

April 16, 2007

Mr. Eric Hoglund GRI® SRES®
Estey Real Estate
935 First Street
Benicia, CA 94510

Dear Eric:

The National Association of Residential Property Managers (NARPM) has received the Alameda/Contra Chapter of NARPM Certificate of Compliance.

I am delighted to inform you that your chapter has received conditional certification as you were unable to meet all the requirements as established by NARPM for the year 2006. Those items being: holding at least 4 board meetings with minutes taken; establish a budget; and a calendar of events. NARPM will review your chapter's progress at the end of 2007 and if the items are completed your chapter will received full certification at that time. We will be keeping a copy of your information on file at headquarters so in future years you will only need to provide us with updates

Thanks for your support in making the residential property management industry a truly professional industry. If I can ever be of assistance please call on me.

Sincerely,

Gail S. Phillips, CAE
Executive Director

gsp

rec.
Conditional
Certification



National Association of Residential Property Managers

Chapter Certificate of Compliance

Due December 1, 2006

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 Alameda Contra Costa 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 2007 Chapter Board of Directors and committee chairs was sent to the national office by December 1, 2006. <i>Please submit list.</i>	Attached
2.	Were there any changes in your chapter bylaws this year? Submit current chapter bylaws, with any changes made during the calendar year highlighted. <i>Please submit bylaws.</i>	on file @ HQ no changes
3.	The Chapter Board of Directors has had at least four meetings in 2006, one per quarter, and has maintained corporate minutes and other records as required by state law and the chapter bylaws.	2 meetings no notes computer crashed
4.	The chapter is incorporated and a copy of the current articles of incorporation is on file in the national office. If your chapter has amended the articles of incorporation during the year, please submit the amendments.	yes - see attached confirmation
5.	An annual financial statement for calendar year has been	attached

	submitted with this certificate.	
6.	A copy of the chapter's 2005 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. <i>(A chapter is not required to file a federal return with the IRS if the gross revenue is less than \$25,000.)</i>	DOES NOT Apply
7.	The chapter has developed and plans to implement a twelve-month business plan for January 1 – December 31 that includes a proposed annual budget and calendar of events for 2006. Business plan, budget, and calendar of events are attached and sent to national office with this certificate. The business plan could be a strategic plan.	NO – ONLY 2007
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:	Has in past year – not this year
9.	The chapter has produced and distributed effective communications (4 per year) to 2006 chapter members. <i>Please submit a copy of the newsletter or magazine with this certificate. Can be electronic or printed.</i>	"NARPM NOTES" Attached
10.	The chapter has sponsored/participated in effective educational programs (4 per year) for NARPM members affiliated with the chapter in 2006. <i>Please submit a copy of the brochure or flier with this certificate.</i>	SEE ATTACHED
11.	What is the date your chapter officers assume their respective offices?	JAN 1
12.	Submit the dates of your chapter's fiscal year	JAN 1 – DEC 31
13.	The chapter has maintained a minimum membership of 7 NARPM members.	(Y) N
14.	Is your chapter using the Chapter Leader section of www.NARPM.org ?	(Y) N

	If no, why not:	
15.	Do you have a chapter website? What is the URL?	<input checked="" type="radio"/> Y / N WWW-NARPMACC-ORG
16.	Is your chapter website kept up to date? If yes, when was your last update? UPDATED MONTHLY BY LOUANN GIN RMP	<input checked="" type="radio"/> Y / N
17.	Has your chapter ever filed for the \$500 membership grant? If you would like more information on this grant check here ----- YES PLEASE SEND MORE INFO	Y / <input checked="" type="radio"/> N
18.	Does your chapter have a bank account in the chapter's corporation name? Name of Banking Institution: BANK OF AMERICA (CHANGING TO BANK OF THE WEST) 2007	<input checked="" type="radio"/> Y / N
19.	Did your chapter file the State Corporation Commission Annual Report for this calendar year?	<input checked="" type="radio"/> Y / N
20.	Does your chapter charge dues? If yes, please state amount: \$240.00 PER YEAR QTRLY.	YES

Other items:

21. How do you rate the health of your chapter (1 - 10, 10 being highest)
7

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

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

SPEAKERS

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

NONE

Chapter Officers' Signatures Certifying Review and Approval of 2005-2006
Chapter Board:



2005 Chapter President/Date



2006 Chapter President/Date



2006 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

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

NONE

Chapter Officers' Signatures Certifying Review and Approval of 2005-2006
Chapter Board:

2005 Chapter President/Date



2006 Chapter President/Date



2006 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