

Bylaws of
The Western Colorado Chapter of
The National Association of Residential Property Managers
Updated September 2021

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Western Colorado 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 area of western Colorado to include all rural areas and towns.
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 Western Colorado region.

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 Colorado.

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 all the area of western Colorado to include all rural areas and town west of the continental divide.

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 can be a chairperson and can serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

The Chapter shall recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

Section 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 four (4) members, which is a combination of Professional and Support members, with two (2) out of the four (4) 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 Western Colorado Chapter of the National Association of Residential Property Managers 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.

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.

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.

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 Western Colorado 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.
4. 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.

5. 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 electronic mail 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 90 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
 3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.

4. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will charge dues to National Affiliate members.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

Section C: Special Assessments

Special Assessments may be established by the executive committee and imposed upon its chapter members and/or affiliate members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting of the chapter prior to the imposition of such an assessment. No more than one special assessment may be imposed in any calendar year.

Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the Western Colorado Chapter of the National Association of Residential Property Managers 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 Colorado 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 Western Colorado Chapter of National Association Residential Property Managers, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

Form 990-N (e-Postcard) ⓘ

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than \$50,000 fall into this category.

> Tax Year 2021 Form 990-N (e-Postcard)

Tax Period:
2021 (01/01/2021 - 12/31/2021)

EIN:
35-2300110

Legal Name (Doing Business as):
National Association Of Residential Property
Managers

Mailing Address:
1512 Grand Ave Ste 109
Glenwood Springs, CO 81601
United States

Principal Officer's Name and Address:
Sarah Windholz

1512 Grand Ave Suite 109
Glenwood Springs, CO 81601
United States

Gross receipts not greater than:
\$50,000

Organization has terminated:
No

Website URL:

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[News](#)
[Language](#)
[Charities & Nonprofits](#)
[Tax Pros](#)

File	Pay	Refunds	Credits & Deductions	Forms & Instructions
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National Association Of Residential Property Managers *(National Association Of Residential Property Managers - Western Colorado Chapter)*

EIN: 35-2300110 | Grand Junction, CO, United States

Form 990-N (e-Postcard)

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than \$50,000 fall into this category.


<p>> Tax Year 2020 Form 990-N (e-Postcard)</p>		
<p>Tax Period: 2020 (01/01/2020 - 12/31/2020)</p> <p>EIN: 35-2300110</p> <p>Legal Name (Doing Business as): National Association Of Residential Property Managers</p>	<p>Mailing Address: 637 North Ave Grand Junction, CO 81501 United States</p> <p>Principal Officer's Name and Address: Jamie Allen 637 North Ave Grand Junction, CO 81501 United States</p>	<p>Gross receipts not greater than: \$50,000</p> <p>Organization has terminated: No</p> <p>Website URL:</p>
<p>> Tax Year 2019 Form 990-N (e-Postcard)</p>		
<p>> Tax Year 2018 Form 990-N (e-Postcard)</p>		
<p>> Tax Year 2017 Form 990-N (e-Postcard)</p>		
<p>> Tax Year 2016 Form 990-N (e-Postcard)</p>		
<p>> Tax Year 2015 Form 990-N (e-Postcard)</p>		
<p>> Tax Year 2014 Form 990-N (e-Postcard)</p>		
<p>> Tax Year 2013 Form 990-N (e-Postcard)</p>		
<p>> Tax Year 2012 Form 990-N (e-Postcard)</p>		

> **Tax Year 2011 Form 990-N (e-Postcard)**

> **Tax Year 2008 Form 990-N (e-Postcard)**

> **Tax Year 2007 Form 990-N (e-Postcard)**

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Western Colorado Chapter NARPM
2022 Budget



Income	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Affiliate Member Dues	0	0	0	0	0	0	0	0	0	0	0	0	0
Education Grant	0	0	0	0	500	0	0	0	0	0	0	0	500
Leadership Training Grant	0	0	0	0	0	0	0	0	0	0	0	0	0
Class Fees	0	800	0	0	800	0	0	700	0	0	700	0	3000
TOTAL INCOME	0	800	0	0	1300	0	0	700	0	0	700	0	3500

Expenses	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Dues and Subs	0	0	0	0	0	0	0	0	0	0	0	0	0
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
Location Rental	0	0	0	0	0	0	0	0	0	0	0	0	0
Meeting Refreshments	0	150	0	0	150	0	0	150	0	0	150	0	600
Speaker Fund	0	800	0	0	0	0	0	300	0	0	0	0	1100
Gifts	0	0	0	0	0	0	0	0	0	0	0	0	0
Leadership Training/cor	0	0	0	0	0	0	0	0	0	0	700	0	700
Conference Sponsor	0	0	0	0	0	0	0	0	0	0	0	0	0
Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
Lodging/Travel	0	0	200	0	200	0	0	200	0	0	200	0	800
Accountant/Legal	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenses	0	950	200	0	350	0	0	650	0	0	1050	0	3200

The Western Colorado Chapter of the National Association of Residential Property Managers

Statement of Financial Position

As of December 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank of Colorado	6,546.14
Total Bank Accounts	\$6,546.14
Total Current Assets	\$6,546.14
TOTAL ASSETS	\$6,546.14
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening balance equity	9,046.14
Retained Earnings	0.00
Net Revenue	-2,500.00
Total Equity	\$6,546.14
TOTAL LIABILITIES AND EQUITY	\$6,546.14

AGENDA

NARPM- Western Slope Chapter

Membership & Board Meeting Via Zoom 4/27/2021

Introduction of Board

Pres- Jami McLennan

Incoming Pres – Sarah Windholz

Secretary – Laura Brown

Treasurer – Danielle Smith

Outgoing Pres – Cindy Hoppe

Old Business:

Treasury Report

New Business:

Classes on line

Update of Bylaws

Expectations for the year



National Association of Residential Property Managers

WESTERN COLORADO CHAPTER
Membership Meeting Agenda
Date: September 21, 2021 @ 10:00 A.M.
Location: ZOOM

Antitrust Statement:

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1. Call to Order

- Welcome Members & Guests

2. Purpose & Overview

Mission

NARPM® provides resources for residential property management professionals, who desire to learn, grow and build relationships

Vision

NARPM® will be the recognized leaders in residential property management industry

3. Introductions

4. Code of Ethics

Article 6: PROTECTION OF FUNDS

The Property Manager shall hold all funds received on behalf of others in compliance with state law with full disclosure to the Client and these funds will be kept separate from the firm's or personal funds of the Property Manager.

STANDARDS OF PROFESSIONALISM

6-1 Property Managers shall prepare and furnish to the client accurate and timely financial reports relating to their rental unit in accordance with the terms of the management agreement

5. Treasurer's Report

6. New Business

- Adopt New Bylaws
- Elections – 2022 Board of Directors
- Call for Committee Leaders

7. Upcoming National & Regional Events

- SEPTEMBER (22ND): Cocktails & Hors D'oeuvres with Legislators & Fall 2021 CLLC Update 6:00-8:00 p.m. (Colorado Springs)
- SEPTEMBER (22nd-23rd): Landlord Symposium (Colorado Springs)
- OCTOBER (26th-29th): NARPM Annual Convention & Trade Show (Kansas City)
- MARCH (28TH-30TH): Broker/Owner Conference & Expo (San Antonio)

8. Upcoming Training – Mark Your Calendar!

- SEPTEMBER (22nd): Policies and Procedures Class (4CE) – (Colorado Springs)

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- DECEMBER (2ND): The Business of Business – Keys to Building a Successful Chapter

9. Next Membership Meeting

- November 2021 – Membership Meeting (Date TBD)
 - Hosting the South West RVP, Misty Berger
 - **Strategic Planning & Vision for 20222**
- Thank you for attending!

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National Association of Residential Property Managers

WESTERN COLORADO CHAPTER
STRATEGIC PLANNING SESSION
BOARD OF DIRECTORS MEETING
MEMBERSHIP MEETING

Date: November 4, 2021 @ 10:00 a.m.
Location: Glenwood Springs Library, Community Room

1. Call to Order

2. Purpose & Overview

Mission

NARPM® provides resources for residential property management professionals, who desire to learn, grow and build relationships

Vision

NARPM® will be the recognized leaders in residential property management industry

3. Introductions

- Welcome Misty Berger, RVP
- 2022 Vision of NARPM
- Introduce Chapter of Excellence

4. Code of Ethics

Article 6: PROTECTION OF FUNDS

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STANDARDS OF PROFESSIONALISM

6-1 Property Managers shall prepare and furnish to the client accurate and timely financial reports relating to their rental unit in accordance with the terms of the management agreement

5. New Business

- Introduction of WCNARPM 2021 Board of Directors
- Review Chapter Leadership Transition Checklist
- Review Executive Leadership Roles & Responsibilities
- Review Membership Benefits
- Strategic Plan & Vision for 2022
- WCNARPM Website
- Call for Committee Leaders

7. Upcoming National & Regional Events & Leadership Training

- Leadership Training: Keys to Building a Successful Chapter – November 17, 2021 12:00-2:30 p.m.
- Leadership Training: The Business of Business – December 2, 2021 1:00 p.m.
- 2022 NARPM Broker/Owner Conference and Expo (March 28-30 – San Antonio, TX)
- 2022 NARPM Legislative and Educational Conference (June 13-15 – Capital Hill, Washington, DC)
- 2022 NARPM Convention and Expo (October 17-20 – Paris Hotel, Las Vegas, NV)

9. Next Membership Meeting

- Set Board Schedule & Membership Meeting Schedule

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National Association of Residential Property Managers

WESTERN COLORADO CHAPTER
STRATEGIC PLANNING SESSION
BOARD OF DIRECTORS MEETING &
MEMBERSHIP MEETING
Date: December 6, 2021 @ 10:00 a.m.
Location: Rifle Library, Community Room

1. Call to Order

2. New Business

- Review Speaker Information Obtained, Set Schedule & Select Classes
 - Rob Lynde
 - Karen Harvey
- Board Member Additional Responsibilities (Volunteers Needed):
 - Affiliate Program Coordinator
 - Review, revise, finalize Vendor Application Form & Benefits Form
 - Reach out to vendors provided by ALL BOD to either just be a sponsor in addition sponsor a training session
 - Add vendor to website and all marketing materials
 - Chapter Education Chair & Chapter Marketing/Publications Coordinator
 - Review, revise, and finalize Education Checklist for all scheduled classes
 - Apply for Chapter Growth Grant
 - On point for all items on the checklist including advertising, day of event items, and after event items
 - Chapter Designations Chair & Membership Coordinator & Recognitions Chair
 - Organize, plan and execute two membership drives in for NARPM & WCNARPM which will allow for dues to be collected for chapter use minimizing cost of classes for members and a \$50 reduction for new members in their annual dues
 - Apply for any grants applicable
 - Recognitions Chair
 - Chapter Communication Chair & New Membership Mentor
 - Upcoming Classes at Chapter & Colorado - Monthly
 - Upcoming Membership Meetings at WCNARPM - Monthly
 - New Member Mentor & Coordinator
 - Apply for any grants applicable
 - Create BOD press release & organize advertising of this

3. Upcoming National & Regional Events & Leadership Training

- 2022 NARPM Broker/Owner Conference and Expo (March 28-30 – San Antonio, TX)
- 2022 NARPM Legislative and Educational Conference (June 13-15 – Capital Hill, Washington, DC)
- 2022 NARPM Convention and Expo (October 17-20 – Paris Hotel, Las Vegas, NV)

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National Association of Residential Property Managers

WESTERN COLORADO CHAPTER
Board Meeting Minutes
April 27th, 2021

1. Call to Order
 - a. Jami McLennan, President called the meeting to order at approximately 11:32 AM
2. Approval of Meeting Minutes
 - a. Board meeting minutes from October 29, 2020, were presented to members present. A motion made by Laura Brown to approve the minutes as written. Seconded by Cindy Hoppe. Unanimously passed. None opposed.
3. Purpose & Overview
 - a. **Mission:** NARPM® provides resources for residential property management professionals, who desire to learn, grow and build relationships
 - b. **Vision:** NARPM® will be the recognized leaders in residential property management industry
4. Code of Ethics: **Article 9 (amended): Relations with other Property Managers**

The Property Manager shall not knowingly or recklessly make false or misleading statement about other property managers or their business practices, or otherwise attempt to take business from other property manager by deceptive means.

STANDARDS OF PROFESSIONALISM

- **9-1** The Property Manager shall conduct dealings with other property managers in an honest and professional manner and shall not knowingly engage in any practice or take any action against a property manager in an un-businesslike manner.
- **9-2** The Property Manager shall not knowingly interfere with other property managers' contract rights, including by taking actions inconsistent with exclusive agreements that other property managers have with their clients. This does not preclude the Property Manager from otherwise soliciting potential Clients or making general announcements about his or her own services. For purposes of this Code, a general announcement may be defined as a general telephone canvass, or a general mailing or distribution addressed to all prospects in a given geographical area or in a specific profession, business, club, organization, or other classification or group. This Code does not restrict fair and reasonable competition among property managers.
- **9-3** In the event of a controversy or dispute with a property manager at a different Firm, the Property Manager shall use best efforts to resolve the dispute prior to litigation.
- **9-4** The Property Manager shall not obtain or use the proprietary materials or work of a competing management Firm without the express written permission of that Firm.

- **9-5** The Property Manager shall cooperate with other property managers when it is in the best interests of the Client or Tenant to do so.

5. New Business

- a. Treasury Report
 - i. A report was not made available at this time.
 - ii. Danielle Smith does not have access to the bank account and will need access.
 - 1. Emailed Crystal at Bank of Colorado to update bank accounts.
- b. Board of Directors
 - i. President: Jami McLennan
 - ii. Incoming President: Sarah Windholz
 - iii. Secretary: Laura Brown
 - iv. Treasurer Danielle Smith
 - v. Outgoing President: Cindy Hoppe
- c. Dropbox login needed to upload meeting minutes.
- d. Update to the current Bylaws
- e. 2021 meeting expectations
 - i. In-person vs. ZOOM meetings.

6. Upcoming National & Regional Events

- a. Online education credits

7. Adjourn

- a. A motion was made to adjourn the meeting at approximately 11:37 AM by Cindy Hoppe and seconded by Laura Brown.

Respectfully submitted,

Laura K. Brown
NARPM Western Colorado Chapter Secretary

APPROVED: 9.21.2021



National Association of Residential Property Managers

WESTERN COLORADO CHAPTER
Board Meeting Minutes + Membership Meeting
September 21, 2021

1. Call to Order
 - a. Sarah Windholz, Incoming President called the meeting to order at approximately 10:00 AM via ZOOM.
2. Purpose & Overview
 - a. **Mission:** NARPM® provides resources for residential property management professionals, who desire to learn, grow, and build relationships
 - b. **Vision:** NARPM® will be the recognized leaders in residential property management industry
3. Introductions
 - a. President: Jami McLennan – (Absent)
 - b. Incoming President: Sarah Windholz
 - c. Secretary: Laura Brown
 - d. Treasurer Danielle Smith
 - e. Outgoing President: Cindy Hoppe
4. Code of Ethics: **Article 6: Protection of Funds**

The Property Manager shall hold all funds received on behalf of others in compliance with state law with full disclosure to the Client and these funds will be kept separate from the firm's or in personal funds of the Property Manager.

STANDARDS OF PROFESSIONALISM

6-1 The Property Manager shall keep appropriate records and shall prepare and furnish to the Client accurate and timely financial reports relating to the Client's rental and funds in accordance with the terms of the applicable management agreement.

5. Treasurer's Report
 - i. A report was not made available at this time.
6. New Business
 - a. Approval of Meeting Minutes
 - i. Board meeting minutes from 4.27.21, were presented to members present. A motion made by Cindi Hoppe to approve the minutes as written. Seconded by Sarah Windholz. Unanimously passed. None opposed.
 - b. New Bylaws

- i. A motion was made by Danielle Smith to adopt the new Bylaws as presented. Seconded by Sarah Windholz. Unanimously passed. None opposed.
 - c. Elections – 2022 Board of Directors
 - i. President: Sarah Windholz
 - ii. Incoming President: Laura Brown
 - iii. Secretary: Cindy Hoppe
 - iv. Treasurer: Danielle Smith
 - v. Outgoing President: Jami McLennan
- 7. Upcoming National & Regional Events
 - a. September 22nd, 2021: Cocktails and Hors D’ Oeuvres
 - b. September 22nd – 23rd, 2021: Landlord Symposium (Colorado Springs)
 - c. October 26th – 29th, 2021: NARPM Annual Convention and Trade Show
 - d. December 2nd, 2021: The Business of Business – Keys to Building a Successful Chapter
 - e. March 28th – 30th, 2022: Broker/Owner Conference and Expo
- 8. Upcoming Meeting Dates
 - a. November 2021 – Membership + BOD
 - i. Hosting Southwest RCP, Misty Berger
 - ii. Strategic Planning and Vision for 2022.
- 9. Adjourn
 - a. A motion was made to adjourn the meeting at approximately 10:48 AM by Cindy Hoppe and seconded by Danielle Smith.

Respectfully submitted,

Laura K. Brown
NARPM Western Colorado Chapter Secretary

APPROVED: 11.4.2021



National Association of Residential Property Managers

WESTERN COLORADO CHAPTER
Board Meeting Minutes
November 4th, 2021

1. Call to Order
 - a. Sarah Windholz, Incoming President called the meeting to order at approximately 10:00 AM.
2. Purpose & Overview
 - a. **Mission:** NARPM® provides resources for residential property management professionals, who desire to learn, grow, and build relationships
 - b. **Vision:** NARPM® will be the recognized leaders in residential property management industry
3. Introductions
 - a. President: Jami McLennan – (Absent)
 - b. Incoming President: Sarah Windholz
 - c. Secretary: Laura Brown
 - d. Treasurer Danielle Smith
 - e. Outgoing President: Cindy Hoppe
 - f. Misty Berger – RVP for NARPM
4. Code of Ethics: **Article 6: Protection of Funds**

The Property Manager shall hold all funds received on behalf of others in compliance with state law with full disclosure to the Client and these funds will be kept separate from the firm's or in personal funds of the Property Manager.

STANDARDS OF PROFESSIONALISM

- 6-1 The Property Manager shall keep appropriate records and shall prepare and furnish to the Client accurate and timely financial reports relating to the Client's rental and funds in accordance with the terms of the applicable management agreement.
5. Treasurer's Report
 - i. A report was not made available at this time.
6. New Business
 - a. Approval of Meeting Minutes
 - i. Board meeting minutes from 9.21.21, were presented to members present. A motion made by Sarah Windholz to approve the minutes as written. Seconded by Danielle Smith. Unanimously passed. None opposed.
 - ii. 2022 Strategic Plan

1. Review Chapter Leadership transition checklist
 2. Review Executive Leadership Roles and Responsibilities
 3. Review Membership benefits
 4. WCNARPM website – update
 5. Call for Committee Leaders
7. Upcoming National & Regional Events
- a. November 17, 2021: Keys to Building a Successful Chapter
 - b. December 2nd, 2021: The Business of Business – Keys to Building a Successful Chapter
 - c. March 28th – 30th, 2022: Broker/Owner Conference and Expo
 - d. June 13th -15th, 2022: NARPM Legislative and Educational Conference
 - e. October 17th – 20th, 2022: Convention and Expo
8. Upcoming Meeting Dates
- a. 2022 Meeting Schedule – TBD
9. Adjourn
- a. A motion was made to adjourn the meeting at approximately 11:25 AM by Laura Brown and seconded by Danielle Smith.

Respectfully submitted,

Laura K. Brown
NARPM Western Colorado Chapter Secretary

APPROVED: 12.6.21



National Association of Residential Property Managers

WESTERN COLORADO CHAPTER
STRATEGIC PLANNING SESSION
BOARD OF DIRECTORS MEETING &
MEMBERSHIP MEETING
Date: December 6, 2021 @ 10:00 a.m.
Location: Rifle Library, Community Room

1. Call to Order

The meeting was called to order by the president, Sarah Windholz at 10:06 a.m. The attendees were Sarah Windholz (in person), Danielle Smith (in person) and Cindy Hoppe (remotely). A quorum was established. No other members were present.

2. New Business

- Review Speaker Information Obtained, Set Schedule & Select Classes
 - Rob Lynde The annual update course and one other course will be offered to the membership in Rifle, CO. Cindy Hoppe will reach out and confirm the date in February 2022 as well as the additional course that will be offered. Cindy Hoppe will verify that the Garfield County Library in Rifle is available.
 - Karen Harvey After discussion, it was agreed that Sarah Windholz would reach out and finalize a date with Karen Harvey in April 2022. The course will also be finalized based on Karen's availability.
- Board Member Additional Responsibilities (Volunteers Needed):

Sarah Windholz recommended that the following categories be divided and conquered to ensure all items are covered. The following were the assignments:

- Affiliate Program Coordinator: Danielle Smith
- Chapter Education Chair & Chapter Marketing/Publications Coordinator: Sarah Windholz
- Chapter Designations Chair & Membership Coordinator & Recognitions Chair: Cindy Hoppe
- Communications Chair & New Membership Mentor: Laura Brown
 - Affiliate Program Coordinator
 - Review, revise, finalize Vendor Application Form & Benefits Form
 - Reach out to vendors provided by ALL BOD to either just be a sponsor in addition sponsor a training session
 - Add vendor to website and all marketing materials
 - Chapter Education Chair & Chapter Marketing/Publications Coordinator
 - Review, revise, and finalize Education Checklist for all scheduled classes
 - Apply for Chapter Growth Grant
 - On point for all items on the checklist including advertising, day of event items, and after event items
 - Chapter Designations Chair & Membership Coordinator & Recognitions Chair
 - Organize, plan and execute two membership drives in for NARPM & WCNARPM which will allow for dues to be collected for chapter use minimizing cost of classes for members and a \$50 reduction for new members in their annual dues

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- Apply for any grants applicable
- Recognitions Chair
- Chapter Communication Chair & New Membership Mentor
 - Upcoming Classes at Chapter & Colorado - Monthly
 - Upcoming Membership Meetings at WCNARPM - Monthly
 - New Member Mentor & Coordinator
 - Apply for any grants applicable
 - Create BOD press release & organize advertising of this

3. Upcoming National & Regional Events & Leadership Training

- 2022 NARPM Broker/Owner Conference and Expo (March 28-30 – San Antonio, TX)
- 2022 NARPM Legislative and Educational Conference (June 13-15 – Capital Hill, Washington, DC)
- 2022 NARPM Convention and Expo (October 17-20 – Paris Hotel, Las Vegas, NV)

The meeting was adjourned at 11:15 a.m.

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National Association of Residential Property Managers

WESTERN COLORADO (CO81)

2022 BOARD OF DIRECTORS & COMMITTEE CHAIRS

Chapter President, Sarah Windholz

Chapter President Elect, Laura Brown

Chapter Past President, Jami McLennan

Chapter Secretary, Cindy Hoppe

Chapter Treasurer, Danielle Smith

Chapter Legislative Chair, Dena Watson

Chapter Membership Chair, Sarah Windholz

Chapter Education Chair, Sarah Windholz

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National Association of Residential Property Managers

Western Colorado Chapter NARPM Members –

Our Chapter needs you! If we cannot find volunteers to fill the open positions on our Board of Directors; our small chapter will not be able to continue and will be absorbed into one of the other state chapters.

We are calling for volunteers for the following positions:

- 2021: Past President – Jami McLennan
- 2022: President – Sarah Windholtz
- 2022: Secretary – Laura Brown
- 2023: Incoming President-Elect – We need to fill this position
- 2022: Treasurer – We need to fill this position

I would like to thank the 2021 Board of Directors for their service to our Chapter. NARPM does a great job educating our members and is a great networking outlet for our unique area.

Please respond via email with a quick bio, so we can add you to our ballot ASAP!

Upcoming Meetings

9/21 at 9 AM - Board of Directors

9/21 AT 10 AM - Annual Members Meeting

-->Join Zoom Meeting

<https://us04web.zoom.us/j/4066753216?pwd=R2s5NmRUKoYvWEtIS3Q3L3dHWmdNdz09>

Meeting ID: 406 675 3216

Passcode: 72667266

Please join us LIVE and IN-PERSON or virtually for the 1st Annual Legislation and Libations presented by the Colorado Landlord Legislative Coalition in Colorado Springs!

9/22

An evening of cocktails and hors d'oeuvres with your Legislators and the Fall 2021 CLLC update from 6:00 Pm - 8:00 PM

9/22 - Policies and Procedures Class 4 hrs CE

9/23 - Landlord Symposium 15.5 7 hrs CE

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The Colorado Landlord
Legislative Coalition
Presents the First Annual



LEGISLATION & LIBATIONS

An evening of cocktails and
hors d'oeuvres with your
Legislators and the Fall
2021 CLLC update

\$50.00
Registration Fee

WEDNESDAY, SEPT. 22ND 6:00PM-8:00PM

HOTEL ELEGANTE

2886 S. CIRCLE DR., COLORADO SPRINGS

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National Association of Residential Property Managers

WESTERN COLORADO CHAPTER
Membership Meeting Agenda
Date: September 21, 2021 @ 10:00 A.M.
Location: ZOOM

Antitrust Statement:

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1. Call to Order

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2. Purpose & Overview

Mission

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Vision

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3. Introductions

4. Code of Ethics

Article 6: PROTECTION OF FUNDS

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STANDARDS OF PROFESSIONALISM

6-1 Property Managers shall prepare and furnish to the client accurate and timely financial reports relating to their rental unit in accordance with the terms of the management agreement

5. Treasurer's Report

6. New Business

- Adopt New Bylaws
- Elections – 2022 Board of Directors
- Call for Committee Leaders

7. Upcoming National & Regional Events

- SEPTEMBER (22ND): Cocktails & Hors D'oeuvres with Legislators & Fall 2021 CLLC Update 6:00-8:00 p.m. (Colorado Springs)
- SEPTEMBER (22nd-23rd): Landlord Symposium (Colorado Springs)
- OCTOBER (26th-29th): NARPM Annual Convention & Trade Show (Kansas City)
- MARCH (28TH-30TH): Broker/Owner Conference & Expo (San Antonio)

8. Upcoming Training – Mark Your Calendar!

- SEPTEMBER (22nd): Policies and Procedures Class (4CE) – (Colorado Springs)

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- DECEMBER (2ND): The Business of Business – Keys to Building a Successful Chapter

9. Next Membership Meeting

- November 2021 – Membership Meeting (Date TBD)
 - Hosting the South West RVP, Misty Berger
 - **Strategic Planning & Vision for 2022**
- Thank you for attending!

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