



CHAPTER COMPLIANCE 2023 – DUE MARCH 15, 2023

C043 NORTHERN VIRGINIA

Awarded Chapter in Review/Conditional Compliance 2023 for the following reasons:

- Lack of election held in 2022.

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**

C043 NORTHERN VIRGINIA (NOVA)

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.

October 11, 2022 Attendee(s): Randy Huntley

December 13, 2022 Attendee(s): Randy Huntley, Tiffany Izenour and Courtney Parks

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): Tiffany Izenour; Courtney Parks

November 16, 2022 Attendee(s): Tiffany Izenour

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: NORTHERN VIRGINIA CHAPTER OF
NARPM INC8624 Groveland Drive,
Springfield, VA, US, 22153D Employee Identification
Number 54-1908374

E Website:

F Name of Principal Officer: Geoff Clopton
8624 Groveland Drive,
Springfield, VA, US, 22153

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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.

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Northern Virginia Chapter of NARPM

Projected Budget for 1-2023 thru 12-2023

Cash on Hand \$7178.79

<u>Expenses</u>	<u>Cost</u>
Travel	\$1000.00
Zoom Account	\$192.00
Website	\$105.00 (paid for the next 2 years)
Board Member Meals	\$1000.00 (6 members/\$30pp/6 mtgs)
Speakers TBD	\$500.00
Conventions	\$1000.00
Misc(meeting space cost)	TBD

Projected Cost: \$3692.00

Income

Annual Vendor Membership	\$300.00 per vendor *
Vendor Meals	\$30.00 per meal **
Member Attendance	\$30.00 per meal**

*Goal of 12 vendor members \$3600.00

**Goal with meals, keeping cost close to \$25 per meal, leaves \$5.00. Projected 15 paying members at each meeting would bring in \$75.00. 10 lunch meetings is \$750.00 in potential extra income.

Projected income \$4350.00

NoVA NARPM CHAPTER PROFIT AND LOSS ending December 31, 2022

		Item	Amount	
INCOME	Ordinary Income	Natl Member Dues	\$0.00	
		Local Member Dues	\$0.00	
		Local Affiliates Dues	\$394.90	
		Meeting/Lunch	\$3,203.33	some vendor dues may have been incl
		Chapter Annual Sponsorships/Partnerships	\$0.00	
		Other Income		
		Total Ordinary Income	\$3,598.23	
	Meetings Income	Meeting Registrations	\$0.00	
		Meeting Sponsorships	\$0.00	
		Total Meetings Income	\$0.00	
TOTAL INCOME			\$3,598.23	
EXPENSES	Meeting Expenses	Insurance - Event Cancellation		
		Food & Beverage	\$ 4,228.60	
		Website and tech	\$ 315.90	
		Meeting Room Rental	\$ 200.00	
		Speaker Fees		
		Officer National Convention	\$ 600.00	
		NVAR Fall Conf	\$ 1,387.25	
		PWAR Fall Conf	\$ 650.00	
		Total Expenses	\$ 7,381.75	
	Operations Expenses	Executive Board Meeting	\$ -	
		Officer Travel	\$ -	
		National Assn Contribution	\$ -	
		Marketing	\$ -	

Printing	\$ -
Supplies	\$ -
Insurance - D&O	\$ -
Insurance - Errors & Omissions	\$ -
Insurance - General Liability & Umbrella	\$ -
Corporate Filing fee	\$ -
Software	\$ -
Computer/IT	
Website	\$ -
Dues and Subscriptions	\$ -

Total Operations Expenses	\$ -
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TOTAL EXPENSES

\$ 7,381.75

NET PROFIT/LOSS

(\$3,783.52)

uded with lunch fee



Welcome Back NOVA NARPM!!

NOVA NARPM <novanarpm@gmail.com>

Wed, Feb 2, 2022 at 2:57 PM

Bcc: sdeming@managementpros.com, Ron Riddell <rriddell@promaxrealtors.com>, david@wjdp.com, hrc920@gmail.com, chuck@rentalhomesusa.com, tgifford@giffordmgmtgroup.com, jlucado@brownstoneproperties.com, david.notvedt@longandfoster.com, djoemans@cbelitepm.com, TLewis@remax.net, Robin Frank <robin@browncarrera.net>, nancymyers.rmp@gmail.com, steve@propmanmgt.com, tslopan@gmail.com, cheralyn@cox.net, tbradley.tlc@gmail.com, stephanieclark@remax.net, kimberly@trudyhoff.com, officemanager@remaxvb.com, mark@jaworskyteam.com, rentals@dpva.com, lee@leehalyard.com, JHunter679@aol.com, allan@brokerallan.com, Patrick Fogarty <Patrick@wilkinsonpm.com>, accounting@patriotrents.com, property@kimberlycox.biz, Bruce.Flight@flighthomes.com, cindy@hellovirginia.com, angie@servicefromatoz.com, LuvThatBalloon@gmail.com, karen@agentkarendavis.com, Maily@757rentalhomes.com, amydoll@remax.net, tom@hubbahomes.com, kstephenson@greatrichmondrentals.com, Betty Best <bbest@keyhm.com>, joe@castlepm.com, 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APMC.rentals@gmail.com, Bill@keyrentersolutions.com, larrydinino3@gmail.com, styreepm@gmail.com, tonyafeamster@gmail.com, mercurypropertymanagement0515@gmail.com, rentwithexit757@gmail.com, admin@vesta-realty.com, victor@bellkey.net, premierrealestate.va@gmail.com, ppage@pmiqualitypropertycare.com, cparker@renterswarehouse.com, abolton@renterswarehouse.com, lhylton@hyltonandcompany.com, shylton@hyltonandcompany.com, amy@hyltonandcompany.com, nelda@hyltonandcompany.com, molly@rvahomeinvestments.com, amartin@berkeley-realty.com, ginah@dodsonprop.com, mackenzie@dodsonprop.com, garrett@dodsonprop.com, joyce@mdpmrentals.com, ignacio@livehomebox.com, debi.flight@penfedrealty.com, smyers@coastalgroupinc.com, sarah@rpmrichmondmetro.com, troy@pmivirginia.com, ken.hollihan@choosepriority.com, prva.rentals@gmail.com, Brian@thervagroup.com, jakdmom@gmail.com, deepsonsrealty@gmail.com, c21ahpm@gmail.com, john@floricane.com, bernardharrell1@gmail.com, Matt@cbstgeorgerealtors.com, Empirerealestate@cox.net, thomas@homeprop.com, libby@rpmhamptonroads.com, samantha@rpmhamptonroads.com, corinne@wilkinsonpm.com, annemarie@wilkinsonpm.com, Keyadvantagepm.inspections@gmail.com, kmcgovern@krsholdings.com, ehall@krsholdings.com, wjerkins@aol.com, jerald@openwindowpm.com, stoplkn@yahoo.com, Tiffany Suarez <tiffany@freedompm.com>, traci757homes@gmail.com, shelley@shelleycomerford.com, luke@drpmanage.com, seth@sethjohnsonsteam.com, msjvarentals@gmail.com, Sharon@southernpropertiesrentals.com, bryan.w.talbott@gmail.com, donika@washingtonpropertygroup.com, bborer@renterswarhouse.com, mcasey@renterswarehouse.com, lauraaidley@live.com, aellis@ctirealestate.com, antoinette@rmpdirectva.com, Anup Kumar <akumar@pmiloudoun.com>, Anup Kumar <info@pmiloudoun.com>, brad@artisanpm.com, brendan@mappropertyolutionsllc.com, "C. 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Welcome Back NOVA NARPM!! We cannot wait to see everyone in person!! Our first meeting of 2022 is next **Wednesday** **February 9**

Matchbox One Loudoun 44720 Thorndike Street Ashburn , VA 20147 & Zoom (see information at the bottom of this email)

Our meeting begins promptly at 11:30am and will run until 1pm. Program and lunch orders will be taken promptly at 11:30am. Please arrive early (11-11:15) to Network and pay for your lunch if you're NOT a NARPM member (\$15, check or credit card). Our chapter does not have dues for Property Managers or Realtors, but we do ask that you become a member of NARPM National; narpm.org.

Preliminary Agenda Includes:

11:00-11:15	Check-in, Network
11:30	Welcome - NARPM National President Liz Clayman
11:45	Northern Virginia Market Update - Lisa Sturtevant, Chief Economist with Virginia Realtors
12:30	NOVA NARPM welcome back & introductions
1:00	Conclusion

*****Reminder to all attendees** Our chapter supports bringing guests and having visitors to our monthly meetings. However, Property Managers, Realtors and Affiliates/Vendors must become a member of NARPM National or our local chapter to continue coming to our monthly chapter meetings.***

BIG thanks to Write Way Digital for our newly updated website!!! novanarpm.org

UPCOMING SPEAKER & MEETING SCHEDULE

Our 2022 meetings will occur every other month, and our intention is to move to 2 or 3 different locations throughout our footprint. Lunch costs will be \$30/person and are payable via check (to NOVA NARPM) or credit card when you arrive. Our presenters will be a combination of in-person and virtual.

April 13 - @ The Italian Cafe, Falls Church -

June 8 - @ -

August 10 - @ - VRLTA Legal Updates

October 12 - @ -

December 14 - @ - Holiday Networking Party & Board Installations

AFFILIATE VENDORS

Affiliate Vendor applications are available for 2022! Dues have been set at \$125 and can be paid via check (to NOVA NARPM) or credit card (at the February meeting). Our NEW website will be updated after our February meeting so don't miss your opportunity to be listed for the whole year! <https://www.novanarpm.org/>

SPOTLIGHTS! We're looking to fill our Vendor Spotlight slots for the remainder of the year. If you're interested in Spotighting at an upcoming meeting, please respond to this email and we will coordinate!

Each monthly member meeting will have 2 Vendor Spotlight spots available to our Affiliate Members. Request the Vendor bring a gift/gift card to be raffled to those in attendance, valued at least \$50. Vendor may be a Spotlight no more than once every 12 months, granted all other Affiliate Members who have not been a Spotlight, have been given the opportunity.

Benefits to Vendor Spotlight Member:

- Highlighted in the meeting reminder emails and post meeting followup emails
- Highlighted in Facebook and other social media posts; will need video, photo, website, etc
- 'Booth' space available for marketing material display prior to and after meeting
- Pre-meeting networking time as members and guests arrive
- 5-10 minute presentation at beginning or end of meeting, AV equipment available if needed
- Copies of business cards for all members and guests who attended the meeting emailed after meeting

Upcoming NARPM Events

March 28-30, 2022. This year's Broker's Owner Conference & Expo is being held at the Hyatt Regency Hill Country Resort & Spa in San Antonio Texas <https://www.hyatt.com/en-US/group-booking/SANHC/G-NARP> Liz Cleyman - You can't put a price on proven solutions that arm you with the information you need to make important decisions in your business. Access to this caliber of elite industry influencers sharing their expertise is rare; that's why this event is only for dedicated business leaders. <https://www.narpmbrokerowner.org/>

Questions? Please reach out to one of your Board Members!
novanarpm@gmail.com (this email is checked daily)

Randy Huntley -- Chapter President
Tiffany Izenour -- Vice President
Geoff Clopton -- Treasurer
Courtney Parks -- Secretary
Will Austin -- Past President

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Thank you,

The NOVA (Northern Virginia) Chapter of NARPM Board
<https://www.novanarpm.org/>

Hi there,

You are invited to a Zoom meeting.
When: Feb 9, 2022 11:00 AM Eastern Time (US and Canada)

Register in advance for this meeting:
<https://us02web.zoom.us/join/register/tZEpcuutqzwqH9Obm4t-tJW6UYtgCLcn5MRH>

After registering, you will receive a confirmation email containing information about joining the meeting.

PM Mastermind with the BEST in NOVA! - NOVA NARPM

NOVA NARPM <novanarpm@gmail.com>

Fri, May 27, 2022 at 3:19 PM

To: aellis@ctirealestate.com, antoinette@rpmdirectva.com, Anup Kumar <akumar@pmiloudoun.com>, Anup Kumar <info@pmiloudoun.com>, barbara@pma-dc.com, beate@wilkinsonpm.com, Betty Best <bbest@keyhm.com>, brad@artisanpm.com, brendan@mappropropertiesolutionsllc.com, "C. 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Reminder our next NOVA NARPM chapter meeting is coming up on **Wednesday June 15**
P. J. Skidoos, 9908 Fairfax Blvd Fairfax, VA

Mastermind with the BEST Property Managers and Vendors in all of Northern Virginia about:

- ~ Revenue Sources ~
- ~ Improving efficiency & Systems ~
- ~ Remote Team Members ~
- ~ Zero Dollar Security Deposit ~
- ~ Self Showings ~

Our meeting begins at 11:30am and will run until 1pm. Lunch orders will be taken promptly at 11:30am or as you are arriving and checking in. Please arrive early (11:15) to pay for your lunch (\$30, check or credit card) and to network! **Don't forget to bring business cards to network with and to enter the monthly drawing!**

The next thing I'd like EVERYONE to do is to go to Facebook right now and LIKE our page @NOVANARPM...thank you ;) Invite other Property Managers, Realtors who do leasing and work with investors, and Affiliate Vendors to also like our page! This is an easy and fun way to engage and spread the word about the great things NOVA NARPM is doing for our industries!

Our June Program:

Preliminary Agenda Includes:

11:15 Check-in, Network & Lunch Order
11:30 Take Seats & Introduce Guests & First Time Attendees
Admin Moment/ NARPM required anti-trust statement
Vendor Spotlights
NARPM Mentor Minute - Patrick Fogarty
12:00 FEATURED PROGRAM: Mastermind with the BEST in NOVA
1:00 Conclusion

*****Reminder to all attendees** Our chapter supports bringing guests and having visitors to our monthly meetings. However, Property Managers, Realtors and Affiliates/Vendors must become a member of NARPM National or our local chapter to continue coming to our monthly chapter meetings.***

Come early to listen and learn from your peers! Invite a realtor you may know or property manager. Leasing and Property Management is Risky Business, so help reduce the risk by training and knowledge!

UPCOMING SPEAKER & MEETING SCHEDULE

June 15 @ PJ Skidoos - Mastermind with the BEST in NOVA

August 10 @ Matchbox, Ashburn -

October 12 * VENDOR EXPO *

December 14 * Holiday Party *

VENDOR SPOTLIGHTS

JUNE SPOTLIGHT: Mr Handyman. Tom Payne.

JUNE SPOTLIGHT: **REPLY TODAY!

We're looking to fill our Vendor Spotlight slots for upcoming meetings. If you're interested in Spotlighting at an upcoming meeting, please respond to this email and we will coordinate! Program Details: Vendor brings a gift/gift card to be raffled to those in attendance, valued at least \$50. Vendor must be a paid NOVA NARPM member and may be a Spotlight no more than once every 12 months, granted all other Affiliate Members who have not been a Spotlight, have been given the opportunity.

Benefits to Vendor Spotlight Member:

- Highlighted in the meeting reminder emails and post meeting followup emails **must provide logo, image, video, details, etc
- Highlighted in Facebook and other social media posts
- Booth/Table space available for marketing material display prior to and after meeting
- Pre-meeting networking time as members and guests arrive
- 5 minute presentation prior to program, AV equipment available if needed
- Will receive emailed copies of business cards for all members and guests who attended the meeting

Upcoming Events

June 13-14, 2022. NARPM Legislative & Educational Conference, at the Washington Hilton DC Capitol Hill. <https://www.narpm.org/legislative/narpm-legislative-and-educational-conference/>

June 22-24, 2022. NARPM Southern States Conference, at the Hyatt Regency Greenville; Greenville SC. <https://www.narpm.org/conferences/state-conferences/southern-states-conference/>

October 17-20, 2022. NARPM Annual Convention & EXPO. Paris Las Vegas Hotel; Las Vegas, Nevada <https://www.narpmconvention.com/location/>

Questions? Please reach out to one of your Board Members! novanarpm@gmail.com (this email is checked several times a week)

Randy Huntley -- Chapter President
Tiffany Izenour -- Vice President
Geoff Clopton -- Treasurer
Courtney Parks -- Secretary

For those who cannot attend in-person; please join us Virtually! Zoom link will be sent closer to the event!

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Thank you,

The NOVA (Northern Virginia) Chapter of NARPM Board



THIS WEEK! Tax Strategies for Business Owners at NOVA NARPM

NOVA NARPM <novanarpm@gmail.com>

Mon, Aug 8, 2022 at 11:45 AM

Bcc: aaron@rentrescue.com, Trang Ton <admin@optimaldentalcenter.com>, adrienne.depew@gmail.com, ajmontalvo@budgetblinds.com, Alexander Hassoulas <alexander.hassoulas@upkeepmedia.com>, amanda@parrishservices.com, angelamarie@promas.com, bill@argenthvac.com, brad.westermann@chhj.com, Brett Lieberman <blieberman@mypestpros.com>, jim@deskaservices.com, info@deskaservices.com, Dan La May <dan@dansvanlines.com>, chjelmquist@freedombankva.com, delanteclark@gmail.com, Dianne Anderson <danderson@smncr.com>, donniec15@hotmail.com, doug@advocatesshomeinspection.com, info@dnaproclean.com, dnaproclean@gmail.com, absoluteflooringva@gmail.com, mcumberland@midcommonlaw.com, nova.support@mrappliance.com, hpatrum@luxfloors.com, howard@wtaphoto.com, hugo@apesinc.com, jo.mccabe@mrhandyman.com, novabdm@mrhandyman.com, jdudziak@servprodalecity.com, jhiggins@steadytech.com, jweis@farmersagent.com, jkrampel@winstonsservices.com, Johnny CHS <johnny@commonwealthhomeservices.com>, abovecleaningandsvc@gmail.com, justin.silvers@capitalone.com, kerry.glynn@matchbox369.com, Kris Freeberg <kris@makinendsmeet.com>, markbrandt@pointcentral.com, Mark Harrington <mark.harrington@junkluggers.com>, bringbackmyfloors@gmail.com, stoplossva@gmail.com, Michael & Natasha Magrath <chantilly@youvegotsmaids.com>, Kevin Wheeler <nmckinnon@123junk.com>, Omar Daher <daherconsolidated@gmail.com>, Rick Mikszan <rick@rickmiksza.com>, Rick Mikszan <rick.miksza.ngfw@statefarm.com>, seanmccall@promas.com, info@tuomeyturfgrassconsulting.com, shaunwhiteley@stoplossva.com, TLewis@remax.net, Tim@tenantturner.com, younesjafarloo@yahoo.com, Chuck Hall <charles@winstonsservices.com>, rkaderli@dhremodeling.com, dshaw@shawservices.net, Kevin Wheeler <edelahunty@123junk.com>, n.ripley@environmentalpc.com, p.mckinney@environmentalpc.com, amelia.stansell@uvacreditunion.org, mr.appliance20176@gmail.com, syosufy@johnmarshallbank.com, sheila22182@gmail.com, Thomas Kenny <tmkennypertyservices@gmail.com>, karyl@ltccinc.com, Sung Construction Inc <sci-2@outlook.com>, districtrec@districtrec.com, jdenton@secondnature.com, krosenberg@secondnature.com, mdickenson@secondnature.com, jbrandt@123junk.com, chris@pedenaccountingservices.com, aellis@ctirealestate.com, antoinette@rmpdirectva.com, Anup Kumar <akumar@pmiloudoun.com>, Anup Kumar <info@pmiloudoun.com>, barbara@pma-dc.com, beate@wilkinsonpm.com, Betty Best <bbest@keyhm.com>, brad@artisanpm.com, brendan@mappropertyssolutionsllc.com, "C. 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Reminder our next NOVA NARPM chapter meeting is **THIS Wednesday August 10**
at The Italian Cafe in Falls Church

7161 Lee Hwy, Falls Church, VA 22046

We're being joined by Chris Peden from Peden Accounting Services to relay Tax Strategies for Business Owners

Our meeting begins at 11:30am and will run until 1pm. Lunch orders will be taken promptly at 11:30am or as you are arriving and checking in. Please arrive early (11:15) to pay for your lunch (\$30, check or credit card) and to network! **Don't forget to bring business cards to network with and to enter the monthly drawing!**

Our August Program:

Preliminary Agenda Includes:

11:15 Check-in, Network & Lunch Order

11:30 Take Seats & Introduce Guests & First Time Attendees

Admin Moment/ NARPM required anti-trust statement

Vendor Spotlights * Second Nature & 1 spot open! *

NARPM Mentor Minute - Patrick Fogarty

12:00 FEATURED PROGRAM: Tax Strategies for Business Owners, by Chris Peden

1:00 Conclusion

*****Reminder to all attendees** Our chapter supports bringing guests and having visitors to our monthly meetings. However, Property Managers, Realtors and Affiliates/Vendors must become a member of NARPM National or our local chapter to continue coming to our monthly chapter meetings.***

Come early to listen and learn from your peers! Invite a realtor you may know or property manager. Leasing and Property Management is Risky Business, so help reduce the risk by training and knowledge!

UPCOMING SPEAKER & MEETING SCHEDULE

August 10 @ The Italian Cafe - Chris Peden, Tax Strategies for Business Owners

October 12 @ PJ Skidoos * VENDOR EXPO * Free booth space for NOVA NARPM paid vendors, \$50 booth space for non-members (while space is available)

December 14 * Holiday Party *

VENDOR SPOTLIGHTS

AUGUST SPOTLIGHT: ** Second Nature **

AUGUST SPOTLIGHT: **REPLY TODAY! **

We're looking to fill our Vendor Spotlight slots for upcoming meetings. If you're interested in Spotighting at an upcoming meeting, please respond to this email and we will coordinate! Program Details: Vendor brings a gift/gift card to be raffled to those in attendance, valued at least \$50. Vendor must be a paid NOVA NARPM member and may be a Spotlight no more than once every 12 months, granted all other Affiliate Members who have not been a Spotlight, have been given the opportunity.

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- Pre-meeting networking time as members and guests arrive
- 5 minute presentation prior to program, AV equipment available if needed
- Will receive emailed copies of business cards for all members and guests who attended the meeting

Upcoming Events

October 17-20, 2022. NARPM Annual Convention & EXPO. Paris Las Vegas Hotel; Las Vegas, Nevada <https://www.narpmconvention.com/location/>

October 19-21, 2022. Virginia Realtors PMX - Property Manager Conference. Williamsburg, VA.

Questions? Please reach out to one of your Board Members! novanarpm@gmail.com (this email is checked several times a week)

Randy Huntley -- Chapter President

Tiffany Izenour -- Vice President

Geoff Clopton -- Treasurer

Courtney Parks -- Secretary

For those who cannot attend in-person; please join us Virtually!

Tiffany Izenour is inviting you to a scheduled Zoom meeting.

Topic: THIS WEEK! Tax Strategies for Business Owners at NOVA NARPM

Time: Aug 10, 2022 11:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83918013845?pwd=YklnNlJHMGMGfNGZKQIB6Y2NMQUIEdz09>

Meeting ID: 839 1801 3845

Passcode: 481187

One tap mobile

+16469313860,,83918013845#,,,481187# US

+13017158592,,83918013845#,,,481187# US (Washington DC)

Dial by your location

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 346 248 7799 US (Houston)
+1 386 347 5053 US
+1 564 217 2000 US
+1 669 444 9171 US
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)

Meeting ID: 839 1801 3845

Passcode: 481187

Find your local number: <https://us02web.zoom.us/j/kcYTRBTlzq>

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Thank you,

The NOVA (Northern Virginia) Chapter of NARPM Board



Virus-free. www.avast.com

TOMORROW - NOVA NARPM Holiday Luncheon

NOVA NARPM <novanarpm@gmail.com>

Tue, Dec 13, 2022 at 8:58 AM

Bcc: aaron@rentrescue.com, Trang Ton <admin@optimaldentalcenter.com>, adrienne.depew@gmail.com, ajmontalvo@budgetblinds.com, Alexander Hassoulas <alexander.hassoulas@upkeepmedia.com>, amanda@parrishservices.com, angelamarie@promas.com, bill@argenthvac.com, Brett Lieberman <blieberman@mypestpros.com>, jim@deskaservices.com, info@deskaservices.com, Dan La May <dan@dansvanlines.com>, chjelmquist@freedombankva.com, delanteclark@gmail.com, Dianne Anderson <danderson@smncr.com>, donniec15@hotmail.com, doug@advocatesshomeinspection.com, info@dnaproclean.com, dnaproclean@gmail.com, absoluteflooringva@gmail.com, nova.support@mrappliance.com, howard@wtaphoto.com, hugo@apesinc.com, jo.mccabe@mrhandyman.com, novabdm@mrhandyman.com, jdudziak@servprodacity.com, jhiggins@steadytech.com, jweis@farmersagent.com, jkrampel@winstonsservices.com, Johnny CHS <johnny@commonwealthhomeservices.com>, abovecleaningandsvc@gmail.com, justin.silvers@capitalone.com, Kris Freeberg <kris@makinendsmeet.com>, Mark Harrington <mark.harrington@junkluggers.com>, bringbackmyfloors@gmail.com, stoplossva@gmail.com, chantilly@youvegottmaids.com, Kevin Wheeler <nmckinnon@123junk.com>, Omar Daher <daherconsolidated@gmail.com>, Rick Mikszan <rick@rickmiksza.com>, Rick Mikszan <rick.miksza.ngfw@statefarm.com>, info@tuomeyturfgrassconsulting.com, shaunwhiteley@stoplossva.com, TLewis@remax.net, Tim@tenantturner.com, younesjafarloo@yahoo.com, Chuck Hall <charles@winstonsservices.com>, rkaderli@dhremodeling.com, dshaw@shawservices.net, Kevin Wheeler <edelahunty@123junk.com>, n.ripley@environmentalpc.com, p.mckinney@environmentalpc.com, amelia.stansell@uvacreditunion.org, mr.appliance20176@gmail.com, syosufy@johnmarshallbank.com, sheila22182@gmail.com, Thomas Kenny <tmkennypropertyservices@gmail.com>, karyl@ltccinc.com, Sung Construction Inc <sci-2@outlook.com>, jdenton@secondnature.com, Kory Rosenberg <krosenberg@secondnature.com>, mdickenson@secondnature.com, Jack Brandt <jbrandt@123junk.com>, chris@pedenaccountingservices.com, randy@lamberthomeinspections.com, Alicia Fonseca <afonseca@acmlc.com>, tbcontracting@aol.com, rwofff@thefederalsavingsbank.com, dqarles@i95hi.com, michael.wasson@ml.com, ken.stone@brightmls.com, jduckett@pwcgov.org, dan.kern@virginiahousing.com, smozingo@highlandtitle.com, cynthia.murray@housemaster.com, sheryl.shortell@companioninsurance.com, kaycie.sisowath@companioninsurance.com, basile@basilelemba.net, libertycarpetsco@gmail.com, Janice Canody <jcanody@smncr.com>, clittle@smncr.com, aellis@ctirealestate.com, antoinette@rmpdirectva.com, Anup Kumar <akumar@pmiloudoun.com>, Anup Kumar <info@pmiloudoun.com>, barbara@pma-dc.com, beate@wilkinsonpm.com, Betty Best <bbest@keyhm.com>, brad@artisanpm.com, brendan@mapropertyolutionsllc.com, "C. 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Celebrate the holidays with NOVA NARPM and support Food for Others! Please see attached for much needed donation items.

We will be joined by our incoming NARPM National President, Tim Wehner, to thank our outgoing President, Randy Huntley, and install our new Board for 2023.

Reminder our next NOVA NARPM chapter meeting is this **Wednesday December 14 ;**

Bring a Food Donation

P. J. Skidoos, 9908 Fairfax Blvd Fairfax, VA

2023 NARPM Dues invoices have been sent out by National. If you did not receive your invoice, email info@narpm.org. NOT a NARPM member? Attached is your application!

Our gathering begins at 11:30am and will run until 1pm. Lunch orders will be taken promptly at 11:30am or as you are arriving and checking in. Please arrive early (11:15) to pay for your lunch (\$30, check or credit card) and to network! **Don't forget to bring business cards to network with and to enter the monthly drawing!**

The next thing I'd like EVERYONE to do is to go to Facebook right now and LIKE our page @NOVANARPM...thank you ;) Invite other Property Managers, Realtors who do leasing and work with investors, and Affiliate Vendors to also like our page! This is an easy and fun way to engage and spread the word about the great things NOVA NARPM is doing for our industry!

Our December Agenda:

11:15 Check-in, Network & Lunch Order
11:30 Take Seats & Introduce Guests & First Time Attendees
Admin Moment/ NARPM required anti-trust statement
NARPM Mentor Minute & 2023 NOVA NARPM Board Installations
Lunch; Networking & Fellowship
1:00 Conclusion

*****Reminder to all attendees** Our chapter supports bringing guests and having visitors to our monthly meetings. However, Property Managers, Realtors and Affiliates/Vendors must become a member of NARPM National or our local chapter to continue coming to our monthly chapter meetings.***

Come early to listen and learn from your peers! Invite a realtor you may know or property manager. Leasing and Property Management is Risky Business, so help reduce the risk by training and knowledge!

UPCOMING MEETING SCHEDULE

January 11 - VIRTUAL - "Fee Max for a PM Company" with Tino Peabody

February 7 @ PWAR, 4545 Daisy Reid Ave Woodbridge. - Workshop with Bright MLS - Farming Techniques for PM Growth

February 23 @ PWAR - NARPM Education Class hosted by NOVA NARPM = Developing Rewarding Owner Relationships **stay tuned for more details!**

March 8 @ PJ Skidoos - Legal Updates with Sarah Petcher

April 12 -

May 10 -

June 14 -

VENDOR AFFILIATES

Attached is our 2023 Vendor Affiliate application and payment information. WHY should you be an affiliate?

1. Opportunity to partner and network with professional property managers, Realtors and other local industry Vendors at our monthly meetings.
2. Listing on our website, linked back to your website, social or email.
3. Guaranteed Booth at our Annual Vendor Expo in the Fall of 2023.
4. Vendor Spotlight Program: We're looking to fill our Vendor Spotlight slots for upcoming meetings. If you're interested in Spotighting at an upcoming meeting, please respond to this email and we will coordinate! Program Details: Vendor brings a gift/gift card to be raffled to those in attendance, valued at least \$50. Vendor must be a paid NOVA NARPM member and may be a Spotlight no more than once every 12 months, granted all other Affiliate Members who have not been a Spotlight, have been given the opportunity. Benefits to Vendor Spotlight Member:
 - Highlighted in the meeting reminder emails and post meeting followup emails **must provide logo, image, video, details, etc
 - Highlighted in Facebook and other social media posts
 - 'Booth'/Table space available for marketing material display prior to and after meeting
 - Pre-meeting networking time as members and guests arrive
 - 5 minute presentation prior to program, AV equipment available if needed
 - Will receive emailed copies of business cards for all members and guests who attended the meeting

Visit the NARPM Community

You have 24/7 access to all discussions, blogs, events and resources that members post about the industry. Log in to and see which areas are most helpful to you; the possibilities are endless!

Visit <https://community.narpm.org> today!

Upcoming Industry Events

December 8; 3pm. Virtual - NARPM Chapter Leader Training - Expanding your Leadership Capacity. RSVP [HERE](#).

December 13 - NARPM make-up Virtual Call for Chapter Leaders

February 22-23, 2023. North Carolina PM Conference; Cary, NC. <https://www.eventbrite.com/e/nc-property-management-conference-2023-tickets-449519393607>

April 25 - 27, 2023. NARPM Broker Owner Conference, at the Omni La Costa Resort & Spa; Carlsbad CA. <https://www.narpmbrokerowner.org/>

June 26 - 27, 2023. NARPM Legislative & Education Conference, Washington DC. <https://www.narpm.org/legislative/narpm-legislative-and-educational-conference/>

October 16-19, 2023. NARPM Annual Convention & EXPO. Omni Atlanta Hotel at CNN Center, Atlanta GA. <https://www.narpmconvention.com/location/>

Questions? Please reach out to one of your Board Members! novanarpm@gmail.com (this email is checked several times a week)

[Randy Huntley](#) -- Chapter President 2022

[Tiffany Izenour](#) -- Vice President

[Geoff Clopton](#) -- Treasurer

[Courtney Parks](#) -- Secretary

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Thank you,

The NOVA (Northern Virginia) Chapter of NARPM Board

3 attachments



Food Drive Planning Kit.pdf

124K



NOVA NARPM Application - Affiliate.2023.pdf

270K



NARPM Membership Application.pdf

250K

NOVA NARPM

Virtual Board Meeting - **MINUTES**

January 5, 2022

Meeting Time 11am EST

Attendance: Randy Huntley, Courtney Parks, Geoff Clopton, Tiffany Izenour

Call to order - 11:05am

Tiffany Izenour, President Elect

- Secretary Report

Tiffany Izenour, President Elect

1. Turning minutes and records over to new Secretary, Courtney Parks

- Financial Updates -

Geoff Clopton, Treasurer

1. Treasurer Report - N/A
2. Reminder that NARPM dues are due by January 11 for early bird pricing of \$50 off.
3. 2022 Budget Discussion
 - a. Paid the 3 year subscription to Wix for the website
 - b. **VOTE.** Tiffany Izenour MOTION for the 2022 Board Members' meal costs to be waived. Second: Geoff Clopton. Approved.
 - c. NEED to set meal cost amount for Members. Has been \$25/meeting in the past. Geoff collecting meal costs from a few potential locations so we can determine what the 2022 meal costs will be for members and affiliates.
 - d. **VOTE.** Tiffany Izenour MOTION that at the February member meeting, NOVA NARPM will cover the meal cost for all paid members and paid affiliate members. Non members will be a discounted cost of \$15. Second: Geoff Clopton. Approved.
 - e. Programs/Speakers. Intention and hope is to have guest speakers donate their time to attend our meetings, preferably in person. If needed, Board has the authority to secure a guest speaker at a nominal cost. **VOTE.** Tiffany Izenour MOTION to set the total budget at \$1,000 for any guest speakers for the 2022 year. Second: Geoff Clopton. Approved.

- Old Business

Randy Huntley, President

1. January Member Meeting: Postponing meeting to February 9 due to spike in COVID Omicron virus and in hopes of getting more in-person attendance. Intention for in-person but plan for virtual if needed.
2. 2022 Schedule of Meetings
 - a. February = Welcome Back & Installations
 - b. April
 - c. June
 - d. August = Legal updates
 - e. October = Elections &
 - f. December = Holiday party & Board Installations

3. Chapter ByLaws. In process
4. Equipment to better broadcast meetings. Geoff reaching out to Edward Lui with Mars Hill Realty.

- New Business

Randy Huntley, President

1. Vendor Affiliates. Affiliate member dues were grandfathered into 2021 for those who paid in 2020 at \$250/year. Continue with Vendor Spotlight program, invitation to all 6 member meetings, listed on our new website and included in social posts.
 - a. **VOTE.** Geoff Cloption MOTION to set 2022 Vendor Affiliate dues at \$125/year.
Second: Courtney Parks. Approved.
2. Update Member Directory. Secretary to pull the updated paid membership list from National.

Adjourn -12:12

Next Meeting: February 2, 11am
(1st Wednesday of the Month)

Minutes scribed: Tiffany Izenour, President Elect

NOVA NARPM

Virtual Board Meeting - **MINUTES**

February 02, 2022

Meeting Time 11am EST

Attendance: Randy Huntley, Courtney Parks, Geoff Clopton, Tiffany Izenour

Not Present: Will Austin

Call to order - 11:08am

Tiffany Izenour, President Elect

- Secretary Report

Tiffany Izenour, President Elect
Courtney Parks, Secretary

1. January Board Meeting minutes presented by Tiffany Izenour.

VOTE. Tiffany Izenour MOTION to accept January meeting minutes as presented.
Second: Geoff Clopton. Approved.

- Financial Updates

Geoff Clopton, Treasurer

1. Treasurer Report – current balance \$10,921.60

2. Geoff presented draft 2022 Budget

- a. \$2,297 projected expenses (this figure may increase for NARPM leadership training, other misc expenses)
- b. \$2,450 potential income

VOTE. Geoff Clopton MOTION to accept projected 2022 budget as presented. Second: Courtney Parks. Approved.

3. Setting meal cost for 2022. Geoff suggested increasing meeting meal cost from \$25 to \$30 for both members and vendors.

VOTE. Tiffany Izenour MOTION to set the meal cost for all NARPM members, vendor affiliates and guests to \$30 per meal. Second: Geoff Clopton. Approved.

4. Reviewed method for accepting meal payments. Geoff to check existing equipment.

- Old Business

Randy Huntley, President

1. Update Member Directory. Secretary to pull the updated paid membership list from National.

- New Business

Randy Huntley, President

1. President would a formalized meeting structure for in-person Member meetings. Plan going forward is for Board Members to send New Business agenda items & Treasurer's report sent to Secretary NLT Monday before the Board meeting. Courtney to draw up agenda and Randy to lead meetings going forward.
2. Planning for February Member meeting. Speakers finalized through Randy. Liz Clayman, NARPM President, and Lisa Sturtevant, Chief Economist with the Virginia (Association) Realtors.
3. Discussion regarding status of projector/AV equipment for February meeting. Tiffany to create zoom event for February meeting. Idea for future meetings is to use Zoom specifically for speakers and Facebook live to stream to members.
4. Courtney proposed potential speaker willing to donate their time (Katie Lipp of Lipp Law and Law Practice Queen). Opportunity for employment law/COVID regulations presentation or Linken In "how-to." Randy proposed the idea of 2 speakers per meeting. Board will finalize April speaker(s) at March Board meeting.
5. Courtney to gain access to Google Drive suite prior to next week's meeting from Patty.
6. Confirmed the following committees:
 - a. Programs (proposed chair: Patty Young)
 - b. Membership Growth (chair TBD)
 - c. Membership Education (proposed chair: Patrick Fogherty)

MOTION TO ADJOURN

Geoff Cloption

Tiffany Second

Adjourn – 12:33

Next Meeting: March 2, 11am
(1st Wednesday of the Month)

Minutes scribed: Courtney Parks, Secretary

NOVA NARPM

Virtual Board Meeting - **MINUTES**

March 02, 2022

Meeting Time 11am EST

Attendance: Randy Huntley, Courtney Parks, Geoff Clopton, Tiffany Izenour

Not Present: Will Austin

Call to order - 11:05am

Randy Huntley, President

The Board discussed the position of Past President and whether Will Austin intends to continue participating with the Chapter. Tiffany to reach out to Will. Geoff to reach out to past president(s) to see if someone is available to step in.

- Secretary Report

Courtney Parks, Secretary

1. February Board Meeting minutes presented by Courtney Parks.

VOTE. Randy Huntley MOTION to accept February meeting minutes as presented.
Second: Geoff Clopton. Approved.

- Financial Updates

Geoff Clopton, Treasurer

1. Treasurer Report – current balance \$10,454.21
2. Geoff collected all payments from the February in-person Member meeting.
3. Discussed being able to “bill” vendors and members through Square versus collecting CC info.

- Old Business

Randy Huntley, President

1. Board members to review and accept Bylaws sent by Geoff by end of the day.
2. Courtney and Geoff still need access to Google Drive. Geoff to reach out to Patty.

- New Business

1. After Action Report from our first in-person meeting. The feedback was overall positive. Need to improve on AV aspect.
2. April Speaker Ideas. General consensus is legal route (Sarah Petcher) in order to attract more members.
3. Vendor Presentation Opportunities. Tiffany to work on vendor application and will confirm April vendor spotlight.

4. Member/Mentor Position. Proposed asking Patrick Fogherty for this position. Randy to reach out to Patrick.
5. Committee Chair Opportunities. Randy to re-present committee info at April's meeting and look for volunteers.
6. Chapter Compliance Requirements. Submitting Bylaws.

MOTION TO ADJOURN

Randy Motioned

Tiffany Second

Adjourn – 11:59

Next Meeting: April 6, 11am
(1st Wednesday of the Month)

Minutes scribed: Courtney Parks, Secretary

NOVA NARPM

Virtual Board Meeting - **MINUTES**

April 6, 2022

Meeting Time 11am EST

Attendance: Randy Huntley, Courtney Parks, Geoff Clopton, Tiffany Izenour

Call to order - 11:09am

Randy Huntley, President

-President's Report

1. Preparing for April in-person Member meeting. Arrive 10:45 for Italian Café. Two speakers confirmed (legal updates). 15 minutes each then Q&A. Tiffany to create QR code for lunch and vendor dues. Patrick to handle other in-person payments. Equipment: laptop/tablet (Tiffany). Courtney will introduce speakers.
2. Meeting checklist: anti-trust, confirm next meeting details, NARPM broker/owner recap & vendor spotlight.

- Secretary Report

Courtney Parks, Secretary

1. March Board Meeting minutes presented by Courtney Parks.

VOTE. Geoff Clopton MOTION to accept March meeting minutes as presented. Second: Tiffany Izenour. Approved.

- Financial Updates

Geoff Clopton, Treasurer

1. Treasurer Report – current balance \$...
2. Bylaws submitted to NARPM.

- Old Business

Randy Huntley, President

1. April Speakers confirmed.
2. Tiffany is finalizing April Vendor spotlight.
3. Will Austin resigned from the NOVA NARPM Board on March 2, 2022 by email.
4. Patrick Fogherty accepted Member/Mentor Position.
5. Outstanding Chapter Compliance items: meeting minutes from 2021 and election results from December 2021.

- New Business

1. June Speaker Ideas.
2. TASK: Courtney to pull the most current list of NARPM members from National site.

MOTION TO ADJOURN

Courtney Motioned

Tiffany Second

Adjourn – 12:08PM

Next Meeting: May 4, 11am
(1st Wednesday of the Month)

Minutes scribed: Courtney Parks, Secretary

#46

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, October 14, 2022 8:17:24 AM
Last Modified: Friday, October 14, 2022 8:19:39 AM
Time Spent: 00:02:14
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Page 1: Positions with a * are REQUIRED

Q1

Chapter Name

NOVA NARPM

Q2

Chapter President*

Tiffany Izenour

Q3

President Elect*

Courtney Parks

Q4

Past President*

Randy Huntley

Q5

Respondent skipped this question

Vice President (if applicable)

Q6

Treasurer*

Geoff Clopton

Q7

Secretary*

Sarah Hatch

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.

Patrick Fogarty

Q9

Respondent skipped this question

Education Chair

Q10

Respondent skipped this question

Membership Chair

Q11

Respondent skipped this question

Legislative Chair

Q12

Respondent skipped this question

Other position(s) not listed

NoVA NARPM BOARD OF DIRECTORS 2023

Tiffany Izenour President

Courtney Parks President-Elect

Randy Huntley Past President

Sarah Hatch Secretary

Geoff Clopton Treasurer

Patrick Fogarty New Member Mentor