

Certificate of Compliance

This certifies that the

Albuquerque Metro New Mexico Chapter

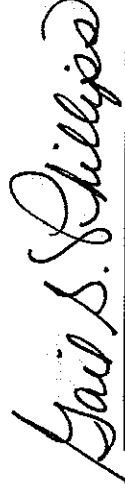
Has successfully met the requirements and is in full compliance
with standards set for a local chapter by the
National Association of Residential Property Managers.

12/7/2009


2009 President



National Association of Residential Property Managers


Executive Director



National Association of Residential Property Managers

Chapter Certificate of Compliance Checklist
Due December 1, 2009

PURPOSE: NARPM® must ensure that chapters are viable entities, capable of delivering the services expected by members of the Association. Chapter leadership must be accountable for their fiduciary and legal duties. This form can be downloaded in form fill edition at <http://www.narpm.org/chapter-services/support-services.html> and click on 2009 Chapter Certificate of Compliance

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

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

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

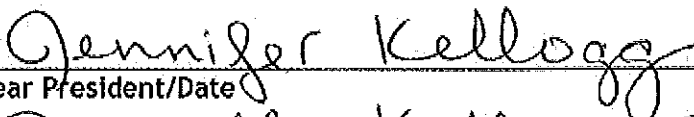
CHAPTER PLANNING	
15.	Attach a copy of chapter's annual calendar of events for the following year.
16.	The Chapter President-Elect attended the training sessions at the national leadership training session prior to taking office. Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, state why not: 2010 President is current President
17.	Did chapter communicate at least four times during the year with members? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of the communications chapter had with the members. This can be electronic or printed. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, state reason why not: Chapter was not big enough.
18.	Did chapter sponsor/participate in effective educational programs for NARPM® members affiliated with the chapter during certification year. This can be designation class or local classes that have special speakers. For state/regional chapters, education can be part of their state/region convention. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of brochure or flier. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, state reason why not:
19.	The chapter is using the Chapter Leader section of NARPM.org(http://www.narpm.org/chapter-services/) : Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:
20.	The chapter website is kept up to date? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, when will it be updated?
21.	The chapter is interested in looking at a website supported by NARPM®: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Contact persons name and number: Jennifer Kellogg 505.896.1750
22.	The chapter filed for the current year Chapter Grant: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Check here if you would like more information on grants: <input type="checkbox"/> <i>The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.</i>

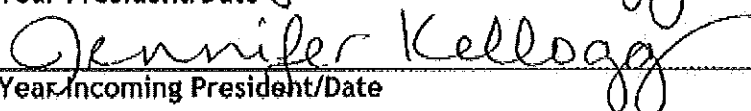
Other items:

23. Rate the health of the chapter (1 - 10, 10 being highest) 8

- a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going?
- b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.)
- c. If answer is 8 or above, what are the cool things the chapter is doing that other chapters might like to hear about? Offering more education options

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

Jennifer Kellogg 
Current Certification Year President/Date

Jennifer Kellogg 
Current Certification Year Incoming President/Date

CHAPTER RE-CERTIFICATION REQUIREMENTS

The certification requirements were developed to maintain fair, specific procedural standards for the chapters and to protect the legal accountability of the national association. The NARPM® Board of Directors determines each chapter's recertification status after consideration of recommendations submitted by the Regional Vice President and the Membership Committee.

Submission Requirements

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

Jennifer Kellogg

(4)

From: Bruni/Karr [propmgtco@sandia.net]

Sent: Tuesday, February 17, 2009 3:02 PM

To: V. Blair Hart; Thomas Rael; Tammy Golding; Robbie Childs; Rich Rose; Mike Freirich; Michelle Poorbaugh; Marnie Lovato; Mandy Erickson; Lynette Field; Leroy Skubis; Karen Martin; Jennifer Kellogg; George Rich; Frederick Kellogg; Eugena Millorn; Donna Stewart Hurst; Davina Lawson; Courtney Warnock; Chesley Karr; Cari Barlow; Brant Goodman; Bonnie Golden; Bob Huneycutt; Anna McNair

Subject: NARPM Meeting Minutes February 17, 2009

NARPM Meeting Minutes February 17, 2009

There were eleven people who attended the meeting.

We also want to welcome our new member, Mandy Erickson from Sunshine Property Management for attending her first NARPM meeting!

Lynette Field from the Bruni/Karr Agency has completed all of the requirements for her designation as NARPM Certified Support Specialist. She will be the first New Mexican to obtain this designation. Congratulations! and Happy Birthday!

Thank you to Kellogg Agency Inc. for hosting the meeting.

One topic we discussed was Election of Officers. The changes for 2009 are:

President is Jennifer Kellogg with Kellogg Agency Inc.
Vice President is Michelle Poorbaugh with Kellogg Agency Inc.
Member at Large is Bob Huneycutt with Tyson Properties Inc.

Congratulations!

We also discussed NM Gas Co. as far as most of us could tell, the bills were exactly the same, except for the logo. The Landlord/Tenant Standby will not be splitting from PNM until June sometime.

Chesley Karr from the Bruni/Karr Agency is in charge of bringing in education courses. He is working with James Redd at the Board of Realtors to partner with Albuquerque/Metro Chapter to get some NARPM classes here. The top two classes identified among the members present were Risk Management and Marketing.

We also changed some of the bylaws of The Albuquerque/Metro Chapter of The National Association of Residential Property Managers, Inc. They are as follows:

Article I:

Name, Purpose, Powers and Definition

under Section D: Definition

Change to: The chapter's geographical definition shall be the entire State of New Mexico.

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Article II:
Membership

under Section A: Sustaining Member

Number 3. change to

3. The sustaining members may meet once a year to provide counsel and advise to the officers, committee chairpersons, and sub-committee chairpersons regarding the future trends of the industry and to lend its membership strength to the chapter.

This does need to be submitted to NARPM National Headquarters and approved upon before it can actually be changed.

The members voted to have four meetings this year. The next meeting will be May 19, 2009. We will have one again in August, and again in November. All on the third Tuesday of the month.

Notes Compiled by: Lynette L. Field, Secretary

Bruni Karr Agency
12412 Menaul Blvd NE
Albuquerque, NM 87112
Office 505-296-0726
Fax 505-296-0878
info@brunikarr.com
<http://www.brunikarr.com/>

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Jennifer Kellogg

From: Bruni/Karr [propmgco@sandia.net]
Sent: Thursday, May 21, 2009 9:52 AM
To: Anna McNair; Bob Huneycutt; Bonnie Golden; Brant Goodman; Cari Barlow; Chesley Karr; Courtney Warnock; Davina Lawson; Donna Stewart Hurst; Eugena Milliron; Frederick Kellogg; George Rich; Jennifer Kellogg; Karen Martin; Leroy Skubis; Lynette Field; Mandy Erickson; Marnie Lovato; Michelle Poorbaugh; Mike Freirich; Rich Rose; Robbie Childs; Tammy Golding; Thomas Rael; V. Blair Hart
Subject: Albuquerque/Metro NARPM Meeting Minutes May 19, 2009

NARPM Meeting Minutes May 19, 2009

There were 20 people who attended the meeting.

Congratulations to Bob Huneycutt from Tyson Properties for earning his RMP Designation!

Our speaker was Susan Albern who is the President of Rocky Mountain Property Management, Inc. RMP and MP. She gave us informative information regarding a NARPM service called Rental Home Professionals. This service is exclusively for NARPM members. Feel free to browse their website at www.RentalHomePros.com.

Susan also went over her "Guida's Guide to Lease Enforcement". She explained the importance of knowing what's going on in your rental properties, and how to solve the problem if there is one. She has excellent forms that she is willing to share if you desire. You can also email her at susan@rmpm.com should you have any questions.

Notes Compiled by: Lynette L. Field, NARPM Secretary

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Minutes of the Albuquerque/Metro Chapter of NARPM for September 15, 2009

Seventeen people were present including guests Melanie McLaughlin of Canyon Gate HOA, Michael Franciosi and Larry Lingenfeier of Carol Rickert & Associates, and Jonathan McCormick of AMMRE Association Management. President Jennifer Kellogg introduced and welcomed 3 new NARPM members; Liz Mazzola, Mazzola, Inc. (not present), Angela Toby of AMMRE, and Stephanie Crandell of Bruni Karr Agency.

Approval of Minutes from the last meeting were waived, as minutes from the last meeting were not available.

Motion was made and approved to accept a change in the bylaws regarding the geographical boundaries of the Albuquerque Chapter. The new boundary is the State of New Mexico.

Treasury report stated the balance is \$3,040, \$1,195 local dues collected in 2009, and \$1,700 spent so far this year of which \$1,500 was for the Risk Management class.

Motion was made and approved for Jennifer Kellogg to purchase a \$100 gift card for the National NARPM 50/50 raffle. Proceeds are donated to Habitat for Humanity.

Five local members are planning to go to the National Convention in Orland, FL in October.

NARPM Southwest Region is in April, 2010, in the Denver area. This will be the first SW Region Conference of NARPM.

Jennifer Kellogg was approved by the NMREC as an instructor. She will teach a 4-hour CE approved class on Property Management Trust Accounts in September 2009.

Next meeting is November 17, 2009. Agenda items are election of officers for 2010, and suggestions for future meeting topics.

Our guest speakers and members discussed common issues regarding association and property management of investment properties in HOA communities. Identified areas of concern are:

HOA management companies don't know which properties a property management company might manage unless the property management companies inform the HOA that they are managing the property for the owner.

Both HOA and property managers are willing to work together to solve problems and notices of violations. Communication is the key.

When there are multiple notices of violations, the property management company may consider issuing a 7-day notice.

Minutes compiled by Chesley Karr, Acting Secretary

Jennifer Kellogg

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From: Bruni/Karr [propmgtco@sandia.net]
Sent: Wednesday, November 18, 2009 3:05 PM
To: Angela Tobey; Anna McNair; Bob Huneycutt; Bonnie Golden; Brant Goodman; Carl Barlow; Chesley Karr; Courtney Warnock; Donna Stewart Hurst; Eugena Milliorn; Frederick Kellogg; George Rich; Georgia Huneycutt; Jennifer Kellogg; Karen Martin; Leroy Skubis; Liz Mazzola; Lynette Field; Mandy Erickson; Marnie Lovato; Michelle Poorbaugh; Mike Freirich; Rich Rose; Robble Childs; Stephanie Crandell; Tammy Golding; Thomas Rael; V. Blair Hart
Subject: NARPM Minutes Meeting November 17, 2009
NARPM minutes November 17, 2009

There were 18 people who attended.

The new Election of Officers for 2010 are:

President - Jennifer Kellogg
Vice President - Stephanie Crandell
Secretary - Angela Tobey
Treasurer - Tammy Golding
Board Member at Large - Michelle Poorbaugh

Committee Chairs:
Education - Angela Tobey
Chapter Excellence - Courtney Warnock
Landlord Symposium - Blair Hart
Legal Government Affairs - Bob Huneycutt
Affiliate - OPEN
Website - OPEN

CONGRATULATIONS AND THANK YOU!

We voted and it did pass that when a new member does join NARPM their local chapter dues will be prorated the first year, not the second.

It was also voted to try and get Habitability as an Education Class here in the month of August next year.

We would like to thank our guest speaker, Gene Vance who gave us an insight on foreclosures. Discussion was about the foreclosure process, impact on tenants and the new Federal Law that prescribes owner and tenant rights and obligations.

Notes compiled by Lynette Field, NARPM Secretary

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ABQ/Metro Chapter
National Association of Residential Property Managers
Tuesday, November 17, 2009
Chef Jim White's Café 11:30 - 1:30

APPROVE MINUTES

TREASURER'S REPORT

ELECTIONS for 2010 Board of Directors

President
Vice President
Secretary
Treasurer
Board Member at Large
Committee Chairs:
Education
Chapter Excellence/Membership
Landlord Symposium
Membership
Affiliate (Vendors)
Website

MEMBERSHIP DUES - Needs Approval

Propose to change dues from \$50/yr to \$60/yr. Allow prorations for members joining in the middle of the year

AFFILIATE DUES (Vendors) - Needs Approval

Propose change dues from \$95/yr to \$60/yr. Allow for prorations for members joining in the middle of the year.

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2010 CALENDAR

Approve Location - Chef Jim White's?
Discuss, change and approve calendar
BOD mtgs will be held one hour before regular mtgs (except for Jan)
Tue, Jan 19 - Board of Director's Mtg - regular mtg time (open to all members)
Tue, Feb 16 - Speaker TBD
Tue, Mar 16 - Landlord Symposium planning mtg (open to all members)
Tue, April 20 - BOD Mtg
Wed, April 21 - Fri, 23, SW Regional, Denver CO
Tue, May 18 - Speaker TBD
June - Landlord Symposium planning mtg (open to all members)
July - Speaker TBD (Fair Housing CE class??)
Aug - NARPM class??
Sep - Landlord Symposium??
Tue, Sep 21 - Speaker TBD
Wed, Oct 13 - Fri, Oct 15, NARPM Natl Convention, Seattle WA
Tue, Nov 16 - BOD Mtg; 2011 Planning; Elections; PM Roundtable
Wed, Dec 1 - Chapter Compliance application due to HQ
Tue, Dec 21 - Holiday Party

2010 PROJECTS

- Landlord Symposium: One day event open to the public to education DIY landlords about property management issues. Purpose is to gain recognition for the Chapter and it's members.
- NARPM Class: Which class do we want to host?
- SW Regional: How many plan to attend? Board Members are encouraged to attend.
- Chapter Excellence: Handout

GUEST SPEAKER - Gene Vance, Attorney - Foreclosures

NEXT MEETING - Tue, Dec 15 - Holiday Party???

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Jennifer Kellogg

From: Bruni/Karr [propmgtco@sandia.net]
Sent: Wednesday, September 09, 2009 9:59 AM
To: Anna McNair; Bob Huneycutt; Bonnie Golden; Brant Goodman; Cari Barlow; Chesley Karr; Courtney Warnock; Donna Stewart Hurst; Eugena Milliorn; Frederick Kellogg; George Rich; Georgia Huneycutt; Jennifer Kellogg; Karen Martin; Leroy Skubis; Liz Mazzola; Lynette Field; Mandy Erickson; Marnie Lovato; Michelle Poorbaugh; Mike Freirich; Rich Rose; Robbie Childs; Tammy Golding; Thomas Rael; V. Blair Hart
Subject: NARPM Meeting Reminder

Albuquerque/Metro Chapter NARPM Meeting

Topic: HOA compliance

Please join us for the next Albuquerque/Metro NARPM Meeting. We will have speakers from several HOA's to discuss how Property Managers and HOA's can create a mutually beneficial relationship.

It will be held Tuesday, September 15, 2009 11:30-1:30 Chef Jim White's Cafe
4801 Alameda Blvd. NE
Albuquerque, NM 87113-1531
505-899-4654
www.chefwhite.com
\$10.00 per person for lunch ~ lunch buffet (cash would be appreciated)

Please RSVP to Lynette Field at 296-0726.

Thank you,
Lynette Field, NARPM Secretary

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