



National Association of Residential Property Managers

Chapter Certificate of Compliance

Due December 1, 2007

PURPOSE: NARPM must ensure that chapters are viable entities, capable of delivering the services expected by members of the Association. Chapter leadership must be accountable for their fiduciary and legal duties.

The undersigned officers of the NARPM *Albuquerque Metro* Chapter certify that the chapter has completed this Certificate of Compliance and have submitted the required documents as noted on this certificate.

	Completed
1. A list of the 2008 Chapter Board of Directors and committee chairs was sent to the national office by December 1, 2007. Please submit list.	<i>1/8/08</i>
2. Were there any changes in your chapter bylaws this year? Ensure that current chapter bylaws are at HQ and submit any changes made to the bylaws during the calendar year are highlighted. If your bylaws are current with national you do not need to resubmit.	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
3. The Chapter Board of Directors has had at least four meetings in 2007, one per quarter, and has maintained corporate minutes and other records as required by state law and the chapter bylaws. Send national a copy of your minutes. Dates Met:	<input type="checkbox"/> Y <input type="checkbox"/> N
4. The chapter is incorporated and a copy of the current articles of incorporation are on file in the national office. If your chapter has amended the articles of incorporation during the year, please submit the amendments. Are your current articles of incorporation on file at National? If no, please submit.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
5. An annual financial statement for calendar year has been submitted. (Copy enclosed)	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
6. A copy of the chapter's current federal tax return or a letter stating that the chapter was not required to file a return has been submitted with this certificate. A copy of the tax return or the letter must be sent to the national office within 30 days of the chapter submitting the same to the IRS.	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
7. Has your chapter has developed and implemented a twelve-month plan for January 1 - December 31 that includes a proposed annual budget and calendar of events for the year. These documents must be attached and sent to national office with this certificate.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N

Note: Annual budget not enclosed.

8.	The Chapter President-Elect attended the training sessions at the national leadership symposium or made other arrangements for training prior to taking office. If other arrangement, please explain: <i>Current VP/President Elect is making plans to attend Western Leadership Symposium. Current President has attended leadership in the past.</i>	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
9.	The chapter has produced and distributed effective communications (4 per year) to chapter members. <i>Please submit one copy of the newsletter or magazine with this certificate. Can be electronic or printed. Limited documentation attached</i>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10. *	The chapter has sponsored/participated in effective educational programs (4 per year for local chapters) for NARPM members affiliated with the chapter in 2006. For state chapters, education can be part of their state/region convention. <i>Please submit a copy of the brochure or flier with this certificate. See below *</i>	<input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N
11.	What is the date your chapter officers assume their respective offices? <i>DEC. 2007</i>	
12.	Submit the dates of your chapter's fiscal year: <i>JAN 1 - DEC 31</i>	
13.	The chapter has maintained a minimum membership of 7 NARPM members.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
14.	Is your chapter using the Chapter Leader section of www.NARPM.org ? If no, why not:	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
15.	Do you have a chapter website? What is the URL? <i>www.albuquerque.narpm.org</i>	<input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
16.	Is your chapter interested in looking at a website supported by NARPM?	<input type="checkbox"/> Y / <input checked="" type="checkbox"/> N
17.	Is your chapter website kept up to date? If yes, when was your last update? <i>Don't know</i>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
18.	Has your chapter ever filed for the \$500 membership grant? If you would like more information on this grant check here: <input type="checkbox"/>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
19.	Does your chapter have a bank account in the chapter's corporation name? Name of Banking Institution: <i>First Community Bank</i>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
20.	Did your chapter file the State Corporation Commission Annual Report for this calendar year? If no, why not <i>But I don't have a copy</i>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
21.	Does your chapter charge dues? If yes, please state amount: <i>YES \$50</i>	

* Chapter meeting dates for 2007. April 17
June 19 attached
Aug 21
Oct 16 attached
Dec 11 attached

* Chapter Sponsored 2
NARPM Certification Courses
3/27/07, 3/28/07 - see attached

Submitted by 1/8/08
Theresa Kamm, President

Other items:

22. How do you rate the health of your chapter (1 – 10, 10 being highest)

a. If answer is 7 or less, what barriers does your leadership face in getting the chapter going?

7 - *Somewhat limited by geographic & population base in New Mexico*

b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.)

Our chapter sponsored 2 Neopun Certification Courses in 2007. The first ever in New Mexico.

c. If answer is 8 or above, are there any cool things your chapter is doing that other chapters might like to hear about?

Chapter Officers' Signatures Certifying Review and Approval of 2007 Chapter Board:

2006 Chapter President/Date

Chelsey Kree, President 2008

2007 Chapter President/Date

2007 Other Board of Director/Date

CHAPTER RE-CERTIFICATION REQUIREMENTS

The certification requirements were developed to maintain fair, specific procedural standards for the chapters and to protect the legal accountability of the national association. The NARPM Board of Directors determines each chapter's recertification status after consideration of recommendations submitted by the Regional Vice President and the Membership Committee.

Submission Requirements

December 1, 2007

- Certificate of Compliance signed by the Chapter President and President-Elect serving in 2007.
- Supporting materials as requested.

Compliance With Items Listed On The Certificate Is Mandatory For Full Re-certification.

During the year, the chapter should mail courtesy copies of newsletters, board minutes, and financial statements to the national office.

Mail to:

Gail S. Phillips, CAE, Executive Director
National Association of Residential Property Managers
638 Independence Parkway, Suite 100
Chesapeake, VA 23320

Or submit electronically:

executivedirector@narpm.org
Subject: Recertification

NARPM
Balance Sheet
As of December 11, 2007

	<u>Dec 11, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
First Community Bank	3,392.50
Total Checking/Savings	3,392.50
Accounts Receivable	
Accounts Receivable	100.00
Total Accounts Receivable	100.00
Total Current Assets	3,492.50
TOTAL ASSETS	<u><u>3,492.50</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	125.59
Retained Earnings	1,968.83
Net Income	1,398.08
Total Equity	3,492.50
TOTAL LIABILITIES & EQUITY	<u><u>3,492.50</u></u>

10:48 AM
12/11/07
Cash Basis

NARPM
Profit & Loss
January 1 through December 11, 2007

	<u>Jan 1 - Dec 11, 07</u>
Ordinary Income/Expense	
Income	
Fees	890.00
Reimbursed Expenses	585.30
Total Income	<u>1,475.30</u>
Expense	
Education Classes	141.72
Printing and Reproduction	85.50
Total Expense	<u>227.22</u>
Net Ordinary income	<u>1,248.08</u>
Net Income	<u><u>1,248.08</u></u>

10:52 AM
12/11/07

NARPM
Customer Balance Summary
All Transactions

	<u>Dec 6, 07</u>
Home Team Realty	50.00
Staytaos Rentals & Property	<u>50.00</u>
TOTAL	<u>100.00</u>

Customer Contact List

December 11, 2007

Customer	Bill to	Contact	Phone	Fax
All-West Properties	Allwest Properties Leroy Skubis PO Box 14...	Leroy Skubis	831-3973	831-6560
AMMRE Blair	AMMRE V. Blair Hart 2833-B Richmond Dr ...	V. Blair Hart	765-5800X226	765-5858
AMMRE Jon	AMMRE Jonathan McCormick 2823-B Rich...	Jonathan McCor...	765-5800X229	765-5858
Bruni/Karr Agency	Bruni/Karr Agency Chesley Karr 12412 Men...	Chesley Karr	296-0726	296-0878
Bruni/Karr Lynette	Bruni/Karr Rental & Management Agency L...	Lynette Montoya	296-0726	296-0878
Corner Post Company	Corner Post Company PO Box 81586 Albuq...	Tammy Golding	265-1241	265-1181
Cost Segregation	Cost Segregation Eric Chavez 10455 Calle ...	Cost Segregation		
Home Team Realty	Judith Wilson Home Team Realty 8233 Ave...	Judith Wilson	505-275-5464	505-293-1...
Kellogg Agency Courtney	Kellogg Agency Courtney Warnock 12 Uns...	Courtney Warnock	896-1750	896-9554
Kellogg Agency Jennifer	Kellogg Agency Jennifer Kellogg 12 Unser ...	Jennifer Kellogg	896-1750	
Kokopelli Brant	Kokopelli Property Brant Goodman 607 Old ...			
Land of Enchantment Inc.	Land of Enchantment Inc. Karen Martin 931...			
Monterey Property Manage...	Monterey Property Management Lisa Will...	Lisa Willow	268-3501	265-3988
Network Realty	Robbie Childs Network Realty, Inc. 2501 Sa...	Robbie Childs	505-830-2348	505-880-8...
Rental Homes Plus	Rental Homes Plus Nathan Voegtli 175 W ...	Nathan Voegtli	312-601-6393	312-601-6...
Sandia Realty	Rich Rose Sandia Realty 3916 Juan Tabo ...	Rich Rose	505-292-9606	505-292-0...
Staytaos Rentals & Property	Staytaos Rentals & Property Bonnie Golden...			
Tyson Properties	Tyson Properties Bob Huneycutt 922 Third ...			

**NARPM Reimbursement Form
For Chapter Sponsored Courses**

Chapter Albuquerque Metro Chapter of NARPM

Check Payable to Chapter c/o Chesley Karr

Address Bruni / Karr Agency, 12412 Menaul Blvd. NE

City, State, Zip Albuquerque, NM 87112

Sponsor Contact Chesley Karr

Date of Course 3/27/07

Course Name Ethics

Income: (Sponsor completes)

of Attendees 4 x \$ 95.00
 # of Attendees 7 x \$ 45.00
 # of Attendees _____ x \$ _____
 # of Attendees _____ x \$ _____
 Total \$695.00

RMP	Member	Non-Member
30 Days Prior	\$195.00	\$250.00
Less than 30 days prior	\$225.00	\$280.00
MPM		
30 Days Prior	\$395.00	\$450.00
Less than 30 days prior	\$450.00	\$495.00

Instructor Expenses (Headquarters Completes)

Instructor Fee 150.00
 Instructor Expenses 78.45 Subtotal 228.45

HQ Expenses (Headquarters Completes) 40 Books

Course Materials (\$10x# of students) 110.00
 HQ Shipping/Postage Fees (\$6x# of students) 66.00
 Other _____ Subtotal 176.00

Chapter Expenses (Sponsor Completes)

Room Fee 50.-
 Audio/Visual _____
 Photocopies/Marketing 20.86
 Postage _____
 Refreshments (if any) _____
 Other _____ Subtotal 70.86

Total Expenses _____

Net Income _____

25% to Chapter _____

Reimbursement of Chapter Expense _____

Approval of Education Chair: _____

Course Sponsor Approval Chesley Karr 4/19/07

All requests for reimbursements must be made within 30 days of incurring expenses. Attach all original receipts and mail to
 :NARPM, 638 Independence Pkwy. #100, Chesapeake, VA 23320

**NARPM Reimbursement Form
For Chapter Sponsored Courses**

Chapter Albuquerque Metro Chapter of NARPM

Check Payable to Chapter c/o Chesley Karr

Address Bruni / Karr Agency, 12412 Menaul Blvd. NE

City, State, Zip Albuquerque, NM 87112

Sponsor Contact Chesley Karr

Date of Course 3/28/07

Course Name RMP Tenancy

Income: (Sponsor completes)

of Attendees 4 x \$ 195.00
 # of Attendees 8 x \$ 295.00
 # of Attendees _____ x \$ _____
 # of Attendees _____ x \$ _____
 Total \$3140.00

RMP	Member	Non-Member
30 Days Prior	\$195.00	\$250.00
Less than 30 days prior	\$225.00	\$280.00
MPM		
30 Days Prior	\$395.00	\$450.00
Less than 30 days prior	\$450.00	\$495.00

Instructor Expenses (Headquarters Completes)

Instructor Fee 800.00
 Instructor Expenses 522.49 Subtotal 1322.49

HQ Expenses (Headquarters Completes) 40 Books

Course Materials (\$10x# of students) 120.00
 HQ Shipping/Postage Fees (\$6x# of students) 72.00
 Other _____ Subtotal 192.00

Chapter Expenses (Sponsor Completes)

Room Fee 50.00
 Audio/Visual _____
 Photocopies/Marketing 20.86
 Postage _____
 Refreshments (if any) _____
 Other _____ Subtotal 70.86

Total Expenses _____

Net Income _____

25% to Chapter _____

Reimbursement of Chapter Expense _____

Approval of Education Chair: _____

Course Sponsor Approval Chesley Karr 4/19/07

All requests for reimbursements must be made within 30 days of incurring expenses. Attach all original receipts and mail to:
 :NARPM, 638 Independence Pkwy. #100, Chesapeake, VA 23320

Subject: Narpm June Meeting

From: Chesley Karr <ckarr@sandia.net>

Date: Thu, 17 May 2007 10:22:50 -0600

To: Jennifer Kellogg <jennifer@kelloggagency.com>, Bob Huneycutt <Bob@tysonprop.com>, "Tammy Golding" <tammy@cornerpostco.com>, Chesley Karr <chesley@brunikarr.com>

Jennifer, Bob, and Tammy,

Matthew Truster, Membership Specialist of the Greater Albuquerque Chamber of Commerce, will be our guest speaker for the June NARPM meeting on Tuesday, June 19th at 9:30 am. The meeting will be at the Chamber of Commerce offices at 115 Gold Ave. SW. Bob - As a C of C member the room will be provided with no charge. Matthew will be sending you a form to sign off on requesting the room and a promise to leave it in clean condition. If you're anything like my residents, I'm sure it will be left in better condition than when you started using it. Jennifer - I think the topic should be something like "How the Greater Albuquerque Chamber of Commerce Can Help Property Managers Market Our Businesses and Rental Properties". You can use their website www.abqchamber.com for more ideas. Send out the meeting announcement whenever you're ready.

Thanks,

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Chesley Karr, RMP
Bruni Karr Agency
12412 Menaul Blvd NE
Albuquerque, NM 87112
Office 505-296-0726
Fax 505-296-0878
chesley@brunikarr.com
<http://www.brunikarr.com/>

Subject: Albuquerque NARPM Meeting

From: Chesley Karr <ckarr@sandia.net>

Date: Fri, 05 Oct 2007 13:16:47 -0700

To: johnk@hoamco.com, Chesley Karr <chesley@brunikarr.com>

John,

You are cordially invited to be one of our guest speakers at the Narpmm (see www.narpmalbuquerque.org for roster of members) meeting scheduled on October 16, at 9am at the Kellogg Agency, 12 Unser Blvd, Rio Rancho. The Albuquerque Chapter of the National Association of Residential Property Managers is a group of property managers in Albuquerque that meet on a periodic basis to promote education, networking and education. The topic this month is HOA. We would like you to speak about HOA trends, owner / tenant / management issues and how best to resolve them, etc. This will be a round table discussion. A representative from AMMRE and Canyon Gate will also attend.

Thank you for your consideration.--

Chesley Karr, RMP
Bruni Karr Agency
12412 Menaul Blvd NE
Albuquerque, NM 87112
Office 505-296-0726
Fax 505-296-0878
chesley@brunikarr.com
<http://www.brunikarr.com/>

Subject: Albuquerque Metro NARPM December Meeting

From: Bruni/Karr <propmgtco@sandia.net>

Date: Wed, 14 Nov 2007 12:06:09 -0800

To: "V. Blair Hart" <blair@ammre.com>, Bonnie Golden <bonnie@staytaos.com>, Tom Simon <tom@kokoproperty.com>, Tammy Golding <tammy@cornerpostco.com>, Courtney Warnock <courtney@kelloggagency.com>, Roseann McKee <rmsi@rmsi2000.com>, Jonathan McCormick <jon@ammre.com>, Karen Martin <loe@earthlink.net>, Rich Rose <info@sandiiarealtyllc.com>, Norman Floyd <delmesa@aol.com>, Lisa Willow <willowmpm@comcast.net>, Carl Barlow <barlow6057@msn.com>, Robbie Childs <robbie@nmia.com>, Lynette Field <lynette@brunikarr.com>, Chesley Karr <chesley@brunikarr.com>, Frederick Kellogg <fred@kelloggagency.com>, Jennifer Kellogg <jennifer@kelloggagency.com>, Leroy Skubis <allwestproperty@aol.com>, Chris Sparno <chris@kokoproperty.com>, Donna Stewart Hurst <donna@kokoproperty.com>, Michelle Poorbaugh <michelle@kelloggagency.com>, Eugena Milliorn <eugena@cornerpostco.com>, Thomas Rael <thomas@kokoproperty.com>, Monica Ruiz <mj70enchantedart@comcast.net>, Don Taylor <dontaylors@qwest.net>, Rosie DeHerrera <bigcountysales@plateautel.net>

The Annual Meeting of the Albuquerque Metro Chapter of NARPM is:

Tuesday, December 11, 2007 at 11:30 a.m.

We will be meeting at The Quarters located at Montgomery and Wyoming.

Agenda Items:

- * Election of Officers for 2008
- * Review of Chapter Certification Renewal
- * Meeting Topics for 2008

HOPE TO SEE YOU THERE!!

Subject: Minutes for NARPM Meeting December 11, 2007

From: Bruni/Karr <propmgtco@sandia.net>

Date: Tue, 11 Dec 2007 14:07:06 -0800

To: Chesley Karr <ckarr@sandia.net>, Cari Barlow <barlow6057@msn.com>, Leroy Skubis <Lee@All-WestPropeties.com>, Lynette Field <lynette@brunikarr.com>, Tammy Golding <tammy@cornerpostco.com>

NARPM Meeting December 11, 2007.

There were ten people attended the meeting.

We had two guests, one was Andrew Yoakum from AHRN. It is a company that is military based. It helps with Military transfers and helps Property Managers advertise to the Military.

The second speaker was Eric Chavez, Owner and Appraiser of Chattel Depreciation Consultants, LLC. His company helps investors maximize their return on their investments. He helps with chattel depreciation, he goes out to the property and does an appraisal as well as takes photos.

We also did our election of officers for the year 2008, they were elected as follows:

President: Chesley Karr, RPM from Bruni/Karr Agency

Vice President: Carrie Barlow from Sunland Realty

Member at Large: Leroy Skubis from All-West Properties

Secretary: Lynette Field from Bruni/Karr Agency

Treasurer: Tammy Golding from Corner Post

Congratulations!

As a reminder; For the following meetings you have been assigned a Topic and a Speaker:

Lynette: February: Round Table - Each company please bring in three questions/comments you may have or want to discuss.

Bob: April

Tammy: June

Cari: August

Lee: October

Notes compiled by: Lynette L. Field, Secretary