Northern Colorado Chapter of NARPM




December 2018



## Save the Dates:

*December 19th, 2018: Christmas Party!!!*




*We will be putting together Blessing Bags for the VOA from 1 to 2 at Armadillo Property Mgmt 521 North Taft Hill Fort Collins. We have most everything we need to fill them.*



*Then we will head on over to Service Master for our Holiday White Elephant Party from 3 to 5.*

*Remember to bring a white elephant gift and an appetizer to share. If you would like an alcoholic beverage bring that too. Service Master address is 3054 Lake Canan Ct #120 Ft Collins.*



## President's Message

Bev Perina

*Wishing everyone a Happy and Healthy Holiday Season and a Spectacular New Year. Please join us for our crazy Holiday White Elephant Party Dec 19<sup>th</sup> 3-5 at Service Master. 2019 is shaping up to be a great year of educations!! Our speaker for the January meeting will be the most awesome Tammy Spaulding sharing her amazing goal setting ideas. My best to everyone this season.*







# Happy Holidays!



## Article 12

### Compliance and Enforcement

*The Property Manager shall comply with this Code and shall participate in and/or cooperate with any investigation and/or hearing conducted by NARPM® pursuant to this Code.*

#### STANDARDS OF PROFESSIONALISM

- **12-1** The Property Manager shall review and shall take all necessary action to understand and to comply with this Code.
- **12-2** The Property Manager shall not interfere with any NARPM® action to investigate a violation of or to enforce this Code.
- **12-3** The Property Manager shall promptly supply any information requested by NARPM® during any investigation or enforcement action pursuant to this Code.
- **12-4** The Property Manager must take and pass an ethics course, which shall include discussion of this Code, every four years as a condition of continued professional membership.

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The Monthly

# MANAGER



## MONTHLY MEETING SCHEDULE

*. 3PM - 5PM Christmas  
PARTY*



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National Association of Residential Property Managers

## 2019 Northern Colorado Chapter Planning Meeting

November 29, 2018, 9:00am- 1:00pm

Service Master

3054 Lake Canal Ct #120

### Chapter Leadership

1.	President:	Bev Perina	970-556-0887
2.	President Elect 2020:	Babs Foster	970-567-1026
3.	President Elect 2021:	Kelly Hixon	970-689-2099
4.	Secretary:	Diane Quigley	970-381-1857
5.	Treasurer:	Kristie Stanley	970-652-1021
6.	Educational Coordinator:	Deb Wall	970-690-7630
		Brianna Lasher	970-980-9631
7.	Membership Coordinator:	Dan Ormesher	970-402-9660
		Kelly Hixon	970-689-2099
		Kristen Dieken	970-690-7166
8.	Legislative Coordinator:	Bryan Potter	720-936-1712
9.	Affiliate Program Coord.:	Harry Pier	970-481-3094
		Carla McCubbins	970-776-0445
10.	Marketing/Publications:	Nate Hartzfeld	469-569-2043

### II. Meeting Outline

1.	Meeting Day/Time	3 <sup>rd</sup> Wednesday of the month, 3:00 p.m.
2.	Meeting Location:	Collindale Golf Club
3.	Board Meeting Day/Time:	3 <sup>rd</sup> Wednesday of the month, 2:00 p.m.
4.	Board Meeting Location:	same as above

### III. Meeting Structure

2:45-3:00	Registration
3:00-3:10	Welcome, introductions, Code of Ethics, go over Anti Trust
3:10-3:25	Affiliate spot light
3:25-3:50	Hot topic: current event, legislative, ed.
3:50-4:00	Break Network
4:00-5:00	Educational Presentation
5:00-5:15	Wrap up.

V. Budget – DREAM FIRST!

Actual  
2018

Budget  
2019

Expenses:		Actual 2018	Budget 2019	
Meeting Expenses (room, food, etc.)	\$300.00 x 10	3000.00	3000.00	
Marketing Expenses (newsletter, etc.)	(one time fee)	100.00	100.00	
Education Expenses (speaker, equipment, and gifts, etc.)		200.00	200.00	
Legal & Accounting Expenses (tax return, corporation fees)		10.00	260.00	
Officer Travel to national event(s)		2250.00	2250.00	
Quick Books		150.00	150.00	
Social Event -December		100.00	100.00	
Banking		50.00	—	
Insurance		475.00	475.00	
Planning meeting		300.00	300.00	
Income:				
Professional Membership Fees	32 x \$150	4800.00	6000.00	(40)
Support Staff Membership Fees	5 x 95.00	475.00	475.00	(5)
Affiliate Membership & Sponsorship Fees	20 x \$200.00	4000.00	4600.00	(23)
National Class				
Chapter Grant		—		

2019					Member Spotlight in Newsletter	Vendor Spotlight	CREC Credits	11/6/2018
Month	Topic	Speaker	Who Arranges					NARPM Events
January 16th	New Board Installation, read Anti Trust and Goal Planning	Tammy Spaulding	Bev			Landscape and Sprinkler		Induction of New board 2019 Planning spreadsheet to membership File 990's and State Corp registration Marketing GJ 30th
February 20th	Economics	CSU Professor	Deb and Brianna			Painter		Broker/Owner in Las Vegas 25-27
March 20th	Hoarding	Service Master	Deb and Brianna			HVAC	1 CE	RVP Report to National, Trade Name due
April 17th	Leasing Ted Talk, 10 min each speaker then Q & A		Deb and Brianna			Duct cleaning		
May 15th	Marketing Ted Talk		Deb and Brianna			Gutter cleaning		File Tax Status for Non Profit Promote National Convention Ask membership for Nominations+H16
June 19th	New Technology- Zillow, Drone, Videos	Nate	Deb and Brianna			Pest Control		RVP Report to National
July 17th	No Meeting							
August 21st	Smoke and Odors	Service Master	Deb and Brianna			Snow	1 CE	Start Elections process, notify members 30 days prior to Sept election

<b>September 18th</b>	Ownership Relationship Panel discussion, selling Maint, tax writeoffs, tax ramifications						Officer Elections for 2019
<b>October 23rd</b> (date changed from 16th, conflicts with National)	Division of Real Estate		Bev	Concrete	1 CE	NARPM National Convention Phoenix 16th-19th	
<b>November 20th</b>	Water Mitigation Service Master		Deb and Brianna	Asphalt	1 CE	Planning Session for 2020 Leadership Training in St Louis-Pres Elect-Kelly Work on Chapter of Compliance and Excellence, deadline February 28th	
<b>December 18th</b>	Christmas Social					Meet with Pres Elect to assist in next year callendar of meetings and events Directors and Officers Insurance due	

## VI. Membership Growth Strategies

Membership packets to Board members at least 3 packets also send in PDF format to email

Affiliate Program Strategies: Vendors needed Pest control, Gutter cleaning, Sprinkler, Landscape, HVAC,

Make sure we use affiliates, mention at every meeting

Meeting food, just have munchies no more heavy sandwich food

Separate 3 hour Fair Housing class

Need member list of who needs Ethics class

Professional and Affiliate members who have not joined: 1 free meeting, 2<sup>nd</sup> meeting warn they need to join or pay next month, 3<sup>rd</sup> time \$25 to go toward dues. Put this in the newsletter

Watch Professional members who bring staff, either join as Professional member (have Broker license) or Support Staff (put in newsletter)

## VII. Marketing Strategies

Improved website communications- Nate to work on

Marketing rentals on our Web site like Denver- Bev to contact to see how

Babs and Kelly to find out more about National supporting local web sites

Better participation in the National NARPM Conferences- promote the heck out of benefits





# The Monthly

# MANAGER

Newsletter of the Northern Colorado Chapter of NARPM



January 2018



## Save the Dates:

January 17th - Tax Law Changes

[1441 E. Horsetooth Rd. Fort Collins, CO 80525](http://1441.E.Horsetooth.Rd.FortCollins.CO.80525) 2:45pm to 5:00pm



## President's Message

Bev Perina



## Affiliate Spotlight

**Name:** KEITH ROBISON

**Company:** BLUE RIBBON HOME WARRANTY

### How did you get started?

I've been in Insurance sales and marketing for the last 10 plus years. I had an exciting opportunity at Blue Ribbon Home Warranty and jumped in.

### Hardest part of this job:

Moving prospective partners away from their preconceived concerns regarding Home Warranty Products.

### Biggest mistake:

Eating a day old Ruben sandwich.

### Why should a landlord use you?

Protect themselves from those unexpected expenses related to system and appliance break-

down in your properties. Most people plan on having available funds in savings reserve but the truth is most don't. Home Warranty products are there to take away some of that burden.

### Favorite Book/Movie/Music:

Movie: American Graffiti (dating myself), Book: Boys in the Boat, Music: Classic Rock Wind" Movie: last year "Lion"

### Hobbies:

Golf, Bootcamp Classes, and Cycling.

*Happy New Year!!  
I am so excited and honored to be your 2018 Northern Colorado NARPM Chapter President. We have some exciting new speakers and topics for the upcoming year. We are changing the meetings up a little and will include a forms share during the first half of the meeting. January form to share is your lease and pet agreement. Please bring copies to share with your fellow NARPM members, approximately 15 copies. If you bring a form you get a form!!! Lets share and learn from each other. Look forward to seeing you all soon, your fearless leader Bev.*

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Texas be like: "Attention, residents. Winter will be held this Friday, Saturday, and Sunday ONLY. Thank you for your cooperation."



## 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 state laws.

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