

Bylaws of
The Utah Chapter of
The National Association of Residential Property Managers
Updated March 2021

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Utah 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 state of Utah.
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 Utah.

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 Utah.

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 the state of Utah.

ARTICLE II: Membership

Professional, Associate, Support Staff, Affiliate Member, Honorary Members, and Company Membership

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 – grandfathered January 1, 2021

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, any certification, 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 cannot be a chairperson and cannot 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 not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter, although they are eligible to join for 2/3 of the regular price.

Section E: Honorary Member

Honorary membership shall be bestowed upon individuals who, are recommended by the chapter board of directors and have rendered distinguished service to the Chapter or to the profession of property management. Honorary members shall pay no dues or other assessments to the Chapter, and shall be eligible to participate in the usual activities of the Chapter, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

Section F: Life Member

Life members shall be all national past Presidents of NARPM®. Life membership will begin as the President's term is completed. Dues will be waived for Life members. Other members who qualify may apply for Life Member as outlined in the national bylaws and complete the approved application.

Life Members shall not pay dues and are strongly encouraged to complete a course of instruction covering the NARPM® Code of Ethics. They shall be eligible to participate in the usual activities of the Association and its Committees and are eligible to vote and hold office.

- All Past Presidents shall be deemed Life Professional Members of the Association
- Shall be bestowed upon individuals who have retired from the property management business and, in the opinion of the Board of Directors, have rendered, or continue to render, distinguished service to the Association or the property management profession.

An application to the NARPM® National Board of Director must be approved in order to hold this membership type.

Section G: Company Membership

Company Membership is offered to the responsible individual of the company. In order to hold Company Membership, the company must have three (3) members, which is a combination of Professional and Support members, with at least (1) out of the three (3) being Professional members. Additional Professional Members, Support Staff and Associate Members may register under the company for an additional fee. Membership categories under the Company will follow the same eligibilities and requirements as outlined above.

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: Transferring in a Company membership:

The use of Company membership will enable the transfer of memberships to other people in their company. In order to transfer membership, proof of termination from the licensing division, showing evidence that the person has left the firm, is required. For Support Staff, or in states where licensing is not required, other proof of termination must be submitted.

Section D: 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. 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 5 officers as follows:

1. President: The president shall:
 - a. Serve as 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 one year 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. **[REQUIRED]**

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.
 - 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 one year commencing with the beginning of the calendar year.
 - 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 be in attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend. **[REQUIRED]**

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 one year commencing with the beginning of the calendar year.
 - 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 one year commencing with the beginning of the calendar year.

- 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 one year commencing with the beginning of the calendar year.

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 election. 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. **[REQUIRED]**

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 Utah 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, unless stated otherwise in these bylaws.

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. No longer is eligible for membership in the chapter or the national association.
3. No longer is 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.

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.

Section C: Chapter Charter

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 30 days after the first day they are due 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 [choose one] will/will not 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 [chapter name] 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 effect 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, statutes, 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 [insert state name] 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 Utah, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

Click on the question-mark icons to display help windows.
 The information provided will enable you to file a more complete return and reduce the chances the IRS will need to contact you.

Form **990-EZ**

Short Form
Return of Organization Exempt From Income Tax

OMB No. 1545-0047

2021

Department of the Treasury
 Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

- ▶ Do not enter social security numbers on this form, as it may be made public.
- ▶ Go to www.irs.gov/Form990EZ for instructions and the latest information.

Open to Public Inspection

A For the 2021 calendar year, or tax year beginning , 2021, and ending , 20

B Check if applicable:

<input type="checkbox"/> Address change	<input checked="" type="checkbox"/> Name of organization	D Employer identification number
<input type="checkbox"/> Name change	NARPM Utah Chapter	
<input checked="" type="checkbox"/> Initial return	Number and street (or P.O. box if mail is not delivered to street address)	E Telephone number
<input type="checkbox"/> Final return/terminated	230 W Towne Ridge Pkwy	801-487-5619
<input type="checkbox"/> Amended return	Room/suite	
<input type="checkbox"/> Application pending	Ste 175	
	City or town, state or province, country, and ZIP or foreign postal code	F Group Exemption Number
	Sandy, UT 84070	

G Accounting Method: Cash Accrual Other (specify) ▶ _____

H Check if the organization is not required to attach Schedule B (Form 990).

I Website: ▶ www.utah.narpm.org

J Tax-exempt status (check only one) – 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other _____

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$

Part I		Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I) <input checked="" type="checkbox"/>	
Check if the organization used Schedule O to respond to any question in this Part I <input type="checkbox"/>			
Revenue	1 Contributions, gifts, grants, and similar amounts received	1	
	2 Program service revenue including government fees and contracts	2	9,570
	3 Membership dues and assessments	3	15,904
	4 Investment income	4	
	5a Gross amount from sale of assets other than inventory	5a	
	b Less: cost or other basis and sales expenses	5b	
	c Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	5c	
	6 Gaming and fundraising events:		
	a Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	
c Less: direct expenses from gaming and fundraising events	6c		
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		
7a Gross sales of inventory, less returns and allowances	7a		
b Less: cost of goods sold	7b		
c Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c		
8 Other revenue (describe in Schedule O)	8		
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶	9	25,474	
Expenses	10 Grants and similar amounts paid (list in Schedule O)	10	
	11 Benefits paid to or for members	11	5,000
	12 Salaries, other compensation, and employee benefits <input checked="" type="checkbox"/>	12	
	13 Professional fees and other payments to independent contractors <input checked="" type="checkbox"/>	13	11,495
	14 Occupancy, rent, utilities, and maintenance	14	
	15 Printing, publications, postage, and shipping	15	2,235
	16 Other expenses (describe in Schedule O) <input checked="" type="checkbox"/>	16	2,228
17 Total expenses. Add lines 10 through 16 ▶	17	20,958	
Net Assets	18 Excess or (deficit) for the year (subtract line 17 from line 9)	18	4,516
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	4,994
	20 Other changes in net assets or fund balances (explain in Schedule O)	20	
	21 Net assets or fund balances at end of year. Combine lines 18 through 20 ▶	21	

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V .

		Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		<input checked="" type="checkbox"/>
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions		<input checked="" type="checkbox"/>
35a	Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		<input checked="" type="checkbox"/>
b	If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		<input checked="" type="checkbox"/>
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a _____		
b	Did the organization file Form 1120-POL for this year?		<input checked="" type="checkbox"/>
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		<input checked="" type="checkbox"/>
b	If "Yes," complete Schedule L, Part II, and enter the total amount involved 38b _____		
39	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on line 9 39a _____		
b	Gross receipts, included on line 9, for public use of club facilities 39b _____		
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ _____ ; section 4912 ▶ _____ ; section 4955 ▶ _____		
b	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		<input checked="" type="checkbox"/>
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ _____		
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ _____		
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T		
40e			
41	List the states with which a copy of this return is filed ▶ _____		
42a	The organization's books are in care of ▶ _____ Telephone no. ▶ _____ Located at ▶ _____ ZIP + 4 ▶ _____		
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ▶ _____ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	Yes	No
42b			<input checked="" type="checkbox"/>
c	At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country ▶ _____		
42c			
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041—Check here <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43 _____		
44a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		<input checked="" type="checkbox"/>
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		
44b			
c	Did the organization receive any payments for indoor tanning services during the year?		
44c			
d	If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		<input checked="" type="checkbox"/>
44d			
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		<input checked="" type="checkbox"/>
b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions		<input checked="" type="checkbox"/>
45b			

		Yes	No
46	Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		<input checked="" type="checkbox"/>
46			<input checked="" type="checkbox"/>

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

		Yes	No
47	Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		
47			
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		<input checked="" type="checkbox"/>
48			<input checked="" type="checkbox"/>
49a	Did the organization make any transfers to an exempt non-charitable related organization?		<input checked="" type="checkbox"/>
49a			<input checked="" type="checkbox"/>
b	If "Yes," was the related organization a section 527 organization?		
49b			

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

f Total number of other employees paid over \$100,000 ▶ _____

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000 ▶ _____

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ▶ Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date
	L. Paul Smith Type or print name and title	

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name ▶	Firm's EIN ▶			
	Firm's address ▶	Phone no.			

May the IRS discuss this return with the preparer shown above? See instructions ▶ Yes No

2022 NARPM Utah Chapter Budget

REVENUE

Dues - Managers	\$ 7,500.00
Dues - Vendors	\$ 4,500.00
Education - Classes	\$ 1,000.00
Sponsorships	\$ 1,200.00
Annual Conference	\$ 7,500.00

TOTAL INCOME	\$ 21,700.00
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EXPENSE

Meeting Lunches	\$ 1,400.00
Board Travel	\$ 3,000.00
Education - Classes	\$ 600.00
Marketing/Swag	\$ 2,500.00
Annual Conference	\$ 2,500.00
UAA PAC	\$ 3,000.00
Management Fees	\$ 8,680.00

TOTAL EXPENSES	\$ 21,680.00
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NET INCOME	\$ 20.00
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2021 NARPM Utah Chapter Year End Financials

REVENUE

Dues	\$	15,904.00
Education - Classes	\$	-
Social Activity Fees	\$	-
Sponsorships	\$	-
Annual Conference	\$	9,570.00

TOTAL INCOME	\$	25,474.00
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EXPENSE

Meeting Lunches	\$	221.80
Board Travel	\$	-
Education - Classes	\$	490.00
Social Meetings	\$	-
Marketing/Swag	\$	-
Annual Conference	\$	1,328.85
UAA PAC	\$	-
Management Fees	\$	11,495.00
Business Service Fees	\$	186.90

TOTAL EXPENSES	\$	13,722.55
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NET INCOME	\$	11,751.45
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Wells Fargo Checking Balance	\$	11,442.85
Wells Fargo Savings Balance	\$	1,508.96



April 2021 Chapter Meeting

Tuesday, April 20, 2021
12:00 PM | Virtual Zoom Meeting

Join us on **Tuesday, April 20th** for our monthly meeting virtually via Zoom Meetings! The topic will be ***"2021 Legislative Update"***. Our guest speakers will be:



Craig Hawker, Action Team Realty and 2021 NARPM Government Affairs Chair will provide an overview of the session this year and explain new laws such as the Fee Disclosure requirements



Dave Todd, Esq. with Law Offices of Kirk A. Cullimore will discuss upcoming issues in the legislature



Mike Ostermiller, UAA Lobbyist will discuss bills we are working on for next year that will benefit balanced legislation.

Register for Zoom Meeting:

[https://us02web.zoom.us/meeting/
register/](https://us02web.zoom.us/meeting/register/)

[tZYtfuyvqz4qGtRcxptfJKmvp4Uk 33S3yP2](https://us02web.zoom.us/j/tZYtfuyvqz4qGtRcxptfJKmvp4Uk33S3yP2)

Questions?

801-487-5619 info@utah.narpm.org





NARPM Utah Chapter Social Event

Friday June 18th, 1 - 3 PM



Join the NARPM Utah Chapter for our Summer Social Event at Fat Cats in Salt Lake City.

Attendees receive:

- **2 hours of bowling/including shoes**
- **\$5 arcade card**
- **3 slices of pizza**
- **Bread twists/House Salad**
- **Unlimited soda**
- **RAFFLES & PRIZES**



3739 South 900 East

Millcreek, UT 84106

ONLY \$25 PER PERSON

Register at www.utah.narpm.org/events



Dear NARPM Utah Chapter Member,

We would like you to join us for our summer bowling social event. Enjoy 2 hours of bowling, pizza, arcade games, and fun as we get back together to network and re-connect*.

Please see the flyer on the back for details & registration info.
See you on Friday June 18th at Fat Cats!



Mark Cropper
2021 Board Chair



L. Paul Smith
Executive Director



* For information on precautions taken by Fat Cats to protect you during COVID-19, visit:
<https://www.fatcatsfun.com/saltlakecity>



September Chapter Meeting

Join us on **Wednesday, September 15th, 2021** for our monthly meeting.

The topic will be ***“Risk Protection & Insurance - What you need to know to Protect Yourself and Your Clients”***.



Kandace Brewster, with Brewster Insurance Group, will be our guest speaker.

Lunch will be first at 11:30 and the class will begin at Noon.

We look forward to seeing you all there!



Please **RSVP @ :**

<http://evite.me/Dn5fDHqyt7>

Don't forget to include names of your guests!

801-487-5619 info@utah.narpm.org

CELEBRATE THE
HOLIDAY SEASON WITH US!

Utah Chapter's
NARPM
Holiday
Party

We will have food, fun and a white elephant gift exchange. Don't forget your \$5-\$10 gift as part of the fun!

Please RSVP - info@utah.narpm.org
so we have plenty of food for all.

We hope you can make it!
Season's Greetings!

DECEMBER 15, 2021 | 12 PM
230 W TOWNE RIDGE PKWY SANDY, UT 84070





March 25th, 2021 Board Meeting Minutes

- 1) Welcome – Mark Cropper, Board Chair welcomed everyone and opened the meeting. Those present via Zoom Meetings included: Mark Cropper, Derek Seal, Craig Hawker, TJ Robinson, Dana Holton, Adam Willis, Paul Smith and Stephanie Murrell
- 2) Board Assignments – Mark went over the 2021 board member positions.
- 3) Review 2021 Schedule – Mark went through the proposed 2021 meeting schedule; the board would like to see a single family management speaker added to the economic conference and decided the topic for the September meeting should be on insurance. Staff was asked to explore alternative dates in November for the Annual conference.
- 4) April 20th Meeting – The April meeting will be a great opportunity to welcome everyone back together. Craig will help coordinate the speakers with Paul for the legislative update.
- 5) Mock Trial on May 18th – Our mock trial from last year has been rescheduled for May 18th. A planning meeting is set for April 6th at 10 AM; anyone who wants to help, please let Paul or Stephanie know.
- 6) Membership Dues Shift Proposal – Mark indicated that dues billings will now be done independently; mailed out beginning April 1st and due by July 1st of each year.
- 7) Board Meeting Schedule – Mark indicated that the next 2 board meetings are scheduled for April 15th 10:30 and May 14th 10:30.
- 8) Assignments for this Month – Mark indicated that for next board meeting everyone should bring:
 - 3 Names and Contact Information for Potential Manager Members
 - 3 Names and Contact Information for Potential Vendor Members
- 9) Additional Business – no additional business was presented and the meeting was adjourned.

NEXT BOARD MEETING APRIL 15th 10:30 AM



April 15th, 2021 Board Meeting Minutes

- 1) Welcome - Mark Cropper, Board Chair welcomed everyone and opened the meeting. Those present via Zoom Meetings included: Mark Cropper, Derek Seal, Craig Hawker, TJ Robinson, Dana Holton, Adam Willis, Paul Watson, Kristin Matulonis, Paul Smith and Stephanie Murrell
- 2) April 20th Meeting – Mark asked Craig Hawker, who is assisting with this meeting to provide an update. Craig indicated that we will be provided an update on changes made during the 2021 legislature and we will have guest speakers, Mike Ostermiller and Dave Todd on hand to help us understand the new laws. Registration for the event is low and Mark encouraged everyone to sign up and get the word out to other members and ask them to come also.
- 3) Mock Trial on May 18th – Mark asked Paul Smith to provide an update from the planning meeting last week. Paul indicated that we have some timely topics that will be fun and informative for members and that we are working on the script for the event. Some topics will be Fair Housing, Eviction and cases tenants have won & how to avoid it happening to you. We will need many volunteers to help as actors for the trials.
- 4) Assignments for this Month – Mark issued a challenge to every board member to reach out to 3 people in some way each month with an invitation. That could be a quick text to a member that you haven't seen at an event for awhile or an invite to either a manager or vendor prospect. Invite them to come to the next meeting.
- 5) Additional Business – NARPM National requested that each Chapter update their Bylaws with new language in 2 sections. A subcommittee including Derek Seal, Dana Holton, Paul Smith and Stephanie Murrell met to review the recommended changes and felt they were acceptable. The updated bylaws were reviewed by those present in the meeting.
- 6) A question was raised regarding our process when a new member joins the Chapter. There is no current process in place. Mark tasked the staff with putting together a packet and a process for the next board meeting.
- 7) No additional business was presented and the meeting was adjourned.

NEXT MEETING – MAY 14th 10:30 AM



May 14th, 2021 Board Meeting Meeting Minutes

- 1) Welcome – Mark Cropper, 2021 Board Chair, opened and led the meeting.
- 2) Mock Trial on May 18th – Postponed for better attendance. Discussion took place regarding zoom vs in person for engagement and if CE Credit would help.
- 3) Bowling Event on June 18th – Marketing and Promotion. Mark indicated that personal invites from the board are the starting point. Engagement and buy in from the top down.
- 4) PAC Fundraiser Golf Tournament – July 14th at Talon’s Cove. Let’s support the PAC but donating or golfing. This past year was a rough one and it’s only going to get more difficult going forward.
- 5) Assignments for this Month:
 - 3 Names and Contact Information for Potential Manager Members
 - 3 Names and Contact Information for Potential Vendor MembersMark asked for an update – no new information was provided to staff. Mark will re-issue the challenge that each board member provide 1 name to see if that makes it easier.
- 6) Additional Business – Board meetings will be held in person beginning with next month’s meeting. Zoom will be provided to anyone who makes a request. No other additional business was presented and the meeting was adjourned.

NEXT MEETING – JUNE 11th 11:00 AM



September 15th, 2021 Board Meeting Minutes

- 1) Welcome - Mark Cropper, 2021 Board Chair, opened and led the meeting.
- 2) Financials – Mark asked Paul to review the financials. Paul Smith presented the financial report for January to June 2021 for the Chapter.
- 3) 2022 Elections – In light of 2021 being abnormal, it was proposed that Mark be allowed to serve another year and the leadership would carry over from 2021 to 2022. Derek, as past chair, will handle the elections portion of the September chapter meeting.
- 4) 2022 Draft Schedule – The draft schedule for 2022 was reviewed; meeting topics were needed for February, March and September. The topic for February will be “How to list a rental property with tenants”. Topics for March and September will be discussed at the next meeting after staff reviews available national speakers and classes needed for those pursuing a designation. The meeting schedule of dates was approved.
- 5) 2021 Annual Conference on November 12, 2021 – The conference will be held live and staff was tasked with working on a schedule with the conference chair to provide a proposed conference schedule to the board by the end of this week.
- 6) Membership Mentorship Program – Maria and Mark will work with staff to put together a welcome packet for new members. Mentors for new members will be determined based on experience and what the niche needs of the new member are. Staff was tasked with creating a description for the program and how it will work, including a list of members willing to be mentors. The new member packet will also include a supplier member directory.
- 7) Additional Business – No addition business was presented and the meeting was adjourned.

NEXT MEETING – October 15th 10:00 AM

Rebecca Woodring

From: info@utah.narpm.org
Sent: Friday, October 14, 2022 3:42 PM
To: Rebecca Woodring; NARPM RP3; Derek Seal; danaholton01@gmail.com; mark@nestwellpm.com; danaholton@gmail.com; derek@maxfieldrents.com
Cc: Paul Smith; Robert Preston
Subject: RE: NARPM Utah Chapter Compliance - Need a couple more docs
Attachments: Utah Chapter BYLAWS Revised March 2021.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Good Afternoon,

Here is a copy of the updated Bylaws as requested.

Mark Cropper will be our New Member Mentor for the Utah Chapter.

We will work with Dana to get her into an ethics course as soon as possible.

Please let me know if you have any questions, or if you need anything else.

Regards,

Stephanie Murrell
Chapter Administrator



801-487-5619

www.utah.narpm.org

From: Rebecca Woodring <rwoodring@managegroup.com>
Sent: Tuesday, October 11, 2022 9:56 AM
To: info@utah.narpm.org; NARPM RP3 <RP3@narpm.org>; Derek Seal <derek@maxfieldco.com>; danaholton01@gmail.com; mark@nestwellpm.com; danaholton@gmail.com; derek@maxfieldrents.com
Cc: Paul Smith <Paul@uaahq.org>; Robert Preston <bob@ncpropertygroup.com>
Subject: NARPM Utah Chapter Compliance - Need a couple more docs

Hi Everyone,

We were just about to upload your chapter documents to the NARPM National website and noticed that we needed a couple more items to finish up the 2021 Chapter Compliance docs:

NARPM 2022 Board Leaders

Title	First Name	Last Name	Email	Phone Number
Past Chair	Derek	Seal	derek@maxfieldrents.com	801-523-6900
2022 Chair	Mark	Cropper	mark@nestwellpm.com	801-997-5846
Vice Chair	Dana	Holton	danaholton01@gmail.com	801-448-3668
Secretary	Casey	Miller	cmiller@homeriver.com	801-349-2585
Treasurer	Kristin	Matulonis	kristin@equitypmusa.com	801-971-9111
Executive Director	Paul	Smith	paul@uaahq.org	801-557-5387
Chapter Administrator	Stephanie	Murrell	info@utah.narpm.org	801-487-5619



2021 Chapter Elections

Dear NARPM Utah Members,

As this year ends, we have a great opportunity to thank our NARPM board and all the hard and dedicated work they have put in to making this year a success. We also have the opportunity to elect and install a new board for 2020. Below you will find a slate of candidates proposed to fulfil their prospective roles on the 2020 board. Please attend this month's membership meeting in order to voice your concern about the association and vote on the following candidates:

2022 Past Chair: Derek Seal

2022 Board Chair: Mark Cropper

2022 Vice Chair: Dana Holton

2022 Secretary: Casey Miller

2022 Treasurer: Kristin Matulonis

Government Affairs Chair: Craig Hawker

If you have questions, or to RSVP for the meeting please contact us at: 801-487-5619.

Swearing in of the 2021 Board

As board members of the NARPM Utah Chapter you are committed to honor and support the mission and goals of the association and to act as personal representatives of the NARPM Utah Chapter in a professional and ethical manner. In board meetings you are to articulate your views and work to come to a consensus. You are to see beyond your personal agenda to ascertain the needs and desires of the association as a whole. When you leave board meetings you will support the decision of the board even if it was not your original position. You will not undermine the association but make every effort to sell the mission and goals of the NARPM Utah Chapter to every industry member that you encounter. If you are willing to accept these duties and represent the NARPM Utah Chapter in an honorable fashion say "I will".

Swearing in the 2021 Executive Committee

As members of the executive committee of the NARPM Utah Chapter board, you are to, along with the staff, coordinate the day to day operations of the NARPM Utah Chapter. You are to assure the NARPM Utah Chapter stays financially healthy. You are to assure all members of the association are represented. You are to be the official spokespersons of the NARPM Utah Chapter and are to promote the NARPM Utah Chapter both to the public and the industry as a whole. You are to represent the NARPM Utah Chapter in the National Apartment Association and are to serve honorably on national committees as assigned. You are to look at the long term future of the NARPM Utah Chapter and create and implement a strategic plan to accomplish the goals and mission of the NARPM Utah Chapter. If you are willing to accept these duties and represent the NARPM Utah Chapter in an honorable fashion say "I will".