



National Association of Residential Property Managers

Chapter Certificate of Compliance

Due December 1, 2007

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

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

	Completed
1. A list of the 2008 Chapter Board of Directors and committee chairs was sent to the national office by December 1, 2007. Please submit list.	
2. Were there any changes in your chapter bylaws this year? Ensure that current chapter bylaws are at HQ and submit any changes made to the bylaws during the calendar year are highlighted. If your bylaws are current with national you do not need to resubmit.	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
3. The Chapter Board of Directors has had at least four meetings in 2007, one per quarter, and has maintained corporate minutes and other records as required by state law and the chapter bylaws. Send national a copy of your minutes. Dates Met: 3/14 (start-up), 4/11, 6/1, 6/27, 8/9, 10,29	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
4. The chapter is incorporated and a copy of the current articles of incorporation are on file in the national office. If your chapter has amended the articles of incorporation during the year, please submit the amendments. Are your current articles of incorporation on file at National? If no, please submit.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
5. An annual financial statement for calendar year has been submitted. (Copy enclosed)	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
6. A copy of the chapter's current federal tax return or a letter stating that the chapter was not required to file a return has been submitted with this certificate. A copy of the tax return or the letter must be sent to the national office within 30 days of the chapter submitting the same to the IRS. Chapter not in existence in 2006 - will file for 2007	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
7. Has your chapter has developed and implemented a twelve-month plan for January 1 - December 31 that includes a proposed annual budget and calendar of events for the year. These documents must be attached and sent to national office with this certificate.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N

8.	The Chapter President-Elect attended the training sessions at the national leadership symposium or made other arrangements for training prior to taking office. If other arrangement, please explain: <u>President-Elect will take leadership training at the 2008 symposium. Current President working with other chapter presidents and regional leadership on training and mentoring.</u>	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
9.	The chapter has produced and distributed effective communications (4 per year) to chapter members. Please submit one copy of the newsletter or magazine with this certificate. Can be electronic or printed. Attached	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10.	The chapter has sponsored/participated in effective educational programs (4 per year for local chapters) for NARPM members affiliated with the chapter in 2006. For state chapters, education can be part of their state/region convention. Please submit a copy of the brochure or flier with this certificate. Attached	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
11.	What is the date your chapter officers assume their respective offices?	3/14/07
12.	Submit the dates of your chapter's fiscal year:	1/1-12/31/07
13.	The chapter has maintained a minimum membership of 7 NARPM members.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
14.	Is your chapter using the Chapter Leader section of www.NARPM.org ? If no, why not:	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
15.	Do you have a chapter website? What is the URL? <u>www.westerncoloradonarpmchapter</u>	<input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
16.	Is your chapter interested in looking at a website supported by NARPM? <u>Done</u>	<input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
17.	Is your chapter website kept up to date? If yes, when was your last update? <u>November 30, 2007</u>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
18.	Has your chapter ever filed for the \$500 membership grant? If you would like more information on this grant check here: <input type="checkbox"/>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
19.	Does your chapter have a bank account in the chapter's corporation name? Name of Banking Institution: <u>Bank of Colorado</u>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
20.	Did your chapter file the State Corporation Commission Annual Report for this calendar year? If no, why not <u>Not yet</u>	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
21.	Does your chapter charge dues? If yes, please state amount:	No

Other items:

22. How do you rate the health of your chapter (1 - 10, 10 being highest) 8

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

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

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

See attached

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

None

2006 Chapter President/Date

Licki M. Gavell

11/29/07

2007 Chapter President/Date

Christy Harper

11/29/07

2007 Other Board of Director/Date

The Western Colorado Chapter encompasses basically the entire western half of the state of Colorado – therefore we are constantly brainstorming for ways to include all the areas represented in our chapter. In 2007, we were fairly effective in drawing in new members from the eastern and western portion of our area, so in 2008 we will focus on providing more services to our members in the south. We will be holding “satellite” education programs in Montrose, Durango and Pagosa Springs (basically a replay of education programs held here in Grand Junction). This way, those members who are unable to make the three-hour drive to Grand Junction can still avail themselves of the education programs we are offering.

We are constantly striving to increase our membership, and to provide excellent resources to our current members. One of our goals for 2008 is to provide a \$500.00 scholarship to one of our members graduating high school senior. We are currently working out the details, and will let National know the details once they are finalized. Another goal for 2008 is to increase community awareness of our chapter through volunteering at various charity events. To kick off this effort, we will be “ringing the bells” for the Salvation Army on December 14, 2007. We feel both of these goals will not only help to increase our membership, but will also make our chapter stronger as a group.

The Board of Directors is looking forward to 2008 and a year that will make our chapter stronger, larger and a positive force in our community.