

Bylaws of

**The California Chapter of
The National Association of Residential Property Managers Inc.
(CALNARPM)**

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the California State Chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as CALNARPM.

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in the State of California.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the State of California

Section C: Powers

CALNARPM may exercise all powers granted to it as a corporation organized under the non-profit corporation laws of the State of California.

1. CALNARPM shall be subject to all rules, regulations, ethics, and standards and bylaws of the National Association of Residential Property Managers, Inc.
2. CALNARPM bylaws shall not conflict with those of the National Association of Residential Property Managers, Inc., hereinafter referred to as the national association (NARPM).

Section D: This chapter's geographical definition shall be: The State of California

ARTICLE II: Membership

Professional, Associate, Support Staff, Affiliate Member, Junior, Student, Academic, Company, and Honorary Members

Section A: Professional Member

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

A Professional Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

Section B: Associate Member

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, any certification, or hold elective office. This member has never completed a course of instruction covering the NARPM® Code of Ethics.

An Associate Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

Section C: Support Staff

A Support Staff Member shall be a person acting in the role of support in the office of a Professional Member and the Support Staff Member must not be acting in a capacity requiring licensure according to his/her state's regulatory licensing law. A Support Staff Member does not vote or hold elective office.

Section D: Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote; However, affiliate members can be a chairperson and can serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

Section E: Honorary Member

Honorary membership shall be bestowed upon individuals who, are recommended by the chapter board of directors and have rendered distinguished service to CALNARPM or to the

profession of property management. Honorary members shall pay no dues or other assessments to the Chapter and shall be eligible to participate in the usual activities of the CALNARPM, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

Section F: Life Member

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

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

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

Section G: Company Membership

Company Membership is offered to the responsible individual of the company. To hold Company Membership, the company must have four (4) members, which is a combination of Professional and Support members, with two (2) out of the four (4) being Professional members. Additional Professional Members, Support Staff and Associate Members may register under the company for an additional fee. Membership categories under the Company will follow the same eligibilities and requirements as outlined above.

Section H: Application by Professional, Associate, or Support Staff Members:

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
2. Vote: Voting member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected **or electronically**. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A: Suspension of Membership

Suspension of membership shall result in a member being unable to vote in chapter matters for a period of time designated by these or the national association bylaws or, where such discretion is authorized by the national association, for any one of the following reasons:

1. Suspension of membership: Suspension of membership for reasons stated in the bylaws of the national association.
2. By notification of the National NARPM® Board of Directors as a result of violations of the Code of Ethics and Standards of Professionalism.

Section B: Termination of Membership

Membership shall be terminated for reasons identified below. Upon termination, a member shall lose all rights and interests in the chapter and the national association.

1. Resignation:
 - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to CALNARPM and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
 - b. Affiliate member may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 60 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

Section C: Reinstatement of Membership

A former member still meeting all membership requirements shall be reinstated:

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness incurred has been paid and is current.

3. After a waiting period of one calendar year from the date of termination as a result of a presidential request or by an action of the board of directors of the national association.
4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Committee/Board of Directors

Section A: Responsibilities

The chapter executive committee/board of directors, hereinafter known as the Board, shall have responsibility for the management of the chapter and shall exercise all rights and powers not expressly reserved by these bylaws or the bylaws of the national association. Such management responsibilities shall include, but not be limited to:

1. Establishing and implementing an organization framework for the chapter.
2. Establishing new or modifying existing operating rules that are not inconsistent with these bylaws, the bylaws of the national association or their intent. Changes to the bylaws must be submitted to the board of directors of the national association for approval.
3. Establishing annual chapter dues, application fees and special assessments.
4. Establishing new committees and dissolving existing committees.
5. Establishing the principle office location of CALNARPM

Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of 5 officers as follows:

1. President: The president shall:
 - a. Serve as the chief executive officer of the chapter.
 - b. Preside at all meetings of the chapter.
 - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
 - d. Sign all legal documents.
 - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - f. Shall ensure the completion of all documentation required by the National Association.
 - g. Serve a term of one year commencing with the beginning of the committee term and CALNARPM fiscal year (July 1 – June 30).
 - h. Must be a Professional Member of the Chapter.
 - i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.

2. President-Elect: The president-elect shall:

- a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
- b. Fulfill the responsibilities of the president during his/her absence.
- c. Replace the president at the end of the fiscal year.
- d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
- e. Undertake other activities as are deemed appropriate by the president.
- f. Serve a term of one year commencing with the beginning of the new committee term and CALNARPM fiscal year (July 1 – June 30)..
- g. Must be a Professional Member of the Chapter.
- h. Notify all chapter members of upcoming meetings
- i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
- j. Undertake responsibility for such other activities as deemed appropriate by the committee.
- k. Oversee the submission of Chapter reports including Chapter Excellence submission
- l. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.

3. Secretary: The secretary shall:

- a. Maintain current chapter membership records to coincide with the national association's membership database.
- b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
- c. File all federal, state and local reports as needed.
- d. Undertake responsibility for such other activities as deemed appropriate by the committee.
- e. Serve a term of one year commencing with the beginning of the new committee term and CALNARPM fiscal year (July 1 – June 30)..
- f. Must be a Professional Member of the Chapter.

4. Treasurer: The treasurer shall:

- a. Be a signatory for all funds withdrawn from chapter account(s).
- b. Distribute annual renewal notices for chapter dues and special assessments.
- c. Deposit all funds into a federally insured financial institution.
- d. Prepare a financial report for the committee upon request.
- e. Prepare an end-of-fiscal year report for the national association.
- f. File tax and other financial reports with the appropriate government agencies.
- g. Undertake responsibility for other such activities as deemed appropriate by the committee.
- h. Serve a term of one year commencing with the beginning of the new committee term and CALNARPM fiscal year (July 1 – June 30)..
- i. Must be a Professional Member of the Chapter.

6. Past President

- a. Shall serve as Chairman of the Nominating Committee
- b. Undertake responsibilities as assigned by the President

- c. Serve a term of one year commencing with the beginning of the new committee term and CALNARPM fiscal year (July 1 – June 30).

Section C: The Directors

1. Serve as a Committee Chair or in an advisory capacity.
2. Undertake responsibility for such other activities as deemed appropriate by the Board.
3. Serve a term of one year commencing with the beginning of the CALNARPM fiscal year (July 1 – June 30)

ARTICLE V: Eligibility, Nominations, Elections, Terms of Office, and Vacancies

Section A: Eligibility

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association.

Section B: Notification of Members

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the end of the Executive Committee term and CALNARPM fiscal year. Nominations shall be done in two ways:

- a. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and received at least thirty (30) days prior to the election.
- b. In Person/Self-Nomination: Any member who is present during the nomination process or responds with his or her interest electronically, upon being notified of the pending elections and nominations, can be nominated or self-nominated, provided such nomination is within the timeframe indicated in the written notification of members, up to the date and time nominations are closed.

Section C: Elections

Elections shall be conducted **no later than the June** chapter meeting, or electronically **no later than the month of June**, if approved by the chapter executive committee, prior to the end of the CALNARPM fiscal year.

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the CALNARPM Executive Committee and presented to the membership for final vote.

3. **Uncontested Offices:** The presiding authority shall identify those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
4. **Contested Offices:** In the case of contested office(s), each office shall be dealt with through a ballot presented to those who attend the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
5. The Chapter shall not allow nominations from the floor of the chapter meeting during which the election is being conducted. If electronic elections take place, write-In Candidates shall be allowed if said candidate's names are presented in writing to the Nominating Committee as described in Section B.a. above.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the CALNARPM fiscal year (July 1 – June 30) and conclude at the end of the same.

Section E: Vacancy

An office shall be declared vacant when an officer:

1. Resigns that office through written notification to the president or the secretary.
2. Is no longer eligible for membership in the chapter or the national association.
3. Is no longer capable of fulfilling duties of the office involved as determined by a majority vote of the Executive Committee.

Section F: Filling a Vacated Office

In the event that the position of president is vacated, the president-elect shall automatically fill that position and shall continue to serve as both president and president-elect. In the case of other officers, a vacated office shall be filled:

1. **When:** When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. **Procedure:** By an individual nominated and approved by the executive committee **to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.**

ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The executive committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, **which must be no fewer than four (4) meetings annually.**

1. **Notice of Regular Meeting:** With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by regular letter mailed to each member of the committee or by email.

2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.
3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

Section B: Location

All meetings of the chapter shall be held within the geographic definition of the chapter. All meetings of the executive committee shall be held within the geographic definition of the chapter unless otherwise waived by all the members of the executive committee. Annual meeting location of the Chapter shall be approved by the Executive Committee.

Section C: Quorum

1. A Majority of the executive committee officers in attendance shall constitute a quorum.
2. Quorum: A quorum to conduct business by the members shall be 10% of the member eligible to vote at a regularly scheduled meeting. A chapter event can be held without a quorum but no business can be conducted

Section D: Simple Majority Vote

All actions and decisions of the executive committee shall be made official by simple majority vote of the members present at any regular or special meeting of the committee, unless otherwise precluded by law.

ARTICLE VII: Committees

Section A: Appointment

Except as otherwise stated in these bylaws or the bylaws of the national association, the chairpersons and members of all sub-committees shall be appointed by the president with the advice and consent of the executive committee.

Section B: Responsibilities

Committees shall undertake such responsibilities as are identified in these bylaws or as may be assigned to them by the president with the advice and consent of the executive committee. No committee may take any action on behalf of or representative of the chapter unless specifically authorized by the executive committee.

Section C: Creation and Dissolution

The president, with the advice and consent of the executive committee, shall have the authority to create and dissolve committees according to the needs of the chapter.

ARTICLE VIII: Code of Ethics & Standards of Professionalism.

Acknowledgment and Enforcement

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

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

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

Section A. Acknowledgment: Each applicant for membership in the Association shall read and be familiar with the Association Code of Ethics and Standards of Professionalism. Continual adherence to the Code is mandatory for membership in the Association. Professional Members shall have successfully completed a course of instruction on the NARPM® Code of Ethics.

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

Section A: Chapter Charter

A Chapter Charter is granted **by the National Association of Residential Property Managers Inc** only upon the acknowledgment that the chapter members shall:

1. Be familiar with Code: Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.
2. Be Unopposed to Application: By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal action(s) against the national association, its officer(s), director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s) or sub-committee member(s) for any prescribed action identified by these bylaws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section B: Enforcement

It is the duty of the President of the chapter to report all violations to national association's Code of Ethics and Standards of Professionalism to the national association's grievance committee.

ARTICLE IX: Financial Considerations

Section A: Fiscal Year

The chapter's financial fiscal year shall be July 1st through June 30th.

Section B: Chapter Dues

The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:

1. Payable: Dues for CALNARPM, if charged, are payable no later than July 1st of each fiscal year.
2. Non-payment of Dues: Failure to pay the annual chapter dues within 60 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
4. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will not charge dues to National Affiliate members.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

Section C: Special Assessments

Special Assessments may be established by the executive committee and imposed upon its chapter members and/or affiliate members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting of the chapter prior to the imposition of such an assessment. No more than one special assessment may be imposed in any calendar year.

Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the CALNARPM Executive Committee or Board of Directors.

Section E: Non-Binding

The chapter shall not have any authority to financially obligate or bind the **National Association of Residential Property Managers Inc** for any reason.

ARTICLE X: Proposals and Procedures for Amending

Section A: Proposals

Amendments to these bylaws may be proposed by any chapter member or board of director of the **National Association of Residential Property Managers Inc** at any time through a letter addressed to the executive committee and presented or mailed to the secretary. Any proposal shall be studied by the entire executive committee or an officer of the executive committee or by a sub-committee created and/or assigned for that purpose as appointed by the president.

Section B: Procedure for Amending

The entity assigned for the purpose of reviewing proposed Bylaw revisions shall present the proposed amendment to the executive committee with its findings and proposed recommendations of actions. A majority vote of the Executive Committee is necessary to amend these bylaws.

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the **National Association of Residential Property Managers Inc** prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

ARTICLE XI: Miscellaneous

Section A: Invalidity

The invalidity of any provision of these bylaws shall not impair or affect in any manner the validity, enforceability or affect of the remainder of these bylaws.

Section B: Waiver

No provision of these bylaws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, regardless of the number of violations or breaches which may have occurred.

Section C: Hold Harmless and Indemnify

The chapter shall hold harmless and indemnify members of the executive committee, officer(s), sub-committee chairperson(s) and sub-committee members, as well as the national association, its board of directors, officers, chairpersons and committee members who are acting within the scope of their responsibilities, duties or these bylaws.

Section D: State Laws

These bylaws may be amended to conform and comply with the laws, statues, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction.

Should amendments to these bylaws be required by [insert state name] state law, Chapter shall notify the National Association of said amendments but no further action will be required.

Section E. Sexual Harassment

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

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

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

Section F: Dissolution

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

ARTICLE XI: Annual Reports and Statements

Section A: Annual Report. If CALNARPM receives more than \$10,000 in gross revenues or receipts during the fiscal year, and if required by law, the executive committee will have an annual report prepared within 120 days after the end of CALNARPM's fiscal year. That report will contain the following information in appropriate detail:

1. **Financial Reports.** A balance sheet as of the end of the fiscal year, an income statement, and statement of changes in financial position for the fiscal year, accompanied by an independent accountants' report or, if none, by the certificate of an authorized officer of CALNARPM that they were prepared without audit from CALNARPM's books and records; and
2. **Membership List.** A statement of the place where the names and addresses of current members are located.

If an annual report is prepared, CALNARPM will notify each member of the member's right to receive a copy of the financial report. On written request by a member, the executive committee will promptly send most recent annual report to any requesting member. If the executive committee approves, CALNARPM may send the report and any accompanying material electronically.

Section B. Annual Statement of Certain Transactions and Indemnifications. Within 120 days after the end of CALNARPM's fiscal year, CALNARPM will send its members and the executive committee members a statement of any transaction or indemnification of the following kinds:

1. Interested Party Disclosure. Unless approved by members under Corporations Code §7233(a), any transaction:
 - a. To which CALNARPM, its parent, or its subsidiary was a party;
 - b. Which involved more than \$50,000 or was one of a number of transactions with the same person involving more than \$50, 000 in the aggregate; and
 - c. In which either of the following interested persons had a direct or indirect material financial interest (a mere common directorship is not a material financial interest):
 - (1) Any director or officer of CALNARPM, its parent, or its subsidiary; or
 - (2) Any holder of more than 10 percent of the voting power of CALNARPM, its parent, or its subsidiary.

The statement will include a brief description of the transaction, the names of interested persons involved, their relationship to CALNARPM, the nature of their interest in the transaction, and, when practicable, the amount of that interest (except that, in a partnership in which such person is a partner, only the partnership interest need be stated).

2. Loan, Guaranty or Indemnification to Officer or Director. A brief description of the amounts and circumstances of any loans, guaranties, indemnifications, or advances aggregating more than \$10,000 paid during the fiscal year to any officer or director of CALNARPM, unless the loan, guaranty, indemnification, or advance has already been approved by the members under Corporations Code § 5034, or the loan or guaranty is not subject to Corporations Code § 7235(a).

ARTICLE XII: Indemnification and Insurance

Section A: Indemnification. To the fullest extent permitted by law, this corporation may indemnify its directors (executive committee members), officers, employees, and other persons described in Corporations Code § 7237(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in those sections, and including an action by or in the right of the corporation, by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, will have the same meaning as in that section of the Corporations Code.

On written request to the board by any person seeking indemnification under Corporations Code §7237(b) or (c), the board will promptly decide under Corporations Code § 7237(e) whether the applicable standard of conduct described in Corporations Code §7237(b) or (c) has been met and, if so, the board will authorize indemnification. If the board cannot authorize indemnification because the number of directors who are parties to the proceeding for which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, the directors may seek the

approval of the court in which the proceeding is or was pending, on application by the corporation, the defendant agent, or the attorney providing the agent's defense.

To the fullest extent permitted by law and except as otherwise determined by the board in a specific instance, expenses incurred by a person seeking indemnification under this article in defending any proceeding covered by this article will be advanced by the corporation before final disposition of the proceeding, provided that the corporation has received an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately found that the person is entitled to be indemnified by the corporation for those expenses.

Section B: Insurance. This corporation will have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, directors, employees, and other agents, to cover any liability asserted against or incurred by any officer, director, employee, or agent in such capacity or arising from the officer's, director's, employee's, or agent's status as an officer, director, employee or agent.

ADOPTION OF BYLAWS

We, the undersigned, are all of the members of the Executive Committee and board of directors of this corporation, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of 15 preceding pages, as the Bylaws of this corporation.

DATE: 6/18/2021

Bob Preston

DocuSigned by:

Bob Preston

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Adrian Harrell

Adrian Harrell

DocuSigned by:

Mark Scott

Mark Scott

DocuSigned by:

Bob Davie

Bob Davie REALTOR®

7331D0804E8848D...

DocuSigned by:

Donna Gary

Donna Gary

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CERTIFICATE OF THE SECRETARY

I certify that I am the duly elected and acting Secretary of the California State Chapter of the National Association of Residential Property Managers, a California nonprofit mutual benefit corporation; that these Bylaws, consisting of 16 pages (including the signature page for the Executive Committee members, but not including this Certificate), are the Bylaws of this corporation, approved and adopted by the Executive Committee on **June 17, 2021**; and that these Bylaws have not been amended or modified since that date.

Executed on 6/22/2021 via DocuSign..

Donna Gary

Secretary

DocuSigned by:

Donna Gary

BBF0F22C48244F...

Form **990-EZ**

Short Form

Return of Organization Exempt From Income Tax

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

OMB No. 1545-0047

2020
**Open to Public
Inspection**
Department of the Treasury
Internal Revenue Service

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

} Go to www.irs.gov/Form990EZ for instructions and the latest information.**A For the 2020 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 ASSOCIATION OF RESIDENTIAL**

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 ExemptionNumber **u****G** Accounting Method: ☒ Cash ☐ Accrual Other (specify) **u****I Website: WWW.NARPMCALIFORNIA.ORG**
H Check ☒ if the organization is **not**
required to attach Schedule B
(Form 990, 990-EZ, or 990-PF).
J Tax-exempt status (check only one) — ☐ 501(c)(3) ☒ 501(c) (**6**) | (insert no.) ☐ 4947(a)(1) or ☐ 527**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)) are \$500,000 or more, file Form 990 instead of Form 990-EZ **u \$ 66,420****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	1,210
	2	Program service revenue including government fees and contracts	2	65,210
	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 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	66,420	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	1,500
	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	1,135
	14	Occupancy, rent, utilities, and maintenance	14	
	15	Printing, publications, postage, and shipping	15	6,192
	16	Other expenses (describe in Schedule O)	16	94,081
	17 Total expenses. Add lines 10 through 16	17	102,908	
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)	18	-36,488
	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	98,263
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	61,775

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990-EZ** (2020)

Part II	Balance Sheets (see the instructions for Part II)
----------------	--

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

X

	(A) Beginning of year		(B) End of year
22 Cash, savings, and investments	93,263	22	56,775
23 Land and buildings	0	23	
24 Other assets (describe in Schedule O)	5,000	24	5,000
25 Total assets	98,263	25	61,775
26 Total liabilities (describe in Schedule O)	0	26	0
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	98,263	27	61,775

Part III	Statement of Program Service Accomplishments (see the instructions for Part III)
-----------------	---

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

☒

What is the organization's primary exempt purpose?

SEE SCHEDULE O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses

(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28 CALNARPM CALIFORNIA CONFERENCE WITH WORKSHOPS AND PANEL PRESENTATIONS FOR
OVER 150 RESIDENTIAL PROPERTY MANAGERS.

(Grants \$) If this amount includes foreign grants, check here ☐ u

28a

29

(Grants \$) If this amount includes foreign grants, check here ☐ u

29a

30

(Grants \$) If this amount includes foreign grants, check here ☐ u

30a

31 Other program services (describe in Schedule O)

(Grants \$) If this amount includes foreign grants, check here ☐ u

31a

32 Total program service expenses (add lines 28a through 31a)

u | 32

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated — see the instructions for Part IV)

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

□

[illegible]

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 Schedule O to respond to any question in this Part V ☐

	Yes	No
33 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		X
34 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		X
35a 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)?		X
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		
c 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		X
36 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		X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions u 37a		
b Did the organization file Form 1120-POL for this year?		X
38a 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?		X
b If "Yes," complete Schedule L, Part II, and enter the total amount involved 38b		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9 39a		
b Gross receipts, included on line 9, for public use of club facilities 39b		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 u ; section 4912 u ; section 4955 u		
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		
c 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 u		
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization u		
e 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		X
41 List the states with which a copy of this return is filed u NONE		
42a The organization's books are in care of u GEORGE DAVIE Telephone no. u 858-485-6565 16516 BERNARDO CENTER DRIVE STE 330 Located at u SAN DIEGO CA ZIP + 4 u 92128		
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)? If "Yes," enter the name of the foreign country u See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		X
c At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country u		X
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year u 43		
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		X
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		X
c Did the organization receive any payments for indoor tanning services during the year?		X
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
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		X

- 46** Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

	Yes	No
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 Schedule 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		
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- 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

- 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."

(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 GEORGE DAVIE		Date		
	Type or print name and title CFO				
Paid Preparer Use Only	Print/Type preparer's name VLADIMIR RAICEVIC, CPA	Preparer's signature VLADIMIR RAICEVIC, CPA	Date 08/29/21	Check <input type="checkbox"/> if self-employed	PTIN P00091538
	Firm's name } CAREY & RAICEVIC CPAS, INC.			Firm's EIN } 20-3521071	
	Firm's address } 9939 HIBERT ST., SUITE 206 SAN DIEGO, CA 92131-1031			Phone no. 858-566-8020	

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

☒ 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.

u Attach to Form 990 or 990-EZ.

u Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2020**Open to Public
Inspection**

Name of the organization

**CALIFORNIA STATE CHAPTER OF
NATIONAL ASSOCIATION OF RESIDENTIAL**

Employer identification number

20-1862735**FORM 990-EZ, PART I, LINE 16 - OTHER EXPENSES****DESCRIPTION****AMOUNT****EXPENSES**

MARKETING	\$ 1,075
SOCIAL MEDIA/EMAIL CAMPAIGNS	\$ 3,561
WEBSITE SERVICES	\$ 4,318
BANK FEES	\$ 102
CONSTANT CONTACT FEE	\$ 99
MAIL CHIMP	\$ 614
MERCHARGE ACCOUNT FEES	\$ 1,286
POST OFFICE BOX	\$ 26
SOFTWARE APPLICATIONS	\$ 1,066
MEALS & ENTERTAINMENT	\$ 177
REIMBURSABLE EXPENSE	\$ 1,073
CONFERENCE AUDIO VISUAL	\$ 15,627
CONFERENCE FACILITIES	\$ 60,495
CONFERENCE SPEAKERS	\$ 1,250
CONFERENCE EXPENSE	\$ 1,175
SUPPLIES/GIFTS/RAFFLE ITEMS	\$ 1,160
INSURANCE	\$ 941
CA FTB FILING FEE	\$ 11
CA SOS REGISTRATION FEE	\$ 25
TOTAL	\$ 94,081

FORM 990-EZ, PART II, LINE 24 - OTHER ASSETS

Name of the organization	Employer identification number
CALIFORNIA STATE CHAPTER OF	20-1862735

DESCRIPTION	BEG. OF YEAR	END OF YEAR
PREPAID EXPENSES AND DEFERRED CHARGES	\$ 5,000	\$ 5,000
TOTAL	\$ 5,000	\$ 5,000

FORM 990-EZ, PART III - PRIMARY EXEMPT PURPOSE

ESTABLISH A PERMANENT TRADE ASSOCIATION IN THE RESIDENTIAL PROPERTY MANAGEMENT INDUSTRY IN THE STATE OF CALIFORNIA. TO PROMOTE A STANDARD OF BUSINESS ETHICS, PROFESSIONALISM AND FAIR PRACTICES AMONG ITS MEMBERS. TO ESTABLISH AND PROMOTE EDUCATION OF ITS MEMEBERS. TO PROVIDE AND PROMOTE AN EXCHANGE OF IDEAS REGARDING RESIDENTIAL PROPERTY MANAGEMENT.

GENERAL INFORMATION

NAME: ROB SITTMAN

ADDRESS 3020 OLD RANCH PARKWAY, STE 300-P

CITY, STATE ZIP CODE: SEAL BEACH, CA 90740

FOREIGN COUNTRY:

FOREIGN STATE OR PROVINCE:

HOURS PER WEEK

ORGANIZATION: 6.00

RELATED:

CONTACT

PRINCIPAL?

SIGNATURE?

USE ORG ADDR?

NO

NO

YES

OTHER INFORMATION

POSITION

BOOKS IN CARE?

FORMER?

TITLE

OFFICER TYPE

OFFICER

NO

NO

PRESIDENT

INDIVIDUAL

COMPENSATION

ORGANIZATION

RELATED

OTHER

BASE: _____

BONUS/INCENTIVE: _____

OTHER: _____

RETIREMENT/DEFERRED BENEFITS: _____

OTHER COMP/NONTAXABLE: _____

EXPENSE ACCOUNT AND

OTHER ALLOWANCES:

EXPENSE ACCOUNT FOR

UNRELATED BUSINESS:

SCHEDULE J

ORGANIZATION

RELATED

NONTAXABLE BENEFITS: _____

PRIOR YEAR: _____

SEVERANCE:

NONQUALIFIED PLAN:

EQUITY BASED:

RECEIVED COMP FROM UNRELATED?

NO

SCHEDULE K

TIME DEVOTED TO BUSINESS:
COMPENSATION ATTRIBUTABLE
TO UNRELATED BUSINESS

FUNCTIONAL EXPENSE ALLOCATION

PROGRAM SERVICE: _____

MANAGEMENT & GENERAL: _____

FUNDRAISING: _____

INCOME ALLOCATION

NET INVESTMENT: _____

ADJUSTED NET: _____

CHARITABLE PURPOSE: _____

PROGRAM SERVICE ACCOMPLISHMENTS

FIRST: _____

SECOND: _____

THIRD: _____

OTHER: _____

GENERAL INFORMATION

NAME: GEORGE DAVIE
ADDRESS 16516 BERNARDO CENTER DRIVE STE 300
CITY, STATE ZIP CODE: SAN DIEGO, CA 92128
FOREIGN COUNTRY:
FOREIGN STATE OR PROVINCE:
HOURS PER WEEK
ORGANIZATION: 4.00
RELATED:

CONTACT

PRINCIPAL? NO
SIGNATURE? YES
USE ORG ADDR? YES

OTHER INFORMATION

POSITION OFFICER
BOOKS IN CARE? YES
FORMER? NO
TITLE CFO
OFFICER TYPE INDIVIDUAL

COMPENSATION

ORGANIZATION

RELATED

BASE: _____
BONUS/INCENTIVE: _____
OTHER: _____
RETIREMENT/DEFERRED BENEFITS: _____
OTHER COMP/NONTAXABLE: _____

OTHER

EXPENSE ACCOUNT AND
OTHER ALLOWANCES:
EXPENSE ACCOUNT FOR
UNRELATED BUSINESS:

SCHEDULE J

ORGANIZATION

RELATED

NONTAXABLE BENEFITS: _____
PRIOR YEAR: _____

SEVERANCE:
NONQUALIFIED PLAN:
EQUITY BASED:
RECEIVED COMP FROM UNRELATED? NO

SCHEDULE K

TIME DEVOTED TO BUSINESS:
COMPENSATION ATTRIBUTABLE
TO UNRELATED BUSINESS

FUNCTIONAL EXPENSE ALLOCATION

PROGRAM SERVICE: _____
MANAGEMENT & GENERAL: _____
FUNDRAISING: _____

INCOME ALLOCATION

NET INVESTMENT: _____
ADJUSTED NET: _____
CHARITABLE PURPOSE: _____

PROGRAM SERVICE ACCOMPLISHMENTS

FIRST: _____
SECOND: _____
THIRD: _____
OTHER: _____

GENERAL INFORMATION

NAME: CHERYL MUZINICH
ADDRESS 510 NELSON LANE
CITY, STATE ZIP CODE: LINCOLN, CA 65648
FOREIGN COUNTRY:
FOREIGN STATE OR PROVINCE:
HOURS PER WEEK
ORGANIZATION: 4.00
RELATED:

CONTACT

PRINCIPAL? NO
SIGNATURE? NO
USE ORG ADDR? YES

OTHER INFORMATION

POSITION OFFICER
BOOKS IN CARE? NO
FORMER? NO
TITLE SECRETARY
OFFICER TYPE INDIVIDUAL

COMPENSATION

ORGANIZATION

RELATED

BASE: _____
BONUS/INCENTIVE: _____
OTHER: _____
RETIREMENT/DEFERRED BENEFITS: _____
OTHER COMP/NONTAXABLE: _____

OTHER

EXPENSE ACCOUNT AND
OTHER ALLOWANCES:
EXPENSE ACCOUNT FOR
UNRELATED BUSINESS:

SCHEDULE J

ORGANIZATION

RELATED

NONTAXABLE BENEFITS: _____
PRIOR YEAR: _____

SEVERANCE:
NONQUALIFIED PLAN:
EQUITY BASED:
RECEIVED COMP FROM UNRELATED? NO

SCHEDULE K

TIME DEVOTED TO BUSINESS:
COMPENSATION ATTRIBUTABLE
TO UNRELATED BUSINESS

FUNCTIONAL EXPENSE ALLOCATION

PROGRAM SERVICE: _____
MANAGEMENT & GENERAL: _____
FUNDRAISING: _____

INCOME ALLOCATION

NET INVESTMENT: _____
ADJUSTED NET: _____
CHARITABLE PURPOSE: _____

PROGRAM SERVICE ACCOMPLISHMENTS

FIRST: _____
SECOND: _____
THIRD: _____
OTHER: _____

Forms 990 / 990-EZ Return Summary

For calendar year 2020, or tax year beginning _____, and ending _____

CALIFORNIA STATE CHAPTER OF NATIONAL ASSOCIATION OF RESIDENTIAL

20-1862735

Net Asset / Fund Balance at Beginning of Year 98,263

Revenue

Contributions	<u>1,210</u>	
Program service revenue	<u>65,210</u>	
Investment income	<u> </u>	
Capital gain / loss	<u> </u>	
Fundraising / Gaming:		
Gross revenue	<u> </u>	
Direct expenses	<u> </u>	
Net income	<u> </u>	
Other income	<u> </u>	
Total revenue		<u>66,420</u>

Expenses

Program services	<u> </u>	
Management and general	<u> </u>	
Fundraising	<u> </u>	
Total expenses		<u>102,908</u>
Excess / (deficit)		<u>-36,488</u>

Changes

Net Asset / Fund Balance at End of Year 61,775

Reconciliation of Revenue

Total revenue per financial statements	<u> </u>
Less:	
Unrealized gains	<u> </u>
Donated services	<u> </u>
Recoveries	<u> </u>
Other	<u> </u>
Plus:	
Investment expenses	<u> </u>
Other	<u> </u>
Total revenue per return	<u><u> </u></u>

Reconciliation of Expenses

Total expenses per financial statements	<u> </u>
Less:	
Donated services	<u> </u>
Prior year adjustments	<u> </u>
Losses	<u> </u>
Other	<u> </u>
Plus:	
Investment expenses	<u> </u>
Other	<u> </u>
Total expenses per return	<u><u> </u></u>

Balance Sheet

	Beginning	Ending	Differences
Assets	<u>98,263</u>	<u>61,775</u>	
Liabilities	<u> </u>	<u> </u>	
Net assets	<u>98,263</u>	<u>61,775</u>	<u>-36,488</u>

Miscellaneous Information

Amended return	<u> </u>
Return / extended due date	<u>11/15/21</u>
Failure to file penalty	<u> </u>

TAXABLE YEAR

2020

California Exempt Organization Annual Information Return

FORM

199

Calendar Year 2020 or fiscal year beginning (mm/dd/yyyy) _____, and ending (mm/dd/yyyy) _____.

Corporation/Organization name CALIFORNIA STATE CHAPTER OF NATIONAL ASSOCIATION OF RESIDENTIAL		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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	I Did the organization have any changes to its guidelines not reported to the FTB? See instructions.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B Amended return	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	J If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions.	N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
C IRC Section 4947(a)(1) trust	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	K Is the organization exempt under R&TC Section 23701g?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D Final information return?			
<input type="checkbox"/> Dissolved <input type="checkbox"/> Surrendered (Withdrawn) <input type="checkbox"/> Merged/Reorganized Enter date: (mm/dd/yyyy) I _____			
E Check accounting method: (1) <input checked="" type="checkbox"/> Cash (2) <input type="checkbox"/> Accrual (3) <input type="checkbox"/> Other			
F Federal return filed? (1) <input type="checkbox"/> 990T (2) <input type="checkbox"/> 990PF (3) <input type="checkbox"/> Sch H (990) (4) <input checked="" type="checkbox"/> Other 990 series			
G Is this a group filing? See instructions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	L Is the organization a limited liability company?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
H Is this organization in a group exemption	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	M Did the organization file Form 100 or Form 109 to report taxable income?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If "Yes," what is the parent's name?		N Is the organization under audit by the IRS or has the IRS audited in a prior year?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		O Is federal Form 1023/1024 pending?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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	65,210	00
	2 Gross dues and assessments from members and affiliates	2		00
	3 Gross contributions, gifts, grants, and similar amounts received	3	1,210	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	66,420	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	66,420	00	
Expenses	9 Total expenses and disbursements. From Side 2, Part II, line 18	9	102,908	00
	10 Excess of receipts over expenses and disbursements. Subtract line 9 from line 8	10	-36,488	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 Penalties and Interest. See General Information J	15		00
	16 Balance due. Add line 12, and line 15. Then subtract line 11 from the result	16		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.			
Paid Preparer's Use Only	Signature of officer u	Title CFO	Date 08/29/2021	Telephone 858-485-6565
	Preparer's signature u VLADIMIR RAICEVIC, CPA		Check if self-employed <input type="checkbox"/>	PTIN P00091538
	Firm's name (or yours, if self-employed) u CAREY & RAICEVIC CPAS, INC.			Firm's FEIN 20-3521071
	9939 HIBERT ST., SUITE 206 SAN DIEGO, CA 92131-1031			Telephone 858-566-8020
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
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.

Receipts from Other Sources	1 Gross sales or receipts from all business activities. See instructions	1	65,210	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. Attach schedule	7		00
	8 Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1	8	65,210	00
	9 Contributions, gifts, grants, and similar amounts paid. Attach schedule SEE STATEMENT 1	9	1,500	00
	10 Disbursements to or for members	10		00
	11 Compensation of officers, directors, and trustees. Attach schedule SEE STATEMENT 2	11		00
	12 Other salaries and wages	12		00
	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. Attach schedule SEE STATEMENT 3	17	101,408	00
	18 Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9	18	102,908	00

Schedule L Balance Sheet

	Beginning of taxable year		End of taxable year	
Assets	(a)	(b)	(c)	(d)
1 Cash		93,263		56,775
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. Attach schedule				
10 a Depreciable assets				
b Less accumulated depreciation				
11 Land				
12 Other assets. Attach schedule STMT 4		5,000		5,000
13 Total assets		98,263		61,775
Liabilities and net worth				
14 Accounts payable				
15 Contributions, gifts, or grants payable				
16 Bonds and notes payable				
17 Mortgages payable				
18 Other liabilities. Attach schedule				
19 Capital stock or principal fund				
20 Paid-in or capital surplus. Attach reconciliation				
21 Retained earnings or income fund		98,263		61,775
22 Total liabilities and net worth		98,263		61,775

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	-36,488	7 Income recorded on books this year not included in this return. Attach schedule	
2 Federal income tax		8 Deductions in this return not charged against book income this year. Attach schedule	
3 Excess of capital losses over capital gains		9 Total. Add line 7 and line 8	
4 Income not recorded on books this year. Attach schedule		10 Net income per return.	
5 Expenses recorded on books this year not deducted in this return. Attach schedule		Subtract line 9 from line 6	-36,488
6 Total. Add line 1 through line 5	-36,488		

California Statements

Statement 1 - Form 199, Part II, Line 9 - Contributions, Gifts, Grants, and Similar Amounts

PSA	Class	Name	Address	City	State	Zip	Relationship	Status	Purpose	Amount	Noncash Description	FMV Explanation	Book Value Amount	Book Value Explanation	Date
1		VARIOUS								1,500					

Statement 2 - Form 199, Part II, Line 11 - Officer Compensation

Name	Address							
	City	State	Zip	Title		Avg Hrs	Compensation Amount	
ROB SITTMAN	SEAL BEACH	CA	90740	PRESIDENT		6.00		
GEORGE DAVIE	SAN DIEGO	CA	92128	CFO		4.00		
CHERYL MUZINICH	LINCOLN	CA	65648	SECRETARY		4.00		
TOTAL								0

Statement 3 - Form 199, Part II, Line 17 - Other Expenses

Description	Amount
ACCOUNTING	\$ 1,135
POSTAGE & PRINTING	6,192
CONFERENCE AUDIO VISUAL	15,627
CONFERENCE FACILITIES	60,495
CONFERENCE SPEAKERS	1,250
CONFERENCE EXPENSE	1,175
SUPPLIES/GIFTS/RAFFLE ITEMS	1,160
CA FTB FILING FEE	11
CA SOS REGISTRATION FEE	25
MARKETING	1,075
SOCIAL MEDIA/EMAIL CAMPAIGNS	3,561
WEBSITE SERVICES	4,318
CONSTANT CONTACT FEE	99
MAIL CHIMP	614
POST OFFICE BOX	26
SOFTWARE APPLICATIONS	1,066
OFFICE SUPPLIES	
MERCHANCE ACCOUNT FEES	1,286
MEALS & ENTERTAINMENT	177
REIMBURSABLE EXPENSE	1,073
BANK FEES	102
INSURANCE	941
TOTAL	\$ 101,408

Statement 4 - Form 199, Schedule L, Line 12 - Other Assets

Description	Beginning of Year	End of Year
PREPAID EXPENSES	\$ 5,000	\$ 5,000
TOTAL	\$ 5,000	\$ 5,000

Form 199 Return Summary

For calendar year 2020, or tax year beginning _____, and ending _____

CALIFORNIA STATE CHAPTER OF **20-1862735**
NATIONAL ASSOCIATION OF RESIDENTIAL

Gross sales / receipts	<u>65,210</u>	
Dues from members	<u> </u>	
Contributions / grants	<u>1,210</u>	
Total costs	<u> </u>	
Expenses	<u>102,908</u>	
Excess / (deficit)		<u><u>-36,488</u></u>

Total payments	<u> </u>	
Penalties and interest	<u> </u>	
Use tax	<u> </u>	

Balance due	<u> </u>	
Refund	<u> </u>	

	Beginning	Ending	Differences
Assets	<u>98,263</u>	<u>61,775</u>	
Liabilities	<u> </u>	<u> </u>	
Net assets	<u><u>98,263</u></u>	<u><u>61,775</u></u>	<u><u>-36,488</u></u>

Miscellaneous Information

Amended return _____

Return / extended due date 11/15/21

2022 Cal NARPM Conference Budget

INCOME

Attendees	(225 x \$245 = \$55,125)	\$ 55,000.00
Exhibitors		\$ 60,000.00
Grant	NARPM Conference Grant	\$ 500.00
Education Classes	NARPM Educational Reimbursement	\$ 1,000.00
Total Income		\$ 116,500.00

EXPENSES

Hotel Fee	Initial Deposit	\$ 5,000.00
Hotel Fee	2nd Deposit	\$ 5,000.00
Hotel Fee	3rd Deposit	\$ 5,000.00
Hotel Fee	Final Reconciliation	\$ 65,000.00
Total Hotel Fees		\$ 80,000.00

A/V Fees	Initial Deposit	\$ 8,000.00
A/V Fees	Final Payment	\$ 8,000.00
Total A/V Fees		\$ 16,000.00

Speakers Fee	Person 1 - Keynote	\$5000 plus 1 room night
Speakers fee	Person 2 - Motivational	\$3500 plus 1 room night
Speakers Fee	Person 3 - Closing	\$2000.00 plus 2 room night
Total Speaker Fees		\$10,500.00

Printing Fees	Printing/Mailing STD	\$ 2,000.00
Printing Fees	Printing/Mailing Vendor Postcard	\$ 3,000.00
Printing Fees	Printing/Mailing Attendee Postcard	\$ 2,000.00
Misc. Printing Fees		\$ 500.00
Total Printing Fees		\$ 7,500.00

Misc Fees	Band or DJ For Thurs Night Social	\$ 1,500.00
Misc. Fees	Shared Expense for Thursday Night Social	\$ 2,500.00
Misc Fees	Printing Reimbursement	\$ 500.00
Misc. Fees	Signage Printing	\$ 1,400.00
Misc. Fees	Lanyards/Nametags/Ribbons	\$ 450.00
Misc. Fees	Door Prizes	\$ 500.00
Misc. Fees	Board Gifts Reimbursement	\$ 1,000.00
Misc. Fees	Presidents Reception	\$ 1,500.00
Misc. Fees	Board of Directors Dinner (Wed)	\$ 750.00
Misc. Fees	Charity Donation	\$ 1,500.00
Misc. Fees	Contingency Fund	\$ 1,500.00
Total Misc. Fees		\$ 13,100.00

Accounting Fees	Quarterly Reconciliations/Annual Tax Filing	\$ 1,500.00
Marketing Fees	(Website Mgmt / Social Media Mgmt)	\$ 8,000.00

2022 Cal NARPM Conference Budget

Constant Contact	Email Blasts / Drip Campaigns	\$	500.00
Zoom	Billed Monthly	\$	600.00
Mail Chimp	(Data Base Mgmt.)	\$	550.00
Quick Books Software	Paid Annually	\$	450.00
Misc. Postage	Includes PO Box Annual Rental	\$	250.00
Total Operational Fees		\$	11,850.00
Total Projected Annual Expenses		\$	138,950.00
Net Profit		\$	(22,450.00)

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CALNARPM

Profit and Loss

July 2020 - June 2021

	TOTAL
Income	
CALNARPM Conference Income	
Attendee Registration	15,472.00
Exhibitor Registration	31,000.00
Total CALNARPM Conference Income	46,472.00
NARPM Income	
NARPM Chapter Grant	500.00
Total NARPM Income	500.00
Refunds & Discounts	-1,500.00
Total Income	\$45,472.00
GROSS PROFIT	\$45,472.00
Expenses	
Accounting Fees	780.00
CALNARPM Conference Expense	
Audio/Visual Expenses	1,500.00
Hotel/Facilities	-15,627.20
Instructor & Speaker Expense	11,000.00
Marketing	
Postage/Printing	2,836.20
Social Media Management and Email Campaigns	3,500.00
Website Services	4,587.75
Total Marketing	10,923.95
Meals & Entertainment	60.10
Reimbursable Expense	150.00
Supplies, Gifts, Raffle Items	2,030.34
Total CALNARPM Conference Expense	10,037.19
Constant Contact Annual Fee	99.25
Insurance	941.00
Mail Chimp	629.73
Merchant Account Fees	
Standard Fees	1,233.06
Total Merchant Account Fees	1,233.06
Other Expense	384.00
Registration/Licenses/Permits	20.00
Software Applications	1,336.27
Total Expenses	\$15,460.50
NET OPERATING INCOME	\$30,011.50
NET INCOME	\$30,011.50

Bob Preston

From: CALNARPM <info@narpmcalifornia.org>
Sent: Wednesday, August 12, 2020 10:28 AM
To: Bob Preston
Subject: NARPM California August 2020 Newsletter



August 2020 Newsletter



NARPM California State Chapter 2020-2021 Leadership Team and Board

NARPM California State Chapter is pleased to announce its new leadership team and board for 2020-2021! We are all looking forward to a great year for NARPM California State Chapter!

Bob Preston,
President and Acting Conference
Chair
www.ncpropertytygroup.com

Donna Gary,
Secretary
www.ppmdavis.com

Ally Kubarych,

Mark Scott,
Past President

www.encorerealtysd.com

Bob Davie,
Treasurer

www.sandiegoprpm.com

Communications Chair

www.ncpropertygrtoup.com

Anne Lackey,
Affiliates Director

www.hiresmartvirtualemployees.com



Bob Preston, President



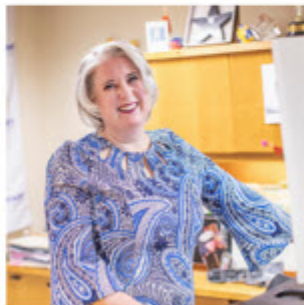
Mark Scott, Past President



Bob Davie, Treasurer



Donna Gary, Secretary



Anne Lackey,
Affiliates Director



Ally Kubarych,
Communications Chair

Call for Nominations for NARPM California State Chapter Board!

NARPM California State Chapter still has openings on our board! We are seeking nominations and candidates for the 2020-2021 term to serve in the following volunteer capacities:

- Conference Committee Chair
- Education/Speaker Committee Chair
- President Elect for the forthcoming term

This is a fantastic opportunity to get involved with NARPM at the California State level. For those working toward your RMP or MPM designation, this is also a great way to earn valuable points. If you are interested in one of these positions or would like to be nominated for candidacy, please email a copy of your bio, head shot, and a brief description of why you want to be involved in NARPM California State Chapter to: info@narpmcalifornia.org.



2021 NARPM California State Chapter Conference and Tradeshow

We are in the planning stage for our 2021 California State Chapter Conference and Tradeshow, scheduled for March 31 – April 2, 2021 (education classes will be held on March 30). While we are hoping for this to be a live event in Napa Valley, CA, we are monitoring the health and safety of doing so and will consider a virtual conference as an alternative. Stay tuned for more information as the plans for the conference evolve. For more information visit our conference website <https://narpmcalifornia.org/conference> or contact us at conference@narpmcalifornia.org.



UPCOMING LOCAL CHAPTER EVENTS



NARPM Long Beach / Orange County

Legal update and Pending Legislation

Aug 20, 2020

[GET MORE INFORMATION](#)



NARPM San Diego

Zillow Back Office Tools and More!

Aug 20, 2020

[GET MORE INFORMATION](#)



NARPM Santa Clara

How to Embezzle from a Property Manager

Aug 20, 2020

[GET MORE INFORMATION](#)



NARPM Monterey Bay

Monthly Membership Meeting with Melissa Prandi

Aug 20, 2020

[GET MORE INFORMATION](#)

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2020-2021 CALNARPM Board of Directors

Bob Preston, President

Mark Scott, Past President

Donna Gary, Secretary

Bob Davie, Treasurer

Anne Lackey, Affiliate Director

Adrian Harrell, President Elect/Speaker & Education Chair

Ally Kubarych, Communications Chair

Tracey Merrel, Advisory Director

Cal NARPM Board Meeting Minutes

Thursday, January 21, 2021

Zoom Video Meeting 9:00 a.m.

I. 9:00 am - Call to Order

- Present: Bob Preston, Bob Davie, Donna Gary, Anne Lackey, Ally Kubarych, Tracey Merrel, Mark Scott, Adrian Harrell

II. Communications Committee – Ally Kubarych

- Ally provided an update with the following keypoints:

With some delays there has been a lot of progress on the website pages including the following:

Main conference page updated

2021 Affiliates are updated

Website shows donations slated for California Wildfire Relief fund

Workshops and speakers have been defined

Schedule of events is complete

Adrian gathered bios and photos for conference speakers

Bob D. noted that website updates with conference pages are “top notch” and Bob P. recognized the outstanding efforts by Adrian and Ally

Social media promotion has begun

Ally suggested we push out early bird registration to provide more opportunity for registration

Bob D. noted several delays in USPS recently and encouraged pushing out early bird registration immediately. All members agreed.

Email blast is scheduled to go out before this weekend

III. Conference Committee- Anne Lackey

- Due to a possible time conflict for this meeting, Anne submitted her status summary in writing to the board.
- There was discussion regarding the importance of a DJ for the upcoming event. Mark moved to approve a \$1500 DJ expense. Motion was seconded by Bob D – all board was in favor. Bob P. will sign the agreement.
- Bob P. noted that as we near the conference, the conference committee is meeting every two weeks.
- Bob P. noted that he has been unable to persuade National to provide points for conference attendees booth visits.
- Adrian noted that initial agreements negotiated with speakers require key note speakers to review their plan with a committee member prior to the event. She and Bob P. will meet with them.
- Adrian will provide Bob D. with invoices for presenters.

IV. Treasurer's Report – Bob Davie

- Bob D. provided financial information prior to the meeting
- Current UB balance is \$34,647.00
- Pay Pal balance is \$25,000.00
- A credit was received from PS Print of approximately \$60
- Marriot delivered a \$5,000 check for reimbursement of the 2019 deposit for the Napa facility. Bob D. noted that receiving the full deposit refund is unusual but appreciated.
- Anne requested a refund be issued to Tenant Turner for an overpayment of \$1500.00. They had inadvertently paid twice.
- Anne will remind Silver Sponsors that all of their attendees must register for the conference. It was noted that Gold Sponsors are permitted one complimentary attendee.
- Bob D. reports all bills have been paid in full to date.
- Bob D. will arrange for tax preparation for State and Federal Compliance. He will also complete and file the 990 form.
- Bob D. will complete and submit the Statement of Information to CA Secretary of State as required.
- To date 16 Affiliates have paid including 7 @ \$500 and 7 @ \$1500. Appfolio's check has not been received but Bob D. will check PO Box and confirm with Anne.
- There are currently 6 registered attendees – so it is time to push for registration



2020-2021 CALNARPM Board of Directors

Bob Preston, President

Mark Scott, Past President

Donna Gary, Secretary

Bob Davie, Treasurer

Anne Lackey, Affiliate Director

Adrian Harrell, President Elect/Speaker & Education Chair

Ally Kubarych, Communications Chair

Tracey Merrel, Advisory Director

V. Secretary Report – Donna Gary

- December meeting minutes were reviewed. Motion to approve by Bob D and second by Adrian

VI. Presidents Report – Bob Preston

- Bob P. noted his recent article which was published in the Residential Resource Magazine.
- Bob P. reminded the board that the Chapter Excellence report is coming due soon. Bob D. recommended the incoming President along with the Secretary complete the report as they have access to the required information and historical working knowledge for the upcoming year. Bob P. suggested we form a committee with Adrian, Donna and Bob P.
- The Zoom account has been updated.
- Bob P. requested an updated conference budget from Bob D. They met offline and projected conference cost to be \$50,000.00
- Bob P. suggested that a summary of goals and conference expectations of board members respective to their roles and requested Bob D. to work on this. He noted that our participation on the board adds a stamp of recognition and credibility within our industry.

10:05 am Motion to Adjourn by Adrian, Second by Bob D.



Cal NARPM Board Meeting Minutes

Thursday, February 17, 2021

Zoom Video Meeting 9:00 a.m.

I. 9:00 am - Call to Order

- Present: Bob Preston, Bob Davie, Donna Gary, Anne Lackey, Ally Kubarych, Tracey Merrel, Mark Scott, Adrian Harrell

II. Secretary Report – Donna Gary

- No changes in January minutes. Approved unanimously.

III. Treasurer Report – Bob Davie

- As of 1/29/2021
 - i. Union Bank Balance \$35477.00
 - ii. Paypal \$36,108.65
- All conference expenses have not yet been paid but should be complete in late April early May
- Taxes are not finished because we are waiting for the paypal statement. Taxes are expected to be complete in March
- Currently 89 attendees have paid
- Historically almost ½ of registrations happen up to a week before the conference.

IV. President Report- Bob P

- Chapter compliance is due 3/15 and Chapter excellence is due 3/31
- The mailer for the conference was released. There were comments praising the over all appearance and presentation of the mailer.
- Anne and Laura McMinn from Second Nature have been working on event details check list and anticipate a "dry run" about a week before the conference.
- Each attendee will receive instructions about a week before the conference.
- Each board member has been assigned a break out session to attend
- Bob showed the speaker template which will be available for speaker power points.
- Bob P. will request backdrops for each board member to use during the conference

V. Affiliate Director Report – Anne Lackey

- Anne noted that timing of speakers is important
- Room hosts have been assigned

- Anne wants affiliates rate for additional tickets for trade show participants and would like a link for payment set up.
- Bob P suggested we extend early bird registration to 3/1/21
- Bob D recommends we offer affiliates \$99.00 rate to recognize their importance to us and let them know they are not simply “participants”

VI. Speaker Chair Report – Adrian

- Adrian updated the speaker changes
- Pre-event meetings have been scheduled for speakers and workshop presenters
- Adrian will send out power point template and request presenters utilize
- Anne suggested we ask them to use the power point on page one and use their own power point presentation
- Adrian noted we need one workshop speaker and her preference would be someone to speak on Fair Housing

VII. Communications - Ally

- The current plan is to maintain strong communications with affiliates
- Ally will work with conference committee to be sure attendees have opportunities for tech checks and pre conference practice.
- Bob P. sent out a drip email reminding people of early bird registration
- Bob D. suggested offering National NARPM a short period to speak (Gayle, Scott and AJ)
- Ally will reach out to see if they are interested

VIII. Closing Comments

- It was decided to have a meeting scheduled for March 4th
- Bob P. requested an agenda for the annual meeting
- Bob D. confirmed that agenda would include: finances, election of officers, review the chosen charity. He stated that the annual meeting typically lasts 15 minutes

10:10 Motion was made to adjourn by Bob P, motion seconded and approved by all



2020-2021 CALNARPM Board of Directors

Bob Preston, President

Adrian Harrell, President Elect

Mark Scott, Past President

Donna Gary, Secretary

Bob Davie, Treasurer

Anne Lackey, Affiliate Director

Ally Kubarych, Communications Chair

Cal NARPM Annual Meeting Minutes

Thursday, March 11, 2021

Zoom Video Meeting 12:30 PM (Part of Conference Agenda)

- I. 12:30 pm - Call to Order/Introductions** – Bob Preston – President
 - a. CALNARPM Executive Committee, Board of Directors, and Committee Members Introduced – thank you for everything they have done during this term of service!
- II. Reading and Approval of Minutes From 2020 Annual Meeting** – Bob Preston
- III. Treasurer's Report** – Bob Davie
 - a. Approval of the July 1, 2019 – June 30, 2020 Financials
- IV. Old Business**
 - a. Items Reviews:
- V. New Business**
 - a. CALNARPM earned the Chapter Excellence Award in 2020 AND the State Chapter of the Year! Thank you to Mark Scott and Michael Braddon
 - b. Nominations being accepted for the coming term, beginning July 1, 2021
- VI. Future Meeting Dates** – TBD
- VII. Adjournment** – Bob Preston, adjourned at 1:00 pm

Cal NARPM Board Meeting Minutes

Thursday, April 15, 2020

Zoom Video Meeting 9:00 a.m.

- I. 9:00 am - Call to Order/Introductions /Antitrust Statement** – Bob Preston – President
- Present: Bob Preston, Mark Scott, Adrian Harrell, Bob Davie, Anne Lackey, Ally Kubarych
 - Absent: Donna Gary, Tracey Merrill
- II. Minutes From Annual Meeting March 11, 2021** – Bob Preston
- Minutes were reviewed from the CALNARPM Annual Meeting of Membership held as an agenda item during the conference.
 - Motion to approve by Bob D and second by Adrian, minutes approved by vote of Executive Committee
- III. Treasurer's Report** – Bob Davie
- Monthly bank statement, PayPal account balances reviewed as well as significant charges to the account for the month.
 - Overall financial report from the performance of the Annual Conference and ending bank balance showed a better than expected level of profit from the event
- IV. President's Report** – Bob Preston
- Bob P reported that the Chapter Compliance AND Chapter Excellence applications were submitted and approved/accepted by NARPM National. No word yet on Chapter Excellence award.
- V. Committee Reports:**
- Nominating Committee – Mark Scott
 - Per the CALNARPM Bylaws, a nominating committee has been formed with Mark as the chair (Past President).
 - Past CALNARPM Presidents Jennifer Newton and Keith Becker have also been appointed by Bob P and have agreed to be committee members.
 - Self-nomination form created by Ally on Survey Monkey, to be sent to membership during April by email and contained in newsletter.
 - Deadline for Executive Committee nominations April 30th, nomination forms to be reviewed by committee and recommended slate of candidates to be submitted to the board by May 20th meeting.
 - Conference Committee – Bob Preston
 - Discussion regarding location of next year's Annual Conference.
 - It was determined that previous Palm Springs location (Riviera Hotel) is not an option as it has closed.
 - Napa Marriott option – Bob P committed to determining open dates and if a new contract would be possible on favorable terms.

- Sacramento as possible destination was also discussed, pending outcome of Bob's exploratory call with Napa Marriott.

- Affiliates Report – Anne Lackey
 - Anne confirmed her returning to serve another term as 2021-2022 Affiliate Director (yay!)
 - Emphasized need for venue selection, establishing a budget for next year's conference venue.
 - From there, sponsorship forecast and pricing of tiers can be established.
- Communications Committee – Ally Kubarych
 - Ally reported about ongoing newsletter and sponsorship webinar sessions.
 - Will also assist nominating committee with communication to membership of nominating process.
- Speaker/Education – Adrian
 - Nothing to report
- Legislative and Membership
 - The need and interest in establishing a legislative and membership committees was discussed and emphasized.
 - Mark Scott expressed interest in possibly serving on legislative committee.
 - Hope is that nominating committee can identify candidates to take these new committees as chair for 2021-2022 terms

VI. Old Business

- No Updates

VII. New Business – No Updates

VIII. Future Meeting Dates – BOD

- Thursday, May 20, 2021 @ 9:00 AM

IX. Adjournment – Bob Preston, adjourned at 10:00 am



Cal NARPM Board Meeting Minutes

Thursday, May 20, 2021

Zoom Video Meeting 9:00 a.m.

I. 9:00 am - Call to Order

- Present: Bob Preston, Bob Davie, Donna Gary, Anne Lackey, Ally Kubarych, Tracey Merrel, Mark Scott

II. Secretary Report – Bob P.

Minutes from February were reviewed. Motion to approve by Bob D and second by Mark. All were in favor

III. Treasurer Report – Bob Davie

- Bob reported receiving a call from Encore which is company who purchased Riveria Resort in Palm Springs. Company claimed we had overpaid for audio visual expenses at last convention and wanted to send a refund. Bob reviewed all records and explained that we had not overpaid and were not entitled to a refund. The company disagreed and sent a check so Bob accepted and deposited.
- Bob reported that the virtual conference was fiscally the most successful conference CalNarpm has had. The usual cost was 60-70% of the income. This conference was 35%. We brought in approximately \$42,000 and spent \$10,000.00
- Anne is hopeful we can give a break to affiliates at the next conference since the conference was so successful
- All operating bills have been paid. Taxes have been put on extension due to bookkeeper experiencing a family tragedy and unable to complete as soon as anticipated.

IV. President's Report – Bob Preston

- Bob P announced he has earned his MPM with Narpm
- Chapter compliance was accepted by National. It is unknown at this point whether or not chapter excellence was awarded.
- Bob noted that there have been bylaw changes at National level that could impact us at the local level and advised board that a cursory review of the changes should be made
- Bob P contacted Napa to explore 2022 conference possibility. They were eager and offered us the same price as Bob D and Michael Braddon had negotiated for the 2021 conference that was cancelled

- Board comments were: price is great and historically hotel offered a lot of "freebies"; exploration of a new venue in Sac would be time consuming and perhaps not the best use of energy; Napa had a March date available that although it was a little early in the month but won't conflict with owner broker conference
- Bob P. suggested the reason to consider Sac location was for convenience of attending.
- Calnarpmp previously conducted a straw poll and it seemed as though folks polled preferred Napa.
- Mark motioned to have convention 3/2-3/4 in Napa. Motion seconded by Bob P. All were in favor
- It was decided that Bob P should sign contract to secure the date and requested that all invoices be sent directly to him for deposit payments

V. Affiliates- Anne Lackey

- No updates but suggests that sponsors who supported us in Covid be provided a discount for upcoming conference.
- Bob P requested a budget be submitted for the next meeting so it can be determined if discount could be offered

VI. New Business –

- Mark met with Jennifer and Keith to review nominating committee selection.
- Bob P. discussed parties who were interested in committees and reviewed qualifications.
- It was suggested that Rob Sittman was a strong candidate with experience and supportive qualifications for the position of President
- Discussion ensued. Bob P. motioned to approve Rob as the candidate for President and motion was seconded by Mark
- Tracy & Anne agreed to stay on in advisory capacities
- Bob D will accept nomination as Treasurer
- Ally and Donna will not be continuing

VII. Communications – Ali

- Ally is working on a webinar

Meeting Adjourned 10:04

Next meeting 6/17/21



Cal NARPM Board Meeting Minutes

Thursday, June 17, 2021

Zoom Video Meeting 9:00 a.m.

- I.** 9:00 am - Call to Order/Introductions – Bob Preston – President
- a. Present (alpha):
- i. Bob Davie
 - ii. Karen Jordan (had to leave at 9:30 a.m.)
 - iii. Ally Kubarych
 - iv. Anne Lackey
 - v. Tracey Merrell
 - vi. Cheryl Muzinich
 - vii. Kevin Patterson
 - viii. Bob Preston
 - ix. Mark Scott
 - x. Rob Sittman
- b. Absent:
- i. Donna Gary
 - ii. Adrian Harrell
- II.** Minutes From Last Meeting and Secretary's Report – Bob Present on behalf of Donna Gary – Moved to Approve by Mark Scott with a Second by Bob Davie
- III.** Treasurer's Report – Bob Davie
- a. Update included the Union Bank Statement for 5-1-2021 with a balance of \$80,163.21 – approximately double the balance from a year ago. Reasons include a virtual vs. live conference coupled with a \$15k "refund" from the now defunct Palm Springs Hotel (prior conference location) claiming CalNARPM overpaid at a prior conference. Bob Davie explained that while reports are based on a calendar year, CalNARPM's fiscal year ends on June 30th.
- b. The 2022 budget is all based on years of recordkeeping, so it should be fairly accurate with only one variable – the conference, which is currently budgeted for \$60,450. Bob mentioned that while we may end up in the hole on the conference for 2022, he reminded all of the balance surplus coupled with the fact that we're a non-profit.
- IV.** President's Report – Bob Preston
- a. Items
- i. Bob Preston conducted the inauguration of the new board for 2021-2022 with all parties present being sworn in.
 - ii. Bob Preston mentioned that Rob should talk to him about a \$500 grant from national
- b. Conference Committee – Bob Preston, Chair
- i. Napa Valley had initially refunded our \$5k deposit that was showing on the books – which has now been re-paid to the same hotel for the 2022 state conference.
 - ii. Rob Sittman suggested we consider a hybrid offering of the conference to increase revenue/attendance.

- iii. Anne Lackey expressed a concern by offering this is that we probably won't get affiliate buy-in or payment for those types of attendees as in-person is what they typically value, but she did suggest that perhaps having a speaker present remotely via Zoom could save us money potentially offering more bang for our buck.
 - iv. Anne Lackey also asked about the capacity for affiliates. It was confirmed that we are not sharing the space with any other group and Bob Davie said that we should have the same space we had in 2018, which Anne believes is room for 45 affiliates. Bob Davie said would confirm with Karen on this.
 - v. Bob Davie said that if we get over \$60k for income for the conference, we'll end up with a better speaker (see note on remote speaker idea above in item iv).
 - c. Communications Committee – Ally Kubarych, Chair
 - i. Ally announced that the June Newsletter went out with a "save the date" for the April 20-22nd 2022 conference at the Napa Marriott. She also mentioned sharing resources and tools with Rob for the 2021-2022 fiscal year and is available thru July to coordinate with a yet-to-be identified communications chair prior to going on maternity leave. Bob Preston acknowledged that Ally's contribution during his year has been invaluable and touted the importance of having a good communications chair for the next year.
 - d. Education/Speaker Committee – Adrian Harrell, Chair
 - i. Adrian was absent so no update occurred
- V.** Old Business
 - a. Bob Preston provided revised bylaws to the Executive Committee via email with redlining in advance of the meeting and reviewed by meeting attendees with a motion by Bob Davie to approve and a second by Mark Scott to adopt.
- VI.** New Business
 - a. Dropbox currently is Bob Preston's personal Dropbox, so Bob suggested that CalNARPM establish their own, and he'll share all stored data for that new account.
- VII.** Future Meeting Dates – BOD
 - a. Thursday, July 8th @ 1 PM
- VIII.** Adjournment – Bob Preston, adjourned at 10:00 am



2021-2022 CALNARPM Board of Directors

Rob Sittman, President

Adrian Harrell, President Elect

Bob Preston, Past President

Cheryl Muzinich, Secretary

Bob Davie, Treasurer

Anne Lackey, Affiliate Director

Kevin Crawford, Communications Chair

Cal NARPM Board Meeting Minutes

Thursday, July 7, 2021

Zoom Video Meeting 8:30 a.m

1. Call to order (Rob S) 8:31 a.m.
 1. Established Quorum (Note Attendees Present Below in Alphabetical Order):
 - Kevin Crawford
 - Bob Davie
 - Adrian Harrell (joined at 9 a.m.)
 - Karen Jordan
 - Anne Lackey
 - Chris Matteucci
 - Tracey Merrell (joined at 9:19 a.m.)
 - Cheryl Muzinich
 - Rob Sittman
 2. Segue (Good News) - Chit-Chat, personal updates and pleasantries
 3. Read a portion of NARPM Code of Ethics (Cheryl Muzinich)
 1. The National Association of Residential Property Managers ("NARPM®") promotes a high standard of business ethics, professionalism, and fair housing practices. All property managers who are members of NARPM® must abide by the NARPM® Code of Ethics and Standards of Professionalism (Find the rest of the Code of Ethics by going to <https://www.narpm.org/code-of-ethics/>)
 4. Read our Purpose (Chris Matteucci)
 1. The purpose of CalNARPM is to
 - a) Establish a permanent trade association in the residential property management industry in the State of California.
 - b) To promote a standard of business ethics, professionalism, and fair practices among its members.
 - c) To establish and promote the education of its members.

- d) To provide and promote an exchange of ideas regarding residential property management.
 - e) To educate and promote the legislative initiative in the State of California
 - 5. Participants made an Introduction on their name, designation(s), position with CalNARPM, and professional strengths.
 - 6. Adrian Harrell was installed as the President Elect for the year 2021-2022. Rob Sittman swore Adrian in as the President Elect.
2. Secretary Report (Cheryl)
- 1. June Board Meeting Minutes distributed day prior to board meeting by Rob Sittman for all to review. Rob requested a motion to approve the minutes; received was a first from Bob Davie and a second from Bob Preston. Minutes for the June 17, 2021, board meeting were approved.
3. Treasurer Report (Bob D) reports no issues. We have \$75k in our Union Bank Account so we are solvent.
- 1. Present the 2022 budget: Bob Davie explained that he needs more information before a budget can be presented. Various operation costs need to be reviewed including a PO Box, data list, so costs such as this exist and need to be considered (totaling about \$12k/year). Rob Sittman has called for a special budget meeting with Bob Davie, Karen Jordan, Anne Lackey, with Karen Jordan mentioning this should occur in the next few weeks to better solidify the 2022 budget. It was mentioned that we need to bring in about \$60k in revenue from our affiliates, so Anne has proposed a fairly solid Vendor Affiliate Schedule; Rob asked for a motion to approve this schedule. A first was made by Bob Preston and second by Bob Davie for approval. A dedicated budget meeting was scheduled on Wednesday, July 14th from 8:30 to 9:30 a.m.
4. President Report (Rob S) (Focus on Identifying issues, then discussing and solving later in the meeting).
- 1. Presentation of Calnarpn Vision/Purpose/Values, Scorecard, Goals, Issues
 - Discussed long-term vision including ten year vision which deserves more discussion.
5. Committee Reports (Focus on Identifying issues, then discussing and solving later in the meeting). Rob mentioned that committee meetings need to be discussed.
- 1. Affiliates Report: Bob Davie, Anne Lackey and Karen Jordan will flesh out the budget.
 - 2. Conference Committee (Karen Jordan): Bob Preston also nominated Anne Lackey to be on the conference committee. Rob Sittman suggested Bob Davie be on the committee. Chris Matteucci (since he lives there) is ok to serve. Bob Preston threw his hat in the ring to help with the conference. Karen pointed out that we need to discuss the budget naturally and proposed some next steps. Bob Preston threw his hat in the ring to help with the committee. He mentioned that Sharon is the contact on the conference contract. Bob Preston mentioned that Laurie Lindsey with Marriott can be contacted at Mobile: 561-762-0641 Office: 561-450-9427 or via Facebook: <https://www.facebook.com/elitevenueat>. The Marriott has a list of all the tasks involved in preparing for the conference. Conference Committee to meet on Monday, July 19, 2021.

3. Legislative Committee (Chris) To budget, interview and recruit a lobbyist along with a group of people to support this effort. Discussions of various politician suggestions. Connect with Tyler Craddock. Perhaps reach out to the NARPM Washington DC Chapter President. Adrian Harrell and Tracey Merrell.
 4. Membership Committee (Kevin) Connecting with members in outlying areas and helping new chapter creations. Bob Davie said you need a minimum of nine signed (and committed) members; if that minimum falls below nine, the chapter ceases to exist. Adrian Harrell on committee. Bob Preston says when someone joins national, they are supposed to identify at local level or they will be members at large.
 5. Communications Committee: Looking for committee chair Cheryl on this committee
 6. Monthly Scorecard Review Not Discussed
 7. Quarterly Goals Review Not Discussed
 8. To-Do List Review
 9. IDS (Focus on IDS - Identify, Discuss, Solve)
 1. We need to nominate a communications chairperson Not Discussed
 2. We need to make sure we are responding to organizational emails
 1. These are not being monitored (Legacy is a phone call/voicemail to two gmail accounts). One was being used by Bob Preston last year. Kevin Crawford, Kevin Patterson or Cheryl Muzinich could rotate checking weekly. Need access info.
- Items C-N below Not Discussed
- C. We need to verify that all board members are professional members of the chapter
 - D. We need to update the CALnarpn website meet the leadership team page
 - E. We don't have determined and shared values
 - F. We don't have a 10-year vision
 - G. We don't have a marketing strategy
 - H. We don't have a 3-year picture
 - I. We don't have a 1-year plan
 - J. We don't have an issues list
 - K. We don't have defined rocks (quarterly goals) for each committee
 - L. We don't have scorecard KPI's (Key Performance Indicators)
 - M. We do not have an agreed-upon price for conference attendees
 - N. We need to establish annual chapter dues, application fees and special assessments.
 - O. We need to establish the principal office location of CalNARPM: Bob Davey is offering his office physical address as the principal office for CalNARPM. Bob Davey also has a PO Box about ¼ mile from his office. Google has Bob Preston's office address which should be moved over to Bob Davey's physical office address. Maybe having a virtual mail service in Sacramento (suggested by Chris Matteucci).

10. Conclude

1. Upcoming Meetings (Second Wednesday of each month 8:30 to 10:00 am)
 1. President proposes committee meetings on 3rd week of each month
2. Recap To-Do List
3. Rate the Meeting (1-10)
 1. Cheryl 7 - difficult keeping up, Bob D - 9, Chris M - 9, Bob P - 7 (a bit herky jerky), Karen - 7 (HJ), Adrian - 7 (too much material TMM), Tracey - 7 TMM, Anne - 7 TMM

11. Adjourn

10:01 am



2021-2022 CALNARPM Executive Team

Rob Sittman, President

Adrian Harrell, President-Elect

Bob Davie, Treasurer

Cheryl Muzinich, Secretary

Bob Preston, Past President

**Cal NARPM Board Meeting Agenda
Thursday, August 5th, 2021
Zoom Video Meeting 8:30 a.m**

1. Call to order (Rob S) 10 minutes
 - a. Establish Quorum (Note Attendees)
Present:
 - b. Segue (Good News)
 - c. Read a portion of NARPM Code of Ethics (Karen Jordan)
 - i. The National Association of Residential Property Managers ("NARPM®") promotes a high standard of business ethics, professionalism, and fair housing practices. All property managers who are members of NARPM® must abide by the NARPM® Code of Ethics and Standards of Professionalism (Find the rest of the Code of Ethics by going to <https://www.narpm.org/code-of-ethics/>)
 - d. Read our Purpose (Kevin Patterson)
 - i. The purpose of CalNarpm is to
 1. Establish a permanent trade association in the residential property management industry in the State of California.
 2. To promote a standard of business ethics, professionalism, and fair practices among its members.
 3. To establish and promote the education of its members.
 4. To provide and promote an exchange of ideas regarding residential property management.
 5. To educate and promote the legislative initiative in the State of California
 - e. Go around the room and introduce any members that were not at the last meeting
 - i. Your name and designation(s)
 - ii. Your position with CalNarpm
 - iii. Name one of your professional strengths
2. Secretary Report (Cheryl) 5 minutes
 - a. Minutes review from the last meeting
3. Monthly Scorecard Review 5 minutes
4. 10 Year Vision and Quarterly Rocks Review 5 minutes
5. To-Do List Review 5 minutes
 - a. Connect with WANarpm regarding lobbyist

- b. We need to verify that all board members are professional members of the chapter
- c. We need to figure out the google telephone number, voicemail goes to email message
- d. Kevin - Change GMB to Bob Davie's Address
- e. Kevin - Make sure all addresses are the same online
- f. Assign Kevin Crawford to Check organization emails all emails get forwarded to the gmail account

6. IDS (Focus on IDS - Identify, Discuss, Solve) 55 minutes

- a. We haven't gone over values and vision with the board
- b. We don't have a marketing strategy
- c. currently have 6 open positions in CalNarpm we are looking to get filled
- d. We don't have scorecard KPI's (Key Performance Indicators)
- e. How do we recruit new members
- f. Setting up a Legislative Day
- g. Conference and Communication Committee chair need to be on same page
- h. We need to present the budget for this fiscal year and spend some quality time discussing the budget

7. Conclude 5 minutes

- a. Recap To-Do List
- b. Cascading Message (Messages to people outside the meeting)
- c. Rate the Meeting (1-10)

8. Adjourn @ 10:00 pm

2021-2022 CalNARPM Board of Directors



President, Rob Sittman, RMP®, Broker at PMI Patron in Cypress
714.713.0576 rob@pmipatron.com



President-Elect, Adrian Harrell, Broker at New Bridge Mgmt in Turlock
209.668.6700 209.632.3267 adrian@newbridgemanagement.com



Treasurer, Bob Davie, Broker/Owner at San Diego Residential Property Mgmt in San Diego
858.485.6565 or 858.229.9051 bob@sandiegorp.com



Secretary, Cheryl Muzinich, RMP®, Broker at Recovery Realty in Lincoln
916.548.4282 cherylmuzinich@gmail.com



Past President, Bob Preston, MPM®, RMP®, Broker at No County Property Group in Del Mar
858.792.5797 x100 bob@ncpropertygroup.com



Affiliate Director, Anne Lackey, RMP®, Co-Founder of HireSmart Virtual Employees
770.416.1444 anne@hiresmartvirtualemployees.com



Advisory Director, Tracey Merrell, Managing Partner of Education-Kimball, Tirey & St. John
800.577.4587 x1533 tracey.merrell@kts-law.com



Membership Committee Chair, Kevin Patterson, Broker at Rent Source Corp. in Palmdale
661.547.1501 kevin@rentsourcecorp.com



Legislative Committee Chair, Christopher Matteucci, Broker at Atlas Property Mgmt. in Napa
707.681.0639 chris@atlas-pm.com



Communications Committee Chair, Kevin Crawford, PMI Property Mgmt Palm Springs



Communication Chair Assistant, Justin P. Frank, PMI American River
916.573-0027 justinfrank@pmiamericanriver.com



Conference Committee Chair, Karen Jordan, PM/Partner at HB Rentals in Livermore
209.321.6558 karen@hbrrentals.com



2021-2022 CALNARPM Executive Team

Rob Sittman, President

Adrian Harrell, President-Elect

Bob Davie, Treasurer

Cheryl Muzinich, Secretary

Bob Preston, Past President

**Cal NARPM Board Meeting Minutes
Thursday, September 9, 2021**

1. Call to order (Rob)
 - a. Establish Quarorum/Attendance
 - i. Mike Connolly
 - ii. Kevin Crawford
 - iii. Mike Connolly
 - iv. Bob Davie
 - v. Christine Goodin
 - vi. Bryant Hull
 - vii. Karen Jordan
 - viii. Anne Lackey
 - ix. Tracey Merrell
 - x. Cheryl Muzinich
 - xi. Kevin Patterson
 - xii. Bob Preston
 - xiii. Rob Sittman
 - b. Segue (Good News)
 - c. Read a portion of NARPM Code of Ethics (Can't remember who read??)
 - i. The National Association of Residential Property Managers ("NARPM®") promotes a high standard of business ethics, professionalism, and fair housing practices. All property managers who are members of NARPM® must abide by the NARPM® Code of Ethics and Standards of Professionalism. (Find the rest of the Code of Ethics by going to <https://www.narpm.org/code-of-ethics/>)
 - d. Read our Purpose (Prince from PKS Law)
 - i. The purpose of CalNarpm is to
 1. Establish a permanent trade association in the residential property management industry in the State of California.
 2. To promote a standard of business ethics, professionalism, and fair practices among its members.
 3. To establish and promote the education of its members.
 4. To provide and promote an exchange of ideas regarding residential property management.
 5. To educate and promote the legislative initiative in the State of California

2. Secretary Report (Cheryl)
 - a. Minutes review from the last meeting - adopted without changes with a 1st from Adrian Harrell and a 2nd from Bob Preston.
3. Monthly Scorecard Review
 - a. Rob reviewed with attendees the current numbers of RMP/Candidates, MPM/Candidates, and CPM/Candidates, goals, and ways to grow designations.
4. Review Rocks (90 day goals)
 - a. CalNARPM Conference theme was discussed. The short list is Overcoming Challenges, Challenges or Challenges of Change.
 - b. Rob shared the spreadsheet with 90-day goals for various activities including state conference,
5. To-Do List Review
 - a. Chris M:
 - i. Reach out and Connect with WANarpm President regarding lobbyist: Chris has this on his to-do list.
 - ii. Followup with Mark Scott on meeting with the National NARPM Lobbyist
 - iii. Talk with Adrian offline regarding Lobbyist
 - b. Adrian
 - c. will verify that all board members are professional members of the chapter
 - d. Adrian will work with Bob Preston to submit chapter excellence by June 1st.
 - e. Kevin - Change GMB to Bob Davie's Address
 - i. put a phone call into Rob Sittman to get this fixed
 - f. Laurie - Make sure all addresses are the same online

g. Rob

i. Get with Mike and show him the chapter resources tools

- ii. Get Tracey to come to the Membership committee meeting to help with welcome wagon letter thing and RMP designations
- iii. Set up zoom with Bob Davie about speaker budgets
 - 1. chat about overall pricing strategy
 - 2. speak about overall strategy for conference and pricing
 - a. \$225 Super Early Bird (before January 1st)
 - b. \$265 Early Bird Pricing (1/1-3/31)
 - c. \$295 Regular Pricing (4/1-4/20)
 - d. \$345 Non-Member Pricing
 - e. 10% discount for a first time attendee
 - f. Group pricing of 3 or more from same office receives a 15% discount if they register together
 - g. Only one discount applies
 - i. Bob Preston first on pricing and Bob Davie Second
 - 3. Invite Tracey to the next membership meeting

iv. Connect with Kevin Patterson

h. Karen

- i. Connect with Kevin Crawford over the phone
- ii. Figure out who our contact is for the hotel at Napa Valley
- iii. Collect ideas from each board member about the challenges they are facing
- iv. Call Bob Davie before the meeting at marriott

i. Chris M

- i. Connect with Kevin Crawford over the phone
- ii. remind mark scott to meet with Tyler Kraddick

j. Kevin Patterson

- i. Connect with Kevin Crawford over the phone

k. Bob Davie

- i. We need to establish the new master banking cards at the Bank
 - 1. Bob Davie, Bob Preston, and Rob Sittman
- ii. Update the statement of information
- iii. Login to zoom account and find out capacity and capabilities

l. Tracey

- i. Checkin with Cheryl about by law updates
- ii. Attend the membership committee meeting regarding welcome wagon info

m. [Cheryl Muzinich](#)

- i. Keep our chapter roster up to date
- ii. Be in charge of \$500 grant application
- iii. Cheryl:
 - 1. Will work with Kevin Crawford to update narpm.org page (rebecca woodring)

2. Sending email regarding updates to narpm website
3. Once D&O package is here, Cheryl will help market to the chapters
- iv. Look into this, let us know what changes need to be made:
Mandatory Local NARPM Chapter Model Bylaws Amendments:
DUE SEPTEMBER 30, 2021
In December 2020 the NARPM Board of Directors gave final approval to several changes to the National NARPM Bylaws. Copy can be found here
<https://www.narpm.org/members/documents-forms/bylaws-policies-procedures/> (you must log into members only). With these changes it means that local chapters will need to make necessary changes to their bylaws to comply with National documents.
Sample Model bylaws for state and local chapters are on this page:
<https://www.narpm.org/members/tools/chapter-services/chapters-general-info/> (you must log into members only). Please review the document and make necessary changes.
Once the changes have been made, please send NARPM staff (chaptersupport@narpm.org) a copy of your chapter's final bylaws, so we can update what we have on record. **Every chapter MUST update their bylaws.**

6. IDS (Focus on IDS - Identify, Discuss, Solve)
 - a. Promoting the December Meeting
 - b. What should we do about members who do not renew after 2020?
 - i. Phone tree to reach out to members
 - ii. Tell Gail that we will be the first ones to call California members
 - iii. Have a cohesive message to the members
 1. make the script specific to california
 2. And by the way here dates to our conference
 - c. Do we have a designations budget?
 - d. Are we doing enough to promote new members?
 - e. Are we doing anything to welcome new members?
 - f. Are we doing anything to promote designations?
 - i. Promote through the email newsletter
 - g. Are we registering and encouraging others to register in the quarterly leadership trainings? Click here to register:
https://us02web.zoom.us/webinar/register/WN_WBO92A6KTqS9_kDmCwY2zw
 - h. What are we doing about monthly zoom meetings
 - i. Education campaign for D&O
7. Conclude
 - a. Recap To-Do List
 - b. Cascading Message (Messages to people outside the meeting)
 - i. tell kevin patterson about new year membership calls

- ii. get chris cell phone to karen
- iii. Chris: walkthrough at the marriot
 - 1. make sure 45 vendors can fit in the vendor room
- c. Rate the Meeting (1-10)

Adrian 9
Anne 9
Christine 9
Bob P 9
Cheryl 10
Mike C
Karen J 10
Bryant Hull
Tracey 9
Prince 10

8. Adjourn @

august 3rd tracie birthday
October 16th tracie wedding

Agenda: https://docs.google.com/document/d/1Cm36OebuEjy4VQ6hdume7tFNCxnQZm2_/edit

EOS Planner:

<https://docs.google.com/spreadsheets/d/1YO3uf6yzZuPIBJAwlfcyB-ZGpqkFUR-9QFKscpchWuQ/edit#gid=1292079811>



WHAT ARE THE TWO NARPM DESIGNATIONS?

1. RESIDENTIAL MANAGEMENT
PROFESSIONAL (RMP) TAKES ON
AVERAGE 3 YEARS
2. MASTER PROPERTY MANAGER
(MPM)
TAKES ON AVERAGE 2 YEARS
AFTER COMPLETING THE RMP

WHY?

- INCREASE KNOWLEDGE
AND CONFIDENCE
- CREDIBILITY AMONG CO-
WORKERS AND CLIENTS
- BECOME ABOVE
AVERAGE AND GROW
YOUR BUSINESS

GET STARTED NOW !

**CALL MIKE AT 510-996-3238
OR**

VISIT WWW.NARPM.ORG

NARPM DESIGNATIONS PAY OFF... IT'S YOUR TIME!

Thomas...RMP Candidate
1 year in property
management
Sacramento, Ca.

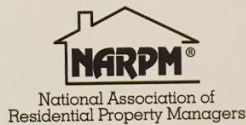
Carl...MPM
9 years in property
management
Long Beach, Ca

Marie...RMP
4 years in property
management
San Jose, Ca.



WHY BECOME A RESIDENTIAL PROPERTY MANAGEMENT PROFESSIONAL (RMP) ?

- SENDS A MESSAGE TO YOUR CO-WORKERS AND CLIENTS
- INCREASED KNOWLEDGE AND CONFIDENCE
- INFORMATION TO GROW YOUR BUSINESS
- MEET PEOPLE
- BECOME ABOVE AVERAGE



GET STARTED NOW!

CALL MIKE AT 510-996-3238

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**"The RMP and MPM designations
have set me apart and helped us
get new business"**

Karen Carlson
Property Management Experts in Stockton, Ca.





2021-2022 CALNARPM Executive Team

*Rob Sittman, President
Adrian Harrell, President-Elect
Bob Davie, Treasurer
Cheryl Muzinich, Secretary
Bob Preston, Past President*

**Cal NARPM Board Meeting Minutes (Done by Rob Sittman)
Thursday, October 14, 2021**

1. Call to order (Rob)
- a. Establish Quarorum/Attendance 4 /5
 1. Kevin Crawford
 2. Bob Davie
 3. Karen Jordan
 4. Tracey Merrell
 5. Cheryl Muzinich (Only attended first 30 minutes – so Rob took notes)
 6. Kevin Patterson
 7. Bob Preston
 8. Rob Sittman
 9. Justin Frank
- b. Segue (Good News)
- c. Read a portion of NARPM Code of Ethics
 - i. The National Association of Residential Property Managers (“NARPM®”) promotes a high standard of business ethics, professionalism, and fair housing practices. All property managers who are members of NARPM® must abide by the NARPM® Code of Ethics and Standards of Professionalism. (Find the rest of the Code of Ethics by going to <https://www.narpm.org/code-of-ethics/>)
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 3. To establish and promote the education of its members.
 4. To provide and promote an exchange of ideas regarding residential property management.
 5. To educate and promote the legislative initiative in the State of California
2. Secretary Report (Cheryl)
 - a. Minutes review from the last meeting -moved Bob P 2nd by Bob D - approved
3. Monthly Scorecard Review
4. Review Rocks (90 day goals)
-Theme of conference?

- Getting Conference tickets going and available
- Getting Chuck Signed Up
- Other Speakers?

5. To-Do List Review

- a. Chris M:
 - b. Adrian will verify that all board members are professional members of the chapter
 - c. Adrian will work with Bob Preston to submit chapter excellence by June 1st.
 - d. Kevin - Change GMB to Bob Davie's Address
 - e. put a phone call into Rob Sittman to get this fixed
 - f. Laurie - Make sure all addresses are the same online
 - g. Rob
 - Confirm Chip as a speaker for April
 - Call Kevin Patterson and see if he is interested and committed to the membership committee
 - We need at least two people in the membership committee
 - h. Get Tracey to come to the Membership committee meeting to help with welcome wagon letter thing and RMP designations
 - i. Karen
 - j. Kevin Patterson Connect with Kevin Crawford over the phone
 - k. Bob Davie - Login to zoom account and find out capacity and capabilities
 - l. Tracey - Checkin with Cheryl about by law updates & Attend the membership committee meeting regarding welcome wagon info
 - m. Cheryl Muzinich: Keep our chapter roster up to date and be in charge of \$500 grant application
- Additional items to share with Cheryl (she left meeting when these were discussed):
- 1. Will work with Kevin Crawford to update narpm.org page (rebecca woodring)
 - 2. Sending email regarding updates to narpm website
 - 3. Once D&O package is here, Cheryl will help market to the chapters
- iv. Look into this, let us know what changes need to be made:
- Mandatory Local NARPM Chapter Model Bylaws Amendments: DUE SEPTEMBER 30, 2021
- In December 2020 the NARPM Board of Directors gave final approval to several changes to the National NARPM Bylaws. Copy can be found here <https://www.narpm.org/members/documents-forms/bylaws-policies-procedures/> (you must log into members only). With these changes it means that local chapters will need to make necessary changes to their bylaws to comply with National documents.
- Sample Model bylaws for state and local chapters are on this page:
<https://www.narpm.org/members/tools/chapter-services/chapters-general-info/> (you must log into members only). Please review the document and make necessary changes.
- Once the changes have been made, please send NARPM staff (chaptersupport@narpm.org) a copy of your chapter's final bylaws, so we can update what we have on record. Every chapter MUST update their bylaws.

6. IDS (Focus on IDS - Identify, Discuss, Solve)

- Get clear on our goal for education and conference attendance
- Get clear over our vision as a board
- Approve a budget for designations
- Go over theory of paid stipends for speakers

Go over some of the noise in Narpn
Get clear on why we are all here
Get clear in designations goal
Get clear on membership goal
Go over our goals as a group
Go over member recruitment
Go over encouraging designations
Go over being an example to other members of getting designations
Affiliate sign ups
a. Promoting the December Meeting
b. What should we do about members who do not renew after 2020?
i. Phone tree to reach out to members
ii. Tell Gail that we will be the first ones to call California members
iii. Have a cohesive message to the members
1. make the script specific to california
2. And by the way here dates to our conference
c. Do we have a designations budget?
g. Are we registering and encouraging others to register in the quarterly leadership trainings? Click here to register: https://us02web.zoom.us/webinar/register/WN_WBO92A6KTqS9_kDmCwY2zw
h. What are we doing about monthly zoom meetings
i. Education campaign for D&O

Conference goals

Bob Preston
Paying for Conference via registrants
200 attendees
Pulling people into conference who aren't members of local chapters
Starting a virtual chapter
Make the title /Speaker California specific
Make it something that nobody should miss
Chief economist from CAR
Dre, FTB, CAR, KTS, Legislative
Bring in a mastermind approach to the conference (maybe the Broker Breakfast?)

Karen
California specific conference
I want to make this conference something that would feel like a must attend
Encourage good speakers to come
Make it a fun event

Bob Davie
240 is a stretch number
240 is doable
There is an opportunity to promote cal Narpn to those folks who choose not to be active in a local chapter

Strategic rifle approach to those members who are not affiliated with a local chapter
This is an affordable conference

Kevin Crawford

Attract people who paid for membership but doesn't participate
Getting more people involved
Helping PM's not reinvent the wheel

Tracey

When people leave the weekend attendees feel like they spent their money wisely and that they will attend future NARPM events
People thinking the CalNARPM never puts on a bad event
People get their bang for their buck

Chris M

Making it California specific
Working to get someone who doesn't see eye to eye with us from the capitol
Making it a fun atmosphere
Make it something that people will want to come back next year

Rob S

Bring in a speaker from CAI

Look into Leadsimple account for CalNarpm

7. Conclude

- a. Recap To-Do List
- b. Cascading Message (Messages to people outside the meeting)
 - i. tell kevin patterson about new year membership calls
 - ii. get chris cell phone to karen
 - iii. Chris: walkthrough at the marriott
- 1. make sure 45 vendors can fit in the vendor room
- c. Rate the Meeting (1-10)

Tracey 9 Legal aspect, do we have a quorum of the executive board?

Chris 9 strategic planning for conference was effective, and talking about other items

Karen 9 loved the input

Bob D 8 Overall, need to make sure we are taking actions toward tactical movement, we are approaching critical mass for the conference, peanut butter is going to hit the fan, there is a lot of details that need to move forward with specific detailed tactics

Bob P 6 or 7, seemed a little herky jerky, there are certain meetings that we need to boil down and focus, we need to have a priority in getting certain details of the conference

Talk about putting the board members in the evenings so people can stay on board

8. Adjourn @

Agenda: https://docs.google.com/document/d/1Cm36OebuEjy4VQ6hdume7tFNCxnQZm2_/edit

EOS Planner: <https://docs.google.com/spreadsheets/d/1YO3uf6yzZuPIBJAwlfcyB-ZGpqkFUR-9QFKscpchWuQ/edit#gid=1292079811>



2021-2022 CALNARPM Executive Team

Rob Sittman, President

Adrian Harrell, President-Elect

Bob Davie, Treasurer

Cheryl Muzinich, Secretary

Bob Preston, Past President

**Cal NARPM Board Meeting Minutes
Thursday, November 11th, 2021**

1. Call to order (Rob) at 8:30 a.m.
2. Quorum established with the following in attendance:
 - a. Kevin Crawford
 - b. Bob Davie
 - c. Christine Goodin
 - d. Adrian Harrell
 - e. Drea Hespen
 - f. Karen Jordan
 - g. Anne Lackey
 - h. Laurie Lindsey
 - i. Tracey Merrell
 - j. Cheryl Muzinich
 - k. Kevin Patterson
 - l. Bob Preston
 - m. Rob Sittman
3. Segue (Good News)

Rob introduced Drea Hespen as the new CalNARPM Assistant Speaker Chair.

Rob mentioned that feedback from others indicate that our meetings generate a lot of ideas, but we are falling short of “solutions” and asked for each person to identify a goal for their tenure with CalNARPM

Rob encouraged members to contact their local chapter leaders to invite them to our Chapter Kickoff Meeting on December 14th

2022 Day on the Hill in Sacramento was mentioned with the call for members to call their local representatives to advise of our constituency and the plan to attend and bring our goals to Sacramento.
4. NARPM Code of Ethics: Read by Cheryl Muzinich
 - a. The National Association of Residential Property Managers (“NARPM®”) promotes a high standard of business ethics, professionalism, and fair housing practices. All property managers who are members of NARPM® must abide by the NARPM® Code of Ethics and Standards of Professionalism. (Find the rest of the Code of Ethics by going to <https://www.narpm.org/code-of-ethics/>)

5. Our Purpose: Read by Drea Hespen
 - a. The purpose of CalNARPM is to
 - i. Establish a permanent trade association in the residential property management industry in the State of California.
 - ii. To promote a standard of business ethics, professionalism, and fair practices among its members.
 - iii. To establish and promote the education of its members.
 - iv. To provide and promote an exchange of ideas regarding residential property management.
 - v. To educate and promote the legislative initiative in the State of California
6. Secretary Report: Cheryl Muzinich
 - a. A motion was made for the minutes from the October meeting to be approved and received a second from Bob Preston.
7. Monthly Scorecard Review
 - a. Somehow six members dropped off mid-year with our total being 713 members.
 - b. We have 100 members who are RMP candidates; Rob is challenging us to get 2-4 new RMP candidates and encourage 1 person to achieve their RMP (Adrian is close to finalizing hers - other board members offered to help finalize her needed letters).
 - c. On the MPM level, Rob encouraged the board to get one more MPM candidate to sign up.
8. 2022 Conference Rocks Key
 - a. Website update from Laurie included her discussing the new platform and faster performance with the conference schedule being her next priority with the goal being mid December to have the schedule finalized.
 - b. Rob suggested we market the conference to out-of-state members and reminded everyone that there are many nearby states that don't have a conference (i.e. NV & AZ) or even a local chapter, and that many have expressed interest in traveling to our conference.
 - c. Tracy Merrell is going to get the hotel code to include in the reservation info and send that to Laurie.
 - d. Drea Hespen will get current headshots and bios for conference speakers. She will also take responsibility for social media marketing for conference promotion.
 - e. Adrian to sit on the speaker election committee and help approve speakers.
 - f. Rob discussed a SoCal regional conference to combine resources for future consideration.
 - g. Submit membership grant request for CalNARPM from National. Cheryl Muzinich to work with Kevin Patterson to get this submitted.
 - h. Anne Lackey is working hard on getting vendors to sign up.
 - i. Cheryl Muzinich will work with Kevin Patterson to put together a Saturday wine tasting event.
 - j. Tracey Merrell's focus is to finalize the Conference speaker roster schedule by Dec 31.
 - k. Rob asked who is monitoring the CalNARPM email currently and asked that Kevin Crawford direct potential speakers to the website link.

9. Rate the Meeting (1-10)

Bob P:	9
Kevin P:	9
Anne:	8.5
Adrian:	9
Christine:	9
Cheryl:	8.5
Tracey:	8
Rob S:	9.12
Drea:	9

10. Adjourned @10 a.m.



2021-2022 CALNARPM Executive Team

Rob Sittman, President

Adrian Harrell, President-Elect

Bob Davie, Treasurer

Cheryl Muzinich, Secretary

Bob Preston, Past President

**Cal NARPM Board Meeting Minutes
Thursday, December 9th, 2021**

1. Call to order (Rob) at 8:30 a.m. with an update from each meeting attendee on what's new.
2. Quorum established with the following in attendance:
 - a. Kevin Crawford
 - b. Bob Davie
 - c. Christine Goodin
 - d. Karen Jordan
 - e. Anne Lackey
 - f. Cheryl Muzinich
 - g. Bob Preston
 - h. Rob Sittman
 - i. Valerie???
3. NARPM Code of Ethics:
 - a. The National Association of Residential Property Managers ("NARPM®") promotes a high standard of business ethics, professionalism, and fair housing practices. All property managers who are members of NARPM® must abide by the NARPM® Code of Ethics and Standards of Professionalism. (Find the rest of the Code of Ethics by going to <https://www.narpm.org/code-of-ethics/>)
4. Our Purpose:
 - a. The purpose of CalNARPM is to
 - i. Establish a permanent trade association in the residential property management industry in the State of California.
 - ii. To promote a standard of business ethics, professionalism, and fair practices among its members.
 - iii. To establish and promote the education of its members.
 - iv. To provide and promote an exchange of ideas regarding residential property management.
 - v. To educate and promote the legislative initiative in the State of California
5. Secretary Report: Cheryl Muzinich
 - a. Minutes were approved with a motion to approve and received a first from Bob Preston and a second from Bob Davie.

- b. Cheryl agreed to move chapter meeting minutes from Google Docs to Dropbox so that there is a central repository for all to access.
- 6. Treasurer's Report: Bob Davie said all bills are paid, books are up-to-date, and we have money in the bank after conference expenses including hotel deposits have been made. For the conference, two of the three \$5k payments with the 3rd due after the first of the year. The final payment with all monies due will be paid at the conference's conclusion. Monies from prior conferences stay in our Paypal account to better keep conference monies separate from the Union Bank Account, so Bob prefers not to commingle to the extent possible. Anne Lackey brought up that certain affiliates often pay by check, so those monies are going to Union Bank, and Enterprise Bank and Appfolio will be two of those that will be deposited into the bank, so Bob will track this and share with Anne.

Bob brought up publishing a conference "cancellation" policy on our website (not necessarily the brochure) and adopt a case-by-case review. No refunds should be considered, but we can offer them a credit for next year's conference and establish a cut-off for even this offering if we've already finalized numbers with the Marriott. We need to finalize this at the January meeting.

- 7. Accountability Chart Review: Rob reviewed the responsibilities of each board position with the current member to ensure consistency and coverage of those responsibilities.
- 8. Review Rocks (90 day goals)
 - a. We went from 4 to 59 registrations for the conference - wow!
 - b. Rob confirmed with everyone on the call that they have registered.
 - c. We have ten vendors already - which is ahead of commitments at this time a year ago.
- 9. Monthly Scorecard Review -
 - a. 721 members (up 30 members)
 - b. RMPs 67 in the state and had one person this month apply for candidacy with 99 total to include RMPCs
 - c. Discussion about approving \$1k for marketing the RMP and MPM programs as one member incurred individual costs for a mailer that we'd like to get reimbursed and use balance for another mailout. No motion was finalized on this .
- 10. Conclude/Rate the Meeting (1-10)
 - Bob P: Remember to keep focused on the top of mind, Clarifying the conference column was time well spent. Maybe ask for Committee Chair Reports.
 - Anne: Missing financial components and planning for 2023/Palm Springs
 - Cheryl: Stayed on track with agenda items
- 11. Adjourned @10 a.m.

2021-2022 CaNARPM Board of Directors

Private information not to be shared outside this organization



President, Rob Sittman, RMP®, Broker at PMI Patron in Cypress
714.713.0576 rob@pmipatron.com

President-Elect - Open



Treasurer, Bob Davie, Broker/Owner at San Diego Residential Property Mgmt in San Diego
858.485.6565 or 858.229.9051 bob@sandiegorm.com



Secretary, Cheryl Muzinich, RMP®, Broker at Recovery Realty in Lincoln
916.548.4282 cherylmuzinich@gmail.com



Past President, Bob Preston, MPM®, RMP®, Broker at No County Property Group in Del Mar
858.792.5797 x100 bob@ncpropertygroup.com



Affiliate Director, Anne Lackey, RMP®, Co-Founder of HireSmart Virtual Employees
770.416.1444 anne@hiresmartvirtualemployees.com



Advisory Director, Tracey Merrell, Managing Partner of Education-Kimball, Tirey & St. John
323.975.1231 tracey.merrell@kts-law.com



Membership Committee Chair, Kevin Patterson, Broker at Rent Source Corp. in Palmdale
661.547.1501 kevin@rentsourcecorp.com



Legislative Committee Chair, Christopher Matteucci, Broker at Atlas Property Mgmt. in Napa
707.681.0639 chris@atlas-pm.com



Communications Committee Chair, Kevin Crawford, PMI - Coachella Valley
760.223.9050 Kevin.Crawford@pmi-cv.com



Communication Chair Assistant, Justin P. Frank, PMI American River
916.573-0027 justinfrank@pmiamericanriver.com



Conference Committee Chair, Karen Jordan, PM/Partner at HB Rentals in Livermore
209.321.6558 karen@hbrrentals.com



Designations Sub-Committee Chair, Mike Connolly, Broker/Owner at East Bay PMC
510.996.3238 mike@eastbaypmc.com

Rebecca Woodring

From: Bob Preston <bob@ncpropertygroup.com>
Sent: Monday, April 25, 2022 3:56 PM
To: Rebecca Woodring
Subject: CALNARPM Chapter Compliance missing info

Hi Rebecca, following this morning's conversation, here is the missing info for CALNARPM Chapter Compliance:

President Elect, Matthew Tandy, matt@formaticpm.com
New Member Mentor, Kevin Patterson, kevin@rentsourcecorp.com

Thank you!



Bob Preston, President and Broker/Owner
NARPM® MPM®, RMP®, Southwest RVP
DRE #00919073



445 Marine View Ave STE 240
Del Mar, CA 92014
(858) 792-5797 x100 (enter ext 100 at any time to bypass the auto-attendant greeting)
bob@ncpropertygroup.com / bob@weichertnorthcounty.com
www.ncpropertygroup.com / www.weichertnorthcounty.com



Podcast Host, [Property Management Brainstorm](#)
President 2020-2021, [Cal NARPM](#)

If you are interested in setting a appointment to speak by phone, here's my calendar link if you would like to set up a time! <https://calendly.com/bobpreston>

How did we do?



[Click to rate your experience with North County Property Group](#)

Bob Preston

From: Bob Preston
Sent: Thursday, April 22, 2021 8:56 AM
To: Mark Scott; Keith Becker; Jennifer Newton
Cc: Bob Preston
Subject: List of CALNARPM Nominees as of 4/22
Attachments: Response_1_210422.pdf; Response_2_210422.pdf; Response_3_210422.pdf; Response_4_210422.pdf; Response_5_210422.pdf; Response_6_210422.pdf; Response_7_210422.pdf; Response_8_210422.pdf; Response_9_210422.pdf

Hi Mark, Keith, Jennifer!

We have a good number of CALNARPM nominees at this point, from all over California, 9 in total. Because of Two Factor Authentication, logging into Survey Monkey is a bit of a pain, except for me, so I will keep funneling the nomination forms. All of the nominees have received an email back from CALNARPM acknowledging that we have received their form and that the nominating committee will be in touch in May.

I've started a list (see below) to help keep the candidates straight and will add to it as a few more may trickle in before end of month. Nominations for Exec/Board will officially close on April 30th so we may get a few more. Keep in mind, self-nominating may seem a bit presumptuous to the candidates, so most of them seem up for being appointed to almost any capacity where help is needed. The biggest challenge will, of course, be vetting for President and President Elect.

All forms to this point are also attached, labeled as Response 1 – 9:

- 1) Bob Preston (this was more of a test pilot on the form to make sure it was working) - Response 1
- 2) Christopher Matteucci – Response 2
- 3) Cheryl Muzinich – Response 3
- 4) Adrian Harrell – Response 4
- 5) Katherine Drack – Response 5
- 6) Bob Davie – Response 6
- 7) Robert Sittman – Response 7
- 8) Karen Jordan – Response 8
- 9) Kevin Patterson - Response 9

Seems like we have a lot to work with here so looking forward to your recommended slate!

Best,

Bob



Bob Preston, RMP®, MPMC
President and Broker/Owner (DRE #00919073)
445 Marine View Ave STE 240
Del Mar, CA 92014
(858) 792-5797 x100 (enter ext 100 at any time to bypass the auto-attendant greeting)
bob@ncpropertygroup.com

www.ncpropertygroup.com



Podcast Host, [Property Management Brainstorm](#)
President 2020-2021, [Cal NARPM](#)

If you are interested in setting a appointment to speak by phone, here's my calendar link if you would like to set up a time! <https://calendly.com/bobpreston>

How did we do?



[Click to rate your experience with North County Property Group](#)

PLEASE VOTE: CALNARPM Slate of Nominees for the 2021-2022 term

Hello CALNARPM members!

PLEASE RESPOND YES OR NO BY FRIDAY, JUNE 4TH.

RATIFY THE CALNARPM SLATE OF LEADERSHIP CANDIDATES FOR THE COMING 2021-2022 TERM.

Voting will be closed on Friday, June 4th.

Pursuant to the CALNARPM bylaws, the process for determining the slate of candidates has been as follows:

- An email notifying members of the electoral process and opening nominations was sent on March 23, 2021.
- A link was provided in the email to an online form to make a nomination or self-nominate for a leadership position.
- Nominations were closed on April 30th.
- The Nominating Committee, composed of 3 past CALNARPM Presidents (Mark Scott, Jennifer Newton, Keith Becker), met on May 4th for review of the nomination forms and vetting of the candidates.
- The slate of nominees, as recommended by the committee, was presented to the CALNARPM board for further review and approval on May 20th.
- All nominees are uncontested and there is a motion + second to consider the nominees duly elected.
- The term for the new leadership will begin on July 1st.

I am representing the current CALNARPM Executive Committee in presiding over the election as an electronic event.

CALNARPM Executive Committee Slate of Candidates:

President, Rob Sittman, RMP®, Broker at PMI Patron Property Management Inc. (Cypress, CA)

The CALNARPM President shall be the chief executive officer of the chapter and preside at all meetings of the chapter. The President further provides the leadership and vision for the chapter, enhancing the foundation for a long-term, sustainable chapter by adhering to the bylaws, policies, and structure needed to maximize the benefit of NARPM for the members of the chapter.

Rob previously served the Long Beach/Orange County Chapter of NARPM as Secretary, President-elect, and President. He will be a great asset to the CALNARPM Executive Committee!

<https://www.patronpropertymanagement.com/about>

President-elect, Adrian Harrell, Broker at New Bridge Management (Turlock, CA)

The CALNARPM President-elect shall fulfill the responsibilities of the president during his/her absence and accede to the presidency when the presidency becomes vacant. This position shall also assist in the leadership of the organization and prepares for the presidency for the next term.

Adrian previously served the CALNARPM board in a dual role as President-elect and Chairperson of the Speaker/Education Committee. She has served on the NARPM National Government Affairs Committee, was Secretary of the Central Valley Chapter. We are lucky to have Adrian back again with the new team!

<https://www.newbridgemanagement.com/about-us/>

Treasurer, Bob Davie, RMP®, Broker at San Diego Residential Property Management (San Diego, CA)

The Treasurer is the signatory for all funds withdrawn from and makes deposits of all funds received to the chapter bank account(s). The Treasurer also prepares the annual chapter budget, provides financial reports for

review by the CALNARPM Board, submits an end of fiscal year report for the national association, and files the chapter tax returns.

Bob has previously served the CALNARPM board as our Treasurer and has again been nominated to continue in that capacity. He has also held leadership roles for the San Diego Chapter as Treasurer and President. We are quite fortunate to have Bob back for another term!

<https://sandiegorp.com/about-us/>

Secretary, Cheryl Muzinich, RMP®, MPMC, Recovery Realty (Lincoln, CA)

The Secretary shall maintain current chapter membership records to coincide with the national association's membership database. It is also the Secretary's duty to record, maintain and distribute minutes of all regular and special meetings of CALNARPM as appropriate.

Cheryl previously served as President-elect and President of the Sacramento chapter. She is Real Estate licensed in both California and Nevada and has fifteen years of experience in successfully managing property in Northern California and Northern Nevada. She will be a strong addition to the CALNARPM leadership team!

<https://www.cherylmuzinich.com/about>

Past President, Bob Preston, RMP®, MPM®, Broker at North County Property Group (Del Mar, CA)

The Past President remains on the board as an advisor and mentor to the Executive Team and further serves as Chairman of the Nominating Committee.

Bob served as President of CALNARPM for the current term and acted in a dual capacity as the chapter's Chairperson of the Conference Committee. He also serves on the NARPM National Broker/Owner Committee and is Vice Chair for the National Communications Committee.

<https://www.ncpropertygroup.com/meet-our-team>

Committee Chairs and Advisory Directors (Appointed Positions):

Affiliate Director, Anne Lackey, RMP®, Co-Founder of HireSmart Virtual Employees

The Affiliates Committee welcomes the participation of vendor members and obtains sponsorships for the chapter, particularly in support of the CALNARPM annual conference. Anne is well known in the NARPM community as an Affiliate Member and frequent sponsor of NARPM national events.

<https://hiresmartvirtualemployees.com/about/>

Advisory Director, Tracey Merrell, Managing Partner of Education at Kimball, Tirey & St. John LLP

Advisory Directors bring expertise and knowledge to the board in particular fields associated with the property management industry. Tracey was admitted to the California Bar in 2009, has a wealth of knowledge in landlord/tenant law, and is a frequent guest speaker at our local chapter meetings.

<https://www.kts-law.com/attorneys/tracey-l-merrell/>

Membership Committee Chair, Kevin Patterson, Broker at Rent Source Corp. (Palmdale, CA)

The Membership Committee welcomes prospective members in the organization, promotes the mentoring program, and considers new areas in the state where local chapters could be established. Kevin has been involved in other volunteer organizations, serving on his local board for Make a Wish and Boys/Girls Club.

<https://www.rentsourcecorp.com/about-us>

Conference Committee Chair, Karen Jordan, RMPC, HBR Rentals (Tracy, CA)

The Conference Committee oversees the planning and preparation for the CALNARPM Annual Conference which will return to Napa Valley, March 2-4, 2022. The committee will also seek members to head up Speaker and Education Subcommittees. Karen is involved in other volunteer organizations such as BNI, Chamber of Commerce, and Rotary.

<https://www.hbrrentals.com/about-us>

Legislative Committee Chair, Christopher Matteucci, Broker at Atlas Property Management (Napa, CA)

The Legislative Committee keeps abreast of state laws and ordinances that impact members of the chapter. Chris has served on the board of the Nor Cal Rental Property Association, The Board of CALrha and is an NAA voting delegate for 12 northern CA counties.

<https://atlas-pm.com/about/>

Please respond no later than Friday, June 4, 2021 with your Yes/No VOTE.

Thank you very much for your assistance in confirming these fine candidates!

Sincerely,

Bob Preston

Current President 2020-2021

NARPM California

CaliforniaNARPM@gmail.com

www.narpmcalifornia.org/





Cal NARPM <californianarpm@gmail.com>

NARPM : Chapter Services : Email Sent

10 messages

Bob Preston, CALNARPM President <info@narpm.org>

Sun, May 23, 2021 at 10:07 AM

Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>

To: shurik101@gmail.com

Cc: CaliforniaNARPM@gmail.com

An email was sent from the narpm.org website to chapter members. Last email sent from website had 56 recipients. The email was sent by an Administrator (login id: ").

Recipients:

spurr@verizon.net

john@pmosc.com

pasley@pasleyrealty.com

scottbrady1963@gmail.com

Mike@MikeDunfee.com

matt@formaticpm.com

rob@pmipatron.com

randy@CoastalCities.com

info@ipropmgmt.com

Sandra@OnTimeMgmt.com

damor@jdproperty.com

cchang@cmc-realty.com

laureld@consensyspm.com

marcel@genuinemanager.com

Adam@robertsrepm.com

samuel@tnchrhomes.com

daniel@casadorealestate.com

beth@rpmintegrity.com

miles@rpmsouthland.com

janet.sprissler@formaticpm.com

kyle@truedoorpm.com

bryant@rpmcoast.com

wkw@belmontbrokerage.com

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robin@c360pm.com

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todd@jamico.com

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marco@clockworkpm.com

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gaby@harborpm.com

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hendy@rpmcoast.com

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marc@hartzpropertymanagement.com
j.mclain@sbcglobal.net
kelly@abetterproperty.com
brandi@rivpm.com
candice@niguelpoint.com
CaliforniaNARPM@gmail.com

Bob Preston, CALNARPM President <info@narpm.org>

Sun, May 23, 2021 at 10:15 AM

Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>

To: shurik101@gmail.com

Cc: CaliforniaNARPM@gmail.com

An email was sent from the narpm.org website to chapter members. Last email sent from website had 87 recipients. The email was sent by an Administrator (login id: ").

Recipients:

Melissa@Prandiprop.com
Bill@RentHomes.com
danyel@bpmsd.com
cheryl@chasepacific.com
paul@housematchca.com
lbanner@firstrentinc.com
kathy@gpmsandiego.com
robdelaGrange@gmail.com
mark@encorerealty.com
kerry@humphreysresidential.com
thomas@jensenproperty.com
mrzavala@gmail.com
howard@sdppm.com
jb@sdcpm.com
jnewton@waltershomenmanagement.com
tammy@5thavenuepm.com
bob@sandiegopm.com
John@RentRPM.com
Laurie@mapmanagement.com
bob@ncpropertygroup.com
LMPropertyManagement@gmail.com
april@newwestpropertymanagement.com
jason@redhousemgt.com
Info@sdpmmanagement.com
olimpia@nobleproperties.info
aaron@tranquilitysandiego.com
mgoh@regencyone.net
Carolyn@crestmontrealty.com
Info@AccessAsset.com
yesenia.nogales@gmail.com
db@kalirealestate.com
homeswithxrisinsd@gmail.com
rentals@5peakspm.com
chris@millsmanagementservices.com
dave@passportpm.com
larry@capitalppm.com
mark@wspminc.com
chris@fbs-pm.com
janet@hammer-realestate.com
alex@ampropman.com
kim@cspminc.net
mark@ppm-oc.com

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r.bixel@integrityppm.com
lfore@mclainproperties.com
lande@sdrentalproperties.com
amanda@amgprops.com
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info@pmleasing.com
Jim@MissionCenterRealty.com
jason@nobleproperties.info
Alan@atownsend.com
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Susan@chasepacific.com
marc@priorityonesd.com
motoole@propadvantage.com
edswauger@gmail.com
kayla@cambridgemgi.com
sam@givingtreepm.com
julie@seawestpm.com
jr@sullivan-realtor.com
ssung1@aol.com
tony@nobleproperties.info
erika@nobleproperties.info
reorusty@gmail.com
keri@palomarps.com
jeff@cairncrosspm.com
nancyparrett@sd-realtor.com
Nathan@CabrilloProperties.com
melissa@rentsimpli.com
hbaehrens@gmail.com
brokercampbell@gmail.com
info@promisepm.com
daniella@18doors.com
dana@crest.properties
ally@ncpropertygroup.com
Lauren@VPMhomes.com
Rysrealtor@aol.com
tyler@t3homes.com
mikejonessandiegorealtor@gmail.com
gene@keyrenternorthsandiego.com
chris@619rental.com
Irina@ElevateSDProperties.com
rentwithbrent@gmail.com
sglasser@realevatespecialists.com
angie@lrsrm.com
CaliforniaNARPM@gmail.com

Bob Preston, CALNARPM President <info@narpm.org>

Sun, May 23, 2021 at 10:21 AM

Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>

To: shurik101@gmail.com

Cc: CaliforniaNARPM@gmail.com

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Recipients:

gilhill2@gmail.com
JBowen@ProvidentRentals.com
flapsup@cossitorgroup.com
srs@re831.com
steve@landmark-pm.com
Bill@YourNext1031.com
Brian@CornerstonePM.net

agetto@aol.com
brad@cornerstonepm.net
hsirk@bayareapm.com
Lisa@SilverCreekValleyProperties.com
katrina@triumphps.com
toni.whedon@cbnorcal.com
jorge@gosalvezteam.com
bob@atobpropertymanagement.com
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Bob Preston, CALNARPM President <info@narpm.org>

Sun, May 23, 2021 at 10:24 AM

Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>

To: shurik101@gmail.com

Cc: CaliforniaNARPM@gmail.com

An email was sent from the narpm.org website to chapter members. Last email sent from website had 123 recipients. The email was sent by an Administrator (login id: ").

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Bob Preston, CALNARPM President <info@narpm.org>
Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>
To: shurik101@gmail.com
Cc: CaliforniaNARPM@gmail.com

Sun, May 23, 2021 at 10:25 AM

An email was sent from the narpm.org website to chapter members. Last email sent from website had 41 recipients. The email was sent by an Administrator (login id: ").

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Bob Preston, CALNARPM President <info@narpm.org>

Sun, May 23, 2021 at 10:26 AM

Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>

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Cc: CaliforniaNARPM@gmail.com

An email was sent from the narpm.org website to chapter members. Last email sent from website had 50 recipients. The email was sent by an Administrator (login id: ").

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Sun, May 23, 2021 at 10:28 AM

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An email was sent from the narpm.org website to chapter members. Last email sent from website had 49 recipients. The email was sent by an Administrator (login id: ").

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Sun, May 23, 2021 at 10:30 AM

Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>

To: shurik101@gmail.com

Cc: CaliforniaNARPM@gmail.com

An email was sent from the narpm.org website to chapter members. Last email sent from website had 49 recipients. The email was sent by an Administrator (login id: ").

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Sun, May 23, 2021 at 10:32 AM

Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>

To: shurik101@gmail.com

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An email was sent from the narpm.org website to chapter members. Last email sent from website had 44 recipients. The email was sent by an Administrator (login id: ").

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Sun, May 23, 2021 at 10:33 AM

Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>

To: shurik101@gmail.com

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An email was sent from the narpm.org website to chapter members. Last email sent from website had 62 recipients. The email was sent by an Administrator (login id: ").

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Bob Preston

From: Bob Preston
Sent: Thursday, March 18, 2021 2:50 PM
To: Mark Scott; keith@socopm.com; jnewton@waltershohmanagement.com
Cc: Bob Davie; Adrian Harrell; Donna Gary; Tracey Merrell; Ally Kubarych; Anne Lackey (HireSmart)
Subject: CALNARPM Nominating Committee
Attachments: CALNARPM Chapter Bylaws - Revised-Certified - 2018.01.30 (1).pdf

Hello CALNARPM Board! It was fun seeing everyone on our monthly call this morning!

I have some great news! We have a Nominating Committee in place to start the process of recommending candidates for the Executive Committee. This email is for two purposes, 1) let our current board know about the committee, its members, and process and 2) introduce the committee members to each other so they can start communicating and working together.

2020 CALNARPM Nominating Committee:

Mark Scott (current past president), Nominating Committee Chair: mscott@encorerealtysd.com, 619-742-5678 (per CALNARPM Bylaws)

Keith Becker (also a past CALNARPM president), Committee Member: keith@socopm.com, 707-543-1501 (appointed by Bob per Bylaws)

Jennifer Newton (also a past CALNARPM president), Committee Member: jnewton@waltershohmanagement.com, 858-354-9415 (appointed by Bob per Bylaws)

A communication to membership is being planned similar to this example from National, but of course edited and tailored to CALNARPM membership. A similar self-nomination questionnaire is also being developed on Survey Monkey (click on the national link below to view an example):

Dear XXX

Have you ever thought of being on the NARPM® National Board of Directors? You may already qualify to serve as a NARPM® board member and now may be the right time to put those ideas into motion.

Applications for both Officer and RVP/Director positions for the NARPM® Board are now being accepted and can be accessed as follows:

- *Please complete the application located here: <https://www.surveymonkey.com/r/V89QTQY> and deadline is May 4.*

Should you have any questions please send an email to CEO@narpm.org.

A draft of the email will be circulated by our Communications Chair, Ally Kubarych, so our nominating team can review it prior to sending out. We will also keep the communications going through the monthly CALNARPM newsletter and another email in April. I also plan to attend the local chapter meetings in April to put in a plug for CALNARPM.

I will leave it to Mark, Jennifer, and Keith to determine when and how to start meeting. Spring break dates and vacations may make meetings challenging during April, but will leave that in your capable hands! The self-nomination forms will be available as they are received on Survey Monkey and the committee can access them directly through the account (URL: <https://www.surveymonkey.com/>; U: californianarpm@gmail.com; P: CaINARPM2020)

The goal would be to have committee recommendations to the board by our May 20th board meeting and for the candidate slate to be emailed to membership for voting by late May / early June. New term will begin on July 1st.

Below are the sections of the CALNARPM Bylaws pertinent to the process. I've also attached the full PDF in case you have interest in reviewing the entire Bylaws document.

Thank you all and I'm looking forward to getting the process started!

Best, Bob Preston

(858) 354-8977 (cell)

Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of 5 officers as follows:

1. President: The president shall:
 - a. Be the chief executive officer of the chapter.
 - b. Preside at all meetings of the chapter.
 - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
 - d. Sign all legal documents.
 - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - f. Shall ensure the completion of all documentation required by the National Association.
 - g. Serve a term of one year commencing with the beginning of the new calendar year.
 - h. Must be a Professional Member of the Chapter.
 - i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.
2. President-Elect: The president-elect shall:
 - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
 - b. Fulfill the responsibilities of the president during his/her absence.
 - c. Replace the president at the end of the fiscal year.
 - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
 - e. Undertake other activities as are deemed appropriate by the president.
 - f. Serve a term of one year commencing July 1 through June 30.
 - g. Must be a Professional Member of the Chapter.
3. Secretary: The secretary shall:
 - a. Maintain current chapter membership records to coincide with the national association's membership database.
 - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
 - c. File all federal, state and local reports as needed.
 - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - e. Serve a term of one year commencing July 1 through June 30.
 - f. Must be a Professional Member of the Chapter.

4. Treasurer: The treasurer shall:

- a. Be a signatory for all funds withdrawn from chapter account(s).
- b. Distribute annual renewal notices for chapter dues and special assessments.
- c. Deposit all funds into a federally insured financial institution.
- d. Prepare a financial report for the committee upon request.
- e. Prepare an end-of-fiscal year report for the national association.
- f. File tax and other financial reports with the appropriate government agencies.
- g. Undertake responsibility for other such activities as deemed appropriate by the committee.
- h. Serve a term of one year commencing July 1 through June 30.
- i. Must be a Professional Member of the Chapter.

4. Past President

- a. Shall serve as Chairman of the Nominating Committee
- b. Undertake responsibilities as assigned by the President
- c. Serve a term of one year commencing July 1 through June 30.

Section C: The Directors

1. Serve as a Committee Chair
2. Undertake responsibility for such other activities as deemed appropriate by the Board.
3. Serve a term of one (1) year, July 1 through June 30

ARTICLE V: Eligibility, Nominations, Elections, Terms of Office and Vacancies

Section A: Eligibility

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association.

Section B: Notification of Members

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the end of the fiscal year. Nominations shall be done in two ways:

- a. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and received at least thirty (30) days prior to the election.
- b. In Person: Any member who is present during the electoral process can be nominated.

Section C: Elections

Elections shall be conducted **no later than the September** chapter meeting, or electronically **no later than the month of September**, if approved by the chapter executive committee, prior to the end of the calendar year.

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
4. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude at the end of the same.

Section E: Vacancy

An office shall be declared vacant when an officer:

1. Resigns that office through written notification to the president or the secretary.
2. Is no longer eligible for membership in the chapter or the national association.
3. Is no longer capable of fulfilling duties of the office involved as determined by a two-thirds vote of the Board of Directors.

Section F: Filling a Vacated Office

In the event that the position of president is vacated, the president-elect shall automatically fill that position and shall continue to serve as both president and president-elect. In the case of other officers, a vacated office shall be filled:

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee **to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.**



Bob Preston, RMP®, MPMC
President and Broker/Owner (DRE #00919073)
445 Marine View Ave STE 240
Del Mar, CA 92014
(858) 792-5797 x100 (enter ext 100 at any time to bypass the auto-attendant greeting)
bob@ncpropertygroup.com
www.ncpropertygroup.com



Podcast Host, [Property Management Brainstorm](#)
President 2020-2021, [Cal NARPM](#)

If you are interested in setting a appointment to speak by phone, here's my calendar link if you would like to set up a time! <https://calendly.com/bobpreston>

How did we do?



[Click to rate your experience with North County Property Group](#)

Bob Preston

From: CALNARPM Nominating Committee <info@narpm.org>
Sent: Tuesday, June 15, 2021 10:15 AM
To: Bob Preston
Subject: Congratulations to new CALNARPM leadership team!

Hello CALNARPM state chapter members!

Voting for the CALNARPM slate of leadership candidates for the coming 2021-2022 term occurred during the month of May and was closed on Friday, June 4th. I want to thank everyone who cast their vote during this important process for the state chapter! I am pleased to announce that the candidates have been approved, ratified and duly elected. The following individuals will take office as the CALNARPM leadership team as of July 1, 2021:

- President, Rob Sittman, RMP®, Broker at PMI Patron Property Management Inc. (Cypress, CA)
- President-elect, Adrian Harrell, Broker at New Bridge Management (Turlock, CA)
- Secretary, Cheryl Muzinich, RMP®, MPMC, Recovery Realty (Lincoln, CA)
- Past President, Bob Preston, MPM®, RMP®, Broker at North County Property Group (Del Mar, CA)
- Affiliate Director, Anne Lackey, RMP®, Co-Founder of HireSmart Virtual Employees
- Advisory Director, Tracey Merrell, Managing Partner of Education at Kimball, Tirey & St. John LLP
- Membership Committee Chair, Kevin Patterson, Broker at Rent Source Corp. (Palmdale, CA)
- Legislative Committee Chair, Christopher Matteucci, Broker at Atlas Property Management (Napa, CA)

We are still seeking a Communications Committee Chair. If you would like to be considered for this key position on the CALNARPM team, please email to info@narpmcalifornia.org.

Also, a quick plug for our 2022 CALNARPM Conference and Tradeshow, returning to an in-person format at the Marriott Napa Valley, April 20-22, 2022. More details to follow!

Thank you very much for your assistance in confirming these fine candidates!

Sincerely,

Bob Preston

Current President 2020-2021

NARPM California

CaliforniaNARPM@gmail.com

www.narpmcalifornia.org/



PLEASE VOTE: CALNARPM Slate of Nominees for the 2021-2022 term

10 messages

Bob Preston, CALNARPM President <info@narpm.org>
Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>
To: shurik101@gmail.com
Cc: CaliforniaNARPM@gmail.com

Sun, May 23, 2021 at 10:07 AM

Hello CALNARPM chapter members!

PLEASE RESPOND YES OR NO BY FRIDAY, JUNE 4TH.

RATIFY THE CALNARPM SLATE OF LEADERSHIP CANDIDATES FOR THE COMING 2021-2022 TERM.

Voting will be closed on Friday, June 4th.

Pursuant to the CALNARPM bylaws, the process for determining the slate of candidates has been as follows:

- An email notifying members of the electoral process and opening nominations was sent on March 23, 2021.
- A link was provided in the email to an online form to make a nomination or self-nominate for a leadership position.
- Nominations were closed on April 30th.
- The Nominating Committee, composed of 3 past CALNARPM Presidents (Mark Scott, Jennifer Newton, Keith Becker), met on May 4th for review of the nomination forms and vetting of the candidates.
- The slate of nominees, as recommended by the committee, was presented to the CALNARPM board for further review and approval on May 20th.
- All nominees are uncontested and there is a motion + second to consider the nominees duly elected.
- The term for the new leadership will begin on July 1st.

I am representing the current CALNARPM Executive Committee in presiding over the election as an electronic event.

CALNARPM Executive Committee Slate of Candidates:

President, Rob Sittman, RMP®, Broker at PMI Patron Property Management Inc. (Cypress, CA)

- The CALNARPM President shall be the chief executive officer of the chapter and preside at all meetings of the chapter. The President further provides the leadership and vision for the chapter, enhancing the foundation for a long-term, sustainable chapter by adhering to the bylaws, policies, and structure needed to maximize the benefit of NARPM for the members of the chapter.
- Rob previously served the Long Beach/Orange County Chapter of NARPM as Secretary, President-elect, and President. He will be a great asset to the CALNARPM Executive Committee! <https://www.patronpropertymanagement.com/about>

President-elect, Adrian Harrell, Broker at New Bridge Management (Turlock, CA)

- The CALNARPM President-elect shall fulfill the responsibilities of the president during his/her absence and accede to the presidency when the presidency becomes vacant. This position shall also assist in the leadership of the organization and prepares for the presidency for the next term.
- Adrian previously served the CALNARPM board in a dual role as President-elect and Chairperson of the Speaker/Education Committee. She has served on the NARPM National Government Affairs Committee, was Secretary of the Central Valley Chapter. We are lucky to have Adrian back again with the new team! <https://www.newbridgemanagement.com/about-us/>

Treasurer, Bob Davie, RMP®, Broker at San Diego Residential Property Management (San Diego, CA)

- The Treasurer is the signatory for all funds withdrawn from and makes deposits of all funds received to the chapter bank account(s). The Treasurer also prepares the annual chapter budget, provides financial reports for review by the CALNARPM Board, submits an end of fiscal year report for the national association, and files the chapter tax returns.

- Bob has previously served the CALNARPM board as our Treasurer and has again been nominated to continue in that capacity. He has also held leadership roles for the San Diego Chapter as Treasurer and President. We are quite fortunate to have Bob back for another term! <https://sandiegorgpm.com/about-us/>

Secretary, Cheryl Muzinich, RMP®, MPMC, Recovery Realty (Lincoln, CA)

- The Secretary shall maintain current chapter membership records to coincide with the national association's membership database. It is also the Secretary's duty to record, maintain and distribute minutes of all regular and special meetings of CALNARPM as appropriate.
- Cheryl previously served as President-elect and President of the Sacramento chapter. She is Real Estate licensed in both California and Nevada and has fifteen years of experience in successfully managing property in Northern California and Northern Nevada. She will be a strong addition to the CALNARPM leadership team! <https://www.cherylmuzinich.com/about>

Past President, Bob Preston, RMP®, MPM®, Broker at North County Property Group (Del Mar, CA)

- The Past President remains on the board as an advisor and mentor to the Executive Team and further serves as Chairman of the Nominating Committee.
- Bob served as President of CALNARPM for the current term and acted in a dual capacity as the chapter's Chairperson of the Conference Committee. He also serves on the NARPM National Broker/Owner Committee and is Vice Chair for the National Communications Committee. <https://www.ncpropertygroup.com/meet-our-team>

Committee Chairs and Advisory Directors (Appointed Positions):

Affiliate Director, Anne Lackey, RMP®, Co-Founder of HireSmart Virtual Employees

- The Affiliates Committee welcomes the participation of vendor members and obtains sponsorships for the chapter, particularly in support of the CALNARPM annual conference. Anne is well known in the NARPM community as an Affiliate Member and frequent sponsor of NARPM national events. <https://hiresmartvirtualemployees.com/about/>

Advisory Director, Tracey Merrell, Managing Partner of Education at Kimball, Tirey & St. John LLP

- Advisory Directors bring expertise and knowledge to the board in particular fields associated with the property management industry. Tracey was admitted to the California Bar in 2009, has a wealth of knowledge in landlord/tenant law, and is a frequent guest speaker at our local chapter meetings. <https://www.kts-law.com/attorneys/tracey-l-merrell/>

Membership Committee Chair, Kevin Patterson, Broker at Rent Source Corp. (Palmdale, CA)

- The Membership Committee welcomes prospective members in the organization, promotes the mentoring program, and considers new areas in the state where local chapters could be established. Kevin has been involved in other volunteer organizations, serving on his local board for Make a Wish and Boys/Girls Club. <https://www.rentsourcecorp.com/about-us>

Conference Committee Chair, Karen Jordan, RMPC, HBR Rentals (Tracy, CA)

- The Conference Committee oversees the planning and preparation for the CALNARPM Annual Conference which will return to Napa Valley, March 2-4, 2022. The committee will also seek members to head up Speaker and Education Subcommittees. Karen is involved in other volunteer organizations such as BNI, Chamber of Commerce, and Rotary. <https://www.hbrrentals.com/about-us>

Legislative Committee Chair, Christopher Matteucci, Broker at Atlas Property Management (Napa, CA)

- The Legislative Committee keeps abreast of state laws and ordinances that impact members of the chapter. Chris has served on the board of the Nor Cal Rental Property Association, The Board of CALrha and is an NAA voting delegate for 12 northern CA counties. <https://atlas-pm.com/about/>

Please respond no later than Friday, June 4, 2021 with your Yes/No VOTE.

Thank you very much for your assistance in confirming these fine candidates!

Sincerely,

Bob Preston

Current President 2020-2021

NARPM California

CaliforniaNARPM@gmail.com

www.narpmcalifornia.org/

Bob Preston, CALNARPM President <info@narpm.org>
Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>
To: shurik101@gmail.com
Cc: CaliforniaNARPM@gmail.com

Sun, May 23, 2021 at 10:15 AM

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Bob Preston, CALNARPM President <info@narpm.org>
Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>
To: shurik101@gmail.com
Cc: CaliforniaNARPM@gmail.com

Sun, May 23, 2021 at 10:21 AM

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Bob Preston, CALNARPM President <info@narpm.org>
Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>
To: shurik101@gmail.com
Cc: CaliforniaNARPM@gmail.com

Sun, May 23, 2021 at 10:24 AM

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Bob Preston, CALNARPM President <info@narpm.org>
Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>
To: shurik101@gmail.com
Cc: CaliforniaNARPM@gmail.com

Sun, May 23, 2021 at 10:25 AM

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Bob Preston, CALNARPM President <info@narpm.org>
Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>
To: shurik101@gmail.com
Cc: CaliforniaNARPM@gmail.com

Sun, May 23, 2021 at 10:26 AM

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Bob Preston, CALNARPM President <info@narpm.org>
Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>
To: shurik101@gmail.com
Cc: CaliforniaNARPM@gmail.com

Sun, May 23, 2021 at 10:28 AM

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Bob Preston, CALNARPM President <info@narpm.org>
Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>
To: shurik101@gmail.com
Cc: CaliforniaNARPM@gmail.com

Sun, May 23, 2021 at 10:30 AM

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Bob Preston, CALNARPM President <info@narpm.org>
Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>

Sun, May 23, 2021 at 10:32 AM

To: shurik101@gmail.com
Cc: CaliforniaNARPM@gmail.com

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Bob Preston, CALNARPM President <info@narpm.org>
Reply-To: "Bob Preston, CALNARPM President" <CaliforniaNARPM@gmail.com>
To: shurik101@gmail.com
Cc: CaliforniaNARPM@gmail.com

Sun, May 23, 2021 at 10:33 AM

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