

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, 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. This member has never completed a course of instruction covering the NARPM® Code of Ethics.

An Associate Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of

residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

#### Section C: Support Staff

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

#### Section D: Affiliate Member

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

The Chapter shall 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

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

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

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

##### Section A: Acknowledgment

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

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

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

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

#### 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

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

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

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



Section E: Dissolution

Should the membership vote by majority to dissolve the operations of the 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 13th day of May, 2021.

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Chapter President



## Confirmation

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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:** 2021
- **Tax Year Start Date:** 01-01-2021
- **Tax Year End Date:** 12-31-2021
- **Submission ID:** 10065520221585690088
- **Filing Status Date:** 06-07-2022
- **Filing Status:** Accepted

**MANAGE FORM 990-N SUBMISSIONS**

Form **990-N**

**Electronic Notice (e-Postcard)**

OMB No. 1545-2085

Department of the Treasury  
Internal Revenue Service

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

**2021**

Open to Public Inspection

**A** For the **2021** Calendar year, or tax year beginning **2021-01-01** and ending **2021-12-31**

**B** Check if available

- Terminated for Business
- Gross receipts are normally \$50,000 or less

**C** Name of Organization: **SOUTHERN ARIZONA CHAPTER OF  
THE NATIONAL ASSOCIATION OF**  
**7301 E 22ND ST, TUCSON,  
AZ, US, 85710**

**D** Employee Identification  
Number **26-3138962**

**E** Website:

**F** Name of Principal Officer: **SYLVIA WHITE**  
**7368 N LA CHOLLA BLVD,  
TUCSON, AZ, US, 85741**

**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.

| INCOME:                        | January         | February      | March         | April         | May           | June            | July            | August        | September       |
|--------------------------------|-----------------|---------------|---------------|---------------|---------------|-----------------|-----------------|---------------|-----------------|
| Member Dues                    | 1,215.00        |               |               |               |               |                 |                 |               |                 |
| Guest Lunches                  |                 |               |               |               |               |                 | 120.00          |               | 120.00          |
| Vendor Affiliate Dues          | 1,462.50        |               |               |               |               |                 |                 |               |                 |
| 50/50                          |                 |               |               |               |               |                 | 60.00           |               | 60.00           |
| Membership Drive               |                 |               |               |               |               |                 |                 |               | 400.00          |
| Education                      |                 |               |               |               |               |                 |                 |               |                 |
| <b>Total Income:</b>           | <b>2,677.50</b> |               |               |               |               |                 | <b>180.00</b>   |               | <b>580.00</b>   |
|                                |                 |               |               |               |               |                 |                 |               |                 |
| EXPENSES:                      | January         | February      | March         | April         | May           | June            | July            | August        | September       |
| Tucson City Centre Hotel       |                 |               |               |               |               |                 | 550.00          |               | 550.00          |
| Membership Drive               |                 |               |               |               |               |                 |                 |               | 500.00          |
| Speakers                       |                 |               |               |               |               |                 |                 |               |                 |
| Directory                      |                 |               | 800.00        |               |               |                 |                 |               |                 |
| Insurance                      |                 |               |               |               |               | 1,500.00        |                 |               |                 |
| Marketing/Supplies/Decorations |                 |               |               |               |               |                 | 50.00           |               | 50.00           |
| Education/Classes              |                 | 150.00        |               | 150.00        |               | 150.00          |                 | 150.00        |                 |
| Social                         |                 |               |               |               |               |                 | 500.00          |               |                 |
| Taxes                          |                 |               |               |               | 250.00        |                 |                 |               |                 |
| <b>Total Expenses:</b>         |                 | <b>150.00</b> | <b>800.00</b> | <b>150.00</b> | <b>250.00</b> | <b>1,650.00</b> | <b>1,100.00</b> | <b>150.00</b> | <b>1,100.00</b> |

| October | November | December | Totals   |
|---------|----------|----------|----------|
|         |          | 2,430.00 | 3,645.00 |
|         | 120.00   | 120.00   | 480.00   |
|         |          | 1,350.00 | 2,812.50 |
|         | 120.00   | 120.00   | 360.00   |
|         |          |          | 400.00   |
|         |          |          |          |
|         | 240.00   | 4,020.00 | 7,697.50 |

| October | November | December | Totals   |
|---------|----------|----------|----------|
|         | 650.00   | 650.00   | 2,400.00 |
|         |          |          | 500.00   |
|         |          | 300.00   | 300.00   |
|         |          |          | 800.00   |
|         |          |          | 1,500.00 |
|         | 150.00   | 300.00   | 550.00   |
| 150.00  |          |          | 750.00   |
|         |          |          | 500.00   |
|         |          |          | 250.00   |
| 150.00  | 800.00   | 1,250.00 | 7,550.00 |

2021 - NARPM of So. AZ financials

| INCOME:                   | January  | February | March  | April | May | June     | July | August | Sept. | October  | November | December | Totals   |
|---------------------------|----------|----------|--------|-------|-----|----------|------|--------|-------|----------|----------|----------|----------|
| Member Dues               | 1,222.50 |          |        |       |     |          |      |        |       |          |          | 375.00   | 1,597.50 |
| Guest Lunchs              |          |          |        |       |     |          |      |        |       |          |          |          |          |
| Vendor Affiliate Dues     | 675.00   | 562.50   | 112.50 |       |     |          |      |        |       |          |          |          | 1,350.00 |
| 50/50                     |          |          |        |       |     |          |      |        |       |          |          |          |          |
| Membership Drive          |          |          |        |       |     |          |      |        |       |          |          |          |          |
| NARPM Nat'l               |          |          |        |       |     |          |      |        |       |          |          |          |          |
| Education                 |          |          |        |       |     |          |      |        |       |          |          |          |          |
| Charity Income            |          |          |        |       |     |          |      |        |       |          |          |          |          |
| Total income:             | 1,897.50 | 562.50   | 112.50 |       |     |          |      |        |       |          |          | 375.00   | 2,947.50 |
| EXPENSES:                 |          |          |        |       |     |          |      |        |       |          |          |          |          |
| Lunch venue               |          |          |        |       |     |          |      |        |       |          |          |          |          |
| CAI                       |          |          |        |       |     |          |      |        |       |          |          |          |          |
| Insurance                 |          |          |        |       |     | 1,031.00 |      |        |       | 485.00   |          |          | 1,516.00 |
| Membership Drive          |          |          |        |       |     |          |      |        |       |          |          |          |          |
| Trade Show                |          |          |        |       |     |          |      |        |       |          |          |          |          |
| Speakers                  |          |          |        |       |     |          |      |        |       |          | 500.00   |          | 500.00   |
| Directory                 |          |          |        |       |     |          |      |        |       |          |          |          |          |
| Marketing/Supplies/Decors |          |          |        |       |     | 285.00   |      |        |       | 570.00   | 149.90   | 73.97    | 1,078.87 |
| Education/Classes         |          |          |        |       |     |          |      |        |       |          |          |          |          |
| Charitable Donations      |          |          |        |       |     |          |      |        |       |          |          |          |          |
| Conference                |          |          |        |       |     |          |      |        |       |          |          |          |          |
| Board meeting room costs  |          |          |        |       |     |          |      |        |       |          | 305.63   |          | 305.63   |
| Training                  |          |          |        |       |     |          |      |        |       |          |          |          |          |
| Intuit/cc deductions      | 11.47    | 8.16     |        |       |     |          |      |        |       |          |          | 13.50    | 33.13    |
| Taxes                     |          |          |        |       |     | 200.00   |      |        |       |          |          |          | 200.00   |
| Social                    |          |          |        |       |     |          |      |        |       |          |          |          |          |
| Total Expenses:           | 11.47    | 8.16     |        |       |     | 1,516.00 |      |        |       | 1,055.00 | 955.53   | 87.47    | 3,633.63 |

# NARPM Southern Arizona

## Meeting Program

January 20, 2021

**11:30am – 11:35am** Zoom Protocol Reminders

**11:35am – 11:40am** Reading from the NARPM Code of Ethics – Colleen Kessler

**11:40am – 11:50am** Welcome & Announcements

Opening Remarks – Sterling Bancroft

2021 Local Membership Dues – All members who paid their 2020 membership dues will be entitled to a 50% discount on the 2021 local membership dues.

### **2020 NARPM BOD Officers:**

President – Sterling Bancroft

President Elect – Sylvia White

Past President – Kim Urrea

Secretary & TAR Liason – Colleen Kessler

Treasurer – Linda Seely

### **2020 NARPM SO AZ Chairs:**

Education & Community Outreach Chair – Susan Creedon

Legislative Chair – Jesus Johnson

Marketing Chair – Kim Urrea

Membership Chairs – Megan Titche & Sylvia White

Program Chair – Antionette Alvarez

TAR Liaison – Colleen Kessler

Vendor Affiliate Chair – Margret Huebner

### **12:00pm - 12:05pm Tech Tips #1:**

Air Tropics LLC

Clark Sanchez – State Farm Agent

Commercial Cleaning & Restoration

Conquistador Pest & Termite

### **12:05pm - 12:10pm Swearing in of the NARPM BOD Officers**

### **12:10pm - 12:15pm Tech Tips #2:**

Diana's General Construction

Edmonson Law

Fidelity National Home Warranty

Lady Baba

**12:15pm - 12:45pm Feature Presenter:**

Steve Schultz

**12:45pm - 12:50pm Tech Tips #3:**

Martin Insurance Consultants

Phoenix EZ-Keys

Silverado Rooter & Plumbing

Titan Restoration of Tucson

Valentine Plumbing

**Visitor Introductions**

Visitors, we are happy you could be here with us today. Please take a moment to state your name, the company you represent and what you liked most about today's meeting.

**12:50pm - 12:55pm Door Prizes**

**12:55pm – 01:00pm Closing Remarks**

***Announce 2020 Scheduled Events:***

March 17, 2021 – Zoom Lunch Meeting

May 19, 2021 – Zoom Lunch Meeting



# **NARPM Southern Arizona**

## **Meeting Program**

**March 17, 2021**

### **11:30am – 11:45am OPENING REMARKS**

Zoom Protocol Reminders

Reading from the NARPM Code of Ethics – Colleen Kessler

Welcome & Announcements

2021 Local Membership Dues – All members need to get their 2021 member dues paid by the end of March. Please see Linda Foyt if you need another invoice.

### **2020 NARPM BOD Officers:**

President – Sterling Bancroft

President Elect – Sylvia White

Past President – Kim Urrea

Secretary & TAR Liason – Colleen Kessler

Treasurer – Linda Seely

### **2020 NARPM SO AZ Chairs:**

Education & Community Outreach Chair – Susan Creedon

Legislative Chair – Jesus Johnson

Marketing Chair – Kim Urrea

Membership Chairs – Megan Titche & Sylvia White

Program Chair – Antionette Alvarez

TAR Liaison – Colleen Kessler

Vendor Affiliate Chair – Margret Huebner

### **11:45am - 12:00pm Tech Tips #1:**

Air Tropics LLC

Clark Sanchez – State Farm Agent

Commercial Cleaning & Restoration

Conquistador Pest & Termite

Diana's General Construction

Edmonson Law

### **12:00pm - 12:30pm Feature Presenter:**

Rhianna Campbell – Proper Planning Real Estate

**12:30pm - 12:45pm Tech Tips #2:**

Fidelity National Home Warranty

Martin Insurance Consultants

Phoenix EZ-Keys

Silverado Rooter & Plumbing

Titan Restoration of Tucson

Valentine Plumbing

**Visitor Introductions**

Visitors, we are happy you could be here with us today. Please take a moment to state your name, the company you represent and what you liked most about today's meeting.

**12:45pm - 01:00pm Closing Remarks**

**Door Prizes**

***Announce 2021 Scheduled Events:***

April – Dark Month

May 12, 2021 – CEC: Risk Management for Property Managers

June 16, 2021 – Zoom Lunch Meeting

July – CEC TBD

August 18, 2021 – Zoom Lunch Meeting

September – CEC TBD

October 21, 2021 – Zoom Lunch Meeting

November – Dark Month

December 16, 2021 – Zoom Lunch 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

## Members Meeting via ZOOM

March 17th, 11:30 - 1:00 pm

***NARPM - Enhance your Marketing***

## Building and Growing your Property Management Business

From someone who knows the business



Rhianna is a 17-year real estate veteran, founding member, and now President of the District of Columbia chapter of NARPM.

After building, growing, and then selling a multimillion-dollar real estate business, she started Proper Planning LLC, a consultancy assisting property management broker-owners to build

and grow their companies.



Meeting is via zoom link, in a future email.

***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](mailto:Sterling@bancroftrents.com)

[Email Sterling Bancroft](#)

2021 Renewal invoices have been emailed from Linda Foyt. If you didn't get one  
please contact her immediately.

[Email Linda Foyt](#)

## **Your 2021 Board of Directors**

**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*

## **2021 Chapter Committee Chairs & Members:**

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*\*See a committee you want to help out - Get involved\**

**Membership Committee:** *Megan Titche*

**Legislator Committee:** *Jesus Johnson*

**Education Committee:** *Susan Creedon*

**Charity Committee:** *Susan Creedon*

**Programs Committee:** *Antionette Alverez*

**Affiliate Committee:** *Margret Huebner*

**Marketing Committee:** *This could be YOU! Get involved!*

**Communications Committee:** *This could be YOU! Get involved!*



### 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.***

***March 17, 2021*** - 11:30 - 1:pm Via ZOOM = Rihanna Campbell, District of Columbia  
NARPM Chapter President - Owner of Proper Planner LLC.

***May 19th, 2021*** - details to come

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

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**Our mailing address is:**

So AZ NARPM

7360 E 22nd St Ste 107

Tucson, AZ 85710-6427

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# NARPM Southern Arizona

## Meeting Program

June 16, 2021

### 11:30am – 11:45am **OPENING REMARKS**

Zoom Protocol Reminders

Reading from the NARPM Code of Ethics – Colleen Kessler

Welcome & Announcements

### **2021 NARPM BOD Officers:**

President – Sterling Bancroft

President Elect – Sylvia White

Past President – Kim Urrea

Secretary & TAR Liason – Colleen Kessler

Treasurer – Linda Seely

### **2021 NARPM SO AZ Chairs:**

Education & Community Outreach Chair – Susan Creedon

Legislative Chair – Jesus Johnson

Marketing Chair – Kim Urrea

Membership Chairs – Megan Titche & Sylvia White

Program Chair – Antionette Alvarez

TAR Liaison – Colleen Kessler

Vendor Affiliate Chair – Margret Huebner

### **11:45am - 12:00pm Tech Tips #1:**

Air Tropics LLC

Clark Sanchez – State Farm Agent

Commercial Cleaning & Restoration

Conquistador Pest & Termite

Diana's General Construction

Edmonson Law

### **12:00pm - 12:30pm Feature Presenter:**

Blythe Edmonson – Edmonson Law

### **12:30pm - 12:45pm Tech Tips #2:**

Fidelity National Home Warranty



Martin Insurance Consultants

Phoenix EZ-Keys

Silverado Rooter & Plumbing

Titan Restoration of Tucson

Valentine Plumbing

**Visitor Introductions**

Visitors, we are happy you could be here with us today. Please take a moment to state your name, the company you represent and what you liked most about today's meeting.

**12:45pm - 01:00pm Closing Remarks**

***Announce 2021 Scheduled Events:***

July – Dark Month

August 18, 2021 – CEC with Mike Mulvena

September 15, 2021 – Lunch Meeting

October 21, 2021 – Lunch Meeting

November – Dark Month

December 16, 2021 – Lunch 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



## **Current Status of Courts and Eviction Matters**

Blythe Edmondson, Attorney

Blythe will review the current status of the courts and eviction matters with respect

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to COVID and the CDC Eviction Moratorium, provide updates on the Pima County Consolidated Justice Court and the new judge assigned to handle all eviction matters,  
and the outlook for evictions in July 2021 and the possible end to the Eviction Moratorium.

[Join Zoom Meeting](#)

Meeting ID: 899 6856 7467

Passcode: NARPM

One tap mobile

+12532158782,,89968567467#,,,,\*414693# US (Tacoma)

+13462487799,,89968567467#,,,,\*414693# US (Houston)

Blythe Edmondson is a Tucson native and has been practicing law and representing landlords in Southern Arizona for 20 years. Blythe attended UCLA and graduated with a degree in Business Economics from their Honors Program. She returned home to obtain her Juris Doctorate from the University of Arizona. As a wife, dog owner, and the mother of two teenage daughters, Blythe is always busy working in her community.

Blythe's Practice focuses on representing Landlords and Property Managers in Real Estate and Collection Matters.

### ***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](mailto:Sterling@bancroftrents.com)

[Email Sterling Bancroft](mailto:Sterling@bancroftrents.com)

## Your 2021 Board of Directors

**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*

## 2021 Chapter Committee Chairs & Members:

*\*See a committee you want to help out - Get involved\**

**Membership Committee:** *Megan Titche*

---

**Legislator Committee:** *Jesus Johnson*

**Education Committee:** *Susan Creedon*

**Charity Committee:** *Susan Creedon*

**Programs Committee:** *Antionette Alverez*

**Affiliate Committee:** *Margret Huebner*

**Marketing Committee:** *This could be YOU! Get involved!*

**Communications Committee:** *This could be YOU! Get involved!*



### Continuing Education Class:

July, date TBD - Details to come

September, date TBD - Details to come

### Luncheon Schedule:

***June luncheon - ZOOM or in Person has not been determined yet. We look forward to inperson events coming soon.***

***August 18, 2021*** - Meeting, details to come, NARPM BOD Elections

***October 21, 2021*** - Meeting, details to come

***November*** - DARK - No meeting or CEC

***December 16, 2021*** - Meeting, details to come - Installations of 2022 Officers

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# NARPM Zoom Meeting August 19th

*9am - 11am via Zoom.*



**Blythe A. Edmonson, Esq**  
**Edmonson Law PC**

*Whats happening: Federal Cares Act / Heals act  
Governor extended the eviction moratorium.  
What does that mean for your landlords.*

Blythe opened Edmondson Law PC in 2018 after 18 years of practicing law in the Tucson community. While Blythe's practice initially included real estate matters and landlord representation, she expanded her practice areas over the years to include collections and business law to provide more comprehensive service for her clients. Blythe and the staff at Edmondson Law PC are dedicated to providing quality, comprehensive service for our clients. We work to assist our clients in identifying and resolving issues before they escalate.

**Steve Huffman, TAR Director, Community  
Relations**

Legislative updates



NARPM is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us04web.zoom.us/j/77200437489?pwd=cE9JeGY1L2tVOGt4>

[RGxWMGIGNk5FQT09](#)

Meeting ID: 772 0043 7489

Passcode: 0UMUqB

***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.**



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

**Nomination for President Elect 2021**

**You're 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 Urrea](#)

#### **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](mailto: Sterling@Bancroftrents.com)



Continuing Education Class: - Links for info and registration

TBD

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

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# NARPM Southern Arizona

## Meeting Program

October 20, 2021

### 11:30am – 11:45am OPENING REMARKS

Zoom Protocol Reminders

Welcome & Announcements

Kim Ayers

- 2020 Past President – National Association of Residential Property Management (NARPM)
- President – National Association of Residential Property Management State Chapter
- RVP Ambassador – National Association of Residential Property Management SW Region
- Member – West & Southeast Realtors of the Valley (WeServ) Professional Standards Committee
- Member – West & Southeast Realtors of the Valley (WeServ) Property Management Committee
- West & Southeast Valley of Realtors (WeServ) – Mediator & Ombudsman

### 2021 NARPM BOD Officers:

President – Sterling Bancroft

President Elect – Sylvia White

Past President – Kim Urrea

Secretary & TAR Liason – Colleen Kessler

Treasurer – Linda Seely

### 2021 NARPM SO AZ Chairs:

Education & Community Outreach Chair – Susan Creedon

Legislative Chair – Jesus Johnson

Marketing Chair – Kim Urrea

Membership Chairs – Megan Titche & Sylvia White

Program Chair – Antionette Alvarez

TAR Liaison – Colleen Kessler

Vendor Affiliate Chair – Margret Huebner

### 11:45am - 12:00pm Vendor Spotlight #1:

Air Tropics LLC

Commercial Cleaning & Restoration

Conquistador Pest & Termite

Diana's General Construction

Edmonson Law

**12:00pm - 12:30pm Feature Presentation | Industry Changes – Panel Discussion:**

Blythe Edmonson – Edmonson Law

Lisa Suarez – EMS Realty

Steve Shultz – Blue Fox Properties

Susan Creedon – Tucson Territory Property Management

**12:30pm - 12:45pm Vendor Spotlight #2:**

Fidelity National Home Warranty

Martin Insurance Consultants

Phoenix EZ-Keys

Silverado Rooter & Plumbing

Titan Restoration of Tucson

Valentine Plumbing

**Visitor Introductions**

Visitors, we are happy you could be here with us today. Please take a moment to state your name, the company you represent and what you liked most about today's meeting.

**12:45pm - 01:00pm Closing Remarks**

***Announce 2021 Scheduled Events:***

November – CEC

December – Mixer Meeting

[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

## Industry Changes - Panel Discussion

We are having a panel discussion about how our business and industry has changed since COVID (the good and the bad)

Panel members: Susan Creedon, Steve Schultz, Lisa Suarez and Blythe Edmonson



### **Steve Schultz, MPM, RMP**

Steve graduated from New Mexico State University with a bachelor's degree in Mechanical Engineering. After working for Shell Oil Company and the American Institute of Aeronautics and Astronautics, he decided he wanted to take on the challenge of building a company from scratch. That is how Blue Fox Properties was born.

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Blue Fox Properties is one of less than 50 companies across the country that has earned the coveted Certified Residential Management Company (CRMC®) designation from NARPM®.



**Lisa A. Suarez, Designated  
Broker  
EMS Realty, Inc.**

Steve is 1 of only 2 people in Southern Arizona to hold the Master Property Manager (MPM®) designation, the highest individual designation from NARPM®. In addition, he was selected by his peers to serve as the 2017 National President of NARPM®. He is 1 of only 3 Arizona Department of Real Estate certified instructors from Tucson that teaches residential property management continuing education courses. He is 1 of only 6 Certified Residential Property Manager (CRPM®) instructors selected in the state. He is a national speaker, author and instructor.

Lisa's successful background in the critical areas of legal proceedings, real estate standards and practices, as well as her extensive client contact base established the foundation for her to own and operate one of southern Arizona's leading property management companies. With over 30 years of uncompromising service and successful management decisions, Lisa has found a niche for her brokerage specializing in the management and sale of exclusive residential homes.



**Susan Creedon – Designated  
Broker – Tucson Territory  
Property Management**

Born in Somerville NJ, Susan moved to Tucson in 1988, her Father wanted to be John Wayne. Looking for a “fun,

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## **Blythe Edmondson**

Blythe Edmondson is a Tucson native and has been practicing law and representing landlords in Southern Arizona for 20 years. Blythe attended UCLA and Graduated with a degree in Business Economics from their Honors Program. She returned home to obtain her Juris Doctorate from the University of Arizona. As a wife, dog owner, and the mother of two teenage daughters, Blythe is always busy working in her community.

Blythe's Practice focuses on representing Landlords and Property Managers in Real Estate and Collection Matters.

easy" career with flexible hours to accommodate her young Daughter - her Real Estate career started accidentally in 2004, now focusing on Property Management and Real Estate sales. Starting out as the front desk receptionist and becoming the Designated Broker of Rincon Realty, Susan has handled all positions to understand and focus on what is needed to run a successful Real Estate company. Since starting Tucson Territory in 2010 with her Husband Danny, Susan has been very active in her local and State Associations, primarily concerning Legislative issues. She has chaired various committees for the Tucson Association of Realtors and the National Association of Residential Property Managers – Southern AZ Chapter. She has served on numerous task forces working with the city, county and state officials advocating for Landlords and Property Management including a legislative law change in 2021. She has earned her CRPM and RMP Designations and was awarded Member of the year for the Tucson Association in 2021.

Susan would like to say that she enjoys



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spending time improving her impeccable dance moves but her devotion to animals wins most days. Realizing the desperate need for hospice care – animals that have been turned over to the county shelter for euthanasia, Susan has been involved with multiple rescue organizations, helping to save hundreds.

Please RSVP using the button below. Be sure to include your Name in the body of the RSVP email.

[RSVP](#)

---

**Use the following ZOOM link to join the meeting.**

**DATE: Wednesday October 20th**

**TIME: 11:30 am - 1:00 pm**

**LOCATION: ONLINE Via Zoom**

<https://us02web.zoom.us/j/81506201660>

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### ***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**

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**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](mailto:Sterling@bancroftrents.com)

[Email Sterling Bancroft](mailto:Sterling@bancroftrents.com)

## **Your 2022 Board of Directors**

**President 2022-2023** - *Sylvia White*

**President Elect 2024-2025** - *Ginny Huffman*

**Treasurer** - *Linda Foyt*

**Secretary** - *Collen Kessler*

**Past President** - *Sterling Bancroft*

## **2022 Chapter Committee Chairs & Members:**

*\*See a committee you want to help out - Get involved\**

**Membership Committee:** *Megan Titche & Jesus Johnson*

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**Legislative Committee:** *Susan Creedon*

**Education Committee:** *Susan Creedon*

**Charity Committee:** *Susan Creedon*

**Programs Committee:** *Antionette Alvarez*

**Affiliate Committee:** *Margret Huebner*

**New Member Mentor:** *Kim Urrea*

**Marketing Committee:** *This could be YOU! Get involved!*

**Communications Committee:** *This could be YOU! Get involved!*



### Continuing Education Class:

November, date TBD - Details to come

### Luncheon Schedule:

**October 20, 2021** - Meeting, Panel Discussion - ZOOM

**November 4, 2021** - Meeting, details to come

**December 16, 2021** - Meeting, details to come - Installations of 2022 Officers

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NARPM Southern Arizona Board of Directors Meeting  
January 14, 2021  
Zoom Teleconference

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

1. Meeting called to order at 9:05am by President Sterling Bancroft via Zoom Teleconferencing. Minutes approved from Dec 10, 2020 Board Meeting.
2. Linda will be sending out vendor invoices for 2021 chapter dues - 2020 Members will pay 50% for 2021 (\$112.50).
3. The next Member Meeting Jan 20, 2021 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 Steve Schultz and tech tips. Steve will induct the 2021 NARPM So AZ Chapter Board Members. He will also discuss NARPM National resources, benefits, Covid Information etc. NARPM Ethics Articles 1-4 will be reviewed.
4. Sylvia reported the NARPM Code of Ethics requirement is every 4yrs for Professional Members. Since we had the class 2yrs ago Sylvia is proposing giving the class in Spring 2022.
5. Susan is working with Blue Fox School of Real Estate and Mike Mulvena to offer several CE Classes this year. Dates will be announced as soon as the details are finalized.
6. MLS Zillow syndication ended Jan 12, 2021. We are all monitoring the effect this has on local rental listings.

Next NARPM Members Meeting Wednesday January 20, 2021 at 11:30am via Zoom Teleconferencing.

Next NARPM Board Meeting is Thursday February 11, 2021 at 9am via Zoom Teleconferencing.

Adjourned 9:35am

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting  
February 11, 2021  
Zoom Teleconference

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

1. Meeting called to order at 9am by President Sterling Bancroft via zoom teleconferencing.
2. The Board is looking for a Communications Chair volunteer to help with website, emails, etc
3. The next member meeting is March 17, 2021 via zoom teleconferencing at 11:30 AM to 1 PM. The guest speaker will be Rihanna Campbell who is the president of the District of Columbia NARPM chapter. She will talk about enhancing your marketing plan.
4. Steve Schultz has offered to assist the local court judges by updating them on important property management issues. Please email Susan Creedon with your top concerns on how judges rule.
5. Susan reported the Arizona House and Senate approved the bill to allow real estate non-licensed assistants to collect rent and give receipts. It will now be sent to the governor for signature.
6. Continuing education classes for 2021 have not been finalized.

Next NARPM board meeting is Thursday March 11, 2021 at 9 AM via zoom teleconferencing.

Next NARPM members meeting is Wednesday, March 17, 2021 at 11:30 AM via zoom teleconferencing.

Adjourned 9:35am

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting  
March 11, 2021  
Zoom Teleconference

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

1. Meeting called to order at 9am by President Sterling Bancroft via zoom teleconferencing. Approved minutes for Feb 11, 2021 and Jan 14, 2021.
2. Sterling is working on Chapter Compliance. The information he needs for Tax Returns and budget is in NARPM Google Drive.
3. The next member meeting is March 17, 2021 via zoom teleconferencing at 11:30 AM to 1 PM. The guest speaker will be Rihanna Campbell who is the president of the District of Columbia NARPM chapter. She will talk about enhancing your marketing plan. NARPM Ethics will also be included.
4. The next CE Class will be May 12, 2021 at 1:30-4:30. Steve Schultz of Blue Fox School of Real Estate will teach Risk Management for Property Managers. The class is sponsored by our chapter and the TAR Property Management Committee. Two additional classes are being scheduled for July & September.
5. Margret submitted for Board review a proposal from Affinity for Design mailouts, website updates, etc. She is expecting another vendor proposal.

Next NARPM members meeting is Wednesday, March 17, 2021 at 11:30 AM via zoom teleconferencing.

Next NARPM board meeting is Thursday April 8, 2021 at 9 AM via zoom teleconferencing.

Adjourned 9:25am

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting  
April 8, 2021  
Zoom Teleconference

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

1. Meeting called to order at 9am by President Sterling Bancroft via zoom teleconferencing. Approved minutes for March 11, 2021.

**MOTION APPROVED:** Cancel May Board Meeting.

2. Sterling will update the NARPM Bylaws for the chapter to conform with the new changes. He will email the package to the Board Members for approval then submit to National. Sterling will also complete the Chapter Liability Insurance for renewal.

3. The next member meeting is June 16, 2021 via zoom teleconferencing at 11:30 AM to 1 PM. The guest speaker will be Attorney Blythe Edmondson.

4. The next CE Class will be May 12, 2021 at 1:30-4:30. Steve Schultz of Blue Fox School of Real Estate will teach Risk Management for Property Managers. The class is sponsored by our chapter and the TAR Property Management Committee. Two additional classes are being scheduled for July & September.

5. Margret submitted, for Board review, a proposal from Ninja Marketing for emails, website updates, etc. The cost would be \$95/mth.

**MOTION APPROVED:** Hire Ninja Marketing at \$95/mth.

Next NARPM board meeting is Thursday June 10, 2021 at 9 AM via zoom teleconferencing.

Next NARPM members meeting is Wednesday, June 16, 2021 at 11:30 AM via zoom teleconferencing.

Adjourned 9:30am

Respectfully Submitted: Colleen Kessler, Secretary



NARPM Southern Arizona Board of Directors Meeting  
June 10, 2021  
Zoom Teleconference

Attendance:            Sylvia White                            Antionette Alvarez  
                             Colleen Kessler                         Sterling Bancroft  
                             Linda Foyt

1. Meeting called to order at 9am by President Sterling Bancroft via zoom teleconferencing. Approved minutes for April 8, 2021.
2. NARPM Bylaw changes approved and submitted to National. Chapter Liability Insurance was paid.
3. The next member meeting is Wednesday June 16, 2021 via zoom teleconferencing at 11:30 AM to 1 PM. The guest speaker will be Attorney Blythe Edmondson. NARPM Ethics will be covered.
4. The following member meeting is August 18. Antionette will send an email to poll members on returning to in-person meetings and venue preference.

Next NARPM members meeting is Wednesday, June 16, 2021 at 11:30 AM via zoom teleconferencing.

Next NARPM board meeting is Thursday July 8, 2021 at 9 AM via zoom teleconferencing.

Adjourned 9:15am

Respectfully Submitted: Colleen Kessler, Secretary

NARPM Southern Arizona Board of Directors Meeting

July 15<sup>th</sup>, 2021

Zoom Meeting

Attendance: Sterling Bancroft                      Sylvia White  
                 Susan Creedon                         Jesus Johnson  
                 Margret Huebner

Attendance did not meet a quorum for voting purposes.

1. Meeting called to order at 9:08am by President Bancroft Via Zoom
2. June 2021 minutes were not approved as there was not a quorum.
3. Discussion on lasted disparate impact regulations. Agreement to research having a legal professional come speak to chapter about latest changes. Susan will do more research.
4. Discussion on inclusional zoning and how that will impact our profession.
5. Discussion to schedule class sometime in November as will be dark for member meeting

Next member meeting is a class meeting- August 18<sup>th</sup> from 9am to noon- Mike Mulvena will be teaching- **A Property Manager's Duty to Disclose**

September board meeting will be via zoom on September 9<sup>th</sup> at 9am

September member meeting will be September 15<sup>th</sup> at 11am- this will be via zoom- This is the board installation meeting

October board meeting will be via zoom on October 14<sup>th</sup> at 9am

October member meeting is planned to be in person- location TBD- this will be on October 20<sup>th</sup>

November board meeting will be via zoom on November 11<sup>th</sup>

No member meeting in November

Adjourned 9:30am

Submitted by Sylvia White, President Elect

NARPM Southern Arizona Board of Directors Meeting  
August 12, 2021  
Zoom Teleconference

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

1. Meeting called to order at 9am by President Sterling Bancroft via zoom teleconferencing. Approved minutes for June 10 & July 15, 2021.
2. The next member meeting is Wednesday September 15, 2021 via zoom teleconferencing at 11:30 AM to 1 PM. The 2022 Board of Directors will be elected. Gary, our marketing vendor, will give an update on how he assists the chapter as communications liaison. A NARPM update will be covered and possibly a guest speaker yet to be determined. Board & Member Meetings will continue as Zoom through 2021.
3. Sylvia suggested a survey for the top business issues members face. This would engage the membership and identify topics for future discussions. Margret will discuss it with Gary. Vendors will be included.
4. Susan reported HB2085 will be effective August 25, 2021. This will allow unlicensed Real Estate employees to legally accept money from customers.
5. The Class Meeting this month is on August 18 with instructor Mike Mulvena who will be teaching **A Property Manager's Duty to Disclose**. This class is in partnership with the TAR Property Management Committee.

Next NARPM board meeting is Thursday September 9, 2021 at 9 AM via zoom teleconferencing.

Next NARPM members meeting is Wednesday, September 15, 2021 at 11:30 AM via zoom teleconferencing.

Adjourned 9:45am

Respectfully Submitted: Colleen Kessler, Secretary

**NARPM Southern Arizona Board of Directors Meeting**  
**October 14, 2021**  
**Zoom Teleconference**

|                    |                 |                    |
|--------------------|-----------------|--------------------|
| <b>Attendance:</b> | Sylvia White    | Antionette Alvarez |
|                    | Colleen Kessler | Sterling Bancroft  |
|                    | Linda Foyt      | Margret Huebner    |
|                    | Megan Titche    | Jesus Johnson      |
|                    | Kim Urrea       |                    |

1. Meeting called to order at 9am by President Sterling Bancroft via zoom teleconferencing. Approved minutes for August 12, 2021. Linda will pay the current balance due for insurance as well as the next payment due.
2. The next member meeting is Wednesday October 20, 2021 via zoom teleconferencing at 11:30 AM to 1 PM. There will be a panel discussion with Steve Schultz, Lisa Suarez, Susan Creedon & Blythe Edmondson. The topic will be how Covid has changed our business. The NARPM National RVP Kim Ayers will attend. Antionette completed a PowerPoint Presentation.
3. A Chapter Mixer is being planned for December. Antionette is investigating venues for a 4-6pm in person get together. The Installation of Officers will be done. Sylvia will discuss the chapter plans for 2022. Details to be announced.
4. A NARPM Board Planning Meeting is scheduled for October 26 via zoom from 10-11:30am. Sylvia will host to discuss our plans for 2022.
5. Sylvia announced that NARPM Ethics Class is no longer required for existing professional members. New members must take the class when they join.

Next NARPM members meeting is Wednesday October 20, 2021 at 11:30 AM via zoom teleconferencing.

Next NARPM board meeting is Thursday November 11, 2021 at 9 AM via zoom teleconferencing.

**Adjourned 9:30am**  
**Respectfully Submitted: Colleen Kessler, Secretary**

NARPM Southern Arizona Board of Directors Meeting  
November 11, 2021  
Zoom Teleconference

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

1. Meeting called to order at 9am by President elect Sylvia White via zoom teleconferencing. Approved minutes for October 14, 2021. The December Board Meeting is cancelled.

2. The board discussed the budget for 2022 including estimated costs for meeting venues, lunches and speakers. Antionette will check for availability of the TAR Conference Room. Lunches to be purchased at Baggins, drinks provided by sponsoring vendors. Budgeted appx \$20 per attendee plus cost for guest speaker.

**MOTION:** Motion passed to charge \$35 for professional visitors/non-members, limit two per year. Affiliate visitor charge is \$50, limit one per year. No charge for paid 2022 members or affiliates.

The visitor charge will be deducted from the annual dues if the visitor joins within 2wks of the meeting.

4. The next member meeting is tentatively scheduled for the third week of January 2022 at 11:30 AM to 1 PM. This will be an in person lunch meeting. The location and date is still to be finalized. January motivational speaker will be Rose Schneider. The topic will be communication in business and personal life. Her cost is \$500. The 2022 Board Members will be installed at that meeting.

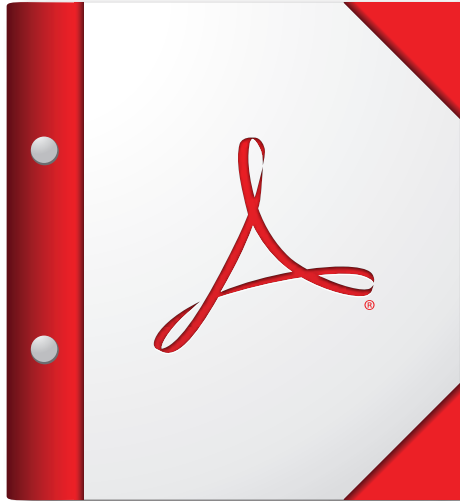
5. A membership drive is planned for Feb 2022 at Craft Republic. Antionette will look into dates & costs for appetizers and soft drinks. This in person event will be from 4-6pm.

6. The Chapter Directory will not be published in 2022 saving the chapter appx \$900 for other marketing opportunities. The TAR Expo participation costing appx \$500 will be determined later in the year

Next NARPM members meeting is January 2022 at 11:30 AM. Details to follow.

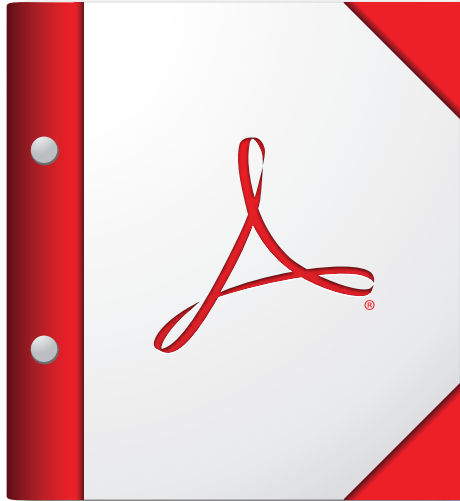
Next NARPM board meeting is Thursday January 13, 2022 at 9 AM via zoom teleconferencing.

Adjourned 9:50am, Respectfully Submitted: Colleen Kessler, Secretary



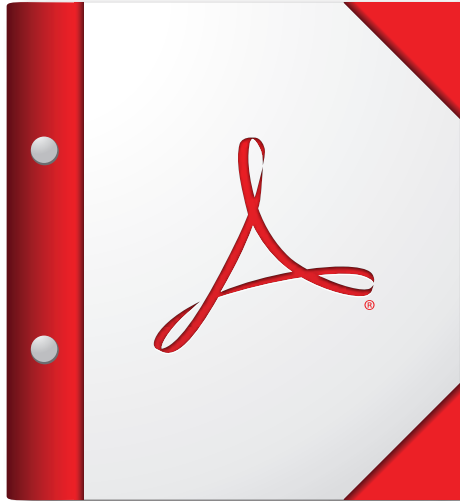
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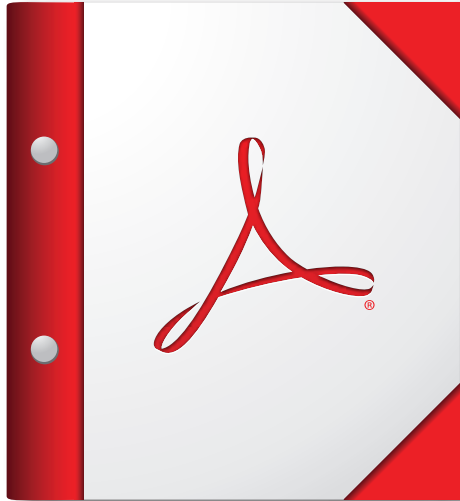
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# NARPM 2021-2022 Survey

All Responses

Q1 - President - ...

Q2 - President El...

Q3 - Treasurer - ...

> Q4 - Secretary - ...

Q5 - What busines...

Question 1 has 9 answers (Checkboxes)

“President - Sylvia White”

Yes



Question 2 has 1 answers (Open Text)

“President Elect - If you would like to serve as President Elect, please write your name as a nominee to be approved by the board at the next board meeting.”

Ginny Huffman said:

"Ginny Huffman"

Question 3 has 9 answers (Checkboxes)

“Treasurer - Linda Foyt”

Yes



Question 4 has 9 answers (Checkboxes)

“Secretary - Collen Kessler”

Yes



Question 5 has 3 answers (Open Text)

“What business issues are you dealing with?”

Jesus Johnson said:

"Eviction issues. Qualifying applicants."

---

Ginny Huffman said:

"Inventory shortage, lack of maintenance vendors"

---

Andrew Peck said:

"Not enough time in the day to handle all that needs to be done. Time management. Roofers - I need roofers."

---

Question 6 has 5 answers (Open Text)

“Do you have any ideas for members / vendors to get more engaged while operating with Zoom?”

Jesus Johnson said:

"Do a raffle."

---

Ginny Huffman said:

"Stop the Zoom reliance!"

---

Andrew Peck said:

"Ask questions of the members during presentation. A survey and then post results. Some kind of reward for answering questions. "

---

Natalie Leonard said:

"Breakout rooms with smaller networking circles to start off the meeting "

---

Antionette Alvarez said:

"Breakout rooms at the beginning of the meeting to discuss designated topics (ice breakers) would be nice. Each room could have a balance of managers and vendors. Also, everyone should be renamed with their member type in front of their name. i.e. MGR Sylvia White, VEND Antionette Alvarez."

---

Question 7 has 4 answers (Open Text)

“What topics do you feel are important to get more information about?”

Jesus Johnson said:

"New laws that affect our industry."

---

Ginny Huffman said:

"Raise the Professionalism"

---

Andrew Peck said:

"HVAC R22 being phased out and the pricing going up. "

---

Antionette Alvarez said:

"I think at least once a year we should have some type of forum where the managers provide insight as to what they need from vendors to be good referral and business partners."

---

Question 8 has 9 answers (Checkboxes)

“December membership gathering - would you prefer to attend a luncheon or a happy hour event?”

Luncheon



Happy Hour Event

