

Western Colorado Chapter NARPM
2019 Budget



Income	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Affiliate Member Dues	200	0	0	0	0	0	0	0	0	0	0	0	200
Education Grant	0	0	0	0	0	0	0	0	0	0	500	0	500
Leadership Training Gran	0	0	0	0	0	0	0	0	0	250	0	0	250
Class Fees	0	0	2000	0	0	0	0	700	0	0	700	0	3400
TOTAL INCOME	200	0	2000	0	0	0	0	700	0	250	1200	0	4350

Expenses	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Dues and Subs	0	0	0	625	0	0	0	0	0	0	0	0	625
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
Location Rental	0	0	0	0	0	0	0	125	0	0	0	0	125
Meeting Refreshments	0	0	250	0	0	0	0	100	0	0	100	0	450
Speaker Fund	0	0	850	0	0	0	0	225	0	0	225	0	1300
Gifts	0	0	0	0	0	0	0	0	0	0	0	0	0
Leadership Training/co	0	0	0	0	0	0	0	0	0	0	500	0	500
Conference Sponsor	0	0	0	0	0	0	0	0	0	400	0	0	400
Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
Lodging/Travel	0	0	150	0	0	0	0	100	0	500	100	0	850
Accountant/Legal	0	0	75	0	0	0	0	0	0	0	0	0	75
Total Expenses	0	0	1325	625	0	0	0	550	0	900	925	0	4325

6 Hours of possible CE credit!!!

Western Colorado Chapter Presents
March 21, 2018



Presented by Robert Lynde

2018 Annual Commission Update: This is a 4 Credit Hour course designed to meet your required Continuing Education per license period. Join us as Rob reviews this years commission changes and updates.

101 Hints and Tips for Property Managers: This is a 2 Credit Hour class that will touch on all areas of property management including Properties, Owners, Potential Tenants, Office and Personnel, Marketing, Communication and more. The class is fast moving and designed with Q and A in mind.

9:00AM – 1:00PM – 2018 ACU

1:00PM – 1:45PM – Lunch & Membership Meeting

1:45PM – 3:45PM – 101 Hints & Tips for Property Managers

RE/MAX 4000

120 West Park Avenue #200
Grand Junction CO 81505

RSVP – Print, scan, mail, or email this form back to:
Western Colorado Chapter of the NARPM, c/o Danielle Smith
Bray&Co Real Estate
426 Railroad Ave Rifle, CO 81650
Phone: 970-625-1288 Email: Danielle@brayandco.com

Printed Name: _____ Telephone: _____

Company Name: _____ Check enclosed for: _____

Mailing Address: _____

Classes Attending:

Annual Commission Update – WCNARPM Member - \$50.00

Annual Commission Update - Non NARPM Member - \$60.00

101 Hints and Tips – WCNARPM Member - \$40.00

101 Hints and Tips – Non NARPM Member - \$50.00

****DISCOUNT****

Both Classes – WCNARPM Member - \$80.00

Both Classes – Non NARPM Members - \$100.00



*Presented by Rob Lynde
Master Property Manager
and 2018 Colorado Real
Estate Commission
Education Task Force
Member will present both
classes. Rob has been
managing residential
properties since 1990 and
been on the education task
force since 2012.

****2 hours Colorado CE for
the 101 Hints and Tips
for Property Managers***

3 Hours of possible CE credit!!!

Western Colorado Chapter Presents



Rental Property as a Wealth Generator AKA: How to Retain and Obtain Clients and Properties Presented by Carolyn Rogers

Don't miss this chance to learn from an experienced property manager, Carolyn Rogers. In this class you will learn:

1. How are rentals a wealth generator?
2. Why YOU are the answer for that "do it yourself" investor/owner.
3. What can you do to keep that property in your portfolio?

September 27th, 2018

12:00AM – 2:00PM – Rental Property as a Wealth Generator 2CE

2:00PM – 2:30PM – Membership Meeting / Break

2:30PM – 3:30PM – Colorado Real Estate Commission – Stay Out of the Hot Seat
1CE

Rifle Branch Library
207 East Ave, Upstairs Classroom
Rifle CO 81650

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Western Colorado Chapter of the NARPM, c/o Danielle Smith
Bray and Company Property Management
426 Railroad Ave, Rifle, CO 81650
Phone: 970-625-1288 Email: danielle@brayandco.com

Printed Name: _____ Telephone: _____

Company Name: _____ Check enclosed for: _____

Mailing Address: _____

NARPM Member - \$50.00

Not a NARPM Member - \$60.00

Carolyn Rogers – Carolyn is a native of Colorado and this years marks her 40th year in the Real Estate Industry.

In 1983 when a friend mentioned her boss was looking for a manager for his 64 rental properties in town, she decided to integrate Property Management into her business. In 1995 she decided to make the big break and specialize only in residential Property Management.

All Seasons was formed in 1986 and has always been a family operated business. In 2004, her son Matt and daughter-in-law Danielle joined the company and as of 9/1/2017 now own the company.

Carolyn has been a member of NARPM for 20+ years and has been past president of the Colorado Springs chapter of NARPM and holds Residential Management Professional, and the Master Property Manager designations. In September, 2008 All Seasons, LLC was awarded the prestigious CRMC (Certified Residential Management Company) designation. There are fewer than 50 such designations in the United States.

She served on several NARPM national boards including Long Range Planning and Governmental Affairs (She is passionate about legislative issues)! She was appointed the S/W Regional VP for 2010-2011. She has taught various courses and classes throughout the Southern United States. She served as a receiver during the recession, and for the past 7 years as an expert witness regarding property management and legislative issues.

Most recently, she was appointed by Governor Hickenlooper as one of the five Colorado Real Estate Commissioners... and so the journey continues.....



NARPM Western Colorado Chapter

MINUTES of the Board Meeting – 9/27/2018

1. CALL TO ORDER:

Lindsay Jewell, President called the meeting to order at approximately 11:26 a.m.

2. ATTENDANCE:

Members Present:

Lindsay Jewell, Danielle Smith, Dena Watson, Jesse Watson,

Members Absent:

Guests present:

3. APPROVAL OF MINUTES:

Approved minutes from 08/16/18 – adding Lindsay in attendance

4. SECRETARY'S REPORT:

5. TREASURER'S REPORT:

We currently have \$7947.96 in the account. Need to apply for grant for Leadership conference by 10/12/18

6. COMMITTEE REPORTS:

Education Committee updates given with New Business and Old Business.

7. OLD BUSINESS DISCUSSION:

- Class with Bev Perina will be free to all members, confirm date of 11/08/18 with Bev
- Leadership conference – Need airline ticket receipt once purchased for grant.

8. NEW BUSINESS DISCUSSION:

- At this time no one in attendance of meeting is planning on attending National convention.
- Idea of rotating meeting between Mesa and Garfield County for class locations.
- New board members? Cindy Hoppe, stated she would be Pres. Elect if no one else volunteered at meeting.
- Need to update the WCNARPM website – Danielle Smith volunteered
- All Board members are required to have taken Ethics class, everyone needs to make sure they are up to date.

9. **NEXT MEETING:**
At next training when Bev's class is scheduled.
10. **ADJOURNMENT:**
Approximately 11:51 a.m.

Respectfully Submitted,

Dena Watson
Secretary



National Association of Residential Property Managers

**WESTERN COLORADO CHAPTER
Board of Directors Agenda
November 8th, 2018**

1. Call to Order

- Welcome & Roll Call

2. Leadership Reports

- Secretary Report
 - i. Review and Accept Minutes from 9.27.28
- Treasurer's Report
 - i. Current Account Balance: _____

3. Upcoming National & Regional Events

- Leadership Training – November 12th – 13th (President and President Elect)
- Broker/Owner Conference – February 25th – 27th, 2019

4. Old Business

- Leadership Training - Grant Application Status Update from Secretary. Danielle and Cindy are booked for the trip.
- Education Grant – Status Update from Lindsay Jewell

5. New Business

- 2019 Annual Update should be scheduled ASAP for the beginning of the year. Rob Lynde?
- 2018 Chapter Compliance – We are up to date and meeting 2018 requirements – Danielle to submit before the deadline in 2019
- Update WCNARPM website for 2019 – Danielle Smith
- Prep tax filing 2019 – Jesse Watson
- Were taxes filed for 2018? – Jesse Watson
- 2019 Budget Review and Approval

6. Adjourn

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NARPM Western Colorado Chapter

MINUTES of the Board Meeting – 3/21/2018

1. **CALL TO ORDER:**
Lindsay Jewell, President called the meeting to order at approximately 4:15 p.m.
2. **ATTENDANCE:**
Members Present:
Danielle Smith, Dena Watson, Jesse Watson, Sarah Windholz

Members Absent:

Guests present:
None.
3. **APPROVAL OF MINUTES:**
Approved.
4. **SECRETARY'S REPORT:**
None.
5. **TREASURER'S REPORT:**
There is \$7182.50 in the bank
6. **COMMITTEE REPORTS:**
No Committee reports.
7. **OLD BUSINESS DISCUSSION:**
Motion was made to not hold a designation class this year as it is not required, motion passed
Budget to be adjusted to not include holding a designation class
Discussion for possible upcoming classes/meeting included Carolyn Rogers from Colorado Springs and a board member of Colorado Real Estate Commission.
Possibility of another training from THS and Bev Perina
As a 4th meeting have a BBQ social in Sept. Might include form sharing
See if we can have vendor's sponsor drinks/meat, etc.
8. **NEW BUSINESS DISCUSSION:**
Review leadership structure and start trying to find new volunteers for board members.
Find invoice for affiliates and send out
Start search for affiliate chair

9. **NEXT MEETING:**
Will be determined at a later date.

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10. **ADJOURNMENT:**
Approximately 5:07 p.m.

Respectfully Submitted,

Dena Watson
Secretary



National Association of Residential Property Managers

WESTERN COLORADO CHAPTER

Membership Meeting Minutes

Date: 09/27/18

1. CALL TO ORDER:

Lindsay Jewell, President called the meeting to order at approximately 2:05 p.m.

2. Welcome Members & Guests

3. Approval of minutes for 08/16/18

4. 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

5. Code of Ethics -

Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC

The Property Manager shall protect the public against fraud, misrepresentation, and unethical practices in property management.

STANDARDS OF PROFESSIONALISM

- 1-1 The Property Manager shall endeavor to eliminate, through the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.
- 1-2 The Property Manager shall cooperate with the governmental agency charged with regulating the practices of Property Managers.
- 1-3 The Property Manager shall comply with all relevant local and state ordinances regarding real estate law, licensing, insurance, and banking.
- 1-4 The Property Manager shall comply with all federal and state antitrust laws and shall follow the NARPM® Antitrust Policy and any related procedures.
- 1-5 The Property Manager shall not reveal confidential information of Clients, Tenants or others except as required in the course of performing his or her duties or as otherwise required by law. The Property Manager shall take all reasonable precautions to protect confidential information.
- 1-6 The Property Manager shall use reasonable efforts to ensure that information on his or her website, or that of his or her Firm, is current and accurate. If it becomes apparent that information on the website is not current or accurate, then the Property Manager shall promptly take corrective action.
- 1-7 Websites of the Property Manager shall not contain any deceptive metatags or other devices/methods to direct, drive, or divert Internet traffic in a deceptive manner or to otherwise mislead users. The websites shall also not manipulate listing content in any deceptive or misleading way.
- 1-8 The Property Manager shall disclose all details on the availability of rental properties to prospective parties on a regular and timely basis.
- 1-9 The Property Manager shall not exaggerate, misrepresent, misinform, or conceal pertinent facts in the advertising, leasing, and management of property.
- 1-10 The Property Manager shall make reasonable attempts to remove from the Internet listings for rentals that are no longer available.

Article 3: RESPONSIBILITY TO CLIENT

When working in a disclosed relationship with a client, the Property Manager shall protect the client's best interest at all times.

STANDARDS OF PROFESSIONALISM

- 3-1 The Property Manager shall use written agreements, and written extensions, if required, outlining all responsibilities and fees, if any. The Client will be provided a copy of all signed agreements and extensions, and the Property Manager will retain a copy.
- 3-2 The Property Manager shall communicate regularly with the Client, either orally or in writing and shall provide the Client with written reports as needed and as agreed between all parties. In the event of any dispute, the Property Manager shall provide a written accounting as soon as practical.

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3-3 Should the Property Manager have a disclosed relationship with a property owner, the Property Manager shall review and verify all Tenant applications to determine the applicant's ability to pay rental fees and to assess the likelihood that the applicant will comply with all provisions of the rental agreement.

3-4 The Property Manager shall accept no commissions, rebates, profits, discounts, or any other benefit, which has not been fully disclosed to and approved by the Client.

3-5 The Property Manager shall not mislead a potential Client about the rental market value of a property in an attempt to secure a rental listing.

3-6 The Property Manager shall disclose to his or her Client all pertinent facts relating to any transaction.

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

4-2 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.

6. Leadership Reports

- Treasures reports \$7947.96 balance in Bank Account
- We will have expenses of airfare for leadership conference but will be applying for a grant from National.
- We will apply for grant from National to pay Bev's expenses for training.

7. Old Business

8. New Business

Board Elections for 2019 – Cindy Hoppe, Bray Property Management was voted in for Pres Elect, and Laura Brown with Cheryl and Company from Rifle will be Secretary. Vote was unanimous for both seats.

We currently have 3 Designation candidates active

October 16 – 19th is National convention. Angela Holman is the only member attending this year.

All members need to make sure they are current on the Ethics Course.

9. Adjourn

Approximately 2:30 p.m.

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4 Hours of possible CE credit!!!

Western Colorado Chapter Presents



Presented by Bev Perina

Armadillo Property Management

1. New Investor, Properties and Residents (2CE)
2. Mini Policies and Procedures (2CE)
3. How to pass a Property Management Commission Audit

November 8th, 2018

9:30AM – 11:30AM – Mini Policies and Procedures
 11:30PM – 12:30PM – Membership Meeting & Lunch
****Lunch Sponsored by FilterEasy****
 12:30PM – 2:30PM – New Investor Class
 2:30PM – 3:00PM – Audit Preparation

Rifle Branch Library

207 East Ave, Upstairs Classroom
 Rifle CO 81650

RSVP – Print, scan, mail, or email this form back to:

Western Colorado Chapter of the NARPM, c/o Danielle Smith
 Bray & Company Real Estate
 426 Railroad Ave, Rifle, CO 81650
 Phone: 970-625-1288 Email: Danielle@brayandco.com

Printed Name: _____ Telephone: _____

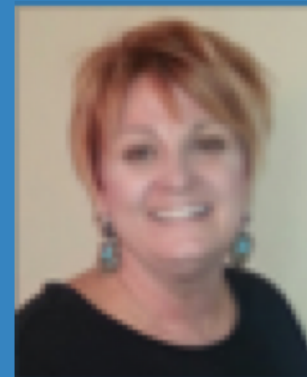
Company Name: _____ Check enclosed for: _____

Mailing Address: _____

Classes Attending: All Classes included in pricing.

NARPM Member - FREE Not a NARPM Member - \$60.00

****FREE for Non-Members who complete member Registration prior to the class****



Bev Perina is the Owner Broker of Armadillo Property Management, Inc. and Property Management Maven. I have been in the property management business for over 30 years, I started when I was 10, ha ha ha. I currently manager 325 single family homes, apartments, condos, and townhouses in Fort Collins, Windsor, Loveland, Laporte, Bellvue, and Wellington. My niche is primarily residential property management. I have my RMP and MPM designation from NARPM, the National Association of Residential Property Managers, and I love to teach others about property management. Please feel free to call me with questions on my cell: 970-556-0887.

Bev Perina
 Armadillo Property Management
leasing@rentfortcollins.com



National Association of Residential Property Managers

WESTERN COLORADO CHAPTER
Membership Meeting Minutes
Date: 08/16/18

1. CALL TO ORDER:

Lindsay Jewell, President called the meeting to order at approximately 11:05 a.m.

2. Welcome Members & Guests

3. Approval of minutes for 03/21/18

4. 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

5. Code of Ethics -

Article 11: RESPONSIBILITY TO NARPM AND THE PROFESSION

The Property Manager shall comply with all policies and pronouncements of NARPM® and all relevant laws and rules of the jurisdiction in which he or she works, and shall strive to stay informed of and to educate others about relevant matters affecting the property management field.

STANDARDS OF PROFESSIONALISM

- **11-1** The Property Manager shall strive to improve the property management profession and NARPM® by sharing with others his or her lessons of experience for the benefit of all.
- **11-2** The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.
- **11-3** The Property Manager shall maintain his or her real estate license, if a license is required in their state.
- **11-4** The Property Manager shall abide by NARPM®'s bylaws and other policies and procedures of NARPM®, and shall seek to avoid doing harm to the organization.
- **11-5** The Property Manager shall ensure that all electronic communications and marketing he or she prepares is professional with respect given to the recipients.
- **11-6** The Property Manager shall act with integrity, good faith, and professionalism in connection with all NARPM® and NARPM® Chapter activities.

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6. Leadership Reports

Treasures reports \$7957.96

We will have expenses of airfare for leadership conference, paying Bev's expenses for training, sponsorships to state or national conferences.

7. Old Business

Checking on membership to see if everyone is compliant with CE required.

Last year was heavy on maintenance, so this year, we will have a social and form sharing

Bev's class has moved to first part of November.

8. New Business

Strategic plan is do something fun and different

Need board members for secretary and president elect

RMP awards to Lindsay and Dena

October 16 – 19th is National convention. Angela Holman is going and would rather have the funds used to pay for a discount for membership class.

For every new member referred, member will receive \$50.

9. Adjourn

Approximately 11:41 a.m.

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National Association of Residential Property Managers

WESTERN COLORADO CHAPTER

Membership Meeting Minutes

Date: 09/27/18

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3. Approval of minutes for 08/16/18

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7. Old Business

8. New Business

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We currently have 3 Designation candidates active

October 16 – 19th is National convention. Angela Holman is the only member attending this year.

All members need to make sure they are current on the Ethics Course.

9. Adjourn

Approximately 2:30 p.m.

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Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

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

- **Organization Name:** NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
- **EIN:** 352300110
- **Tax Year:** 2018
- **Tax Year Start Date:** 01-01-2018
- **Tax Year End Date:** 12-31-2018
- **Submission ID:** 1006552019024250115
- **Filing Status Date:** 01-24-2019
- **Filing Status:** Pending

MANAGE FORM 990-N SUBMISSIONS

NARPM Western Colorado Chapter

MINUTES of the Board Meeting – 8/16/2018

1. CALL TO ORDER:

Lindsay Jewell, President called the meeting to order at approximately 10:33 a.m.

2. ATTENDANCE:

Members Present:

Danielle Smith, Dena Watson, Jesse Watson, Liz Cleyman, RVP Ambassador

Members Absent:

Guests present:

Cindy Hoppe

3. APPROVAL OF MINUTES:

Approved minutes from 03/21/18

4. SECRETARY'S REPORT:

5. TREASURER'S REPORT:

We currently have \$7957.96 in the account. We have received a check from national for membership retention.

6. COMMITTEE REPORTS:

7.

No Committee reports.

8. OLD BUSINESS DISCUSSION:

Class with Bev Perina pushed to early Nov.

National convention is coming up, WCNARPM to sponsor board member or possibly any member attending.

Leadership conference – National is paying for both President and Vice President this year – registration, hotel. We will apply for the grant for airfare.

As a 4th meeting have a social end of Sept or Oct. . Might include form sharing

9. NEW BUSINESS DISCUSSION:

Call to action to get members to be new board members.

We are in compliance with the RVP calls

Budget is finished

- 10. NEXT MEETING:**
Will be determined at a later date.

- 11. ADJOURNMENT:**
Approximately 10:55 a.m.

Respectfully Submitted,

Dena Watson
Secretary