

User: joestokley@stokleyproperties.net

2016 Chapter Compliance

All chapters are required to answer questions 1-10 BY THE LAST DAY OF February

Chapter: Alameda Contra Costa

1. Does your chapter have current bylaws on file with National? Yes

Reminder: Did you know that you need the approval of the national board to amend your bylaws? If you are unsure you can go to <http://www.narpm.org/members/documents-forms/chapter-documents/> and verify bylaws on file. If not on file, please upload bylaws below.

Bylaws Upload AlamedaContraCostaChapterBYLAWS2016.docx.docx

2. Fill in number of RVP calls the chapter's president or their representative participated in: 3

3. Upload a copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS. Please_DocuSign_Taxes.pdf

4. Upload a copy of your current year budget: download (2).php

5. List number of membership meetings: 10

Flier Upload Agenda Dec 6 Transition &&&&&&& minutes.docx

Flier Upload 2016 - chapter reporting form (revised).xlsx

Flier Upload CopyofNARPMAlamedaContraCostaChapterMeetingAgenda-October2016.docx

Flier Upload (8-5-2016) - chapter reporting form.xlsx.xlsx

Flier Upload CopyofCopyofNARPMAlameda-ChapterMeetingOutline-November2016.docx.docx

Flier Upload April-2016-NARPMAlameda-ChapterMeeting.docx.docx

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|--------------|---|
| Flier Upload | 2016 - chapter reporting form.xlsx |
| Flier Upload | 2016-(2-4-2016) - chapter reporting form.xlsx.xlsx |
| Flier Upload | 2016-(4-4-2016) - chapter reporting form.xlsx.xlsx |
| Flier Upload | 2016-(6-10-2016) - chapter reporting form.xlsx.xlsx |
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|-----------------------------------|--|
| 6. List number of board meetings: | 6 |
| Copy of Minutes | Agenda Dec 6 Transition.docx |
| Copy of Minutes | March-NARPM-BoardMeeting-2016.docx.docx |
| Copy of Minutes | Board Member Inductee Speech-2016 (1).docx |
| Copy of Minutes | Board Meeting-Jan-2016.docx |
| Copy of Minutes | NARPMAlameda-ChapterMeetingOutline-December-2016.docx.docx |
| Copy of Minutes | March-NARPM-BoardMeeting-2016.docx (1).docx |
| Copy of Minutes | CopyofNov.-NARPM-BoardMeeting-2016.docx (1).docx |
| Copy of Minutes | |
| Copy of Minutes | |
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| Copy of Minutes | |

7. Does your chapter charge dues? Yes

8. If yes, how much are the dues? 35.00 a meeting or 275.00 for PM and 350.00 affiliate

9. If yes, are meals at meetings included? Yes

10. On a scale of 1-10, how well do you think your chapter is doing? 7

Do you want to apply for Chapter Excellence as well? No

Total Points from Application:

Total Points:

Total Points:

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Bylaws of
The Alameda/Contra Costa Chapter of
The National Association of Residential Property Managers

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Alameda Contra Costa 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 Alameda and Contra Costa Counties of the East Bay in the San Francisco Bay Area of California.
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 the Alameda and Contra Costa Counties of the East Bay in the San Francisco Bay Area of California.

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 California..

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: Alameda and Contra Costa Counties of the East Bay in the San Francisco Bay Area of California.

ARTICLE II: Membership

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

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

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, or hold elective office.

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 members 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 I: 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 Alameda Contra Costa Chapter 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 60 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: 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. Upon 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 organizational 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 six officers as follows:

1. President: The president shall:
 - a. Be 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.]
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 attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.
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.
6. 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 calendar year. 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 Alameda/Contra Costa 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.
5. 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.
6. 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.

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. Is no longer eligible for membership in the chapter or the national association.
3. Is no longer 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

As a condition of membership, all Professional Members of NARPM® must complete a NARPM® Code of Ethics training once within a four year period, beginning January 1, 2012, and each four year period thereafter. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means as approved by the board of directors of NARPM® National.

Failure to satisfy this requirement will result in the professional members reverting to an associate member until course is completed.

Section A: Acknowledgment

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 45 days 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 chapter [choose one] will/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 Alameda Contra Costa Chapter 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 [insert state name] state law,

Chapter shall notify the National Association of said amendments but no further action will be required.

Section E. Sexual Harassment

Any member of the Association may be reprimanded, placed on probation, suspended or expelled for harassment of an Association employee or Association Officer or Director after a hearing in accordance with the established procedures of the Association. As used in the Section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, and President-Elect and one member of the Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the Association. If the complaint names the President, or President-Elect, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint.

Section F: Dissolution

Should the membership vote by majority to dissolve the operations of the Alameda Contra Costa, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.



Confirmation

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Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** ALAMEDA-CONTRA COSTA COUNTIES NATIONAL ASSN OF RESIDENTIAL
- **EIN:** 680426344
- **Tax Year:** 2016
- **Tax Year Start Date:** 01-01-2016
- **Tax Year End Date:** 12-31-2016
- **Submission ID:** 10065520170590872861
- **Filing Status Date:** 02-28-2017
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS



STATE OF CALIFORNIA
Franchise Tax Board

Session expires in 19:54

199N e-Postcard - Confirmation

Print this page for your records. The Confirmation Number below is proof that you successfully filed your e-Postcard.

We received your FTB 199N California e-Postcard on February 28, 2017 03:55 PM.

Confirmation Number: 212740405905

Entity Information

Entity ID: 2127404

Entity Name: ALAMEDA - CONTRA COSTA COUNTIES
NATIONAL ASSOCIATION OF RESIDENTIAL

Account Period Beginning: JANUARY 01, 2016

Account Period Ending: DECEMBER 31, 2016

This is not your entity's first year in business.

Your entity has not terminated or gone out of business.

Your entity has not changed the account period.

Gross Receipts: \$19,046

This is not an amended return.

An IRS Form 1023/1024 is not pending.

Date IRS Form 1023/1024 Filed: N/A

FEIN: 680426344

Doing Business As: ALAMEDA-CONTRA COSTA COUNTIES

Website Address:

Entity's Mailing Address

885 ISLAND DR 201

ELLEN PURDY
ALAMEDA, CA 94502

Principal Officer's Information

Name: ELLEN PURDY
885 ISLAND DR 201
ELLEN PURDY
ALAMEDA, CA 94502

Contact Information

Name: ELLEN PURDY
Phone: 510.814.4804

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National Association of Residential Property Managers Alameda Contra Costa County CHAPTER NARPM
MEETING Board Meeting AGENDA December 6, 2016

Welcome Incoming and Outgoing Members

Purpose and overview: Transition from Outgoing to Incoming members. Review each board member's job responsibilities for the new members & set 2017 goals.

Mission: NARPM@ provides resources for residential property management professionals, who desire to learn, grow and build relationships

Vision: NARPM@ will be the recognized leaders in residential property management industry

Code of Ethics: Review

Introductions: Roundtable introduce yourself and your role

Roles: Sheila review Responsibilities then Each Member will review their task and the new member will take notes for their transition

2017 Planning

Next meeting – Jan 19

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM@ membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further NARPM@ shall not restrict members' ability to solicit competitors; clients or to advertise for business in any way that is not false, deceptive or otherwise illegal. – **this paragraph MUST always be included in the agenda for both board and chapter**

Minutes for this Meeting:

Attendees: Kurt, Patti, Nathan, Curt, Chad, Ellen, Steve, Sheila, Joe, Maria

Kurt – Mentor, Ambassador, New Members

Patti – Membership, was past webmaster narpm uses wordpress

Nathan – Webmaster, familiar with wordpress

Curt – Affiliate – past and current – invite new affiliates, August is vendor tabletop

Ellen – will transition full Treasure (Quick books) to Sheila – do we want a monthly member ship – transferrable to other members, or for me to just buy it and install it on my computer?

Steve – Legislative chair with Rebecca

Rebecca – co/legislative chair will read ethics and antitrust, mission vision, and work on legislative day on the hill

Sheila – Treasurer, billing membership spreadsheet – share membership with Maria, Jackie M and Sheila backup Secretary

Maria – Hospitality hostess – get membership list, collect \$\$ at the door, and business cards, do opportunity drawing

Russ- absent – secretary – prepare meeting minutes (similar to this) for each board meeting. Minutes must be approved by the board.

Jackie M – Marketing – sends meeting notice each week, keep email addresses private – people RSVP to Jackie who makes spreadsheet list of who needs to pay at the door- use Evite? Pay Pal?

Jackie F – Designation Chair – helps people move along in their quest for designation

Education Chair is needed

2017 Goals

1 free lunch at 1st meeting for guests

Promote chapter website

Use NARPM link on our signature liens

Each meeting notice have next month meeting agenda & put it all on the chapter website

Day on the Hill

Make Evite for monthly meeting

Get permanent name tags for each paid member – Patti? Patti to check new venue for 2017

Need class – Sheila let National know and we will have one in September

Purchase projector and microphone

Venue – Zio Freados for 1st Quarter, to give us time to pick out 2nd venue

Jan 19 – Steve M. KTS – new laws

Feb 16 – Patti, David Stark rent control and market

March 16– Round Table

April 20

May 18

June 15– Round Table

July 20

August 17– Vendor Table top

Sept 21- Round Table

Oct 19

Nov 16

Dec 21– Round Table

Need to select speakers for the empty months.

| C0XX | CHAPTER NAME | | | # Professional & Associate Members | | X | # Affiliates | X | President: Chapter leader name |
|-------------------------------|--|---|---|------------------------------------|--|-------|--|---|--|
| Education Goal Met? Y/N | # meeetings during reporting period | X | # MEMBERS at all meetings during reporting period | X | AVG percent of membership at meetings during reporting period | ##### | # GUESTS at all meetings during reporting period | X | Chapter Visit by RVP/Ambassador (date) |

List Chapter
Activities
during
reporting
period

Please be as detailed as possible!

NARPM Alameda/Contra Costa Chapter Meeting Agenda-October 2016

11:30-Registration, menu selection, networking ([Board Members](#), circulate and say “Hi” to members)

11:40-[President, Chad Shepard](#) calls meeting to order, reminder to put cell phones to silent. Welcome members, and new attendees. (Membership to get business cards, email info later how to join)

11:45-Code of Ethics-[Legislative Chair-Rebecca Gunderson](#) to Read Article #10

11:50-We run a good meeting, we have healthy, regular attendance, we have a healthy membership, our finances are in order, we have great, professional, dynamic speakers. It has been this way for many years. We have had a very strong, consistent chapter. Now, National, has been quietly raising the bar over the last year. Their expectations at the National, Regional and Chapter level have gone up. To be compliant as a Chapter there are many things to do. We have to keep the bylaws current and approved, we have to attend RVP calls, file tax returns, keep a Chapter budget, plan, arrange and conduct and record and report all Board meetings and Chapter meetings. There is a lot to do for a volunteer organization. It can be fun, and educational, and rewarding, but it is a lot of work. So, the more members we have actively participating, the easier it is for everyone. No one has the time. I do not have the time. But, I make the time. I make it happen, because I made a commitment to this organization. Now that there are even more projects for the Chapter to do. I would like for everyone to consider stepping out of their comfort zone, and saying, I would like to help with that. What ever that you may choose.

We are going to have an election today, for the 2017 Chapter Leadership Officers and Committee Chairs. There are about a dozen seats. We have currently 35 Property Manager members in our Chapter and 11 Affiliate Members. So, about a quarter of us have to be leadership. Many of you have been on the board in the past. We would like to ask you to bring that experience and share that wealth of knowledge, back to the board. I would like to fill those seats, and then have 1-2-3 committee members help the committee chairpersons to do their jobs. So, for example, there would be a Membership Committee Chair with 2-3 Membership Committee members. Those 3-4 individuals would work together to brainstorm throughout the year to strengthen Chapter membership. The Marketing Chair would have 2-3 Marketing Committee Members to work together to put on, say a Charity event during the year. This could be done with basically every position. Then, instead of one person, feeling the burden of the “Committee Chair job” They would have a true “committee” to work together on an event, or a newsletter, or mentor a new member, educate the Chapter on what NARPM have to offer, and so on. NARPM has so much to offer us, let’s take advance of the resources we have at hand, participate and share!

Food Service-to start instruct table order to self-serve at buffet.

12:00-Start the Election, ask for Nominations, second, all in favor, say AYE!

12:30-Vendor Raffle-President Chad Shepard and Curt Bulloch, Tell us a bit about yourself...

12:40-Chapter News-Old Business/New Business

President Chad -Leadership Conference in St. Louis, next month, Joe and Sheila going to get educated! National conference is going on now in Maui.

President Elect-Joe-

Secretary-Russ-Minutes of Last Meeting

Treasure-Sheila-Treasure's Report

Affiliate Chair-Curt-

Certification Chair-Jackie F.-

Education Chair-Peter-

Legislative Chair-Rebecca-

Marketing Chair-Jackie-

Membership-Ellen-

Hospitality Chair-

Webmaster-Patty-

12:50-50/50 Raffle-**Treasure-Sheila and Jackie M.**

1:00-Close the Meeting-**President Chad**-Thank you all for coming, next Meeting Nov. 17th, Zia Fraedo's Pleasant Hill-Speaker-Kellie Tollifson Super awesome National Speaker. Topic, "Take a Time Out" 5 steps to increase profitability, customer service and positive attitudes.

| C017 | Alameda/Contra Costa Chapter | | | #Professional and Associate members | | 51 | Affiliates | 11 | President: Chad Shepard |
|------------------------|-------------------------------------|----------|----------------------|--|--|----------------|-----------------------------|-----------|---|
| Education Goal Met? No | #meeting during reporting period | 1 | MEMBERS at July 2016 | 48 | 83.01%-AVG percent of membership at meetings during reporting period | #VALUE! | # of guests at all meetings | 5 | Chapter Visit by RVP/Ambassador (March 17,2016 |

**List
Chapter
Activities
during
reporting
period**

6/16/2016 June 16th-Chapter Social Meeting at the Oakland A's baseball game
6/16/2016 50 attendees at the Social meeting

7/21/2016 Chapter Meeting Conducted at Zio Fredo's in Pleasant Hill
Joe Stokeley, President Elected Stood in to Conduct Meeting
Read Mission Statement, Vision, and Code of Ethics article #6
Announcements Made
Guest Speaker was Carole Rodoni of Bamboo Consulting
Topic-The Economy:Doom, Bloom, or Gloom
50/50 raffle, Vendor Raffle
Affiliate drawing

NARPM Alameda/Contra Costa Chapter Meeting Agenda-November 2016

11:30-Registration, menu selection, networking ([Board Members](#), circulate and say “Hi” to members)

11:40-[President, Chad Shepard](#) calls meeting to order, reminder to put cell phones to silent. Welcome members, and new attendees. (Membership to get business cards, email info later how to join)

11:45-Code of Ethics-[Legislative Chair-Rebecca Gunderson](#) to Read Article #11

11:50-Food Service-to start instruct table order to self-serve at buffet.

12:00-Introduce Speaker, [President Elect, Joe Stokley](#), to introduce., Kellie Tollifson, T-square 12:40-Vendor Raffle-President Chad Shepard and Curt Bulloch, Tell us a bit about yourself...

12:45-Chapter News-Old Business/New Business

[President Chad](#) -

Pacific Regional phone call-Nov 16th-Me and Joe.

[President Elect-Joe](#)-

[Secretary-Russ](#)-Minutes of Last Meeting

[Treasure-Sheila](#)-Treasure's Report

[Affiliate Chair-Curt](#)-

[Certification Chair-Jackie F.](#)-Promote Designations, Value

[Education Chair-Peter](#)-Promote NARPM Classes, Value, remind to take Ethics Class

[Legislative Chair-Rebecca](#)-

[Marketing Chair-Jackie](#)-Newsletter coming soon, Big Mid-year Member Fun event

[Membership-Ellen](#)-CALNARPM San Diego, Membership drive coming soon.

[Hospitality Chair](#)-

[Webmaster-Patty](#)-Updates use the website, like us on FB &LinkedIn

12:50-50/50 Raffle-[Treasure-Sheila](#) and [Jackie M.](#)

12:55-Close the Meeting-[President Chad](#)-Thank you all for coming, next Meeting Dec. 15th, at Zia Fraedo's Pleasant Hill-For our Holiday Party, bring a friend, email Ellen.

NARPM Alameda/Contra Costa Chapter Meeting Agenda-April 2016

11:15-BOARD MEMBERS ARRIVE, MAKE SURE EVERYTHING IS READY FOR THE MEETING, GREET GUESTS, ANSWER QUESTIONS, PROMOTE A's GAME MEETING IN JUNE, SMILE A LOT!

11:30-Registration, menu selection card, networking ([Board Members](#), circulate and say "Hi" to members) Selling raffle tickets, get'em while they're hot!!

11:35-[President, Chad Shepard](#) calls meeting to order, reminder to put cell phones to silent. Welcome members, and new attendees. (Membership to request business cards, to email info later how to join)

Purpose and overview-

11:40: Mission-NARPM provides resources for residential property management professionals, who desire to learn, grow and build relationships.

Vision-NARPM will be recognized leaders in the residential property management industry.

11:45-Introductions-My Name is Chad Shepard, I am the Owner/Broker of Mira Vista Properties in Berkeley, Ca, I'd Like to introduce our Leadership Team, please stand and introduce yourself. And give us a food that starts with the same sound as your first name. I'll start, I am Chocolate Chad. Ok, let's go around the tables and have everyone introduce yourself.

11:50-Code of Ethics-[Legislative Chair-Rebecca Gunderson](#) to Read Article #4

11:55-Leadership Reports-

[President Chad](#)-Since our last meeting, we were able to meet our Chapter Compliance Reporting by the March 31 deadlines, and our Chapter of Excellence requirements. Thank you very much. It was very close. Very, very close. So, I would like to take this opportunity to get you in the know. NARPM wants to educate its members. It wants to increase membership. And it wants members to participate. I look at NARPM like the Realtors Association. They do a good job of all of these things, Education, Participation, and Membership. They have made it important to be more than a just real estate agent, it is important to be a Realtor. Let's continue on this path with NARPM. We have valuable NARPM PM education classes available, we have very nice NARPM conventions and retreats. We can even take classes online, from our offices. Another thing the Assoc. Of Realtors does is they lobby for the industry. I don't know if small brokerages would be open for business if it weren't for the lobbying efforts of the Association of Realtors. They lobby for legislation that helps the real estate industry and to fight against legislation that negatively affects the industry. So, my point is, that there are a lot of legislative issues that affect us, as Property Managers, and as Property Management Companies. Just one, that comes to mind. Rent Control. This is an issue, that is getting a great deal of momentum in our state. And if professionals such as ourselves do not participate in the legislative process, our voices will not be heard, and our points of view, experience and expertise, will not be part of the equation. So, what I am asking of you, as colleagues, is to take an active role. We have many opportunities, thru NARPM, and thru

other organizations. Do what you can, & makes you feel good. BE an ACTIVE MEMBER and PARTICIPATE!

[President Elect-Joe](#)- Owner/Broker Retreat, National at The Grand Wailea in Maui-Hawaii Oct. 19-21

[Secretary-Russ](#)-Minutes of Last Meeting

[Treasure-Sheila](#)-Treasure's Report

[Affiliate Chair-Curt](#)-Membership Drive coming soon, be thinking of who you know. Upcoming Vendor Fair

[Certification Chair-Jackie F.](#)-Promote Designations, Value, Goal: 5-10 new candidates,Goal: 5-10 current candidates to achieve their goal

[Education Chair-Peter](#)-Promote NARPM Classes, Value, remind to take Ethics Class, Now available online! Goal: 1 education class, Goal: 1 joint function with another chapter

[Legislative Chair-Rebecca](#)- Can discuss Support Animal issues, rent control, etc.

[Marketing Chair-Jackie](#)-Newsletter its here!, Big Mid-year Member Fun event bowling, 1 booth at a trade show.

[Membership-Ellen](#)- Membership drive coming soon. GOAL: 10-15 new members

[Hospitality Chair](#)-Someone volunteered?

[Webmaster-Patty](#)-Updates- The new website is rolling out, look for it.

Food Service-Servers bring entre to table according to preselected option

12:00-Introduce Speaker, [President Elect, Joe Stokley](#), to introduce. John Bykowski of Fourandhalf.com

12:30-Vendor Raffle-President Chad Shepard and Curt Bulloch-Affiliate Chair

12:40-Chapter News-Old Business/New Business-Announcements- Thurs June 16 at 12:35pm Oakland A's vs Texas Ranger's Social Meeting. Because property management isn't fun unless you make it fun!

12:50-50/50 Raffle-[Treasure-Sheila](#) and [Jackie M.](#)

1:00-Close the Meeting-[President Chad](#)-Thank you all for coming, next Meeting is at Dublin Holiday Inn¹ and will be presented by **Candis Mary-Dauphin** of Stop Waste. Candis would like to inform our members about [the Bay Area Multifamily Building Enhancements](#) (BAMBE) program. BAMBE is a popular program that offers Bay Area apartment owners free energy and water consulting and \$750/unit for energy and water savings improvements. It's a streamlined and flexible program that allows property owners to select and manage their own contractors. Since 2014, this program has helped Bay Area multifamily property owners make energy and water improvements to fixtures and

appliances such as windows, water heaters, furnaces, etc. to more than 15,000 units. Thank you all for coming.

| C0XX | CHAPTER NAME | | | # Professional & Associate Members | | X | # Affiliates | X | President: Chapter leader name |
|--------------------------------------|--|----------|---|---|--|----------|--|--------------|---|
| Education Goal Met? Y/N | # meeetings during reporting period | X | # MEMBERS at all meetings during reporting period | X | AVG percent of membership at meetings during reporting period | X | # GUESTS at all meetings during reporting period | ##### | Chapter Visit by RVP/Ambassador (date) |

List Chapter
Activities
during
reporting
period

Please be as detailed as possible!

| C017 | Alameda/Contra Costa Chapter | | | #Professional and Associate members | | 51 | Affiliates | 11 | President: Chad Shepard |
|------------------------|-------------------------------------|----------|-------------------------------------|--|--|----------------|-----------------------------|-----------|--|
| Education Goal Met? No | #meeting during reporting period | 2 | MEMBERS at Dec-15 meeting at Jan-16 | 103 | 83.01%-AVG percent of membership at meetings during reporting period | #VALUE! | # of guests at all meetings | 5 | Chapter Visit by RVP/Ambassador (March 17,2016) |

**List
Chapter
Activities
during
reporting
period**

Discussed 2016 Speakers, goals, expectations

12/17/2015 -Chapter Holiday Par at Zio Fredo's in Pleasant Hill
 Adopt-a-Family Charity Event-Raised \$2,000 (\$1,000 from members/\$1,000 from the Chapter)
 Given to a Family in need in Alameda County and 2 families in need in Contra Costa.
 Speaker-David Stark of East Bay Realtor Assoc. update/outlook on the rental property market

1/21/2016 -Conducted Chapter Board Meeting

1/21/2016 -Chapter meeting at Holiday Inn-Dublin
 Induction of New 2016 Board Members by Past President-Deborah Bailey
 Educational Training-New Laws/Legal Update Training
 Speaker-Partner Steve Mehlman,Kimball, Tirey, St. John, LLC
 Awarded Past President Carl Fox at Thank for Service Plaque

1/29/2016 -New President Chad Shepard Attended Leadership Conference in St. Louis, MO
 Received excellent training, guidanace and support for National and colleagues
 Met two Nationally Recognized Speakers willing to speak at our Chapter Meetings.
 Met a Board Member from the Santa Clara Chapter wanting to Co-Host Education Meeetings

| C017 | Alameda/Contra Costa Chapter | | | #Professional and Associate members | | 51 | Affiliates | 11 | President: Chad Shepard |
|------------------------|-------------------------------------|----------|-------------------------------|--|--|---------------|-----------------------------|-----------|--|
| Education Goal Met? No | #meeting during reporting period | 1 | MEMBERS at March 17th meeting | 39 | 83.01%-AVG percent of membership at meetings during reporting period | 76.47% | # of guests at all meetings | 2 | Chapter Visit by RVP/Ambassador 3/17/16 |

**List
Chapter
Activities
during
reporting
period**

12 plus Chapter members attended CALNARPM in February

2/12/2016 Curt Bulloch Chapter at Zio Fredo's in Pleasant Hill

3/17/2016 Chapter conducted 2nd 2016 Board Meeting at Zia Freado's in Pleasant Hill

Used new Board meeting outline

Discussed rent control in the area, pane discussion meeting, wants and needs survey

Bettering availability of resources for members

3/17/2016 -Chapter meeting at Zia Freado's in Pleasant Hill

Registration and Welcoming of memembrs and guests

Read Mission and Vision Statements

Introductions

Cosde of Ethics Article 3 read by Rebecca Ginderson and discussed

Leadership reports given

Guest Speaker-Keith Becker-gave Elcellent presentation on NARPM value

Vender Raffle

New Business/Old Business

50/50 Raffles

Closing-Next Meeting Anounced

| C017 | Alameda/Contra Costa Chapter | | | #Professional and Associate members | | 51 | Affiliates | 11 | President: Chad Shepard |
|------------------------|-------------------------------------|----------|---------------------|--|--|----------------|-----------------------------|-----------|--|
| Education Goal Met? No | #meeting during reporting period | 1 | MEMBERS at May 2016 | 28 | 83.01%-AVG percent of membership at meetings during reporting period | #VALUE! | # of guests at all meetings | 13 | Chapter Visit by RVP/Ambassador (March 17,2016) |

**List
Chapter
Activities
during
reporting
period**

Discussed 2016 Speakers, goals, expectations

- 4/15/2016 Chapter Meeting Corat Zio Fredo's in Pleasant Hill
 Read Mission Statement, Vision, and Code of Ethics rticle #4
 Board contributed Leadership reports
 Guest Speaker was John Bykowski of Fourandhalf.com
 50/50 raffle, Vendor Raffle
- 05/20//2016 -Conducted Chapter Board Meeting prior to Chapter Meeting
 Discussed current events, upcoming events
- 5/20/2016 -Chapter meeting at Zio Fredo's in Pleasant Hill
 Read Mission Statement, Vision, and Code of Ethics rticle #4
 Board contributed Leadership reports
 Guest Speaker Candice Mary-Dauphin of Stop Waste
 President Be Active Speech
 50/50 raffle, Vendor Raffle
 Old Business/New Business
 Completed Chapter Bylaws update, Chapter confirmed
 Submittted New Chapter Bylaws to National

National Association of Residential Property Managers Alameda Contra Costa County CHAPTER NARPM
MEETING Board Meeting AGENDA December 6, 2016

Welcome Incoming and Outgoing Members

Purpose and overview: Transition from Outgoing to Incoming members. Review each board member's job responsibilities for the new members & set 2017 goals.

Mission: NARPM@ provides resources for residential property management professionals, who desire to learn, grow and build relationships

Vision: NARPM@ will be the recognized leaders in residential property management industry

Code of Ethics: Review

Introductions: Roundtable introduce yourself and your role

Roles: Sheila review Responsibilities then Each Member will review their task and the new member will take notes for their transition

2017 Planning

Next meeting

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM@ membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further NARPM@ shall not restrict members' ability to solicit competitors; clients or to advertise for business in any way that is not false, deceptive or otherwise illegal. – **this paragraph MUST always be included in the agenda for both board and chapter**

NARPM-Alameda/Contra Costa Board Meeting

March 17, 2016

Call the Meeting to order, take roll call to determine is quorum present. If quorum is not present, meeting can not be held.

Strategic/Industry Discussion-Rent Control/Service Animals.

Any motion by directors on action needed.

Treasure's Report

Chad Shepard-President/Carl Fox-Past President/Joe Stokley-President Elect/Secretary-Russ Crowley/Treasure-Sheila Stokley

Affiliate Chair-Curt Bulloch/Certification Chair-Jackie Ferriera/Education Chair-Peter Polce/Legislative Chair-Rebecca Gunderson

Marketing Chair-Jackie Mezuel/Membership Chair- Ellen Purdy/Hospitality Chair-Needed/Webmaster-Patty Manzi

WE NEED HOSPITALITY!!!

Swearing at the Chapter Meeting by Deborah Bailey-

Chapter compliance- Report due January 29, 2016, Chad will be completing and submit for Chapter

News from Regional call Jan. 20, 2016-

Leadership Retreat-Chad Shepard is registered for Conference in St. Louis Jan. 29,2016

Speakers for 2016-

Steve Mehlman-Legal Update-Jan.21(Confirmed)

Keith Becker-Benefits of NARPM-March 17(Confirmed)

Need to Confirm- Who will call confirm and report back to the Board?

Rich-Employment Law-April 14

4andhalf-Building Business-May 19

David Stark-Housing Market-Jun 16

Pam Strickland-Audits-July 21

Curt Bulloch-VENDOR Round Table-Aug. 18

Dennis Erokan-Motivation-&Board Nominees-Sept. 15

NATIONAL CONFERENCE IN HAWAII-Oct. 20

Nick Rocha-Employee –Election of New Board-Nov.17

Tim Flarity—Lawyer-Dec. 15

Goals for 2016-Today Updates at next Meeting

-Chad-Get people pumped up about Property Management and NARPM! And Have Fun!

Carl-

-Joe

-Russ

-Sheila

-Curt

-Jackie F

-Rebecca

-Peter

-Jackie M

Ellen-

Patty-

Website has been updated-

Membership Drive-

New location for next year-

Who is going to CALNARPM-

WHO WILL GO FOR CERTIFICATIONS-

FUN EVENT MIDYEAR-

Board Member Inductee Speech

January 21, 2016

Hello my name is Deborah Bailey, of Select 1 Realty. As a Past Chapter President, I have been given the honor to install your 2016 Board of Directors of the Alameda/Contra Costa Chapter. Would the following people please join me at the podium:

Chapter Committee Chairs:

Affiliate Chair-Curt Bulloch, Bulloch Properties

Certification Chair-Jackie Ferreira, Windsor Pacific Property Management, San Ramon

Education Chair-Peter Polce, Metro Realty, Danville

Legislative Chair-Rebecca Gunderson, Wilson Property Management, Pleasanton

Marketing Chair-Jackie Mezuel-PW Stephens Environmental, Fremont

Membership Chair- Ellen Purdy, Harbor Bay Realty, Alameda

Webmaster- Patty Manzi, Action 1 Properties, Pleasanton

Chapter Officers

-President, Chad Shepard of Mira Vista Properties, Berkeley

-Past President-Carl Fox of Mission Properties, Fremont

-President Elect-Joe Stokley-Stokley Properties, Walnut Creek

Chapter Secretary-Russ Cowley-Advantage Property Management, San Ramon

Chapter Treasure-Sheila Stokley-Stokley Properties, Walnut Creek

You, standing before me, have been selected by your peers to serve in the role as Executive Committee Chairs and Officers for the Alameda/Contra Costa Chapter of NARPM, dedicated to the best interests of the public and the members of NARPM.

In this role, you are the best residential property management has to offer. You represent and pledge yourself to the highest standard of conduct, both in professionalism and ethics. As an industry leader, you dedicate your efforts to the promotion of the mission of the National Association of Residential Property Managers.

Would you please raise your right hand?

As duly elected and installed Board members of the Alameda/Contra Costa NARPM Chapter, will you pledge to your best ability to work constantly for the welfare and promotion of the National Association of Residential Property Managers, to carry out the duties and responsibilities of your office in a trustworthy and diligent manner, to serve the members of the association in ethical conduct and as a best example of the professionalism within NARPM?

If you agree, please state, "I will."

Congratulations, 2016 Leadership Team!

And can I get all of you to join me in a hearty round of applause for these deserving individuals?

NARPM-Alameda/Contra Costa Board Meeting

January 21, 2016

Welcome new board members-

Thank you all for volunteering to help our Chapter grow and flourish and to build long lasting relationships with our peers in the industry. And, to have some fun too.

Introductions-

Chad Shepard-President/Carl Fox-Past President/Joe Stokley-President Elect/Secretary-Russ Crowley/Treasure-Sheila Stokley

Affiliate Chair-Curt Bulloch/Certification Chair-Jackie Ferriera/Education Chair-Peter Polce/Legislative Chair-Rebecca Gunderson

Marketing Chair-Jackie Mezuel/Membership Chair- Ellen Purdy/Hospitality Chair-Needed/Webmaster-Patty Manzi

WE NEED HOSPITALITY!!!

Swearing at the Chapter Meeting by Deborah Bailey-

Chapter compliance- Report due January 29, 2016, Chad will be completing and submit for Chapter

News from Regional call Jan. 20, 2016-

Leadership Retreat-Chad Shepard is registered for Conference in St. Louis Jan. 29,2016

Speakers for 2016-

Steve Mehlman-Legal Update-Jan.21(Confirmed)

Keith Becker-Benefits of NARPM-March 17(Confirmed)

Need to Confirm- Who will call confirm and report back to the Board?

Rich-Employment Law-April 14

4andhalf-Building Business-May 19

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Pam Strickland-Audits-July 21

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Dennis Erokan-Motivation-&Board Nominees-Sept. 15

NATIONAL CONFERENCE IN HAWAII-Oct. 20

Nick Rocha-Employee –Election of New Board-Nov.17

Tim Flarity—Lawyer-Dec. 15

Goals for 2016-Today Updates at next Meeting

-Chad-Get people pumped up about Property Management and NARPM! And Have Fun!

Carl-

-Joe

-Russ

-Sheila

-Curt

-Jackie F

-Rebecca

-Peter

-Jackie M

Ellen-

Patty-

Website has been updated-

Membership Drive-

New location for next year-

Who is going to CALNARPM-

WHO WILL GO FOR CERTIFICATIONS-

FUN EVENT MIDYEAR-

NARPM Alameda/Contra Costa Chapter Meeting Agenda-December 2016

11:30-Registration, menu selection, networking ([Board Members](#), circulate and say “Hi” to members)

11:40-[President, Chad Shepard](#) calls meeting to order, reminder to put cell phones to silent. Welcome members, and new attendees. INTRODUCTIONS (Membership to get business cards, email info later how to join)

11:45-Code of Ethics-[Legislative Chair-Rebecca Gunderson](#) to Read Article #11

11:50-Adopt-a-Family-Announce Ugly sweater contest. 50/50 opportunity

12:00-Food Service-to start instruct table order to self-serve at buffet.

12:00-12:40-Vendor Raffle-President Chad Shepard and Curt Bulloch, Tell us a bit about yourself...

12:45-Chapter News-Old Business/New Business

[President Chad -](#)

We had an Incoming/Outgoing Chapter Board Meeting at Stokely Towers. Joe will probably talk a little more about that. One thing that was brought to our attention over and over was, how much Ellen Purdy does quietly do for our Chapter. And I thank her for that. I received in the mail our Chapter of Excellence certificate. This honor was bestowed upon us, for meeting and exceeded our obligations as a Chapter. So, let's have a big round of applause for us, YEAH! It is a huge amount of work, just completing the application let alone do all the Chapter things we do. So, Joe, have fun with that! Carl knows how fun that application is. This being my last meeting as Chapter President, I would like to say, I learned a tremendous amount about NARPM, running meetings, behind the scenes requirements, etc. But, most of all, I learned a lot about myself. I said this at the beginning of the year, I am not easily recognized for my public speaking abilities. So, to do this, was a challenge, to say the least, sort of like first day of school, or starting a new sport as a kid. Things you don't really experience much as an adult. It's easy to attend a meeting, and watch others run the show, but, being up here is a whole nother world. I really did enjoy the opportunity, and I feel it really has bettered me, and my skills and abilities as a Property Manager/business owner. And now, I look forward to being Past President, Joe, with that, I would like to present to you, The Alameda/Contra Costa Chapter President, Book of Knowledge. I feel you have earned it, and you are now ready to take the lead. Today you get the big book, next month, we will swear at you, I mean swear you in! Good Luck, and Thank you all.

[President Elect-Joe-](#)

[Secretary-Russ](#)-Minutes of Last Meeting

[Treasure-Sheila](#)-Treasure's Report

[Affiliate Chair-Curt-](#)

Certification Chair-Jackie F.-Promote Designations, Value

Education Chair-Peter-Promote NARPM Classes, Value, remind to take Ethics Class

Legislative Chair-Rebecca-

Marketing Chair-Jackie-Newsletter coming soon, Big Mid-year Member Fun event

Membership-Ellen-CALNARPM San Diego, Membership drive coming soon.

Hospitality Chair-

Webmaster-Patty-Updates use the website, like us on FB &LinkedIn

12:50-50/50 Raffle-Treasure-Sheila and Jackie M.

12:55-Close the Meeting-President Chad-Thank you all for coming, next Meeting Jan. 19th, at Zia Fraedo's Pleasant Hill-For our Legal update with Steven Mehlman Managing Partner of Kimball, Tirey, and St. John.

Happy Holidays!!

NARPM-Alameda/Contra Costa Board Meeting

March 17, 2016

Call the Meeting to order, take roll call to determine is quorum present. If quorum is not present, meeting can not be held.

Strategic/Industry Discussion-Rent Control/Service Animals.

Any motion by directors on action needed.

Treasure's Report

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Carl-

-Joe

-Russ

-Sheila

-Curt

-Jackie F

-Rebecca

-Peter

-Jackie M

Ellen-

Patty-

Website has been updated-

Membership Drive-

New location for next year-

Who is going to CALNARPM-

WHO WILL GO FOR CERTIFICATIONS-

FUN EVENT MIDYEAR-

NARPM-Alameda/Contra Costa Board Meeting

November 17, 2016

Call the Meeting to order, take roll call to determine is quorum present. If quorum is not present, meeting can not be held.

Strategic/Industry Discussion-.

Any motion by directors on action needed.

Treasure's Report

Chad Shepard-President/Carl Fox-Past President/Joe Stokley-President Elect/Secretary-Russ Crowley/Treasure-Sheila Stokley

Affiliate Chair-Curt Bulloch/Certification Chair-Jackie Ferriera/Education Chair-Peter Polce/Legislative Chair-Rebecca Gunderson

Marketing Chair-Jackie Mezuel/Membership Chair- Ellen Purdy/Hospitality Chair-Needed/Webmaster-Patty Manzi

WE NEED HOSPITALITY!!!

Chapter compliance- Report due January 29, 2016, Chad/Joe will be completing and submit for Chapter

Leadership Retreat-Joe & Sheila-It's good to be President!

Speakers for 2017-

Steve Mehlman-Legal Update-Jan.21(2016)

Keith Becker-Benefits of NARPM-March 17(2016)

Rich-Employment Law-April 14

4andhalf-Building Business-May 19(2016)

Kellie Tollifson-Nov17(2016)

David Stark-Housing Market-Jun 16(2015)

Pam Strickland-Audits-(Prospect)

Curt Bulloch-VENDOR Round Table-Aug. 18

Dennis Erokan-Motivation-&Board -Prospect

Nick Rocha-Employee Prospect

Tim Flarity—Lawyer-Prospect

Holiday Party-Who's doing what?

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-

Goals for 2017-Today Updates at next Meeting

-Chad -Joe -Russ -Sheila -Curt -Jackie F -Rebecca -Jackie M Ellen- Patty-

Swearing at the Chapter Meeting 2017, Jan Meeting-Who?Deborah?

Website-

Membership Drive-

New locations for next year-

CALNARPM/National/Owner Broker

WHO WILL GO FOR CERTIFICATIONS-

FUN EVENTS-

PM Member

| Name | Company | Email | dues paid 2015 | dues paid 2016/2017 | fx'd again |
|-----------------------|---|---|----------------|---------------------|------------|
| Bailey, Deborah | Select 1 Realty | deborah@select1realty.com | pd | 6/1/16 ck#20516 | |
| Bergendahl, Karen | CWP property management | karen@cwpmgmt.com | pd | pd 6/17/16 | |
| Borba, Daisy | Pleasanton Management | daisy@pleasantonmanagement.com | pd | pd 8/9/16 | |
| Bradley, Ken | AVR Properties | kenatavr@msn.com | pd | 6/1/16 ck#5050 | |
| Cowley, Russ | Advantage PM | russ@advantagepms.com | pd | 6/1/16 ck#1038 | |
| Ellers, Nikki | Premium Properties | nikki@premiumprop.com | pd | pd 7/25/16 | |
| Ferreira, Jackelyne | Windsor Pacific Property Mgmt. | jackie@wppm.com | pd | pd 6/24/16 | |
| Fox, Carl | Mission Property Management | carl@missionpm.com | pd | pd 8/9/16 | |
| Gomes, Sandi | Pride Properties - Sandi Gomes | pridepropertiesrentals@gmail.com | pd | pd 9/9/16 | 8/17/2016 |
| Gunson, Bob | Bob Gunson Real Estate | bobgun@ecis.com | pd | pd 7/27/16 | |
| Hansen, Deanna | AAPEX Property Management | deanna@aapexpm.com | pd | 6/1/16 ck#31092 | |
| Johnson, Jennifer | Jordan Johnson Property Management | Jennifer@jjpm.net | pd | pd 8/9/16 | |
| Kinsey, Scott | Baywide Properties | swkinsey@baywideproperties.net | pd | pd 8/9/16 | |
| Lassey, Charles | ACL Property Management | lassey@aclrealestate.com | pd | pd 8/9/16 | |
| Mallein , Jean Claude | Syntero Real Estate | no email | pd | | |
| Manzi, Patty | Action 1 Property Mgmt. | homes@pattymanzi.com , manziwoman@gmail.com | pd | pd 6/17/16 | |
| Martin, Manny | Amador Valley Prop. Mgmt. | amadorvpm@aol.com | pd | 6/10/16 ck#44622 | |
| Metz, Wayne | Select 1 Realty | wayne@select1realty.com | pd | 6/1/16 ck#20516 | |
| Moulding, John | APM | jmmre@sbcglobal.net | pd | pd 6/21/16 | |
| Purdy, Ellen | Harbor Bay Realty | epurdy@hbrinfo.com | pd | 6/1/16 ck#35404 | |
| Polce, Peter | Metro Realty & Investments | metro94526@gmail.com | pd | 6/7/16 ck#3796 | |
| Remmich, Marvin | RAM Properties | marvin@marvinremmich.com | pd | 6/10/16 ck#11312 | |
| Schulz, Kirk | Premium Properties | kirk@premiumprop.com | pd | pd 7/25/16 | |
| Shapiro, Lee | Realty World Premier | rwshapiro@aol.com | pd | 6/1/16 ck#16422 | |
| Shepard, Chad | Chad Shepard Broker | chadmshepard@gmail.com | pd | 8/23/2016 | |
| Stokley, Joe | Stokley Properties | joestokley@stokleyproperties.net | pd | pd 6/17/16 | |
| Stokley, Sheila | Stokley Property Management | sheilastokley@stokleyproperties.net | pd | pd 6/17/16 | |
| Szaky,Mimi | Premium Properties | mimi@premiumprop.com | pd | pd 7/25/16 | |
| Thelemaque, Carolyn | Tucker & Assoc. | cthelemaqu@aol.com | pd | | 8/17/2016 |
| Vickery, Christian | Premium Properties | christian@premiumprop.com | pd | pd 7/25/16 | |
| Welti, Walt | American Prop.Mgmt. | walt@apmproperties.com | pd | 6/1/16 ck#12794 | |
| Perry Harmon | All County Bay Area Property Management | pharmon@allcountybayarea.com | | 7/22/16 ck#1067 | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| Affiliate Members | | | | | |
|-------------------|--|--|----|---------------------|-----------|
| Banducci, Kelly | Service Masters | tcothran@sm-cleancare.com | pd | | |
| Bulloch, Curt | Bulloch Insurance Brokers | curtbulloch@gmail.com | pd | pd 6/17/16 | |
| Dutra, Brian | Assoc. Maint. Services | bdutra@amsforservice.com | pd | 6/1/16 ck#1566 | |
| Kennedy, Elsa | Service master restoration services | elsa@sharjo.com | pd | 6/1/16 ck#25872 | |
| | | | | | |
| Kimball, Dan | Kimball,Tirey & St. John | Dan.Kimball@kts-law.com | pd | 6/1/16 ck#102194 | |
| Mezeul, Jackie | PW Stephens | jackiem@pwsei.com | pd | pd 7/12/16 | |
| Moore, Brant | Environmental CPR | brant@envirocpr.com | Pd | pd 8/17/16 | |
| | | | | not interested this | |
| Reite, Ivy | Kelly Moore Paint | ireite@kellymoore.com | pd | year | 8/17/2016 |
| Rhinesmith, Fritz | National Tenant Network | fritz@ntnonline.com | pd | pd 6/21/16 | |
| Sophorn Ouk | Servpro of Lafayette/Moraga/Orinda ServPro of Petaluma / Rohnert Park | Servpro9542@sbcglobal.net | pd | | 8/17/2016 |
| | | | | pd 9/9/16 | |

New Application 2016

| | | | | | |
|----------------------------|--|--|-----------------|------------------|--|
| Herz, Matt | Hayward Property Management | matt@haywardpm.com | | pd 7/1/16 | |
| | | | pd pro rated 3- | | |
| Lin, Patty (Nathan Hitchcc | Via Property Management | patty@via-pm.com | 18-16 | 6/7/16 ck#4992 | |
| Oungouliau, Laurie | Sycamore Hills by the Bay | laurie@sycamorehillsbythebay.com | | 8/9/2016 | |
| | | | pd pro rated | | |
| Crowley, Michelle | Advantage Property Management Services | michelle@advantagepms.com | 2015-2016 | 6/1/16 ck#1038 | |
| | | | | | |
| Gomez, Justin | S&G Carpet | justingomez@sgcarpet.com | | 6/1/16 ck#231713 | |
| | | | | pd. Pro-rated | |
| Courtney Nicholas | FRSTeam by Custom Commercial | kleaman@frsteam.com | | \$320.83 | |

| | | | | | |
|--------------|-------------|--|---|----|---------------------|
| Banducci, K | Service Ma | tcothran@sbcglobe.com | y | pd | |
| | | | | | pd |
| Bulloch, Cu | Bulloch Ins | curtbulloch@sbcglobe.com | y | pd | 6/17/16 |
| | | | | | 6/1/16 |
| Dutra, Briar | Assoc. Mai | bdutra@amysbcglobe.com | y | pd | ck#1566 |
| | | | | | 6/1/16 |
| Kennedy, E | Service ma | elsa@sharj.com | y | pd | ck#25872 |
| | | | | | 6/1/16 |
| | | | | | ck#10219 |
| Kimball, Da | Kimball, T | Dan.Kimball@kts-law.com | y | pd | 4 |
| | | | | | pd |
| Mezeul, Jac | PW Stephe | jackiem@pysbcglobe.com | y | pd | 7/12/16 |
| | | | | | pd |
| Moore, Bra | Environmen | brant@envysbcglobe.com | y | Pd | 8/17/16 |
| | | | | | |
| | | | | | not |
| | | | | | interested |
| Reite, Ivy | Kelly Moore | ireite@kelly.com | y | pd | this year 8/17/2016 |
| | | | | | pd |
| Rhinesmith | National Te | fritz@ntn.com | y | pd | 6/21/16 |
| Sophorn O | Servpro of | Servpro9542@sbcglobe.com | y | pd | 8/17/2016 |

ServPro of Petaluma / Rohnert Park

pd 9/9/16

New Application 2016