

# Certificate of Compliance

This certifies that the

## Western Colorado Chapter

Has successfully met the requirements and is in full compliance  
with standards set for a local chapter by the  
National Association of Residential Property Managers.

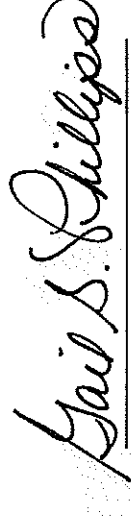
11/30/2009



2009 President



National Association of Residential Property Managers



Executive Director



National Association of Residential Property Managers

**Chapter Certificate of Compliance Checklist**

Due December 1, 2009

**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. This form can be downloaded in form fill edition at <http://www.narpm.org/chapter-services/support-services.html> and click on 2009 Chapter Certificate of Compliance

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

GOVERNANCE REPORTING	
1.	Attach a list of the names and positions of the upcoming Board of Directors and committee chairs for the Chapter (Must be submitted to reach chapter compliance)
2.	Have chapter bylaws changed this year? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
3.	Have chapter articles of incorporation changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
4.	Attach copies of minutes for each Board of Directors meeting. Chapters are required to meet and maintain corporate minutes and other records as designated by state law and chapter bylaws. (Must be submitted to reach chapter compliance)
5.	Chapter officers assume their respective offices: January 1 <input checked="" type="checkbox"/> Other: Specify
6.	Date of fiscal year: Calendar year <input checked="" type="checkbox"/> Other: Specify
7.	The chapter maintains a minimum membership of seven (7) NARPM® Professional/Support Staff members. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be maintained to reach chapter compliance)
8.	Does the chapter maintain a FDIC bank account in the chapter's corporate name Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be submitted to reach chapter compliance) Name of Banking Institution: Bank of Colorado
9.	The chapter has filed a Corporate Annual Registration Report/Renewal for the state in which it is registered for this calendar year? *Send NARPM® an up to date copy of corporate annual registration report/renewal (Must be submitted to reach chapter compliance) Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If not required check here <input type="checkbox"/> Other reason:
10.	Effective 2010, local/state chapter Presidents, or their designee, must participate in a minimum of three of the quarterly Regional conference calls. In 2009, did your chapter participate in these calls? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

CHAPTER FINANCIAL REPORTING	
11.	Attach copy of financial statement for current year. (Must be submitted to reach chapter compliance)
12.	Attach copy of proposed annual budget for the following year. (Must be submitted to reach chapter compliance)
13.	Attach copy of federal tax return. (Must be submitted to reach chapter compliance) If no return attached: Not required <input checked="" type="checkbox"/> Other reason
14.	Beginning in 2008, small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at <a href="http://www.irs.gov/charities">www.irs.gov/charities</a> ). Did the chapter file notice? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:

CHAPTER PLANNING	
15.	Attach a copy of chapter's annual calendar of events for the following year.
16.	The Chapter President-Elect attended the training sessions at the national leadership training session prior to taking office. Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, state why not: Our president elected into office for 2009, resigned his position in February 2009. This meant we had to shuffle board positions, so we were not able to do training before taking office.
17.	Did chapter communicate at least four times during the year with members? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of the communications chapter had with the members. This can be electronic or printed. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, state reason why not:
18.	Did chapter sponsor/participate in effective educational programs for NARPM® members affiliated with the chapter during certification year. This can be designation class or local classes that have special speakers. For state/regional chapters, education can be part of their state/region convention. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of brochure or flier. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, state reason why not:
19.	The chapter is using the Chapter Leader section of NARPM.org( <a href="http://www.narpm.org/chapter-services/">http://www.narpm.org/chapter-services/</a> ) : Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:
20.	The chapter website is kept up to date? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, when will it be updated? As soon as we have a member willing to step up and help in this area, we will have it updated.
21.	The chapter is interested in looking at a website supported by NARPM®: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Contact persons name and number:
22.	The chapter filed for the current year Chapter Grant: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Check here if you would like more information on grants: <input type="checkbox"/> <i>The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.</i>

Other items:

23. Rate the health of the chapter (1 - 10, 10 being highest) 7

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


We do not have barriers to getting the chapter going. We have had growth this year, with a couple of new members. However, we have had the same core group of members who have been the board members for the past 3 (now going on 4) years. I worry about burn-out among this core group of members who really help to keep the chapter active.

b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.) I am not sure what national can do to help that is not already done. We utilize the speaker list each year and use the chapter leader section of the web site. Anytime I have called/mailed National with questions, I always get the answers I need.

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

Chapter Officers' Signatures Certifying Review and Approval of Chapter Certification:

 \_\_\_\_\_ 11-23-09  
Current Certification Year President/Date

 \_\_\_\_\_ 11/23/09  
Current Certification Year Incoming Vice President/Date

CHAPTER RE-CERTIFICATION REQUIREMENTS

The certification requirements were developed to maintain fair, specific procedural standards for the chapters and to protect the legal accountability of the national association. The NARPM® Board of Directors determines each chapter's recertification status after consideration of recommendations submitted by the Regional Vice President and the Membership Committee.

Submission Requirements

- Certificate of Compliance signed by the Chapter President and President-Elect/Vice President serving in Current Certification Year.
- Supporting materials as requested.

## NARPM BOARD MEETING

2-4-09

Vice-President Angela Allen called the meeting to order @ 2pm

Secretary's Report – approved as written

Treasurer's Report – approved as written

### Committee Reports

A. Affiliate Chair – Todd Simpson not present

B. Education/Marketing Chair – Cindy Hoppe

Cindy will blast all realtors regarding the upcoming Education classes

C. Membership Chair – Dax Marutzky – no report

D. Legislative/Marketing Chair – Dena Watson

Talked about the new Carbon-Monoxide Sensors that maybe required in the future.

### NEW BUSINESS

1<sup>st</sup> order of business was the resignation of President Todd Simpson and the appointment of Angela Allen as the new President.

Cindy Hoppe agreed to become Vice-President

Cindy Dickey agreed to act as Treasurer as well as Secretary

The following are the new or existing Chair Appointments: Membership – Dax; Marutzky; Education – Cindy Hoppe; Certification (didn't get who was doing that); Affiliate – Todd Simpson; Legislative – Dena Watson; Marketing – Ricki; Arrangements – Cindy Hoppe; Recognitions – Ricki;

B. March 19<sup>th</sup> General meeting w/ Michael Burke and Velvet Johnson as speakers. Angela to get an affiliate to speak also. Time 1 to 3:30 at the GJARA Board Office. Each of the Board members is to bring a gift for the raffle. Angela will bring water. Dena and Cindy will send out a Blast.

Fees - \$20.00 for members. \$25.00 for non-members. Board Members are free. It is the boards hope to attract more members to joining the board for this incentive.

C. Ideas for upcoming meetings. Cindy and Angela will work to get National Speakers

D. Becoming a member of the GJARA Board of Realtors. It was agreed that between Cindy Hoppe w/ Bray & Co. and Cindy Dickey w/ Metro Brokers we can access everything that is needed + the fees to join are expensive.

E. Colorado State Conference May 27-29 at the Sheraton Denver West. We discussed that the Board may help pay for the expense of attending the conference. This will be looked into further.

F. National Convention October 21-24 in Orlando, FL

### Other Business

A. Newsletter out by Mid Feb. Email Blast around Mar 1 for Quarterly Meeting

B. Board Meetings will be at the Bray Real Estate Office conference room. Dates are April 22, July 22, and Oct 28.

Respectively Submitted,

Cindy Dickey  
Secretary

NARPM  
Western Colorado Chapter  
Secretary's Report  
4-29-09

Meeting called to order by Pres. Angela Allen @ 2:10 pm

Attendees were: Angela Allen, Cindy Hoppe, Cindy Dickey, Dax Marutzky, Dena Watson, and Ricki Gavell

Secretary's Report was approved as written

Treasure's Report was given and accepted.

#### Committee Reports

##### A. Affiliate – No Report

Discussion of Affiliate Members that have not paid their dues, they have or will be removed from Web Site, & Newsletter

##### B. Education

Everything is set for June and Aug Classes. Betty Fletcher's class in Aug will be offering 2 CE Credits for the Class. Angela is working w/ Susan Albern for June's class to offer CE Credits as well.

##### C. Membership

Dax needs an updated Membership List.

There was discussion on hosting a Meet & Greet get together after the class in June to entice other Prop Mgmt Companies to join the Chapter. Cindy Hoppe will look into the availability of the Board Office and how late we can stay after the class. We will coordinate this effort w/ emails.

##### D. Legislative

Dena reported that there have been new bills passed:

Carbon Monoxide Bill, Personal Property to be assessed for taxes and Equity Skimming. Call her for further info.

##### E. Marketing

See New Business

#### New Business

A. Bylaws changed by the National Headquarters, it was moved by Dena Watson and 2<sup>nd</sup> by Cindy Hoppe to accept the new bylaws as written. The motion passed.

B. 50/50 gift for Colorado Convention.

Cindy Hoppe will put together a local wine and candy gift basket.

C. Marketing ideas for June, Aug & Sept Meetings,

News letter to go via email, we should send either send out one more newsletter or a postcard to remind members they can now get their newsletter via email. Ricki and Dena will work on the newsletter and will get it sent out approx. 1 month before the class.

Ricki will create a Flyer about each meeting and send it out approx. 2 weeks before.

Cindy will email all Realtors and Dena will email all affiliates, members and other invitees about 1 week before class.

Ricki will look into a press release and the cost to advertise in Things to Do Magazine and Business Times.

D. Designation Classes

Angela will bring this up at the June meeting to see if there is any interest; need to have 10 people to get some of the fees reimbursed.

E. Funds for Conventions

It was discussed between Dena, Cindy Dickey, Ricki and Dax w/o Angela and Cindy Hoppe present if we wanted to fund the President and Vice-President's expenses in attending the State and National Conventions.

It was decided that this would be looked at each year depending on the availability of funds.

For 2009 the Chapter will pay for the State and the National Convention Fees for the President, Vice-President. It will also pay for the National Convention Fee for 2 other Board Members or Chair Persons. Plus, the Chapter will also contribute \$500 to the President's expenses and \$300 for the Vice-President's expenses for the National Convention.

Ricki Gavell moved that we accept the above proposal, Dena Watson seconded and the motion passed.

Respectively submitted by

Cindy Dickey  
Secretary/Treasure

NARPM  
Western Colorado Chapter  
Secretary's Report  
7-22-09

Meeting called to order by Pres. Angela Allen @ 2:00 pm

Attendees were: Angela Allen, Cindy Dickey, Dax Marutzky, Dena Watson, and Ricki Gavell

Secretary's Report was approved as written

Treasure's Report was given and accepted.

1. Committee Reports

- A. Affiliate – No Report
- B. Education – No Report
- C. Membership

Our meet and Greet didn't turn out to well. We will have Betty Fletcher give a plug for NARPM at her class

D. Legislative

Nothing new

E. Marketing

Send postcards out 2 weeks before Betty Fletcher's Class and email to Members and Affiliates around 8-10-09. Cindy Dickey to send email to all Realtor's.

Ricki will also get the meeting into Business Weekly and Things To Do section of paper.

Affiliate Members: give them each one minute to tell about their business instead of highlighting a member. Angela will send them an email to give them notice of the change.

New Business

- A. Betty Fletcher Class all info covered above.
- B. Designation Class.

Peter wants to do it during good weather, we will look at it again in January for a spring or summer 2010 class.

C. 50/50 Gift for National

Angela suggested freebees from some of the local businesses and Ricki suggested a John Fielder book on Colorado. We are to keep our eyes open for good ideas.

Meeting was adjourned.

Respectively submitted by

Cindy Dickey  
Secretary/Treasure



NARPM  
Western Colorado Chapter  
Secretary's Report  
10-29-09

Meeting called to order by Pres. Angela Allen @ 2:00 pm

Attendees were: Angela Allen, Cindy Dickey, Dax Marutzky & Dena Watson

Secretary's Report was approved as written

Treasure's Report was given and accepted.

1. Committee Reports
  - A. Affiliate – Todd Simpson has resigned.
  - B. Education – No Report
  - C. Membership – No Report
  - D. Legislative – No Report
  - E. Marketing – No Report

#### New Business

##### A. Member Dues

Betty Fuller suggests

1. Pre-charge members @ beginning of year for the full years classes.
  2. Should be a difference between members and non-members. Currently it is only \$5.00 a class  
Offer a class or 2 during the year for members only, so that they see a benefit in joining.
- The previous class we had instituted a discounted rate of \$25 for members, \$30 for non-members if they prepaid and \$40 at the door for everyone. This worked well.
  - It was decided that in 2010 Members should pay \$20 and non-members \$30 for prepayment and \$40 at the door.

##### B. Classes for members only

- a. It was discussed that we could offer the Annual Mandatory Update class to members only for free or at a discount. We will look into that more in 2010
- b. Offer to pay ½ off member fee for Regional Conference in 2010.

##### C. Board Election

Cindy Hoppe moved, Cindy Dickey 2<sup>nd</sup> that Angela Allen remain as president. Angela Agreed, the vote was unanimous. We all agreed to maintain our current

positions and the Market Chair would float with the other Chairs since we all work on that together.

D. December Social

- a. Spend more? Have it somewhere else? How to get people to attend?
- b. We decided to look into Dos Hombres, they have room and can provide food and drinks. We will give 2 drink coupons and have 4 give prizes to give away w/ the big prize being \$100 Visa gift card. Must be present to win.
- c. Cindy Dickey to buy the gifts.
- d. Dec 10, 2009

E. Classes for 2010

- a. Feb – Self-defense class. We all think it would be a good class.
- b. April is Regional Conference
- c. June see if Vicki Askeff will come
- d. Aug get an attorney to come talk, Cindy Hoppe to look into that
- e. Oct – Annual update class

F. Referring clients

- a. We had a discussion on paying a referral fee to a realtor if they referred a client to one of our businesses. It was decided that the logistics of keeping track of that would be too difficult.

G. Southwest Regional Conference (April 21-23, 2010)

- a. Fill out the survey on what we would like to see offered

Meeting was adjourned.

Respectively submitted by

Cindy Dickey

Secretary/Treasure

11-20-09

## **2010 Calendar**

- January 7, 2010 – Board Meeting**
- February 18, 2010 – Self-defense class**
- April 2010 – Southwest Regional Conference**
- May 13, 2010 – Board Meeting**
- June 17, 2010 – Vickie Gaskill or Legal/Court update**
- July 22, 2010 – Board Meeting**
- August 19, 2010 – Vickie Gaskill or Legal/Court update**
- October 2010 – Annual commission required update class**
- October 2010 – National Convention**
- October 28, 2010 – Board Meeting**
- December 2010 – Annual Holiday social**