



## National Association of Residential Property Managers

### WESTERN COLORADO CHAPTER Board of Directors Meeting Minutes May 12, 2017

#### 1. Call to Order

- Welcome & Roll Call at 10:02AM
- Attendees: Lindsay Jewell, Chris Thompson, and Sarah Windholz

#### 2. Leadership Reports

- Secretary Report
  - Review minutes of last meeting: Chris nominated approval of minutes
  - Cannot claim changes
  - Lindsay will step into the president roll
- Treasurer's Report
  - Compare Website to Paid Affiliates
    - Need to review the tenants online, but most have not paid in multiple years
  - Current Bank account total since 4/30: \$7,139.98
    - Outstanding deposit of \$230 brings the total gain for the quarter to \$617.60
  - 990-N IRS form has been filed

#### 3. Upcoming National & Regional Events

- 9/15/17: Roofing Basics (3CE) & Emergency Services Basics (3CE)
  - i. Get the word out and advertise for the classes
  - ii. Lunch will be provided by the Delta Disaster
  - iii. Do not hold any membership meeting
- National Convention – October 18-20<sup>th</sup> in Orlando, FL
  - i. Local chapter will pay for the president to go
- Leadership training – in November
  - i. WCNARMP will fund the VP trip to leadership training – a vote with no opposed approved the measure

#### 4. Old Business

- Broker/Owner Retreat Update
  - Owner brokers are selling and a new younger generation stepping into roles of leadership
  - Focus is on technology
  - Outsourcing office staff
- Colorado Property Management Conference Update
  -

#### 5. NEW Business

- 2017 Class/Meeting Schedule:
  - \*\*8/30 or 8/31: Trust Account CE – Mike Mumford (Proposed)
    - Board meeting before and membership meeting at lunch with elections

It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM member is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way this is not false, deceptive or otherwise illegal.

- 9/15/17: Roofing Basics (3CE) & Emergency Basics (3CE) - Delta Disaster will also provide lunch
- \*\*10/17: Marcia Water – Colorado Real Estate Director and Mold Remediation Class (3CE)
  - Board meeting and membership meeting
- 12/1/: Fire Damage Class (3CE)
  - Board meeting and membership meeting – transition leadership team
- Reviewed Leadership Structure & Expectations of the Leadership Team & Committee Chair Positions (attached)
  - Committee chair positions
    - Lindsay – 2017 Chapter Education Chair - elevated to the position with a vote from the board.
    - Sarah – 2017 Membership Coordinator Chair – elevated to the position with a vote from the board.
- Reviewed Planning Matrix

## 6. Adjourn

- Next BOD & Membership Meeting Date is 8/31
- Adjournment is 11:11AM

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**WESTERN COLORADO CHAPTER**  
**Board of Directors Agenda**  
**August 31, 2017**

1. Call to Order
  - Welcome & Roll Call 8:08 AM
    - Present Members – Sarah W., Chris T., Deena W. Mike Mumford, and Lindsey (Via teleconference)
2. Leadership Reports
  - Secretary Report
    - Review of previous meetings minutes: Approved
  - Treasurer's Report
    - Affiliate memo's going out to previous participants at end of October for 2018 Year
    - Leadership Conference (President & President-Elect) will be covered by WCNARPM
      - Deena motioned to approve. Vote Passed
    - National Conference (President) enrollment fees to be covered by WCNARPM
      - Vote passed
      - We need to have the attendees purchase the video provided of all the breakout sessions
    - Lindsey is going to fill out a grant to partially pay for the leadership training
3. Upcoming Local, National & Regional Events
  - 10/05/17: Marcia Water, Director of Colorado Division of Real Estate
  - 10/18/17-10/20/17: National Convention – Orlando, FL
  - 04/09/18-04/11/18: Owner/Broker Conference – Mirage, Las Vegas
4. Old Business
  - Update on Chapter Leadership Calls
    - New software for Compliance & Chapter Excellence
    - How can NARPM® national serve your chapter better?
      - National leadership education
    - Invite President-Elect to attend next and last 2017 call – November 15<sup>th</sup>, President elect is going to be running the board meeting to practice for next year
5. NEW Business
  - 2017 Class Schedule:
    - \*\*11/10/17: Mold Remediation – A Case Study (3CE) - Delta Disaster Class
    - \*\*12/1/17: Fire Restoration – A Case Study (3CE) - Delta Disaster Class
  - 2017 WCNARMP Meeting Schedule:
    - 10/05/17: Membership meeting at 11AM to Noon during lunch
    - \*\*11/10/17: Location TBD (Following Training)
    - \*\*12/1/17: Location TBD (Following Training)
  - 2017 WCNARPM BOD Schedule:
    - 10/05/17: Board meeting at 8:30AM-9:30AM
    - 12/1/17 – Location TBD (Transition of BOD & Updating of Signature Cards)
      - President- Elect runs meeting and sets the Chapter Strategic goals for 2018
  - Review Leadership Structure & Expectations of the Leadership Team & Committee Chair Positions (attached)

- Member chapter education chair needs to be filled
  - Coldwell Banker Prime Properties need to get involved
  - Review Planning Matrix
6. Adjourn
- Next BOD & Membership Meeting Date is October 5, 2017
  - Adjournment at 8:37AM



National Association of Residential Property Managers

**WESTERN COLORADO CHAPTER  
Board of Directors Agenda  
November 30, 2017**

### 1. Call to Order

- Welcome & Roll Call
  - i. Meeting starts 1:18pm
  - ii. Attendance by Dena, Jesse, Chris, Lindsay, Sarah (via teleconference), Danielle, and a guest - Angela

### 2. Leadership Reports

- Secretary Report
  - i. Review of the last BOD meeting minutes – voted to approve
- Treasurer's Report
  - i. Current balance sits at \$8444.82
    - 1. Made a profit for the year
  - ii. Was brought up that it may be a good idea to start reinvesting the funds that have accumulated through the year back into the WCNARPM
  - iii. There is an information page and a form to fill out for all of our supporting vendors. Members need to print out those two pages and mail them to Vendors they would like to see involved with NARPM.

### 3. New Business

- 2018 Budget
  - Budget was not finished. Decided that the budget would be done in December, once the 2018 education was set, so there was a better idea of the cash flow
- Board Transition & Strategic Planning Session
  - President
    - Set Vision for 2018
      - Would like to grow involvement our passive members into committees and grow the chapter
        - Use the momentum this year created to help next
      - Possibly do events outside of education? Social, etc.
    - Set Calendar for Board Meetings & Membership Meetings for 2018
  - President-Elect
    - Prepares Chapter Excellence Application & Compliance
    - Set Meeting Location for Speakers & Meetings
      - Was decided that we would like to do more than Delta Classes, or a greater variety spread out. Attendance issues in the latter part of the year probably due to lack of variety.
      - Anybody have suggestions? Ready out to her in December to start putting together a speaker schedule
  - Past President

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- Serves as Chairman of Nominating Committee
- Chapter Meeting Greeter
- New Member Welcome Lead
- Secretary
  - Maintains Records of Organization
  - Takes Meeting Minutes
  - Sends Out Meeting Notices & Maintains Roster of Members on Dropbox
  - Provides and Maintains Sign-in Sheets & Name Tags for Meetings
- Treasurer Transition
  - Signature Cards
    - Need to be completed by Jesse at the Bank of Colorado, others will need to visit their branches to sign off on the changes
  - Financials Software Training
    - Already passed over
  - Taxes & Secretary of State Transition Training
    - Secretary of State is already correct, listing Lindsey. Taxes for 2018 are due in May. 2017's taxes were filed.
  - Affiliate Billing Transition Training
  - Maintains Financials Records for Organization
  - Coordinates Money Collection (for meeting and dues, if any) and pays chapter expenses
  - Plans Annual Budget

## 6. Adjourn – Adjournment 1:35pm

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National Association of Residential Property Managers

### Minutes of the Board Meeting – 1/19/17

1. Call to Order:  
President, Sarah Windholz called the meeting to order at approx. 8am in the Remax4000 Conference room.
2. Attendance:  
Board Members Present:  
Sarah Windholz, Lindsay Jewell, Dena Watson, and Chris Thompson  
  
Future Board Members Present:  
Dax M.  
  
Board Members Absent:  
None
3. Approval of Minutes:  
Sarah Windholz made a motion to approve the minutes from 12/28/2016. Motion was seconded by Lindsay Jewell. Motion passed and minutes were approved.
4. Treasure's Report:
  - a. Balance is currently at \$8,652.36.
  - b. Signature Cards: Sarah W. will get to the Bank of Colorado with her information so that the bank can switch over the account into current board member's possession. The debit cards have all been cancelled and new ones will be issues for the President and the Treasurer
5. Upcoming National & Regional Events
  - a. Broker/Owner Retreat – March 20-22nd at the Mirage Hotel in Las Vegas Nevada
  - b. WCNARPM – Essentials of Risk Management – April 12<sup>th</sup> in Grand Junction, CO
  - c. Colorado Property Management Conference – April 19th in Lakewood Colorado
  - d. National Convention – October 18-20th in Orlando Florida
6. Old Business:
  - a. Signature Cards update
  - b. Review the 2017 Budget - Lindsay J. made the motion to approve with the conditional changes. Chris T. seconded. Board voted to approve the 2107 Budget
  - c. Dates set for Board and Chapter meetings - it was suggested that we leave more than 30 minutes time for board meetings in the future.
    - i. 4/12/17 and 9/15/17 scheduled for meetings. November meeting TBD.
7. New Business:
  - a. It was decided that we would keep the Bray PM address (637 North Ave.) for the official address for the secretary of state and that we would have Lindsay Jewell's name attached to it because she was to be on the board for multiple years. The email address



National Association of Residential Property Managers  
will be [WesterncoNARPM@gmail.com](mailto:WesterncoNARPM@gmail.com). Lindsay was going to file the change at the  
Secretary of State (edit: Chris will now be doing that)

- b. Review Planning Matrix
  - c. Lindsay will reach out to Mike from Arizona to see if he can possibly teach a class in  
November for WCNARPM
  - d.
8. Upcoming Classes:
- a. 1<sup>st</sup> Quarter Class – January 19, 2016 - Annual Update and Security Deposit Class
  - b. 2<sup>nd</sup> Quarter Class – April 17, 2016 – Essentials of Risk Management
  - c. 3<sup>rd</sup> Quarter Class – September – Delta Disasters to present to CE Classes
  - d. 4<sup>th</sup> Quarter Class – Mid November – Lindsay is to call Mike or Steve to see if either of  
them would be available to come teach a class for our fourth quarter event.
9. Next Meeting:  
Will be held April 12<sup>th</sup>, 2017.
10. Adjournment:  
Approximately 9:01AM

Respectfully Submitted,

Chris Thompson  
Secretary

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## Confirmation

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Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
- **EIN:** 352300110
- **Tax Year:** 2016
- **Tax Year Start Date:** 01-01-2016
- **Tax Year End Date:** 12-31-2016
- **Submission ID:** 10065520171311173087
- **Filing Status Date:** 05-11-2017
- **Filing Status:** Accepted

**MANAGE FORM 990-N SUBMISSIONS**

## 2018 Board and Committee Seats

Seat	Member
President	Lindsay Jewell
President Elect	Danielle Smith
Secretary	Dena Watson
Treasurer	Jesse Watson
Past President	Sarah Windholz
Educaiton Co Chairs	Lindsay Jewell and Danielle Smith

WESTERN COLORADO CHAPTER  
**WCNARPM Chapter (Membership Meeting) Agenda**  
August 31, 2017

Antitrust Statement:

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1. Meeting starts at 11:20AM
2. Welcome & Introduction
  - Attendance/Quorum (10% of voting members)
2. Secretary's Report
  - a. Approve minutes
    - a. Minutes approved
3. Code of Ethics

#### **Article 4: OBLIGATIONS TO TENANTS**

*The Property Manager shall treat all Tenants honestly and professionally when they are applying for, living in, and/or vacating a managed residence, including through the deposit refund process.*

#### **STANDARDS OF PROFESSIONALISM**

- **4-1** The Property Manager shall offer all prospective Tenants a written application.
- **4-2** The Property Manager shall provide all Tenants with a copy of the signed rental agreement and extensions with all addendums attached.
- **4-3** The Property Manager shall make all disclosures as required by state and local laws and provide the Tenant an opportunity to complete a written condition report within 7 days of moving in.
- **4-4** The Property Manager shall respond promptly to requests for repairs.
- **4-5** The Property Manager shall provide a written deposit refund determination to the Tenant within the time prescribed by law after the Tenant has vacated a property. The Property Manager shall not cause any undue delay in refunding or accounting for the security deposit.

4. Treasurer's Report
  1. Report unavailable, but will be emailed to all members within the week
5. Upcoming National & Regional Events
  1. NARPM National Convention
6. New Business
  - a. Elections – 2018 Board of Directors
7. Adjourn at 11:45AM

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National Association of Residential Property Managers

WESTERN COLORADO CHAPTER

**WCNARPM Chapter (Membership Meeting) Agenda**

November 30, 2017

Antitrust Statement:

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1. Welcome & Introduction
  - Attendance/Quorum (10% of voting members)
  - Meeting starting at 1:02 PM
  - Minutes
  - Dena, Chris Lindsay, Sarah, Angela, Danielle,
2. Secretary's Report
  - a. Approve minutes , review of minutes and approved by all
3. Code of Ethics:

## **Article 5: CARE OF MANAGED PROPERTIES**

*The Property Manager shall hold a high regard for the safety and health of those lawfully at a managed property and shall manage all properties in accordance with safety and habitability requirements of the local jurisdiction.*

### **STANDARDS OF PROFESSIONALISM**

- **5-1** The Property Manager shall not manage properties for Clients who refuse, or are unable, to maintain their property in accordance with safety and habitability requirements of the local jurisdiction.
- **5-2** The Property Manager shall terminate management of a property if the Client does not comply with habitability requirements.

4. Treasurer's Report
  - a. Social event possible to expend surplus resources
  - b. We need to decide what the minimum balance we need to hold in to the bank, then decide who we intend to spend the surplus to help grow the chapter's influence and moral
5. Upcoming National & Regional Events
  - a. Chapter conferences in Colorado Springs and Denver in April next year
  - b. Broker/Owner conference is going to have a limited attendance limit
  - c. National conference
    - i. The hotel that they are having it at this year is exclusively for NARPM



6. New Business
  - a. 2018 Board of Directors Announcement
    - i. Sarah – Past Pres., Lindsay – Pres., Danielle – Pres. Elect, Jess – Treasurer, Dena – secretary
  - b.
7. Adjourn – Adjournment at 1:16pm

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WESTERN COLORADO CHAPTER  
**WCNARPM Chapter (Membership Meeting) Minutes**  
January 19, 2017

Antitrust Statement:

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1. Meeting starts at 1:00PM
2. Welcome & Introduction
  - Introduction of Tschetter Hamrick Sulzer P.C. by Karen A. Harvey
  - Attendance/Quorum (10% of voting members)
2. Secretary's Report
  - a. Approve minutes
    - I. Dena Watson moved to approve minutes as written, Lindsay Jewell seconded. Minutes approved.
3. 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
4. Treasurer's Report
  - a. Treasurer was absent.
5. Upcoming National & Regional Events
  - a. MARCH (20-22<sup>ND</sup>): Annual Broker/Owner Retreat at the Mirage Hotel (Las Vegas, NV)
  - b. APRIL (19<sup>TH</sup>): Colorado Property Management Conference (Lakewood, CO)
  - c. OCTOBER (18-20<sup>TH</sup>): National NARPM Convention (Orlando, FL)
6. New Business
  - a. Introduction of 2017 Board
    - i. President Sarah Windholz, Crystal Property Management
    - ii. President Elect Lindsay Jewell, Cheryl&Co Community Association Management
    - iii. Secretary/Treasurere Chris Thompson, Bray Property Management
    - iv. Past President Dena Watson, Freedom Property Management
7. Adjourn at 1:57PM

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WESTERN COLORADO CHAPTER  
**WCNARPM Chapter (Membership Meeting) Minutes**  
October 5, 2017

Antitrust Statement:

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1. Meeting starts at 11:40AM
2. Welcome & Introduction  
Attendance/Quorum (10% of voting members)
2. Secretary's Report
  - a. Approve minutes
    - I. Dena Watson moved to approve minutes as written, Lindsay Jewell seconded. Minutes approved.
3. Code of Ethics - **Article 12: RESPONSIBILITY TO NARPM® AND THE PROFESSION**  
The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.

STANDARDS OF PROFESSIONALISM

12-1 The Property Manager shall strive to improve the property management profession and NARPM® by sharing with others their lessons of experience for the benefit of all.

12-2 The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.

12-3 The Property Managers shall maintain their real estate license by meeting continuing education requirements as set out by the state in which they work.

12-4 NARPM® members shall abide by NARPM®'s bylaws and any other guidelines approved by the Board and shall do no harm to the organization.

12-5 NARPM® members shall ensure that all electronic communications and marketing they prepare are professional with respect given to the recipients.

4. Treasurer's Report
  - a. The Chapter is up \$1,300 YTD but we have big expenses coming up with assistance for National and Leadership attendance.
5. Upcoming National & Regional Events
  - a. NARPM National Convention, two Board members will be attending Nationals in Orlando this year.
  - b. Leadership Training, the 2018 President, Lindsay Jewell, and the 2018 President Elect, Danielle Smith will be attending the 2017 Leadership training in Missouri this year.

6. New Business

a. 2018 Board of Directors Announcement

- i. President Lindsay Jewell, Cheryl&Co Community Association Management
- ii. President Elect Danielle Smith, Bray and Co Property Management
- iii. Secretary Dena Watson, Freedom Property Management
- iv. Treasurer Jesse Watson, Freedom Property Management
- v. Past President, Sarah Windholz, Crystal Property Management

7. Adjourn at 11:57AM

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## **2018 Board Election Process**

1. We asked if anyone was interested in running for the 2018 Board at our 2nd Quarter Board Meeting - No one expressed interest. Jesse and Dena Watson volunteered because no one else would step up. I reached out to Danielle Smith and promised I would train her thoroughly and that she would not wind up doing all the work by herself, as has been a pattern within our chapter, she agreed.
2. We supplied private ballots at the 3rd Quarter meeting, tallied and disclosed that all seats were accepted unanimously.
3. We introduced all of the 2018 Board members at our attempted 4th Quarter meeting, which only had one in attendance, other than the Board. We introduced the 2018 Board at our 2018 1st quarter meeting which had roughly 21 members and/or guests present.
4. We called for committee volunteers at our 1st quarter 2018 Members Meeting - No one volunteered to serve on a committee. The Education committee is chaired by myself and Danielle Smith.

**PRESIDENT**

Lindsay Jewell  
Cheryl & Co. Real Estate

Yes  No

**President Elect**

Danielle Smith  
Bray & Co. Property Mgmt

Yes  No

**Secretary**

Dena Watson  
Freedom Property Mgmt

Yes  No

**Treasure**

Jesse Watson  
Freedom Property Mgmt

Yes  No

**PRESIDENT**

Lindsay Jewell  
Cheryl & Co. Real Estate

Yes  No

**President Elect**

Danielle Smith  
Bray & Co. Property Mgmt

Yes  No

**Secretary**

Dena Watson  
Freedom Property Mgmt

Yes  No

**Treasure**

Jesse Watson  
Freedom Property Mgmt

Yes  No

**PRESIDENT**

Lindsay Jewell  
Cheryl & Co. Real Estate

Yes  No

**President Elect**

Danielle Smith  
Bray & Co. Property Mgmt

Yes  No

**Secretary**

Dena Watson  
Freedom Property Mgmt

Yes  No

**Treasure**

Jesse Watson  
Freedom Property Mgmt

Yes  No

**PRESIDENT**

Lindsay Jewell  
Cheryl & Co. Real Estate

Yes  No

**President Elect**

Danielle Smith  
Bray & Co. Property Mgmt

Yes  No

**Secretary**

Dena Watson  
Freedom Property Mgmt

Yes  No

**Treasure**

Jesse Watson  
Freedom Property Mgmt

Yes  No