



National Association of Residential Property Managers

## Chapter Certificate of Compliance

Due December 1, 2008

**PURPOSE:** NARPM must ensure that chapters are viable entities, capable of delivering the services expected by members of the Association. Chapter leadership must be accountable for their fiduciary and legal duties.

The undersigned officers of the NARPM Phoenix, Ariz Chapter certify that the chapter has completed this Certificate of Compliance and have submitted the required documents as noted on this certificate.

	Completed
1. A list of the 2009 Chapter Board of Directors and committee chairs was sent to the national office by December 1, 2007. <i>Please submit list.</i>	<input type="checkbox"/>
2. Were there any changes in your chapter bylaws this year? Ensure that current chapter bylaws are at HQ and submit any changes made to the bylaws during the calendar year are highlighted. If your bylaws are current with national you do not need to resubmit.	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
3. The Chapter Board of Directors has had at least four meetings in 2008, one per quarter, and has maintained corporate minutes and other records as required by state law and the chapter bylaws. Send national a copy of your minutes.  Dates Met:	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
4. The chapter is incorporated and a copy of the current articles of incorporation are on file in the national office. If your chapter has amended the articles of incorporation during the year, please submit the amendments. Are your current articles of incorporation on file at National? If no, please submit.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
5. An annual financial statement for calendar year has been submitted. (Copy enclosed) <i>Submitted</i>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
6. A copy of the chapter's current federal tax return or a letter stating that the chapter was not required to file a return has been submitted with this certificate. A copy of the tax return or the letter must be sent to the national office within 30 days of the chapter submitting the same to the IRS. If you answered no, please go to question 7.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
7. Beginning in 2008, small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at <a href="http://www.irs.gov/charities">www.irs.gov/charities</a> ). Did your chapter file notice if it applies?	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N

8.	Has your chapter has developed and implemented a twelve-month plan for January 1 - December 31 that includes a proposed <u>annual budget and calendar of events</u> for the year. These documents must be attached and sent to national office with this certificate.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
9.	The Chapter President-Elect attended the training sessions at the national leadership symposium or made other arrangements for training prior to taking office. If other arrangement, please explain: <i>Charlotte, NC</i>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10.	The chapter has produced and distributed effective communications (4 per year) to chapter members. <i>Please submit one copy of the newsletter or magazine with this certificate. Can be electronic or printed. Dineo Enrich Emails</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
11.	The chapter has sponsored/participated in effective educational programs (4 per year for local chapters) for NARPM members affiliated with the chapter in 2008. For state chapters, education can be part of their state/region convention. <i>Please submit a copy of the brochure or flier with this certificate. See Attached</i>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
11.	What is the date your chapter officers assume their respective offices?	<i>Jan 1, 09</i>
12.	Submit the dates of your chapter's fiscal year:	<i>Dec 1, 08 - Dec 1, 09</i>
13.	The chapter has maintained a minimum membership of 7 NARPM members.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
14.	Is your chapter using the Chapter Leader section of <a href="http://www.narpm.org/chapter-services/">http://www.narpm.org/chapter-services/</a> ? If no, why not:	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
15.	Do you have a chapter website? What is the URL? <i>Narpm Phx, Org</i>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
16.	Is your chapter interested in looking at a website supported by NARPM?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
17.	Is your chapter website kept up to date? If yes, when was your last update?	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
18.	Has your chapter ever filed for the \$500 membership grant? If you would like more information on this grant check here: <input checked="" type="checkbox"/>	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
19.	Does your chapter have a bank account in the chapter's corporation name? Name of Banking Institution: <i>Wells Fargo</i>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
20.	Did your chapter file the State Corporation Commission Annual Report for this calendar year? If no, why not <i>Submitted Kogliner, Dobbins &amp; Smith CPA</i>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
21.	Does your chapter charge dues? If yes, please state amount: <i>Yes \$20.00</i>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N

Other items:

22. How do you rate the health of your chapter (1 - 10, 10 being highest)

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

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

c. If answer is 8 or above, are there any cool things your chapter is doing that other chapters might like to hear about?

*[Handwritten scribble]*

Chapter Officers' Signatures Certifying Review and Approval of 2007 Chapter Board:

<u><i>Charles A. Brown</i></u>	<u>1-1-09</u>
2008 Chapter President/Date	
<u><i>[Signature]</i></u>	<u>1/1/09</u>
2008 Chapter President-Elect/Vice President/Date	
<u><i>[Signature]</i></u>	<u>1/1/09</u>
2008 Other Board of Director/Date	





National Association of Residential Property Managers

Year: 2009  
Chapter Planning Outline

I. Chapter Leadership

- 1. President: Tammy Billington ✓
- 2. Vice President: Mike Mumford ✓
- 3. Secretary: Erin Buchanan ✓
- 4. Treasurer: Mike Mumford ✓
- 5. Educational Coordinator: Steve Unie ✓
- 6. Membership Coordinator: Donna Alizio ✓
- 7. Legislative Coordinator: \_\_\_\_\_
- 8. Affiliate Program Coord.: \_\_\_\_\_
- 9. Marketing/Publications: \_\_\_\_\_
- 10. Recognitions Chair: \_\_\_\_\_
- 11. Other Member @ large: Diana Erickson ✓
- 12. Other: John Prescott ✓  
Anna Macrauley ✓

II. Meeting Outline

- 1. Meeting Day/Time: \_\_\_\_\_
- 2. Meeting Location: \_\_\_\_\_
- 3. Board Meeting Day/Time: \_\_\_\_\_
- 4. Board Meeting Location: \_\_\_\_\_

III. Meeting Structure