



CHAPTER COMPLIANCE 2023

C017 ALAMEDA CONTRA COSTA COUNTIES CHAPTER

Congratulations! Your NARPM 2023 Chapter Compliance Application form has been approved!

The chapter has met all recertification requirements and is fully certified.

Levels of Chapter Recertification

Full recertification

The chapter has met all recertification requirements, indicated by compliance with items listed on the certificate of compliance. Only fully certified chapters are eligible for Chapter Excellence Awards. Once recertified, an email will be sent.

Chapter in Review (Amended 2022)

Should the Chapter submittal displays lack of submission of any items on the certificate of compliance. Chapters will have six (6) months from compliance deadline to restore their certification. NARPM® Board of Directors must confirm that a Chapter can be taken off Chapter in Review status.

A Chapter will be placed in **Chapter in Review/Conditional Compliance** if documents are not submitted by compliance deadline. Members of the chapter will not be notified when a Chapter is placed in conditional compliance. The chapter must meet the chapter compliance deadline for the following year.

De-certification

De-certification must be preceded by a period of Chapter in Review and indicates continued non-compliance of recertification requirements. NARPM Board of Directors must approve all de-certification of chapters.



**CHAPTER COMPLIANCE 2023
ATTENDANCE REQUIREMENTS MET in 2022**

C017 ALAMEDA CONTRA COSTA COUNTIES CHAPTER

Compliance Question:

How many Chapter Leader Calls, hosted by RVPs, did the chapter president, or their representative, participate in? Your chapter president, or their representative, must attend at least two of these calls to obtain chapter compliance.

February 8, 2022 Attendee(s): Charles Lassey

May 10, 2022 Attendee(s): Charles Lassey

Chapter Bylaws Requirements for President and/or President-Elect to attend Chapter Leadership Training at Annual Convention on October 20, 2022 AND/OR Nuts and Bolts Virtual Sessions on November 16, 2022.

October 20, 2022 Attendee(s): None

November 16, 2022 Attendee(s): Charles Lassey; Hosein Pedramfard; Sheila Stokley

Bylaws of
The Alameda/Contra Costa Counties Chapter of
The National Association of Residential Property Managers
Updated January 2021

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Alameda/Contra Costa Counties 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/Contra Costa Counties.
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/Contra Costa Counties 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: [All cities/ towns located in Alameda and Contra Costa Counties California]

ARTICLE II: Membership

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

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 – grandfathered January 1, 2021

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, any certification, or hold elective office. This member has never completed a course of instruction covering the NARPM® Code of Ethics.

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 not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter unless chapter affiliate dues are paid.

Section E: Honorary Member

Honorary membership shall be bestowed upon individuals who, are recommended by the chapter board of directors and have rendered distinguished service to the Chapter or to the profession of property management. Honorary members shall pay no dues or other assessments to the Chapter, and shall be eligible to participate in the usual activities of the Chapter, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

Section F: Life Member

Life members shall be all national past Presidents of NARPM®. Life membership will begin as the President's term is completed. Dues will be waived for Life members. Other members who qualify may apply for Life Member as outlined in the national bylaws and complete the approved application.

Life Members shall not pay dues and are strongly encouraged to complete a course of instruction covering the NARPM® Code of Ethics. They shall be eligible to participate in the usual activities of the Association and its Committees and are eligible to vote and hold office.

- All Past Presidents shall be deemed Life Professional Members of the Association
- Shall be bestowed upon individuals who have retired from the property management business and, in the opinion of the Board of Directors, have rendered, or continue to render, distinguished service to the Association or the property management profession. An application to the NARPM® National Board of Director must be approved in order to hold this membership type.

Section G: 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 Counties 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 75 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: Transferring in a Company membership:

The use of Company membership will enable the transfer of memberships to other people in their company. In order to transfer membership, proof of termination from the licensing division, showing evidence that the person has left the firm, is required. For Support Staff, or in states where licensing is not required, other proof of termination must be submitted.

Section D: 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. 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 organization 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 4 officers as follows:

1. President: The president shall:
 - a. Serve as 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 be in 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.
5. 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 election. 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 Counties 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.
4. 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.
5. 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, unless stated otherwise in these bylaws.

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. No longer is eligible for membership in the chapter or the national association.
3. No longer is 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

The Code of Ethics and Standards of Professionalism shall be approved by the National NARPM Board of Directors.

As a condition of membership all Professional Members of NARPM® must complete a NARPM® Code of Ethics training. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means within ninety (90) days of making application, as approved by the board of directors of NARPM®. The association shall design a new course of instruction each four-year period to meet the requirement of membership.

Failure to satisfy this requirement within ninety (90) days of making application to the association will result in the membership of the Conditional Member being suspended. If a Conditional Member has not taken the new member ethics class during their first year (12 months) of application, they will be terminated and will need to reapply for new membership.

Section A. Acknowledgment: Each applicant for membership in the Association shall read and be familiar with the Association Code of Ethics and Standards of Professionalism. Continual adherence to

the Code is mandatory for membership in the Association. Professional Members shall have successfully completed a course of instruction on the NARPM® Code of Ethics.

Section B. Enforcement: The Board of Directors shall be responsible for enforcement of the Code of Ethics and Standards of Professionalism. Should a complaint be filed with the Board, the Board is charged with being fair and equitable to both Complainant and Respondent. The complaint will be turned over to the Professional Standards Sub-Committee to investigate violations. The Committee shall report its findings to the Board; the Board will make a determination on the charges and take appropriate action.

Section C: Chapter Charter

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 60 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 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 Counties 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 California state law, Chapter shall notify the National Association of said amendments, but no further action will be required.

Section E. Sexual Harassment

The National Association of Residential Property Managers™ (NARPM) has adopted a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including but not limited to sexual harassment. This zero-tolerance policy means that no form of unlawful discriminatory or harassing conduct by or towards any employee, member, vendor, or other person in our workplace and at our events/meetings will be tolerated.

NARPM is committed to enforcing its policy at all levels within the Association. Any officer, director, volunteer, member, or employee who engages in prohibited discrimination or harassment will be subject to discipline, up to and including immediate discharge from employment or dismissal from the association.

Reporting Without Fear of Retaliation: No Association member will be retaliated against for reporting harassment. This no-retaliation policy applies whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded. No Association officer, director, volunteer, or member is authorized, or permitted, to retaliate or to take any adverse action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice.

Section F: Dissolution

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



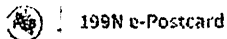
Confirmation

[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:** 2021
- **Tax Year Start Date:** 01-01-2021
- **Tax Year End Date:** 12-31-2021
- **Submission ID:** 10065520220695334184
- **Filing Status Date:** 03-10-2022
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS



Confirmation

Print this page for your records. The Confirmation Number below is proof that you successfully filed your 199N e-Postcard.

We received your 199N e-Postcard on 3/10/2022 2:44:42 PM.

Confirmation Number: 212740406914

Entity ID: 2127404
Entity Name: ALAMEDA - CONTRA COSTA
COUNTIES NATIONAL ASSOCIATION
OF RESIDENTIAL

Account Period Information

Account Period Beginning: 1/1/2021
Account Period Ending: 12/31/2021

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: \$820

This is not an amended return.

An IRS Form 1023/1024 is not pending.

Entity Information

FEIN: 680426344
Doing Business As:
Website Address: WWW.STOKLEYPROPERTIES.NET

Entity's Mailing Address

2300 CONTRA COSTA BLVD SUITE
110
PLEASANT HILL CA 94523

Principal Officer's Information

SHEILA STOKLEY
2300 CONTRA COSTA BLVD SUITE
110
PLEASANT HILL CA 94523

Contact Information

Name: JOHN MAO
Phone: 9253545488

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 and Loss

January - December 2021

	TOTAL
Income	
Member Dues Income - Prof Prop Mgr	300.00
NARPM National	520.00
Total Income	\$820.00
GROSS PROFIT	\$820.00
Expenses	
Legal & Professional Services	990.00
Luncheon - Speaker	3,280.00
Meals & Entertainment	1,007.92
Office Supplies & Software	30.75
QuickBooks Payments Fees	3.75
Taxes & Licenses	145.00
Total Expenses	\$5,457.42
NET OPERATING INCOME	\$ -4,637.42
Other Income	
Charity Donations Collected	663.82
Total Other Income	\$663.82
NET OTHER INCOME	\$663.82
NET INCOME	\$ -3,973.60

NARPM Alameda-Contra Costa Chapter

Balance Sheet

As of December 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	10,718.33
Total Bank Accounts	\$10,718.33
Accounts Receivable	
Membership Dues - Affiliate	7,687.46
Membership Dues - Property Manager	-1,200.00
Total Accounts Receivable	\$6,487.46
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$17,205.79
TOTAL ASSETS	\$17,205.79
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	0.00
Retained Earnings	21,179.39
Net Income	-3,973.60
Total Equity	\$17,205.79
TOTAL LIABILITIES AND EQUITY	\$17,205.79

2023 Budget NARPM - Alameda Contra Costa Chapter

[illegible]

[illegible]

Management Report

NARPM Alameda-Contra Costa Chapter
For the period ended December 31, 2022

Prepared on
February 8, 2023

Table of Contents

Profit and Loss3

Balance Sheet.....4

Profit and Loss

January - December 2022

	Total
INCOME	
Luncheon - Guest	3,698.00
Member Dues Income - Affiliate	9,507.58
Member Dues Income - Prof Prop Mgr	9,454.00
Services	-1,215.00
Total Income	21,444.58
GROSS PROFIT	21,444.58
EXPENSES	
Advertising & Marketing	4,352.95
Meals & Entertainment	9,021.68
QuickBooks Payments Fees	29.05
Reimbursable Expenses	364.84
Taxes & Licenses	825.00
Uncategorized Expense	3,075.00
Total Expenses	17,668.52
NET OPERATING INCOME	3,776.06
NET INCOME	\$3,776.06

Balance Sheet

As of December 31, 2022

		Total
ASSETS		
Current Assets		
Bank Accounts		
Checking		6,409.31
Total Bank Accounts		6,409.31
Accounts Receivable		
Membership Dues - Affiliate		12,567.54
Membership Dues - Property Manager		-1,200.00
Total Accounts Receivable		11,367.54
Other Current Assets		
Undeposited Funds		2,905.00
Total Other Current Assets		2,905.00
Total Current Assets		20,681.85
TOTAL ASSETS		\$20,681.85
LIABILITIES AND EQUITY		
Total Liabilities		
Equity		
Retained Earnings		16,905.79
Net Income		3,776.06
Total Equity		20,681.85
TOTAL LIABILITIES AND EQUITY		\$20,681.85

HOST:
CHARLES LASSEY 510-786-9025

YOU'RE INVITED

NARPM CHAPTER AND 2022 PLANNING MEETING

THURSDAY, JANUARY 20, 2022 FROM 12:00 PM TO 1:30 PM PT
PHILZ COFFEE 1103 S CALIFORNIA BLVD WALNUT CREEK, CA 94596

NARPM CHAPTER AND 2022 PLANNING MEETING

WHEN

Thursday, January 20, 2022
12:00 PM PT - 1:30 PM PT

 [Add to Calendar](#)

WHERE

Philz Coffee
1103 S California Blvd
Walnut Creek, CA 94596

 [View Map](#)

HOSTED BY

Charles Lassey

Dear Alameda County/ CCC Board, Members, and Affiliates:

Join us in person at our "Top of the Year" Board Meeting/ Planning meeting this coming Thursday
January 20, 2022 from Noon- 1:30pm



Alameda/ CCC NAPRM Luncheon/ (In Person) Meeting

WHEN

Thursday, February 17, 2022
12:00 PM PT - 1:30 PM PT



[Add to Calendar](#)

WHERE

Zio Fraedo's
611 Gregory Ln
Pleasant Hill, CA 94523



[View Map](#)

HOSTED BY

Charles Lassey

You are cordially invited to our 1st in Person Luncheon in 2 years!!

****PLEASE RSVP BY 2/10/2022 5PM****

Our Guest/ Member Mike Connelly Presenting:



WHEN

Thursday, May 19, 2022
11:30 AM PT

 [Add to Calendar](#)

WHERE

Zio Fraedo's
611 Gregory Ln
Pleasant Hill, CA 94523

 [View Map](#)

HOSTED BY

Charles Lassey

MAY 2022 CHAPTER MEETING
Fair Housing Updates and Insights presented by
Angie Watson-Hajjem of ECHO Housing

Angie Watson-Hajjem is the Fair Housing Coordinator for ECHO Housing. Her work includes investigating housing discrimination complaints and providing counseling and education to both tenants and property managers/owners regarding fair housing law. Angie is a sought after speaker at rental housing industry events throughout both Alameda and Contra Costa County.

Please RSVP by Next Thursday May 12, 2022

YOU'RE INVITED!

JUNE 16, 2022 NARPM CHAPTER LUNCH-11:30AM (SHARP)

Host: Charles Lassey

When: Thursday, June 16, 2022 from 11:30 AM to 1:30 PM PT

Phone: 5107869025

Where: Zio Fredo's
611 Gregory Ln
Pleasant Hill, CA 94523



HOSTED BY

Charles Lassey

*****Please RSVP by Friday 6/10/2022, 5pm*****

Everyone should learn something new or be reminded of something they may have forgotten this month, of the very coveted category and Huge Benefits of being a Qualified Real Estate Professional, per the IRS.

Many of us Property Managers/ Brokers/ Realtors qualify for this highly sought after tax status but are too busy in our day to day businesses to learn about why our status as a Real Estate Professional is so coveted.

Join us in welcoming **Terry Judge** or **CORE ADVISORS** as this month's Guest Speaker.

****It is highly encouraged you attend and also invite our Realtor Partners in our market as well.****

Terry's Bio

Terry Judge is the Founder and CEO of CORE Solutions Group, LLC. He is the visionary behind the brand and oversees much of the growth and strategic business planning. Terry has an extensive entrepreneurial background with over 25 years in business ownership and is one of the early adapters of engineering-based cost segregation studies, as well as other highly specialized tax

credits and incentives. He has a passion for educating people in the commercial and multi-family space on how to maximize cash flow and take full advantage of the ever changing tax code. Terry speaks nationally and has published several white papers on the magic of cost segregation. Terry has both a tax and engineering background and over the last 15 years, along with his team, have completed thousands of engagements that has yielded over a BILLION DOLLARS in NET TAX SAVINGS. Today, Terry and his firm CORE Solutions Group, are blessed to work with so many of the top accounting, real estate firms as well as the brand- new investors who just purchased their first multifamily investment property!

JUNE 16, 2022 AT 11:30AM (Sharp)

LOCATION: ZIO FREDOS 611 Gregory Ln, Pleasant Hill, CA 94523

COST: \$45/ PERSON **Costs increased \$10**

2022 Membership Dues, due: \$400 for Local Chapter; \$450 for Affiliates

Agenda:

11:30am-- Discuss Local Property Management News/ Issues

11:45am- Lunch is served

Noon- Presentation Begins

1pm Presentation Questions/ Raffles

1:30- End of Luncheon

1:31: Board Meeting (New Members/ Affiliate opportunities)

YOU'RE INVITED!

JULY 21, 2022 NARPM CHAPTER LUNCH AND LEARN

Host: Charles Lassey

When: Thursday, July 21, 2022 at 11:30 AM PT

Phone: 5107869025

Where: Zio Fraedo's
611 Gregory Ln
Pleasant Hill, CA 94523



WHEN

Thursday, July 21, 2022
11:30 AM PT



[Add to Calendar](#)

WHERE

Zio Fraedo's
611 Gregory Ln
Pleasant Hill, CA 94523



[View Map](#)

HOSTED BY

Charles Lassey

*****Please RSVP by Friday 7/15/2022, 5pm*****

This month we have an exciting education filled panel on Insurance Experts being led by our very own (board member) Curt Bulloch. Curt will lead a panel of insurance experts with a wide swath of insight to better protect our members businesses and keep us in front of any changes that effect our business.

Insurance Panel Includes:

Tom Chapman - Apogee Insurance Group, a Berkshire Hathaway Company

Zak Belanger | Managing Director, SVP -CSE Safeguard Insurance Company

Pamela Whitman, Senior Director of Claims Operations

Take full advantage of this power hour and RSVP today.

YOU'RE INVITED!

AUGUST 18, 2022 NARPM CHAPTER LUNCH AND LEARN

Host: Charles Lassey

Phone: 5107869025

When: Thursday, August 18, 2022 from 11:30 AM to 1:30 PM PT

Where: Zio Fraedo's
611 Gregory Ln
Pleasant Hill, CA 94523



WHEN

Thursday, August 18, 2022
11:30 AM PT - 1:30 PM PT

 [Add to Calendar](#)

WHERE

Zio Fraedo's
611 Gregory Ln
Pleasant Hill, CA 94523

 [View Map](#)

HOSTED BY

Charles Lassey

*****Please RSVP by Monday August 15, 2022, noon*****

As Property Managers in the Landlord business, we often work for years and then wake up one day to the realization that we will not be property managers for ever.

This is why we should make a concerted effort into exploring strategies in to life post our property management careers.. dare I say "RETIREMENT"

Join us in this months Lunch and Learn where our host will be none other than: TJ Tamura of Tamura Financial Services. He and his team will be discussing life insurance strategies for Brokers/ Self employed entrepreneurs to maximize tax savings and provide a source of tax-free income and can be useful to many of you. They will present real-life case studies, a first-hand client experiences, some important tax-law updates that may relate to you, and an open Q&A section.

Let's make sure we are utilizing all available financial tools to your advantage.

YOU'RE INVITED!

SEPTEMBER 15, 2022 NARPM CHAPTER LUNCH AND LEARN

Host: Charles Lassey

When: Thursday, September 15, 2022 from 11:30 AM to 1:30 PM PT

Phone: 5107869025

Where: Zio Fraedo's
611 Gregory Ln
Pleasant Hill, CA 94523



WHEN

Thursday, September 15, 2022
11:30 AM PT - 1:30 PM PT



[Add to Calendar](#)

WHERE

Zio Fraedo's
611 Gregory Ln
Pleasant Hill, CA 94523



[View Map](#)

HOSTED BY

Charles Lassey

*****Please RSVP Before Monday September 12, 2022 , noon*****

This may be one of the most important guests to our industry who will be hosting our Lunch and Learn this month.

Senior Vice President, Local Public Affairs at **California Apartment Association, Rhovy Lyn Antonio** will be discussing many intricate parts of the Landlord space, as CAA is one of the largest pro landlord voices/ lobbyists for in the state and at the local level. From providing a library of state and local forms (literally hundreds of forms) to being at the front end of the battle through all the covid 19 related policies, to bringing lawsuits on behalf of landlords, Rhovy/ CAA has been worth their weight in gold for landlords and Property Managers alike.

If you have not been to our lunch and learn this year or in the past few months, this may be the

If you have not been to our lunch and learn this year or in the past few months, this may be the perfect time to come out and show support to our "sibling organization". If you have clients in Alameda County that have issues with County/ City of Oakland evictions, this may also be a great opportunity to invite them as well.

We look forward to seeing everyone Thursday 9/15/2022 at 11:30am Sharp.



Alameda/ CCC NARPM Chapter- Charles L. 5107869025

OCTOBER 6, 2022 CHAPTER HAPPY HOUR /MIXER

WiseGirl Restaurant, Bar, Live Music
1932 Oak Park Blvd.
Pleasant Hill, CA 94523

Thursday, October 6, 2022 from 4:00 PM
to 6:00 PM PT

WHEN

Thursday, October 6, 2022
4:00 PM PT - 6:00 PM PT

 [Add to Calendar](#)

WHERE

WiseGirl Restaurant, Bar, Live Music
1932 Oak Park Blvd.
Pleasant Hill, CA 94523

 [View Map](#)

HOSTED BY

Alameda/ CCC NARPM Chapter- Charles L.

Come one, Come All to Our 1st Happy Hour Mixer of the Year!

Join us in attending Chapter Happy Hour Mixer for Chapter Members and Affiliates, both current and future.

Our days/ businesses can sometimes be hectic and our #NARPM #MIXER is a great opportunity to take some well needed time off and enjoy a drink and socialize with fellow members.

*****PLEASE RSVP ON OR BEFORE MONDAY 10/3/2022-- 5PM.*****

Looking forward to enjoying everyone's company!

Cheers,

Charles Lassey

YOU'RE INVITED!

OCTOBER 20, 2022 NARPM CHAPTER LUNCH AND LEARN

Host: Charles Lassey

Phone: 5107869025

When: Thursday, October 20, 2022 from 11:30 AM to 1:00 PM PT

Where: Zio Fraedo's
611 Gregory Ln
Pleasant Hill, CA 94523



WHEN

Thursday, October 20, 2022
11:30 AM PT - 1:00 PM PT



[Add to Calendar](#)

WHERE

Zio Fraedo's
611 Gregory Ln
Pleasant Hill, CA 94523



[View Map](#)

HOSTED BY

Charles Lassey

*****Please RSVP by Friday October 14 2022-- 5pm.*****

It's October and Halloween is around the corner..Coincidentally, the Bay Area Housing Market is starting to look SCAAAARY as well!

Great time to buy? Great time to Sell? Great Time to Hold?

Join us this month in welcoming Bay Area Real Estate Economic Expert, Bill Erb, who will be presenting on the current state of the Bay Area Real Estate Market and give us a peek into the future on what to expect in the next 6-12 months and beyond.

We look forward to seeing everyone there!

Cheers,
Charles Lassey

YOU'RE INVITED!

NOVEMBER 17, 2022 NARPM CHAPTER LUNCH AND LEARN

Host: Charles Lassey

When: Thursday, November 17, 2022 from 11:30 AM to 1:00 PM PT

Phone: 5107869025

Where: Zio Fraedo's
611 Gregory Ln
Pleasant Hill, CA 94523



*****Please RSVP by Friday November 11, 2022-- 5pm.*****

This month we have a special "WOMBO COMBO" speakers for our members!

That's right, we will have two guest speakers giving us cutting edge information to help us stay ahead of the curve

Our first speaker will offer **programs and incentives available to Landlords** and Tenants that help lower utility bills, access clean energy and energy efficiency savings.

Our second speaker will be discussing **Cyber Security** and cyber breaches of landlords/ property managers.

Join us in welcoming

Tyla Brown

Tyla is a Community Development Manager at MCE. She connects Landlords to various energy efficiency and electrification incentives, and coaching that MCE offers

Christopher Ulrich

of Murphy, Pearson, Bradley & Feeney, P.C., a POWER HOUSE law firm with offices up and down the west coast.

*****Please RSVP by Friday November 11, 2022-- 5pm.*****



*****Please RSVP by Friday December 9, 2022 --noon*****

****ITS THE MOST, WONDERFUL TIME OF THE YEAR! (In a singing voice!) ****

Join us in celebrating our year end Christmas/ Holiday Lunch. Have an ugly sweater? Dont be out done this year, as the ugliest sweater wearer has a chance to win a very nice treat!

Also, as an annual tradition, Our Chapter will be donating to two local organizations that helps those in need, especially during the holiday season.

Don't miss out as 2022 for many of us represented a revamp to our businesses held back by Covid 19 in the previous years.

2023 is gearing up to be an action packed, strong and profitable year for our members and affiliates alike. No better way to build momentum than finishing out this year at our Annual Holiday Luncheon!

We look forward to the music, laughter and fun on Thursday December 15, 2022 at 11:30am.

*****Please RSVP by Friday December 9, 2022 --noon*****

Cheers,
Charles Lassey

Alameda-Contra Costa Counties

National Association of Residential Property Managers, Inc. #C2127404

Board Meeting "Minutes" March 17, 2022



National Association of Residential Property Managers

ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

Call to Order at: 1:15 pm In person Zio Fraedo's

"Be it resolved" to call the March 17, 2022 meeting of the board to order. **Moved, Seconded and Carried.**

Directors present: President-Charles Lassey; President Elect-Hosein Pedramfard;
Secretary: Rebecca Sa; Treasurer: Sheila Stokley

Directors Absent: _____

Guests Present were Committee Members: _____

Minutes: "Be it Resolved" to approve the minutes of the meeting January 20, 2022

☒ Moved

☒ Seconded

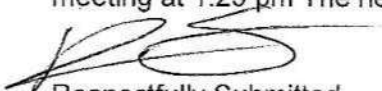
☒ Carried

Changes??

1. New Business:

- Vendor Fair- Postponed 2022: **Be it resolved**" Vendor Fair- Update postponed
- Membership Dues- **Be it resolved**" Local Membership dues due this year 2022, need to increase to cover costs for luncheon and locations. - **Be it resolved** to confirm what the dues will be for July 2022

There being no further business to come before the board "**Be it resolved**" to adjourn the meeting at 1:25 pm The next Board Meeting is scheduled for 5/19/2022 in Person, Zio Fraedo's


Respectfully Submitted,
Rebecca Sa
Signature of Secretary

Alameda-Contra Costa Counties

National Association of Residential Property Managers, Inc. #C2127404

Board Meeting "Minutes" January 20, 2022



National Association of Residential Property Managers

ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

Call to Order at: 12:00 pm via Zoom

"Be it resolved" to call the January 20, 2022 meeting of the board to order. **Moved, Seconded and Carried.**

Directors present: President-Charles Lassey; President Elect-Hosein Pedramfard;
Secretary: Rebecca Sa; Treasurer: Sheila Stokley

Directors Absent: _____

Guests Present were Committee Members: Maria Nuemann- Name Tags/Affiliate Chair; Curt Bulloch-Affiliate Chair; Mike Connolly- Chapter Member

Minutes: "Be it Resolved" to approve the minutes of the meeting December 16, 2021

.....
☒ Moved ☒ Seconded ☒ Carried Changes??

1. New Business:

- Guest Speaker Suggestions
- February 2022 Guest Speaker/ Topic (booked and confirmed) **Be it resolved** Feb 2022 guest speaker: Mike Connolly –12 unique growth strategies that any property manager can implement
- Vendor Fair- March 2022: **Be it resolved** Vendor Fair/ Legal Update in March
- Membership Dues- **Be it resolved** Local Membership dues due this year 2022
- No meeting April 2022 **Be it resolved** No member meeting in April due to (Cal Narpn)

2. Requests from Board:

1. Rebecca, please send minutes from last year so President Elect and I can complete Chapter Excellence.
2. Sheila, Please send audited accounting information for 2021 from CPA.
3. Maria/Curt, please put together and take the lead on the Vendor Fair currently scheduled for March 2022. This includes reaching out/ inviting vendors to participate. I will reach out/ confirm an attorney to lead the legal update.
4. Curt: For our May 2022 meeting, please arrange the insurance panelist for our May 2022 meet.
5. For all these tasks, please try hardest to complete by our Feb 17, 2022 chapter meeting.

There being no further business to come before the board **"Be it resolved"** to adjourn the meeting at 1:00 pm The next Board Meeting is scheduled for 3/17/2022 in Person, location to follow

Respectfully Submitted,
Rebecca Sa
Signature of Secretary



National Association of Residential Property Managers

ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

BOARD OF DIRECTORS MEETING

Meeting Date – Thursday, September 15th, 2022

Meeting Time – 10:30am PST

Location – Zoom meeting

Attendees –

- Charles Lassey- Chapter President
- Hosein Pedramfard - President Elect
- Sheila Stokley – Treasurer
- Rebecca Sa – Secretary
- Curt Bulloch- Affiliate Chair
- Maria James- Neumann- Affiliate Chair

The President called the meeting to order at 10:30am PST

Introduction of Andy the Remote Professional assigned by NARPM for the Chapter

Treasurer's Report

Board of Directors reviewed the September 2022 financial report for the organization.

- Their current budget is \$11,000.
- They have 30 average active members paying their dues.
- The Chapter is looking to increase their incomes through affiliates and sponsors.

There was a discussion to start using the services of StarChapter in 2023. A motion was made, seconded, and carried by all the board.

NARPM Convention

The Chapter President will attend the October, 2022 NARPM Convention in Las Vegas.

Chapter Meetings and Speakers

There was a discussion about start having in person meetings with the members.

A motion was made to create a list of the upcoming events, topics, and speakers for the year to promote them. The motion was seconded, and carried.

The Mixer Happy Hour event was brought into discussion. The date and location were settled for October 6th, 2022 from 4:30 to 6:30 pm at WiseGirl bar.

New Business or Topics:

- Update Chapter's website
- Update the Property Managers database and vendors list
- Create a newsletter draft

Meeting adjourned 11:17 am PST

A handwritten signature in black ink, appearing to read 'Rebecca Sa', with a large, sweeping flourish extending to the right.

**Respectfully Submitted,
Rebecca Sa
Signature of Secretary**

Zoom- Board Meeting/ Official Voting/ Holiday Luncheon Party Planning

➤ Inbox x lassey@aclrealestate.com x



Mr. Lassey <lassey@aclrealestate.com>

Tue, Nov 22, 2022, 5:33 PM

to PMI, Sheila, Curt, Maria, Joe, Remote ▾

Hello Board,

Hope this message finds you well and that we can make the virtual meeting this Tuesday November 29, 2022 at 4pm, via Zoom.

Below are the zoom credentials.

Hopefully we can all make it.

Charles Lassey is inviting you to a scheduled Zoom meeting.

Topic: 2023 Alameda CCC NarpM Voting- Planning Meeting

Time: Nov 29, 2022 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89962524159>

Meeting ID: 899 6252 4159

One tap mobile

+16699006833,,89962524159# US (San Jose)

+16694449171,,89962524159# US

Dial by your location

+1 669 900 6833 US (San Jose)



National Association of Residential Property Managers
ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

BOARD OF DIRECTORS MEETING

Meeting Date – Tuesday, November 29th, 2022

Meeting Time – 04:00pm PST

Location – Zoom meeting

Attendees –

- Charles Lassey- Chapter President
- Hosein Pedramfard - President Elect
- Sheila Stokley – Treasurer
- Curt Bulloch- Affiliate Chair
- Maria James- Neumann

Quorum was reached and called to order at 04:00 pm PST

Voting for the 2023 Board of Directors

The 2023 Board of Directors was adopted by acclamation.

- Hosein Pedramfard - 2023 Chapter President
- Sheila Stokley – 2023 Chapter Treasurer
- Curt Bulloch- 2023 Chapter Affiliate Chair
- Charles Lassey- Past President

2022/2023 refunds

The Board of Directors decided to refund to Charles the 2022/2023 planning meetings.

Motion was made, seconded, and carried.

Chapter Meetings and Speakers

There was a discussion regarding start looking and booking a speaker for the January 2023 Chapter Meeting. A motion was made to contact first the Chapter affiliates paid members. The motion was seconded, and carried.

The Chapter Christmas Party was brought into discussion. The date and location were settled for December 15th, 2022 from 11:30 to 1:00 pm at Zio Fraedo's Italian restaurant.

A motion was made to have a raffle, a 50/50, an ugly sweater dynamic, and the following charity donations at the event. The motion was seconded, and carried.

Charity Donations:

- White Pony Express - Pleasant Hill - food insecurities
- Alameda Food Bank - estimating \$500.00 to each plus the raffle money

Unfinished business:

- Set up the new StarChapter account to be able to accept payments.
- Start using both accounts for email campaigns in January 2023 (Evite and StarChapter)
- Create a draft marketing campaign in StarChapter

New Business or Topics:

No further business to come before the directors, the meeting was adjourned

Meeting adjourned 04:40 pm PST



**Respectfully Submitted,
Rebecca Sa
Signature of Secretary**



National Association of Residential Property Managers

ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

2023 BOARD OF DIRECTORS

- President – Hosein Pedramfard
- Past President – Charles Lassey
- President-Elect – Joe Stokley
- Secretary – Rebecca Sa
- Treasurer – Sheila Stokley
- Affiliate Chair- Curt Bulloch and Maria James
- Membership Chair- Skylar Vincent and Andrew Waite
- New Member Mentor- Hosein Pedramfard

#96

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, February 16, 2023 12:04:56 AM
Last Modified: Thursday, February 16, 2023 12:05:59 AM
Time Spent: 00:01:02
IP Address: 73.15.127.202

Page 1: Positions with a * are REQUIRED

Q1

Chapter Name

Alameda/Contra Costa

Q2

Chapter President*

Hosein Pedramfard

Q3

Respondent skipped this question

President Elect*

Q4

Past President*

Charles Lassey

Q5

Respondent skipped this question

Vice President (if applicable)

Q6

Treasurer*

Sheila Stokley

Q7

Secretary*

Charles Lassey

Q8

Respondent skipped this question

New Member Mentor* In June 2020, NARPM National adopted the motion that all chapters are required to identify a New Member Mentor for their chapter each year. It is not an elected position, but is a duty that a volunteer member or board member should be completing. The program is in the Chapter Success Guide, starting on page 148.

Q9

Respondent skipped this question

Education Chair

Q10

Respondent skipped this question

Membership Chair

Q11

Respondent skipped this question

Legislative Chair

Q12

Respondent skipped this question

Other position(s) not listed

#101

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 06, 2023 9:46:20 PM
Last Modified: Monday, March 06, 2023 9:48:08 PM
Time Spent: 00:01:47
IP Address: 187.147.48.213

Page 1: Positions with a * are REQUIRED

Q1

Chapter Name

Alameda Contra Costa Counties Chapter

Q2

Chapter President*

Hosein Pedramfard

Q3

President Elect*

Joe Stokley

Q4

Past President*

Charles Lassey

Q5

Respondent skipped this question

Vice President (if applicable)

Q6

Treasurer*

Sheila Stokley

Q7

Secretary*

Rebecca Sa

Q8

New Member Mentor* In June 2020, NARPM National adopted the motion that all chapters are required to identify a New Member Mentor for their chapter each year. It is not an elected position, but is a duty that a volunteer member or board member should be completing. The program is in the Chapter Success Guide, starting on page 148.

Hosein Pedramfard

Q9

Respondent skipped this question

Education Chair

Q10

Membership Chair

Skylar Vincent and Andrew Waite

Q11

Respondent skipped this question

Legislative Chair

Q12

Other position(s) not listed

Affiliate Chair- Curt Bulloch and Maria James

Zoom- Board Meeting/ Official Voting/ Holiday Luncheon Party Planning

➤ Inbox x lassey@aclrealestate.com x



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Dial by your location

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National Association of Residential Property Managers
ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

BOARD OF DIRECTORS MEETING

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Location – Zoom meeting

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- Hosein Pedramfard - President Elect
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- Curt Bulloch- Affiliate Chair
- Maria James- Neumann

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- Create a draft marketing campaign in StarChapter

New Business or Topics:

No further business to come before the directors, the meeting was adjourned

Meeting adjourned 04:40 pm PST



**Respectfully Submitted,
Rebecca Sa
Signature of Secretary**