



CHAPTER COMPLIANCE 2023

C030 WESTERN MONTANA

Congratulations! Your NARPM 2023 Chapter Compliance Application form has been approved!

The chapter has met all recertification requirements and is fully certified.

Levels of Chapter Recertification

Full recertification

The chapter has met all recertification requirements, indicated by compliance with items listed on the certificate of compliance. Only fully certified chapters are eligible for Chapter Excellence Awards. Once recertified, an email will be sent.

Chapter in Review (Amended 2022)

Should the Chapter submittal displays lack of submission of any items on the certificate of compliance. Chapters will have six (6) months from compliance deadline to restore their certification. NARPM® Board of Directors must confirm that a Chapter can be taken off Chapter in Review status.

A Chapter will be placed in **Chapter in Review/Conditional Compliance** if documents are not submitted by compliance deadline. Members of the chapter will not be notified when a Chapter is placed in conditional compliance. The chapter must meet the chapter compliance deadline for the following year.

De-certification

De-certification must be preceded by a period of Chapter in Review and indicates continued non-compliance of recertification requirements. NARPM Board of Directors must approve all de-certification of chapters.



**CHAPTER COMPLIANCE 2023
ATTENDANCE REQUIREMENTS MET in 2022**

C030 WESTERN MONTANA CHAPTER

Compliance Question:

How many Chapter Leader Calls, hosted by RVPs, did the chapter president, or their representative, participate in? Your chapter president, or their representative, must attend at least two of these calls to obtain chapter compliance.

February 4, 2022 Attendee(s): Abby C. Gill

June 2, 2022 Attendee(s): Abby C. Gill

Chapter Bylaws Requirements for President and/or President-Elect to attend Chapter Leadership Training at Annual Convention on October 20, 2022 AND/OR Nuts and Bolts Virtual Sessions on November 16, 2022.

October 20, 2022 Attendee(s): Melissa Davis

November 16, 2022 Attendee(s): Melissa Davis; Tabitha Walker



BYLAWS OF THE
The Western Montana Chapter of
THE NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
Updated August 12, 2021

Section A: Name: The name of this organization shall be “The Western Montana 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 western Montana area.
2. To promote a standard of business ethics, professionalism and fair practice among its members.
3. To establish and promote education and exchange of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in Missoula, Missoula County, and the State of Montana.

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 Montana.

1. The Chapter shall be subject to all rules, regulations, ethics, 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: Western Montana.

ARTICLE II: Membership

Professional, Associate, Support Staff, Affiliate Member, Honorary Members, and Company Membership

Section A: Professional Member

A 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 not 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: 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 G: 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.

- 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 H: Application by Professional, Associate, 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 members 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 Montana Chapter 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 members 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 nonpayment 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 a 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. Upon 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 **six** (6) officers and **four** (4) Chairs/Coordinators as follows:

President - president is elected as President Elect below - one year as President & the following year as Past President.

President Elect – elected to a three-year term – first year as President Elect and second year as President and last year as Past President.

Secretary – elected to one-year term

Treasurer – elected to one-year term

Past President – (see President above)

Webmaster – elected to one-year term by Chapter

Education Chair – elected to one-year term by Chapter

Chapter Membership Coordinator – elected to a one-year term by Chapter

Chapter Legislative Chair – elected to a one-year term by Chapter

Affiliate Chair – Appointed to a one-year term by the President with the input from the previous chair and approval from the Board of Directors.

1. President: The president shall:

- a. Serve as the chief executive officer of the chapter.
- b. Preside at all meetings of the chapter or appoint a representative in their place

- c. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
- d. Notify all chapter members of upcoming meetings including but not limited to:
 - i. The time, date and location of said meeting.
 - ii. Chapter business to be conducted.
 - iii. Guest lecturers who will be speaking.
- e. Act as an alternate signatory for funds withdrawn from the chapter account(s). As executive officer the President who is accountable to the Chapter, has the authority to spend Chapter funds without Board approval in amounts less than \$300.00 total per year for items and services the President deems are in the Chapter's best interest. This does not include advertising or charities of any kind.
- f. Meet regularly with committee chairs to accomplish the goals of the chapter.
- g. Sign all legal documents.
- h. Undertake responsibility for such other activities as deemed appropriate by the committee.
- i. Shall ensure the completion of all documentation required by the National Association.
- j. Serve a term of one year commencing with the beginning of the new calendar year.
- k. Must be a Professional Member of the Chapter.
- l. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers or appoint a representative to attend in their place.

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 or Board.
- 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. Oversee the submission of Chapter reports including Chapter Excellence submission.
- k. Assist the President in fulfilling the required compliance and activities of the Chapter.
- l. Prepare an application for Chapter Excellence Award to be submitted to the National Association.
- m. Must be back up or 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. Provide the President with a word document and PDF of the prior Chapter's meeting minutes 10 days prior to the next Chapter meeting.
- 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 primary 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. Prepare a report for the Chapter meeting submitting the report 10 days prior to the Chapter meeting for the President distribution to the Chapter.
- 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.

5. Past President: The Past President

- a. Shall serve as Chairman of the Nominating Committee
- b. Assist and advise the Board.
- c. The position is largely advisory though with the Past Presidents agreement may accept assignments as approved by the Board.
- d. Serve a term of one year commencing with the beginning of the calendar year.

6. Chair/Coordinator positions: Chairs/Coordinators

There are four (4) count Chair/Coordinator type positions currently (see Officers and Chairs, beginning of this section, section B.) The number of chairs and their prospective jobs duties may vary from year to year as determined by the board. Chairs/Coordinators are members of the Executive Committee and with the except for Affiliate members are entitled to vote. The Current Chair/Coordinator descriptions and their duties are outlined in a separate document. Contact a Board Member or Officer for a copy.

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 calendar year. 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 Montana Chapter Executive Committee and presented to the membership for final vote.

3. Uncontested Offices: The presiding authority shall identify 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 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.

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. Is no longer eligible for membership in the chapter or the national association.
3. Is no longer capable of fulfilling duties of the office involved.
4. A Board position may be vacated by a majority vote of the Board at a Board Meeting only after the member in question has received 30 days written notice of the concern.

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. The position of Past President shall not be filled and the Executive Committee will appoint a Nominating Committee Chairperson to fill that open position
3. Procedure: By an individual nominated and approved by the executive committee.

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 e-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 members 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 A: Chapter Charter

A Chapter Charter is granted 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 subcommittee 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 the national association's Code of Ethics and Standards of Professionalism to the national association's grievance committee.

ARTICLE IX: Continuing Education

Section A: Provide continuing education.

- Chapter shall appoint an education chair to arrange for and provide continuing education to meet State licensing education requirements. Education hours may be a combination of meetings that meet BRR CE requirements of length and topic as well as stand alone classes.
- 2. Continuing Education Fees:** There will be no charge for Continuing Education classes if you are a Western Montana Chapter NARPM member. All other National NARPM and Support Staff Members will be charged half the cost of the continuing education class. Affiliate Members may have one member from their company attend free. For all additional Affiliate Members, there will be a charge of half the cost of the continuing education class.

ARTICLE X: 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 prorated 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 sixty (60) 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.
5. 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.
6. 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 Montana Chapter 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 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 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 simple 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 prior to their implementation or adoption by the chapter and a final copy of these bylaws shall 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 Montana 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 F: Dissolution

Should the membership vote by majority to dissolve the operations of the Western Montana Chapter of NARPM, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

Certification: We, the undersigned, do hereby certify:

That I am the duly elected President of the Western Montana Chapter of the National Association of Residential Property Managers and that the foregoing Bylaws of said Chapter as duly adopted at a meeting of the Executive Committee, thereof, held on the ____ day of _____ 2021.

IN WITNESS WHEREOF, I have hereunto subscribed my name this _____ day of _____, 2021.

_____, President
Tom Hurd

That I am the Past President Elect of the Western Montana Chapter of the National Association of Residential Property Managers and that the foregoing Bylaws constitute the Bylaws of said Chapter as duly adopted at a meeting of the Executive Committee, thereof, held on the ____ day of _____ 2021.

IN WITNESS WHEREOF, I have hereunto subscribed my name this ____ day of _____

_____, 2021

_____, Past President Elect _____

Sabrina Murphy

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2022

Open to Public Inspection

A For the 2022 Calendar year, or tax year beginning 2022-01-01 and ending 2022-12-31

B Check if available

- Terminated for Business
- Gross receipts are normally \$50,000 or less

C Name of Organization: WESTERN MONTANA DISTRICT OF
NAPRM INC320 S 2ND ST, Hamilton, MT,
US, 59840D Employee Identification
Number 37-2004516

E Website:

westernmontana.narpm.orgF Name of Principal Officer: Hannah Jessop320 S 2ND ST, Hamilton, MT,
US, 59840

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.



National Association of Residential Property Managers

WESTERN MONTANA CHAPTER

320 S 2ND STREET HAMILTON, MT 59840 | P.O. BOX 773, MISSOULA, MT 59807

To whom it may concern:

Our organization is requesting a minor name change – due to a typo.

EIN: 37-2004516

Current name is **Western Montana District of NAPRM Inc**

The corrected name would be **Western Montana District of NARPM Inc** - the P and R in NARPM were transposed and need to be corrected.

I've attached our determination of exemption letter, which DOES have the correct spelling on it, our articles of incorporation showing the correct name, as well as our 2022 annual report to show that we are current with our state.

Thank you so much for your help.

Hannah Jessop

Treasurer

Western Montana District of NARPM Inc.



FAXED
2-15-23

TO: Internal Revenue
Service
Fax: 855-204-6184

SECRETARY OF STATE
STATE OF MONTANA
MIKE COONEY

Business Services Bureau
Rose Ann Crawford, Deputy



Montana State Capitol
PO Box 202801
Helena, MT 59620-2801
(406)444-3665

January 15, 1997

ZANE K SULLIVAN
SULLIVAN & TABARACCI
430 RYMAN
MISSOULA MT 59802

RE: WESTERN MONTANA
DISTRICT OF NARPM, INC.
Date of Filing: January 9, 1997
Filing Number: D089183-344808

Dear Mr. Sullivan:

Attached please find a copy of the documents you recently filed with this office. The document number and filing date have been recorded on the copy I've attached. These documents serve as your certificate of filing and should be maintained in your files for future reference.

Thank you for giving this office the opportunity to serve you. If you have any questions in this regard, or need additional assistance, please do not hesitate to contact the Business Services Bureau professionals at (406) 444-3665.

Sincerely,

Mike Cooney
Secretary of State
Enclosure

RECEIVED
MAR 21 2007
BY:

Tax ID #
D089183
Type 45
D-089183
Type 45

FAKSIMILE FILED ON 1-9-97
PURSUANT TO MONTANA CODE
ANNOTATED BY ICMS

ARTICLES OF INCORPORATION

OF

WESTERN MONTANA DISTRICT OF NARPM, INC.

344808
STATE OF MONTANA
FILED
JAN 09 1997

*Kills
id #2*

SECRETARY OF STATE

The undersigned, a natural person of legal age, acting as incorporator of a non-profit Corporation *1920*
under the provisions of the Montana Non-profit Corporation Act, hereby adopts the following articles of
Incorporation for such non-profit Corporation:

ARTICLE I

NAME

The name of the Corporation is WESTERN MONTANA DISTRICT OF NARPM, INC.

ARTICLE II

Period of Duration

The period of duration of the Corporation is perpetual.

ARTICLE III

Designation

The corporation is a mutual benefit corporation.

ARTICLE IV

Purposes

The Corporation is organized for the purposes of coordinating the activities and efforts of its
members in the manner of a professional trade association. The activities of the corporation shall be as
may, from time to time, be determined by the members for the mutual benefit of the members as speaking
professionals.

///

RECEIVED
MAR 21 2007

BY:.....



Department of the Treasury
 Internal Revenue Service
 Tax Exempt and Government Entities
 P.O. Box 2508
 Cincinnati, OH 45201

WESTERN MONTANA DISTRICT OF NARPM INC
 320 S 2ND STREET
 HAMILTON, MT 59840

Date:
 07/25/2022
 Employer ID number:
 37-2004516
 Person to contact:
 Name: Suzanne Richey
 ID number: 50750
 Telephone: 877-829-5500
 Accounting period ending:
 December 31
 Form 990/990-EZ/990-N required:
 Yes
 Effective date of exemption:
 March 15, 2022
 Contribution deductibility:
 No
 Addendum applies:
 No
 DLN:
 29053081313002

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(6). This letter could help resolve questions on your exempt status. Please keep it for your records.

Donors cannot deduct contributions they make to you under IRC Section 170(c)(2).

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-NC" in the search bar to view Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
 Director, Exempt Organizations
 Rulings and Agreements



MONTANA SECRETARY OF STATE

January 9, 2023

Hannah Jessop
hannah@cardinalproperties.net

CERTIFICATION LETTER

I, CHRISTI JACOBSEN, Secretary of State for the State of Montana, do hereby certify that

WESTERN MONTANA DISTRICT OF NARPM INC.

filed its **2023 ANNUAL REPORT** in this office and has fulfilled the applicable requirements set forth in law. By virtue of the authority vested in this office, I hereby issue this certificate evidencing the filing is effective on the date shown below.

Certified File Number: D089183 - 15469440

Effective Date: January 9, 2023

Thank you for being a valued member of the Montana business community. I wish you continued success in your endeavors.

A handwritten signature in cursive script that reads "Christi Jacobsen".

Christi Jacobsen
Montana Secretary of State

2023 Budget

	2020 Actual	2021 Actual	2022 P&L	2023
Revenue				
Affiliate Dues	750.00	450.00	450.00	600.00
Contributions	1,020.00	550.00	890.00	850.00
Continuing Education	2,244.00	728.00	1,527.00	2,750.00
Total	4,014.00	1,738.00	2,867.00	4,200.00
Expenses				
Continuing Education	3,122.00	1,516.00	2,481.72	4,600.00
Other/office/etc Expenses	24.00	208.00	818.19	500.00
Travel/convention			1,679.25	1,750.00
Total	3,146.00	1,724.00	4,979.16	6,850.00
				-2,650.00



National Association of Residential Property Managers

Western Montana Chapter NARPM
P.O. Box 7735 | Missoula, MT 59807

Profit and Loss

Jan-Dec 2022

REVENUE	
Affiliate Dues	450.00
Contributions/Grants	
Chapter Excellence Grant	570.00
Event sponsorship	320.00
Total Contributions/Grants	890.00
Continuing Education Fees	
Cleaning refund	240.00
Lunch income	342.00
Class registration fees	988.80
Total Continuing Education	1,570.80
Total Revenue	2,910.80
EXPENSES	
Meetings & CE	
Lunch cost	717.18
Venue rental	950.00
Presenter fees	1,100.00
Total Meetings & CE	2,767.18
Office, software, postage	
Annual Report	20.00
Zoom subscription	155.52
Postage & mailbox rental	212.00
Supplies	115.21
Total Office	502.73
Travel/convention	1,679.25
Total Expenses	4,949.16
Net Revenue	-2,038.36

Prepared and Submitted by Chapter Treasurer: Hannah Jessop

Date: Feb 15, 2023

Jan 20


Western Montana NARPM Chapter Meeting - January 2022

Western Montana NARPM Chapter Meeting - January 2022

By Western Montana NARPM Chapter

Follow

When and where

 **Date and time**
Thu, January 20, 2022,
12:00 PM - 1:00 PM MST

 **Location**
Online

About this event

Hello Members,

I hope your new year is off to an amazing start! We hope you can all make our first chapter meeting of 2022. This month's guest speaker will be Jennifer Stoops, Regional Vice President (RVP) for the NW region (2022-2024).

Jennifer Stoops is the Executive Vice President of Park Avenue Properties and Vice President of Corporate Development at Pure Property Management. She will be inducting our new 2022 Board and presenting on Why NARPM and How to Get Involved: What is chapter excellence and why is it important? Why NARPM designations? How is a State chapter beneficial? How does the executive board operate? and Why creating relationships and getting involved is important for yourself, the chapter, and our industry.

This meeting has been approved for 1 CE hour. In order to receive that credit hour, you must attend 90% of the first hour. Any members who are not actively paying attention to the meeting, will not be awarded the 1 CE hour.

If you have any questions, please contact Abby with Plum Property Management, LLC at westernmntnarp@gmail.com. We can't wait to see everyone!

Apr 21

Western Montana NARPM Chapter Meeting - April 2022

Western Montana NARPM Chapter Meeting - April 2022

By **Western Montana NARPM Chapter**

[Follow](#)

When and where



Date and time

Thu, April 21, 2022,
12:00 PM – 1:00 PM MDT



Location

Missoula Public Library 455 East Main Street Cooper Room A 401 Missoula, MT 59802 United States

[Hide map](#) ^

About this event

Hello Members,

I am excited to announce the details of this month's chapter meeting. This will be the first in-person meeting held since 2020. We will be meeting at the Missoula Public Library and light refreshers and appetizers will be provided. Our chapter will have two guest speakers at this month's meeting. We will be hearing from Alex Ramsing, Landlord Liaison, for Homeword, Inc and Charlotte Perry, Housing Access Coordinator, for Missoula Housing Authority.

Alex Ramsing, is the Landlord Liaison with Homeword, a non-profit that works to provide homes people can afford. His job is to support Landlords and Property Managers in Missoula County so they know there may be resources available if you have a renter in crisis. One thing COVID has taught us, is that anyone at any time could become a renter in crisis.

Charlotte will be providing an overview of Missoula Housing Authority's rental assistance programs as well as briefly reviewing what the leasing process entails when working with an MHA Section 8 voucher holder. I will also focus on how Missoula Housing Authority and property managers can best work together for the success of not only the tenants that we serve, but also to strengthen partnerships across our community.

This meeting has been approved for 1 CE hour. In order to receive that credit hour, you must attend 90% of the first hour, this applies to attendees both in person or virtually. Any members who are not actively paying attention to the meeting or on camera, will not be awarded the 1 CE hour.

**There will be a laptop set up with an active Zoom meeting. For those members who can not join in person, there will still be a virtual option. Details regarding the Zoom meeting will be sent shortly.

If you have any questions, please contact Abby with Plum Property Management, LLC at westernmntnarp@gmail.com. We can't wait to see everyone!

May 19

Western Montana NARPM Chapter Meeting - May 2022

Western Montana NARPM Chapter Meeting - May 2022

By Western Montana NARPM Chapter

Follow

When and where



Date and time

Thu, May 19, 2022,
12:00 PM - 2:00 PM MDT



Location

Online

About this event

Hello Members,

I am excited to announce the details of this month's chapter meeting. This meeting will be conducted via Zoom. Our guest speaker will be Heidi Heitmann, Vice President and County Manager of Insured Titles. She will be presenting on Cybercrime & COVID: How Fraudsters Took Advantage During the Pandemic. This presentation will include information on the following topics:

- New Forms of Cybercrime
- Latest Examples of Fraudulent Email Compromise Schemes
- Tips on How to Keep Your Office Safe and Secure
- How to Report and What to Do If You Have Been a Target

This meeting has been approved for 2 CE hours. In order to receive the credit hour, you must attend 90% of the first hour and 100% of every following hour. Any members who are not actively paying attention to the meeting or do not have their camera turned on, will not be awarded the 2 CE hours.

If you have any questions, please contact Abby with Plum Property Management, LLC at westernmntnarp@gmail.com. We can't wait to see everyone!

Jul 21

Western Montana NARPM Chapter Meeting - July 2022

Western Montana NARPM Chapter Meeting - July 2022

By Western Montana NARPM Chapter

Follow

When and where



Date and time

Thu, July 21, 2022,
12:00 PM – 2:00 PM MDT



Location

4915 Lower Miller Creek Rd 4915 Lower
Miller Creek Road Missoula, MT 59803
United States

About this event

Hello Members,

I am excited to announce the details of this month's chapter meeting. This meeting will be presented in person at the Linda Vista Golf Course (located in Missoula) and on Zoom. Our guest speaker will be Matt Cavanaugh, President of Five Valleys Restoration & Cleaning Inc. Join us in person for a giveaway!

" Matt Cavanaugh, a Montana native, began working in the damage restoration industry in 1996 and dreamed of owning his own company. In October of 2008 that dream came true when Matt started Five Valleys Restoration & Cleaning. He brings national disaster damage restoration to Missoula and the surrounding areas with over 20 years of hands on experience and expertise. He believes in building Five Valleys Restoration through hard work, dedication and loyalty. Over the years, he has developed an incredibly qualified team of restoration professionals who are here to serve you."

Matt looks forward to presenting on the following topics:

1. Overview of all Five Valley's Restoration & Cleaning Inc. programs.
2. Water Damage - What is the right way to mitigate and keep renters and owners satisfied.
3. Meth Mitigation - Services and Recent Law Updates 2021-2022
4. Forensic Mitigation Services

This meeting has been approved for 2 CE hours. In order to receive the credit hours, you must attend 90% of the first hour and 100% of every following hour. Any members who are not engaged in person and members not actively paying attention to the online meeting or do not have their camera turned on, will not be awarded the 2 CE hours. Please note a board member will be monitoring engagement by checking the online chat often and taking random screenshots of online attendees.

Aug 18

Western Montana NARPM Chapter Meeting - August 2022

Western Montana NARPM Chapter Meeting - August 2022

By Western Montana NARPM Chapter

Follow

When and where



Date and time

Thu, August 18, 2022,
12:00 PM - 2:00 PM MDT



Location

Cymatic Event Center 5646 W Harrier
Suite B Missoula, MT 59808 United
States

[Hide map](#) ^

About this event

Hello Members,

I am excited to announce the details of this month's chapter meeting. This meeting will be presented in person at the Cymatic Event Center (located in Missoula on W. Harrier Dr.) and on Zoom. Our guest speaker will be Travis Martinez, Owner of Greener Montana Properties in Hamilton, MT. Travis will be presenting the history of Fair Housing.

"This is not a normal fair housing class. We look at the beginnings of fair housing as it relates to George Washington, Dread Scott, the reconstitution era, the great depression, and modern issues. This class has been recently updated with a mock HUD complaint scenario." - Travis Martinez

This meeting has been approved for 2 CE hours. In order to receive the credit hours, you must attend 90% of the first hour and 100% of every following hour. Any members who are not engaged in person and members not actively paying attention to the online meeting or do not have their camera turned on, will not be awarded the 2 CE hours. Please note a board member will be monitoring engagement by checking the online chat often and taking random screenshots of online attendees.



National Association of Residential Property Managers
WESTERN MONTANA CHAPTER

Trust Accounting

4-HOUR CE CLASS

BRUNO FRIIA

Property Management Education



15

SEPTEMBER

8am - 12pm

Via Zoom

Trust Account Review is a 4-hour continuing education course, which contains an overview of the purpose, responsibility, and process involved in Trust Accounting as it pertains to Property Management.

Attendees will learn proper Trust Account management & review rules and laws pertaining to Trust Accounting. This course will prepare you for managing Trust Accounts in an ethical, legal, and professional manner

Western Montana Chapter
NARPM Members - Free

NARPM Members - \$25

Non-NARPM Members - \$45

TO RECEIVE CE CREDIT ALL ATTENDEES MUST BE REGISTERED THROUGH EVENTBRITE BY 7 AM THURSDAY, SEPTEMBER 15TH

Checks to: Western Montana National Association of Residential Property Managers
P.O. Box 7735, Missoula, MT 59801

Email: westernmtnarpm@gmail.com



National Association of Residential Property Managers
WESTERN MONTANA CHAPTER

IN PERSON

**MEET &
GREET
+
CE CLASS**



Jennifer Whipple

**President of Collection
Bureau Services**

**November 17th,
2022**

3pm to 4pm - Meet & Greet (light appetizers included)

4pm to 5pm - 1 hour CE

**NARPM Members- Free
Non-Members- \$25.00**



**5646 W Harrier, Suite B,
Missoula, MT 59808**

<https://www.eventbrite.com/e/western-montana-narpm-chapter-meet-greet-november-2022-tickets-429919700397>

westernmtnarpm@gmail.com



***Western Montana Chapter of National Association of Residential
Property Managers***

Western Montana Chapter of NARPM
PO Box 7735
Missoula, MT 59807

Board Meeting Minutes

January 13th, 2022

Meeting was called to order at 11:30 am by Abby Gill of Plum Property Management.

Attendees included:

- Cindy Jessop and Hannah Jessop of Cardinal Property Management
- Abby Gill/Jessica Sample/Tabitha Walker of Plum Property Management
- Mary and Tom Hurd of Rent Smart Property Management
- Bruno Friia of ERA Lambros Real Estate
- Melissa Davis of Missoula Property Management
- Jennifer Stoops, RVP of NorthWest Region NARPM

Old Business:

1. Cindy Jessop gave an update on vacancy reporting to break it down by county. Updates are still in the work with Visual Harbor.
2. We signed on a new affiliate, Craig Hedge. Hannah will conduct an intro on his services and background at the next meeting.

New Business:

1. Discuss Meeting Agenda with the board..
 - a. Discuss the new outline
 - b. Discuss the 'New Business' section
 - c. Assign President-Elect to read the Code of Ethic
2. Discuss setting a monthly board meeting.
 - a. Does the 2nd Thursday of each month work at 11:00 a.m.
3. 2021 CE certificates were sent out
4. Goal for 2022 to get back to in person meetings in March
 - a. Looking for available spaces
 - b. Take into consideration room size, technology for zoom
5. Strategic planning with Jennifer Stoops in March
 - a. Guest speaker meeting requirements would qualify as one hour of CE

Items to discuss in February 2021 Board Meeting:

1. The shared Narpn folder in Google Docs needs the recipients to be updated. Sabrina Murphy currently has ownership of the folder, she will work on the updates and transfer ownership.
2. Abby Gill will put together Event Brite information. She will also see if we can take over ownership from Travis Martinez.
3. Chapter to purchase a Zoom account.
4. Hannah Jessop needs a new debit card, due to the Tax ID issue. And expenses will need to be submitted to Hannah for a reimbursement.

Meeting was adjourned at 11:30 am by Abby Gill of Plum Property Management.

Meeting Minutes Recorded by: Mary Hurd



***Western Montana Chapter of National Association of Residential
Property Managers***

Western Montana Chapter of NARPM
PO Box 7735
Missoula, MT 59807

Board Meeting Minutes

May 12th, 2022

Meeting was called to order at 10:30 am by: Abby Gill

Attendees included:

- Chris Mockel of Topher Properties
- ~~Cindee Jessop and Hannah Jessop of Cardinal Property Management~~
- ~~Abby Gill and Jessica Sample of Plum Property Management~~
- ~~Mary and Tom Hurd of Rent Smart Property Management~~
- ~~Melissa Davis of Missoula Property Management~~
- Katie McNeeley, RVP Ambassador of the NorthWest Region NARPM
- ~~Ty, RVP Ambassador of the NorthWest Region NARPM~~
- ~~Jennifer Stoops, RVP of the NorthWest Region NARPM~~

Old Business:

1. Cindee Jessop gave an update on vacancy reporting to break it down by county. Updates are still in the work with Visual Harbor.
 - a. Updates are done - Can report online!
 - b. Mary - Website chair - Create calendar event for members - Login - Powerpoint from Cindee to send out.
 - c. Due by third week off month.No specific due date.
2. Discuss Meeting Agenda with the board.

- a. Discuss the new outline
- b. Discuss the 'New Business' section
- c. Assign the President-Elect to read the Code of Ethics during chapter meeting.
3. Discuss setting a monthly board meeting.
 - a. Does the 2nd Thursday of each month work? 11:00 a.m.? 1 hour? If so, Abby will get these scheduled out for 2022.
 - b. There will be no July meeting, next meeting will be in September
4. Hannah purchased a Zoom account in January and this is being used.

New Business:

1. Hannah Jessop needs a new debit card, due to the Tax ID issue. Expenses will need to be submitted to Hannah for a reimbursement.
 - a. Abby will submit those for the April 2022 meeting.
 - b. Gail and outsourced company - Need update!
2. PO Box - Tom Hurd turned keys over to Abby Gill. Jessica attempted to get into the PO box, but we have been locked out of it. Hannah is working with the PO to figure out any possible payment issues. Tom Hurd was reimbursed in November 2021. **Cannot speak with human.**
 - a. **Tom Manny - Crosswinds / Many**
3. Next weeks meeting: Heidi Heitmann / 2 CE Hours / Being Held via Zoom.
4. Next chapter meeting in July 2022 presented by Matthew Cavanaugh. This will only be presented in person. Abby working to find a hotel.
5. Chapter meeting for September 2022, Bruno Friia has agreed to present on Trust Accounting. This would be 4 CE hours and held via Zoom. His speaker fee is \$700.00. Approve?
 - a. Pay someone - advertise to outside members! This will help recoup the speaker fee. \$30-\$40.
 - b. Fair Housing - Annequim has recorded sessions. Jennifer Stoops to send us some information. Charlotte
 - i. Real Estate Commission - MOR - Reach out to them! November 2022 Meeting
6. Mary Hurd said this would be her final term as the board's secretary. Thank you so much for your service, Mary!!
7. Hannah, Abby received a \$500.00 from AvidXChange. What bank and bank account number does it need to be deposited to? Chapter retention?? **Double check from Hannah. Abby and Hannah to call.**
8. NARPM VA / Abby submitted on 04.28.2022 - "...we are allowing Chapter to let National know they are ready to accept working with the Remote Professional and these will be assigned first come first receive basis. Reminder these individuals are hired by NARPM National and the staff does the preliminary onboarding with them." NARPM is ready to add more VA's/Remote Professionals for Chapters. These professionals will be assigned on a first come first serve basis. The NARPM staff is working to onboard them by educating them on NARPM and what chapters generally do. Here are some ideas on what these individuals can do to assist your Chapter:
 - a. Provide administrative, secretarial, and customer service support for member activities, education, programs, products, services, projects, and events as instructed by the Chapter Leadership.
 - b. Receive and input registrations for events and education sessions. Manage on-line registrations, if applicable.
 - c. Provide regular reports and suggestions for improving member service.

- d. Creation of sponsor flyers and distribution at meetings.
 - e. Creation of flyers for announcements for meetings and special events.
 - f. Monitoring of registrations and coordination with facility staff.
 - g. Coordinate the check-in of attendees at events with the volunteers.
 - h. Create merge document for attendee's name tags at events that volunteer will print out.
 - i. Work with President to create calendar for the year.
 - j. Work with President to create agenda for board meetings and chapter meetings.
 - k. Keep repository of all documents and upload for NARPM chapter compliance with deadline for submission of March 15.
 - l. Portland chapter is slowing onboarding. It is working out! Use for compliance items via NARPM. Let us focus on other projects! Based on hours and free to the chapter. Rebecca will assist.**
9. Review board titles and task description. Abby to provide the Chapter Success Guide via screenshare.
- a. Page 5-6 (Monthly Tasks)
 - b. Page 35 (Leadership Structure)
 - c. Page 37-38 (Officer Tasks)
 - d. Page 48-50 (Committee Chair Positions and Tasks)

Meeting was adjourned at 11:30am by: Abby Gill.

Meeting Minutes Recorded by: Mary Hurd



***Western Montana Chapter of National Association of
Residential Property Managers***

Western Montana Chapter of NARPM
PO Box 7735
Missoula, MT 59807

Board Meeting Minutes

September 8, 2022

Meeting was virtually called to order at 10:00 am by: Melissa Davis

Attendees included:

Abby Gill of Plum Property Management
Melissa Davis of Missoula Property Management
Mary Hurd and Tom Hurd of Rent Smart Property Management
Cindee Jessop and Hannah Jessop of Cardinal Property Management
Jessica Hubbard of Plum Property Management
Tabitha Walker of Plum Property Management

Old Business:

1. Board Member to make a motion for our Chapter to reimburse NARPM Convention costs to Melissa Davis; hotel (\$934.25) & convention registration (\$745.00) have been paid for - total cost = \$1,679.25 - receipts have been emailed to Treasurer, Hannah Jessop.
 - a. (Motion Example: I motion that Melissa Davis be reimbursed for attending the 2022 national convention in Las Vegas, up to \$934.25 for her hotel room and \$745.00 for her convention registration)
 - i. Cindee Jessop Motioned to Approve, Mary Hurd seconded the Motion. The Board voted and Approved.

New Business:

1. Hannah Jessop needs a new debit card, due to the Tax ID issue. Expenses will need to be submitted to Hannah for a reimbursement.
 - a. Hannah has received the Chapter debit card and will begin using it for future purchases, rather than reimbursing.
2. Chapter Elections will be held electronically this month
 - a. Melissa received nominations on 8/24 for:
 - i. President-Elect
 - ii. Education Chair
3. September 15th **No Chapter Meeting - CE only**
 - a. Bruno will be virtually presenting on Trust Accounting from 8am - 12pm. There will not be an in-person option for this CE course.
 - i. Eventbrite ticket sales at \$720.00 as of 9/7/22. Bruno charged \$700.00.
4. November 17th Chapter Meeting + CE
 - a. Melissa reached out to Jennifer Whipple at Collection Bureau Services and she agreed to speak to our Chapter for 1 CE hour.
 - i. Virtually + In-Person (utilize Cymatic Event Center on W. Harrier again?)
 - ii. Use grant money to host Happy Hour with members and non members.

Announcements:

Hanna advised we need revenue streams as we are just maintaining bank account level. Two streams are Affiliate membership fees and Chapter membership fees. It was decided to forward a vendor list to the Membership Chair who will reach out to the vendors and invite them to the Happy Hour.

Jennifer Plum spoke about the Department of Labor & Industry's Professional Licensing Informational and Listening Sessions of Potential 2023 Legislative Changes – changes that could affect Property Managers.

Below is a list of links mentioned during the presentation:

<https://boards.bsd.dli.mt.gov/docs/public-comment/lrgov-memo.pdf>

<https://boards.bsd.dli.mt.gov/educational-sessions>

<https://governor.mt.gov/Contact/RedTapeRelief>

<https://boards.bsd.dli.mt.gov/docs/public-comment/Pol-Overview.pdf>

Meeting was adjourned at 10:30 am by: Melissa Davis

Meeting Minutes Recorded by: Mary Hurd



***Western Montana Chapter of National Association of
Residential Property Managers***

Western Montana Chapter of NARPM
PO Box 7735
Missoula, MT 59807

Board Meeting Minutes

December 9, 2022

Meeting was virtually called to order at 11:30 am by: Katie McNeeley, Northwest RVP

Attendees included:

Katie McNeeley of Jim McNeeley Real Estate
Melissa Davis of Missoula Property Management
Cindee Jessop and Hannah Jessop of Cardinal Property Management
Mariah Masley-Balk, Jaylynn Nelson, Tabitha Walker & Abby Gill of Plum Property Management
Cora Person & Kaitlin Lagos of Centana Property Management

New Business:

1. Brainstorm CE speaker ideas solidify meeting dates. The board discussed speaker possibilities as well as what types of CE we wanted to see for the upcoming year.
2. Discuss strengths and weaknesses of the chapter. The board discussed challenges that we face as a chapter, things that we can improve, as well as goals that we want to achieve for next year.
3. Discuss grants and how we can use them. The board discussed the many different grants that NARPM offers, how we could implement them, and what need to do differently as a chapter in order to generate income.

Meeting was adjourned at 2:30 pm by: Melissa Davis

Meeting Minutes Recorded by: Melissa Davis



National Association of Residential Property Managers

WESTERN MONTANA CHAPTER

2023 BOARD OF DIRECTORS

- President - Melissa Davis
- Past President - Abby Gill
- President-Elect - Kaitlin Lagos
- Secretary - Jessica Hubbard
- Treasurer - Hannah Jessop
- Education Chair - Cora Langel-Person
- Webmaster Chair - Jalynn Nelson
- Membership Coordinator Chair - Mariah Masley-Balk
- Legislative Chair - Tabitha Walker

#75

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, December 21, 2022 5:48:02 PM
Last Modified: Wednesday, December 21, 2022 5:53:28 PM
Time Spent: 00:05:26
IP Address: 187.147.56.247

Page 1: Positions with a * are REQUIRED

Q1

Chapter Name

Western Montana Chapter

Q2

Chapter President*

Melissa Davis

Q3

President Elect*

Kaitlin Lagos

Q4

Past President*

Abby Gill

Q5

Respondent skipped this question

Vice President (if applicable)

Q6

Treasurer*

Hannah Jessop

Q7

Secretary*

Jessica Hubbard

Q8

New Member Mentor* In June 2020, NARPM National adopted the motion that all chapters are required to identify a New Member Mentor for their chapter each year. It is not an elected position, but is a duty that a volunteer member or board member should be completing. The program is in the Chapter Success Guide, starting on page 148.

Mariah Masley-Balk

Added since last submission

Q9

Education Chair

Cora Langel-Person

Q10

Membership Chair

Abby Gill

Switched since last submission

Q11

Legislative Chair

Tabitha Walker

Added since last submission

Q12

Other position(s) not listed

Webmaster Chair - Jalynn Nelson

RESPONDENTS: 20 of 20

ADD TO DASHBOARD

SAVE AS

QUESTION SUMMARIES

INSIGHTS AND DATA TRENDS

INDIVIDUAL RESPONSES

Page 1: 2023 Western MT NARPM Board

Q1

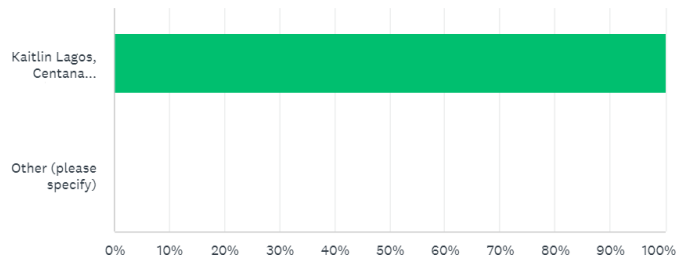


Customize

Save as

President-Elect for 2023

Answered: 19 Skipped: 1



ANSWER CHOICES

RESPONSES

Kaitlin Lagos, Centana Property Management

100.00%

19

Other (please specify)

Responses

0.00%

0

Q2

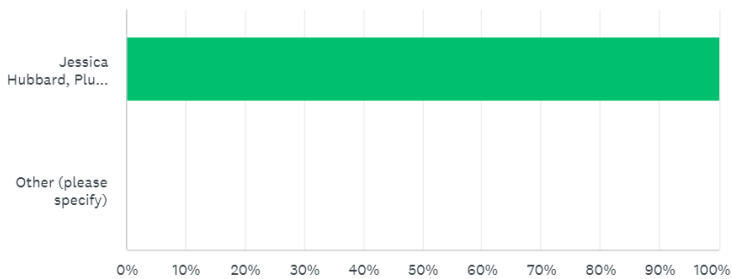


Customize

Save as

Secretary for 2023

Answered: 19 Skipped: 1



ANSWER CHOICES

RESPONSES

Jessica Hubbard, Plum Property Management

100.00%

19

Other (please specify)

Responses


0.00%

0

TOTAL

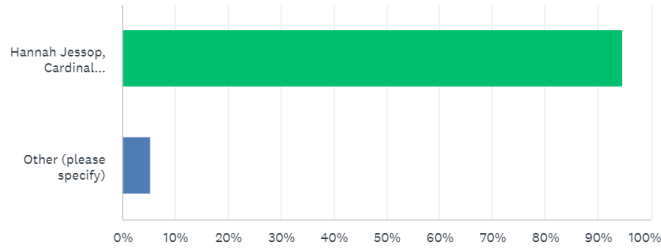
19

Q3

 Customize Save as ▼

Treasurer for 2023

Answered: 19 Skipped: 1



ANSWER CHOICES	RESPONSES
▼ Hannah Jessop, Cardinal Properties Inc.	94.74% 18
▼ Other (please specify) Responses	5.26% 1

RESPONSES (1)  WORD CLOUD  TAGS (0)  Sentiments: OFF

 Filter: by tag ▼


Showing 1 response

Earlene Priest

9/22/2022 10:44 AM

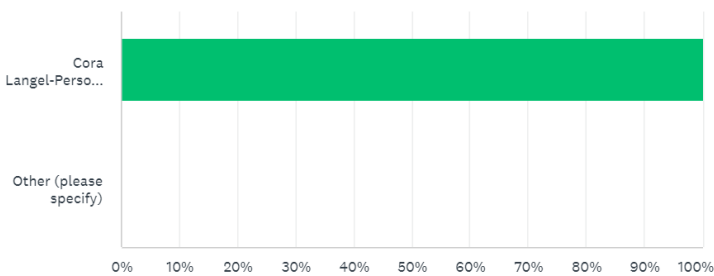
[View respondent's answers](#) [Add tags](#) 

Q4

 Customize Save as ▼

Education Chair for 2023

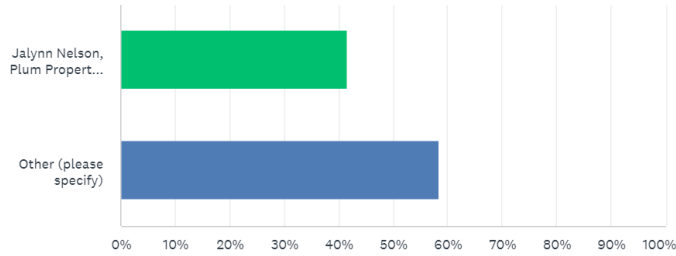
Answered: 19 Skipped: 1



ANSWER CHOICES	RESPONSES
▼ Cora Langel-Person, Centana Property Management	100.00% 19
▼ Other (please specify) Responses	0.00% 0
TOTAL	19

Webmaster Chair for 2023



Answered: 12 Skipped: 8



ANSWER CHOICES	RESPONSES
▼ Jalynn Nelson, Plum Property Management	41.67% 5
▼ Other (please specify) Responses	58.33% 7

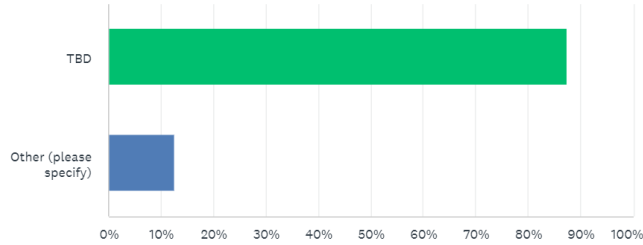
- Cindee Jessop
9/23/2022 08:32 AM [View respondent's answers](#)
- Cindee Jessop
9/22/2022 11:20 AM [View respondent's answers](#)
- Nominating Jalynn Nelson of Plum Property Management
9/22/2022 10:41 AM [View respondent's answers](#)
- Jalynn Nelson
9/22/2022 09:15 AM [View respondent's answers](#)
- Jalynn Nelson
9/21/2022 04:34 PM [View respondent's answers](#)
- Jalynn Nelson
9/21/2022 01:48 PM [View respondent's answers](#)
- Cindee Jessop, Cardinal Properties
9/21/2022 09:34 AM [View respondent's answers](#)

Q6

 Customize  Save as ▼

Membership Coordinator Chair for 2023

Answered: 8 Skipped: 12



ANSWER CHOICES	RESPONSES
▼ TBD	87.50% 7
▼ Other (please specify) Responses	12.50% 1

[RESPONSES \(1\)](#)  WORD CLOUD  TAGS (0)  Sentiments: OFF


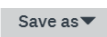
 Filter: by tag ▼

Showing 1 response

Mariah Balk 

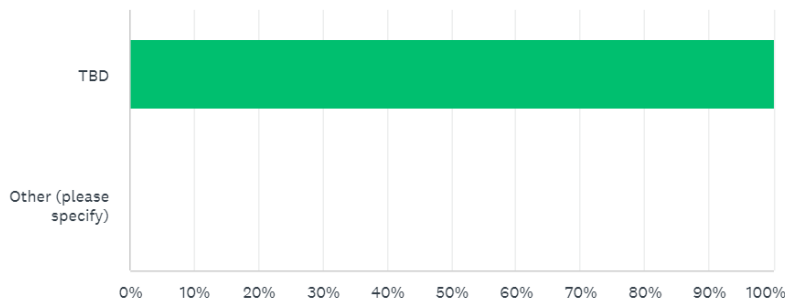
9/22/2022 09:15 AM [View respondent's answers](#) [Add tags ▼](#)

Q7

 Customize  Save as ▼

Legislative Chair for 2023

Answered: 7 Skipped: 13



ANSWER CHOICES	RESPONSES
▼ TBD	100.00% 7
▼ Other (please specify) Responses	0.00% 0
TOTAL	7