



National Association of Residential Property Managers

**Chapter Certificate of Compliance Checklist**

Due December 1, 2009

**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. This form can be downloaded in form fill edition at <http://www.narpm.org/chapter-services/support-services.html> and click on 2009 Chapter Certificate of Compliance

The undersigned officers of the NARPM® ALAMEDA/CONTRA COSTA Chapter certify that the chapter completed this Certificate of Compliance and submitted the required documents as noted on this certificate.

GOVERNANCE REPORTING	
1.	Attach a list of the names and positions of the upcoming Board of Directors and committee chairs for the Chapter (Must be submitted to reach chapter compliance)
2.	Have chapter bylaws changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
3.	Have chapter articles of incorporation changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
4.	Attach copies of minutes for each Board of Directors meeting. Chapters are required to meet and maintain corporate minutes and other records as designated by state law and chapter bylaws. (Must be submitted to reach chapter compliance)
5.	Chapter officers assume their respective offices: January 1 <input checked="" type="checkbox"/> Other: Specify
6.	Date of fiscal year: Calendar year <input checked="" type="checkbox"/> Other: Specify JULY 1 - JUNE 30
7.	The chapter maintains a minimum membership of seven (7) NARPM® Professional/Support Staff members. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be maintained to reach chapter compliance)
8.	Does the chapter maintain a FDIC bank account in the chapter's corporate name Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be submitted to reach chapter compliance) Name of Banking Institution: MECHANIC'S BANK
9.	The chapter has filed a Corporate Annual Registration Report/Renewal for the state in which it is registered for this calendar year? *Send NARPM® an up to date copy of corporate annual registration report/renewal (Must be submitted to reach chapter compliance) Y <input type="checkbox"/> N <input type="checkbox"/> If not required check here <input type="checkbox"/> Other reason: WILL NEED TO DO
10.	Effective 2010, local/state chapter Presidents, or their designee, must participate in a minimum of three of the quarterly Regional conference calls. In 2009, did your chapter participate in these calls? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

CHAPTER FINANCIAL REPORTING	
11.	Attach copy of financial statement for current year. (Must be submitted to reach chapter compliance)
12.	Attach copy of proposed annual budget for the following year. (Must be submitted to reach chapter compliance)
13.	Attach copy of federal tax return. (Must be submitted to reach chapter compliance) If no return attached: Not required <input type="checkbox"/> Other reason <u>TO BE FILED</u>
14.	Beginning in 2008, small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at <a href="http://www.irs.gov/charities">www.irs.gov/charities</a> ). Did the chapter file notice? Y <input type="checkbox"/> N <input type="checkbox"/> If no, why not: <u>TO BE FILED</u>

CHAPTER PLANNING	
15.	Attach a copy of chapter's annual calendar of events for the following year.
16.	The Chapter President-Elect attended the training sessions at the national leadership training session prior to taking office. Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, state why not: <u>WAS NOT ABLE TO ATTEND</u>
17.	Did chapter communicate at least four times during the year with members? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of the communications chapter had with the members. This can be electronic or printed. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, state reason why not:
18.	Did chapter sponsor/participate in effective educational programs for NARPM® members affiliated with the chapter during certification year. This can be designation class or local classes that have special speakers. For state/regional chapters, education can be part of their state/region convention. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of brochure or flier. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, state reason why not: <u>ENVIRONMENTAL CONCERNS</u>
19.	The chapter is using the Chapter Leader section of NARPM.org( <a href="http://www.narpm.org/chapter-services/">http://www.narpm.org/chapter-services/</a> ) : Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:
20.	The chapter website is kept up to date? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, when will it be updated?
21.	The chapter is interested in looking at a website supported by NARPM®: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Contact persons name and number: <u>DEANNA HANSEN 510 293-3530</u>
22.	The chapter filed for the current year Chapter Grant: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> <u>WE WILL NEXT YEAR</u> Check here if you would like more information on grants: <input type="checkbox"/> <i>The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.</i>

**Other items:**

23. Rate the health of the chapter (1 - 10, 10 being highest)

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

8

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

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

Chapter Officers' Signatures Certifying Review and Approval of Chapter Certification:

 11/30/09  
\_\_\_\_\_  
Current Certification Year President/Date

\_\_\_\_\_  
Current Certification Year Incoming President/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**

- Certificate of Compliance signed by the Chapter President and President-Elect/Vice President serving in Current Certification Year.
- Supporting materials as requested.

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\_\_\_\_\_  
Current Certification Year President/Date

*Bob Henson* 11/23/09  
\_\_\_\_\_  
Current Certification Year Incoming President/Date

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## Alameda/Contra Costa NARPM Chapter 2010 Meeting Schedule

January 21                      Legal Update  
February 18  
March 18  
April – No meeting State Convention  
May 20  
June 17  
July 15  
August 19  
September  
October – No meeting National Convention  
November  
December – Christmas Luncheon

NARPM – Alameda Contra Costa Chapter Meeting  
Massimo's – Walnut Creek – February 19, 2009

Louann Ginn called the Board meeting to order at 10:47 am.

Topics Discussed:

- Assisting Vendors with topics for the meeting they are chairing.
- Limit Vendor presentations to 5 minutes and having each months meeting spotlight a vendor.
- Fritz to possibly oversee the implementation of limiting the amount of vendors per category.
- Noted that Board Fence and Heartland are interested in joining.
- Bob Gunson to over see meeting topics for the year.

Reminder to all to use the free Press release on the National website

Board Meeting adjourned at 11:10 PM.

Meeting started at 11:34 AM

Dave Lamar with Board Fence introduces himself and Company with Presentation.

Open discussion commenced on The State withholding for out of state Owners.

Eric with Estey Real Estate shared some information regarding their experience with the call from Mr. Bailey. Michelle Horiff also shared and promised to update in a week. They are waiting to see what kind of progress CAA is going to make and what outcome. Some members are being proactive and others are waiting to see. Nothing concrete as of yet.

All are encouraged to write your state Senators to get them involved.

For more information, questions or updates, please feel free to email Michelle at [mhorniff@pacbell.net](mailto:mhorniff@pacbell.net).

Don't forget to make arrangements to show support and gain some knowledge at our California Conference in Burlingame on April 20, 21, 22, and 23<sup>rd</sup>. Our own Deanna Hanson and Ellen Purdy are putting classes together. There will also be the MPM and RPM classes on the 20<sup>th</sup> and 21<sup>st</sup>. Lets see some more designations!!!

Discussed Contra Costa County mandatory inspections, 20 days to respond and cost is \$180.00.

New potential Vendor Roy Miller with Heartland Payment Systems gave presentation.

Dominion Environmental Covers east Bay for mold, asbestos and bacteria.

Members in attendance were: List to follow

Meeting was adjourned at 1:02 PM.

Next months meeting is at Izzy's on March 19, 2009. Don't forget if your interested, Earth hour is 3/28/09 from 8:30 pm to 9:30 pm.

Respectfully submitted by:

Deborah Bailey, Chapter Secretary

**ALAMEDA/CONTRA COSTA NARPM CHAPTER**

**Meeting Minutes for 5/21/09  
Massimo's Restaurant, Walnut Creek**

Meeting called to order at 11am

Present:

Louann Ginn

Kris Peterson

Bob Gunson

Fritz Rhinesmith

Affiliate membership limitation was discussed with reference to an email submitted by Fritz Rhinesmith.

Louann Ginn brought up the discussion of planning meetings for the year vs. allowing volunteers to host. Bob Gunson recommended guidelines for the content of the meetings.

Louann Ginn posed the question of which guests pay for their meal and which guests are comped.

Board agreed it will NOT limit vendors at this time.

Board agreed VENDORS presenting a product will pay for their meal and VENDORS who are asked as guests to strictly provide information to the group will have their meal paid for.

An agenda was set up for September and October.

Next Board Meeting will be August 20 at 10:45am at Izzy's in San Ramon.

Adjourned at 11:29am

Respectfully submitted by,

Kris Peterson

New Membership Chair

**ALAMEDA/CONTRA COSTA NARPM CHAPTER**

**Meeting Minutes for 8/20/09  
Izzy's Restaurant, San Ramon**

Meeting called to order at 10:52am

Review of previous Board meeting minutes.

Motion \_ Seek legal advice regarding filing tax information for our chapter. At \$500.00 approved without additional board approval. Fritz Rhine smith second approval.

Next Board meeting will be November.

Motion that Board plans meetings and round table every other meeting. Second and approved.

Meeting adjourned at 11:28 am.

Respectfully submitted by,

Deborah Bailey  
Chapter Secretary



## **NARPM – Board Meeting**

**Premia's, Walnut Creek - November 18, 2009**

Meeting started at 2:15 PM

Discussed: chapter making donations, voted \$200.00 total, \$100.00 to each family. Deanna to shop for one, and Louann to shop for other.

Discussed requirements for year end.  
Need to file w/IRS form #99 for non-profit status.

Look into \$500.00 grant from National that will pay for education. (To send V.P to classes).

Ideas for planned out meetings and scheduled topics, as opposed to members signing up to sponsor topic.

All of us should be logging into leadership section on the national website.

Deanna to research list of members and create a list including ID numbers.

Deborah to research cost associated with leadership classes and conference and then it will be put to a vote as to whether or not chapter will pay.

Reiterated that chapter voted a while back that all presidents attending state and National conventions, their registration will be paid for by Chapter.

Decided to have names of members listed on chapter website when they don't pay dues for chapter membership.

Adjourned 2:50 PM

Respectfully submitted by:

Deborah Bailey, Chapter Secretary