



## CHAPTER COMPLIANCE 2023

### C093 WEST VALLEY CHAPTER

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

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

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### 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.



National Association of Residential Property Managers

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

**C093 WEST VALLEY**

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.

June 2, 2022 Attendee(s): Heather Nicely

November 8, 2022 Attendee(s): Heather Nicely

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): Heather Nicely

November 16, 2022 Attendee(s): **NONE**

Bylaws of  
The WEST VALLEY Chapter of  
The National Association of Residential Property Managers  
Updated March 2023

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the WEST VALLEY 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 Glendale, Surprise, Sun City, Litchfield Park, Avondale, Peoria, Good year, Buckeye, Waddell, Tolleson, and West Phoenix
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in Glendale, Surprise, Sun City, Litchfield Park, Avondale, Peoria, Good year, Buckeye, Waddell, Tolleson, and West Phoenix

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 **ARIZONA**

1. The chapter shall be subject to all rules, regulations, ethics, and standards and bylaws of the National Association of Residential Property Managers, Inc.
2. Chapter bylaws shall not conflict with those of the National Association of Residential Property Managers, Inc., hereinafter referred to as the national association.

Section D: This chapter's geographical definition shall be Glendale, Surprise, Sun City, Litchfield Park, Avondale, Peoria, Good year, Buckeye, Waddell, Tolleson, and West Phoenix

ARTICLE II: Membership

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

Section A: Professional Member

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

A Professional Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

Section B: Associate Member – grandfathered January 1, 2021

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, any certification, or hold elective office. This member has never completed a course of instruction covering the NARPM® Code of Ethics.

An Associate Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

Section C: Support Staff

A Support Staff Member shall be a person acting in the role of support in the office of a Professional Member and the Support Staff Member must not be acting in a capacity requiring licensure according to his/her state's regulatory licensing law. A Support Staff Member does not vote or hold elective office.

Section D: Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote; However, affiliate CAN be a chairperson and CAN serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

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

Section E: Honorary Member

Honorary membership shall be bestowed upon individuals who, are recommended by the chapter board of directors and have rendered distinguished service to the Chapter or to the profession of property management. Honorary members shall pay no dues or other assessments to the Chapter, and shall be eligible to participate in the usual activities of the Chapter, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

Section F: Life Member

Life members shall be all national past Presidents of NARPM®. Life membership will begin as the President's term is completed. Dues will be waived for Life members. Other members who qualify may apply for Life Member as outlined in the national bylaws and complete the approved application.

Life Members shall not pay dues and are strongly encouraged to complete a course of instruction covering the NARPM® Code of Ethics. They shall be eligible to participate in the usual activities of the Association and its Committees and are eligible to vote and hold office.

- All Past Presidents shall be deemed Life Professional Members of the Association

- Shall be bestowed upon individuals who have retired from the property management business and, in the opinion of the Board of Directors, have rendered, or continue to render, distinguished service to the Association or the property management profession. An application to the NARPM® National Board of Director must be approved in order to hold this membership type.

**Section G: Company Membership**

Company Membership is offered to the responsible individual of the company. In order to hold Company Membership, the company must have four (4) members, which is a combination of Professional and Support members, with two (2) out of the four (4) being Professional members. Additional Professional Members, Support Staff and Associate Members may register under the company for an additional fee. Membership categories under the Company will follow the same eligibilities and requirements as outlined above.

**Section H: Application by Professional, Associate, or Support Staff Members:**

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
2. Vote: Voting member shall be eligible-to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

**ARTICLE III: Suspension, Termination and Resignation of Membership**

**Section A: Suspension of Membership**

Suspension of membership shall result in a member being unable to vote in chapter matters for a period of time designated by these or the national association bylaws or, where such discretion is authorized by the national association, for any one of the following reasons:

1. Suspension of membership: Suspension of membership for reasons stated in the bylaws of the national association.
2. By notification of the National NARPM® Board of Directors as a result of violations of the Code of Ethics and Standards of Professionalism.

**Section B: Termination of Membership**

Membership shall be terminated for reasons identified below. Upon termination, a member shall lose all rights and interests in the chapter and the national association.

1. Resignation:
  - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the WEST VALLEY CHAPTER OF NARPM and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
  - b. Affiliate member may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.

2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

Section C: Transferring in a Company membership:

The use of Company membership will enable the transfer of memberships to other people in their company. In order to transfer membership, proof of termination from the licensing division, showing evidence that the person has left the firm, is required. For Support Staff, or in states where licensing is not required, other proof of termination must be submitted.

Section D: Reinstatement of Membership

A former member still meeting all membership requirements shall be reinstated:

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness incurred has been paid and is current.
3. After a waiting period of one calendar year from the date of termination as a result of a presidential request or by an action of the board of directors of the national association.
4. Request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Committee/Board of Directors

Section A: Responsibilities

The chapter executive committee/board of directors, hereinafter known as the committee, shall have responsibility for the management of the chapter and shall exercise all rights and powers not expressly reserved by these bylaws or the bylaws of the national association. Such management responsibilities shall include, but not be limited to:

1. Establishing and implementing an organization framework for the chapter.
2. Establishing new or modifying existing operating rules that are not inconsistent with these bylaws, the bylaws of the national association or their intent. Changes to the bylaws must be submitted to the board of directors of the national association for approval.
3. Establishing annual chapter dues, application fees and special assessments.
4. Establishing new committees and dissolving existing committees.

Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of 5 officers as follows:

1. President: The president shall:
  - a. Serve as the chief executive officer of the chapter.
  - b. Preside at all meetings of the chapter.
  - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
  - d. Sign all legal documents.
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - f. Shall ensure the completion of all documentation required by the National Association.
  - g. Serve a term of one year commencing with the beginning of the new calendar year.
  - h. Must be a Professional Member of the Chapter.
  - i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers. **[REQUIRED]**
  
2. President-Elect: The president-elect shall:
  - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
  - b. Fulfill the responsibilities of the president during his/her absence.
  - c. Replace the president at the end of the fiscal year.
  - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
  - e. Undertake other activities as are deemed appropriate by the president.
  - f. Serve a term of one year commencing with the beginning of the calendar year.
  - g. Must be a Professional Member of the Chapter.
  - h. Notify all chapter members of upcoming meetings
  - i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
  - j. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - k. Oversee the submission of Chapter reports including Chapter Excellence submission
  - l. Must be back up for be in attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend. **[REQUIRED]**
  
3. Secretary: The secretary shall:
  - a. Maintain current chapter membership records to coincide with the national association's membership database.
  - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
  - c. File all federal, state and local reports as needed.
  - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - e. Serve a term of one year commencing with the beginning of the calendar year.
  - f. Must be a Professional Member of the Chapter.
  
4. Treasurer: The treasurer shall:
  - a. Be a signatory for all funds withdrawn from chapter account(s).
  - b. Distribute annual renewal notices for chapter dues and special assessments.
  - c. Deposit all funds into a federally insured financial institution.
  - d. Prepare a financial report for the committee upon request.
  - e. Prepare an end-of-fiscal year report for the national association.

- f. File tax and other financial reports with the appropriate government agencies.
  - g. Undertake responsibility for other such activities as deemed appropriate by the committee.
  - h. Serve a term of one year commencing with the beginning of the calendar year.
  - i. Must be a Professional Member of the Chapter.
5. Past President
- a. Shall serve as Chairman of the Nominating Committee
  - b. Undertake responsibilities as assigned by the President
  - c. Serve a term of one year commencing with the beginning of the calendar year.

## ARTICLE V: Eligibility, Nominations, Elections, Terms of Office and Vacancies

### Section A: Eligibility

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association.

### Section B: Notification of Members

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the end of the election. Nominations shall be done in two ways:

- a. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and signed by five percent (5%) of the professional chapter members.
- b. In Person: Any member who is present during the electoral process can be nominated.

### Section C: Elections

Elections shall be conducted no later than the September chapter meeting, or electronically no later than the month of September, if approved by the chapter executive committee, prior to the end of the calendar year.

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the WEST VALLEY CHAPTER OF NARPM Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify to the membership those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
4. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.



5. The Chapter SHALL allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude at the end of the same, unless stated otherwise in these bylaws.

Section E: Vacancy

An office shall be declared vacant when an officer:

1. Resigns that office through written notification to the president or the secretary.
2. No longer is eligible for membership in the chapter or the national association.
3. No longer is capable of fulfilling duties of the office involved.

Section F: Filling a Vacated Office

In the event that the position of president is vacated, the president-elect shall automatically fill that position and shall continue to serve as both president and president-elect. In the case of other officers, a vacated office shall be filled:

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.

ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The executive committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, which must be no fewer than four (4) meetings annually.

1. Notice of Regular Meeting: With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by regular letter mailed to each member of the committee.
2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.
3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

Section B: Location

All meetings of the chapter shall be held within the geographic definition of the chapter. All meetings of the executive committee shall be held within the geographic definition of the chapter unless otherwise waived by all the members of the executive committee. Annual meeting location of the Chapter shall be approved by the Executive Committee.

Section C: Quorum

1. A Majority of the executive committee officers in attendance shall constitute a quorum.
2. Quorum: A quorum to conduct business by the members shall be 10% of the member eligible to vote at a regularly scheduled meeting. A chapter event can be held without a quorum but no business can be conducted

Section D: Simple Majority Vote

All actions and decisions of the executive committee shall be made official by simple majority vote of the members present at any regular or special meeting of the committee, unless otherwise precluded by law.

ARTICLE VII: Committees

Section A: Appointment

Except as otherwise stated in these bylaws or the bylaws of the national association, the chairpersons and members of all sub-committees shall be appointed by the president with the advice and consent of the executive committee.

Section B: Responsibilities

Committees shall undertake such responsibilities as are identified in these bylaws or as may be assigned to them by the president with the advice and consent of the executive committee. No sub-committee may take any action on behalf of or representative of the chapter unless specifically authorized by the executive committee.

Section C: Creation and Dissolution

The president, with the advice and consent of the executive committee, shall have the authority to create and dissolve sub-committees according to the needs of the chapter.

ARTICLE VIII: Code of Ethics & Standards of Professionalism.

Acknowledgment and Enforcement

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The Code of Ethics and Standards of Professionalism shall be approved by the National NARPM Board of Directors.

As a condition of membership all Professional Members of NARPM® must complete a NARPM® Code of Ethics training. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means within ninety (90) days of making application, as approved by the board of directors of NARPM®. The association shall design a new course of instruction each four-year period to meet the requirement of membership.

Failure to satisfy this requirement within ninety (90) days of making application to the association will result in the membership of the Conditional Member being suspended. If a Conditional Member has not

taken the new member ethics class during their first year (12 months) of application, they will be terminated and will need to reapply for new membership.

Section A. Acknowledgment: Each applicant for membership in the Association shall read and be familiar with the Association Code of Ethics and Standards of Professionalism. Continual adherence to the Code is mandatory for membership in the Association. Professional Members shall have successfully completed a course of instruction on the NARPM® Code of Ethics.

Section B. Enforcement: The Board of Directors shall be responsible for enforcement of the Code of Ethics and Standards of Professionalism. Should a complaint be filed with the Board, the Board is charged with being fair and equitable to both Complainant and Respondent. The complaint will be turned over to the Professional Standards Sub-Committee to investigate violations. The Committee shall report its findings to the Board; the Board will make a determination on the charges and take appropriate action.

Section C: Charter

A Chapter Charter is granted by the National Association of Residential Property Managers, Inc, only upon the acknowledgment that the chapter members shall:

1. Be familiar with Code: Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.
2. Be Unopposed to Application: By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal action(s) against the national association, its officer(s), director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s) or sub-committee member(s) for any prescribed action identified by these bylaws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section B: Enforcement

It is the duty of the President of the chapter to report all violations to national association's Code of Ethics and Standards of Professionalism to the national association's grievance committee.

ARTICLE IX: Financial Considerations

Section A: Calendar Year

The chapter's financial year shall be a calendar year.

Section B: Chapter Dues

- A. The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:
  1. Payable: Dues for local chapters are payable no later than January 1 of each year.
  2. Non-payment of Dues: Failure to pay the annual chapter dues within 90days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
  3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.

4. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The will not charge dues to National Affiliate members.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

Section C: Special Assessments

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

Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the [WEST VALLEY CHAPTER OF NARPM Executive Committee or Board of Directors.

Section E: Non-Binding

The chapter shall not have any authority to financially obligate or bind the National Association of Residential Property Managers, Inc., for any reason.

ARTICLE X: Proposals and Procedures for Amending

Section A: Proposals

Amendments to these bylaws may be proposed by any chapter member or board of director of the National Association of Residential Property Managers, Inc., at any time through a letter addressed to the executive committee and presented or mailed to the secretary. Any proposal shall be studied by the entire executive committee or an officer of the executive committee or by a sub-committee created and/or assigned for that purpose as appointed by the president.

Section B: Procedure for Amending

The entity assigned for the purpose of reviewing proposed Bylaw revisions shall present the proposed amendment to the executive committee with its findings and proposed recommendations of actions. A two-thirds majority of the Executive Committee is necessary in order to amend these bylaws.

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the National Association of Residential Property Managers, Inc., prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

*ARTICLE XI: Miscellaneous*

Section A: Invalidity

The invalidity of any provision of these bylaws shall not impair or affect in any manner the validity, enforceability or effect of the remainder of these bylaws.

Section B: Waiver

No provision of these bylaws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, regardless of the number of violations or breaches which may have occurred.

Section C: Hold Harmless and Indemnify

The chapter shall hold harmless and indemnify members of the executive committee, officer(s), sub-committee chairperson(s) and sub-committee members, as well as the national association, its board of directors, officers, chairpersons and committee members who are acting within the scope of their responsibilities, duties or these bylaws.

Section D: State Laws

These bylaws may be amended to conform and comply with the laws, statutes, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by Arizona 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 WEST VALLEY CHAPTER OF NARPM all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

**ELECTRONIC NOTICE (e-Postcard)****For Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ.****2022**

▶ Information about Form 990-N is at [www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard](http://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard).

**Open to Public  
Inspection**

NOTE: This is not an IRS form. This form was created by Drake Software and is intended for information purposes only. **Do NOT mail this form to the IRS.**

**A. Tax Period:**

**Start:** 01-01-2022      **Ending:** 12-31-2022

**B. Employer Identification Number (EIN)**

47-3851248

**C. Legal Name:**

WEST VALLEY CHAPTER OF THE NATIONAL

**D. Mailing Address:**

7025 W BELL RD STE 10  
GLENDALE, AZ 85308

**E. Doing Business As:**

NATIONAL ASSOCIATION OF PROP MGRS

**F. Gross receipts not greater than:**

\$50,000

**G. Organization has terminated:****H. Principal Officer's Name and Address:**

Jeff Hockett  
7025 W BELL RD 10  
Glendale, AZ 85308

**I. Website URL:**

## West Vallev Chapter of the NARPM 2023 Budget

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
<b>Income</b>													
4000 Membership Dues (Professional)	0.00	0.00	80.00	0.00	0.00	80.00	0.00	0.00	40.00	0.00	0.00	0.00	200.00
4010 Membership Dues (Affiliate)	500.00	0.00	50.00	0.00	0.00	50.00	0.00	0.00	50.00	0.00	0.00	0.00	650.00
4020 Event Sponsorship Grant	0.00					0.00						0.00	0.00
<b>Total Income</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>	<b>\$ 130.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 130.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 90.00</b>	<b>40.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 890.00</b>
<b>Gross Profit</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>	<b>\$ 130.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 130.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 90.00</b>	<b>\$ 40.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 890.00</b>
<b>Expenses</b>													
6000 Bank Charges	48.96	48.96	48.96	48.96	48.96	48.96	48.96	48.96	48.96	48.96	48.96	48.96	587.52
6002 PayPal Fee													0.00
6003 QB Payment Fees	0.00	0.00	3.90	0.00	0.00	3.90	0.00	0.00	2.70	0.00	0.00	0.00	10.50
<b>Total 6000 Bank Charges</b>	<b>\$ 48.96</b>	<b>\$ 48.96</b>	<b>\$ 52.86</b>	<b>\$ 48.96</b>	<b>\$ 48.96</b>	<b>\$ 52.86</b>	<b>\$ 48.96</b>	<b>\$ 48.96</b>	<b>\$ 51.66</b>	<b>\$ 48.96</b>	<b>\$ 48.96</b>	<b>\$ 48.96</b>	<b>\$ 598.02</b>
<b>6400 Office Expenses</b>													
6401 Office Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6200 Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6415 Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6425 Room Rental	0.00	0.00	120.00	0.00	0.00	120.00	0.00	0.00	120.00	0.00	0.00	0.00	360.00
6420 Travel/Entertainment													0.00
6421 Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00	125.00
6423 Travel										600.00			600.00
6430 Holiday Party												2,000.00	2,000.00
<b>Total 6400 Office Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 120.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 120.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 120.00</b>	<b>\$ 600.00</b>	<b>\$ 0.00</b>	<b>\$ 2,125.00</b>	<b>\$ 3,085.00</b>
6500 Education	0.00	0.00	450.00	0.00	0.00	450.00	0.00	0.00	450.00	0.00	0.00	0.00	1,350.00
6600 Charitable Contributions												0.00	0.00
6900 Legal/Professional	50.00	50.00	325.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	875.00
												0.00	0.00
												0.00	0.00
<b>Total Expenses</b>	<b>\$ 98.96</b>	<b>\$ 98.96</b>	<b>\$ 947.86</b>	<b>\$ 98.96</b>	<b>\$ 98.96</b>	<b>\$ 672.86</b>	<b>\$ 98.96</b>	<b>\$ 98.96</b>	<b>\$ 671.66</b>	<b>\$ 698.96</b>	<b>\$ 98.96</b>	<b>\$ 2,223.96</b>	<b>\$ 5,908.02</b>
<b>Net Operating Income</b>	<b>\$ 401.04</b>	<b>-\$ 98.96</b>	<b>-\$ 817.86</b>	<b>-\$ 98.96</b>	<b>-\$ 98.96</b>	<b>-\$ 542.86</b>	<b>-\$ 98.96</b>	<b>-\$ 98.96</b>	<b>-\$ 581.66</b>	<b>-\$ 658.96</b>	<b>-\$ 98.96</b>	<b>-\$ 2,223.96</b>	<b>-\$ 5,018.02</b>
<b>Net Income</b>	<b>\$ 401.04</b>	<b>-\$ 98.96</b>	<b>-\$ 817.86</b>	<b>-\$ 98.96</b>	<b>-\$ 98.96</b>	<b>-\$ 542.86</b>	<b>-\$ 98.96</b>	<b>-\$ 98.96</b>	<b>-\$ 581.66</b>	<b>-\$ 658.96</b>	<b>-\$ 98.96</b>	<b>-\$ 2,223.96</b>	<b>-\$ 5,018.02</b>

**West Valley Chapter of the NARPM  
2023 Budget**

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
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# West Valley Chapter of the NARPM

## Profit and Loss

January - December 2022

	TOTAL
Income	
4000 Membership Dues (Professional)	1,200.00
4010 Membership Dues (Affiliate)	1,500.00
Unapplied Cash Payment Revenue	-1,300.00
<b>Total Income</b>	<b>\$1,400.00</b>
GROSS PROFIT	<b>\$1,400.00</b>
Expenses	
6000 Bank Charges	
6003 QuickBooks Payments Fees	926.42
<b>Total 6000 Bank Charges</b>	<b>926.42</b>
6200 Advertising	200.00
6500 Education	1,889.80
6700 Travel and Entertainment	
6701 Meals	336.22
<b>Total 6700 Travel and Entertainment</b>	<b>336.22</b>
6800 Events	5,222.84
6900 Legal & Professional Fees	1,630.00
Uncategorized Expenditure	302.92
<b>Total Expenses</b>	<b>\$10,508.20</b>
NET OPERATING INCOME	<b>\$ -9,108.20</b>
NET INCOME	<b>\$ -9,108.20</b>



## West Valley Chapter BOD Meeting

February 15, 2022

### Meeting Agenda

Call to Order -

#### President - Troy (Absent)

- WeServ 12-4 on 3rd Tuesdays
- We need more help on the Board

#### Treasurer - Jessie Collier

- Account Balance

#### Education - Stephanie Cunningham

- CE Classes are booked

#### Secretary - Heather Nicely

##### Code of Ethics Review:

##### 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.

Introduction to Meeting Sponsor: Eric Evans with Phoenix EZ-Keys

Meeting Adjourned

**RSVP for our Meeting on February 15th below!**



Meeting info:

**West Valley NARPM Membership Meeting, Lunch, and Guest Speaker**

**Details** - Please join us in person on Tuesday, February 15th at Noon for Lunch, chapter meeting, and our guest speaker, Michael Park, speaking on:

Marketing Automation - The Rise of the Machines

**Automation is critical to your sales and marketing efforts. We will discuss 3 great techniques that incorporate the best technology platforms while maintaining a human touch.**

We also encourage you to bring along another property manager or affiliate looking to network with other property management professionals.

Please RSVP so we have a headcount for our lunch sponsor:

**RSVP NOW**

Place:

WEMAR 9001 W Union Hills #8.

Time:

12 pm Lunch and meeting to follow

**Thank you to our meeting sponsor:**

Eric Evans with Phoenix EZ-Keys





National Association of Residential Property Managers

WEST VALLEY CHAPTER

**Next Week - Membership Meeting, Lunch, and CE Class from 12-4.  
Lunch at Noon. CE class registration at 12:30 and class from 1-4 PM.**



**TUESDAY,**  
March 15th, 2022 • Time: 12:30PM - 4:00PM  
WeSERV - 9001 N. Union Hill Drive, Suite 8,  
Peoria, AZ 85382

3 Hours Contract Law

## **UNDERSTANDING THE 1031 EXCHANGE AGREEMENT, ISSUES & CASE STUDIES**

This course is crucial to educate the agent on the pros and cons on the 1031 Exchange Agreement and how to use the correct language required when you write the real estate residential purchase contract using the 1031 Exchange.



**INSTRUCTOR: Brad Horton**  
CEO & FOUNDER OF  
BHX 1031 EXCHANGE LLC  
602-677-1150  
Brad.Horton@BHX1031Exchange.com  
www.bhx1031.com

**Brad Horton, CEO & Founder of BHX 1031 Exchange LLC**, shares his 38 years of experience in real estate related products and completing over 5,000 exchange transactions to give you peace of mind that your exchange will be handled with professional care.

We also encourage you to bring along another property manager or affiliate looking to network with other property management professionals.

**RSVP NOW**

Place:

WEMAR 9001 W Union Hills #8.


Time:

12 pm Lunch and meeting to follow. CE Class registration at 12:30. Class starts at 1.

**Wait! Be sure to mark down these important dates as well!**

<b>April 19th - CE Class</b>	Tuesday, April 19, 2022	12:00-4:00 PM	WeServ / WeMar
<b>May 10th - Social Event</b>	Tuesday, May 10, 2022	TBD	Charlies Sports Grill
<b>May 17th - CE Class</b>	Tuesday, May 17, 2022	12:00-4:00 PM	WeServ / WeMar
<b>June 14th- Meeting</b>	Tuesday, June 14, 2022	12:00-4:00 PM	WeServ / WeMar

Calling all members who are chasing NARPM National Designations- We need to host a national class this year, so please let us know which classes would help you obtain you RMP or MPM!

 **Like Us On Facebook!**

RSVP to Attend - April 19th

Lunch, Membership Meeting and Networking starts at Noon. Class starts at 12:30!



**TUESDAY,**  
April 19<sup>th</sup> 2022 - Lunch at Noon, Class from 12:30 PM - 2:30 PM  
WeSERV - 9001 N. Union Hills Drive, Suite 8, Peoria, AZ 85382

**LUNCH & LEARN**  
**HOW TO CREATE PURPOSEFUL AND ENGAGING SOCIAL MEDIA CONTENT!**

**INSTRUCTOR: Kellie Mendoza**

Kellie Mendoza graduated from Chapman University Orange County, with a degree in Film and Television. After working at James Cameron's Lightstorm Entertainment, she fell in love with the world of event production, where she found great success. However, with her husband's growing company, Amoroma Production, she returned to lead Amoroma Production as a full-time service video production company.

**WE WILL DISCUSS:**

- Brief introduction to Amoroma
- The Value of Video with Statistics
- Tips on Creating Your Own Quality Content for Social Media
- Example Videos

**Free to members of NARPM.**  
\$5.00 at the door for non-members. Cash, Check & VENMO accepted.

**Lunch provided by:** Dominic DeFazio, Supernova Carpet & Home Care, 602-471-2483, [supernovacarpet.com](http://supernovacarpet.com)

[TO RSVP CLICK HERE](#)

**Chance to win a \$25.00 Gift Card!**

 <p><b>KELLIE MENDOZA, CPCE</b> Producer / Production Manager Past President NACE-Center President 562-333-4828 <a href="mailto:kellie@amorama.com">kellie@amorama.com</a> <a href="http://www.amorama.com">www.amorama.com</a></p>	 <p><b>ELISSA NAGO</b> Business Development Manager 480-707-2228 <a href="mailto:elissa@diggitto.com">elissa@diggitto.com</a> <a href="http://www.diggitto.com">www.diggitto.com</a></p>	 <p><b>GINA HOSLEY</b> Marketing Assistant to Elissa Nago 602-578-9022 <a href="mailto:hosley@diggitto.com">hosley@diggitto.com</a> <a href="http://www.diggitto.com">www.diggitto.com</a></p>	
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Thank you to our Lunch Sponsor:  
Dominic DeFazio with Supernova Carpet & Home Care



We also encourage you to bring along another property manager or affiliate looking to network with other property management professionals.



Place:  
WeSERV - 9001 W Union Hills #8.

**Mark down the date - We will also be hosting Happy Hour/ Group Therapy on May 10th at Charlie's Sports Grill!!**

**Be sure to mark down these important dates as well!**

<b>April 19th - Lunch and Learn</b>	Tuesday, April 19, 2022	12:00-2:30 PM	WeServ / WeMar
<b>May 10th - Social Event</b>	Tuesday, May 10, 2022	4:00 PM-7:00 PM	Charlies Sports Grill
<b>May 17th - CE Class</b>	Tuesday, May 17, 2022	12:00-4:00 PM	WeServ / WeMar
<b>June 14th- Meeting</b>	Tuesday, June 14, 2022	12:00-4:00 PM	WeServ / WeMar

Calling all members who are chasing NARPM National Designations- We need to host a national class this year, so please let us know which classes would help you obtain you RMP or MPM!

 Like Us On Facebook!





## Meet Us at Charley's Sports Grill!!



We will be hosting Happy Hour/ Group Therapy on May 10th  
at Charley's Sports Grill!! We're saving you a seat!

4PM - 7PM

8110 W Union Hills Dr Suite 350, Glendale, AZ 85308

**Sponsored by: Jessica Sanchez F&J's 24 Hour Garage Door  
Service**



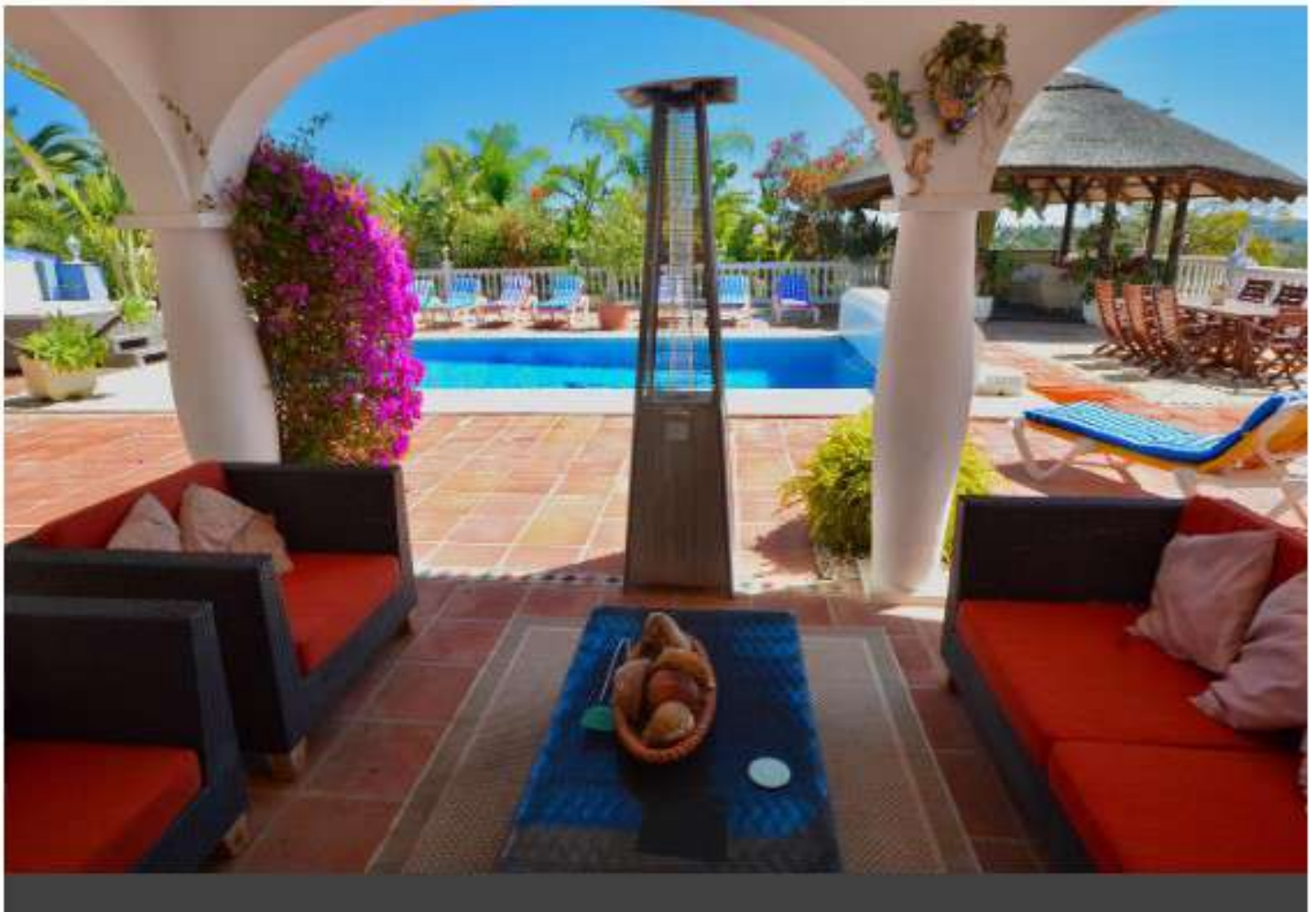
**24 HOUR GARAGE DOOR  
SERVICE L.L.C.**

We will not sell you what you don't need!

<https://fnjsgarage.com/>

# RSVP for Next Week's NARPM meeting and Class on Short Term and Vacation Rentals

Even if you are currently only managing long term units in your portfolio, this class is for you. Don't be left in the dark and unable to answer investor questions. Join us for this market update and Q&A and Be in the Know about Short Term Rentals



This class will cover:

- Update on the vacation market
- Short-term vs vacation rentals: What's the difference?
- Tenants vs. Guests: Should we use a lease agreement?
- Recent legislation
- Q/A

June 21st from 12-2 PM at WeServ Peoria Location

**[RSVP to Attend HERE](#)**

Presented by: Team Minik - You don't want to miss this!

Team Minik West USA Realty is a full-service Real Estate team that manages vacation, short-term and long-term rentals.

- Michelle, founding partner of Team Minik - is a 23-year residential real estate veteran based in Goodyear, AZ, and has represented over 1107 clients in a wide array of real estate transactions.
- Joel Minik is the COO and partner of Team Minik. Joel worked as a hard money lender in the late 90s. He purchased short sales, foreclosures, and tax liens in Maricopa County to ultimately fix and flip the properties for profit. To help hone his real estate and construction background, Joel worked as a commercial construction estimator and project manager until ultimately getting his real estate license to assist his wife in her exploding real estate business.
- Stephen Bakunowski is the Property Manager, and Joyce Calingasan is the Property Manager's Assistant. Together, the former educators have built the systems for the property management division to meet and exceed their client's expectations. Stephen has set up numerous homes for success in the vacation rental industry during the highs and lows of the season.
- Michelle and Joel are already successfully doing this with their properties. They have reached the prestigious Superhost/Ambassador Airbnb status (Less than 19% of all hosts, +80% 4.5 Star Reviews) out of 5.6 Million active listings in 100,000 cities and 150 million users.

**Where?** 9001 West Union Hills Drive, Peoria, AZ 85382

**When?** June 21 from 12-2PM

**Lunch will be provided**

**Please RSVP** - Both professional members and affiliates so we can get an accurate head count for food

**Thank you to Noel Pulanco and Yes Virtual for  
being our Meeting Sponsor!**



## **We're going CAMPING!!**

We are working on a final head/tent count for our camping trip on July 15-17th. You don't have to be a NARPM member to come, so if you have friends you have always wanted to go camping with, invite them along. We will be providing the food and SMORES.



**We're headed to the Rim! Meet us there? We are so excited to go camping with you!**

### **About this event**

This is a "friends and family" event. We will have affiliates and sponsors helping provide meals for Dinner on Friday through Breakfast on Sunday, so that makes camping even easier!!

We haven't had a NARPM camping trip in a couple years, so if you haven't been with our group, expect Smores, board games, nature walks, laughter, and some great food.

We are going North to escape the heat, so plan on a campsite that is roughly 2 hours away. Details for how to get to the campsite will be sent to anyone who registers.

Not a fan of camping all weekend without a shower? You can join us for just a day! We want to see you there. :)

## **Date and time**

Fri, Jul 15, 2022, 2:00 PM –

Sun, Jul 17, 2022, 12:00 PM MST

**REGISTER YOU AND YOUR PEEPS [HERE!](#)**

**\*\*P.S.** Remember we do not have a monthly membership meeting or class this month, as many people are going to be away enjoying their summer and gearing up for back to school.

---

 **Like Us On Facebook!**



## Join us on August 16th for our NARPM West Valley Networking Event!

This month, we are taking advantage of the opportunity to get together to network.

We will be meeting at Cold Beers & Cheeseburgers at 4PM.

Note\* -WeServe has an event during our normal meeting day and time, so there will NOT be a membership meeting or class this month.



**Where? Cold Beers & Cheeseburgers**

(6718 W Deer Valley Rd. Glendale, AZ 85310)

**When? August 16, 4-7PM**

We know education is important, and we have some awesome classes coming up, but this month, we have an excellent opportunity to come bounce ideas off your peers, enjoy group therapy hour, and build strong relationships with both our affiliates and other professional members. We're all recuperating from the summer, and it's time to shift and push to finish strong for that last 4 months of the year. Invest in you and your business by coming out to network! Also, did we mention good food?

**Thank you to Alicia Hodges and 1-800 Water Damage  
for being our Event Sponsor!**



**A BELFOR (●) COMPANY**

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# NARPM Membership Meeting and CE Class- Property Management - "The Rules"

September 20th from 1- 4 PM LIVE @ WeSERV West  
Valley Classroom

**RSVP to Attend HERE**



Time: 1:00–4:00pm

Have you inadvertently become a Property Manager? Don't accidentally violate regulations. Know the Rules. The Rules will familiarize you with:

- Elements of property management
- Roles and responsibilities of a property manager, and the required accountability to the client and Broker
- ADRE rules and processes
- Fair Housing laws and the Americans with Disabilities Act



Instructor: Sue Flucke

Sue Flucke has been in real estate for almost 30 years and is an associate broker and property management veteran. Sue Flucke is Co-Director of Coaching & Associate Broker for West USA Realty. She was the 2019 President and past Board member of the Phoenix REALTORS®, 2013 Past President of the Arizona REALTORS® & current Director of AAR, and a past Director of the National Association of REALTORS® (NAR.)

#### CERTIFIED RESIDENTIAL PROPERTY MANAGER:

ARIZONA REALTORS® certification program is dedicated to property management and offers classes that you can use for your real estate license renewal. This program was designed to hone your knowledge and skills in topics that relate to your day to day business as a property manager.

To learn more, visit: <https://www.aaronline.com/increase-knowledge-crpm/>

\*This certification program is not affiliated with or endorsed by the National Association of REALTORS®.

#### Location:

LIVE @ WeSERV West Valley Classroom  
9001 W Union Hills Drive | Chandler | AZ  
85226

#### CE

3 Disclosure

Fulfills the Disclosure course category  
for CRPM

#### Price

NARPM West Valley Chapter Members  
ONLY–Complimentary

Non-NARPM West Valley Chapter  
Members \$20 thru 9/12| \$40 after 9/12

**No refunds after September 30, 2022**  
**Registration closes on 9/16 at midnight**

#### REGISTRATION LINK

[https://www.aaronline.com/  
events/?u=CRPM9202022NW](https://www.aaronline.com/events/?u=CRPM9202022NW)

CE provided by the Arizona  
Association of REALTORS®





**A Special Thank You to our meeting sponsor!  
Alicia Hodges with 1-800 Water Damage**

**<https://www.1800waterdamage.com/phoenix-az/>  
602-715-2225**



**A BELFOR (●) COMPANY**



## **November 18th Chapter Meeting**



**TOPGOLF**

**Let's have a great time playing golf and getting together!**

**Join us at our November 18th  
Chapter Meeting at Top Golf**

**(Food will be provided)**

**Friday, November 18th, 2022 from 6:00 to 8:00 PM  
@ 6101N. 99th Ave. Glendale, Arizona 85305**

[RSVP to Attend HERE](#)



 Like Us On Facebook!



Call to Order -

**President - Troy**

- We need more help on the Board - Mainly Pres Elect, Marketing, and Membership

**Treasurer - Jessie Collier**

- Account Balance

**Education - Stephanie Cunningham**

- Next Month's Meeting will be from 12-2:30

**Secretary - Heather Nicely**

- Code of Ethics Review
- Approval of last month's membership meeting minutes

**Social - Alicia Hodges**

- Next Social event will be on May 10th - Details to be announced
- Introduction to today's sponsor

Meeting adjourned.

**Code of Ethics Review:**

**Article 2: DISCRIMINATION**

The Property Manager shall not discriminate in the management, rental, lease, or negotiation for real property, shall operate consistent with fair housing laws and regulations and shall comply with all federal, state, and local laws concerning discrimination.

**STANDARDS OF PROFESSIONALISM**

- 2-1 It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.
- 2-2 The Property Manager shall not deny service to any person due to race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity.

<b>April 19th - Special Guest</b>	Tuesday, April 19, 2022	12:00-2:30 PM	WeServ / WeMar
<b>May 10th - Social Event</b>	Tuesday, May 10, 2022	TBD	Charlies Sports Grill
<b>May 17th - CE Class</b>	Tuesday, May 17, 2022	12:00-4:00 PM	WeServ / WeMar



Call to Order - 12:31 PM

**President - Troy**

- **Welcome - We would still love help on the Board**

**Treasurer - Jessie Collier (absent)**

- **Account Balance- \$12,938.38 reported from BOD minutes on 4/12**

**Education - Stephanie Cunningham**

- **Next Month's Meeting May 17th - CE - Top 10 Risk Issues in Property Management with Denise Holliday**
- **PHX NARPM Designation Class at PRS July 21 from 9-3**

**Secretary - Heather Nicely**

- **Code of Ethics Review for Article 3**
  
- **Membership meeting minutes from March approved.**

**Social - Alicia Hodges**

- **Next Social event will be on May 10th at Charlies Sports Grill from 4-7pm sponsored by Jessica Sanchez with F&Js 24 Hour Garage Door. We can send out a meeting invite.**
  
- **Introduction to today's sponsors:**
- **Dominic with Supernova Carpet & Home Care**
- **Driggs Title**

Meeting adjourned- 12:55 PM



Sept 20, 2022

Membership Meeting Minutes

Call to Order - 12:40 PM

**President -**

- **We need a Secretary!**
- **Don't forget to vote**
- **New format for next year with no dues!**

**Education - Stephanie Cunningham**

- **No more CE Classes for the year**
- **State event, Summit on the 15th, and National Convention coming up**

**Social - Alicia Hodges**

- **Top Golf Event - RSVP coming in your email**

**Treasurer - Jessie Collier**

- **Account Balance - \$10,783.61**

**Secretary - Heather Nicely**

- **Motion approved for minutes from June**
- **Code of Ethics Review**

Meeting Adjourned 12:46 PM

Introduction to today's Sponsor - Alicia Hodges with 1-800 Water Damage

DocuSigned by:  
**SYLVIA THEISTE**  
69BFB676812D484...

SYLVIA THEISTE

Call to Order -

## President - Troy

- Welcome -
- Working on the slate for 2023 Board

## Treasurer - Jessie Collier

- Account Balance

## Education - Stephanie Cunningham

- Next class is a networking event only

## Secretary - Heather Nicely

- Code of Ethics Review
- Approval of last month's membership meeting minutes

## Social - Alicia Hodges

- Next Social event - PHX Chapter Camping on the Rum
- Introduction to today's sponsor: Noel Pulanco with Yes

## Virtual

Meeting adjourned

Code of Ethics Review:

Article 4: OBLIGATIONS TO TENANTS

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

STANDARDS OF PROFESSIONALISM

4-1 The Property Manager shall offer all prospective Tenants a written application.

4-2 The Property Manager shall provide all Tenants with a copy of the signed rental agreement and extensions with all addendums attached.

4-3 The Property Manager shall make all disclosures as required by state and local laws and provide the Tenant an opportunity to complete a written condition report within 7 days of moving in.

4-4 The Property Manager shall respond promptly to requests for repairs.

4-5 The Property Manager shall provide a written deposit refund determination to the Tenant within the time prescribed by law after the Tenant has vacated a property. The Property Manager shall not cause any undue delay in refunding or accounting for the security deposit.



National Association of Residential Property Managers

WEST VALLEY CHAPTER

## CHAPTER MEETING MINUTES

January 10<sup>th</sup>, 2022 | 04:00 pm

WeServ - 9001 W Union Hills Dr #8, Peoria, AZ 85382

### In Attendance –

- Troy Rea- President
- Jessie Collier- Treasurer
- Heather Nicely- Secretary
- Stephanie Cunningham- Education Chair
- Alicia Hodges- Social and Affiliate Chair

### Excused- No one

### Chapter President called the meeting to order at 04:01 pm. Quorum was reached

#### Chapter Meetings report

- **January-** Meeting Cancel due to Covid. Need to send out an email letting members know.
- **February** - Zoom in Surprise with the original speaker on 2/15/22
- **March 15th** - do something fun for the members with the East Valley's social or do the Taco Truck. Apply for a membership drive.
- **April 17th** - AAR CE Class

There was a discussion about going back to hold meetings in the afternoon in order to secure a location.

A motion was made to request 12-4 on the third Tuesday of the month back at WeServe to build a consistent schedule again. The motion was seconded and carried.



Treasurer's report

19 professional members renewals to date.

Unfinished business

- Social Chair - Pick dates for social events
- Membership - How do we increase membership?
- Does AAR have a list we can get?
- Can we hire someone in the PI to find PM Companies- Could even split the cost between East and West Chapters

The next Board Meeting will be held on January 21<sup>st</sup>, 2022 at Noon via Zoom

**Meeting adjourned 04:35 pm**

DocuSigned by:  
  
E8A6FD6D322846B...  
Heather Nicely



National Association of Residential Property Managers

WEST VALLEY CHAPTER

## CHAPTER MEETING MINUTES

March 15<sup>th</sup>, 2022 | 12:00 pm

WeServ - 9001 W Union Hills Dr #8, Peoria, AZ 85382

### In Attendance –

- Troy Rea- President
- Jessie Collier- Treasurer
- Heather Nicely- Secretary
- Stephanie Cunningham- Education Chair
- Alicia Hodges- Social and Affiliate Chair

### Excused- No one

**Chapter President called the meeting to order at 12:03 pm. Quorum was reached**

#### President's report

- Chapter Compliance due today (Heather can help get this done today)

#### Treasurer's report

- Account Balance - \$12,917.93

#### Education Chair report

- Next Month's Class is booked and we are inviting everyone!
- Stephanie waiting for AAR confirmation for class instructors

#### Social Chair report

- May 10<sup>th</sup> Social event - 81st and Union Hills
- Alicia will send the sponsors' list to Stephanie to update the spreadsheet

#### Secretary's report

- Motion approved for \$100 for VA project to collect PM info

Meeting adjourned 12:11 pm

DocuSigned by:  
*Heather Neely*  
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Heather Neely



National Association of Residential Property Managers

WEST VALLEY CHAPTER

## CHAPTER MEETING MINUTES

April 12<sup>th</sup>, 2022 | 09:00 am

WeServ - 9001 W Union Hills Dr #8, Peoria, AZ 85382

### In Attendance –

- Troy Rea- President
- Jessie Collier- Treasurer
- Heather Nicely- Secretary
- Stephanie Cunningham- Education Chair
- Alicia Hodges- Social and Affiliate Chair

### Excused- No one

**Chapter President called the meeting to order at 09:03 am. Quorum was reached**

The March 15<sup>th</sup> meeting minutes were approved.

### President's report

- Plan chapter excellence for 2022
- Troy is willing to serve for another year

### Treasurer's report

- Account Balance - \$12,938.38
- Heather will pay and send to Jesse to reimburse

### Education Chair report

- 5/17 Top 10 Risk Issues in Property Management w/Denise Holliday,
- 6/16 Advanced Trust Accounting w/Mike Mulvena,
- 8/16 Property Management – The Rules w/Sue Flucke

### Social Chair report

- April class and May 10 Social event booked with sponsor

### Secretary's report

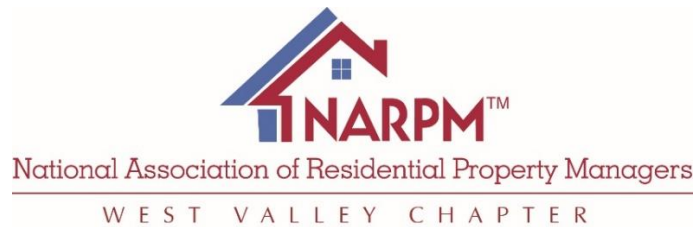
- Promote NARPM designation course in July and speak to the members about it. See if we can get video. Tips for how to use designation to their advantage.
- How to market to 1,000 PMs - make it a joint marketing effort:
  - state and local chapters
  - minimal costs to join
  - benefits and value to join
  - upcoming events

### Unfinish business

- Alicia will email the affiliates.
- Heather will send her list of positions.

**Meeting adjourned 09:26 am**

DocuSigned by:  
  
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Heather Nicely



## CHAPTER MEETING MINUTES

June 21<sup>st</sup>, 2022 | 11:30 am

**WeServ - 9001 W Union Hills Dr #8, Peoria, AZ 85382**

### **In Attendance –**

- Troy Rea- President
- Jessie Collier- Treasurer
- Heather Nicely- Secretary
- Stephanie Cunningham- Education Chair

### **Excused- No one**

**Chapter President called the meeting to order at 11:36 am. Quorum was reached**

The April 12<sup>th</sup> meeting minutes were approved.

### Treasurer's report

- Account Balance - \$12,286.58

### Education Chair report

- Ideas for August Meeting- keep same day at 3:00 PM - cooking class, Modern Round, bowling, pedicure, etc.
- Stephanie will work with Alica to get this booked

### Secretary's report

- RP onboarding this week from National. If they can handle calling, we can do a phone invite campaign.
- Can we move to a Zoom hybrid format next year?
- PHX will include WV in the camping trip

**Meeting adjourned 12:00 pm**

DocuSigned by:  
  
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Heather Nicely





## **CHAPTER MEETING MINUTES**

**September 20<sup>th</sup>, 2022 | 12:40 pm**

**WeServ - 9001 W Union Hills Dr #8, Peoria, AZ 85382**

### **In Attendance –**

- Troy Rea- President
- Jessie Collier- Treasurer
- Heather Nicely- Secretary
- Stephanie Cunningham- Education Chair
- Alicia Hodges- Social and Affiliate Chair

### **Excused- No one**

**Chapter President called the meeting to order at 12:40 pm. Quorum was reached**

The June 21<sup>st</sup> meeting minutes were approved and the Code of Ethics was reviewed by the board of directors.

### President's report

- The Chapter needs a secretary
- 2022 Chapter elections

### Education Chair's report

- No more CE Classes for the year
- State event, Summit on the 15th, and National Convention coming up

### Social and Affiliate Chair report

- Top Golf Event - RSVP coming in your email

### Treasurer's report

- Account Balance - \$10,783.61



Meeting adjourned 12:46 pm

DocuSigned by:  
*Heather Nicely*  
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Heather Nicely

## Chapter Board of Directors Roster 2023

- Noel Pulanco
  - Chapter President
  - 602-792-5328
- Lance Brace
  - Chapter President Elect
  - 480-626-3863
- Troy Rea
  - Former Chapter President
  - Chapter Leader
  - Board Member
- Sylvia Theiste
  - Chapter Secretary
  - Board Member
- Sue Flucke
  - Chapter Treasurer
  - Chapter Legislative Chair
  - Board Member
- Stephanie Cunningham
  - Chapter Membership Chair
  - Board Member
- Jessie Collier
  - Chapter Social Chair
  - Board Member

# #67

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, December 07, 2022 11:06:19 AM  
**Last Modified:** Wednesday, December 07, 2022 11:13:13 AM  
**Time Spent:** 00:06:53  
**IP Address:** 70.176.102.103

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Page 1: Positions with a \* are REQUIRED

## Q1

Chapter Name

West Valley Chapter of NARPM

---

## Q2

Chapter President\*

NOEL PULANCO

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## Q3

President Elect\*

LANCE BRACE

---

## Q4

Past President\*

TROY REA

---

## Q5

Vice President (if applicable)

LAND BRACE

---

## Q6

Treasurer\*

SUE FLUCKE

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**Q7**

Secretary\*

SYLVIA THIESTE

Sylvia Theiste

**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.

NOEL PULANCO

**Q9**

Education Chair

RYAN LIVINGSTONE

Ryan Livingstone (23 Education Chair) local affiliate member.

**Q10**

Membership Chair

STEPHANIE CUNNINGHAM

**Q11**

Legislative Chair

SUE FLUCKE

**Q12**

Other position(s) not listed

SOCIAL- JESSE COLLIER  
AFFILIATE- ALICIA HODGESJessie Collier  
Alicia Hodges - local affiliate member



**We need your vote!**

**The 2023 West Valley NARPM Election Ballot  
is ready for you.**

**Cast your vote here:**







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** Like Us On Facebook!**

September, 2022

	<p><b>Slate for 2023 Elections (copy 01)</b> Regular · Chapter Roster Sunday , <b>September 21st, 2022</b> 11:09 am to 77 recipients by you</p>	Sent	<b>41.6%</b> Opens	<b>16.9%</b> Clicks	View Report 
	<p><b>Slate for 2023 Elections</b> Regular · Chapter Roster Sat <b>Wed., September 21st, 2022</b> 10:57 am to 77 recipients by you</p>	Sent	<b>32.5%</b> Opens	<b>11.7%</b> Clicks	View Report 

12 responses

Link to Sheets

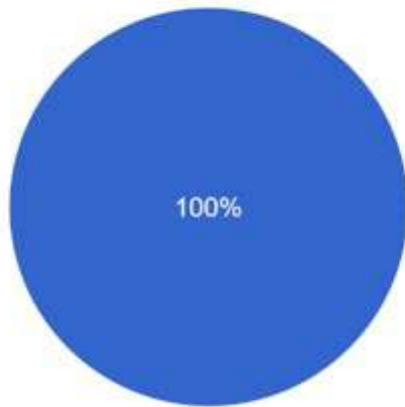
Accepting responses

Summary

Question

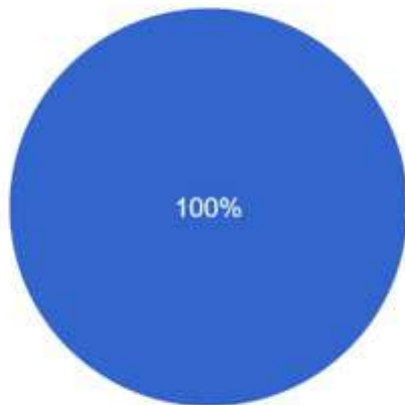
Individual

President  
12 responses



● Noel Pulanco

President Elect  
12 responses



● Troy Rea



Treasurer  
12 responses



● Sue Flucke

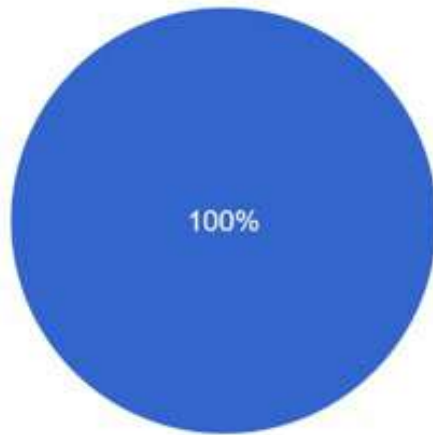
Secretary -  
12 responses



● Sylvia Theiste

## Membership Chair

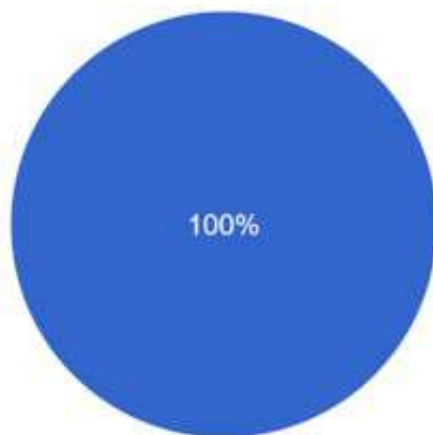
11 responses



● Heather Nicely

## Affiliate Chair

12 responses



● Alicia Hodges