

Bylaws of
The Southern Arizona Chapter of
The National Association of Residential Property Managers

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Southern Arizona chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in the counties of Pima, Pinal, Cochise & Santa Cruz, Arizona.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the counties of Pima, Pinal, Cochise & Santa Cruz, Arizona.

Section C: Powers

The chapter may exercise all powers granted to it as a corporation organized under the non-profit corporation laws of the State of Arizona.

1. The chapter shall be subject to all rules, regulations, ethics, and standards and bylaws of the National Association of Residential Property Managers, Inc.
2. Chapter bylaws shall not conflict with those of the National Association of Residential Property Managers, Inc., hereinafter referred to as the national association.

Section D: This chapter's geographical definition shall be: counties of Pima, Pinal, Cochise & Santa Cruz, Arizona.

ARTICLE II: Membership

Professional, Associate, Support Staff, Affiliate Member, ~~Junior, Student, Academic~~, and Honorary Members

Section A: Professional Member

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory

licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

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

Section B: Associate Member

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, or hold elective office.

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

Section C: Support Staff

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

Section D: Affiliate Member

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

The Chapter shall recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

Section I: Application by Professional, Associate, or Support Staff Members:

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
2. Vote: Voting member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A: Suspension of Membership

Suspension of membership shall result in a member being unable to vote in chapter matters for a period of time designated by these or the national association bylaws or, where such discretion is authorized by the national association, for any one of the following reasons:

1. Suspension of membership: Suspension of membership for reasons stated in the bylaws of the national association.
2. By notification of the National NARPM® Board of Directors as a result of violations of the Code of Ethics and Standards of Professionalism.

Section B: Termination of Membership

Membership shall be terminated for reasons identified below. Upon termination, a member shall lose all rights and interests in the chapter and the national association.

1. Resignation:
 - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the [name of chapter] and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
 - b. Affiliate member may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

Section C: Reinstatement of Membership

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

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness incurred has been paid and is current.

3. After a waiting period of one calendar year from the date of termination as a result of a presidential request or by an action of the board of directors of the national association.
4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Committee/Board of Directors

Section A: Responsibilities

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

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

Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of 6 officers as follows:

1. President: The president shall:
 - a. Be the chief executive officer of the chapter.
 - b. Preside at all meetings of the chapter.
 - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
 - d. Sign all legal documents.
 - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - f. Shall ensure the completion of all documentation required by the National Association.
 - g. Serve a term of **two years** commencing with the beginning of the new calendar year.
 - h. Must be a Professional Member of the Chapter.
 - i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.
2. President-Elect: The president-elect shall:
 - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
 - b. Fulfill the responsibilities of the president during his/her absence.
 - c. Replace the president at the end of the fiscal year **of their 2 year term.**
 - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.

- e. Undertake other activities as are deemed appropriate by the president.
 - f. Serve a term of **two years** commencing with the beginning of the calendar year **for the two year term.**
 - g. Must be a Professional Member of the Chapter.
 - h. Notify all chapter members of upcoming meetings
 - i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
 - j. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - k. Oversee the submission of Chapter reports including Chapter Excellence submission
 - l. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.
3. Secretary: The secretary shall:
- a. Maintain current chapter membership records to coincide with the national association's membership database.
 - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
 - c. File all federal, state and local reports as needed.
 - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - e. Serve a term of **two years** commencing with the beginning of the calendar year **for the two year term.**
 - f. Must be a Professional Member of the Chapter.
4. Treasurer: The treasurer shall:
- a. Be a signatory for all funds withdrawn from chapter account(s).
 - b. Distribute annual renewal notices for chapter dues and special assessments.
 - c. Deposit all funds into a federally insured financial institution.
 - d. Prepare a financial report for the committee upon request.
 - e. Prepare an end-of-fiscal year report for the national association.
 - f. File tax and other financial reports with the appropriate government agencies.
 - g. Undertake responsibility for other such activities as deemed appropriate by the committee.
 - h. Serve a term of **two years** commencing with the beginning of the calendar year **for the two year term.**
 - i. Must be a Professional Member of the Chapter.
6. Past President
- a. Shall serve as Chairman of the Nominating Committee
 - b. Undertake responsibilities as assigned by the President
 - c. **Serve a term of two years** commencing with the beginning of the calendar year **for the two year term.**

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

Section A: Eligibility

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be

willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association.

Section B: Notification of Members

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

- a. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and signed by five percent (5%) of the professional chapter members.
- b. In Person: Any member who is present during the electoral process can be nominated.

Section C: Elections

Elections shall be conducted no later than the September chapter meeting, or electronically no later than the month of September, if approved by the chapter executive committee, prior to the end of the calendar year **of the two year term**.

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Southern Arizona Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify to the membership those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
5. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
6. The Chapter shall allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude at the end of the same **of the 2 year term**.

Section E: Vacancy

An office shall be declared vacant when an officer:

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

Section F: Filling a Vacated Office

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

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.

ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The executive committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, which must be no fewer than four (4) meetings annually.

1. Notice of Regular Meeting: With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by regular letter mailed to each member of the committee.
2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.
3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

Section B: Location

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

Section C: Quorum

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

Section D: Simple Majority Vote

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

ARTICLE VII: Committees

Section A: Appointment

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

Section B: Responsibilities

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

Section C: Creation and Dissolution

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

ARTICLE VIII: Code of Ethics & Standards of Professionalism.

Acknowledgment and Enforcement

As a condition of membership, all Professional Members of NARPM® must complete a NARPM® Code of Ethics training once within a four year period, beginning January 1, 2012, and each four year period thereafter. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means as approved by the board of directors of NARPM® National.

Failure to satisfy this requirement will result in the professional members reverting to an associate member until course is completed.

Section A: Acknowledgment

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

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

prescribed action identified by these bylaws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section B: Enforcement

It is the duty of the President of the chapter to report all violations to national association's Code of Ethics and Standards of Professionalism to the national association's grievance committee.

ARTICLE IX: Financial Considerations

Section A: Calendar Year

The chapter's financial year shall be a calendar year.

Section B: Chapter Dues

A The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:

1. Payable: Dues for local chapters are payable no later than January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual chapter dues within 75 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
4. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will charge dues to National Affiliate members.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

Section C: Special Assessments

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

Section D: Budget

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

Section E: Non-Binding

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

ARTICLE X: Proposals and Procedures for Amending

Section A: Proposals

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

Section B: Procedure for Amending

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

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

ARTICLE XI: Miscellaneous

Section A: Invalidity

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

Section B: Waiver

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

Section C: Hold Harmless and Indemnify

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

Section D: State Laws

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

Section E. Sexual Harassment

Any member of the Association may be reprimanded, placed on probation, suspended or expelled for harassment of an Association employee or Association Officer or Director after a hearing in accordance with the established procedures of the Association. As used in the Section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, and President-Elect and one member of the Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the Association. If the complaint names the President, or President-Elect, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint.

Section E: Dissolution

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

Adopted at a duly- held meeting of the Chapter's Executive Committee on the 11th day of May, 2016.

Chapter President



Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** SOUTHERN ARIZONA CHAPTER OF THE NATIONAL ASSOCIATION OF
- **EIN:** 263138962
- **Tax Year:** 2019
- **Tax Year Start Date:** 01-01-2019
- **Tax Year End Date:** 12-31-2019
- **Submission ID:** 10065520201673807864
- **Filing Status Date:** 06-15-2020
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS

| INCOME: | January | February | March | April | May | June | July | August | September | October | November | December |
|----------------------------------------|-------------------|-------------------|-------------------|-----------------|-----------------|-----------------|-------------------|-----------------|-----------------|-------------------|-------------------|-------------------|
| Member Dues | \$2,200.00 | \$1,000.00 | \$900.00 | | | | | | | | \$1,500.00 | \$1,500.00 |
| Guest Lunchs | \$120.00 | | \$120.00 | | \$120.00 | | | \$120.00 | | | \$120.00 | \$120.00 |
| Vendor Affiliate Dues | \$1,000.00 | \$900.00 | \$225.00 | | | | | | | \$550.00 | \$225.00 | \$450.00 |
| 50/50 | \$60.00 | | \$60.00 | | \$60.00 | | | \$60.00 | | | \$80.00 | \$120.00 |
| Membership Drive | | | | | | | | | | \$600.00 | | |
| Education | | | | | | | | | | | | |
| Total Income: | \$3,380.00 | \$1,900.00 | \$1,305.00 | \$0.00 | \$180.00 | \$0.00 | \$0.00 | \$180.00 | \$0.00 | \$1,150.00 | \$1,925.00 | \$2,190.00 |
| | | | | | | | | | | | | |
| EXPENSES: | January | February | March | April | May | June | July | August | September | October | November | December |
| Tucson City Centre Hotel | \$550.00 | | \$550.00 | | \$550.00 | | \$550.00 | | \$550.00 | | \$600.00 | \$600.00 |
| Membership Drive | | | | | | | | | | \$650.00 | | |
| Speakers | | | | | | | | | | | | \$300.00 |
| Directory | | | \$800.00 | | | | | | | | | |
| Marketing/Sup plies/Decorati ons | \$50.00 | | \$50.00 | | \$50.00 | | \$50.00 | | \$50.00 | | \$50.00 | \$300.00 |
| Education/Clas ses | | \$150.00 | | \$150.00 | | \$150.00 | | \$150.00 | | \$150.00 | | |
| Social | | | | | | | \$800.00 | | | | | |
| Total Expenses: | \$600.00 | \$150.00 | \$1,400.00 | \$150.00 | \$600.00 | \$150.00 | \$1,400.00 | \$150.00 | \$600.00 | \$800.00 | \$650.00 | \$1,200.00 |

| |
|-------------|
| Totals |
| \$7,100.00 |
| \$720.00 |
| \$3,350.00 |
| \$440.00 |
| \$600.00 |
| |
| \$12,210.00 |
| |
| Totals |
| \$3,950.00 |
| \$650.00 |
| \$300.00 |
| \$800.00 |
| \$600.00 |
| \$750.00 |
| \$800.00 |
| \$7,850.00 |

Pet Rules: What can your HOA really do?

SoAZ NARPM <azlessor@gmail.com>

Fri 2/14/2020 10:29 AM

To: Sterling Bancroft <sterling@bancroftrents.com>

[View this email in your browser](#)

NARPM & CAI Joint Luncheon & Meeting

March 18th, 2020, Luncheon & Meeting



National Association of Residential Property Managers
S O U T H E R N A R I Z O N A C H A P T E R



Animals and Disabilities

PRESENTED BY:

Cheri Horbacz WITH SOUTHWEST FAIR HOUSING COUNCIL and
Charles Sellers, Esq. WITH MAXWELL & MORGAN P.C.

Learn best practices and what not to do as we cover what is a "Reasonable Accommodation"?, the difference between FHA vs. ADA, and the difference between

service animals vs. emotional support animals!

RSVP - Email Linda Seeley

TECH TIPS

If you are an Affiliate Member and would like the opportunity to provide Tech Tips at this meeting. Please contact Margret Huebner. Margret@gotwetwedry.com



HELP SUPPORT THE VETERANS HOSPITAL:

"STUFF THE BACKPACK" DRIVE

Please help us make a difference in the lives of those who served our country by donating items that will help make them a little more comfortable. We are asking attendees to bring an item to help fill backpacks that will be handed out to local Veterans.

[Down load list of items for backpack drive](#)

JOIN US AT

Hotel Tucson City Center

475 N. Granada

Time: 11:00 - 1:00 pm

Check in & Networking: 11:00 - 11:30 am

Lunch & Speaker: 11:30 - 1:00 pm

Lunch RSVP by: Friday March 13th, 2020

Lunch included with membership (Members that don't RSVP will be charged \$10.)

Non-Member rate: \$30



Continuing Education Class: - Links for info and registration

March 13: Fair Housing 101 & Reentry

May 5: Property Management Trust Accounting: Show Me the Money

May 8: Assistive Animals: How to Avoid Barking up the Wrong Tree

Luncheon Schedule:

March 18th, 2020 - CAI Joint Luncheon, NARPM - Animals & Disabilities Host & Veterans Backpack Drive

May 20th, 2020 -

July 15th, 2020 - 2021 NARPM Board Elections

September 16th, 2020 - Veterans Backpack Drive

October 21st, 2020 - Member Social

November 18th, 2020 -

December 16th, 2020 - Holiday Party - Installation of Officers

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SoAZNARPM*

Our mailing address is:

So AZ NARPM
7360 E 22nd St Ste 107
Tucson, AZ 85710-6427

[Add us to your address book](#)

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).



NARPM Luncheon January 15th - TOMORROW

SoAZ NARPM <azlessor@gmail.com>

Tue 1/14/2020 9:14 AM

To: Sterling Bancroft <sterling@bancroftrents.com>

[View this email in your browser](#)

NARPM Luncheon & Meeting

January 15th 2020, Luncheon & Meeting



National Association of Residential Property Managers

S O U T H E R N A R I Z O N A C H A P T E R

President, Mike Mulvena has invited



Judge Vince Roberts

Vince Roberts is the newly elected Justice of the Peace for Precinct Ten. Judge Roberts is a retired Arizona Law Enforcement Professional with 26 years of service.

During his Law Enforcement career, he served as a Police Officer, Motor Officer/Sergeant, DUI Officer, Undercover Narcotics Officer, Field Training Officer, and conducted internal affairs investigations. During his Law Enforcement career, he was the recipient of the Meritotious Service Award, Life Saving Award, and was named Officer of the Year.

Judge Roberts also served three terms as the elected Pima County Constable for Precinct Ten. During this time, he served as the chairman of the Constable Ethics Standards and Training Board. He was named Arizona Constable of the Year in 2008, 2010, 2012 and was named the National Constable of the Year in 2015. He has also served our community as a 4H volunteer and leader as well as youth sports volunteer, coach and mentor. He is also a past board member and president of a parent teacher organization and is active in several civic organizations.

RSVP - Email Linda Seeley

TECH TIPS

Jason Harris



Join us in the presentation of check to A Soldier's Best Friend.

JOIN US AT
Hotel Tucson City Center
475 N. Granada

Time: 11:00 - 1:00 pm
Check in & Networking: 11:00 - 11:30 am
Lunch & Speaker: 11:30 - 1:00 pm

Lunch RSVP by: Friday January 10th, 2020
Lunch included with membership (Members that don't RSVP will be charged \$10.)
Non-Member rate: \$30



Save the date for classes: - more details to come.

March 13: Fair Housing 101 & Reentry

May 5: Property Management Trust Accounting: Show Me the Money

May 8: Assistive Animals: How to Avoid Barking up the Wrong Tree

Luncheon Schedule:

January 15th, 2020 - Judge Vince Roberts

March 18th, 2020 - CAI Joint Luncheon, NARPM Host & Veterans Backpack Drive

May 20th, 2020 -

July 15th, 2020 - 2021 NARPM Board Elections

September 16th, 2020 - Veterans Backpack Drive

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Our mailing address is:

So AZ NARPM
7360 E 22nd St Ste 107
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National Association of Residential Property Managers

S O U T H E R N A R I Z O N A C H A P T E R

Members Lunch via ZOOM

November 18th, Via Zoom 11:30am



Bob Dytko - Business Development Officer

Stewart Title

WHATS HAPPENING AROUND TUCSON

Register Email- Linda

Once you register you will receive your Zoom link.

Zoom Etiquette, Thank you:

Mute your microphone during all presentations.

- **Only unmute during the Q&A portion of a presentation if you have a question. Once you finished your question, please go back to muting your microphone.**
- **If you must leave the meeting for any reason, please mute your video**

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Continuing Education Class:

Luncheon Schedule:

***WE DO NOT KNOW WHEN IN PERSON FUNCTIONS CAN BEGIN AGAIN.
ALL SCHEDULED EVENTS ARE SUBJECT TO CHANGE.***

November 18th, 2020 - Bob Dytko - Via ZOOM at 11:30am

December 16th, 2020 - John Bradford, Pet Screening at 11:45am - 12:45pm

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NARPM - December 16th Zoom 11:30 am

SoAZ NARPM <Sterling@bancroftrents.com>

Fri 12/11/2020 10:29 AM

To: Sterling Bancroft <sterling@bancroftrents.com>

[View this email in your browser](#)



National Association of Residential Property Managers

S O U T H E R N A R I Z O N A C H A P T E R

Members Meeting via ZOOM

December 16th, Zoom 11:30am - 1pm

Service and Support Animals:

What every property manager needs to know.

In this session we will look at the analysis of HUD's FHEO-2020-01 Assistance Animal Notice that established a new guideline on January 28, 2020, relating to assistance animals in housing to assist housing providers, animal owners and medical providers relating to requests for accommodation for assistance animals.

We will also look at PetScreening.com and how it can be the solution for property managers.



Brian Birdy, National Sales Manager, SMB

Brian Birdy, a licensed Real Estate Broker in Texas, Missouri, and Washington, started his property management career in his family business, Birdy Properties.

Under Birdy, the 42-year old company grew from a one-man office with 50 doors to a business of 20 employees that manages over 2,000 single family properties.

In 2018, Birdy served as the National Association of Residential Property Managers (NARPM®) National President, and his industry designations include Residential

Management Professional (RMP®), Master Property Manager (MPM®), the Certified Residential Management Company (CRMC®) designation from NARPM®, and the Certified Property Manager (CPM) designation from IREM®. Additionally, he is an approved Property Management Instructor for the States of Texas, Florida, Washington, Utah, and NARPM®.

Thanks,

Brian Birdy

National Sales Manager, SMB

210-287-5029

www.petscreening.com

RSVP - Margret Huebner Email

ZOOM Link

Will be in future emails.

Zoom Etiquette, Thank you:

Mute your microphone during all presentations.

- **Only unmute during the Q&A portion of a presentation if you have a question. Once you finished your question, please go back to muting your microphone.**
- **If you must leave the meeting for any reason, please mute your video until you return.**



**Sterling Bancroft,
SoAZ NARPM President.**

Any Comments or Concerns please feel free to contact me.

520-881-4884

Sterling@bancroftrents.com

Email Sterling Bancroft



Continuing Education Class:

June, 2021 - Co Education event with Women's Council of Realtors - Details tbd

Luncheon Schedule:

***Events planned as Zoom meetings until further notice!
ALL SCHEDULED EVENTS ARE SUBJECT TO CHANGE.***

December 16th, 2020 - Brian Birdy, Pet Screening at 11:30am - 1:00pm

2021

January 20, 2021 -Zoom luncheon meeting - tbd

March 17, 2021 - details to come

May 19th, 2021 - details to come

August 18, 2021 - details to come, NRPM BOD Elections

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NARPM Southern Arizona Board of Directors Meeting
January 9, 2020
TAR, 2445 N Tucson Blvd
Tucson AZ 85716

| | | |
|-------------|--------------------|-------------------|
| Attendance: | Kim Urrea | Mike Mulvena |
| | Colleen Kessler | Sterling Bancroft |
| | Susan Creedon | Linda Seeley |
| | Antionette Alvarez | Margret Heubner |
| | Sylvia White | Jesus Johnson |

1. Meeting called to order at 9:05am by President Mike Mulvena. Minutes approved from Dec 12, 2019 Board Meeting. Bank Balance \$10,522.44 (\$6222.44 after charity donation check) per Linda Seeley. Linda will sign a contract for 2020 with Hotel Tucson City Center with lunch cost at \$16.50/pp.
Mike attended the Property Management Summit in Scottsdale and recommends property managers attend next year's summit on Dec 9, 2020.
2. Susan scheduled a Fair Housing Continuing Education class for March 13, 2020 at 9-12 at TAR. The class will be taught by Cheri Horbacz, Director of Education & Outreach at the Southwest Fair Housing Council. May 5 Mike Mulvena will teach Trust Accounting at TAR from 9-12N. May 8 Denise Holliday will teach Fair Housing and Assistive Pets with an AG Attorney at TAR from 9-12N.
MOTION APPROVED: Pay Steve Schultz \$600 for the three CE Classes he taught last year.
3. Kim will work on Chapter Compliance & Chapter Excellence for NARPM National. Sterling will do it next year.
4. Mike scheduled Judge Vince Roberts to speak at the January 5, 2020 chapter meeting. He will give a 30min. Presentation. The 2020 NARPM Southern AZ Board will be sworn in. Gifts will be distributed to the Board and all members. Tech Tips will be given by Titan Restoration and Air Tropics.
5. Susan reported the state bill to allow non-licensed employees to collect rent is moving to the Legislature January 14. The bill is expected to be strongly supported.
6. Mike offered David Mulvena to work on the Chapter Website. Kim updates the chapter Facebook page.
7. Due to low attendance at the Holiday Chapter Luncheon, it will be eliminated this year.

Next NARPM Chapter Meeting January 15, 2020 at Hotel Tucson City Center,
475 N. Granada, Tucson AZ 85701 at 11am check-in.

Next NARPM Board Meeting February 13, 2020 at TAR Board Room, 2445 N Tucson
Blvd, Tucson AZ 85716 at 9am.

Adjourned 9:55am

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
April 9, 2020
Zoom Teleconference

| | | |
|-------------|-----------------|-------------------|
| Attendance: | Mike Mulvena | Kim Urrea |
| | Colleen Kessler | Sterling Bancroft |
| | Susan Creedon | Megan Titcher |
| | Sylvia White | Jesus Johnson |
| | Margret Heubner | |

1. Meeting called to order at 8:35am by President Mike Mulvena via Zoom Teleconferencing. Minutes approved from February 13, 2020 Board Meeting.
2. No live TAR/AAR Continuing Education Classes through May 31.
3. There is conflicting information regarding non-payment of rent due to Covid-19 issues. There was a great deal of discussion on various sources of relief for tenants, landlords and small businesses. Updated information will be distributed as it becomes available. NARPM National is doing webinars on pertinent topics.
4. All chapter events are on hold until further notice.

Next NARPM Board Meeting May 7, 2020 at TAR Board Room, 2445 N Tucson Blvd, Tucson AZ 85716 at 9am.

Adjourned 9:20am

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
July 9, 2020
Zoom Teleconference

| | | |
|-------------|-----------------|--------------------|
| Attendance: | Kim Urrea | Antionette Alvarez |
| | Colleen Kessler | Sterling Bancroft |
| | Susan Creedon | Megan Titcher |
| | Sylvia White | Jesus Johnson |
| | Linda Foyt | |

1. Meeting called to order at 9:00am by President Sterling Bancroft via Zoom Teleconferencing. Sterling has stepped up as President following the resignation of Mike Mulvena. Minutes approved from April 9, 2020 Board Meeting. Linda reported the balance of \$6424.10.

2. Wednesday July 15 will be a Zoom Chapter Meeting with Commissioner Judy Lowe as guest speaker starting at 9am. The opening of the Chapter President Elect will be announced for anyone that wishes to volunteer for 2022. Sylvia White has volunteered if no one else volunteers.

3. Cheri Horbacz, Director of Education and Outreach at Southwest Fair Housing Council, is currently unable to teach a CE Class but will update us on Property Management related Fair Housing Issues on August 19 for a lunch meeting. Mike Mulvena is finalizing the Trust Accounting CE Class and will offer it in the coming months. Vendors can participate in the CE Classes as sponsors during the breaks.

4. NARPM National requires a minimum of 4 Chapter Member Meetings each year. With the complication of the Covid-19 virus, this has become a challenge. In addition to January and July's Chapter Meetings, an August 19th meeting is scheduled as well as one in November.

MOTION APPROVED: The 2021 Professional Member local chapter dues will be reduced by 50% for all 2020 chapter members that renew. New 2021 members will pay in full.

MOTION APPROVED: The 2021 Vendor dues will be reduced by 50% for all vendors paid in full by August 19, 2020 that wish to renew.

Next NARPM Chapter Members Meeting is Wednesday July 15, 2020 at 9am via Zoom Teleconferencing.

Next NARPM Board Meeting Thursday August 13, 2020 at 9am via Zoom Teleconferencing.

Adjourned 9:45am

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
August 13, 2020
Zoom Teleconference

| | | |
|-------------|-----------------|--------------------|
| Attendance: | Sylvia White | Antionette Alvarez |
| | Colleen Kessler | Sterling Bancroft |
| | Susan Creedon | Megan Titche |
| | Jesus Johnson | Margret Huebner |

1. Meeting called to order at 9:00am by President Sterling Bancroft via Zoom Teleconferencing. Minutes approved from July 9, 2020 Board Meeting.
2. The next Zoom Chapter Members Meeting is next Wednesday August 19 at 9am. Guest speakers are Blythe Edmonson and Steve Huffman. The local Board has the President Elect position open for 2021 for anyone that would like to volunteer. Sylvia White will be elected if not one else volunteers. Antionette has a Power Point slide show set up which includes Vendor time for those that have paid for the year.
3. Due to the chapter limitations resulting from Covid 19, local dues for 2021 chapter members will be reduced by 50% - Professional members will be \$75 (down from \$150) and Vendor Affiliates will be \$125 (down from \$250). New 2021 members will be charged the full rate.
4. Susan reported Cheri Horbacz, Director of Education and Outreach at Southwest Fair Housing Council, is now approved to teach online courses. A free 3hr CE Class for Fair Housing is being scheduled for late August/early September. Vendors can participate. Mike Mulvena has a Trust Accounting 3hr CE Class pending for September 30 which will also be free.
5. Cheri Horbacz will be a guest speaker on Fair Housing Issues for Property Management at the October 21 Chapter Members Meeting. She will give an update on Service, Comfort and Emotional Support Animals.

Next NARPM Chapter Members Meeting is Wednesday August 19, 2020 at 9am via Zoom Teleconferencing.

Next NARPM Board Meeting Thursday September 10, 2020 at 9am via Zoom Teleconferencing.

Adjourned 9:45am

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
September 10, 2020
Zoom Teleconference

| | | |
|-------------|-----------------|--------------------|
| Attendance: | Sylvia White | Antionette Alvarez |
| | Colleen Kessler | Sterling Bancroft |
| | Susan Creedon | Megan Titche |
| | Linda Foyt | Kim Urrea |

1. Meeting called to order at 9:00am by President Sterling Bancroft via Zoom Teleconferencing. Minutes approved from Aug 13, 2020 Board Meeting.
2. Mike Mulvena is teaching a 3hr Trust Accounting CE Class on September 30 which is free to NARPM and TAR members. The class will be via Zoom Teleconferencing from 9am-12noon. Prior Registration is required.
3. Cheri Horbacz will be a guest speaker on Fair Housing Issues for Property Management at the October 21 Chapter Members Meeting. She will give an update on Service, Comfort and Emotional Support Animals. The meeting will be via Zoom Teleconferencing from 11:30-1pm.
4. Susan will schedule a 3hr CE Class on Fair Housing with Cheri Horbacz for November. And she will contact John Bradford to schedule a speaker on Pet Screening for the December Chapter Meeting.
5. Sylvia offered to teach a NARPM Ethics Class 1Q21. She will get clarification on the 4yr requirement cycle.
6. Linda will get the 2021 Dues invoices out this month. Professional Members and Vendor Affiliates that are paid members in 2020 are eligible for a 50% dues discount for 2021 if paid on time. New members will be charged the full amount.

Next NARPM Board Meeting is Thursday October 8, 2020 at 9am via Zoom Teleconferencing.

Next NARPM Members Meeting Wednesday October 21, 2020 at 11:30am via Zoom Teleconferencing.

Adjourned 9:30am

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
October 8, 2020
Zoom Teleconference

| | | |
|-------------|-----------------|--------------------|
| Attendance: | Sylvia White | Antionette Alvarez |
| | Colleen Kessler | Sterling Bancroft |
| | Susan Creedon | Jesus Johnson |
| | Linda Foyt | Kim Urrea |
| | Margret Huebner | |

1. Meeting called to order at 9:05am by President Sterling Bancroft via Zoom Teleconferencing. Minutes approved from Sept 10, 2020 Board Meeting.

2. The Board discussed some members being hostile towards staff at TAR & MLS. Sterling drafted a letter to be reviewed and distributed to members.

MOTION APPROVED: To Purchase Zoom Membership Account for the NARPM Chapter in Sylvia White's name for appx \$150/yr. Sylvia and Sterling will have access.

3. Margret expressed concern in Dropbox nearing the limit. She would like an alternative since she is using her business Dropbox account for NARPM documents. Sterling will investigate Google Docs as an alternative. Margret also asked for help with chapter emails. She will contact Natalie from Silverado Plumbing for assistance. Vendor dues were clarified: New vendors joining now can pay the full 2020 dues and become a Vendor Affiliate now through Dec 2020.

4. Susan scheduled a 3hr CE Class on Fair Housing with Cheri Horbacz for Oct 14, 2020. Sylvia will introduce the two vendors at 12:45 and class will be from 1-4pm.

5. Antionette will contact Bob Dytko as guest speaker for the Nov 18, 2020 Member Meeting.

Next NARPM Board Meeting is Thursday November 5, 2020 at 9am via Zoom Teleconferencing.

Next NARPM Members Meeting Wednesday November 18, 2020 at 11:30am via Zoom Teleconferencing.

Adjourned 9:32am

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
November 12, 2020
Zoom Teleconference

| | | |
|-------------|-----------------|--------------------|
| Attendance: | Sylvia White | Antionette Alvarez |
| | Colleen Kessler | Sterling Bancroft |
| | Jesus Johnson | Megan Titche |
| | Linda Foyt | |

1. Meeting called to order at 9:00am by President Sterling Bancroft via Zoom Teleconferencing. Minutes approved from Oct 8, 2020 Board Meeting.
2. Linda will be sending out renewal invoices for 2021 chapter dues - 2020 Professional Members will pay 50% for 2021.
3. The next Member Meeting Nov 18, 2020 via Zoom Teleconferencing will be at 11:30-1pm. Sterling will moderate with Power Point Presentation and the meeting will be recorded. The meeting will include guest speaker Bob Dytko, NARPM Ethics, Installation of 2021 Officers and tech tips.
4. The Member Meeting Dec 16, 2020 via Zoom will include guest speaker John Bradford on Pet Screening.
5. Sylvia reported a Women's Council request for a joint CE Class with NARPM in Mid-2021. Steve Schultz may be available to teach.
6. The 2021 Member Meetings will be in Jan, Mar, May, Aug, Oct & Dec. Steve Schultz will be asked to be guest speaker at the Jan 20, 2021 meeting.

Next NARPM Members Meeting Wednesday November 18, 2020 at 11:30am via Zoom Teleconferencing.

Next NARPM Board Meeting is Thursday December 10, 2020 at 9am via Zoom Teleconferencing.

Adjourned 9:35am

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting
December 10, 2020
Zoom Teleconference

| | | |
|-------------|-----------------|--------------------|
| Attendance: | Sylvia White | Antionette Alvarez |
| | Colleen Kessler | Sterling Bancroft |
| | Jesus Johnson | Margret Huebner |
| | Linda Foyt | Kim Urrea |

1. Meeting called to order at 9:05am by President Sterling Bancroft via Zoom Teleconferencing. Minutes approved from Nov 12, 2020 Board Meeting.
2. Linda will be sending out renewal invoices for 2021 chapter dues - 2020 Professional Members will pay 50% for 2021.
3. The next Member Meeting Dec 16, 2020 via Zoom Teleconferencing will be at 11:30-1pm. Sterling will moderate with Power Point Presentation and the meeting will be recorded. The meeting will include a guest speaker from Pet Screening and tech tips.
4. Steve Schultz will be the guest speaker at the January 20, 2021 member meeting. He will share NARPM National resources, benefits, Covid Information etc.
5. An AZ State Chapter for NARPM has been established. Jesus will contact them for information.
6. Sylvia will research the NARPM Code of Ethics requirement for Professional Members.

Next NARPM Members Meeting Wednesday December 16, 2020 at 11:30am via Zoom Teleconferencing.

Next NARPM Board Meeting is Thursday January 14, 2021 at 9am via Zoom Teleconferencing.

Adjourned 9:32am

Respectfully Submitted: Colleen Kessler, Secretary

Southern AZ Chapter NARPM BoD

President - Sterling Bancroft

President Elect 2022-2023 - Sylvia White

President Elect 2024-2025 - This could be YOU! Get involved!

Treasurer - Linda Foyt

Secretary - Collen Kessler

Past President - Kim Urrea

Committee Chairs and Members

Membership Committee: Megan Titche

Legislator Committee: Jesus Johnson

Education Committee: Susan Creedon

Charity Committee: Susan Creedon

Programs Committee: Antionette Alvarez

Affiliate Committee: Margret Huebner

NARPM 2021 Elections info

SoAZ NARPM <kimmersintucson@gmail.com>

Mon 8/3/2020 9:34 AM

To: Sterling Bancroft <sterling@bancroftrents.com>

[View this email in your browser](#)

NARPM Call for Nominations

2021 President Elect needed.

□

Nomination for President Elect 2021

Your the right candidate !!!

YOU have great ideas for the organization?

YOU get a lot out of the training provided by NARPM.

YOU learn lots from your fellow Property Managers.

YOU want to get involved and lead the group into a whole new year?

YOU are an expert in your industry and like to get involved.

Nominate YOURSELF and get involved.

Or

**Nominate another great Property Manager you know will get involved and help
make 2021 a fabulous year.**

**Send all nominations to
Kim Urrea**

Email Kim know

2021 Dues

DUES: In recognition of how this Covid19 has changed everything we are offering a
membership dues special.

Professional Members: *All 2020 paid NARPM Professionals will enjoy a 50%
reduction in your local NARPM dues for 2021.
Any new members joining for 2021 will pay the full price.*

Affiliate Members: *All 2020 paid Affiliate members will enjoy a 50% discount in your 2021 dues.*

Any new affiliates joining for 2021 will pay the full price.

If you have questions please reach out to Sterling Bancroft, President.
Sterling@Bancroftrents.com

Continuing Education Class: - Links for info and registration

None scheduled at this time.

Luncheon Schedule:

***WE DO NOT KNOW WHEN IN PERSON FUNCTIONS CAN BEGIN AGAIN.
ALL SCHEDULED EVENTS ARE SUBJECT TO CHANGE.***

Board Nominations via Email - 2021 NARPM Board Elections

August 19th, 2020 - Law & TAR update viz Zoom meeting 9am - 11am

September 16th, 2020 - Veterans Backpack Drive

October 21st, 2020 - Member Social

November 18th, 2020 -

December 16th, 2020 - Holiday Party - Installation of Officers

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