

## **Election & Installation of 2019 Officers Meeting Minutes**

**Alameda/Contra Costa Counties Chapter of NARPM 11/15/2018**

**Faz/Four Points Sheraton Hotel, 5121 Hopyard Road, Pleasanton, CA**

The election of the 2019 Alameda/Contra Costa Counties Chapter of NARPM was held during the regular membership meeting on November 15th, 2018 at 11:30 am and was presided over by current 2018 President-Elect Christian Vickery.

The vacant positions were President Elect, Treasurer and Secretary.

Sheila Stokley formally resigned as Treasurer effective 12/31/2018. President Nathan Hitchcock will transition to Past President in 2019. President Elect Christian Vickery will transition President in 2019.

Vincent Deorio was elected uncontested as President Elect for 2019.

Patty Manzi was elected uncontested as Treasurer for 2019.

Rebecca Sa was elected uncontested as Secretary for 2019.

2018 Board Members/Committee Chairs Kirk Schulz, Steven Mehlman, Maria Neumann, and Curt Bulloch will continue as 2019 Board Members/Committee Chairs.

Installation of Officers was conducted by 2018 President Elect Christian Vickery.

Nathan Hitchcock President and acting Chapter Secretary for  
absent Chad Shepard

\*\*\*REMINDER!!\*\*\*

The Alameda-Contra Costa Chapter of the National Association of Residential Property Managers April luncheon will be held on Thursday, April 19, 2018

Where: Faz/ Four Points Sheraton Hotel  
[5115 Hopyard Road, Pleasanton](#)  
In the Concord Room (upstairs)

Time: 11:30am to 1:00pm

Topic: Round-table Discussion Format

Our Room Sponsor this month is Michelle McNamara with AMS - (Association Maintenance Services).

Menu: Mediterranean Buffet; Chicken Kabob, Saffron Basmati Rice, Greek Salad with EVOO & Fresh Lemon Juice, Mediterranean Sampler with Hummus, Babaghanoush, Feta Cheese, Pepperoncini and Imported Olives, and House-Made Flatbread.

If you have not already done so, Please RSVP to confirm your attendance.

Guests are invited to attend! If you are bringing a guest, please be sure to provide his or her name when you RSVP. Cost is \$35.00 for each guest. Bring Cash or Check only, payable to NARPMACC, payment will be collected at the door.

In the event you confirm your reservation and do not cancel within 72 hours, you will be billed for the luncheon cost as we guarantee the headcount to Faz.

Attention Affiliates! - you are welcomed and encouraged to bring door prizes for our door prize drawing!

Other news:

There is an upcoming NARPM training class being hosted by NARPM Santa Clara County on May 8th. Course: Growing Your Business (Revised 2017). You can find further details and register here at:

[https://www.narpm.org/education/course-descriptions/growing-your-business?utm\\_source=Active+Contacts&utm\\_campaign=ff400db14d-EMAIL\\_CAMP](https://www.narpm.org/education/course-descriptions/growing-your-business?utm_source=Active+Contacts&utm_campaign=ff400db14d-EMAIL_CAMP)

[AIGN 2018 03 29&utm\\_medium=email&utm\\_term=0\\_7bdc067503-ff400db14d-123323573](https://www.narpm.org/2018/03/29/?utm_medium=email&utm_term=0_7bdc067503-ff400db14d-123323573)



## [Growing Your Business - National Association of ...](#)

[www.narpm.org](http://www.narpm.org)

National Association of Residential Property Managers [638](#)  
[Independence Parkway, Suite 100, Chesapeake, VA 23320](#)

Don't forget to RSVP !

Thank you

Patty Manzi, Broker/Owner  
Action 1 Properties  
925-884-3844  
CaIBRE@01439811

Good morning,

This month's speaker will be **David Stark, Public Affairs Director for Bay East Association of Realtors**. David will be providing an update to our group with regard to rent control, eviction control ordinances, and the recent movement to repeal the Costa-Hawkins Rental Housing Act.

David Stark is the Public Affairs Director for the Bay East Association of REALTORS. He helps community leaders, the media and the public understand real estate issues and works to include the REALTOR® perspective in the development of public policy. Prior to joining the Bay East staff in 2005, he worked for more than a dozen years managing housing and community development programs for cities in southern and northern California. David holds a Bachelor of Arts Degree in Political Science and English from the University of California, Riverside and a Master's Degree in City and Regional Planning from California Polytechnic University, San Luis Obispo.

We have contracted with a new venue in Alameda County. From this month on, our monthly meetings will alternate locations between Zio Fraedo's in Pleasant Hill and Faz/Four Points Sheraton in Pleasanton.

Meeting location:

Faz/Four Points Sheraton Hotel  
5121 Hopyard Road  
Pleasanton, CA.

Date: Thursday, February 15th

Time: 11:30am to 1:00pm

Menu: *Faz Fiesta Buffet: Ensalada Caesar, Cheese Enchiladas, Chicken Enchiladas, Spanish Rice, Refried Beans, Warm Corn Tortillas, Tortilla Chips, Shredded Cheddar Cheese, Sour Cream, Shredded Lettuce and Salsa.*

**As always, RSVP as soon as possible.**

Guests are invited to attend! If you are bringing a guest, please be sure to provide the guest name when you RSVP. Cost is \$35.00 for each guest. Bring Cash or Check only, payable to NARPMACC, payment will be collected at the door. In the event you confirm your reservation and do not cancel within 72 hours, you will be billed for the luncheon cost as we guarantee the headcount to the venue.

[This message is an invitation to purchase or participate in programs and services of the National Association of Residential Property Managers. It is our policy not to share or sell email addresses. If you do not want to receive these emails, or any other emails associated with your membership benefits, please contact us.](#)

Patty Manzi, Broker/Owner  
Action 1 Properties  
925-884-3844  
CalBRE@01439811

Good afternoon,

Sorry our notice is late going out a bit late this month. We hope you can join us!

# Legal Update & Luncheon

THURSDAY, January 18<sup>th</sup> @  
11:30AM

Come and hear about new laws for 2018 that will affect our  
industry.

Presented by: Steven Mehlman, Managing Partner  
Business and Real Estate Group, Northern California  
Kimball, Tirey, & St. John LLP

Buffet Style Luncheon

Zio Fraedo's

611 Gregory Lane, Pleasant Hill, CA 94523  
Parking in front and back of the facility

PLEASE R.S.V.P TODAY! If you plan to attend.

RSVP is appreciated by Tuesday, Jan 16<sup>th</sup>.  
[info@action1pm.com](mailto:info@action1pm.com)

Patty Manzi, Broker/Owner  
Action 1 Properties  
925-884-3844  
CalBRE@01439811

Good morning.,

Our next chapter luncheon is coming up on **Thursday, March 15th.**

This months meeting will be a "Round Robin" discussion format.

Where: Zio Fraedo's, 611 Gregory Lane, Pleasant Hill

Time: 11:30am to 1:00pm

Menu: Buffet Style Lunch

Affiliates: Feel free to donate prizes for our door prize drawing!

Please RSVP if you will be attending!

Thanks

Patty Manzi, Broker/Owner

Action 1 Properties

925-884-3844

CalBRE@01439811



NARPM- ALAMEDA/CONTRA COSTA CHAPTER

2019 BOARD POSITIONS:

PRESIDENT: CHRISTIAN VICKERY

TREASURER: PATTY MANZI

SECRETARY: REBECCA GUNDERSON]

MENTOR: KIRK SCHULZ

PRESIDENT ELECT: VINCENT DEORIO

PAST PRESIDENT: NATHAN HITCHCOCK

# NARPM Alameda Contra Costa Chapter

## Profit & Loss Budget Overview

January through December 2018

Cash Basis

|                          | Jan - Dec 18 |
|--------------------------|--------------|
| Ordinary Income/Expense  |              |
| Income                   |              |
| Donation                 | 1,200.00     |
| Meeting Income           | 4,800.00     |
| Membership               | 14,210.00    |
| Total Income             | 20,210.00    |
| Cost of Goods Sold       |              |
| Meeting Expense          | 13,500.00    |
| Total COGS               | 13,500.00    |
| Gross Profit             | 6,710.00     |
| Expense                  |              |
| Accounting & Legal       | 2,000.00     |
| Bank Expense             | 144.00       |
| Charitable Contributions | 2,500.00     |
| Supplies                 | 420.00       |
| Travel Expense           | 500.00       |
| Total Expense            | 5,564.00     |
| Net Ordinary Income      | 1,146.00     |
| Net Income               | 1,146.00     |

**NARPM**

**2018 Tax Return**



## Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

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:** 2018
- **Tax Year Start Date:** 01-01-2018
- **Tax Year End Date:** 12-31-2018
- **Submission ID:** 10065520191242876827
- **Filing Status Date:** 05-04-2019
- **Filing Status:** Accepted

**MANAGE FORM 990-N SUBMISSIONS**



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Session expires in 18:57

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## 199N e-Postcard - Confirmation

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

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We received your FTB 199N California e-Postcard on May 04, 2019 04:09 PM.

**Confirmation Number:**  
212740412407

### Entity Information

**Entity ID:**  
2127404

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

**Account Period Beginning:**  
JANUARY 01, 2018

**Account Period Ending:**  
DECEMBER 31, 2018

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:**  
\$8,105

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:**

**Website Address:**

## Entity's Mailing Address

4695 CHABOT DRIVE SUITE 200  
PLEASANTON, CA 94588

## Principal Officer's Information

**Name:** PATRICIA MANZI  
4695 CHABOT DRIVE SUITE 200  
PLEASANTON, CA 94588

## Contact Information

**Name:** JOHN MAO

**Phone:** 925.354.5488

[Print](#)

[Log Out](#)

After we process your 199N e-Postcard, you may receive a bill if the three year gross receipt average is greater than the amount allowed for filing a 199N e-Postcard.

# NARPM Alameda Contra Costa Chapter Profit & Loss Budget Overview

Cash Basis

January through December 2019

|                         | Jan - Dec 19    |
|-------------------------|-----------------|
| Ordinary Income/Expense |                 |
| Income                  |                 |
| Discount                | 0.00            |
| Donation                | 750.00          |
| incentive (NARPM)       | 800.00          |
| Meeting Income          | 3,500.00        |
| Meeting Sponsorship     | 500.00          |
| Membership              | 16,000.00       |
| Vendor Dues             | 1,200.00        |
| Total Income            | 22,750.00       |
| Cost of Goods Sold      |                 |
| Meeting Expense         | 13,200.00       |
| Total COGS              | 13,200.00       |
| Gross Profit            | 9,550.00        |
| Expense                 |                 |
| Accounting & Legal      | 3,300.00        |
| Bank Expense            | 70.00           |
| Dues and Subscriptions  | 0.00            |
| Supplies                | 900.00          |
| Travel Expense          | 1,700.00        |
| Total Expense           | 5,970.00        |
| Net Ordinary Income     | 3,580.00        |
| Net Income              | <b>3,580.00</b> |



# Meeting Agenda

**What:** NARPMACC Board Meeting | **Where:** Video Conference | **When:** Monday 5/7/18 2pm

- **Call to Order**
- **Roll Call / Quorum Confirmation**
- **Treasurer's Report**
- **Other Board Member and/or Committee Reports**
- **Finished Business!**
  - Name tags
  - Monthly vendor sponsorships (bookkeeper still needs financial details)
  - Compliance filed on time and confirmed complete by national
- **Unfinished Business**
  - CRM & online payment software rollout
  - 2018 schedule of guest speakers and meeting subjects
  - Annual vendor sponsorships
  - Scheduling an on-site NARPM Class
- **New Business**
  - Raising membership dues to accommodate online payment expenses (approx \$10 for annual payments, \$1.50 for monthly) and increased food/administrative costs (\$ unknown)
  - Bookkeeper advising that memberships renew annually on date of enrollment rather than the same calendar month for all members now that automated system is implemented
  - A's game for membership meeting
  - General email address needed for MailChimp setup (ex NARPMACC@gmail.com or info@narpmacc.org). What is status of narpmacc.org? \$5/mo to process info@narpmacc.org through gmail.com
  - Other:
- **Meeting Adjournment**





# Meeting Agenda

**What:** NARPM-ACC Board Meeting | **Where:** Zio Fraedo's | **When:** Thursday 7/19/18 10:30am

- **Call to Order**
- **Roll Call / Quorum Confirmation**
- **Treasurer's Report**
- **Other Board Member and/or Committee Reports**
- **Finished Business!**
  - Dues increased: \$300 for property managers, \$375 for affiliates
  - Memberships renew annually on date of enrollment rather than all in July
  - NARPMACC mailing address is now officially 2300 Contra Costa Blvd. Suite 260, Pleasant Hill, CA 94523, CO Stokley Properties
  - [NARPMACC@gmail.com](mailto:NARPMACC@gmail.com) has been registered as official chapter email address
- **Unfinished Business**
  - Actually using [NARPMACC@gmail.com](mailto:NARPMACC@gmail.com)
  - CRM & online payment software rollout
  - Annual vendor sponsorships
  - Scheduling an on-site NARPM Class
  - A's game for membership meeting
- **New Business**
  - Skipping August 2018 Meeting
  - 2018 meeting schedule and locations - Nov meeting falls on Thanksgiving. Move forward one week?
  - Holding board meetings at 10:30am on morning of all membership meetings for remainder of 2018
  - 2018 board nominations - September deadline per NARPM National
  - Other:
- **Meeting Adjournment**

# Meeting Agenda

**What:** NARPM-ACC Board Meeting | **Where:** Four Points Sheraton | **When:** Thursday 9/20/18 10:30am

- **Call to Order**

- **Roll Call / Quorum Confirmation**

- **Present:**

- **Not Present:**

- **Treasurer's Report**

- **Other Board Member and/or Committee Reports**

- **Finished Business!**

- Membership and "invitee" lists have been cleaned, categorized and imported into [narpmacc@gmail.com](mailto:narpmacc@gmail.com) email account and are now able to be used for communication purposes.
  - PayPal account has been established for chapter (using [narpmacc@gmail.com](mailto:narpmacc@gmail.com) )
  - NARPM A's night has been scheduled (Friday 9/21/18) - thank you Joe & Sheila Stokey
  - Affiliate membership meeting sponsorship cost has been set at \$150 +\$50 in raffel prizes, affiliate must be an active member to be a sponsor
  - Board meetings will be held before each monthly membership meeting at 10:30am sharp

- **Unfinished Business**

- Board member nominations for 2019 - must be submitted by end of Sept 2018. Ideas to generate interest in serving?
  - Online invoicing of members (delays in activation of CC processing for chapter)
  - CRM & online payment software rollout

- Annual vendor sponsorships - survey in progress. 3 sponsors sought for 2019 at \$500 per year
- Scheduling an on-site NARPM Class
- Printed “flyer” to give to prospective new members

# Meeting Agenda

- **New Business**

- 2018 meeting schedule, speakers and locations
  - Abode Services is requesting to be a presenter - “ We can offer information about who we are and how we can help property managers get involved in ending cycles of homelessness in the Bay Area. I can also bring a colleague who works directly with some of our programs so interested parties can start the conversation right away. “
- Resuming 50/50 opportunity drawing to ensure funds for end of year donations
- Other:

- **Meeting Adjournment**

# Meeting Agenda

**What:** NARPM-ACC Board Meeting | **Where:** Online Video Conference | **When:** Thursday 12/13/18 10:00am

- **Call to Order**
- **Roll Call / Quorum Confirmation**
  - **Present:**
  - **Not Present:**
- **Treasurer's Report**
- **Other Board Member and/or Committee Reports**
- **Finished Business!**
  - Board member nominations for 2019 completed
- **Unfinished Business**
  - Online invoicing of members (delays in activation of CC processing for chapter)
  - CRM & online payment software rollout
  - Annual vendor sponsorships. 3 sponsors sought for 2019 at \$500 per year
- **New Business**
  - 2019 Board & Committee Positions. Need to submit to NARPM National.
  - Preparations for Dec 2018 Membership Meeting (aka the Holiday Party)
  - Year End Charity Donation
  - Passing of Presidential Baton to Christian Vickery

- Other:

- **Meeting Adjournment**