



**2016-2017 CALNARPM Board of Directors**

*Cheryl Chase-Berkson, President*

*Lisa Fore, 2015-2016 President*

*Barbara Barrows, Secretary*

*Bob Davie, Treasurer*

*Alex Osenenko, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

**Minutes**

**2016-2017 Board Meeting**

Tuesday, February 28, 2017

Conference Call 9:30 a.m.

Teleconference - Phone number: (605) 475 4800 code: 717633#

- I. Call to Order/Introductions – Cheryl Chase-Berkson 9:35 AM**
- a. Present: Cheryl Chase-Berkson, Barbara Barrows, Cici Rosas, Dana Wares, Dimitri Amor, Bob Davie, Lisa Fore, Bonnye Sirk\*, Alex Osenenko\* (\*arrived at 10:00 AM)
  - b. Absent: n/a
  - c. Staff: n/a
- II. NARPM® Code of Ethics – Cheryl Chase-Berkson** Cheryl Chase-Berkson read Article 4: **Obligation to Tenants** aloud to committee members. Committee members read the **Standards of Professionalism** individually.

**Article 4: OBLIGATIONS TO TENANTS**

***The Property Manager shall treat all Tenants honestly and professionally when they are applying for, living in, and/or vacating a managed residence, including through the deposit refund process.***

***STANDARDS OF PROFESSIONALISM***

- **4-1** The Property Manager shall offer all prospective Tenants a written application.
- **4-2** The Property Manager shall provide all Tenants with a copy of the signed rental agreement and extensions with all addendums attached.
- **4-3** The Property Manager shall make all disclosures as required by state and local laws and provide the Tenant an opportunity to complete a written condition report within 7 days of moving in.
- **4-4** The Property Manager shall respond promptly to requests for repairs.
- **4-5** The Property Manager shall provide a written deposit refund determination to the Tenant within the time prescribed by law after the Tenant has vacated a property. The Property Manager shall not cause any undue delay in refunding or accounting for the security deposit.

**III. Secretary's Report – Barbara Barrows**

- a. Vote needed to approve Minutes from the January 31, 2017 BOD call. **Motion was made by Cheryl Chase-Berkson and seconded by Cici Rosas to approve the Minutes of the January 31, 2017 BOD call. Vote to approve was unanimous.**



**2016-2017 CALNARPM Board of Directors**

*Cheryl Chase-Berkson, President*

*Lisa Fore, 2015-2016 President*

*Barbara Barrows, Secretary*

*Bob Davie, Treasurer*

*Alex Osenenko, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

**IV. Treasurer's Report – Bob Davie**

- a. Vote needed to approve financial reports. Motion was made by Cheryl Chase-Berkson and seconded by Cici Rosas to approve the financial provided. Vote to approve was unanimous. Bob Davie proposed to have his CPA prepare the Chapter tax returns for 2016 at a price of \$500.00. Motion was made by Cici Rosas and seconded by Cheryl Chase-Berkson. Vote to approve was unanimous.

**V. 2017 CALNARPM Conference & Tradeshow Cheryl Chase-Berkson**

- a. **Marketing** – Alex Osenenko Alex Osenenko reported that things are moving along well. We are getting activity on our Facebook page.
- b. **President's Letter** – Cheryl Chase Berkson  
Cheryl Chase-Berkson has sent a letter out to CALNARPM members who attended National's Hawaii Convention to personally invite them to CALNARPM in Napa. A motion was made by Bob Davie and seconded by Cici Rosas to have the chapter reimburse Cheryl Chase Berkson for the expenses of sending these letters, in the amount of \$44.00.
- c. **Education** – Matt Borries *No report.*
- d. **Exhibitor Registration** – Alex Osenenko *No report*
- e. **Conference Brochure** – Matt Borries/Jennifer Newton  
The Brochure has been mailed. Jennifer Newton reported that the correct date for mailing is March 1, 2017.
- f. **Timeline Update** – Cici Rosa Cici Rosas reported that she will have an updated report on this at the March 2, 2017 Conference Committee meeting.
- g. **Attendee Registration Update** – Barbara Barrows  
As of noon on February 27<sup>th</sup>, we have 61 attendees registered and paid for. Barbara will continue to monitor the registrations as they come in and check in Bob Davie each Friday to compare registrations with PayPal payments. Bob Davie reported that as of the meeting time, registrations were at 62.
- h. **Closing Session Panel** – Cheryl Chase Berkson Cheryl Chase-Berkson confirmed that we have our three speakers, mic runners and a moderator in place for this.
- i. **Program Schedule** – There needs to be a schedule prepared that can be given out to all Speakers and Workshop Presenters. We have last year's template in our box.com records. Lisa Fore volunteered to write this for the 2017 Conference. Cici Rosas agreed to forward the schedule to Lisa.
- j. **2018 Conference Site Committee** – Cheryl Chase-Berkson *No report on this.*

**VI. Communication – Bonnye Sirk/Dimitri Amor Bonnye confirmed that welcome letters are being sent to all new members.**

**VII. Education – Matt Borries *No update***

**VIII. Legislative – Dana Wares Dana Wares reported that Santa Clara County has just approved a rule that landlords can no longer decline to rent to applicants' whose form of income is Section 8 Voucher funding. Dana warns that other counties will soon follow suit.**

**IX. Old Business – Cheryl Chase-Berkson Bob Davie reported that our Chapter Excellence**



**2016-2017 CALNARPM Board of Directors**

*Cheryl Chase-Berkson, President*

*Lisa Fore, 2015-2016 President*

*Barbara Barrows, Secretary*

*Bob Davie, Treasurer*

*Alex Osenenko, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

*paperwork has been submitted to  
National.*

- X. New Business – Cheryl Chase-Berkson** *Cheryl Chase-Berkson reported that she received a letter from Dick Jiolonis, regarding the incident that took place at the 2016 Conference Speed Networking session and the Chapter's subsequent follow-up letter to him. Cheryl agreed to e-mail Dick's letter to all Board members for review before further action is taken in response.*
- XI. Future Meeting Date:**
- a. Tuesday, March 28, 2017 at 9:30 a.m.**
  - b. Tuesday, April 25, 2017 at 9:30 a.m.**
  - c. Tuesday, May 30, 2017 at 9:30 a.m.**
  - d. Tuesday, June 27, 2017 at 9:30 a.m.**
- XII. Adjournment 11:50 AM**



**2015-2016 CALNARPM Board of Directors**

*Lisa Fore, President*

*Cheryl Chase-Berkson, President Elect & Legislative Director*

*Jennifer Newton, 2014-2015 President*

*Bob Thomas, 2013-2014 President*

*Stephanie Gordon, Treasurer*

*Barbara Barrows, Secretary*

*Ellen Purdy, Education Director*

*Alex Osenenko, Affiliate Director*

*Mike Catalano, Communications/Membership Co-Director*

*Ryan Miller, Communications/Membership Co-Director*

**Minutes  
CALNARPM Annual Meeting**

Napa Valley Marriott

Thursday, April 13, 2017

12:45 p.m.

- I. Call to Order/Introductions – Cheryl Chase Berkson 12:45 PM**
- II. Secretary's Report – Cheryl Chase-Berkson**
  - a. Voting Action Required** - approval of the Minutes from the February 11, 2016 state chapter meeting held in San Diego, California **Motion was made by Jennifer to approve the Minutes from February 11, 2016. The motion was seconded by Ellen Purdy. Vote was passed unanimously and the Minutes approved.**
- III. Treasurer's Report – Bob Davie**
  - a. Voting Action Required** – approval of the July 1, 2015 – June 30, 2016 Financials **Motion was made by Keith Becker to approve the 07/01/2015-06/30/2016 Financials. Motion was seconded by Mike Catalano. The vote was passed unanimously and the Financials for 07/01/2015-06/30/2016 approved.**
- IV. New Business – Cheryl Chase-Berkson**
  - a.** CALNARPM earned Chapter Excellence in 2016.
  - b.** How can you help CALNARPM with the combined Chapter Compliance/Excellence Award for the upcoming year?
    - i. Email us and let CALNARPM know if you are a candidate for any designations
    - ii. Email us and let us know if you have had an article published in *Residential Resource*
    - iii. Sign up for Leadership Classes
    - iv. Send us a copy of the certificate you receive when you complete a NARPM course
- V. Old Business – Cheryl Chase-Berkson**
  - a.** Elections for new Board positions will be held next month via email
    - i. Always looking for new and fresh ideas to contribute so please consider volunteering for the next term which begins July 1<sup>st</sup>. Email Sterling or any member of the Executive Committee if you are interested.
- VI. Adjournment 1:00 PM**



**2016-2017 CALNARPM Board of Directors**

*Cheryl Chase-Berkson, President*

*Lisa Fore, 2015-2016 President*

*Barbara Barrows, Secretary*

*Bob Davie, Treasurer*

*Alex Osenenko, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

## **Minutes**

### **2016-2017 Board Meeting**

Tuesday, March 28, 2017

Conference Call 9:30 a.m.

Teleconference - Phone number: (605) 475 4800 code: 717633#

- I. **Call to Order/Introductions** – *Cheryl Chase-Berkson 9:36*
  - a. Present: *Cheryl Chase-Berkson, Lisa Fore, Barbara Barrows, Bob Davie, Alex Osenenko, Matt Borries, Dana Wares, Dimitri Amor*
  - b. Absent: *Bonnye Sirk*
  - c. Staff: *n/a*
- II. **NARPM® Code of Ethics** – *Cheryl Chase-Berkson Article 5: Care of Managed Properties, was read aloud to the attendees on the call.*

#### **Article 5: CARE OF MANAGED PROPERTIES**

***The Property Manager shall hold a high regard for the safety and health of those lawfully at a managed property and shall manage all properties in accordance with safety and habitability requirements of the local jurisdiction.***

**STANDARDS OF PROFESSIONALISM The Standard of Professionalism were read individually by the attendees on the call.**

- **5-1** The Property Manager shall not manage properties for Clients who refuse, or are unable, to maintain their property in accordance with safety and habitability requirements of the local jurisdiction.
- **5-2** The Property Manager shall terminate management of a property if the Client does not comply with habitability requirements.

#### **III. Secretary's Report – *Barbara Barrows***

- a. Vote needed to approve Minutes from the February 28, 2017 BOD call. *A motion was made by Cheryl Chase-Berkson and seconded by Bob Davie, to approve the Minutes of the February 28, 2017 BOD call. The motion was passed unanimously and the Minutes approved.*

#### **IV. Treasurer's Report – *Bob Davie***

- V. Vote needed to approve financial reports *A motion was made by Cheryl Chase-Berkson and seconded by Matt Borries to approve the Profit & Loss, Union Bank statement dated February 28, 2017 and Quickbooks Bank Reconciliation report. The vote passed unanimously and reports were approve.*



**2016-2017 CALNARPM Board of Directors**

*Cheryl Chase-Berkson, President*

*Lisa Fore, 2015-2016 President*

*Barbara Barrows, Secretary*

*Bob Davie, Treasurer*

*Alex Osenenko, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

**VI. 2017 CALNARPM Conference & Tradeshow** *Cheryl Chase-Berkson*

**a. Marketing – Alex Osenenko**

Updates: Alex Osenenko reported that all is going well, and there are 61 conference attendees registered for the Havana Nights event. Alex also reported that there are Facebook ads running and he will be increasing those in the last two weeks before the conference.

**b. Education – Matt Borries**

Updates: Matt Borries reported that we have reached our minimum number of attendees for all three classes being offered at the conference. National will be sending the class materials to Matt, and he will bring them to the conference.

**c. Exhibitor Registration – Alex Osenenko**

Updates: Alex Osenenko reported that we are at 37 paid exhibitors, and there are a few more that he is in touch with that should be registering soon.

**d. Timeline Update – Cici Rosas** *No update at this time.*

**e. Attendee Registration Update – Barbara Barrows**

As of March 27, 2017, we have approximately 143 attendees registered and paid for. Barbara will update this by March 30, 2017 and upload list to box.com, and continue to monitor the registrations as they come in and check in Bob Davie each Friday to compare registrations with PayPal payments.

**f. Program Schedule – Cheryl Chase Berkson**

Update: Lisa Fore will have this to Cheryl-Chase Berkson by March 29, 2017.

**g. 2018 Conference Site Committee – Cheryl Chase-Berkson** *No update at this time.*

**VII. Communication – Bonnye Sirk/Dimitri Amor** *Dimitri Amor reported that we have two new members this month. He has sent them Welcome letters.*

**VIII. Legislative – Dana Wares** *Activity has been slow lately.*

**IX. Old Business – Cheryl Chase-Berkson**

Update on Dick Jonolonis letter Cheryl Chase-Berkson reported that she spoke briefly to Dick at the most recent local chapter meeting, but did not have the opportunity to discuss the 2016 Speed Networking event, or the subsequent correspondence. Cheryl noted that she will reach out to Mr. Jonolonis in the next few weeks.

**X. New Business – Cheryl Chase-Berkson** *Lisa Fore asked the committee if there was a Board Dinner planned for this year. Committee agreed to discuss this on the March 30<sup>th</sup> call.*

**a. 2017-2018 Membership Dues – when do we start working on this?**

**Committee agreed that this would be best addressed after the 2017 conference is over and the income/expenses are finalized.**

**b. 2017-2018 BOD Positions – when do we start working on this? Cheryl Chase-Berkson and Cici Rosas will be working on contacts after the conference is concluded.**

**XI. Future Meeting Date:**





**2016-2017 CALNARPM Board of Directors**

*Cheryl Chase-Berkson, President*

*Lisa Fore, 2015-2016 President*

*Barbara Barrows, Secretary*

*Bob Davie, Treasurer*

*Alex Osenenko, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

- a. **Tuesday, April 25, 2017 at 9:30 a.m.**
  - b. **Tuesday, May 30, 2017 at 9:30 a.m.**
  - c. **Tuesday, June 27, 2017 at 9:30 a.m.**
- XII. Adjournment**



**2016-2017 CALNARPM Board of Directors**

*Cheryl Chase-Berkson, President*

*Lisa Fore, 2015-2016 President*

*Barbara Barrows, Secretary*

*Bob Davie, Treasurer*

*Alex Osenenko, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

**Minutes**

**2016-2017 Board Meeting**

Tuesday, April 25, 2017

Conference Call 9:30 a.m.

Teleconference - Phone number: (605) 475 4800 code: 717633#

- I. **Call to Order/Introductions** – *Cheryl Chase-Berkson 9:30 a.m.*
  - a. Present: *Cheryl Chase-Berkson, Lisa Fore, Cici Rosas, Barbara Barrows, Bob Davie, Alex Osenenko, Matt Borries, Dana Wares, Bonnye Sirk (arrived at 10:00 am)*
  - b. Absent: *Dimitri Amor*
  - c. Staff: *n/a*
- II. **NARPM® Code of Ethics** – *Cheryl Chase-Berkson Cheryl Chase-Berkson read Article 6 aloud to members on the call, as well as the Standard of Professionalism 6-1.*

**Article 6: HANDLING OF FUNDS**

*The Property Manager shall hold all funds received on behalf of others in compliance with state law and shall not commingle the funds with personal or other business funds or use the funds for other than their intended purposes.*

**STANDARDS OF PROFESSIONALISM**

- **6-1** The Property Manager shall keep appropriate records and shall prepare and furnish to the Client accurate and timely financial reports relating to the Client's rental and funds in accordance with the terms of the applicable management agreement.

- III. **Secretary's Report** – *Barbara Barrows*
  - a. Vote needed to approve Minutes from the March 28, 2017 BOD call. *Cici Rosas made a motion to approve the Minutes from the March 28, 2017 BOD call. The motion was seconded by Cheryl Chase-Berkson. The vote was passed unanimously and the Minutes were approved.*
- IV. **Treasurer's Report** – *Bob Davie*
  - a. Vote needed to approve financial reports *Bob Davie e-mailed the P&L, the March 31, 2017 Union Bank statement and the Balance Sheet to all BOD members. The reports were reviewed on this call. Bob Davie made a motion to approve the March 31, 2017 financial reports. The motion was seconded by Cici Rosas. The vote passed unanimously and the March 31, 2017 financial reports were approved.*
- V. **2017 CALNARPM Conference & Tradeshow** *Cheryl Chase-Berkson*
  - a. **Attendee Update** – *Barbara Barrows / Bob Davie Bob Davie reported that the final*





**2016-2017 CALNARPM Board of Directors**

*Cheryl Chase-Berkson, President*

*Lisa Fore, 2015-2016 President*

*Barbara Barrows, Secretary*

*Bob Davie, Treasurer*

*Alex Osenenko, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

*count of attendees came to 173.*

*Bob and Barbara Barrows will compare their records to make sure this number is correct.*

- b. Final Accounting –** *Bob Davie There are a few outstanding invoices to pay. Bob's target is to have the final accounting for the 2017 Conference and Trade show at the BOD meeting scheduled for May 30, 2017.*
- c. Wrap-up committee call –** *Cheryl Chase Berkson The Conference committee agreed to hold a conference call on May 18, 2017. Barbara Barrows agreed to send invitations to all Conference committee members.*
- VI. Communication –** *Bonnye Sirk/Dimitri Amor Bonnye Sirk reported that chapter e-mail schedule will return to a monthly cycle now that the conference is over.*
- VII. Legislative –** *Dana Wares Dana Wares reported that legislative updates are ready to go to Elite Venue for the newsletter. Dana also reported that "death of tenant" cases have spiked in Mountain View, as an item to be aware of*
- VIII. Old Business –** *Cheryl Chase-Berkson A question was raised regarding the agreed upon compensation for Cici Rosas. Barbara Barrows reviewed the BOD Meeting Minutes from January 28, 2017 and reported that the vote was to pay Cici Rosas a stipend of \$1500.00, plus her lodgings and registration fees. Bob Davie will address this in his final accounting for the conference.*
- IX. New Business –** *Cheryl Chase-Berkson*

  - a. 2017-2018 Membership Dues – when do we start working on this?** *Discussion was held on the question of waiving dues for 2017-2018. The consensus is to do so; a vote was tabled until the May 30, 2017 BOD meeting.*
  - b. 2017-2018 BOD Positions – when do we start working on this?** *Lisa Fore reported that the BOD needs to begin this process. An e-mail needs to be sent to all members informing them of the process and inviting applications. This should be done by the Communications Director as soon as possible. The BOD discussed the names of some interested members, with the caution that the Chapter needs to have candidates with some BOD experience in the Executive Committee positions. Barbara Barrows agreed to research the Chapter Bylaws and follow up with BOD members with the details and timeline for this process, via e-mail no later than May 15, 2017.*
  - c. Box.com –** *Our account has notations that our "link" will disable as of July 31, 2017. We need to address whatever this means and make sure we do not lose access to box.com. Cici Rosas agreed to contact Sterling Robinson to get some clarification on this and report back at the May 30, 2017 BOD meeting.*
- X. Future Meeting Date:**

  - a. Tuesday, May 30, 2017 at 9:30 a.m.**
  - b. Tuesday, June 27, 2017 at 9:30 a.m.**
- XI. Adjournment 11:00 A.M.**



## **2015-2016 CALNARPM Board of Directors**

*Lisa Fore, President*

*Cheryl Chase-Berkson, President Elect & Legislative Director*

*Jennifer Newton, 2014-2015 President*

*Robert Thomas, 2013-2014 President*

*Stephanie Gordon, Treasurer*

*Barbara Barrows, Secretary*

*Ellen Purdy, Education Director*

*Alex Osenenko, Affiliate Director*

*Mike Catalano, Communications/Membership Director*

*Sterling Robinson, Executive Director*

## **Agenda**

### **2016-2017 CALNARPM Board of Directors**

Tuesday, May 24, 2017

Conference Call 9:30 a.m.

Phone number: (605) 475-4800 Code: 717633#

- I. **Call to Order/Introductions** – *Lisa Fore Meeting was called to order at 9:36.*
  - a. Present: *Lisa, Barbara, Cheryl, Mike, Stephanie, Ellen, Alex*
  - b. Absent: *Jennifer, Bob*
  - c. Staff: *Sterling*
- II. **NARPM® Code of Ethics** – *Lisa Fore Lisa read Article 9, and Board Members read 9-1 and 9-2 individually.*

**Article 9: RELATIONS WITH OTHER PROPERTY MANAGERS**  
***NARPM® Professional Members shall not knowingly or recklessly make false or misleading statements about other property managers or their business practices, or otherwise attempt to take business from other property managers by deceptive means.***

#### ***STANDARDS OF PROFESSIONALISM***

**9-1** The Property Manager shall treat all property managers in an honest and professional manner and shall not knowingly engage in any practice or take any action against a property manager in an un-businesslike manner.

**9-2** The Property Manager shall not knowingly interfere with other property managers' contract rights, including by taking actions inconsistent with exclusive agreements that other property managers have with clients. This does not preclude the Property Manager from otherwise soliciting clients or making general announcements about their own services. For purposes of this code, a general announcement may be defined as a general telephone canvass or a general mailing or distribution addressed to all prospects in a given geographical area or in a specific profession, business, club, organization, or other classification or group. This code does not restrict fair and reasonable competition among property managers.

- III. **Secretary's Report** – *Barbara Barrows*
  - a. Vote to approve minutes from the April 19, 2016 BOD Call *Stephanie made motion to approve; Cheryl seconded, all voted in favor to approve minutes from April 19, 2016 BOD call.*
- IV. **Treasurer's Report** – *Stephanie Gordon*
  - a. Vote to approve the April 12, 2016 Financials. *Motion made by Barbara and seconded by Cheryl, voted and approved April financials.*



**2015-2016 CALNARPM Board of Directors**

*Lisa Fore, President*

*Cheryl Chase-Berkson, President Elect & Legislative Director*

*Jennifer Newton, 2014-2015 President*

*Robert Thomas, 2013-2014 President*

*Stephanie Gordon, Treasurer*

*Barbara Barrows, Secretary*

*Ellen Purdy, Education Director*

*Alex Osenenko, Affiliate Director*

*Mike Catalano, Communications/Membership Director*

*Sterling Robinson, Executive Director*

- b. Vote to approve the May Financials **Motion made by Barbara and seconded by Lisa, voted and approve May financials.**
- V. **Elections** – *Lisa Fore* ***Lisa will schedule a phone meeting with Nominating Committee to follow up on potential candidates.***
  - a. Positions
    - i. President: *Cheryl Chase Berkson*
    - ii. President-Elect:
    - iii. Immediate Past President: *Lisa Fore*
    - iv. Treasurer: *Bob Davie?*
    - v. Secretary: *Possibly Barbara Barrows*
    - vi. Affiliate Director: *Alex Osenenko*
    - vii. Education Director:
    - viii. Membership/Communications Director:
    - ix. Legislative Director
    - x. Will Bob or Jennifer participate?
- VI. **Conference**
  - a. **2016 Conference** – *Sterling Robinson*
    - i. Two people registered for the conference the day of. Sterling told them she would send an invoice as we so not have a card reader. Sterling sent numerous email reminders, reminders via PayPal and a certified letter that was delivered 4/11/16. We still have not yet received payment from them. They owe a total of \$489. How should we proceed with collection?  
***Sterling will provide Lisa with contact information for unpaid registration fees, and Lisa will reach out to the individuals.***
  - b. **2017 Conference Planning** – *Cheryl Chase-Berkson*
    - i. Current committee:
      - 1. Cheryl Chase-Berkson, Cici Rosas, Bob Davie, Barbara Barrows, Charles Chang, Pam Neillo, Alex Osenenko
    - ii. Vote: Committee Proposes the following 2 locations for the 2017 Conference & Tradeshow (See spreadsheet for additional information on each) ***Consensus was that Hotel Nikko, San Francisco is top pick. Sterling will contact hotel and start putting together contract.***
      - 1. Napa Valley Marriott Hotel & Spa
      - 2. Hotel Nikko
    - iii. Possible Themes:
      - 1. Honoring Our Past and Embracing Our Future
      - 2. Honoring The Past and Embracing The Future
      - 3. Learning From The Past; Embracing The Future
      - 4. Understanding The Past and Embracing The Future



**2015-2016 CALNARPM Board of Directors**

*Lisa Fore, President*

*Cheryl Chase-Berkson, President Elect & Legislative Director*

*Jennifer Newton, 2014-2015 President*

*Robert Thomas, 2013-2014 President*

*Stephanie Gordon, Treasurer*

*Barbara Barrows, Secretary*

*Ellen Purdy, Education Director*

*Alex Osenenko, Affiliate Director*

*Mike Catalano, Communications/Membership Director*

*Sterling Robinson, Executive Director*

5. Honor  
Experience, Embrace The Future
6. Honoring Experience and Embracing Possibilities
7. Honoring Experience and Embracing the Future **The top two options were #1 and #5. Cheryl and the Conference Committee will make final determination at next Committee Call.**
- iv. Color Ideas:
  1. Green
  2. Dark blue and light blue
  3. Incorporate NARPM Maroon some how **Conference committee will make decision on next committee call and present to BOD for vote**
- v. Logo ideas:
  1. Play on the yin yang symbol
  2. Two people back to back looking in opposite directions
  3. Optical illusion similar to the vase/face drawing. **Conference committee will make decision on next committee call and present to BOD for vote**
- VII. **Taxes** – *Stephanie Gordon*
  - a. 2015 Taxes filed and completed. FTB payment sent.
- VIII. **Bylaws** – *Lisa Fore* ***Lisa and Jennifer are working on final proof-reading.***
- IX. **Response from Dick Jonilonis** – *Lisa Fore*
  - a. See attached files. **BOD determined that no response was needed to his letter**
- X. **Future Plan** – *Lisa or Cheryl*
  - a. Executive Director Replacement
    - i. Sterling starts school in July. She can work through the end of July at the very latest.
    - ii. Who will store conference supplies?
    - iii. Who will store all the documents on file?
- XI. **Website Update/Revamp** – *Alex Osenenko*
  - a. Attached is a list of functionality we should look for in a new website
  - b. Sterling did research in 2015 and recommends association management software such as MemberClicks. **Alex has been working on this and needs a little more time; decision is that the June 28<sup>th</sup> BOD call will focus largely on this project.**
- XII. **Newsletter** –
  - a. Sterling will prepare a newsletter to go out before the end of May
  - b. Sterling needs articles for the newsletter
  - c. Sterling needs a legislative update
  - d. Election vote?



**2015-2016 CALNARPM Board of Directors**

*Lisa Fore, President*

*Cheryl Chase-Berkson, President Elect & Legislative Director*

*Jennifer Newton, 2014-2015 President*

*Robert Thomas, 2013-2014 President*

*Stephanie Gordon, Treasurer*

*Barbara Barrows, Secretary*

*Ellen Purdy, Education Director*

*Alex Osenenko, Affiliate Director*

*Mike Catalano, Communications/Membership Director*

*Sterling Robinson, Executive Director*

**XIII. Other Committees –**

a. **Affiliate – Alex** *tabled, but will be included in June 28<sup>th</sup> call, when BOD plans to focus on Alex and Mike's efforts with automation.*

b. **Education – Ellen**

i. Workshop surveys *Still coming in, report tabled*

c. **Communications/Membership – Sterling**

i. Membership Dues (\$39 Due 7/1/16)

1. Sterling to mail/email invitation to renew to current CALNARPM members still in good standing with NARPM by Friday.

d. **Legislative – Cheryl**

**XIV. Old Business *None***

**XV. New Business *None***

**XVI. Upcoming Conference Calls**

a. Full Board of Directors Call

i. Tuesday, June 28, 2016 – 9:30 a.m. *Kept the same*

b. Executive Board Call

i. None scheduled at this time

c. Conference Committee Call

i. Tuesday, June 7, 2016 – 10:00 a.m. *Kept the same*

**XVII. Adjournment *Meeting was adjourned at 10:38***



## **Minutes**

### **2017-2018 Board Meeting**

Tuesday, September 28, 2017

Conference Call 9:30 a.m.

Teleconference - Phone number: (605) 475 4800 code: 717633#

#### **I. Call to Order/Introductions – Cici Rosas 9:36 A.M.**

- a. Present: Cici Rosas, Cheryl Chase-Berkson, Barbara Barrows, Bob Davie, Matt Borries, Dana Wares, Dimitri Amor, Bonnye Sirk
- b. Absent: Michael Braddon

#### **II. NARPM® Code of Ethics – Cici Rosas Cici Rosas read Article 3: Responsibility to Client**

##### **ARTICLE 3 - Responsibility to Client:**

*When working in a disclosed relationship with a client, the Property Manager shall protect the client's best interest at all times.*

**STANDARDS OF PROFESSIONALISM BOD members read Standards of Professionalism individually.**

## **STANDARDS OF PROFESSIONALISM**

- **3-1** The Property Manager shall use written agreements, and written extensions, if required, outlining all responsibilities and fees, if any. The Client will be provided a copy of all signed agreements and extensions, and the Property Manager will retain a copy.
- **3-2** The Property Manager shall communicate regularly with the Client, either orally or in writing and shall provide the Client with written reports as needed and as agreed between all parties. In the event of any dispute, the Property Manager shall provide a written accounting as soon as practical.
- **3-3** Should the Property Manager have a disclosed relationship with a property owner, the Property Manager shall review and verify all Tenant applications to determine the applicant's ability to pay rental fees and to assess the likelihood that the applicant will comply with all provisions of the rental agreement.
- **3-4** The Property Manager shall accept no commissions, rebates, profits, discounts, or any other benefit which has not been fully disclosed to and approved by the Client.
- **3-5** The Property Manager shall not mislead a potential Client about the rental market value of a property in an attempt to secure a rental listing.





**2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

- **3-6** The Property Manager shall disclose to his or her Client all pertinent facts relating to any transaction.

**III. Secretary's Report – Barbara Barrows**

Vote needed to approve the Minutes of the August 29, 2017 BOD Meeting. Michael Braddon was not the call, but had asked Barbara Barrows to take minutes for this call and present the Minutes for the August 29, 2017 call. Barbara made a motion to approve the Minutes of the August 29, 2017 BOD Meeting. The motion was seconded by Bob Davie. The vote passed unanimously and the Minutes for the June 27, 2017 BOD Meeting were approved.

**IV. Treasurer's Report – Bob Davie**

Vote needed to approve the Financial Reports ending August 31, 2017: Profit & Loss, Balance Sheet, and Bank Statement. Bob Davie reviewed the financial reports with the BOD members. Cici Rosas made a motion to approve the financials for June 20, 2017. Bob also reported that the Chapter has filed its 2016 tax return; the CPA invoice for that service was \$500.00. Bob reported that the Chapter has paid for its P.O. Box for the next 12 months at a cost of \$160.00. Cheryl Chase-Berkson made a motion to approve the August 31, 2017 financial reports. The motion was seconded by Barbara Barrows. The vote passed unanimously and the August 31, 2017 financial reports were approved.

**V. 2017-2018 Board – Cici Rosas**

There was no further discussion on this issue.



## **2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

### **VI. Membership Dues – Cici Rosas**

Per the Board's vote at the July 25, 2017 BOD meeting, Cici Rosas and Bonnye Sirk are working on notification to our membership. Dimitri Amor reported that our Welcome Letter has been updated so that dues information (and request for payment) has been removed. Bonnye Sirk reported that the October CALNARPM Newsletter will contain an announcement to members that CALNARPM is able to waive dues for the 2017-2018 Chapter year.

### **VII. CALNARPM Website Support – Cici Rosas**

Cici Rosas reported that Laurie/Elite Venue is having difficulties in gaining access to the server where our website support is based, due to proprietary restrictions that Fourandhalf has. Cici reported that Elite Venue had suggested we move our membership database to Constant Contact. Barbara Barrows suggested that we have Elite Venue supply a file with our 2018 Conference graphics and date/location information to Fourandhalf, and request that they update our Conference page on the website with the 2018 conference information.

### **VIII. CALNARPM 2018 Conference – Cici Rosas**

The Conference Committee has approved the hotel contract with The Riviera in Palm Springs. The Executive Committee of the BOD approved this decision with a vote via e-mail on September 22, 2017. Cici Rosas and Efren Espinoza will work on the menu plan as the date approaches. The Conference Committee will meet again on October 3, 2017 from 9:30-10:30. Barbara Barrows agreed to prepare a task list with a timeline for all committee members and e-mail it to them prior to that meeting.

### **IX. Communication – Bonnye Sirk/Dimitri Amor**

Bonnye reported on the membership dues waiver announcement (see Membership Dues, above) and also noted that another 2017-2018 BOD member will be introduced in the October newsletter. Bonnye also reported that she has an idea for a speaker for the 2018 CALNARPM Conference.

### **X. Legislative – Dana Wares**

Dana Wares reported that there are several bills working their way through the Legislature whose intent is to streamline the process for new home builders, with the hope that this will alleviate the housing shortage crisis in California. Dana also reported that Kimball, Tryee and St. John is offering a discount



**2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

of 25% to CALNARPM members for upcoming webinars; she will e-mail the link/coupon to interested members.

**XI. Membership – Bonny Sirk/Dimitri Amor**

Dimitri Amor reported that the Welcome Letter has been modified (see Membership Dues, above).

**XII. Old Business – Cici Rosas None**

**XIII. New Business – Cici Rosas** Bob Davie suggested that the Board review our contract with Fourandhalf at the October BOD meeting, as this expires October 1, 2017. Barbara Barrows noted that she will start looking for 2019 Conference Committee members in early January 2018.

**XIV. Future Meeting Dates –**

- a. Tuesday, August 29, 2017 @ 9:30 a.m.
- b. Tuesday, September 26, 2017 @ 9:30 a.m.
- c. Tuesday, October 31, 2017 @ 9:30 a.m.

**XV. Adjournment – Cici Rosas 10:40 AM**



## **2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

## **Minutes**

### **2017-2018 Board Meeting**

Tuesday, July 25, 2017

Conference Call 9:30 a.m.

Teleconference - Phone number: (605) 475 4800 code: 717633#

#### **I. Call to Order/Introductions – Cici Rosas 9:33 A.M.**

- a. Present: Cici Rosas, Cheryl Chase-Berkson, Barbara Barrows, Bob Davie, Michael Braddon, Matt Borries, Dana Wares, Lisa Fore
- b. Absent: Dimitri Amor, Bonnye Sirk

#### **II. NARPM® Code of Ethics – Cici Rosas Cici Rosas read Article 1: Responsibility to Protect the Public aloud to the BOD members.**

##### **Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC**

***The Property Manager shall protect the public against fraud, misrepresentation, and unethical practices in property management.***

##### **STANDARDS OF PROFESSIONALISM BOD members read Standards of Professionalism individually.**

- **1-1** The Property Manager shall endeavor to eliminate, through the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.
- **1-2** The Property Manager shall cooperate with the governmental agency charged with regulating the practices of Property Managers.
- **1-3** The Property Manager shall comply with all relevant local and state ordinances regarding real estate law, licensing, insurance, and banking.
- **1-4** The Property Manager shall comply with all federal and state antitrust laws and shall follow the NARPM® Antitrust Policy and any related procedures.
- **1-5** The Property Manager shall not reveal confidential information of Clients, Tenants or others except as required in the course of performing his or her duties or as otherwise required by law. The Property Manager shall take all reasonable precautions to protect confidential information.
- **1-6** The Property Manager shall use reasonable efforts to ensure that information on his or her website, or that of his or her Firm, is current and accurate. If it becomes apparent that information on the website is not current or accurate, then the Property Manager shall promptly take corrective action.
- **1-7** Websites of the Property Manager shall not contain any deceptive metatags or other devices/methods to direct, drive, or divert Internet traffic in a deceptive manner or to otherwise



## **2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

mislead users. The websites shall also not manipulate listing content in any deceptive or misleading way.

- **1-8** The Property Manager shall disclose all details on the availability of rental properties to prospective parties on a regular and timely basis.
- **1-9** The Property Manager shall not exaggerate, misrepresent, misinform, or conceal pertinent facts in the advertising, leasing, and management of property.
- **1-10** The Property Manager shall make reasonable attempts to remove from the Internet listings for rentals that are no longer available.

### **III. Secretary's Report – Barbara Barrows/Michael Braddon**

Vote needed to approve the Minutes of the June 27, 2017 BOD Meeting. **Barbara Barrows made a motion to approve the Minutes of the June 27, 2017 BOD Meeting. The motion was seconded by Cheryl Chase-Berkson. The vote passed unanimously and the Minutes for the June 27, 2017 BOD Meeting were approved.**

### **IV. Treasurer's Report – Bob Davie**

Vote needed to approve the YE Financial Reports: Profit & Loss, Balance Sheet, Bank Statement for June 30, 2017. **Bob Davie reviewed the financial reports with the BOD members. Cici Rosas made a motion to approve the financials for June 30, 2017. The motion was seconded by Cheryl Chase-Berkson. The vote passed unanimously and the June 30, 2017 financial reports were approved.**

### **V. 2017-2018 Board – Cici Rosas**

The Executive Committee members have been duly elected following a statewide electronic vote (President-Cici Rosas, Immediate Past President – Cheryl Berkson, President-Elect – Barbara Barrows, Secretary – Michael Braddon, Treasurer – Bob Davie). What action is needed to finalize Director positions: Affiliate, Education, Legislative, Membership, Communications? **The BOD discussed the appointment of Curt Bulloch to the Affiliate Director position. Cici Rosas agreed to reach out to Curt and confirm his interest. BOD agreed to vote on his appointment at the August 29, 2017 BOD meeting. Cici Rosas also agreed to reach out to Efren Espinoza regarding his Self-Nomination form and find out how he would like to serve this year. Cici will invite both Curt and Efren to attend the August 29, 2017 BOD conference call.**



## **2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

## **VI. Membership Dues – Cici Rosas**

The Dues Committee met via conference call on 7/13/17 and made the decision to waive annual membership fees for the 2017-2018 year. The Board needs to vote to adopt or decline this decision. The National offices need to be notified, and we need an updated National membership list in order to send out an e-mail to all California-based NARPM members. **Barbara Barrows reported to the BOD the activities of the Membership Dues committee, as follows:**

- The committee members are Barbara Barrows, Cici Rosas, Bonnye Sirk, Bob Davie
- The committee met via conference call on July 13, 2017
- Bonnye Sirk was not able to be on the call
- The committee members discussed the pros and cons of both keeping annual dues and waiving annual dues (for 2017 only).
- The findings of the committee were that a.) only a small fraction of NARPM members who are operating as Property Managers in California paid dues last year; b.) the amount of funds collected in dues was offset by the cost to pay an Executive Director for billing, collecting, tracking and documenting payments received; c.) the amount of revenue lost by waiving annual dues can be recouped through increased attendance at the annual Conference/Trade Show, and by eliminating the cost of an E.D. to facilitate collection of dues.

The Membership Dues committee's recommendation was that annual dues be waived for 2017, with the agreement that this issue can be revisited in future if necessary. Cici Rosas made a motion to accept the committee's recommendation to waive CALNARPM membership dues for 2017. The motion was seconded by Barbara Barrows. The vote passed unanimously.

## **VII. CALNARPM Website Support – Cici Rosas**

Our website support has been provided by Alex Osenenko. Is he going to be available to do this in the upcoming year? We will need to have our CALNARPM 2018 Conference page created and launched as soon as possible. If Alex will not be doing this in the upcoming year, the Board needs to come up with an alternate plan. **Cici Rosas reported that Alex Osenenko has agreed to submit a proposal to the CALNARPM BOD for website support for 2017.**





## **2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

### **VIII. CALNARPM 2018 Conference Committee – Cici Rosas**

A committee needs to be formed prior to our next BOD meeting. This committee is tasked with planning the next CALNARPM Conference. Cici Rosas, Barbara Barrows, Cheryl Chase-Berkson, Bob Davie and Matt Borries all agreed to be on the 2018 CALNARPM Conference planning committee. It was further agreed that the first meeting of the committee will be on Tuesday, August 8, 2017 at 9:30 AM. The topics for this first meeting will be date and location. Further it was agreed that the committee shall have a second meeting on August 22, 2017 at 9:30 AM and the topics at that meeting shall be budget and timeline.

### **IX. Elite Venue – Cici Rosas**

The BOD needs to determine if we wish to renew our contract with Elite Venue. Cici Rosas agreed to contact Elite Venue to obtain a proposal to continue the e-mail/newsletter services from 2016-2017, as well as additional proposal for website support. This item will be reviewed at the August 29, 2017 BOD meeting.

### **X. Communication – Bonnye Sirk/Dimitri Amor No report**

### **XI. Legislative – Dana Wares Dana Wares reported that, with the California Legislative session on Summer break, there are no new bills to report. Dana reported that the City of Concord is still meeting to decide on rent control measures and so far have voted to approve a measure requiring landlords to notify their tenants that they have a right to mediation if given a notice of rent increase.**

### **XII. Membership – Bonnye Sirk/Dimitri Amor No report.**



**2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

**XIII. Old Business** – Cici Rosas **None**

**XIV. New Business** – Cici Rosas **Barbara Barrows reported that she will contact Secretary Michael Braddon with information on the tasks that the Secretary position has been responsible for.**

**XV. Future Meeting Dates –**  
**a. Tuesday, August 29, 2017 @ 9:30 a.m.**  
**b. Tuesday, September 26, 2017 @ 9:30 a.m.**  
**c. Tuesday, October 31, 2017 @ 9:30 a.m.**

**XVI. Adjournment** – Cici Rosas **10:40 AM**



## **2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

## **Minutes**

### **2017-2018 Board Meeting**

Tuesday, July 25, 2017

Conference Call 9:30 a.m.

Teleconference - Phone number: (605) 475 4800 code: 717633#

#### **I. Call to Order/Introductions – Cici Rosas 9:33 A.M.**

- a. Present: Cici Rosas, Cheryl Chase-Berkson, Barbara Barrows, Bob Davie, Michael Braddon, Matt Borries, Dana Wares, Lisa Fore
- b. Absent: Dimitri Amor, Bonnye Sirk

#### **II. NARPM® Code of Ethics – Cici Rosas Cici Rosas read Article 1: Responsibility to Protect the Public aloud to the BOD members.**

##### **Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC**

***The Property Manager shall protect the public against fraud, misrepresentation, and unethical practices in property management.***

##### **STANDARDS OF PROFESSIONALISM BOD members read Standards of Professionalism individually.**

- **1-1** The Property Manager shall endeavor to eliminate, through the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.
- **1-2** The Property Manager shall cooperate with the governmental agency charged with regulating the practices of Property Managers.
- **1-3** The Property Manager shall comply with all relevant local and state ordinances regarding real estate law, licensing, insurance, and banking.
- **1-4** The Property Manager shall comply with all federal and state antitrust laws and shall follow the NARPM® Antitrust Policy and any related procedures.
- **1-5** The Property Manager shall not reveal confidential information of Clients, Tenants or others except as required in the course of performing his or her duties or as otherwise required by law. The Property Manager shall take all reasonable precautions to protect confidential information.
- **1-6** The Property Manager shall use reasonable efforts to ensure that information on his or her website, or that of his or her Firm, is current and accurate. If it becomes apparent that information on the website is not current or accurate, then the Property Manager shall promptly take corrective action.
- **1-7** Websites of the Property Manager shall not contain any deceptive metatags or other devices/methods to direct, drive, or divert Internet traffic in a deceptive manner or to otherwise



## **2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

mislead users. The websites shall also not

manipulate listing content in any deceptive or misleading way.

- **1-8** The Property Manager shall disclose all details on the availability of rental properties to prospective parties on a regular and timely basis.
- **1-9** The Property Manager shall not exaggerate, misrepresent, misinform, or conceal pertinent facts in the advertising, leasing, and management of property.
- **1-10** The Property Manager shall make reasonable attempts to remove from the Internet listings for rentals that are no longer available.

### **III. Secretary's Report – Barbara Barrows/Michael Braddon**

Vote needed to approve the Minutes of the June 27, 2017 BOD Meeting. **Barbara Barrows made a motion to approve the Minutes of the June 27, 2017 BOD Meeting. The motion was seconded by Cheryl Chase-Berkson. The vote passed unanimously and the Minutes for the June 27, 2017 BOD Meeting were approved.**

### **IV. Treasurer's Report – Bob Davie**

Vote needed to approve the YE Financial Reports: Profit & Loss, Balance Sheet, Bank Statement for June 30, 2017. **Bob Davie reviewed the financial reports with the BOD members. Cici Rosas made a motion to approve the financials for June 30, 2017. The motion was seconded by Cheryl Chase-Berkson. The vote passed unanimously and the June 30, 2017 financial reports were approved.**

### **V. 2017-2018 Board – Cici Rosas**

The Executive Committee members are appointed (President, Immediate Past President, President-Elect, Secretary, Treasurer). What action is needed to finalize Director positions: Affiliate, Education, Legislative, Membership, Communications? **The BOD discussed the appointment of Curt Bulloch to the Affiliate Director position. Cici Rosas agreed to reach out to Curt and confirm his interest. BOD agreed to vote on his appointment at the August 29, 2017 BOD meeting. Cici Rosas also agreed to reach out to Efren Espinoza regarding his Self-Nomination form and find out how he would like to serve this year. Cici will invite both Curt and Efren to attend the August 29, 2017 BOD conference call.**



## **2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

## **VI. Membership Dues – Cici Rosas**

The Dues Committee met via conference call on 7/13/17 and made the decision to waive annual membership fees for the 2017-2018 year. The Board needs to vote to adopt or decline this decision. The National offices need to be notified, and we need an updated National membership list in order to send out an e-mail to all California-based NARPM members. **Barbara Barrows reported to the BOD the activities of the Membership Dues committee, as follows:**

- The committee members are Barbara Barrows, Cici Rosas, Bonnye Sirk, Bob Davie
- The committee met via conference call on July 13, 2017
- Bonnye Sirk was not able to be on the call
- The committee members discussed the pros and cons of both keeping annual dues and waiving annual dues (for 2017 only).
- The findings of the committee were that a.) only a small fraction of NARPM members who are operating as Property Managers in California paid dues last year; b.) the amount of funds collected in dues was offset by the cost to pay an Executive Director for billing, collecting, tracking and documenting payments received; c.) the amount of revenue lost by waiving annual dues can be recouped through increased attendance at the annual Conference/Trade Show, and by eliminating the cost of an E.D. to facilitate collection of dues.

The Membership Dues committee's recommendation was that annual dues be waived for 2017, with the agreement that this issue can be revisited in future if necessary. Cici Rosas made a motion to accept the committee's recommendation to waive CALNARPM membership dues for 2017. The motion was seconded by Barbara Barrows. The vote passed unanimously.

## **VII. CALNARPM Website Support – Cici Rosas**

Our website support has been provided by Alex Osenenko. Is he going to be available to do this in the upcoming year? We will need to have our CALNARPM 2018 Conference page created and launched as soon as possible. If Alex will not be doing this in the upcoming year, the Board needs to come up with an alternate plan. **Cici Rosas reported that Alex Osenenko has agreed to submit a proposal to the CALNARPM BOD for website support for 2017.**



**2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

**VIII. CALNARPM 2018 Conference Committee – Cici Rosas**

A committee needs to be formed prior to our next BOD meeting. This committee is tasked with planning the next CALNARPM Conference. Cici Rosas, Barbara Barrows, Cheryl Chase-Berkson, Bob Davie and Matt Borries all agreed to be on the 2018 CALNARPM Conference planning committee. It was further agreed that the first meeting of the committee will be on Tuesday, August 8, 2017 at 9:30 AM. The topics for this first meeting will be date and location. Further it was agreed that the committee shall have a second meeting on August 22, 2017 at 9:30 AM and the topics at that meeting shall be budget and timeline.

**IX. Elite Venue – Cici Rosas**

The BOD needs to determine if we wish to renew our contract with Elite Venue. Cici Rosas agreed to contact Elite Venue to obtain a proposal to continue the e-mail/newsletter services from 2016-2017, as well as additional proposal for website support. This item will be reviewed at the August 29, 2017 BOD meeting.

**X. Communication – Bonnye Sirk/Dimitri Amor No report**

**XI. Legislative – Dana Wares** Dana Wares reported that, with the California Legislative session on Summer break, there are no new bills to report. Dana reported that the City of Concord is still meeting to decide on rent control measures and so far have voted to approve a measure requiring landlords to notify their tenants that they have a right to mediation if given a notice of rent increase.

**XII. Membership – Bonnye Sirk/Dimitri Amor No report.**





**2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

**XIII. Old Business** – Cici Rosas **None**

**XIV. New Business** – Cici Rosas **Barbara Barrows reported that she will contact Secretary Michael Braddon with information on the tasks that the Secretary position has been responsible for.**

**XV. Future Meeting Dates –**  
**a. Tuesday, August 29, 2017 @ 9:30 a.m.**  
**b. Tuesday, September 26, 2017 @ 9:30 a.m.**  
**c. Tuesday, October 31, 2017 @ 9:30 a.m.**

**XVI. Adjournment** – Cici Rosas **10:40 AM**



**2016-2017 CALNARPM Board of Directors**

*Cheryl Chase-Berkson, President*

*Lisa Fore, 2015-2016 President*

*Barbara Barrows, Secretary*

*Bob Davie, Treasurer*

*Alex Osenenko, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

**Minutes**

**2016-2017 Board Meeting**

Tuesday, June 27, 2017

Conference Call 9:30 a.m.

Teleconference - Phone number: (605) 475 4800 code: 717633#

- I. **Call to Order/Introductions** – *Cheryl Chase-Berkson 9:30 a.m.*
  - a. Present: *Cheryl Chase-Berkson, Lisa Fore, Cici Rosas, Bob Davie, Dana Wares, Bonnye Sirk, Dimitri Amor*
  - b. Absent: *Alex Osenenko, Matt Borries, Barbara Barrows*
  - c. Staff: *n/a*
- II. **NARPM® Code of Ethics** – *Cheryl Chase-Berkson Cheryl Chase-Berkson read Article 8 aloud to members on the call, as well as the Standard of Professionalism 6-1.*

- **Article 8: COMMITMENT TO FIRM**
- *The Property Manager shall act in the best interests of his or her property management Firm.*
- **STANDARDS OF PROFESSIONALISM**
- **8-1** The Property Manager shall not have any undisclosed conflict of interest with his or her Firm. If a conflict or potential conflict should arise, the Property Manager shall notify his or her Firm immediately.
- **8-2** The Property Manager shall not receive any form of compensation, rebates, or any other benefits without full disclosure to his or her Firm.
- **8-3** The Property Manager may not take or use any proprietary documentation, including but not limited to Client/Tenant lists, during or after his or her relationship with a Firm without express written consent from the Firm.

- III. **Secretary's Report** – *N/A*
  - a. The minutes for the past meeting were not received by any of the present board members.
  - b. Dimitri Amor volunteered to document the minutes for this meeting.
- IV. **Treasurer's Report** – Bob Davie
  - a. Bob reviewed the profit and loss, balance sheet and the statement of accounts.
  - b. The majority of the expenses were conference related.
  - c. We have not filed the 2016 taxes. Bob filed for an extension. Cost to have an accountant



**2016-2017 CALNARPM Board of Directors**

*Cheryl Chase-Berkson, President*

*Lisa Fore, 2015-2016 President*

*Barbara Barrows, Secretary*

*Bob Davie, Treasurer*

*Alex Osenenko, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

review is \$500.00.

d. Reviewed Paypal transaction charges. Bob provided a report directly from Paypal

e. Bob consolidated the chart of accounts.

f. There are two additional deposits that will be made in July 2017. The first from NARPM national for education in the amount of \$918.98. The second from Ernst and Haas for the conference in the amount of \$1800.00.

g. Taking the two additional deposits into consideration, we should have around \$1000 at the close of the tax year.

h. Board approved Bob's report formally at 10:11 AM.

V. **Communication** – *Bonnye Sirk/Dimitri Amor: Nothing new to report.*

VI. **Legislative** – *Dana Wares: Dana sent a new legal update. Also discussed Dana researching education courses to offer CAL NARPM members. Dana advised that her firm focuses on education when evictions are down.*

VII. **Old Business** – *Cheryl Chase-Berkson: N/A*

VIII. **New Business** – *Cheryl Chase-Berkson*

a. **2017-2018 Membership Dues – when do we start working on this?** Discussion was held on the question of waiving dues for 2017-2018. It was agreed, as Cheryl's final act as president, that a committee be formed to evaluate the pros and cons of membership dues. The members of the committee are as follows: Cici Rosas, Bonnye Sirk, and Bob Davies. The board agreed to withhold the decision until July 27, 2017.

b. **2017-2018 BOD Positions – when do we start working on this?** Lisa Fore received five Self-Nomination forms. Lisa Fore and Cheryl Chase-Berkson agreed to review the forms separately and come to a decision regarding the forms. They plan to arrive at a decision around July 7, 2017. The board approved this decision.

IX. **Future Meeting Date:**

a. **Tuesday, July 25 A.M. 2017 at 9:30 a.m.**

X. **Adjournment 10:26 AM.**



## **2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

## **Minutes**

### **2017-2018 Board Meeting**

Tuesday, August 29, 2017

Conference Call 9:30 a.m.

Teleconference - Phone number: (605) 475 4800 code: 717633#

- I. Call to Order/Introductions** – *Cici Rosas 9:36 A.M.*
  - a. Present: *Cici Rosas, Cheryl Chase-Berkson, Barbara Barrows, Bob Davie, Michael Braddon, Matt Borries, Dana Wares, Bonnye Sirk*
  - b. Absent: *Dimitri Amor, Lisa Fore*
- II. NARPM® Code of Ethics** – *Cici Rosas*  
*Cici Rosas read Article 2: DISCRIMINATION ... aloud to the BOD members.*

#### **Article 2: DISCRIMINATION**

*The Property Manager shall not discriminate in the rental, lease, or negotiation for real property based on Fair Housing Laws as disseminated by the U.S. Department of Housing and Urban Development and shall comply with all federal, state, and local laws concerning discrimination.*

#### **STANDARDS OF PROFESSIONALISM**

**BOD members were encouraged to read Standards of Professionalism individually.**

- **2-1 It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.**
- **2-2 The Property Manager shall not deny service to any person due to race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity.**

#### **III. Secretary's Report** – Barbara Barrows/Michael Braddon

*Vote needed to approve the Minutes of the July 25, 2017 BOD Meeting. Bob Davie made a motion to approve the Minutes of the July 25, 2017 BOD Meeting. The motion was seconded by Cici Rosas. The vote passed unanimously and the Minutes for the July 25, 2017 BOD Meeting were approved.*



## **2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

### **IV. Treasurer's Report – Bob Davie**

Vote needed to approve the monthly Financial Reports: Profit & Loss, Balance Sheet, Bank Statement for July 31, 2017. Bob Davie reviewed the financial reports with the BOD members. Michael Braddon made a motion to approve the financials for July 31, 2017. The motion was seconded by Cici Rosas. The vote passed unanimously and the July 31, 2017 financial reports were approved.

NOTE: No refunds of member's dues were needed.

### **V. 2017-2018 Board – Cici Rosas**

The BOD discussed the appointment of Curt Bulloch to the Affiliate Director position. Cici Rosas agreed to reach out to Curt and confirm his interest; he hasn't responded.

Cici has recommended Letitia Hanke, ARS Roofing from Santa Rosa, CA. Cici will seek to have her fill out Self-Nomination form and find out how she would like to serve this year.

[http://www.arsroofing.com/about\\_ars\\_roofing\\_santa\\_rosa/meet-the-ceo-letitia-hanke/](http://www.arsroofing.com/about_ars_roofing_santa_rosa/meet-the-ceo-letitia-hanke/)

### **VI. Membership Dues – Cici Rosas**

The Membership Dues committee's recommendation was that annual dues be waived for 2017, with the agreement that this issue can be revisited in future if necessary. Cici Rosas made a motion, AT THE LAST board meeting to accept the committee's recommendation to waive CALNARPM membership dues for 2017. The motion was seconded by Barbara Barrows. The vote passed unanimously.

Cici will work with Bonny Sirk, Membership/Communications Co-Director, to send two emails out to the membership. The first to introduce the new President and second email to announce the other board positions and waiving of membership dues.

NOTE: Barabra stated the MailChimp email list is basically up to date.



**2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*  
*Cheryl Chase-Berkson, 2016-2017 President*  
*Barbara Barrows, President-Elect*  
*Michael Braddon, Secretary*  
*Bob Davie, Treasurer*  
*, Affiliate Director*  
*Matt Borries, Education Director*  
*Dana Wares, Legislative Director*  
*Bonnye Sirk, Membership/Communications Co-Director*  
*Dimitri Amor, Membership/Communications Co-Director*

**VII. CALNARPM Website Support –**

Cici Rosas

Our website support has been provided by Alex Osenenko. Is he going to be available to do this in the upcoming year? We will need to have our CALNARPM 2018 Conference page created and launched as soon as possible. If Alex will not be doing this in the upcoming year, the Board needs to come up with an alternate plan.

Cici Rosas reported that Alex Osenenko has agreed to submit a proposal to the CALNARPM BOD for website support for 2017-18. Cici and Michael are working with Alex Osenenko to come up to speed on [www.californianarpm.org](http://www.californianarpm.org) web hosting, registration, and payment methods. Alex will continue to host the web site at the current pricing; ~\$285 every quarter.

NOTE: Alex is scheduled to show Michael how to use the web site tools, registration, and payment methods on September 7th, 2017 at 3 PM.

Michael will report back to the board on findings at the next Board Meeting.

**VIII. CALNARPM 2018 Conference Committee – Cici Rosas**

A committee needs to be formed prior to our next BOD meeting. This committee is tasked with planning the next CALNARPM Conference. Cici Rosas, Barbara Barrows, Cheryl Chase-Berkson, Bob Davie, Matt Borries and, now, Michael Braddon all agreed to be on the 2018 CALNARPM Conference planning committee.

At the last meeting on August 23rd, 2017 @ 9:30 AM the committee recommended:

Location – Palm Springs Riviera Hotel in Palm Springs

Date – Feb 14-16<sup>th</sup>, 2018

Suggested Theme: "Stars of Property Management" & Logo (in progress)

The next meeting of the committee will be Tuesday, September 5, 2017 at 9:30 AM.





**2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

**X. Elite Venue – Cici Rosas**

The BOD needs to determine if we wish to renew our contract with Elite Venue.

Cici Rosas agreed to contact Elite Venue to obtain a proposal to continue the e-mail/newsletter services from 2016-2017, as well as additional proposal for website support. This item will be reviewed at the August 29, 2017 BOD meeting.

Cici has received an informal estimate from Laurie & Elite Venue:

"As discussed, the total website maintenance will be an extra \$100 fee per month. This will include all maintenance and wordpress updates. It will not include website crash fixes. Wordpress is a high maintenance website platform. The theme you are using will need to be updated and Wordpress has to be compatible. We check as much as we can, but sometimes, bugs come up.

If you would like to include banners, flyers and graphics for CALNARPM on unlimited basis it will be an additional \$100 per month. Keeping in mind, some months may be more than others. You can also pay a la carte for design if you want on a pay per basis.

If you choose to do the graphics and website maintenance unlimited for the extra fee of \$200 a month, I will be happy to do 4 email campaigns per month as needed when events need a little extra promotion."

NOTE: Michael will follow up with Elite Venue and find out the "role" they can play in regards to web site support / hosting, registration and payments. He will also discuss the "mini-sponsor" and "save the date" marketing campaign.

**XI. Communication – Bonnye Sirk/Dimitri Amor**

Discussed generating interest in becoming a board member. Possible mini-campaign to with video to show the benefits of service and rewards while dispelling some of the myths about the challenges.

**XII. Legislative – Dana Wares – Discussed offering discounted Webinars.**

**XIII.**

**XIV. Membership – Bonnye Sirk/Dimitri Amor No report.**



**2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

**XV. Old Business** – Cici Rosas **None**

**XVI. New Business** – Bob Davie discussed the need to be proactive in getting Gold, Silver and Bronze sponsors for the conference. Cici is working on a mini-campaign to reach out to the prior sponsors and current sponsors.

**XVII.**

**XVIII. Future Meeting Dates –**

a. **Tuesday, September 26, 2017 @ 9:30 a.m.**

b. **Tuesday, October 31, 2017 @ 9:30 a.m.**

**XIX. Adjournment** – Cici Rosas **10:42 AM**



## **2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

## **Agenda**

### **2017-2018 Board Meeting**

Tuesday, October 31, 2107

Conference Call 9:30 a.m.

Teleconference - Phone number: (605) 475 4800 code: 717633#

- I. Call to Order/Introductions** – *Barbara Barrows* *Called to order 9:32AM*
- a.** Present: *Barbara, Cheryl, Bob, Michael, Donna, Bonnie left at 9:40AM Efran Joined*
  - b.** Absent: *Dmitri and Bonnie*

**II. NARPM® Code of Ethics – *Barbara Barrows***

**S Article 4: OBLIGATIONS TO TENANTS**

***The Property Manager shall treat all Tenants honestly and professionally when they are applying for, living in, and/or vacating a managed residence, including through the deposit refund process.***

***STANDARDS OF PROFESSIONALISM***

- **4-1** The Property Manager shall offer all prospective Tenants a written application.
- **4-2** The Property Manager shall provide all Tenants with a copy of the signed rental agreement and extensions with all addendums attached.
- **4-3** The Property Manager shall make all disclosures as required by state and local laws and provide the Tenant an opportunity to complete a written condition report within 7 days of moving in.
- **4-4** The Property Manager shall respond promptly to requests for repairs.
- **4-5** The Property Manager shall provide a written deposit refund determination to the Tenant within the time prescribed by law after the Tenant has vacated a property. The Property Manager shall not cause any undue delay in refunding or accounting for the security deposit.

**III. Secretary's Report** – *Barbara Barrows/Michael Braddon*

Vote needed to approve the Minutes of the September 26, 2017 BOD Meeting.

*Bonnie made motion to approve, Cheryl seconded. All in favor. Motion approved.*



**2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

**IV. Treasurer's Report – Bob Davie**

Vote needed to approve the financial reports for September 30, 2017. Post office paid in full, Elite Venue paid in full, Hotel cashed \$2,500 check, Taxes done with \$10 filing fee. Cheryl makes motion to approve treasure's report Barbara seconded. Motion approved.

**V. 2017-2018 Board – Barbara Barrows**

A vote is needed to accept the resignation of Cici Rosas as 2017-2018 President; to appoint Barbara Barrows as 2017-2018 President, Michael Braddon as 2017-2018 President-Elect, and Matt Borries as 2017-2018 Secretary. Vote proposed to accept Cici's resignation. Motion proposed by Bob to accept changes referenced above. Motion seconded by Cheryl. Motion approved.

**VI. CALNARPM 2018 Conference Committee – Barbara Barrows**

- A. Budget – Budget reviewed, more to come, to be voted on Nov 30<sup>th</sup>.
- B. Committee Meetings and Timeline – Conference Committee Call set up for 11/2 @ 9:30AM in preparation for Michael's visit to the hotel site.

Michael going to Hotel venue Saturday 11/4 and will hopefully meet with hotel contact and discuss food options and pricing.

**VII. Communication – Bonnye Sirk/Dimitri Amor No updates.**

**VIII. Legislative – Dana Wares Price gouging law, lot of calls coming in. Gov. Brown trying to extend the law to not allow rent increases in all of California for 6 more months.**

**IX. Membership – Bonny Sirk/Dimitri Amor No updates.**



**2017-2018 CALNARPM Board of Directors**

*Cici Rosas, President*

*Cheryl Chase-Berkson, 2016-2017 President*

*Barbara Barrows, President-Elect*

*Michael Braddon, Secretary*

*Bob Davie, Treasurer*

*, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

**X. Old Business – Barbara Barrows**

No updates

- XI. New Business – Barbara Barrows** Motion made to renew our website support contract for \$285.60 quarterly. Motion made by Barbara and seconded by Michael. Motion approved. Michael will be point person for all questions or glitches related to CALNARPM Website. Addendum signed with hotel for date change.

**XII.**

- XIII. Future Meeting Dates – Michael proposed to change 12/26 meeting to 12/19.**
- a. Tuesday, November 28, 2017 @ 9:30 a.m.
  - b. ~~Tuesday, December 26, 2017~~ @ 9:30 a.m. (Should this be changed to 12/19?)
  - c. Tuesday, 30, 2018 @ 9:30 a.m.

**XIV. Adjournment – Barbara Barrows Adjourned 10:35AM**

## **2017 CAL-NARPM Board of Directors and Committee Chairs 2017 Officers and Board**

### **Executive Board: 2017**

President:	Michael Braddon
Immediate Past President:	Barbara Barrows
Treasurer:	Bob Davie
Secretary:	Cheryl Berkson

### **Committees/Directors**

Education:	Matt Borries
Affiliates:	Allison Disarro
Legislation:	Dana Wares
Membership:	Efren Espinosa
National Liaison:	Lisa Fore
Technology:	Matt Borries
Publicity:	Michael Braddon
Operations:	Bonnye Sirk





**2016-2017 CALNARPM Board of Directors**

*Cheryl Chase-Berkson, President*

*Lisa Fore, 2015-2016 President*

*Barbara Barrows, Secretary*

*Bob Davie, Treasurer*

*Alex Osenenko, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

**Minutes**

**2016-2017 Board Meeting**

Tuesday, June 27, 2017

Conference Call 9:30 a.m.

Teleconference - Phone number: (605) 475 4800 code: 717633#

- I. **Call to Order/Introductions** – *Cheryl Chase-Berkson 9:30 a.m.*
  - a. Present: *Cheryl Chase-Berkson, Lisa Fore, Cici Rosas, Bob Davie, Dana Wares, Bonnye Sirk, Dimitri Amor*
  - b. Absent: *Alex Osenenko, Matt Borries, Barbara Barrows*
  - c. Staff: *n/a*
- II. **NARPM® Code of Ethics** – *Cheryl Chase-Berkson Cheryl Chase-Berkson read Article 8 aloud to members on the call, as well as the Standard of Professionalism 6-1.*

- **Article 8: COMMITMENT TO FIRM**
- *The Property Manager shall act in the best interests of his or her property management Firm.*
- **STANDARDS OF PROFESSIONALISM**
- **8-1** The Property Manager shall not have any undisclosed conflict of interest with his or her Firm. If a conflict or potential conflict should arise, the Property Manager shall notify his or her Firm immediately.
- **8-2** The Property Manager shall not receive any form of compensation, rebates, or any other benefits without full disclosure to his or her Firm.
- **8-3** The Property Manager may not take or use any proprietary documentation, including but not limited to Client/Tenant lists, during or after his or her relationship with a Firm without express written consent from the Firm.

- III. **Secretary's Report** – *N/A*
  - a. The minutes for the past meeting were not received by any of the present board members.
  - b. Dimitri Amor volunteered to document the minutes for this meeting.
- IV. **Treasurer's Report** – Bob Davie
  - a. Bob reviewed the profit and loss, balance sheet and the statement of accounts.
  - b. The majority of the expenses were conference related.
  - c. We have not filed the 2016 taxes. Bob filed for an extension. Cost to have an accountant



**2016-2017 CALNARPM Board of Directors**

*Cheryl Chase-Berkson, President*

*Lisa Fore, 2015-2016 President*

*Barbara Barrows, Secretary*

*Bob Davie, Treasurer*

*Alex Osenenko, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

review is \$500.00.

d. Reviewed Paypal transaction charges. Bob provided a report directly from Paypal

e. Bob consolidated the chart of accounts.

f. There are two additional deposits that will be made in July 2017. The first from NARPM national for education in the amount of \$918.98. The second from Ernst and Haas for the conference in the amount of \$1800.00.

g. Taking the two additional deposits into consideration, we should have around \$1000 at the close of the tax year.

h. Board approved Bob's report formally at 10:11 AM.

V. **Communication** – *Bonnye Sirk/Dimitri Amor: Nothing new to report.*

VI. **Legislative** – *Dana Wares: Dana sent a new legal update. Also discussed Dana researching education courses to offer CAL NARPM members. Dana advised that her firm focuses on education when evictions are down.*

VII. **Old Business** – *Cheryl Chase-Berkson: N/A*

VIII. **New Business** – *Cheryl Chase-Berkson*

a. **2017-2018 Membership Dues – when do we start working on this?** Discussion was held on the question of waiving dues for 2017-2018. It was agreed, as Cheryl's final act as president, that a committee be formed to evaluate the pros and cons of membership dues. The members of the committee are as follows: Cici Rosas, Bonnye Sirk, and Bob Davies. The board agreed to withhold the decision until July 27, 2017.

b. **2017-2018 BOD Positions – when do we start working on this?** Lisa Fore received five Self-Nomination forms. Lisa Fore and Cheryl Chase-Berkson agreed to review the forms separately and come to a decision regarding the forms. They plan to arrive at a decision around July 7, 2017. The board approved this decision.

IX. **Future Meeting Date:**

a. **Tuesday, July 25 A.M. 2017 at 9:30 a.m.**

X. **Adjournment 10:26 AM.**

**Caution:** Forms printed from within Adobe Acrobat products may not meet IRS or state taxing agency specifications. When using Acrobat 9.x products and later products, select "None" in the "Page Scaling" selection box in the Adobe "Print" dialog.

CLIENT'S COPY

OLIVA, GODDARD & WRIGHT  
CERTIFIED PUBLIC ACCOUNTANTS  
9333 GENESEE AVE STE 110  
SAN DIEGO, CA 92121  
(858) 554-0800

MARCH 13, 2018

CALIFORNIA STATE CHAPTER OF NATIONAL  
ASSN OF RESIDENTIAL PROPERTY MANAGERS  
16516 BERNARDO CENTER DR, SUITE 330  
SAN DIEGO, CA 92128

DEAR BOB:

ENCLOSED ARE THE ORIGINAL AND ONE COPY OF THE 2017 EXEMPT  
ORGANIZATION RETURNS, AS FOLLOWS...

2017 FORM 990-EZ

2017 CALIFORNIA FORM 199

EACH ORIGINAL SHOULD BE DATED, SIGNED AND FILED IN ACCORDANCE  
WITH THE FILING INSTRUCTIONS. THE COPY SHOULD BE RETAINED  
FOR YOUR FILES.

VERY TRULY YOURS,

OLIVA, GODDARD & WRIGHT  
CERTIFIED PUBLIC ACCOUNTANTS

## Filing Instructions

**Prepared for:**

CALIFORNIA STATE CHAPTER OF NATIONAL  
ASSN OF RESIDENTIAL PROPERTY MANAGER  
16516 BERNARDO CENTER DR, SUITE 330  
SAN DIEGO, CA 92128

**Prepared by:**

OLIVA, GODDARD & WRIGHT, CPAS  
9333 GENESEE AVE, STE 110  
SAN DIEGO, CA 92121

2017 FORM 990-EZ

**ELECTRONIC FILING:**

THIS RETURN HAS BEEN PREPARED FOR ELECTRONIC FILING. IF YOU WISH TO HAVE IT TRANSMITTED ELECTRONICALLY TO THE IRS, PLEASE SIGN, DATE, AND RETURN FORM 8879-EO TO OUR OFFICE. WE WILL THEN SUBMIT THE ELECTRONIC RETURN TO THE IRS. DO NOT MAIL A PAPER COPY OF THE RETURN TO THE IRS. RETURN FORM 8879-EO TO US BY MAY 15, 2018.

2017 CALIFORNIA FORM 199

YOU HAVE A BALANCE DUE OF .....\$ 10.00

THE CALIFORNIA FORM 199 RETURN HAS BEEN PREPARED FOR ELECTRONIC FILING. IF YOU WISH TO HAVE IT TRANSMITTED ELECTRONICALLY TO THE FTB, PLEASE SIGN, DATE AND RETURN FORM 8453-EO TO OUR OFFICE. WE WILL THEN SUBMIT THE ELECTRONIC RETURN TO THE FTB. DO NOT MAIL THE PAPER COPY OF THE RETURN TO THE FTB.

SEPARATELY MAIL CALIFORNIA FORM FTB 3586 WITH A CHECK OR MONEY ORDER FOR \$10.00, PAYABLE TO FRANCHISE TAX BOARD ON OR BEFORE MAY 15, 2018.

MAIL TO - FRANCHISE TAX BOARD  
PO BOX 942857  
SACRAMENTO CA 94257-0531

\*\*\*\*\* THIS IS NOT A FILEABLE COPY \*\*\*\*\*

# IRS e-file Signature Authorization for an Exempt Organization

OMB No. 1545-1878

Form **8879-EO**

For calendar year 2017, or fiscal year beginning \_\_\_\_\_, 2017, and ending \_\_\_\_\_, 20\_\_\_\_

**2017**

Department of the Treasury  
Internal Revenue Service

▶ **Do not send to the IRS. Keep for your records.**

▶ **Go to [www.irs.gov/Form8879EO](http://www.irs.gov/Form8879EO) for the latest information.**

Name of exempt organization

**CALIFORNIA STATE CHAPTER OF NATIONAL  
ASSN OF RESIDENTIAL PROPERTY MANAGERS**

Employer identification number

**20-1862735**

Name and title of officer

**BOB DAVIE  
TREASURER**

## Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line **1a**, **2a**, **3a**, **4a**, or **5a**, below, and the amount on that line for the return being filed with this form was blank, then leave line **1b**, **2b**, **3b**, **4b**, or **5b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than 1 line in Part I.

<b>1a</b> Form 990 check here ▶ <input type="checkbox"/>	<b>b Total revenue</b> , if any (Form 990, Part VIII, column (A), line 12) .....	<b>1b</b> .....
<b>2a</b> Form 990-EZ check here ▶ <input checked="" type="checkbox"/>	<b>b Total revenue</b> , if any (Form 990-EZ, line 9) .....	<b>2b</b> <u>62,322.</u>
<b>3a</b> Form 1120-POL check here ▶ <input type="checkbox"/>	<b>b Total tax</b> (Form 1120-POL, line 22) .....	<b>3b</b> .....
<b>4a</b> Form 990-PF check here ▶ <input type="checkbox"/>	<b>b Tax based on investment income</b> (Form 990-PF, Part VI, line 5) .....	<b>4b</b> .....
<b>5a</b> Form 8868 check here ▶ <input type="checkbox"/>	<b>b Balance Due</b> (Form 8868, line 3c) .....	<b>5b</b> .....

## Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2017 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

☒ I authorize OLIVA, GODDARD & WRIGHT, CPAS to enter my PIN 62735  
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the organization's tax year 2017 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2017 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶ \*\*\*\*\* THIS IS NOT A FILEABLE COPY \*\*\* Date ▶ \_\_\_\_\_

## Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

**33767805201**

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2017 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ \_\_\_\_\_ Date ▶ 03/13/18

**ERO Must Retain This Form - See Instructions  
Do Not Submit This Form to the IRS Unless Requested To Do So**

LHA For Paperwork Reduction Act Notice, see instructions.

Form **8879-EO** (2017)

723051 10-11-17

13120313 784697 CALNARPM

2017.03000 CALIFORNIA STATE CHAPTER OF CALNARP1



Form **990-EZ****Short Form**  
**Return of Organization Exempt From Income Tax**

OMB No. 1545-1150

**2017**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to [www.irs.gov/Form990EZ](http://www.irs.gov/Form990EZ) for instructions and the latest information.Department of the Treasury  
Internal Revenue ServiceOpen to Public  
Inspection**A For the 2017 calendar year, or tax year beginning**

and ending

**B** Check if applicable:

- ☐ Address change  
☐ Name change  
☐ Initial return  
☐ Final return/terminated  
☐ Amended return  
☐ Application pending

**C** Name of organization**CALIFORNIA STATE CHAPTER OF NATIONAL  
ASSN OF RESIDENTIAL PROPERTY MANAGERS**

Number and street (or P.O. box, if mail is not delivered to street address)

**16516 BERNARDO CENTER DR, SUITE 330**

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

**SAN DIEGO, CA 92128****D** Employer identification number**20-1862735****E** Telephone number**858-485-6565****F** Group Exemption  
Number ▶**G** Accounting Method: ☒ Cash ☐ Accrual Other (specify) ▶**I** Website: ▶ **WWW.CALNARPM.ORG****J** Tax-exempt status (check only one) — ☐ 501(c)(3) ☒ 501(c) ( **6** ) (insert no.) ☐ 4947(a)(1) or ☐ 527**H** Check ☒ if the organization is  
not required to attach Schedule B  
(Form 990, 990-EZ, or 990-PF).**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II,  
column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ **62,322.****Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I

☒

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	919.
	2	Program service revenue including government fees and contracts	2	61,403.
	3	Membership dues and assessments	3	
	4	Investment income	4	
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	
c	Less: direct expenses from gaming and fundraising events	6c		
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less: cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	<b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶	9	62,322.	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	1,071.
	14	Occupancy, rent, utilities, and maintenance	14	
	15	Printing, publications, postage, and shipping	15	510.
	16	Other expenses (describe in Schedule O) <b>SEE SCHEDULE O</b>	16	83,098.
	17	<b>Total expenses.</b> Add lines 10 through 16 ▶	17	84,679.
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	-22,357.
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	65,101.
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	0.
	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ▶	21	42,744.

LHA For Paperwork Reduction Act Notice, see the separate instructions.

Form **990-EZ** (2017)

322017.03000 CALIFORNIA STATE CHAPTER OF CALNARP1

**CALIFORNIA STATE CHAPTER OF NATIONAL  
ASSN OF RESIDENTIAL PROPERTY MANAGERS**

Form 990-EZ (2017)

20-1862735

Page 3

**Part V Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Sch. O to respond to any question in this Part V ☒ **X**

		Yes	No
<b>33</b> Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O .....	<b>33</b>		<b>X</b>
<b>34</b> Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions) .....	<b>34</b>		<b>X</b>
<b>35a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)? .....	<b>35a</b>		<b>X</b>
<b>b</b> If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O .....	<b>35b</b>	N/A	
<b>c</b> Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III .....	<b>35c</b>		<b>X</b>
<b>36</b> Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N .....	<b>36</b>		<b>X</b>
<b>37a</b> Enter amount of political expenditures, direct or indirect, as described in the instructions ..... <b>37a</b> 0.			
<b>b</b> Did the organization file <b>Form 1120-POL</b> for this year? .....	<b>37b</b>		<b>X</b>
<b>38a</b> Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return? .....	<b>38a</b>		<b>X</b>
<b>b</b> If "Yes," complete Schedule L, Part II and enter the total amount involved ..... <b>38b</b> N/A			
<b>39</b> Section 501(c)(7) organizations. Enter:			
<b>a</b> Initiation fees and capital contributions included on line 9 .....	<b>39a</b>	N/A	
<b>b</b> Gross receipts, included on line 9, for public use of club facilities .....	<b>39b</b>	N/A	
<b>40a</b> Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 <b>N/A</b> ; section 4912 <b>N/A</b> ; section 4955 <b>N/A</b>			
<b>b</b> Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I .....	<b>40b</b>	N/A	
<b>c</b> Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ..... <b>N/A</b>			
<b>d</b> Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ..... <b>N/A</b>			
<b>e</b> All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T .....	<b>40e</b>		<b>X</b>
<b>41</b> List the states with which a copy of this return is filed <b>CA</b>			
<b>42a</b> The organization's books are in care of <b>BOB DAVIE</b> Telephone no. <b>858-485-6565</b> Located at <b>16516 BERNARDO CENTER DRIVE SUITE 330, SAN DIEGO,</b> ZIP + 4 <b>92128</b>			
<b>b</b> At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? .....	<b>42b</b>		<b>X</b>
If "Yes," enter the name of the foreign country: ..... See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
<b>c</b> At any time during the calendar year, did the organization maintain an office outside the United States? .....	<b>42c</b>		<b>X</b>
If "Yes," enter the name of the foreign country: .....			
<b>43</b> Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of <b>Form 1041</b> - Check here ..... <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ..... <b>43</b> N/A			
<b>44a</b> Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ .....	<b>44a</b>		<b>X</b>
<b>b</b> Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ .....	<b>44b</b>		<b>X</b>
<b>c</b> Did the organization receive any payments for indoor tanning services during the year? .....	<b>44c</b>		<b>X</b>
<b>d</b> If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O .....	<b>44d</b>		
<b>45a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)? .....	<b>45a</b>		<b>X</b>
<b>b</b> Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions) .....	<b>45b</b>		

Form 990-EZ (2017)

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office?

Yes No

If "Yes," complete Schedule C, Part I

46 X

**Part VI Section 501(c)(3) organizations only**

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

☐

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Sch. C, Part II

Yes No

47

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

48

49a Did the organization make any transfers to an exempt non-charitable related organization?

49a

b If "Yes," was the related organization a section 527 organization?

49b

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
N/A				

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None." N/A

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A

Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign  
Here

Signature of officer

Date

BOB DAVIE, TREASURER

Type or print name and title

Paid  
Preparer  
Use Only

Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
SHELLY M. QUARISA		03/13/18		P00730188
Firm's name	Firm's EIN			
OLIVA, GODDARD & WRIGHT, CPAS	33-0578542			
Firm's address	Phone no.			
9333 GENESEE AVE, STE 110 SAN DIEGO, CA 92121	(858) 554-0800			

May the IRS discuss this return with the preparer shown above? See instructions

X Yes No

**SCHEDULE O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2017**

Open to Public  
Inspection

Name of the organization <b>CALIFORNIA STATE CHAPTER OF NATIONAL ASSN OF RESIDENTIAL PROPERTY MANAGERS</b>	Employer identification number <b>20-1862735</b>
---	---

**FORM 990-EZ, PART I, LINE 16, OTHER EXPENSES:**

DESCRIPTION OF OTHER EXPENSES:	AMOUNT:
ADVERTISING AND PROMOTION	584.
CONFERENCES, CONVENTIONS, AND MEETINGS	79,733.
MERCHANT ACCOUNT FEES	2,153.
PO BOX	178.
STATE TAX	10.
REGISTRATION, LICENSES, AND PERMITS	440.
TOTAL TO FORM 990-EZ, LINE 16	83,098.

FORM 990-EZ, PART III, PRIMARY EXEMPT PURPOSE - THE NARPM CALIFORNIA CHAPTER WAS FORMED IN 2002 TO BRING COLLABORATION AND SYNERGY TO THE VARIOUS LOCAL CHAPTERS OF NARPM IN CALIFORNIA. WHILE CHAPTERS FROM SAN DIEGO TO MARIN/SONOMA WERE DOING AN EFFECTIVE JOB OF PROVIDING NETWORKING, EDUCATION, AND PROFESSIONALISM TO OVER 300 PROFESSIONAL RESIDENTIAL PROPERTY MANAGERS, THERE WAS NO FORMAL GROUP TO OVERSEE INFORMATION AND EVENTS THAT WERE OF CONCERN TO ALL PROPERTY MANAGERS DOING BUSINESS IN CALIFORNIA. REPRESENTATIVES FROM EACH CALIFORNIA NARPM CHAPTER JOINED TOGETHER IN 2002 TO FORM THE CALIFORNIA STATEWIDE CHAPTER."

**FORM 990-EZ, PART III, LINE 28, PROGRAM SERVICE ACCOMPLISHMENTS:**

WORKSHOPS AND PANEL PRESENTATIONS AT THE CALNARPM CALIFORNIA CONFERENCE. THE CALNARPM CONFERENCE BOASTS ATTENDANCE OF APPROXIMATELY 150 OF THE MOST PROFESSIONAL, INFLUENTIAL, AND QUALIFIED RESIDENTIAL PROPERTY MANAGERS THROUGHOUT THE

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990 or 990-EZ) (2017)

732211 09-07-17

Name of the organization	CALIFORNIA STATE CHAPTER OF NATIONAL ASSN OF RESIDENTIAL PROPERTY MANAGERS	Employer identification number 20-1862735
--------------------------	---	--

STATE OF CALIFORNIA.

FORM 990-EZ, PART V, INFORMATION REGARDING PERSONAL BENEFIT CONTRACTS:

THE ORGANIZATION DID NOT, DURING THE YEAR, RECEIVE ANY FUNDS, DIRECTLY,  
OR INDIRECTLY, TO PAY PREMIUMS ON A PERSONAL BENEFIT CONTRACT.

THE ORGANIZATION, DID NOT, DURING THE YEAR, PAY ANY PREMIUMS, DIRECTLY,  
OR INDIRECTLY, ON A PERSONAL BENEFIT CONTRACT.



2017

# California Exempt Organization Annual Information Return

199

Calendar Year 2017 or fiscal year beginning (mm/dd/yyyy)

, and ending (mm/dd/yyyy)

Corporation/Organization name

CALIFORNIA STATE CHAPTER OF NATIONAL  
ASSN OF RESIDENTIAL PROPERTY MANAGERS

California corporation number

2706445

Additional information. See instructions.

FEIN

20-1862735

Street address (suite or room)

16516 BERNARDO CENTER DR, SUITE 330

PMB no.

City

SAN DIEGO

State

CA

ZIP code

92128

Foreign country name

Foreign province/state/county

Foreign postal code

**A** First Return ☐ Yes ☒ No

**B** Amended Return ☐ Yes ☒ No

**C** IRC Section 4947(a)(1) trust ☐ Yes ☒ No

**D** Final Information Return?

• ☐ Dissolved ☐ Surrendered (Withdrawn) ☐ Merged/Reorganized

Enter date: (mm/dd/yyyy) •

**E** Check accounting method: (1) ☒ Cash (2) ☐ Accrual (3) ☐ Other

**F** Federal return filed? (1) • ☐ 990T (2) • ☐ 990PF (3) • ☐ Sch H (990)

(4) ☒ Other 990 series

**G** Is this a group filing? See instructions ☐ Yes ☒ No

**H** Is this organization in a group exemption ☐ Yes ☒ No

If "Yes," what is the parent's name?

**I** Did the organization have any changes to its guidelines not reported to the FTB? See instructions ☐ Yes ☒ No

**J** If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions. ☐ Yes ☐ No

**K** Is the organization exempt under R&TC Section 23701g? ☐ Yes ☒ No

If "Yes," enter the gross receipts from nonmember sources \$

**L** If organization is exempt under R&TC Section 23701d and meets the filing fee exception, check box. No filing fee is required. ☐

**M** Is the organization a Limited Liability Company? ☐ Yes ☒ No

**N** Did the organization file Form 100 or Form 109 to report taxable income? ☐ Yes ☒ No

**O** Is the organization under audit by the IRS or has the IRS audited in a prior year? ☐ Yes ☒ No

**P** Is federal Form 1023/1024 pending? ☐ Yes ☒ No

Date filed with IRS

**Part I** Complete Part I unless not required to file this form. See General Information B and C.

Receipts and Revenues	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8	1	61,403.00
	2	Gross dues and assessments from members and affiliates	2	00
	3	Gross contributions, gifts, grants, and similar amounts received	3	919.00
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Information B	4	62,322.00
	5	Cost of goods sold	5	00
	6	Cost or other basis, and sales expenses of assets sold	6	00
	7	Total costs. Add line 5 and line 6	7	00
	8	Total gross income. Subtract line 7 from line 4	8	62,322.00
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18	9	84,679.00
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8	10	-22,357.00
Filing Fee	11	Total payments	11	00
	12	Use tax. See General Information K	12	00
	13	Payments balance. If line 11 is more than line 12, subtract line 12 from line 11	13	00
	14	Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12	14	00
	15	Filing fee \$10 or \$25. See General Information F	15	10.00
	16	Penalties and Interest. See General Information J	16	00
	17	Balance due. Add line 12, line 15, and line 16. Then subtract line 11 from the result	17	10.00
Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.			
	Signature of officer	Title TREASURER	Date	Telephone 858-485-6565
Paid Preparer's Use Only	Preparer's signature	Date 03/13/18	Check if self-employed <input type="checkbox"/>	PTIN P00730188
	Firm's name (or yours, if self-employed) and address			FEIN 33-0578542
	OLIVA, GODDARD & WRIGHT, CPAS 9333 GENESEE AVE, STE 110 SAN DIEGO, CA 92121			Telephone (858) 554-0800
	May the FTB discuss this return with the preparer shown above? See instructions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

CALIFORNIA STATE CHAPTER OF NATIONAL  
ASSN OF RESIDENTIAL PROPERTY MANAGERS

20-1862735

**Part II** Organizations with gross receipts of more than \$50,000 and private foundations regardless of amount of gross receipts - complete Part II or furnish substitute information.

728951 12-06-17

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions .....	•	1	00
	2	Interest .....	•	2	00
	3	Dividends .....	•	3	00
	4	Gross rents .....	•	4	00
	5	Gross royalties .....	•	5	00
	6	Gross amount received from sale of assets (See Instructions) .....	•	6	00
	7	Other income ..... <b>SEE STATEMENT 1</b> .....	•	7	61,403. 00
	8	<b>Total</b> gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1 .....	•	8	61,403. 00
	9	Contributions, gifts, grants, and similar amounts paid .....	•	9	00
	10	Disbursements to or for members .....	•	10	00
	11	Compensation of officers, directors, and trustees ..... <b>SEE STATEMENT 2</b> .....	•	11	0. 00
	12	Other salaries and wages .....	•	12	00
Expenses and Disbursements	13	Interest .....	•	13	00
	14	Taxes .....	•	14	00
	15	Rents .....	•	15	00
	16	Depreciation and depletion (See instructions) .....	•	16	00
	17	Other Expenses and Disbursements ..... <b>SEE STATEMENT 3</b> .....	•	17	84,679. 00
	18	<b>Total</b> expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9 .....	•	18	84,679. 00

Schedule L	Balance Sheet	Beginning of taxable year		End of taxable year	
Assets		(a)	(b)	(c)	(d)
1 Cash .....			65,101.		• 42,744.
2 Net accounts receivable .....					•
3 Net notes receivable .....					•
4 Inventories .....					•
5 Federal and state government obligations .....					•
6 Investments in other bonds .....					•
7 Investments in stock .....					•
8 Mortgage loans .....					•
9 Other investments .....					•
10 a Depreciable assets .....					
b Less accumulated depreciation .....	(	)		(	)
11 Land .....					•
12 Other assets .....					•
13 Total assets .....			65,101.		42,744.
Liabilities and net worth					
14 Accounts payable .....					•
15 Contributions, gifts, or grants payable .....					•
16 Bonds and notes payable .....					•
17 Mortgages payable .....					•
18 Other liabilities .....					
19 Capital stock or principal fund .....					•
20 Paid-in or capital surplus. Attach reconciliation .....					•
21 Retained earnings or income fund .....			65,101.		• 42,744.
22 Total liabilities and net worth .....			65,101.		42,744.

**Schedule M-1 Reconciliation of income per books with income per return**

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000.

1 Net income per books .....	•	7 Income recorded on books this year not included in this return .....	•
2 Federal income tax .....	•	8 Deductions in this return not charged against book income this year .....	•
3 Excess of capital losses over capital gains .....	•	9 Total. Add line 7 and line 8 .....	
4 Income not recorded on books this year .....	•	10 Net income per return. Subtract line 9 from line 6 .....	
5 Expenses recorded on books this year not deducted in this return .....	•		
6 Total. Add line 1 through line 5 .....			

CA 199	OTHER INCOME	STATEMENT	1
DESCRIPTION		AMOUNT	
PROGRAM SERVICE REVENUE		61,403.	
TOTAL TO FORM 199, PART II, LINE 7		61,403.	

CA 199	COMPENSATION OF OFFICERS, DIRECTORS AND TRUSTEES	STATEMENT	2
NAME AND ADDRESS	TITLE AND AVERAGE HRS WORKED/WK	COMPENSATION	
MICHAEL BRADDON 1210 28TH ST SAN DIEGO, CA 92102	PRESIDENT 6.00	0.	
CECELIA M. ROSAS 1365 CADENCE WAY SANTA ROSA, CA 95401	IMMEDIATE PAST PRES 2.00	0.	
MATT PRANDI BORRIES 1321 THIRD STREET SAN RAFAEL, CA 94901	SECRETARY 4.00	0.	
BOB DAVIE 16516 BERNARDO CENTER DR SUITE 330 SAN DIEGO, CA 92128	TREASURER 4.00	0.	
TOTAL TO FORM 199, PART II, LINE 11		0.	

CA 199	OTHER EXPENSES	STATEMENT	3
DESCRIPTION		AMOUNT	
ADVERTISING AND PROMOTION		584.	
CONFERENCES, CONVENTIONS, AND MEETINGS		79,733.	
MERCHANT ACCOUNT FEES		2,153.	
PO BOX		178.	
STATE TAX		10.	
REGISTRATION, LICENSES, AND PERMITS		440.	
PROFESSIONAL FEES AND OTHER PAYMENTS TO INDEPENDENT CONTRACTORS		1,071.	
PRINTING, PUBLICATIONS, POSTAGE AND SHIPPING		510.	
TOTAL TO FORM 199, PART II, LINE 17		84,679.	

**Voucher at bottom of page.**

**DO NOT MAIL A PAPER COPY OF THE CORPORATE OR EXEMPT ORGANIZATION TAX RETURN  
WITH THE PAYMENT VOUCHER.**

**If the amount of payment is zero, do not mail this voucher.**

**WHERE TO FILE:**

Using black or blue ink, make check or money order payable to the "Franchise Tax Board." Write the corporation number or FEIN and "2017 FTB 3586" on the check or money order. Detach voucher below. Enclose, but **do not** staple, payment with voucher and mail to:

**FRANCHISE TAX BOARD  
PO BOX 942857  
SACRAMENTO CA 94257-0531**

Make all checks or money orders payable in U.S. dollars and drawn against a U.S. financial institution.

**WHEN TO FILE:**

**Corporations - File and Pay by the 15th day of the 4th month following the close of the taxable year.**

**S corporations - File and Pay by the 15th day of the 3rd month following the close of the taxable year.**

**Exempt organizations - File and Pay by the 15th day of the 5th month following the close of the taxable year.**

When the due date falls on a weekend or holiday, the deadline to file and pay without penalty is extended to the next business day.

Due to the federal Emancipation Day holiday on April 16, 2018, tax returns filed and payments mailed or submitted on April 17, 2018, will be considered timely.

**ONLINE SERVICES:**

Corporations can make payments online using Web Pay for Businesses. Corporations can make an immediate payment or schedule payments up to a year in advance. Go to [ftb.ca.gov/pay](http://ftb.ca.gov/pay) for more information.

739035 11-29-17

--- DETACH HERE --- IF NO PAYMENT IS DUE, DO NOT MAIL THIS VOUCHER --- DETACH HERE ---

**CAUTION:** You may be required to pay electronically, see instructions.

TAXABLE YEAR

**2017**

**Payment Voucher for Corporations and Exempt  
Organizations e-filed Returns**

CALIFORNIA FORM

**3586 (e-file)**

0000000 CALI 20-1862735 2706445 17 FORM 3

TYB 01-01-2017 TYE 12-31-2017

CALIFORNIA STATE CHAPTER OF NATIONAL ASSN OF RESIDENTIAL PROPERTY MANA

16516 BERNARDO CENTER DR STE 330  
SAN DIEGO CA 92128

(858) 485-6565

Amount of Payment 10.

TAXABLE YEAR  
**2017****California e-file Return Authorization for  
Exempt Organizations**FORM  
**8453-EO**

Exempt Organization name

Identifying number

**CALIFORNIA STATE CHAPTER OF NATIONAL  
ASSN OF RESIDENTIAL PROPERTY MANAGERS****20-1862735****Part I Electronic Return Information** (whole dollars only)

<b>1</b>	Total gross receipts (Form 199, line 4)	<b>1</b>	<b>62,322.00</b>
<b>2</b>	Total gross income (Form 199, line 8)	<b>2</b>	<b>62,322.00</b>
<b>3</b>	Total expenses and disbursements (Form 199, line 9)	<b>3</b>	<b>84,679.00</b>

**Part II Settle Your Account Electronically for Taxable Year 2017**

<b>4</b>	<input type="checkbox"/> Electronic funds withdrawal	<b>4a</b> Amount	<b>4b</b> Withdrawal date (mm/dd/yyyy)
----------	--	------------------	--

**Part III Banking Information** (Have you verified the exempt organization's banking information?)

<b>5</b>	Routing number	<b>7</b>	Type of account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
<b>6</b>	Account number		

**Part IV Declaration of Officer**

I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, Box 4, I authorize an electronic funds withdrawal for the amount listed on line 4a.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2017 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's fee liability, the exempt organization will remain liable for the fee liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. **If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay.**

**Sign  
Here**

Signature of officer

Date

**TREASURER**

Title

**Part V Declaration of Electronic Return Originator (ERO) and Paid Preparer.**

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB; I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2017 e-file Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

<b>ERO</b>	ERO's- signature	Date	Check if also paid preparer <input checked="" type="checkbox"/>	Check if self- employed <input type="checkbox"/>	ERO's PTIN
<b>Must Sign</b>	Firm's name (or yours if self-employed) and address	<b>OLIVA, GODDARD &amp; WRIGHT, CPAS</b>			FEIN <b>33-0578542</b>
		<b>9333 GENESEE AVE, STE 110</b>			ZIP code <b>92121</b>
		<b>SAN DIEGO, CA</b>			

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

<b>Paid Preparer Must Sign</b>	Paid preparer's signature	Date	Check if self- employed <input type="checkbox"/>	Paid preparer's PTIN
	Firm's name (or yours if self-employed) and address			FEIN
				ZIP code

**California State Chapter of the National Association of  
Residential Property Managers**

**2018 Fiscal Year Budget Proposal  
7/1/2017**

**Ordinary Income**

Conference Attendee	\$41,000.00
Vendor (Affiliate) Sponsorships	\$55,000.00
Chapter Grant	\$500.00
Other Income	\$1,000.00
<b>Total Income</b>	<b>\$97,500.00</b>

**Business Expenses**

**Conference Expenses**

Conference Hotel	\$65,000.00
Speaker Fees	\$6,000.00
Marketing Fees	\$8,000.00
Supplies	\$250.00

**Operations**

Casual Labor	\$1,250.00
National Association Contribution	\$1,000.00
Software	\$600.00
Corporate Filing Fee	\$25.00
Website Administration	\$4,500.00
Software	\$400.00
Postage	\$700.00
Computer / IT	\$500.00
Constant Contact/Mail Chimp	\$1,000.00

<b>Total Expenses</b>	<b>\$89,225.00</b>
-----------------------	--------------------

<b>Net Ordinary Income Total</b>	<b>\$8,275.00</b>
----------------------------------	-------------------



## **2017 CAL-NARPM**

### **Meetings in 2017**

**Cal NARPM does not hold regular meetings. As a state chapter, we sponsor an annual convention where NARPM members can attend educational classes, state sponsored events and workshops.**

**Last years conference was held in April 2017 at the Napa Valley Marriott Hotel and was attended by over 200 state members.**

## **Cal NARPM 2017 Tax Returns – Password/Pin#**

The Password to get access to the tax returns is: **2735**

Filename: e64d-765d-c87a-cf9d.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Bob Davie  
Keywords:  
Comments:  
Creation Date: 3/15/2018 2:03:00 AM  
Change Number: 1  
Last Saved On: 3/15/2018 2:05:00 AM  
Last Saved By: Bob Davie  
Total Editing Time: 2 Minutes  
Last Printed On: 3/26/2018 2:10:00 PM  
As of Last Complete Printing  
    Number of Pages: 1  
    Number of Words: 17  
    Number of Characters: 80



**2016-2017 CALNARPM Board of Directors**

*Cheryl Chase-Berkson, President*

*Lisa Fore, 2015-2016 President*

*Barbara Barrows, Secretary*

*Bob Davie, Treasurer*

*Alex Osenenko, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

**Minutes**

**2016-2017 Board Meeting**

Tuesday, January 31, 2017

Conference Call 9:30 a.m.

Teleconference - Phone number: (605) 475 4800 code: 717633#

- I. Call to Order/Introductions – Cheryl Chase-Berkson 9:34 AM**
  - a. Present: Barbara Barrows, Dana Wares, Alex Osenenko, Cheryl Chase-Berkson, Matt Borries, Lisa Fore, Bob Davie, Tim Wehner, Bonnye Sirk (arrived later)
  - b. Absent: Dimitri Amor, Cici Rosas
  - c. Staff: n/a
- II. NARPM® Code of Ethics – Cheryl Chase-Berkson** *Cheryl Chase-Berkson read aloud to the Board members Article 3: Responsibility to Client. Members read the Standards of Professionalism individually.*

**Article 3: RESPONSIBILITY TO CLIENT**

***When working in a disclosed relationship with a client, the Property Manager shall protect the client's best interest at all times.***

**STANDARDS OF PROFESSIONALISM**

- **3-1** The Property Manager shall use written agreements, and written extensions, if required, outlining all responsibilities and fees, if any. The Client will be provided a copy of all signed agreements and extensions, and the Property Manager will retain a copy.
- **3-2** The Property Manager shall communicate regularly with the Client, either orally or in writing and shall provide the Client with written reports as needed and as agreed between all parties. In the event of any dispute, the Property Manager shall provide a written accounting as soon as practical.
- **3-3** Should the Property Manager have a disclosed relationship with a property owner, the Property Manager shall review and verify all Tenant applications to determine the applicant's ability to pay rental fees and to assess the likelihood that the applicant will comply with all provisions of the rental agreement.
- **3-4** The Property Manager shall accept no commissions, rebates, profits, discounts, or any other benefit which has not been fully disclosed to and approved by the Client.
- **3-5** The Property Manager shall not mislead a potential Client about the rental market value of a property in an attempt to secure a rental listing.
- **3-6** The Property Manager shall disclose to his or her Client all pertinent facts relating to any transaction.



**2016-2017 CALNARPM Board of Directors**

*Cheryl Chase-Berkson, President*

*Lisa Fore, 2015-2016 President*

*Barbara Barrows, Secretary*

*Bob Davie, Treasurer*

*Alex Osenenko, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

**III. Secretary's Report – Barbara Barrows**

- a. Vote needed to approve Minutes from the December 27, 2016 BOD call. **A motion was made by Cheryl Chase-Berkson and seconded by Bob Davie, to approve the Minutes from the December 27, 2016 BOD meeting. The vote passed unanimously and the Minutes were approved.**

**IV. Treasurer's Report – Bob Davie**

- a. Vote needed to approve financial reports **Bob Davie reviewed the reports that were e-mailed to members: Conference Budget vs. Actual; 2015-2016 P & L Comparison; 2016 YTD P&L; Quickbooks Register; 2016 YTD Balance sheet. Bob will be contacting Sterling Robinson to discuss questions on the following items: \$3505.+/- in Sales Tax line item; \$1922.+/- in Unapplied Expense line item; \$1000.00 in Tax Preparation Fee line item. No vote was taken to approve the financials provided for this meeting.**

**V. 2017 CALNARPM Conference & Tradeshow Cheryl Chase-Berkson**

- a. **Marketing** – Alex Osenenko *Alex Osenenko reported that the website registration now has a new feature: a self-select for decision makers, to facilitate the invitation list to the SpeedNetworking Session at the conference.*
- b. **President's Letter** – Cheryl Chase Berkson  
Cheryl Chase-Berkson has composed a letter which will go out to CALNARPM members who attended National's Hawaii Convention. *Cheryl Chase-Berkson will be mailing out this letter by the end of this week (02/03/17).*
- c. **Education** – Matt Borries *Matt Borries reported that everything is in line as of this point.*
- d. **Exhibitor Registration** – Alex Osenenko *Alex Osenenko reported that there are 25 exhibitors registered and paid for to date.*
- e. **Conference Brochure** – Matt Borries/Jennifer Newton *Matt Borries reported that he is waiting for updated proof from PsPrint and will follow up with them this week; it is close to the final draft.*
- f. **Budget Update** – Bob Davie *Bob Davie reported that he added two new columns to the Budget vs Actual worksheet to track both number of registered attendees and dollar amounts collected. He also reported that he did not delete the registration categories not being used this year, so as to avoid losing the formulas within the worksheet.*
- g. **Timeline Update** – Cici Rosas *The latest update from box.com was provided to Board members; however no report given during meeting.*
- h. **Attendee Registration Update** – Barbara Barrows *There are 21 registered attendees, all of whom have been entered into the 2017 Attendee List. All registrations will be added to this list as they come in through the website.*
- i. **Closing Session Panel** – Cheryl Chase Berkson  
We need a form prepared that we can hand out to attendees as the check in at the



**2016-2017 CALNARPM Board of Directors**

*Cheryl Chase-Berkson, President*

*Lisa Fore, 2015-2016 President*

*Barbara Barrows, Secretary*

*Bob Davie, Treasurer*

*Alex Osenenko, Affiliate Director*

*Matt Borries, Education Director*

*Dana Wares, Legislative Director*

*Bonnye Sirk, Membership/Communications Co-Director*

*Dimitri Amor, Membership/Communications Co-Director*

event, for them to write

questions for our panel members. We also need to determine a "drop off" site for those forms after our attendees fill them out. *We need a theme for our Closing Session panel so we can include that information in this "suggested questions" form.*

- j. Program Schedule** – There needs to be a schedule prepared that can be given out to all Speakers and Workshop Presenters. We may have last year's template in our box.com records? *Barbara Barrows reported that there is a copy of last year's schedule that can be used as a template for 2017.*
- k. 2018 Conference Site Committee** – *Cheryl Chase-Berkson Cheryl Chase-Berkson reported that the 2018 site committee might have some options to talk about at the 02/28/17 BOD Meeting.*
- VI. Communication** – *Bonnye Sirk/Dimitri Amor Bonnye Sirk reported that everything is going smoothly.*
- VII. Education** – *Matt Borries Matt Borries' Education report was covered in the Conference update.*
- VIII. Legislative** – *Dana Wares Dana Wares reported that her firm, Kimball Tyree & St. John, has been experiencing problems with the new VAWA law changes. KTS will be sending out an emergency alert regarding this: i.e. all notices served on tenants must have VAWA language attached. Dana also reported that the City of Richmond has a new Rental Housing Registration requirement and all notices served on tenants must first be submitted to the City of Richmond, so that it can be verified that the property has been registered with the City.*
- IX. Old Business** – *Cheryl Chase-Berkson A motion was made by Bonnye Sirk and seconded by Bob Davie to pay Cici Rosas a stipend of \$1,500.00, plus cover her hotel room and conference registration fee, in exchange for her work as Conference Coordinator. The vote passed unanimously. Cheryl Chase-Berkson reported that Cici Rosas will submit an invoice to the Chapter for the \$1,500.00, and that her hotel room will be covered through the comped room clause of our contract with the Napa Marriott.*
- X. New Business** – *Cheryl Chase-Berkson*
- XI. Future Meeting Date:**

  - a. Tuesday, February 28, 2017 at 9:30 a.m.**
  - b. Tuesday, March 28, 2017 at 9:30 a.m.**
  - c. Tuesday, April 25, 2017 at 9:30 a.m.**
  - d. Barbara Barrows has sent out Invitations to all meetings through June 27, 2017.**
- XII. Adjournment 10:41 AM**

Filename: 6542-bdd0-e4b9-6bee.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\76  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.do  
tm  
Title:  
Subject:  
Author: Sterling Robinson  
Keywords:  
Comments:  
Creation Date: 3/10/2018 5:59:00 PM  
Change Number: 2  
Last Saved On: 3/10/2018 5:59:00 PM  
Last Saved By: Bob Davie  
Total Editing Time: 1 Minute  
Last Printed On: 3/26/2018 2:11:00 PM  
As of Last Complete Printing  
Number of Pages: 3  
Number of Words: 1,132  
Number of Characters: 5,874