



CHAPTER COMPLIANCE 2023

C086 UTAH CHAPTER

Congratulations! Your NARPM 2023 Chapter Compliance Application form has been approved!

The chapter has met all recertification requirements and is fully certified.

Levels of Chapter Recertification

Full recertification

The chapter has met all recertification requirements, indicated by compliance with items listed on the certificate of compliance. Only fully certified chapters are eligible for Chapter Excellence Awards. Once recertified, an email will be sent.

Chapter in Review (Amended 2022)

Should the Chapter submittal displays lack of submission of any items on the certificate of compliance. Chapters will have six (6) months from compliance deadline to restore their certification. NARPM® Board of Directors must confirm that a Chapter can be taken off Chapter in Review status.

A Chapter will be placed in **Chapter in Review/Conditional Compliance** if documents are not submitted by compliance deadline. Members of the chapter will not be notified when a Chapter is placed in conditional compliance. The chapter must meet the chapter compliance deadline for the following year.

De-certification

De-certification must be preceded by a period of Chapter in Review and indicates continued non-compliance of recertification requirements. NARPM Board of Directors must approve all de-certification of chapters.



**CHAPTER COMPLIANCE 2023
ATTENDANCE REQUIREMENTS MET in 2022**

C086 UTAH

Compliance Question:

How many Chapter Leader Calls, hosted by RVPs, did the chapter president, or their representative, participate in? Your chapter president, or their representative, must attend at least two of these calls to obtain chapter compliance.

February 9, 2022 Attendee(s): Mark Cropper

June 2, 2022 Attendee(s): Mark Cropper

Chapter Bylaws Requirements for President and/or President-Elect to attend Chapter Leadership Training at Annual Convention on October 20, 2022 AND/OR Nuts and Bolts Virtual Sessions on November 16, 2022.

October 20, 2022 Attendee(s): **NONE**

November 16, 2022 Attendee(s): Michael Cox

Form **990-EZ**

Short Form
Return of Organization Exempt From Income Tax

OMB No. 1545-0047

2022

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

Department of the Treasury
Internal Revenue Service

A For the 2022 calendar year, or tax year beginning , 2022, and ending , 20

B Check if applicable: Address change Name change Initial return Final return/terminated Amended return Application pending

C Name of organization **NARPM Utah Chapter**

Number and street (or P.O. box if mail is not delivered to street address) Room/suite
230 W Towne Ridge Pkwy Ste. 175

City or town, state or province, country, and ZIP or foreign postal code
Sandy, UT 84070

D Employer identification number

E Telephone number
801-487-5619

F Group Exemption Number

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 327

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	6374.00
	3 Membership dues and assessments	3	10650.00
	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	17,224.00	
Expenses	10 Grants and similar amounts paid (list in Schedule O)	10	
	11 Benefits paid to or for members	11	7513.67
	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	7236.33
	14 Occupancy, rent, utilities, and maintenance	14	3000.00
	15 Printing, publications, postage, and shipping	15	2921.59
	16 Other expenses (describe in Schedule O) <input checked="" type="checkbox"/>	16	
17 Total expenses. Add lines 10 through 16	17	20671.59	
Net Assets	18 Excess or (deficit) for the year (subtract line 17 from line 9)	18	(3447.59)
	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	
	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 II Balance Sheets (see the instructions for Part II)

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

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	22	22
23 Land and buildings	23	23
24 Other assets (describe in Schedule O)	24	24
25 Total assets	25	25
26 Total liabilities (describe in Schedule O)	26	26
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	27	27

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

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

What is the organization's primary exempt purpose? _____

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28	_____	
29	(Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	28a
30	_____	
31	(Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	29a
31	Other program services (describe in Schedule O)	
32	(Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	30a
31	Other program services (describe in Schedule O)	
32	(Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	31a
32	Total program service expenses (add lines 28a through 31a)	32

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated—see the instructions for Part IV)

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

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC) (If not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
L Paul Smith Executive Director		0	0	0
Mark Cropper Board President		0	0	0

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		
35c	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		
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?	37b	
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?	38a	
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	40b	
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: <u>Utah</u>		
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).	42b	
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	44a	
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	44d	
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a	
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	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	46	

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	48	
49a Did the organization make any transfers to an exempt non-charitable related organization?	49a	
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
None				

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 L. Paul Smith	Date			
	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

2023 NARPM Utah Chapter Budget

REVENUE

Dues - Managers	\$ 6,500.00
Dues - Vendors	\$ 3,500.00
Education - Classes	\$ -
Sponsorships	\$ 1,200.00
Annual Conference	\$ 6,000.00

TOTAL INCOME	\$ 17,200.00
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EXPENSE

Meeting Lunches	\$ 1,400.00
Board Travel	\$ 3,000.00
Education - Classes	\$ -
Marketing/Swag	\$ -
Annual Conference	\$ 2,500.00
RHA PAC	\$ 3,000.00
Management Fees	\$ 6,880.00

TOTAL EXPENSES	\$ 16,780.00
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NET INCOME	\$ 420.00
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2022 NARPM Utah Chapter Financials - 1/1/2022 - 12/31/2022

REVENUE

Dues	\$	10,850.00
Education - Classes	\$	-
Social Activity Fees	\$	-
Sponsorships	\$	1,098.00
Annual Conference	\$	5,276.00

TOTAL INCOME	\$	17,224.00
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EXPENSE

Meeting Lunches	\$	1,396.28
Board Travel	\$	7,513.67
Education - Classes	\$	-
Social Meetings	\$	-
Marketing/Swag	\$	-
Annual Conference	\$	1,525.31
UAA PAC	\$	3,000.00
Management Fees	\$	6,463.00
Business Service Fees	\$	773.33

TOTAL EXPENSES	\$	20,671.59
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NET INCOME	\$	(3,447.59)
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Wells Fargo Checking Balance	\$	4,546.16
Wells Fargo Savings Balance	\$	509.14



Property Management Issues at the 2022 Legislature

Wednesday, January 12th, 2022

11:30 AM - 1:00 PM

230 W Towne Ridge Pkwy #175 Sandy, UT 84070

NARPM Utah Chapter | www.utah.narpm.org

Join NARPM Utah January 12th for our monthly meeting. The topic will be “Property Management Issues at the 2022 Legislature”. There will be some important issues considered in 2022, and you’ll want to be informed and engaged.

Issues We Are Currently Aware of:

- Application Fee Proposals – Banning, Capping, Requiring refunds if a duplicate application
- Proposal to remove right of entry less than 24 hours
- Section 8 guarantee fund replenishment
- Affordable Housing Fee Amendments
- Changes in the rental assistance program

Please RSVP : <http://evite.me/UwJ2A8mXmj> and if you're bringing any guests, please provide their name(s) in the notes on your reply.

Lunch will be ready at 11:30 AM | Meeting begins at Noon!

We look forward to seeing you all there!

Mark your calendars for our upcoming meetings!

February 9th, 2022 - 11:30 AM to 1:00 PM

“How to Sell a Rental Property with Existing Tenants”

March 16th, 2022 - 11:30 AM to 1:00 PM

“Practical Tools for Making a Connection & Building Trust”

**with 2022 Regional Vice President,
Bob Preston, Podcast Host of
Property Management Brainstorm**



“How to Sell a Rental Property with Existing Tenants”

Wednesday, February 9th, 2022

11:30 AM - 1:00 PM

230 W Towne Ridge Pkwy #175 Sandy, UT 84070

NARPM Utah Chapter | www.utah.narpm.org



Join NARPM Utah February 9th for our monthly meeting. The topic will be “How to Sell a Rental Property with Existing Tenants”. Selling a property that is occupied by tenants can be difficult for even the most seasoned professionals. Come learn some valuable tools and processes to make the process better for your clients, the tenants and the prospective buyer and their agent(s). In this one hour class we’ll cover:

- ⇒ Explanation of the Sales Process, including inspections and timelines
- ⇒ Understanding the terms of the existing lease documents and how to communicate them to your client, the tenants and prospective buyers and their agent(s).
- ⇒ How does a sale of the property affect the existing lease, security deposit and other monetary concerns
- ⇒ Communication of expectations to the seller, tenant(s) and prospective buyer(s)
- ⇒ What happens if there is not a lease document in place and other contract negotiations

Please RSVP : <http://evite.me/q5FszPXAap> and if you're bringing any guests, please provide their name(s) in the notes on your reply.

Lunch will be ready at 11:30 AM | Meeting begins at Noon!

We look forward to seeing you all there!

Mark your calendars for our upcoming meetings!



March 16th, 2022 - 11:30 AM to 1:00 PM
“Practical Tools for Making a Connection & Building Trust”

with 2022 Regional Vice President, Bob Preston, Podcast Host of Property Management Brainstorm

April 26th, 2022 - “Fair Housing Conference & Tradeshow”

May 11th, 2022 - “PAC Luncheon” - Come listen to a 2022 Legislative Recap and Support your Political Action Committee





NARPM Utah Chapter Social Event

Friday June 10th, 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
- 3 slices of pizza
- Bread twists/House Salad
- Unlimited soda
- **RAFFLES & PRIZES**



3739 South 900 East
Millcreek, UT 84106

ONLY \$35 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 10th at Fat Cats!



Mark Cropper
2022 Board Chair



L. Paul Smith
Executive Director





2022 Utah State Property Management Summit

Thursday, September 15th, 2022 | 9:00 AM - 4:30 PM
SLBR 230 W Towne Ridge Pkwy Sandy, UT

Join us September 15th, 2022 for the Utah State Property Management Summit!



9:00 AM Morning Speakers

Bob Preston—“Practical Tools for Making a Connection & Building Trust”

Dejan Eskic - Single Family Market Report and Utah State Statistics

Robert Spendlove - National Economic Forecast and Market Statistics

12:00 PM Lunch & 2022 Utah Realtor Legal Panel

Every year at the Utah Realtor Convention a panel provides a legal update. It was so relevant, we're repeating it here. Kreg Wagner and Lance Harrison are legal counsel for the state Realtors.



Register Now - August 31st:

\$79 per person

September 1st - 14th:

\$89 per person

Register:

**[www.utah.narpm.org/
events](http://www.utah.narpm.org/events)**



1:30 PM Mock Trial Event

Our “Mock Trial” portion is a must attend event! Attorneys will teach property managers how to prepare for and behave in court. See re-enactments of cases where property managers were prepared and prevailed as well as where they were unprepared and failed. Types of legal hearings that will be demonstrated include eviction court, fair housing mediations,

**6 Hours
CE Credit**

3:30 PM Upcoming Legislative Preview

Our industry has never been more under attack. Learn about the adversarial proposals and challenges property managers and owners will face at the 2023 legislature including rent and fee control proposals, lengthening evictions, etc.

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 9, 2022 | 12 PM
230 W TOWNE RIDGE PKWY SANDY, UT 84070





January 12th, 2022 Board Meeting Minutes

- 1) Welcome – Mark Cropper, Board Chair welcomed everyone and opened the meeting. Those present included: Mark Cropper, Derek Seal, Craig Hawker, Dana Holton, Adam Willis, Casey Miller and Maria Maier. Staff Liaisons included Paul Smith and Stephanie Murrell. A quorum was established for the purpose of voting.
- 2) Board Assignments – Mark went over the 2022 board member positions.
- 3) Review 2022 Schedule – Mark went through the proposed 2022 meeting schedule; the board would like to see more representation for the single family sector at the economic conference; last year was better but still missing depth. Staff was asked to explore dates in November for the Annual conference. The schedule will be reviewed again with new options before approval.
- 4) September 7th Meeting – topics for this meeting were discussed and it was determined that a class on operations would be valuable. A motion was made for the topic to be Office Operations – Policies and Procedures. The motion was seconded and passed unanimously without additional discussion.
- 5) Membership Dues Shift – Mark indicated that the new dues billings process instated last year: mailed out beginning April 1st and due by July 1st of each year worked well. No changes were deemed necessary.
- 6) Board Meeting Schedule – Mark indicated that board meetings would be scheduled for the week before chapter meetings and would be held by Zoom.
- 7) 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
- 8) Additional Business – no additional business was presented. A motion for adjournment was made and seconded, it passed unanimously.



June 16th, 2022 Board Meeting Minutes

- 1) Welcome – Mark Cropper, Board Chair, welcomed everyone and conducted. Those present included: Mark Cropper, Dana Holton, Craig Hawker, Derek Seal, Paul Henderson, Maria Maier, Casey Miller, Kelli Segretto and Adam Willis. Staff Liaisons included Paul Smith and Stephanie Murrell. A quorum was established as present for voting purposes.
- 2) Financials – Paul Smith presented the January to May 2022 Financial Report. A motion was made to approve the January to May 2022 financials, the motion was seconded and passed by unanimous vote with no discussion.
- 3) 2022 Annual Conference – September 15, 2022 – Discussion regarding the 2022 conference took place:
 - a. 9 AM – Noon 3 hours CE
Noon - Lunch
1:30 PM – 4:30 PM 3 hours CE
 - b. Morning Session
 - Bob Preston from NARPM National Legal Panel
 - University of Utah housing Expert Dejan Housing specific presentation on single family rental statistics and trends
 - Robert Spendlove Chief Economist Zions Bank Economic and Real Estate Forecast
 - c. Afternoon Session
 - Real Estate Division Lunch and Learn
 - Mock Trial (a big hit last year)
 - National Maintenance Speaker – increasing company value through maintenance programs.

A motion was made to approve the 2022 conference schedule and speakers, the motion was seconded and passed by unanimous vote with no discussion.

- 4) Business to Business Exchange – August 18 – Paul reminded everyone to sign up for the August 18th event that acts as a P.A.C. fundraiser for the UAA.
- 5) 2023 Board Elections Discussion– (slated for original September 7th Meeting national requires them by September): A motion was made for board elections to be held during the September 15th conference. The motion was seconded and passed by unanimous vote with no discussion.
- 6) Additional Business – There was no additional business presented. A motion was made to adjourn the meeting, was seconded and voted unanimously.



August 25th, 2022 Board Meeting Minutes

- 1) Welcome – Mark Cropper, Board Chair, welcomed everyone and conducted. Those present included: Mark Cropper, Kelli Segretto, Dana Holton, Nick Jensen, Craig Hawker, Paul Henderson, maria Maier, Casey Miller, Derek Seal and Adam Willis. Staff Liaisons included Paul Smith and Stephanie Murrell. A quorum was established as present for voting purposes.
- 2) Financials – Stephanie Murrell presented the financials as of July 2022, which included the first round of dues billings. A motion was made to approve the July 2022 financials, the motion was seconded and passed by unanimous vote with no discussion.
- 3) 2022 Annual Conference – September 15, 2022 – Review of the upcoming conference: CE Credit has been approved and speakers are confirmed. Lunch will be ordered from Café Rio – a big favorite of attendees. Sponsors will set up at 8:00 AM. The schedule for the conference will be as follows:
 - a. 9 AM – Noon 3 hours CE
Noon - Lunch
1:30 PM – 4:30 PM 3 hours CE
 - b. Morning Session
 - Bob Preston from NARPM National
 - University of Utah housing Expert Dejan Housing specific presentation on single family rental statistics and trends
 - Robert Spendlove Chief Economist Zions Bank Economic and Real Estate Forecast
 - Legal Panel
 - c. Afternoon Session

Utah Real Estate Lunch and Learn with Kreg Wagner and Lance Harrison

Mock Trial (a big hit last year)

2023 Legislative Preview

- 4) Assignments for the Staff/Board – No new assignments at this time.
- 5) Additional Business – No additional business was presented. A motion to adjourn the meeting was made, seconded and passed unanimously.



September 14th, 2022 Board Meeting Minutes

- 1) Welcome – Paul Smith, Chapter Executive, welcomed everyone and conducted. Those present included: Casey Miller, Mark Cropper, Craig Hawker and Derek Seal. Guest attendees for Mock Trial practice included Dave Todd and Jeremy Shorts. Staff Liaisons included Paul Smith and Stephanie Murrell. A quorum was not present, however as there were not voting items listed on the agenda, the meeting was held.
- 2) 2022 Annual Conference – September 15, 2022: Mock Trial Session practice took place for afternoon conference session with attorneys and manager court examples.
- 3) Assignments for the Staff/Board – Board members were assigned to help with sponsor set up and registration.
- 4) Additional Business – No additional business was presented. A motion for adjournment was made, seconded and voted unanimously.

NARPM 2023 Board Leaders

Past Chair	Mark	Cropper	mark@nestwellpm.com	801-997-5846
2022 Chair	Dana	Holton	danaholton01@gmail.com	801-448-3668
Vice Chair	Casey	Miller	cmiller@homeriver.com	801-349-2585
Secretary	Kristin	Matulonis	kristin@equitypmusa.com	801-545-4302
Treasurer	Paul	Henderson	paul@rhinopropertymanagement.com	801-810-6612
Executive Director	Paul	Smith	paul@uaahq.org	801-557-5387
Chapter Administrator	Stephanie	Murrell	info@utah.narpm.org	801-487-5619

#62

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, December 05, 2022 1:24:51 PM
Last Modified: Monday, December 05, 2022 1:34:32 PM
Time Spent: 00:09:40
IP Address: 63.232.67.234

Page 1: Positions with a * are REQUIRED

Q1

Chapter Name

NARPM Utah Chapter

Q2

Chapter President*

Dana Holton

Q3

President Elect*

Casey Miller

Q4

Past President*

Mark Croper

Q5

Respondent skipped this question

Vice President (if applicable)

Q6

Treasurer*

Paul Henderson

Q7

Secretary*

Kristin Matulonis

Q8

New Member Mentor* In June 2020, NARPM National adopted the motion that all chapters are required to identify a New Member Mentor for their chapter each year. It is not an elected position, but is a duty that a volunteer member or board member should be completing. The program is in the Chapter Success Guide, starting on page 148.

Mark Cropper

Q9

Education Chair

Megan Jex

Q10

Membership Chair

Adam Willis

Q11

Legislative Chair

Craig Hawker

Q12

Other position(s) not listed

Respondent skipped this question

NARPM Elections Certification

To NARPM National –

In 2022 the Utah Chapter held elections in accordance with our chapter bylaws. Below is a timeline:

Elections held September 7th

Multiple invitations for the meeting/elections went out approximately 2, 4, 6 and 8 weeks prior. The board also held a zoom meeting in August to discuss.

Thank you.

L. Paul Smith

NARPM Utah Chapter Administrator

Annual Board Elections and Swearing In



2023 NARPM Utah Chapter Board Members

2023 Past Chair: Mark Cropper

2023 Board Chair: Dana Holton

2023 Vice Chair: Casey Miller

2023 Secretary: Kristin Matulonis

2023 Treasurer: Paul Henderson

Government Affairs Chair: Craig Hawker

Designations Chair: Derek Seal

Membership Chair: Adam Willis

Affiliates Chair: Jilliane Starcer

Communications Chair: Nick Jensen

Education Chair: Megan Jex

Conference Chair: Jayson Peterson

Southern Utah Board Member: Michael Cox

Board Member at Large: Kelli Segretto

Swearing in of the 2023 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 of the 2023 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 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”.