

May 24, 2016

VIA HAND DELIVERY

Executive Committee of the Denver Chapter of The National Association of Residential Property Managers
Attention: Susan Melton, President
1244 S. Wadsworth Blvd.
Lakewood, CO 80232

VIA HAND DELIVERY

Kate Roth, Secretary for the Denver Chapter of The National Association of Residential Property Managers
Blue Sage Realty, Inc.
8461 Turnpike Drive #220
Westminster, CO 80031

Dear Executive Committee of the Denver Chapter of The National Association of Residential Property Managers:

The purpose of this letter is to propose a revision to the organization's Bylaws. The proposed revision would amend Article V, Section C of the Bylaws. That provision currently reads:

Elections shall be conducted **no later than the October** chapter meeting, or electronically **no later than the month of October, if approved by the chapter executive committee, prior to the end of the calendar year.**
(Bold and underline in original).

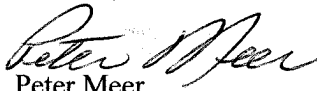
The proposed revision of that section would result in elections being conducted no later than September, rather than October. The proposed revised language of that section would read as follows:

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.**

Pursuant to Article X, Section A of the Bylaws, I am requesting that this proposal 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.

Thank you for your attention to this matter.

Sincerely,


Peter Meer
NARPM Member
Chapter Vice President

**RESOLUTIONS OF THE EXECUTIVE COMMITTEE OF
THE DENVER CHAPTER OF
THE NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS**

1. On May 24, 2016, chapter member Peter Meer provided written notification ("Letter") to the Executive Committee and the Secretary of a proposal to amend the Denver Chapter of The National Association of Residential Property Managers Bylaws ("Bylaws").

2. The Letter was provided in conformance with Article X of the Bylaws.

3. Article V, Section C of the Bylaws currently provides, in relevant part:

Elections shall be conducted **no later than the October** chapter meeting, or electronically **no later than the month of October, if approved by the chapter executive committee, prior to the end of the calendar year.** (Bold and underline in original).

4. In the Letter, Mr. Meer proposes that Article V, Section C of the Bylaws be amended to read as follows:

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.**

5. Pursuant to Article X, Section A of the Bylaws, the Letter has been reviewed by the entire executive committee.

6. Pursuant to Article X, Section B of the Bylaws, the entire executive committee has reviewed the proposal as set forth in the Letter. The executive committee is in unanimous agreement that the proposed amendment be immediately adopted.

7. The executive committee unanimously adopts the following resolutions:

RESOLVED, that Article V, Section C of the Bylaws is amended to read, in part, as follows:

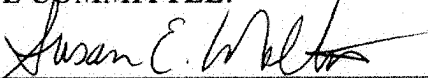
Elections shall be conducted **no later than the September** chapter meeting, or electronically **no later than the month of September, if approved by the chapter executive committee, prior to the end of the calendar year.**

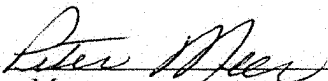
RESOLVED, that this amendment to the Bylaws shall become effective upon approval by the board of directors of the National Association of Residential Property Managers.

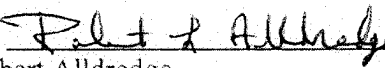
Upon approval by the board of directors of the National Association of Residential Property Managers, a copy of the fully executed Resolution shall be maintained in the official records of the organization, and will be attached to and included with the Bylaws.

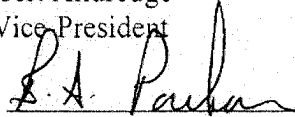
Dated May 24, 2016


EXECUTIVE COMMITTEE:


Signature: 
Name: Susan Melton
Position: President

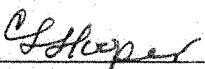
Signature: 
Name: Peter Meer
Position: Vice-President

Signature: 
Name: Robert Alldredge
Position: Vice-President

Signature: 
Name: Ben Parham
Position: Treasurer

Signature: 
Name: Kate Roth
Position: Secretary

Signature: 
Name: Bill Martin
Position: President-Elect

Signature: 
Name: Cookie Hooper
Position: Past-President

September Luncheon 2018

Join the Denver Chapter of NARPM for our monthly luncheon/meeting.

September's Topic: We are bringing in three great speakers to talk about some very current events in the PM life:

1. Marcia Waters - Executive Director of the Colorado Division of Real Estate: What the Division of Real Estate Wants to Say to Colorado Property Managers
2. Nancy Burke - VP of Government Affairs for the Colorado Apartment Association: Introduction of the new City of Denver ordinance prohibiting discrimination of tenants based on source of income.
3. Anndi Barajas - Lead Housing Specialist for Unison Housing Partners: From inspections to lease contracts, what property managers need to know about the process of working with subsidized housing providers.

Date: Tuesday 9-25-2018 | 11:15 am - 1:00 pm

Location: Denver Police Protective Association

All luncheon online registrations will be available through 5PM on the Thursday before each event, at which time the registration link will be removed from the website. Those missing the deadline may pay \$40.00 with check only at the door. However, there will be a limit of 8 walk-in spots available.

* Required

Attendee Type *

- ☐ Professional Member
- ☐ Affiliate Member
- ☐ Non-Member

Designations

-- Please select --

First Name *

Last Name *

Company *

of units under management (collected for evaluating how many managed doors are represented through NARPM Denver, and will be kept private)

Email Address *

Event Details

Event Date

Tuesday, September 25, 2018

[TELL A FRIEND](#)

Cell Phone Number

Work Phone Number

Payment Method *

- ☒ Credit Card
- ☐ Hosted Credit Card (remove if not required)
- ☐ COD
- ☐ PayPal
- ☐ Gift Voucher

Name on Card *

Card Number *

Card Expiry *

Card Type *

CCV Number *

Amount *

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Michelle Irons <michelle@phoenixrealtyinc.com>

February Luncheon

NARPM Denver <info@denvernarpm.org>
To: Michelle Irons <michelle@phoenixrealtyinc.com>

Wed, Feb 14, 2018 at 3:05 PM

Join the Denver Chapter of NARPM for our February luncheon.

Is this email not displaying
correctly?
[View it in your browser.](#)



February Luncheon



**February's Topic: Marcia Water, Executive
Director of Colorado Division of Real Estate,
will tell us what property managers need to
know for 2018**

[Register Now](#)

**Marcia Waters, Director of the Division
of Real Estate for Colorado**



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January Luncheon 2018

Join the Denver Chapter of NARPM for our first monthly luncheon/meeting of 2018.

January's Topic: Charles Roberts, President of Your Castle Real Estate, on what to expect in the Denver Real Estate Market for 2018.

Date: 1-25-2018 | 11:15 am - 1:00 pm

Location: Denver Police Protective Association

* Required

Attendee Type *

☐ Professional Member (\$25.00)

☐ Affiliate Member (\$25.00)

☐ Future-Member (\$30.00)

Designation

-- Please select --

First Name *

Last Name *

Company *

Email Address *

Cell Phone Number

Work Phone Number

Payment Method *

☐ Credit Card

Name on Card *

Event Details

Event Date

Thursday, January 25, 2018

Capacity

110 total seats available
59% booked

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Tell a Friend

From:

Your

Name

Your

Email

Address

To:

Subject Have you seen this: Lorem ipsum
adipiscing elit, sed do eiusmod te
dolore magna aliqua.

Friend

Email

Address

Friend

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Friend

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Address

April Luncheon 2018

Join the Denver Chapter of NARPM for our monthly luncheon/meeting.

April's Topic: Dennis Green, HUD Federal Investigator for Fair Housing Enforcement, will discuss what HUD wants Denver property managers to know.

NARPM is pleased to welcome back Dennis Green.

Date: 4-26-2018 (Thursday) | 11:15 am - 1:00 pm

Location: Denver Police Protective Association

All luncheon online registrations will be available through 5PM on the Thursday before each event, at which time the registration link will be removed from the website. Those missing the deadline may pay \$40.00 with check only at the door. However, there will be a limit of 8 walk-in spots available.

* Required

Attendee Type *

- ☐ Professional Member
☐ Affiliate Member
☐ Non-Member

Designations

-- Please select --

First Name *

Last Name *

Company *

of units under management (collected for evaluating how many managed doors are represented through NARPM Denver, and will be kept private) *

Email Address *

Cell Phone Number

Work Phone Number

Event Details

Event Date

Thursday, April 26, 2018

[TELL A FRIEND](#)

Payment Method *

☒ Credit Card

Name on Card *

Card Number *

Card Expiry *

Card Type *

CCV Number *

Amount *

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August Luncheon 2018

Join the Denver Chapter of NARPM for our monthly luncheon/meeting.

August's Topic: At this month's lunch meeting we will hear from Carolyn Rogers. Carolyn is the owner of All Seasons Real Estate in Colorado Springs and is one of the five members of the Colorado Real Estate Commission. Carolyn will be sharing what property managers need to know about new real estate rules in Colorado as well as offering some tips as an experienced and successful property manager!

Date: **Tuesday 8-28-2018 (Tuesday) | 11:15 am - 1:00 pm**

Location: **Denver Police Protective Association**

All luncheon online registrations will be available through 5PM on the Thursday before each event, at which time the registration link will be removed from the website. Those missing the deadline may pay \$40.00 with check only at the door. However, there will be a limit of 8 walk-in spots available.

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Event Details

Event Date

Tuesday, August 28, 2018

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June Luncheon 2018

Join the Denver Chapter of NARPM for our monthly luncheon/meeting.

June's Topic: At this months lunch meeting we will hear from Peter McFarland, attorney with Long Law Group LLC, on what the new GOP tax plan means for Real Estate Investors. Peter holds both a Juris Doctor (J.D.) from the University of Denver as well as a Master in Laws in Taxation (LL.M.) so brings a wealth of knowledge on tax law to share with Denver NARPM.

Date: **Tuesday 6-26-2018 (Tuesday) | 11:15 am - 1:00 pm**

Location: **Denver Police Protective Association**

All luncheon online registrations will be available through 5PM on the Thursday before each event, at which time the registration link will be removed from the website. Those missing the deadline may pay \$40.00 with check only at the door. However, there will be a limit of 8 walk-in spots available.

* Required

Attendee Type *

- ☐ Professional Member
☐ Affiliate Member
☐ Non-Member

Designations

-- Please select --

First Name *

Last Name *

Company *

of units under management (collected for evaluating how many managed doors are represented through NARPM Denver, and will be kept private)

Email Address *

Cell Phone Number

Work Phone Number

Event Details

Event Date

Tuesday, June 26, 2018

[TELL A FRIEND](#)

Payment Method *

☒ Credit Card

Name on Card *

Card Number *

Card Expiry *

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Card Type *

Visa

CCV Number *

Amount *

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May Luncheon 2018

Join the Denver Chapter of NARPM for our monthly luncheon/meeting.

May's Topic: At this month's lunch meeting we will learn what new laws will be impacting the PM industry with a legal update from Nancy Burke with the Colorado Apartment Association. We will also have an expert PM panel that will share advice and best-practices on common problems we face in the PM industry.

Date: Thursday 5-24-2018 (Thursday) | 11:15 am - 1:00 pm

Location: Denver Police Protective Association

All luncheon online registrations will be available through 5PM on the Thursday before each event, at which time the registration link will be removed from the website. Those missing the deadline may pay \$40.00 with check only at the door. However, there will be a limit of 8 walk-in spots available.

* Required

Attendee Type *

- ☐ Professional Member
☐ Affiliate Member
☐ Non-Member

Designations

-- Please select --

First Name *

Last Name *

Company *

of units under management (collected for evaluating how many managed doors are represented through NARPM Denver, and will be kept private)

Email Address *

Cell Phone Number

Work Phone Number

Event Details

Event Date

Thursday, May 24, 2018

[TELL A FRIEND](#)

Payment Method *

☒ Credit Card

Name on Card *

Card Number *

Card Expiry *

Card Type *

CCV Number *

Amount *

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October Luncheon 2018

Join the Denver Chapter of NARPM for our monthly luncheon/meeting.

October's Topic: We are bringing in Steve Crossland of Crossland Property Management in Austin, TX.

Steve runs a very successful property management company and is speaking on a topic he calls "Who's the Boss". Steve will share how he ensures that his owners give him the necessary control to effectively manage their properties - you will not want to miss this talk!

Date: **Thursday 10-25-2018 | 11:15 am - 1:00 pm**

Location: **Denver Police Protective Association**

All luncheon online registrations will be available through 5PM on the Thursday before each event, at which time the registration link will be removed from the website. Those missing the deadline may pay \$40.00 with check only at the door. However, there will be a limit of 8 walk-in spots available.

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Event Details

Event Date

Thursday, October 25, 2018

[TELL A FRIEND](#)



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

BOARD MEETING

Wednesday, April 25, 2018

PPA Event Center, 2105 Decatur St, Denver, CO 80211

9:00 AM – Call to Order

Attendance:

Ben Parham, President
Bill Martin, Past President
Geff Kempself, Treasurer
Mike Giallanza, Secretary

Absent:

Tony Cline, President-Elect
Bob Alldredge, Vice President
Peter Meer, Vice President

Ben calls for quorum.

1) New Business Requests

None.

2) Mike Giallanza, Secretary

Two copies of the minutes from the February board meeting are distributed and signed by all board members.

MOTION

Motion: Ben asks for a motion to approve the February 2018 minutes.

Second: Mike

Approve: All

3) Geff Kempself, Treasurer

a) Treasurer's Report

Geff has provided a Treasurer's Report through 3/31/18.



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

Membership is up:

Professional: 91

Affiliate: 52

Support Staff: 14

Total: 157

The P&L shows that the PM Conference was the most profitable ever, primarily due to more vendor tables.

There's \$570 of deposits Geff is wanting clarification on. Ben will check with Meghan, and this may be tied into dues. Mike brought up that this has been an ongoing issue for the past few months. Geff also mentioned an additional deposit to the PPA Event Center, but it may not be showing up on the balance sheet. On the topic of PPA, Mike inquired about booking the facility for 2019; Ben indicated we're penciled in for Tuesdays throughout 2019, but the PPA Event Center hasn't sent the official contract.

The IRS has reported \$2,557.96 is due from the 2013 tax year. CPA has indicated our chapter shouldn't owe anything, and Geff will be working with the CPA on this issue.

APM Help has asked for remuneration for double payment of two booths at the PM Conference. Gold level of \$595 for APM Help. Randall booked under APM Bookkeeping, Anthony registered under APM Help.

The PM Conference committee is against a refund.

MOTION

Motion: Ben asks to approve the remuneration request from APM Help.

Second: Geff

Approve: Nay by all

MOTION

Motion: Ben asks to approve the Treasurer's Report.

Second: Mike

Approve: All



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

- b) Dues Collection Update
- c) IRS Letter for 2013 Taxes Due
- d) Status of 2017 tax return

4) Ben Parham, President

- a) APM Help (APM Bookkeeping) Refund Request
- b) Refund Policy
- c) Four and Half White Board Video - posted to the YouTube channel
- d) Four and Half Contract - \$99 a month. Mike brought up our website isn't on the first page of Google anymore, and this should be our main focus. What they've done is taken three FB pages, and consolidated this to one. Twitter handle was created. Has posted twelve times on FB just this month. Mike has recommended FourHalf starts the content on our website, and then go out to FB and Twitter. Our #1 focus should be the website.

MOTION

Motion: Bill makes a motion for a Marketing Chair.

Second: Geff

Approve: All

- e) Door survey - email went out asking for # of doors.

5) Tony Cline President-Elect

- a) Members Only Facebook Group

6) Bob Alldredge, Vice President

- a) Requested excused absence
- b) 2019 Plans - will not be on the Board next year.



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

7) Peter Meer, Vice President

- a) Requested excused absence.

PM Conference results are in. Overall the results are excellent! And 82% want to keep the CE classes going forward, so this new twist to the conference was a huge success.

Total Income: \$35,850

Total Expenses: \$21,940.35

Net Profit: \$13,909.65

- b) 2019 Plans - will not be on the Board next year.

8) Bill Martin, Past President

Bill will continue his role as the Ambassador for our Chapter.

9) New business

9:56 AM – Adjourn



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

LEADERSHIP MEETING

Wednesday, April 25, 2018

PPA Event Center, 2105 Decatur St, Denver, CO 80211

10:00 AM – Call to Order

Attendance:

Ben Parham, President
Bill Martin, Past President
Geff Kempself, Treasurer
Brenda Stifel, Vendor Chair
Mike Giallanza, Secretary
Devin Bewley, Hospitality Chair
Rocky Germano, Legislative Chair
Jim Lagan, Designations Chair
Michelle Irons, Chapter of Excellence Chair

Absent:

Sondra Welsh, Education Chair
Brandon Scholten, Website & Communications Chair
Tony Cline, President-Elect
Bob Alldredge, Vice President
Peter Meer, Vice President
Marc Cunningham, Speakers Chair
Brad Coen, Conference Chair

1) **Devin Bewley, Hospitality Chair**

a) Presentation Speaker System - no update

b) Christmas Party Committee –

2) **Tony Cline, Membership Chair**

Absent.

3) **Brandon Scholten, Website & Communications Chair**

Absent.



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

4) Rocky Germano, Legislative Chair

a) Rocky has indicated that while a lot of new legislation is being proposed, maybe only 50% impact us on the residential side. Nancy Burke has been keeping Rocky in the loop when there are new items concerning NARPM; zoning, rent control, etc. Pushes for rent controls seem to receive minimal traction after a bill is proposed.

Lakewood's "No Grow" initiative is moving forward. Ed Perlmutter was at a local meeting and indicated it isn't a good idea to limit growth, based in part on other cities like Boulder and what other cities have been experiencing. The issue will be inflation on sales and rental prices, which is what these other "no grow" cities are experiencing.

Nancy will be speaking next month to bring us up to speed on the latest issues facing our industry.

Rocky asked who(m) is posting rentals in the MLS. Rocky indicated the MLS expects us to add the LBP disclosure in the supplements.

5) Sondra Welsh, Education Chair

a) Conference Classes - Absent, Per Ben: Not happy that there were extra CE credits at the last luncheon; there needs to be someone else to handle this. Only wants to offer two NARPM CE designation classes.

Maintenance: 18

Marketing: 10

b) May Class - Death, Domestic Violence, and Other Tenant issues. Two CE hours. Taught by Phil Klas.

6) Jim Lagan, Designations Chair

a) Baby update - Jim's son will be a month tomorrow, and he's healthy! Mom is doing great too. Sleeping well, and all is good!

b) Designation Mentorship Program - Jim is running quarterly reports, seeing how we compare with other chapters. But overall, 123 members with 12 RMPs, so less than 10% have it. For MPMs, we have five in the area. Comparing us to the Springs, they have more RMPs but they're a smaller chapter. CO in total has 254 members, 29 RMPs and 12 MPMs for the entire state.

New designations portal through the NARPM site. Link: designations.narpm.org

7) Marc Cunningham, Speakers Chair

a) Absent. Per Ben: May - Nancy Burke. She will speak for thirty (30) minutes, then have an expert PM panel for a Q&A session.



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

8) Brad Coen, Conference Chair; Peter Meer, Conference Co-chair

a) Absent. Per Ben, Brad reported in with successful results for the PM conference. Ben recaps the survey results for the leadership team to hear.

11) Michelle Irons, Chapter of Excellence Chair

a) Grandma update - "Glammy" update per Michelle. She's having a great time in her new role.

b) Chapter Compliance - complete

b) Chapter of Excellence - complete

12) Brenda Stifel, Affiliate Chair (absent)



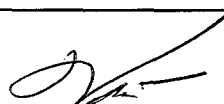
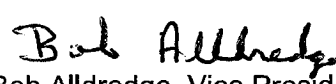



a) After Luncheon Vendor Info Session (April)

Brenda's vendor survey came back with positive reviews. Mike asked if there was any constructive criticism. Mike also brought up what Calvin with Tenant Turner and Mitch from PMW shared - having an evening out, on the vendors' dime.

Vendor Affiliate Q&A - we have 19 vendors coming.

11:04 AM - Adjourn

SIGNATURES

 Ben Parham, President	 Tony Cline, President-Elect	 Bill Martin, Past-President
 Bob Alldredge, Vice President	 Peter Meer, Vice President	 Geff Kempself, Treasurer
 Mike Giallanza, Secretary		

Denver NARPM Treasurer's Report

Board of Directors Meeting

April 26, 2018

Accounting Period March 2018

2018 Member Dues Paid through 4-25-18

Professional Members	91
Affiliate Members	52
Support Staff Members	<u>14</u>
Total	157

Denver Chapter of NARPM

BUDGET VS. ACTUALS: BUDGET 2018 - FY18 P&L

January - December 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Program Income				
41200 Dues				
41211 Professional Member Dues (2018)	2,850.00	9,500.00	-6,650.00	30.00 %
41221 Affiliate Dues (2018)	3,300.00	9,000.00	-5,700.00	36.67 %
41231 Support Staff Dues (2018)	275.00	880.00	-605.00	31.25 %
Total 41200 Dues	6,425.00	19,380.00	-12,955.00	33.15 %
Total 41000 Program Income	6,425.00	19,380.00	-12,955.00	33.15 %
41500 National Member Retention		450.00	-450.00	
42000 Special Events Income				
42100 Class Fees	420.00	1,000.00	-580.00	42.00 %
42300 Lunch Income	6,025.00	14,000.00	-7,975.00	43.04 %
42400 Luncheon Sponsorships	750.00	1,600.00	-850.00	46.88 %
Total 42000 Special Events Income	7,195.00	16,600.00	-9,405.00	43.34 %
42800 State Conference				
42811 State Conference Registration (2018)	16,875.00	14,500.00	2,375.00	116.38 %
42821 State Conference Vendor Tables (2018)	15,500.00	12,500.00	3,000.00	124.00 %
42830 State Conference Designation Class	1,237.22		1,237.22	
Income (2017)				
42831 State Conference Designation Class		1,200.00	-1,200.00	
Income (2018)				
Total 42800 State Conference	33,612.22	28,200.00	5,412.22	119.19 %
43000 Indirect Public Support				
43100 Leadership Training		500.00	-500.00	
Total 43000 Indirect Public Support		500.00	-500.00	
44000 Investments				
44100 Interest-Savings, Short-term CD	3.57	20.00	-16.43	17.85 %
Total 44000 Investments	3.57	20.00	-16.43	17.85 %
48000 Unapplied Cash Payment Income	95.00		95.00	
Total Income	\$47,330.79	\$65,150.00	\$ -17,819.21	72.65 %
GROSS PROFIT	\$47,330.79	\$65,150.00	\$ -17,819.21	72.65 %
Expenses				
60300 President's Discretionary Acct	80.83	1,000.00	-919.17	8.08 %
60900 Business Expenses	44.64	350.00	-305.36	12.75 %
60920 Business Registration Fees		10.00	-10.00	
60940 Insurance - Liability, D and O		900.00	-900.00	
60960 Paypal	1,541.86	2,500.00	-958.14	61.67 %
Total 60900 Business Expenses	1,586.50	3,760.00	-2,173.50	42.19 %
62100 Contract Services				
62110 Accounting Fees	474.00	650.00	-176.00	72.92 %
62120 Bookkeeping Service	600.00	2,400.00	-1,800.00	25.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
62140 Legal Fees		500.00	-500.00	
Total 62100 Contract Services	1,074.00	3,550.00	-2,476.00	30.25 %
63000 Operations				
63040 Supplies	104.70	400.00	-295.30	26.18 %
63060 Website service	448.53	2,000.00	-1,551.47	22.43 %
63080 PO Box		250.00	-250.00	
Total 63000 Operations	553.23	2,650.00	-2,096.77	20.88 %
63600 Travel and Meetings				
63610 November Planning Meeting		200.00	-200.00	
63640 Annual Board Retreat	3,163.45	4,000.00	-836.55	79.09 %
63650 Conference Reimbursements		2,000.00	-2,000.00	
63660 Leadership Training (National)		400.00	-400.00	
Total 63600 Travel and Meetings	3,163.45	6,600.00	-3,436.55	47.93 %
63900 Bank Service Charge		20.00	-20.00	
64200 Contributions				
64210 Charity/Donation		2,500.00	-2,500.00	
64220 Colorado Apartment Association	5,000.00	5,000.00	0.00	100.00 %
64240 Legislation		1,000.00	-1,000.00	
Total 64200 Contributions	5,000.00	8,500.00	-3,500.00	58.82 %
64500 Marketing	10.00		10.00	
64510 General Marketing	396.00	1,500.00	-1,104.00	26.40 %
64520 New Member Marketing		1,000.00	-1,000.00	
64540 Member Retention		1,000.00	-1,000.00	
Total 64500 Marketing	406.00	3,500.00	-3,094.00	11.60 %
65400 Special Event Costs				
65420 Classes	500.00	1,500.00	-1,000.00	33.33 %
65440 Holiday Party		4,000.00	-4,000.00	
65450 Luncheons	5,352.87	17,000.00	-11,647.13	31.49 %
65460 National Conference		100.00	-100.00	
Total 65400 Special Event Costs	5,852.87	22,600.00	-16,747.13	25.90 %
65500 State Conference Expenses		20,000.00	-20,000.00	
65510 Venue (2018)	16,063.96		16,063.96	
65540 Audio/Visual (2018)	698.90		698.90	
65550 Conference Marketing (2018)	35.00	1,000.00	-965.00	3.50 %
65560 Conference Materials (2018)	2,992.49		2,992.49	
Total 65500 State Conference Expenses	19,790.35	21,000.00	-1,209.65	94.24 %
65700 Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenses	\$37,507.23	\$73,180.00	\$ -35,672.77	51.25 %
NET OPERATING INCOME	\$9,823.56	\$ -8,030.00	\$17,853.56	-122.34 %
Other Income				
45500 Food/Charity Drive		1,250.00	-1,250.00	
Total Other Income	\$0.00	\$1,250.00	\$ -1,250.00	0.00%
Other Expenses				
64239 Food/Charity Drive Expense		1,250.00	-1,250.00	
Total Other Expenses	\$0.00	\$1,250.00	\$ -1,250.00	0.00%
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	0.00%

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET INCOME	\$9,823.56	\$ -8,030.00	\$17,853.56	-122.34 %

Denver Chapter of NARPM

PROFIT AND LOSS

October 2017 - June 2018

	TOTAL	
	OCT 2017 - JUN 2018	OCT 2016 - JUN 2017 (PY)
Income		
42800 State Conference		
42810 State Conference Registration (2017)		13,075.00
42811 State Conference Registration (2018)	16,875.00	
42820 State Conference Vendor Tables (2017)		9,650.00
42821 State Conference Vendor Tables (2018)	18,975.00	
42830 State Conference Designation Class Income (2017)	1,237.22	
Total 42800 State Conference	37,087.22	22,725.00
Total Income	\$37,087.22	\$22,725.00
GROSS PROFIT	\$37,087.22	\$22,725.00
Expenses		
65500 State Conference Expenses		14,773.70
65510 Venue (2018)	16,063.96	
65540 Audio/Visual (2018)	698.90	
65550 Conference Marketing (2018)	35.00	
65560 Conference Materials (2018)	2,992.49	
Total 65500 State Conference Expenses	19,790.35	14,773.70
Total Expenses	\$19,790.35	\$14,773.70
NET OPERATING INCOME	\$17,296.87	\$7,951.30
NET INCOME	\$17,296.87	\$7,951.30

Denver Chapter of NARPM

PROFIT AND LOSS

March 2018

	TOTAL	
	MAR 2018	MAR 2017 (PY)
Income		
41000 Program Income		
41200 Dues		
41210 Professional Member Dues (2017)		-95.00
41211 Professional Member Dues (2018)	95.00	
41220 Affiliate Dues (2017)		450.00
41221 Affiliate Dues (2018)	450.00	
Total 41200 Dues	545.00	355.00
Total 41000 Program Income	545.00	355.00
42000 Special Events Income		
42100 Class Fees	30.00	765.00
42300 Lunch Income	240.00	1,425.00
42400 Luncheon Sponsorships	50.00	100.00
Total 42000 Special Events Income	320.00	2,290.00
42800 State Conference		
42810 State Conference Registration (2017)		5,450.00
42811 State Conference Registration (2018)	7,675.00	
42820 State Conference Vendor Tables (2017)		2,100.00
42821 State Conference Vendor Tables (2018)	2,530.00	
Total 42800 State Conference	10,205.00	7,550.00
44000 Investments		
44100 Interest-Savings, Short-term CD	1.48	0.05
Total 44000 Investments	1.48	0.05
48000 Unapplied Cash Payment Income	0.00	
Total Income	\$11,071.48	\$10,195.05
GROSS PROFIT	\$11,071.48	\$10,195.05
Expenses		
60900 Business Expenses	10.00	10.00
60960 Paypal	387.76	378.48
Total 60900 Business Expenses	397.76	388.48
62100 Contract Services		
62110 Accounting Fees	50.00	36.00
62120 Bookkeeping Service	200.00	400.00
Total 62100 Contract Services	250.00	436.00
63000 Operations		
63040 Supplies		39.04
63060 Website service	349.53	99.00
Total 63000 Operations	349.53	138.04
63600 Travel and Meetings		
63640 Annual Board Retreat		4,088.00
Total 63600 Travel and Meetings		4,088.00

	TOTAL	
	MAR 2018	MAR 2017 (PY)
63900 Bank Service Charge		7.13
64500 Marketing		
64510 General Marketing	99.00	
Total 64500 Marketing	99.00	
65400 Special Event Costs		
65450 Luncheons	859.50	2,829.25
Total 65400 Special Event Costs	859.50	2,829.25
65500 State Conference Expenses		
65510 Venue (2018)	16,063.96	
65550 Conference Marketing (2018)	35.00	
65560 Conference Materials (2018)	2,992.49	
Total 65500 State Conference Expenses	19,091.45	
Total Expenses	\$21,047.24	\$7,886.90
NET OPERATING INCOME	\$ -9,975.76	\$2,308.15
NET INCOME	\$ -9,975.76	\$2,308.15

Denver Chapter of NARPM

STATEMENT OF CASH FLOWS

March 2018

	TOTAL
OPERATING ACTIVITIES	
Net Income	-9,975.76
Adjustments to reconcile Net Income to Net	
Cash provided by operations:	
11000 Accounts Receivable	0.00
20000 Accounts Payable	0.00
Total Adjustments to reconcile Net Income	0.00
to Net Cash provided by operations:	
Net cash provided by operating activities	\$ -9,975.76
NET CASH INCREASE FOR PERIOD	\$ -9,975.76
Cash at beginning of period	55,245.60
CASH AT END OF PERIOD	\$45,269.84

Denver Chapter of NARPM

BALANCE SHEET

As of March 31, 2018

	TOTAL		
	AS OF MAR 31, 2018	AS OF FEB 28, 2018 (PP)	AS OF MAR 31, 2017 (PY)
ASSETS			
Current Assets			
Bank Accounts			
10100 Checking with First Bank	15,388.97	17,808.45	14,047.20
10200 Savings with First Bank	25,016.89	25,015.41	25,002.91
10300 Paypal	4,293.98	11,851.74	10,006.39
UMB Checking Account (closed)	0.00	0.00	0.00
Total Bank Accounts	\$44,699.84	\$54,675.60	\$49,056.50
Other Current Assets			
12000 Undeposited Funds	570.00	570.00	570.00
Total Other Current Assets	\$570.00	\$570.00	\$570.00
Total Current Assets	\$45,269.84	\$55,245.60	\$49,626.50
Other Assets			
18700 Security Deposits Asset	550.00	550.00	
Total Other Assets	\$550.00	\$550.00	\$0.00
TOTAL ASSETS	\$45,819.84	\$55,795.60	\$49,626.50
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			
Equity			
30000 Opening Balance Equity {90}	275.82	275.82	275.82
32000 Unrestricted Net Assets	31,994.37	31,994.37	37,173.21
Net Income	13,549.65	23,525.41	12,177.47
Total Equity	\$45,819.84	\$55,795.60	\$49,626.50
TOTAL LIABILITIES AND EQUITY	\$45,819.84	\$55,795.60	\$49,626.50



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

BOARD MEETING

Wednesday, February 28, 2018

PPA Event Center, 2105 Decatur St, Denver, CO 80211

9:00 AM – Call to Order

Attendance:

Ben Parham, President
Bill Martin, Past President
Tony Cline, President-Elect
Bob Alldredge, Vice President
Peter Meer, Vice President
Mike Giallanza, Secretary

Absent:

Geff Kempself, Treasurer

Ben calls for quorum.

1) New Business Requests

None.

2) Mike Giallanza, Secretary

MOTION

Motion: Ben asks for a motion to approve the January 2018 minutes.

Second: Bill Martin

Approve: All

Two copies of the minutes from the January board meeting are distributed and signed by all board members.

3) Geff Kempself, Treasurer (Ben reporting in Geff's absence)

a) Treasurer's Report

Dues are now broken out for 2017 and 2018. Dues are in line with last year, sponsorships are up from last year. The PM Conference is now also broken out for 2017 and 2018. Vendor sponsorship is way up from last



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year. Cash on hand is about \$2k less than last year. The revenue from the 2017 PM Conference for the designation class just arrived. The annual retreat came in under budget.

January luncheon attendance:

Members: 75 | Non-members: 20

2018 member dues through 2/27/18:

Professional - 78 | Affiliate - 44 | Support - 14

Tony would like a list of the non members from the January luncheon so he can reach out to them. Also, would like the 2017 members that haven't signed up, to reach out to them as well.

MOTION

Motion: Ben asks to approve the Treasurer's Report.

Second: Bob Alldredge

Approve: All

6) Ben Parham, President

a) Four and Half White Board Video

Modifications are underway.

b) Door survey

Brandon is compiling the # of doors that the Denver Chapter represents.

c) Food Bank Volunteer Recap

Thanks for volunteering! 16 volunteers showed up for the event.

d) Bookkeeper update

New bookkeeper is coming along well. Good transition from last bookkeeper.

7) Tony Cline President-Elect

a) Podium Agenda for Conference, Need to review



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Tony wants a list for people who need time at the podium, and then will create the podium agenda. Tony would also like to get an updated budget.

b) Members Only Facebook Group

Wants to have a group page for Denver NARPM members. Will be the administrator for the group.

8) **Bob Alldredge, Vice President**

a) Legislative update

House bill 1127 is in the hopper. Standardization of application fees, can only charge cost of applicant, denial letter. Has a handout on an article to pass.

9) **Peter Meer, Vice President**

a) Conference Update

Pete is struggling with some of the committee members. Will get going on the podium agenda for Tony. Pete has talked with Brad about a budget, but there hasn't been an update. Pete will line up vendors to introduce speakers.

75 are registered.

9:56 AM – Adjourn



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

LEADERSHIP MEETING

Wednesday, February 28, 2018

PPA Event Center, 2105 Decatur St, Denver, CO 80211

10:00 AM – Call to Order

Attendance:

Ben Parham, President
Bill Martin, Past President
Tony Cline, President-Elect
Bob Alldredge, Vice President
Peter Meer, Vice President
Mike Giallanza, Secretary
Devin Bewley, Hospitality Chair
Brandon Scholten, Website & Communications Chair
Rocky Germano, Legislative Chair
Sondra Welsh, Education Chair
Jim Lagan, Designations Chair
Marc Cunningham, Speakers Chair
Brad Coen, Conference Chair
Michelle Irons, Chapter of Excellence Chair

Absent:

Geff Kempself, Treasurer
Brenda Stifel, Vendor Chair

1) **Devin Bewley, Hospitality Chair**

- a) Presentation Speaker System
- b) Christmas Party Committee – Any update. Per Bob, nothing has happened yet.

2) **Tony Cline, Membership Chair**

- a) New Members. Will be reaching out to members who haven't signed up yet.

3) **Brandon Scholten, Website & Communications Chair**

Is working on updating the members on the website. Door count has been added to the luncheon sign-up.

4) **Rocky Germano, Legislative Chair**



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House Bill is on the table to cap application fees to cost only. The apartment association has a different criteria than what PM companies do when it comes to background checks.

Also noted an article in today's Post - metro Denver housing market approaching tipping point for affordability. Tony asked if we can have more communication from Nancy Burke, to our members, earlier in the year and throughout the year. Also, Tony brought up that we (Denver NARPM) aren't giving Nancy our perspective on the issues, so is she representing our interests. Rocky mentioned that Bob will speak up at the meetings, giving his input on current issues.

5) **Sondra Welsh, Education Chair**

a) Conference Classes

Ethics class has been canceled, but Lyle will teach it in November.

Marketing - 7 (no CE - DORA denied)

Maintenance - 6

b) May Class - TBD

6) **Jim Lagan, Designations Chair**

a) Designation Mentorship Program

National conference call - there's a new designation portal that has been rolled out. Much easier to upload the designation documents. There's also a YouTube video showing how to use the portal. Jim would like to present this at the next luncheon.

Jim wants to start up a mentor program for the Denver chapter. Thinks this will be a huge benefit for the members.

Jim doesn't like the National NARPM content when it comes to us marketing ourselves as NARPM members to our clients. Mike and Ben brought up the current whiteboard project underway for the chapter. Perhaps it would be easier to outsource the new one on our own.

7) **Marc Cunningham, Speakers Chair**

a) Speaker Update

Marcia can't speak today, but two high ranking staffers will be here to speak.

Next month - Dennis Green, HUD

May - Nancy Burke



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8) Brad Coen, Conference Chair; Peter Meer, Conference Co-chair

a) Conference Update

Brad is lining up quotes for lanyards/name tags. This is a cost to the chapter, since we raised the price for the Diamond sponsors. Pete mentioned we need room monitors for the breakout sessions, in case there's a projector issue. Brad and Devin will handle this part.

Pete would also like help lining up people to introduce the speakers. Brad doesn't have all of the expenses, so no budget is in place. Sondra would like access to the Facebook page so we can promote the classes. Pete has been reaching out to other hotels for next year, but most want a room commitment.

11) Michelle Irons, Chapter of Excellence Chair

a) Chapter Compliance, Due Feb 28

Everything is in, and Michelle will upload soon due to technical issues with NARPM

b) Chapter of Excellence, Due Mar 31

Happening soon


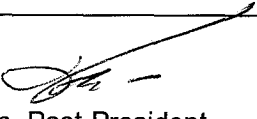
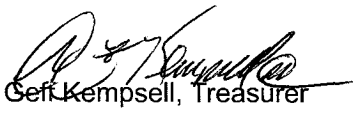
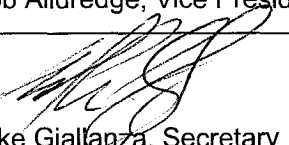
12) Brenda Stifel, Affiliate Chair (absent)

a) After Luncheon Vendor Info Session (April)

Brenda would like volunteer PM members to speak.

11:04 AM - Adjourn

SIGNATURES

 Ben Parham, President	Tony Cline, President-Elect	 Bill Martin, Past-President
Bob Alldredge, Vice President	Peter Meer, Vice President	 Geoff Kempf, Treasurer
 Mike Giallanza, Secretary		



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

BOARD MEETING

Tuesday, August 28, 2018

PPA Event Center, 2105 Decatur St, Denver, CO 80211

9:00 AM – Call to Order

Attendance:

Bill Martin, Past President
Tony Cline, President-Elect
Geff Kempself, Treasurer
Mike Giallanza, Secretary
Bob Alldredge, Vice President

Absent:

Ben Parham, President
Peter Meer, Vice President

Tony calls for quorum.

1) New Business Requests

Bill brought up the need for a deposit for the Board Retreat.

MOTION

Motion: Bill asks for approval to move forward with the deposit for the Board Retreat.

Second: Tony

Approve: All

2) Mike Giallanza, Secretary

Two copies of the minutes from the May and June board meeting are distributed and signed by board members in attendance.

MOTION

Motion: Mike asks for a motion to approve the May and June 2018 minutes.

Second: Geff



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

Approve: All

3) Geff Kempsell, Treasurer

65 - Professional members

57 - Affiliate members

15 - Support Staff members

\$5,000 contribution has been sent to the Apartment Association.

No funds yet from National for the CO PM Conference, but the board brought up we only receive funds for the designation classes.

Tony asked about cash 12/31/17 - \$29,885. Cash on hand 7/31/18 - \$39,467.

Raffle winner, Leah Collins, ERA New Horizons. She's now officially a member of the Denver chapter. Geff is waiting for her registration for the conference.

The CPA has been non-responsive with the IRS tax issues. The CPA is trying to get the IRS to hold off on any fees and/or penalties. The penalty is just over \$2,000. This is due to late filing of 2013; wasn't filed until end of 2014.

4) Ben Parham, President

a) Absent.

5) Tony Cline President-Elect

The nominating committee has made their selections, and all members have agreed to take on

Past President: Ben Parham

President-Elect: Jim Lagan

Treasurer: Sondra Welsh

Secretary: Brandon Scholten

VP - Bill Martin

VP - Geff Kempsell



National Association of Residential Property Managers

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Ben has asked Tony to put forth a motion to approve the selections electronically. Additionally, the budget right now for the leadership training event in St Louis is only \$500, for one member.

MOTION

Motion: Tony asks for a motion to approve the selections put forth by the nominating committee.

Second: Mike

Approve: All

MOTION

Motion: Geff asks for a motion to approve both the President and President-Elect to attend the leadership event, increasing the budget another \$500.

Second: Bill

Approve: All

6) Bob Alldredge, Vice President

Arrived at 9:45.

Bob indicated we haven't been approved as of yet to have a booth at the CAR conference. If we get the booth, we'll need volunteers to staff the booth. The CO Springs chapter is actually heading up the booth, so we're relying on them to report back.

Bob would like to see more chapter involvement with the Food Bank of the Rockies event, not just leadership. Bob indicated we can have as many volunteers as we want, but we need to book a date for the chapter.

7) Peter Meer, Vice President

a) Absent

8) Bill Martin, Past President

1/16 - overnight at Highlands Haven; 1/17: meeting at Highlands Haven.

Same game plan for dinner, and for lunch, as the past years. Group seems to like pizza for lunch, so keep it.

9) New business



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Tony brought up dues, and paying them earlier, etc. Tony wants monthly meetings. Mike is in agreement, and noted that when we moved forward with a November CE class; we had great attendance. The key is the content. Bill thinks this is great, since the current plan loses momentum towards the end of the year for our chapter. Mike brought up bringing in outside national speakers to our luncheons. This is in the works, with Steve Crossland from Austin, TX speaking at the October 2018 meeting.

Tony would like to have workshops after our monthly meetings. Not sure on how frequently, but at least a few like disaster preparation, transition plan due to serious illness or death, etc. Tony thinks having this after lunch is a great way to keep the lunch format the same, and then this workshop function becomes a bonus.

MOTION

Motion: Tony moves for a monthly function and/or meeting beginning in 2019.

Second: Bill

Approve: All

Adjourn: 9:56 am



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

LEADERSHIP MEETING

Tuesday, August 28, 2018

PPA Event Center, 2105 Decatur St, Denver, CO 80211

10:55 AM – Call to Order

Attendance:

Tony Cline, President-Elect
Bill Martin, Past President
Geff Kempself, Treasurer
Mike Giallanza, Secretary
Marc Cunningham, Speakers Chair
Sondra Welsh, Education Chair
Brandon Scholten, Website Chair
Devin Bewley, Hospitality Chair
Bob Alldredge, Vice President
Rocky Germano, Legislative Chair
Jim Lagan, Designations Chair

Absent:

Ben Parham, President
Michelle Irons, Chapter of Excellence Chair
Peter Meer, Vice President
Brad Coen, Conference Chair
Brenda Stifel, Vendor Chair

1) Devin Bewley, Hospitality Chair

The PPA Event Center is booked for the next two years, 4th Tuesday each month. Holiday party is booked as well. Devin has asked for someone to take over the holiday party; he is dealing with MS.

Sondra has stepped up and will head the Holiday Party.

2) Tony Cline, Membership Chair

Tony asked Ben for a member list, and that should be coming soon regarding new members. Tony is concerned that we aren't focusing more on new members, member retention, etc. Budget funds have been set aside for growing the membership, but nothing has been spent.



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

Geff indicated the dues will go out in November. Mike brought up sending that out sooner.

Tony brought up the nominating committees recommendations for next year. Sondra mentioned filling the leadership/chair positions, and that her two chair members aren't staying on next year so what are the plans to bring in "new blood" for potential open leadership/chair positions. Jim brought up that a lot of our members don't really know what the leaders do, what each position entails, etc.

Vacancies:

Membership

Education

Designations

Website

Tony will work with Ben on a game plan to fill these four positions. Possibly a quick talk at a meeting, or a short video by the four outgoing members about their position and what it entails. Marc will make the first announcement today.

3) **Brandon Scholten, Website Chair**

Absent.

4) **Rocky Germano, Legislative Chair**

Ben Carson, Dept of HUD, is travelling the country researching housing vouchers, and making a push for more landlords to accept housing vouchers. Dr Carson is establishing a new "Landlord Task Force" that will aim to increase participation with the voucher program.

Denver has passed the new law that makes it discriminatory to deny based on source of income. Confusion even here among leadership with the perception that a landlord must accept a housing voucher. Mike asked Rocky to clarify that the Denver law passed indicates denying source of income is discriminatory, not that a landlord must accept Section 8.

5) **Sondra Welsh, Education Chair**

Class today is Fair Housing. November is the Ethics class, taught by Lyle.

Sondra wants to start promoting our class events to the other CO chapters. Perhaps a discount for the members, due to travel.

Tony brought up that we're separating the CO PM Conference, and the designation classes. Tony is hoping Sondra will help with that transition for the yearly chapter schedule.



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

6) Jim Lagan, Designations Chair

Jim thanks the nominating committee for the President-Elect position. Jim will put together a synopsis on his position, to make the transition smoother for the next chairperson.

7) Marc Cunningham, Speakers Chair

Carolyn Rogers will be our speaker today. Next month: Marcia Waters, Anndi Berajas, Section 8; Nancy Burke. October: Steve Crossland.

Tony has brought up the new plan for next year to have a meeting every month. And that we'll also be adding some workshops after some of the meetings. So that means July and November are the two new months.

8) Peter Meer, Conference Co-chair; Brad Coen, Conference Co-Chair

Absent.

9) Michelle Irons, Chapter of Excellence Chair

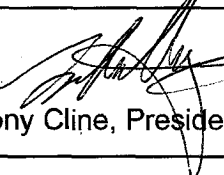



Absent.

10) Brenda Stifel, Affiliate Chair

Absent.

10:53 AM - Adjourn

SIGNATURES

Ben Parham, President	 Tony Cline, President-Elect	 Bill Martin, Past-President
 Bob Alldredge, Vice President	Peter Meer, Vice President	 Geoff Kempell, Treasurer
Mike Giallanza, Secretary		



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

June 26, 2018

9:00 AM

PPA Event Center, 2105 Decatur St, Denver, CO 80211

9:14 am – Call to order

Attendance:

Ben Parham, President

Tony Cline, President Elect

Geff Kempself, Treasurer

Bill Martin, Past President

Visiting:

Liz Cleyman, SW RVP Ambassador

Upon motion made and 2nd, the minutes of the May 2018 board meeting were approved.

Treasurer's Report: Not any significant changes from the previous month. Ahead on class fees, breaking even on luncheons. Member retention check received. Discussed needing to add to the cover sheet the amount of current year dues that were collected in the previous calendar year. Geff said he would work on adding those numbers to the cover sheet for future reports.

IRS Letter: Late filing is suspected for being the reason prompting this letter although the letter states there are taxes due for 2013; not a late filing fee penalty. After researching, the 2013 tax return was not filed until December 2014 which supports the late filing theory. Geff is going to continue working with our CPA to decide on a plan to resolve this issue.

Ben Parham: Confirmed with Four And Half that we can stay on with them month-to-month until we decide a way forward on our marketing plan.

Discussed needing to get some "new blood" on the board with the upcoming board elections.

Tony: Need to introduce new members from the podium.

Nominating Committee: Discussed the nominating committee's impending meeting to select nominees for the upcoming election in September. Bill Martin will chair the committee as the Past President, and Tony Cline and Ben Parham volunteer to assist. Bill to coordinate a date for committee to meet.

Discussed separating the designations classes from the conference and doing the designations courses in late Summer/early Fall. Will have our education chair coordinate with Colorado Springs Chapter's education chair to ensure that we don't duplicate classes.

FAR Conference (Now the Refresh Expo): Two day event now on October 10-11. First day is leadership conference for CAR leadership. Second day is the normal expo. We're teaming up again with Colorado Springs Chapter to sponsor a booth on the second day. Bob Alldredge is heading up the effort to plan the event with CO Springs. The cost for the booth has increased some to \$1,500. Colorado Springs is going to apply for a grant from National and then we'll split the remaining cost with them 50/50.

Seeing no new business, the meeting was adjourned at 9:42.

X 

X 

X 



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

BOARD MEETING

Thursday, May 24, 2018

PPA Event Center, 2105 Decatur St, Denver, CO 80211

9:00 AM – Call to Order

Attendance:

Ben Parham, President
Bill Martin, Past President
Tony Cline, President-Elect
Bob Alldredge, Vice President
Geff Kempself, Treasurer
Mike Giallanza, Secretary

Absent:

Peter Meer, Vice President

Ben calls for quorum.

1) New Business Requests

None.

2) Mike Giallanza, Secretary

Two copies of the minutes from the April board meeting are distributed and signed by all board members.

MOTION

Motion: Ben asks for a motion to approve the April 2018 minutes.

Second: Geff

Approve: All

3) Geff Kempself, Treasurer

a) Treasurer's Report

April luncheon attendance: 65 members, 9 non-members



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

The lunch is about a break-even at this point, so we're not dipping into the reserves.

Bob asked why are the dues so low. The 2018 dues pre-paid in 2017 aren't showing up on the budget to our cash accounting basis; however, discussion from the Board commenced on including this number as a line item on the 2018 budget to make it easier to see how we're doing relative to the budget.

Tony asked about the PM conference numbers, and it's the same issue: some revenue was pre-paid in 2017 so it's not reflected on the 2018 budget. Geff also mentioned that National has yet to send us the income for the CE classes.

Members:

93 professional

54 affiliates

14 support staff

161 total

Raffle winner, Leah Collins, ERA New Horizons. She's now officially a member of the Denver chapter.

b) Update - IRS letter for 2013 taxes due. No update from the IRS on this issue. Bob mentioned we've never paid taxes for the organization. So at this point we still have over \$2k pending due to the IRS.

c) Update - status of 2017 tax return. Geff indicated this has been filed. Geff will provide a copy to Ben when he has the tax return from the CPA.

4) Ben Parham, President

a) Four and Half update. Susan originally reached out to them about a year ago to start this service, and we're up for renewal. Our website has gone down on the first page. Four and Half wasn't providing original content, but they were grabbing content to post.

392 posts - Twitter

373 posts - Facebook

To create video blogs, it would be \$170 per blog; written only blog content is \$125/each.

Mike asked Tony about the Facebook page. There was some activity around the conference. The group is closed to our Denver chapter.



National Association of Residential Property Managers

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Facebook: 90 likes on our Facebook page. Engagement is about once a week.

Tony and Mike agree that this canned content isn't helping us much at all, especially seeing that our website has dropped in ranking.

Tony brought up that perhaps the focus should first be on the Board next year, before we devote time and energy to the new marketing position.

MOTION

Motion: Ben makes a motion to extend for ninety days with Four and Half, and focus on finding a suitable marketing chair.

Bob feels we need to outsource this role. Ben agrees, and feels like we need the marketing chair to drive the outsourcing.

Tony suggests we extend the current Four and Half plan for sixty days.

Second: Bill

Approve: All

b) Door survey results. Ben reported in that of the 23 responses so far, our Denver NARPM chapter is managing about 5,500 doors.

5) Tony Cline President-Elect

a) 2019 PM Conference update. In the last conference meeting they discussed separating the PM Conference and the NARPM education classes the following day. The PM conference will stay in March 20th or 21st. The Broker/Owner next year is in February, so we're not conflicting.

The board likes 3/20 for the date.

6) Bob Alldredge, Vice President

a) Any updates? In the process of booking a table at CAR annual event. The cost is \$1,350, and national offers a grant of \$1,000.

7) Peter Meer, Vice President

a) Requested excused absence.



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

8) Bill Martin, Past President

9) New business

10:06 AM – Adjourn



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

LEADERSHIP MEETING

Thursday, May 24, 2018

PPA Event Center, 2105 Decatur St, Denver, CO 80211

10:15 AM – Call to Order

Attendance:

Ben Parham, President
Bill Martin, Past President
Geff Kempself, Treasurer
Brenda Stifel, Vendor Chair
Mike Giallanza, Secretary
Sondra Welsh, Education Chair
Brandon Scholten, Website Chair
Tony Cline, President-Elect
Devin Bewley, Hospitality Chair
Bob Alldredge, Vice President

Absent:

Rocky Germano, Legislative Chair
Jim Lagan, Designations Chair
Michelle Irons, Chapter of Excellence Chair
Peter Meer, Vice President
Marc Cunningham, Speakers Chair
Brad Coen, Conference Chair

1) Devin Bewley, Hospitality Chair

a) Presentation Speaker System - no update

b) Christmas Party Committee – considering an off-site venue. More to come later.

2) Tony Cline, Membership Chair

Tony would like to have a better way to track new members. Ben and Mike mentioned when new members sign up, he'll get an email from the website.

Sondra asked if new members are being contacted, and asked to come to the next luncheon. Bill needs new member emails.



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

3) **Brandon Scholten, Website Chair**

Isn't 100% sure if all members are getting the chapter emails, so he'll audit all members to confirm.

Mike brought up the membership list on the website, and is it accurate.

4) **Rocky Germano, Legislative Chair**

Absent.

5) **Sondra Welsh, Education Chair**

May's class attendance is 42. No class chosen for the August class. Sondra would like to have a Fair Housing class. Tony brought up separating the PM Conference and the NARPM CE classes sandwiched together. Perhaps a national class in August.

Sondra is asking Laura Frieese to be her co-chair.

Lyle is teaching NARPM Ethics in November.

Geff mentioned the \$843 check from NARPM for the designation classes after the PM Conference.

6) **Jim Lagan, Designations Chair**

Absent. Bill brought up that Dailey Fly is no longer with NARPM national.

Mike brought up some type of incentive plan for members to receive designations. Perhaps a credit back for classes. Bob mentioned a credit back after the designation is earned.

7) **Marc Cunningham, Speakers Chair**

Absent. Speaking at CalNARPM. Nancy Burke will have Luke Miller speak in her place today.

8) **Brad Coen, Conference Chair; Peter Meer, Conference Co-chair**

Absent.

9) **Michelle Irons, Chapter of Excellence Chair**

Absent.

10) **Brenda Stifel, Affiliate Chair**

- a) Vendor Info Session - feedback. The feedback from the vendors was excellent. The vendors appreciated the effort, and they would like to see this happen annually. Rebecca with Foundations is interested in helping Brenda out.



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

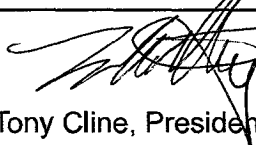
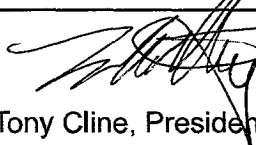
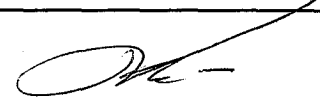




- b) Door survey - Ben provided an update to Brenda on the # of doors so far. This will be great info for the current vendors to know, but more so for bringing on new vendors.

Brenda also brought up a meet & greet event for vendors to put on, and free for the PMs to attend.

Tony mentioned using the time after the luncheon since the room is already paid for. Brenda recommended a separate location where there's a vendor house, in the afternoon, and make it more of a social event mixed in with the ability for the vendor to show their wares.

10:53 AM - Adjourn

SIGNATURES

 Ben Parham, President	 Tony Cline, President-Elect	 Bill Martin, Past-President
 Bob Alldredge, Vice President	 Peter Meer, Vice President	 Geff Kempself, Treasurer
 Mike Giallanza, Secretary		



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

BOARD MEETING

Tuesday, September 25, 2018

PPA Event Center, 2105 Decatur St, Denver, CO 80211

9:00 AM – Call to Order

Attendance:

Ben Parham, President
Bill Martin, Past President
Tony Cline, President-Elect
Geff Kempself, Treasurer
Mike Giallanza, Secretary
Bob Alldredge, Vice President

Absent:

Peter Meer, Vice President

Ben calls for quorum.

1) New Business Requests

2) Mike Giallanza, Secretary

Two copies of the minutes from the July and August board meetings are distributed and signed by board members in attendance.

MOTION

Motion: Mike asks for a motion to approve the minutes.

Second: Bob

Approve: All

3) Geff Kempself, Treasurer

a) Treasurer's Report

93 - Professional members



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

57 - Affiliate members

15 - Support Staff members

Funds are in from National for the CO PM Conference designation classes. Mike brought up since an affiliate has already paid the 2019 dues, perhaps we should be rolling out the vendor spots for the 2019 CO PM Conference.

Ben noted we're above budget on luncheon sponsorships.

Mike and Bob brought up donating to the NARPM PAC. Ben mentioned the chapter can't do it; it must come from individual members.

Ben has brought up the charitable donation to a local charity. Nothing has been slated as of yet.

MOTION

Motion: Ben asks for a motion to approve the August 2018 treasurer's report

Second: Bill

Approve: All

b) IRS update - CPA has asked the IRS for forgiveness regarding the filing mistake. It may take a few to several weeks until the CPA hears back.

4) Ben Parham, President

a) 2019 election of officers today

Process for the election: Ben will invite the nominees to the front, will ask the audience to stand, Bob will perform the Installation of Officers per the NARPM script.

Nominees:

Past President: Ben Parham

President-Elect: Jim Lagan

Treasurer: Sondra Welsh

Secretary: Brandon Scholten



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

VP - Bill Martin

VP - Geff Kempself

- b) Periodic Report - to be filed in October
- c) 2019 PPA Contract - no progress on this as PPA hasn't set their rates. However, we've booked the 4th Tuesday each month.

5) Tony Cline President-Elect

6) Bob Alldredge, Vice President

Bob has been talking with the CO Springs NARPM member involved with the CAR booth. Per Bob's update, we still may not have a booth. Bob indicated that some board members want to have prayers at the beginning of the DMAR West board meeting. Bob is 1 of 3 finalists at the IROC (Independent Rental Owners Council) association.

7) Peter Meer, Vice President

- a) Absent

8) Bill Martin, Past President

2019 retreat - we're in great shape. Dinner will be the same menu, but will go up \$2 to \$4 per person. Bill would like roommates lined up by the November planning meeting.

Dinner: 1/16

Meeting: 1/17

9) New business

- a) Dues will go out 1 Oct, due by 31 December.
- b) Mike would like to have a lease promulgated for the Denver Chapter. Helpful to raise the bar for our members, provide a solid benefit for the members. Ben thinks this will also help if judges become familiar with the lease. Tony is in disagreement for this task. Bob mentioned that Apartment Association has a single family residential lease. Bob has indicated it's been a great tool for the Apartment Association. The board feels like we should take the lead, not CAR. Ben wants Mike to begin the exploratory process. Goal to bring a formal motion by October.

Adjourn: 9:56 am



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

LEADERSHIP MEETING

Tuesday, September 25, 2018

PPA Event Center, 2105 Decatur St, Denver, CO 80211

10:01 AM – Call to Order

Attendance:

Ben Parham, President
Bill Martin, Past President
Tony Cline, President-Elect
Geff Kempself, Treasurer
Mike Giallanza, Secretary
Marc Cunningham, Speakers Chair
Sondra Welsh, Education Chair
Brandon Scholten, Website Chair
Devin Bewley, Hospitality Chair
Bob Alldredge, Vice President
Rocky Germano, Legislative Chair
Jim Lagan, Designations Chair
Brenda Stifel, Vendor Chair

Absent:

Michelle Irons, Chapter of Excellence Chair
Peter Meer, Vice President
Brad Coen, Conference Chair

1) Devin Bewley, Hospitality Chair

2) Tony Cline, Membership Chair

CA Supreme Court has changed the definition of an independent contractor. Providing benefits, taxes, etc. will now come into play as employees.

Broker/Owner for 2020 is in Hawaii.

3) Brandon Scholten, Website Chair

Brandon has recorded the back-end process for the website, this way the next chair has a blueprint to work with. Brandon mentioned switching to the national website. Benefit is the member portion is updated



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

automatically, but we still have to maintain affiliates, plus the payment system. Brandon also brought up that the website may not be fully updated, e.g. are all members getting the emails, all vendors on the website. Ben will work with Brandon to make sure things are up to date.

4) **Rocky Germano, Legislative Chair**

National level, conference calls have been cancelled for the NARPM PAC. So not much going on right now on the national, or local front. But Nancy Burke is speaking today, so we'll hear about the latest chatter on this. Ben asked about using the legal budget for the PAC's silent auction event. Rocky indicated the chapter can donate directly to the NARPM PAC. Bob indicated we can't, based on the donation form from National.

5) **Sondra Welsh, Education Chair**

Feedback is members like the 2 hour CE class, so Sondra will continue with as many of these as possible.

November is the Ethics class, taught by Lyle.

Holiday party will have at least 1 drink per person. Cocktail tables. Spending 1 hour on the gifts is out - they will be distributed at the end. Sondra needs numbers on how many attendees came last year.

The holiday party charity will be chosen soon. Members recommend picking one of our regular charities.

6) **Jim Lagan, Designations Chair**

Two members approached Jim to get involved with the chapter. Anthony I will take on designations; Jim Schontz (sp?) with PMI is interested in helping out.

Jim would like the Designation Chair to also know when a new member signs up. Jim wants to consider a Support Staff day for one of our meetings.

7) **Marc Cunningham, Speakers Chair**

Three speakers today, then Steve Crossland - speaking about how to control your owners.

8) **Peter Meer, Conference Co-chair; Brad Coen, Conference Co-Chair**

Absent.

9) **Michelle Irons, Chapter of Excellence Chair**

Absent.



National Association of Residential Property Managers

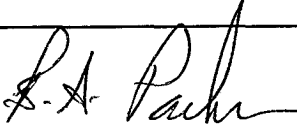

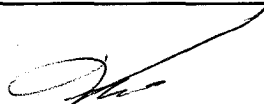
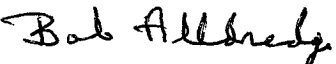



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10) Brenda Stifel, Affiliate Chair

Proud to announce that all of the luncheons have been sold. Mike planted the seed about lining up vendors for the CO PM Conference. Brenda may be stepping down next year.

10:44 AM - Adjourn

SIGNATURES

 Ben Parham, President	 Tony Cline, President-Elect	 Bill Martin, Past-President
 Bob Alldredge, Vice President	 Peter Meer, Vice President	 Geff Kempself, Treasurer
 Mike Giallanza, Secretary		

Denver NARPM Treasurer's Report

Board of Directors Meeting

September 25, 2018

Accounting Period August 2018

2018 August Luncheon

Member Attendance – 54

Non-Member Attendance – 9

2018 Member Dues Paid through 9-24-18

Professional Member	93
Affiliate Members	57
Support Staff Members	<u>15</u>
Total	165

2018 Member Dues Paid in 2017

Professional Dues	\$5,795
Affiliate Dues	4,500
Support Staff Dues	<u>495</u>
Total	\$10,790

Denver Chapter of NARPM

PROFIT AND LOSS

August 2018

	TOTAL	
	AUG 2018	AUG 2017 (PY)
Income		
41000 Program Income		
41200 Dues		
41211 Professional Member Dues (2018)		95.00
41221 Affiliate Dues (2018)		150.00
41222 Affiliate Dues (2019)	300.00	
Total 41200 Dues	300.00	245.00
Total 41000 Program Income	300.00	245.00
42000 Special Events Income		
42100 Class Fees	660.00	30.00
42300 Lunch Income	1,760.00	1,790.00
42400 Luncheon Sponsorships	500.00	150.00
Total 42000 Special Events Income	2,920.00	1,970.00
44000 Investments		
44100 Interest-Savings, Short-term CD	3.19	1.06
Total 44000 Investments	3.19	1.06
48000 Unapplied Cash Payment Income		-150.00
Total Income	\$3,223.19	\$2,066.06
GROSS PROFIT	\$3,223.19	\$2,066.06
Expenses		
60900 Business Expenses	10.00	10.00
60960 Paypal	146.16	116.45
Total 60900 Business Expenses	156.16	126.45
62100 Contract Services		
62110 Accounting Fees	60.00	36.00
62120 Bookkeeping Service	200.00	200.00
Total 62100 Contract Services	260.00	236.00
63000 Operations		
63060 Website service	99.00	99.00
Total 63000 Operations	99.00	99.00
63600 Travel and Meetings		
63640 Annual Board Retreat	1,450.00	
Total 63600 Travel and Meetings	1,450.00	
63900 Bank Service Charge		-13.00
64500 Marketing		
64510 General Marketing	99.00	99.00
Total 64500 Marketing	99.00	99.00
65400 Special Event Costs		
65450 Luncheons	1,330.91	2,294.72
Total 65400 Special Event Costs	1,330.91	2,294.72
65500 State Conference Expenses	495.00	

	TOTAL	
	AUG 2018	AUG 2017 (PY)
65510 Venue (2018)		2,150.00
Total 65500 State Conference Expenses	495.00	2,150.00
Total Expenses	\$3,890.07	\$4,992.17
NET OPERATING INCOME	\$ -666.88	\$ -2,926.11
NET INCOME	\$ -666.88	\$ -2,926.11

Denver Chapter of NARPM

BUDGET VS. ACTUALS: BUDGET 2018 - FY18 P&L

January - December 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Program Income				
41200 Dues				
41211 Professional Member Dues (2018)	3,040.00	9,500.00	-6,460.00	32.00 %
41221 Affiliate Dues (2018)	4,050.00	9,000.00	-4,950.00	45.00 %
41222 Affiliate Dues (2019)	450.00		450.00	
41231 Support Staff Dues (2018)	330.00	880.00	-550.00	37.50 %
Total 41200 Dues	7,870.00	19,380.00	-11,510.00	40.61 %
Total 41000 Program Income	7,870.00	19,380.00	-11,510.00	40.61 %
41500 National Member Retention	1,200.00	450.00	750.00	266.67 %
42000 Special Events Income				
42100 Class Fees	2,475.00	1,000.00	1,475.00	247.50 %
42300 Lunch Income	11,405.00	14,000.00	-2,595.00	81.46 %
42400 Luncheon Sponsorships	2,100.00	1,600.00	500.00	131.25 %
Total 42000 Special Events Income	15,980.00	16,600.00	-620.00	96.27 %
42800 State Conference				
42811 State Conference Registration (2018)	16,875.00	14,500.00	2,375.00	116.38 %
42821 State Conference Vendor Tables (2018)	15,500.00	12,500.00	3,000.00	124.00 %
42830 State Conference Designation Class Income (2017)	1,237.22		1,237.22	
42831 State Conference Designation Class Income (2018)	843.04	1,200.00	-356.96	70.25 %
Total 42800 State Conference	34,455.26	28,200.00	6,255.26	122.18 %
43000 Indirect Public Support				
43100 Leadership Training		500.00	-500.00	
Total 43000 Indirect Public Support		500.00	-500.00	
44000 Investments				
44100 Interest-Savings, Short-term CD	19.41	20.00	-0.59	97.05 %
Total 44000 Investments	19.41	20.00	-0.59	97.05 %
48000 Unapplied Cash Payment Income	95.00		95.00	
Total Income	\$59,619.67	\$65,150.00	\$ -5,530.33	91.51 %
GROSS PROFIT	\$59,619.67	\$65,150.00	\$ -5,530.33	91.51 %
Expenses				
60300 President's Discretionary Acct	80.83	1,000.00	-919.17	8.08 %
60900 Business Expenses	80.00	350.00	-270.00	22.86 %
60920 Business Registration Fees		10.00	-10.00	
60940 Insurance - Liability, D and O	900.00	900.00	0.00	100.00 %
60960 Paypal	2,049.68	2,500.00	-450.32	81.99 %
Total 60900 Business Expenses	3,029.68	3,760.00	-730.32	80.58 %
62100 Contract Services				
62110 Accounting Fees	744.00	650.00	94.00	114.46 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
62120 Bookkeeping Service	1,600.00	2,400.00	-800.00	66.67 %
62140 Legal Fees		500.00	-500.00	
Total 62100 Contract Services	2,344.00	3,550.00	-1,206.00	66.03 %
63000 Operations				
63040 Supplies	104.70	400.00	-295.30	26.18 %
63060 Website service	1,042.53	2,000.00	-957.47	52.13 %
63080 PO Box		250.00	-250.00	
Total 63000 Operations	1,147.23	2,650.00	-1,502.77	43.29 %
63600 Travel and Meetings				
63610 November Planning Meeting		200.00	-200.00	
63640 Annual Board Retreat	4,613.45	4,000.00	613.45	115.34 %
63650 Conference Reimbursements		2,000.00	-2,000.00	
63660 Leadership Training (National)		400.00	-400.00	
Total 63600 Travel and Meetings	4,613.45	6,600.00	-1,986.55	69.90 %
63900 Bank Service Charge		20.00	-20.00	
64200 Contributions				
64210 Charity/Donation		2,500.00	-2,500.00	
64220 Colorado Apartment Association	5,000.00	5,000.00	0.00	100.00 %
64240 Legislation		1,000.00	-1,000.00	
Total 64200 Contributions	5,000.00	8,500.00	-3,500.00	58.82 %
64500 Marketing	10.00		10.00	
64510 General Marketing	891.00	1,500.00	-609.00	59.40 %
64520 New Member Marketing		1,000.00	-1,000.00	
64540 Member Retention		1,000.00	-1,000.00	
Total 64500 Marketing	901.00	3,500.00	-2,599.00	25.74 %
65400 Special Event Costs				
65420 Classes	500.00	1,500.00	-1,000.00	33.33 %
65440 Holiday Party		4,000.00	-4,000.00	
65450 Luncheons	12,913.73	17,000.00	-4,086.27	75.96 %
65460 National Conference		100.00	-100.00	
Total 65400 Special Event Costs	13,413.73	22,600.00	-9,186.27	59.35 %
65500 State Conference Expenses	3,202.50	20,000.00	-16,797.50	16.01 %
65510 Venue (2018)	16,063.96		16,063.96	
65540 Audio/Visual (2018)	698.90		698.90	
65550 Conference Marketing (2018)	35.00	1,000.00	-965.00	3.50 %
65560 Conference Materials (2018)	2,992.49		2,992.49	
Total 65500 State Conference Expenses	22,992.85	21,000.00	1,992.85	109.49 %
65700 Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenses	\$53,522.77	\$73,180.00	\$ -19,657.23	73.14 %
NET OPERATING INCOME	\$6,096.90	\$ -8,030.00	\$14,126.90	-75.93 %
Other Income				
45500 Food/Charity Drive		1,250.00	-1,250.00	
Total Other Income	\$0.00	\$1,250.00	\$ -1,250.00	0.00%
Other Expenses				
34239 Food/Charity Drive Expense		1,250.00	-1,250.00	
Total Other Expenses	\$0.00	\$1,250.00	\$ -1,250.00	0.00%
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	0.00%

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET INCOME	\$6,096.90	\$ -8,030.00	\$14,126.90	-75.93 %

Denver Chapter of NARPM

BALANCE SHEET

As of August 31, 2018

	TOTAL		
	AS OF AUG 31, 2018	AS OF JUL 31, 2018 (PP)	AS OF AUG 31, 2017 (PY)
ASSETS			
Current Assets			
Bank Accounts			
10100 Checking with First Bank	8,528.29	12,162.20	-50.34
10200 Savings with First Bank	25,032.73	25,029.54	25,009.21
10300 Paypal	3,974.07	1,010.23	5,580.34
UMB Checking Account (closed)	0.00	0.00	0.00
Total Bank Accounts	\$37,535.09	\$38,201.97	\$30,539.21
Other Current Assets			
12000 Undeposited Funds	0.00	0.00	0.00
Total Other Current Assets	\$0.00	\$0.00	\$0.00
Total Current Assets	\$37,535.09	\$38,201.97	\$30,539.21
Other Assets			
18700 Security Deposits Asset	800.00	800.00	250.00
Total Other Assets	\$800.00	\$800.00	\$250.00
TOTAL ASSETS	\$38,335.09	\$39,001.97	\$30,789.21
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			
Equity			
30000 Opening Balance Equity {90}	275.82	275.82	275.82
32000 Unrestricted Net Assets	31,674.37	31,674.37	36,853.21
Net Income	6,384.90	7,051.78	-6,339.82
Total Equity	\$38,335.09	\$39,001.97	\$30,789.21
TOTAL LIABILITIES AND EQUITY	\$38,335.09	\$39,001.97	\$30,789.21

Denver Chapter of NARPM

STATEMENT OF CASH FLOWS

August 2018

	TOTAL
OPERATING ACTIVITIES	
Net Income	-666.88
Adjustments to reconcile Net Income to Net	
Cash provided by operations:	
11000 Accounts Receivable	0.00
20000 Accounts Payable	0.00
Total Adjustments to reconcile Net Income to	0.00
Net Cash provided by operations:	
Net cash provided by operating activities	\$ -666.88
NET CASH INCREASE FOR PERIOD	\$ -666.88
Cash at beginning of period	38,201.97
CASH AT END OF PERIOD	\$37,535.09



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

BOARD MEETING

Thursday, October 25, 2018

PPA Event Center, 2105 Decatur St, Denver, CO 80211

9:00 AM – Call to Order

Attendance:

Ben Parham, President
Bill Martin, Past President
Geff Kempself, Treasurer
Mike Giallanza, Secretary
Bob Alldredge, Vice President
Peter Meer, Vice President

Absent:

Tony Cline, President-Elect

Ben calls for quorum.

1) New Business Requests

2) Mike Giallanza, Secretary

Two copies of the minutes from the September board meeting are distributed.

MOTION

Motion: Mike asks for a motion to approve the minutes.

Second: Bob

Approve: All

All present board members sign both copies of the September board minutes.

Ben asked Mike to discuss the survey results for the chapter lease idea, and the survey results are: 60/40, with 60% in favor. Mike thinks this could be a great way to strengthen the Denver chapter. Bob is on board, regardless if CAR wants to get involved or not. Ben also agrees that this will be beneficial to the chapter members. The lease will save members the annual cost to have their lease reviewed by an attorney.



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

MOTION

Motion: Mike asks for a motion to create a Forms committee.

Second: Geff

Approve: All

The board has suggested that Mike spearhead the Forms Committee, and he has agreed.

3) Geff Kempsell, Treasurer

Treasurer's Report:

93 - Professional members

57 - Affiliate members

16 - Support Staff members

September luncheon attendance: 61

51 - Members

10 - Non-Members

Bob liked the 3 speaker format, doesn't want it every time but likes the variety. Board is in agreement. September lunch cost is higher than normal, due to an August invoice for the lunch around \$900. P&L and Balance Sheet look healthy. Per Geff, no update from the IRS.

MOTION

Motion: Ben asks for a motion to approve the September 2018 treasurer's report

Second: Bill

Approve: All

4) Ben Parham, President

Ben has filed our periodic report with the Secretary of State. And the Denver Chapter has received "Chapter of Excellence" from NARPM.



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

5) Tony Cline President-Elect

Absent.

Per Ben: PPA contract hasn't been signed yet, but they've confirmed the 4th Tuesday of every month is set.

No update on the PM Conference from Tony per Ben, except that Tony and Susan are meeting next Tuesday.

The board was expecting a progress update today on the format, CE being offered, speakers, etc. Nothing has been shared with the board. Who is on the committee, and have they even met? Per Ben, it's only Tony, Susan, and Ben. Bob expressed that since Tony stepped up to become the President for the Denver Chapter, should we the board ask if he would like someone else to take over as the PM Conference Chair. Bill indicated that the attendees expect a better conference year after year, so the bar is high. Pete and Mike both expressed concern that we're falling behind on the conference; Pete is willing to step up to help as long as Bill will assist.

Ben has informed Tony the board needs an update after the committee meeting next week.

6) Bob Alldredge, Vice President

Ben brought up some rumblings about a state chapter happening in NARPM, but the board doesn't see much headway on this. Bob is curious about the # of members request that is asked when signing up for lunch. Ben hasn't compiled the numbers to see where we're at as a chapter, but will provide that at the November planning meeting.

On the legislative side, Bob and Rocky will continue on through next year.

7) Peter Meer, Vice President

8) Bill Martin, Past President

Leadership Retreat: Bill will pass out a room chart at the November planning meeting. Mike has asked not to attend due to a possible scheduling conflict, even though he's now the new Forms Committee chair. Bob will handle the lunch plans per usual for the November planning meeting.

Bill has expressed his thanks and appreciation to both Peter and Bob for their years of service to our chapter.

9) New business

Adjourn: 9:57 am



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

LEADERSHIP MEETING

Thursday, October 25, 2018

PPA Event Center, 2105 Decatur St, Denver, CO 80211

10:06 AM – Call to Order

Attendance:

Ben Parham, President
Bill Martin, Past President
Geff Kempself, Treasurer
Mike Giallanza, Secretary
Peter Meer, Vice President
Marc Cunningham, Speakers Chair
Devin Bewley, Hospitality Chair
Bob Alldredge, Vice President
Jim Lagan, Designations Chair
Brenda Stifel, Vendor Chair
Jim Shonts, new chapter member

Absent:

Tony Cline, President-Elect
Sondra Welsh, Education Chair
Brandon Scholten, Website Chair
Michelle Irons, Chapter of Excellence Chair
Brad Coen, Conference Chair
Rocky Germano, Legislative Chair

1) Devin Bewley, Hospitality Chair

Devin is hoping to remove the luncheon registration a few days before the event.

2) Tony Cline, Membership Chair

Absent.

3) Brandon Scholten, Website Chair

Absent.

4) Rocky Germano, Legislative Chair

Absent.



National Association of Residential Property Managers

Denver Chapter of NARPM | Minutes of the Board Meeting

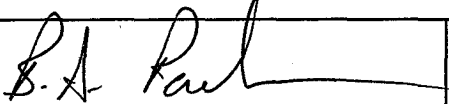



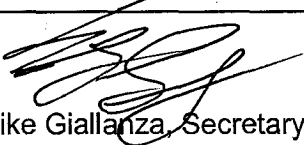
Ben asked Mike to discuss the Denver NARPM lease. Mike mentioned the Forms Committee has been created, and the first goal is to promulgate a lease that our members may use at their discretion.

On board for the committee: Bob and Jim Lagan

Planning meeting: 11/13, lunch will be provided. Tony and Jim are going to be in St Louis for the NARPM training. The planning meeting will need to be changed.

10:33 AM - Adjourn

SIGNATURES

 Ben Parham, President	Tony Cline, President-Elect	 Bill Martin, Past-President
 Bob Alldredge, Vice President	Peter Meer, Vice President	 Geff Kempself, Treasurer
 Mike Giallanza, Secretary		

Denver Chapter of NARPM

BUDGET OVERVIEW: PROJECTED 2019 BUDGET - FY19 P&L

January - December 2019

	TOTAL
Income	
41000 Program Income	
41200 Dues	
41211 Professional Member Dues (2018)	9,215.00
41221 Affiliate Dues (2018)	9,600.00
41231 Support Staff Dues (2018)	990.00
41232 Support Staff Dues (2019)	330.00
Total 41200 Dues	20,135.00
Total 41000 Program Income	20,135.00
41500 National Member Retention	1,200.00
42000 Special Events Income	
42100 Class Fees	2,475.00
42300 Lunch Income	15,140.00
42400 Luncheon Sponsorships	2,100.00
Total 42000 Special Events Income	19,715.00
42800 State Conference	
42811 State Conference Registration (2018)	16,875.00
42821 State Conference Vendor Tables (2018)	15,500.00
42822 State Conference Vendor Tables (2019)	3,180.00
42830 State Conference Designation Class Income (2017)	1,240.00
42831 State Conference Designation Class Income (2018)	845.00
Total 42800 State Conference	37,640.00
44000 Investments	
44100 Interest-Savings, Short-term CD	35.00
Total 44000 Investments	35.00
48000 Unapplied Cash Payment Income	0.00
Total Income	\$78,725.00
GROSS PROFIT	\$78,725.00
Expenses	
60300 President's Discretionary Acct	1,000.00
60900 Business Expenses	110.00
60920 Business Registration Fees	10.00
60940 Insurance - Liability, D and O	900.00
60960 Paypal	2,645.00
Total 60900 Business Expenses	3,665.00
62100 Contract Services	
62110 Accounting Fees	1,189.00
62120 Bookkeeping Service	2,400.00

	TOTAL
Total 62100 Contract Services	3,589.00
63000 Operations	
63040 Supplies	105.00
63060 Website service	2,000.00
Total 63000 Operations	2,105.00
63600 Travel and Meetings	
63640 Annual Board Retreat	4,600.00
63650 Conference Reimbursements	2,000.00
63660 Leadership Training (National)	1,000.00
Total 63600 Travel and Meetings	7,600.00
64200 Contributions	
64210 Charity/Donation	2,500.00
64220 Colorado Apartment Association	5,000.00
64240 Legislation	1,000.00
Total 64200 Contributions	8,500.00
64500 Marketing	10.00
64510 General Marketing	1,500.00
64520 New Member Marketing	1,000.00
64540 Member Retention	1,000.00
Total 64500 Marketing	3,510.00
65400 Special Event Costs	
65420 Classes	2,000.00
65440 Holiday Party	4,000.00
65450 Luncheons	18,600.00
65480 Speakers	3,000.00
Total 65400 Special Event Costs	27,600.00
65500 State Conference Expenses	3,200.00
65510 Venue (2018)	16,100.00
65540 Audio/Visual (2018)	700.00
65550 Conference Marketing (2018)	35.00
65560 Conference Materials (2018)	3,000.00
Total 65500 State Conference Expenses	23,035.00
Total Expenses	\$80,604.00
NET OPERATING INCOME	\$ -1,879.00
Other Income	
45500 Food/Charity Drive	1,438.00
Total Other Income	\$1,438.00
NET OTHER INCOME	\$1,438.00
NET INCOME	\$ -441.00



National Association of Residential Property Managers

2019 Board of Directors & Committee Chair Contact

<u>Title</u>	<u>Name</u>	<u>Email</u>	<u>Mobile</u>
President	Tony Cline, RMP®	tony@homevault.com	(303) 421-8669
President-Elect	Jim Lagan, RMPC®	jim@phoenixrealtyinc.com	(267) 249-3365
Past President	Ben Parham, RMPC®	ben@integrityrm.net	(720) 409-7761
Vice President 1	Bill Martin, RMP®	bill@meerandco.com	(720) 224-8216
Vice President 2	Geff Kempself	gf@kempself.com	(303) 588-4848
Treasurer	Sondra Welsh	sondra@laurelpropertyservices.com	(303) 819-2747
Secretary	Brandon Scholten, RMPC®	brandon@keyrenterdenver.com	(720) 735-7497
Education	Sondra Welsh Laura Freese	sondra@laurelpropertyservices.com lfreese@atsmithco.com	(303) 819-2747 (303) 525-0462
Membership			
Affiliates	Rebecca Richardson	rebecca@foundationsifs.com	(303) 974-6983
Website	Ben Parham, RMPC®	ben@integrityrm.net	(720) 409-7761
Chapter of Excellence	Michelle Irons, RMPC®	michelle@phoenixrealtyinc.com	(303) 332-4472
Designations	Anthony Irizarry	anthony@rentabr.com	(303) 217-1544
Legislative	Rocky Germano, RMP®	rockgermano@gmail.com	(303) 902-1202
Hospitality/Meetings	Devin Bewley, RMPC®	devin@legacyproperties-pm.com	(720) 227-7270
Speakers	Mark Cunningham, RMP®	marc@rentgrace.com	(303) 210-5744
Conference Chair	Tony Cline, RMP®	tony@homevault.com	(303) 421-8669

LeadershipDenverNarpm.org

Filing Instructions

Denver Chapter of the NARPM

Form 2848 - Power of Attorney and Declaration of Representative

Date Due: AS SOON AS POSSIBLE

Mail To: Internal Revenue Service
1973 N. Rulon White Blvd. MS 6737
Ogden, UT 84201

Signature: The return should be signed and dated by an officer representing the organization.

Form **2848**
(Rev. January 2018)
Department of the Treasury
Internal Revenue Service

Power of Attorney and Declaration of Representative

uGo to www.irs.gov/Form2848 for instructions and the latest information.

OMB No. 1545-0150

For IRS Use Only

Received by:

Name _____

Telephone _____

Function _____

Date ____/____/____

Part I Power of Attorney

Caution: A separate Form 2848 must be completed for each taxpayer. Form 2848 will not be honored for any purpose other than representation before the IRS.

1 Taxpayer information. Taxpayer must sign and date this form on page 2, line 7.

Taxpayer name and address

Taxpayer identification number(s)

90-0329017

Daytime telephone number

Plan number (if applicable)

Denver Chapter of the NARPM
1244 S Wadsworth Blvd
Lakewood CO 80232

hereby appoints the following representative(s) as attorney(s)-in-fact:

2 Representative(s) must sign and date this form on page 2, Part II.

Name and address

Brenda A. French, CPA
12470 York St Unit 28
Eastlake CO 80614-3001

Check if to be sent copies of notices and communicationsCheck if new: Address ☐Telephone No. ☐Fax No. ☐

Name and address

CAF No. **80060-7532R**PTIN **P00430847**Telephone No. **720-523-3940**Fax No. **720-523-0363**

CAF No. _____

PTIN _____

Telephone No. _____

Fax No. _____

Check if to be sent copies of notices and communicationsCheck if new: Address ☐Telephone No. ☐Fax No. ☐

Name and address

CAF No. _____

PTIN _____

Telephone No. _____

Fax No. _____

(Note: IRS sends notices and communications to only two representatives.)Check if new: Address ☐Telephone No. ☐Fax No. ☐

Name and address

CAF No. _____

PTIN _____

Telephone No. _____

Fax No. _____

(Note: IRS sends notices and communications to only two representatives.)Check if new: Address ☐Telephone No. ☐Fax No. ☐

to represent the taxpayer before the Internal Revenue Service and perform the following acts:

- 3** Acts authorized (you are required to complete this line 3). With the exception of the acts described in line 5b, I authorize my representative(s) to receive and inspect my confidential tax information and to perform acts that I can perform with respect to the tax matters described below. For example, my representative(s) shall have the authority to sign any agreements, consents, or similar documents (see instructions for line 5a for authorizing a representative to sign a return).

Description of Matter (Income, Employment, Payroll, Excise, Estate, Gift, Whistleblower,
Practitioner Discipline, PLR, FOIA, Civil Penalty, Sec. 5000A Shared Responsibility
Payment, Sec. 4980H Shared Responsibility Payment, etc.) (see instructions)

Tax Form Number
(1040, 941, 720, etc.) (if applicable)

Year(s) or Period(s) (if applicable)
(see instructions)

Income**990****2013-2017**

- 4 Specific use not recorded on Centralized Authorization File (CAF).** If the power of attorney is for a specific use not recorded on CAF, check this box. See the instructions for **Line 4. Specific Use Not Recorded on CAF** ▶ ☐

- 5a Additional acts authorized.** In addition to the acts listed on line 3 above, I authorize my representative(s) to perform the following acts (see instructions for line 5a for more information):

☐ Access my IRS records via an Intermediate Service Provider;☐ Authorize disclosure to third parties;☐ Substitute or add representative(s);☐ Sign a return; _____☐ Other acts authorized: _____

b Specific acts not authorized. My representative(s) is (are) not authorized to endorse or otherwise negotiate any check (including directing or accepting payment by any means, electronic or otherwise, into an account owned or controlled by the representative(s) or any firm or other entity with whom the representative(s) is (are) associated) issued by the government in respect of a federal tax liability.
List any other specific deletions to the acts otherwise authorized in this power of attorney (see instructions for line 5b):

6 Retention/revocation of prior power(s) of attorney. The filing of this power of attorney automatically revokes all earlier power(s) of attorney on file with the Internal Revenue Service for the same matters and years or periods covered by this document. If you **do not** want to revoke a prior power of attorney, check here



YOU MUST ATTACH A COPY OF ANY POWER OF ATTORNEY YOU WANT TO REMAIN IN EFFECT.

7 Signature of taxpayer. If a tax matter concerns a year in which a joint return was filed, each spouse must file a separate power of attorney even if they are appointing the same representative(s). If signed by a corporate officer, partner, guardian, tax matters partner, partnership representative, executor, receiver, administrator, or trustee on behalf of the taxpayer, I certify that I have the legal authority to execute this form on behalf of the taxpayer.

IF NOT COMPLETED, SIGNED, AND DATED, THE IRS WILL RETURN THIS POWER OF ATTORNEY TO THE TAXPAYER.

Treasurer

Signature

Date

Title (if applicable)

GF Kempsell

Denver Chapter of the NARPM

Print Name

Print name of taxpayer from line 1 if other than individual

Part II Declaration of Representative

Under penalties of perjury, by my signature below I declare that:

- I am not currently suspended or disbarred from practice, or ineligible for practice, before the Internal Revenue Service;
- I am subject to regulations contained in Circular 230 (31 CFR, Subtitle A, Part 10), as amended, governing practice before the Internal Revenue Service;
- I am authorized to represent the taxpayer identified in Part I for the matter(s) specified there; and
- I am one of the following:
 - a** Attorney—a member in good standing of the bar of the highest court of the jurisdiction shown below.
 - b** Certified Public Accountant—a holder of an active license to practice as a certified public accountant in the jurisdiction shown below.
 - c** Enrolled Agent—enrolled as an agent by the Internal Revenue Service per the requirements of Circular 230.
 - d** Officer—a bona fide officer of the taxpayer organization.
 - e** Full-Time Employee—a full-time employee of the taxpayer.
 - f** Family Member—a member of the taxpayer's immediate family (spouse, parent, child, grandparent, grandchild, step-parent, step-child, brother, or sister).
 - g** Enrolled Actuary—enrolled as an actuary by the Joint Board for the Enrollment of Actuaries under 29 U.S.C. 1242 (the authority to practice before the Internal Revenue Service is limited by section 10.3(d) of Circular 230).
 - h** Unenrolled Return Preparer—Authority to practice before the IRS is limited. An unenrolled return preparer may represent, provided the preparer (1) prepared and signed the return or claim for refund (or prepared if there is no signature space on the form); (2) was eligible to sign the return or claim for refund; (3) has a valid PTIN; and (4) possesses the required Annual Filing Season Program Record of Completion(s). See *Special Rules and Requirements for Unenrolled Return Preparers in the instructions for additional information*.
 - k** Qualifying Student—receives permission to represent taxpayers before the IRS by virtue of his/her status as a law, business, or accounting student working in an LITC or STCP. See instructions for Part II for additional information and requirements.
 - r** Enrolled Retirement Plan Agent—enrolled as a retirement plan agent under the requirements of Circular 230 (the authority to practice before the Internal Revenue Service is limited by section 10.3(e)).

IF THIS DECLARATION OF REPRESENTATIVE IS NOT COMPLETED, SIGNED, AND DATED, THE IRS WILL RETURN THE POWER OF ATTORNEY. REPRESENTATIVES MUST SIGN IN THE ORDER LISTED IN PART I, LINE 2.

Note: For designations d-f, enter your title, position, or relationship to the taxpayer in the "Licensing jurisdiction" column.

Designation — Insert above letter (a-r).	Licensing jurisdiction (State) or other licensing authority (if applicable).	Bar, license, certification, registration, or enrollment number (if applicable).	Signature	Date
b	Colorado	16746		06/14/18

**Brenda French CPA, PC
12470 York St Unit 28
Eastlake, CO 80614-3001
720-523-3940**

June 14, 2018

CONFIDENTIAL

Denver Chapter of the NARPM
1244 S Wadsworth Blvd
Lakewood, CO 80232

Dear Geff:

We have prepared the following returns from information provided by you without verification or audit.

Short Form of Organization Exempt From Income Tax (Form 990-EZ)

We suggest that you examine these returns carefully to fully acquaint yourself with all items contained therein to ensure that there are no omissions or misstatements. Attached are instructions for signing and filing each return. Please follow those instructions carefully.

Enclosed is any material you furnished for use in preparing the returns. If the returns are examined, requests may be made for supporting documentation. Therefore, we recommend that you retain all pertinent records for at least seven years.

In order that we may properly advise you of tax considerations, please keep us informed of any significant changes in your financial affairs or of any correspondence received from taxing authorities.

If you have any questions, or if we can be of assistance in any way, please call.

Sincerely,

Brenda French CPA, PC

Filing Instructions

Denver Chapter of the NARPM

Short Form Exempt Organization Tax Return

Taxable Year Ended December 31, 2017

Date Due: November 15, 2018

Remittance: None is required. Your Form 990-EZ for the tax year ended 12/31/17 shows no balance due.

Signature: You are using a Personal Identification Number (PIN) for signing your return electronically. Form 8879-EO, IRS *e-file* Signature Authorization for an Exempt Organization should be signed and dated by an authorized officer of the organization and returned to:

Brenda French CPA, PC
12470 York St Unit 28
Eastlake, CO 80614-3001

Important: Your return will not be filed with the IRS until the signed Form 8879-EO has been received by this office. If previously signed and returned no further action is required.

Other: Your return is being filed electronically with the IRS and is not required to be mailed. If you Mail a paper copy of your return to the IRS it will delay the processing of your return.

Form **8879-EO****IRS e-file Signature Authorization
for an Exempt Organization**

OMB No. 1545-1878

Department of the Treasury
Internal Revenue Service

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

u Do not send to the IRS. Keep for your records.
u Go to www.irs.gov/Form8879EO for the latest information.**2017**

Name of exempt organization

Employer identification number

Denver Chapter of the NARPM**90-0329017**

Name and title of officer

GF Kempsell**Treasurer****Part I Type of Return and Return Information (Whole Dollars Only)**

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

1a Form 990 check here ▶ <input type="checkbox"/>	b Total revenue , if any (Form 990, Part VIII, column (A), line 12)	1b
2a Form 990-EZ check here ▶ <input checked="" type="checkbox"/>	b Total revenue , if any (Form 990-EZ, line 9)	2b 62,203
3a Form 1120-POL check here ▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b
4a Form 990-PF check here ▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b
5a Form 8868 check here ▶ <input type="checkbox"/>	b Balance Due (Form 8868, line 3c)	5b

Part II Declaration and Signature Authorization of Officer

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

Officer's PIN: check one box only

☒ I authorize **Brenda French CPA, PC** to enter my PIN **29017** as my signature
ERO firm name Enter five numbers, but do not enter all zeros

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

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

Officer's signature }

Date } **05/10/18****Part III Certification and Authentication**

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

84833511292**Do not enter all zeros**

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

ERO's signature } **Brenda A. French, CPA** Date } **05/10/18**

ERO Must Retain This Form — See Instructions**Do Not Submit This Form to the IRS Unless Requested To Do So****For Paperwork Reduction Act Notice, see back of form.**Form **8879-EO** (2017)

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. 1545-1150

2017
**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 2017 calendar year, or tax year beginning , and ending**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization Denver Chapter of the NARPM		D Employer identification number 90-0329017
	Number and street (or P.O. box, if mail is not delivered to street address) Room/suite 1244 S Wadsworth Blvd		E Telephone number 303-442-4000
	City or town, state or province, country, and ZIP or foreign postal code Lakewood CO 80232		F Group Exemption Number u

G Accounting Method: ☒ Cash ☐ Accrual Other (specify) **u** _____

I Website: **u** www.coloradoRMP.com

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) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ **u** \$ **62,203**

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	61,985
	2 Program service revenue including government fees and contracts	2	
	3 Membership dues and assessments	3	
	4 Investment income	4	13
	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	205	
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	62,203	
Expenses	10 Grants and similar amounts paid (list in Schedule O)	10	
	11 Benefits paid to or for members	11	
	12 Salaries, other compensation, and employee benefits	12	
	13 Professional fees and other payments to independent contractors	13	35,512
	14 Occupancy, rent, utilities, and maintenance	14	
	15 Printing, publications, postage, and shipping	15	
	16 Other expenses (describe in Schedule O)	16	31,870
17 Total expenses. Add lines 10 through 16	17	67,382	
Net Assets	18 Excess or (deficit) for the year (Subtract line 17 from line 9)	18	-5,179
	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	37,457
	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	32,270

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990-EZ** (2017)

Part II	Balance Sheets (see the instructions for Part II)
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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	37,457	22	31,720
23 Land and buildings	0	23	
24 Other assets (describe in Schedule O)	0	24	550
25 Total assets	37,457	25	32,270
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)	37,457	27	32,270

Part III	Statement of Program Service Accomplishments (see the instructions for Part III)
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Check if the organization used Schedule O to respond to any question in this Part III ☐

What is the organization's primary exempt purpose?

Trade Association for Property Managers

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 Successful Trade Association

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

28a

29 Spread the word about our trade association

(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)

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 GF Kempsell Telephone no. u 303-442-4000 1244 S Wadsworth Blvd Located at u Lakewood co ZIP + 4 u 80232		
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)?		X
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).		
c At any time during the calendar year, did the organization maintain an office outside the United States?		X
If "Yes," enter the name of the foreign country: u		
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		
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- 49a** Did the organization make any transfers to an exempt non-charitable related organization?

49a		
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- 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 GF Kempsell		Date Treasurer		
	Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name Brenda A. French, CPA	Preparer's signature Brenda A. French, CPA	Date 06/14/18	Check <input type="checkbox"/> if self-employed	PTIN P00430847
	Firm's name } Brenda French CPA, PC			Firm's EIN } 86-1069228	
	Firm's address } 12470 York St Unit 28 Eastlake, CO 80614-3001			Phone no. 720-523-3940	

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

2017**Open to Public
Inspection**

Name of the organization

Denver Chapter of the NARPM

Employer identification number

90-0329017

Form 990-EZ, Part I, Line 8 - Other Revenue

Description	Amount
Miscellaneous Revenue	\$ 205
Total	\$ 205

Form 990-EZ, Part I, Line 16 - Other Expenses

Description	Amount
Expenses	
Marketing	\$ 2,243
Bank Charges	\$ 2,471
Fees	\$ 10
Business Expenses	\$ 137
Supplies	\$ 209
Website	\$ 1,188
PO Box	\$ 480
Board Retreat & Conf Reimburs	\$ 24,257
Insurance	\$ 875
Total	\$ 31,870

Form 990-EZ, Part II, Line 24 - Other Assets

Description	Beg. of Year	End of Year
Deposit	\$ 0	\$ 550
Total	\$ 0	\$ 550

Brenda French CPA, PC
12470 York St Unit 28
Eastlake, CO 80614-3001

Denver Chapter of the NARPM
1244 S Wadsworth Blvd
Lakewood, CO 80232
|||||||



National Association of Residential Property Managers

Denver Chapter Meeting Podium Agenda

September 25, 2018

11:15	Doors Open	
11:25	Lunch is served	
11:40	Opening Welcome	Marc
	Pledge of Allegiance	Bob
11:41	Acknowledge New Members	Marc
	Acknowledgment of Silver Sponsors	Marc
	Energy Star Exteriors	
	Gutter Maintenance Pro	
11:43	Acknowledgment of Gold Sponsor	Marc
	Filter Easy	
11:50	Election of Officers	Ben
11:55	Installation of Officers	Bob
12:00	Introduce Speakers	Marc
	Marcia Waters – Executive Dir. of Colorado Div of RE	
	Nancy Burke – VP of Gov Affairs for CO Apt Assoc	
	Anndi Barajas – Lead Housing Specialist; Unison Housing Partners	
1:00	Adjourn – Remind about class	Marc

Election of 2019 officers

Explain why electing Tony

Nominating committee met

Selected following slate of officers:

(Invite to front)

President: Tony Cline

President Elect (3 year term): Jim Lagan

Secretary: Brandon Scholton

Treasurer: Sondra Welsh

1st Vice-President: Bill Martin

2nd Vice-President: Geff Kempself

Only property manager members of Denver NARPM can vote.

All property manager members of Denver NARPM, please stand

Do I have a motion to accept the 2019 slate of officers as selected by the nominating committee?

Do I have a 2nd?

Do we have any nominations from the floor?

Seeing none, we will now hold the vote.

All in favor of electing the slate of officers to the respective positions as presented, signify by stating "I"

All opposed signify by stating "Nay"

The motion carries and the slate is hereby elected.

We will not conduct the Installation of Officers. Performing the installation and administering the oath is Vice President Bob Alldredge.