

2021 Denver NARPM Officer Election

SUMMARY → DESIGN SURVEY → PREVIEW & SCORE → COLLECT RESPONSES → ANALYZE RESULTS → PRESENT RESULTS

EXPORTS

PAID FEATURE
Export your survey data in .PDF, .XLS, .CSV, .PPTX, or SPSS format.

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RESPONDENTS: 21 of 21

QUESTION SUMMARIES

INSIGHTS AND DATA TRENDS

INDIVIDUAL RESPONSES

ADD TO DASHBOARD

Q1

Please indicate if you want to cast your vote for the entire slate of officer/board candidates as nominated by the Nominating Committee or if you would like to write in one or more alternative candidates.

Answered: 21 Skipped: 0

Cast vote for nominated slate of candidates

Nominate and write in my own candidates

0%

10%

20%

30%

40%

50%

60%

70%

80%

90%

100%

ANSWER CHOICES

Cast vote for nominated slate of candidates

Nominate and write in my own candidates

TOTAL

RESPONSES

100.00%

0.00%

Page 2: Write-in Nominations

Q2

Who do you nominate for President Elect?

Answered: 0 Skipped: 21

RESPONSES (0)

WORD CLOUD

TAGS (0)

PAID FEATURE
Text Analysis lets you search and tag comments and see word clouds of frequent words and phrases. To get this feature, upgrade to a paid plan.

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Showing 0 responses

Q3

Who do you nominate for Treasurer?

Answered: 0 Skipped: 21

RESPONSES (0)WORD CLOUDTAGS (0)

Sent

PAID FEATURE
Text Analysis lets you search and tag comments and see word clouds of frequent words and phrases. To get this feature, upgrade to a paid plan.

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Showing 0 responses



ENGLISH

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2021 Denver NARPM Officer Election



SUMMARY → DESIGN SURVEY → PREVIEW & SCORE → **COLLECT RESPONSES** → ANALYZE RESULTS →

PRESENT RESULTS

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Email Invitation 1

CLOSED

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Recipients didn't get the email? Add us to your email allow list to make sure your colleagues can receive your survey. If you're sending to people with a different email domain than you, they may need to add us to their allow list, too. [Learn more](#)



We'll email you as responses come in. Keep others in the loop by sharing response alerts.

[TRY IT OUT](#)

OVERVIEW

RECIPIENTS

OPTIONS



Please wait...

Invitations

See the open rate

See the unopened rate

0 bounced (0%)

See the clicked through rate

85

TOTAL
INVITATIONS

Responses

18 complete (85.7%)

3 partial (14.3%)

21

TOTAL
RESPONSES



?

?

...

...

Message History

...

...

...

...

...

MESSAGES: 1 - 5 of 11



1

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

February 9, 2021

CONFIDENTIAL

Denver Chapter of the NARPM
2255 Sheridan Blvd Unit C Suite 114
Edgewater, CO 80214

Dear Geff:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your federal and state exempt organization returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of these returns. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the tax returns and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your tax returns does not include any procedures designed to discover defalcations and/or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the tax returns.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, please inform us by noting so at the end of the return copy of this letter.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,

Brenda French CPA, PC

Accepted By: Kacy Martinez

Date: 03/01/2021

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

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

For calendar year 2020, or fiscal year beginning, 2020, and ending, 20

Do not send to the IRS. Keep for your records.
Go to www.irs.gov/Form8879EO for the latest information.**2020**

Name of exempt organization or person subject to tax

Taxpayer identification number

Denver Chapter of the NARPM**90-0329017**Name and title of officer or person subject to tax **Brandon Scholten
President****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**, **5a**, **6a**, or **7a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b**, **2b**, **3b**, **4b**, **5b**, **6b**, or **7b**, 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 28,541
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 _____
6a Form 990-T check here ▶ <input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b _____
7a Form 4720 check here ▶ <input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b _____

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☐ I am an officer of the above organization or ☐ I am a person subject to tax with respect to (name of organization) _____, (EIN) _____ and that I have examined a copy of the 2020 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 electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the 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 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 electronic return and, if applicable, the consent to electronic funds withdrawal.

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 tax year 2020 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 or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 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.

Signature of officer or person subject to tax } *Kacy Martinez* Date } **01/31/21**

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 2020 electronically filed return 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 } **01/31/21**

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** (2020)

Budget

	Jan-1	Feb-1	Mar-1	Apr-1
Income				
41000 Program Income				
41200 Dues				
41214 Professional Member Dues (2021)	1,615.00	1,235.00	665	0
41215 Professional Member Dues (2022)	0.00	0.00	0	0
41224 Affiliate Dues (2021)	1,650.00	1,650.00	450	450
41225 Affiliate Dues (2022)	0.00	0.00	0	0
41234 Support Staff Dues (2021)	330	165	0	0
41235 Support Staff Dues (2022)	0	0	0	0
Total 41200 Dues	\$3,595.00	\$3,050.00	\$1,115.00	\$450.00
41500 National Member Retention	\$0.00	\$0.00	\$0.00	\$0.00
Total 41000 Program Income	\$3,595.00	\$3,050.00	\$1,115.00	\$450.00
42300 Luncheon Income	\$0.00	\$0.00	\$0.00	\$0.00
42400 Luncheon Sponsorships - Gold	0	200	200	200
42401 Luncheon Sponsorships - Silver	0	100	100	100
Total 42300 Luncheon Income	\$0.00	\$300.00	\$300.00	\$300.00
44000 Special Events Income				
44100 Class Fees				
44102 Non-Member Class Fees	0	0	0	0
Total 44100 Class Fees	\$0.00	\$0.00	\$0.00	\$0.00
Total 44000 Special Events Income	\$0.00	\$0.00	\$0.00	\$0.00
45000 Other Types of Income				
45100 Interest-Savings, Short-term CD	\$1.07	\$0.96	\$0.81	\$0.41
Total 45000 Other Types of Income	\$1.07	\$0.96	\$0.81	\$0.41
Total Income	\$3,596.07	\$3,350.96	\$1,415.81	\$750.41
Gross Profit	\$3,596.07	\$3,350.96	\$1,415.81	\$750.41
Expenses				
60000 Office/General Administrative Expenses				
60010 Business Registration Fees	0	0	0	0
60015 Colorado Apartment Association	\$2,500.00	\$0.00	\$0.00	\$0.00
60016 Colorado Landlord Legislative Coalition	0	0	0	0
60020 Insurance - Liability, D and O	0	0	0	0
60030 Marketing - General	\$20.99	\$20.99	\$20.99	\$20.99
60050 PO Box	\$255.00	\$0.00	\$0.00	\$0.00
60070 Supplies	\$0.00	\$200.00	\$0.00	\$0.00
Total 60000 Office/General Administrative Expe	\$2,775.99	\$220.99	\$20.99	\$20.99
61000 Services				
61020 CPA	0	0	310	0
61030 Firstbank	7.00	7	7	7
61040 Google	12.45	12.45	12.45	12.45
61060 Paypal	125	100	39	16
61070 Quickbooks	150	150	150	150
61090 Zoom subscription	0	0	0	0
Total 61000 Services	\$294.45	\$269.45	\$518.45	\$185.45
62000 Luncheons Expense				
62100 Luncheons - Food & Beverage	0	0	0	0
62200 Luncheons - Venue	0	0	0	0
62300 Luncheons - Speakers	\$0.00	\$0.00	\$0.00	\$0.00
62400 Luncheons - Supplies & Materials	\$0.00	\$0.00	\$0.00	\$0.00

Total 62000 Luncheons Expense	\$0.00	\$0.00	\$0.00	\$0.00
63000 Conference Expenses				
63204 Conference - Venue (2022)	0	0	0	0
Total 63000 Conference Expenses	\$0.00	\$0.00	\$0.00	\$0.00
65000 Special Event Costs				
65100 Classes				
65110 Classes - Instructors	500	0	0	0
65130 Classes - Supplies & Materials	0	0	0	0
Total 65100 Classes	\$500.00	\$0.00	\$0.00	\$0.00
65300 Travel & Leadership Meetings				
65310 November Planning Meeting	0	0	0	0
65337 Annual Board Retreat - Venue (2022)	0	0	0	0
65350 Leadership Training (National)	0	0	0	0
Total 65300 Travel & Leadership Meetings	\$0.00	\$0.00	\$0.00	\$0.00
Total 65000 Special Event Costs	\$500.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$3,570.44	\$490.44	\$539.44	\$206.44
Net Operating Income	\$25.63	\$2,860.52	\$876.37	\$543.97
Other Income				
45500 Charitable Contributions	0	0	0	0
Total Other Income	\$0.00	\$0.00	\$0.00	\$0.00
Net Other Income	\$0.00	\$0.00	\$0.00	\$0.00
Net Income	\$25.63	\$2,860.52	\$876.37	\$543.97

We

Denver Chapter of NARPM
Overview: 2021 Budget - FY21 P&L
 January - December 2021

May-1	Jun-1	Jul-1	Aug-1	Sep-1	Oct-1
0	0	0	0	0	0
0	0	0	0	0	0
450	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$1,360.00	\$0.00	\$0.00
\$450.00	\$0.00	0.00	1,360.00	\$0.00	\$0.00
\$0.00	\$1,220.00	\$1,220.00	\$1,220.00	\$1,220.00	\$1,220.00
200	200.00	200.00	200.00	200.00	200.00
100	100	100	100	100	100
\$300.00	\$1,520.00	\$1,520.00	\$1,520.00	\$1,520.00	\$1,520.00
0	0	0	120	0	0
\$0.00	\$0.00	\$0.00	\$120.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$120.00	\$0.00	\$0.00
\$0.40	\$0.44	\$0.43	\$0.43	\$0.41	\$0.41
\$0.40	\$0.44	\$0.43	\$0.43	\$0.41	\$0.41
\$750.40	\$1,520.44	\$1,520.43	\$3,000.43	\$1,520.41	\$1,520.41
\$750.40	\$1,520.44	\$1,520.43	\$3,000.43	\$1,520.41	\$1,520.41
0	0	0	0	0	0
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0	0	0	0	0	0
0	900	0	0	0	0
\$20.99	\$20.99	\$20.99	\$20.99	\$20.99	\$20.99
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$20.99	\$920.99	\$20.99	\$20.99	\$20.99	\$20.99
0	0	0	0	0	0
7	7	7	7	7	7
12.45	12.45	12.45	12.45	12.45	12.45
16	53	53	105	53	53
150	150	150	150	150	150
0	0	0	0	555	0
\$185.45	\$222.45	\$222.45	\$274.45	\$777.45	\$222.45
0	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00
0	900	900	900	900	900
\$0.00	\$290.00	\$285.00	\$285.00	\$285.00	\$285.00
\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00

\$0.00	\$2,390.00	\$2,235.00	\$2,235.00	\$2,235.00	\$2,235.00
0	0	2,500.00	0	0	0
\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00
0	0	0	200	0	200
0	0	0	50	0	50
\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
0	0	0	0	0	0
0	0.00	0.00	0.00	1,150.00	0.00
0	0	0	0	0	0
\$0.00	\$0.00	\$0.00	\$0.00	\$1,150.00	\$0.00
\$0.00	\$0.00	\$0.00	\$250.00	\$1,150.00	\$250.00
\$206.44	\$3,533.44	\$4,978.44	\$2,780.44	\$4,183.44	\$2,728.44
\$543.96	-\$2,013.00	-\$3,458.01	\$219.99	-\$2,663.03	-\$1,208.03
0	0	0	0	0	500
\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$500.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
\$543.96	-\$2,013.00	-\$3,458.01	\$219.99	-\$2,663.03	-\$708.03

Wednesday, Jan 27, 2021 10:47:48 AM GMT-8 - Cash Basis

Nov-1	Dec-1	Total
		0
		0
0	0	3,515.00
3,040.00	1,235.00	4,275.00
0.00	0.00	4,650.00
2,550.00	900	3,450.00
0.00	0	495
0	110	110
\$5,590.00	\$2,245.00	\$16,495.00
\$0.00	\$0.00	1,360.00
\$5,590.00	\$2,245.00	\$17,855.00
\$1,220.00	\$1,220.00	8,540.00
200.00	200.00	2,200.00
100	100	1,100.00
\$1,520.00	\$1,520.00	\$11,840.00
		0
		0
120	0	240
\$120.00	\$0.00	\$240.00
\$120.00	\$0.00	\$240.00
		0
\$0.43	\$0.43	6.63
\$0.43	\$0.43	\$6.63
\$7,230.43	\$3,765.43	\$29,941.63
\$7,230.43	\$3,765.43	\$29,941.63
		0
10	0	10
\$0.00	\$0.00	2,500.00
2,500.00	0	2,500.00
0	0	900
\$20.99	\$20.99	251.88
\$0.00	\$0.00	255
\$0.00	\$0.00	200
\$2,530.99	\$20.99	\$6,616.88
		0
0	0	310
7.00	7	84
12.45	12.45	149.4
241	132	986
150	150	1,800.00
0	0	555
\$410.45	\$301.45	\$3,884.40
		0
1,050.00	1,050.00	7,350.00
900	900	6,300.00
\$285.00	\$285.00	2,000.00
\$0.00	\$0.00	150

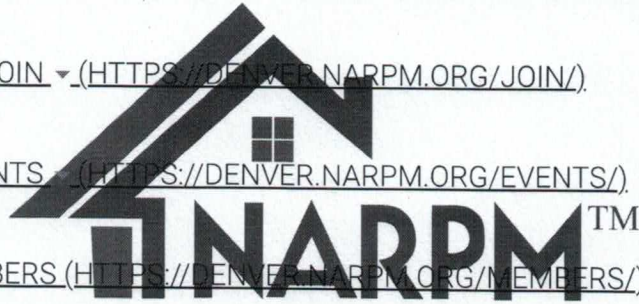
\$2,235.00	\$2,235.00	\$15,800.00
		0
0	0	2,500.00
\$0.00	\$0.00	\$2,500.00
		0
		0
0	0	900
0	0	100
\$0.00	\$0.00	\$1,000.00
		0
125	0	125
0.00	0.00	1,150.00
0	600	600
\$125.00	\$600.00	\$1,875.00
\$125.00	\$600.00	\$2,875.00
\$5,301.44	\$3,157.44	\$31,676.28
\$1,928.99	\$607.99	-\$1,734.65
0	0	500
\$0.00	\$0.00	\$500.00
\$0.00	\$0.00	\$500.00
\$1,928.99	\$607.99	-\$1,234.65

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National Association of Residential Property Managers

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> January 2020 Luncheon

January 2020 Luncheon

[January 23, 2020 \(https://denver.narpm.org/events/january-2020-luncheon/\)](https://denver.narpm.org/events/january-2020-luncheon/)

Date/Time

01/23/2020

11:15 am - 1:00 pm

Map Unavailable

Location

[Denver PPA Event Center \(https://denver.narpm.org/locations/denver-ppa-event-center/\)](https://denver.narpm.org/locations/denver-ppa-event-center/)

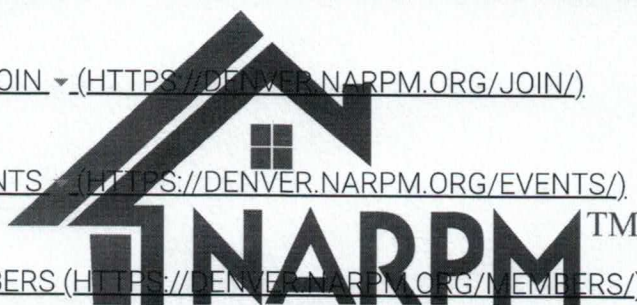
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> February 2020 Luncheon

February 2020 Luncheon

[February 25, 2020 \(https://denver.narpm.org/events/february-2020-luncheon/\)](https://denver.narpm.org/events/february-2020-luncheon/)

Date/Time

02/25/2020

11:15 am - 1:00 pm

Map Unavailable

Location

[Denver PPA Event Center \(https://denver.narpm.org/locations/denver-ppa-event-center/\)](https://denver.narpm.org/locations/denver-ppa-event-center/)

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April 2020 Webinar

[April 28, 2020 \(https://denver.narpm.org/events/april-2020-luncheon/\)](https://denver.narpm.org/events/april-2020-luncheon/)

Date/Time

04/28/2020

11:45 am - 1:00 pm

Map Unavailable

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

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June 2020 Webinar

[June 23, 2020 \(https://denver.narpm.org/events/june-2020-luncheon/\)](https://denver.narpm.org/events/june-2020-luncheon/)

Date/Time

06/23/2020

11:15 am - 1:00 pm

Map Unavailable

Location

[Denver PPA Event Center \(https://denver.narpm.org/locations/denver-ppa-event-center/\)](https://denver.narpm.org/locations/denver-ppa-event-center/)

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> August 2020 Webinar

August 2020 Webinar

[August 25, 2020 \(https://denver.narpm.org/events/august-2020-luncheon/\)](https://denver.narpm.org/events/august-2020-luncheon/)

Date/Time

08/25/2020

12:00 pm - 1:00 pm

Map Unavailable

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> October 2020 Webinar

October 2020 Webinar

[October 27, 2020 \(https://denver.narpm.org/events/october-2020-luncheon/\)](https://denver.narpm.org/events/october-2020-luncheon/)

Date/Time

10/27/2020

12:00 pm - 1:15 pm

Map Unavailable

Categories

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Denver Chapter of NARPM Minutes of the Board Meeting

Tuesday, April 28th, 2020

In attendance: Jim Lagan,Bill Martin,Brandon Scholten,Mike Giallanza,Geff Kempself,Tony Cline,Laura Freese

Meeting was called to order

Discussions about future luncheons and April being online, May is the 26th with Covid-19 professional panel of virtual guests. & July meeting on the 21st Speaker is TBD

Board also approved changing the date of the Denver PM Con. from May 6th, 2020 to September 23rd, 2020

Board approved March minutes.

Discussion about July being the month for nominating the Board to vote on in September.

Discussion regarding suggestions to cancel the Holiday party and doing a brunch or affiliate sponsored party.

Board continues the search and evaluating alternate venue options for 2020.

Meeting Adjourned



Denver Chapter of NARPM Minutes of the Board Meeting

Friday February 25th, 2020

In attendance: Geff Kempsell, Bill Martin, Jim Iagan, Brandon Scholten, Mike Giallanza, Marc Cunningham

Meeting was called to order

Discussion about Membership and confusion regarding National Membership registration & Denver Chapter registration.

Board approved a motion to credit members that are National members for their Annual Update class if they join the Denver chapter by April 1st. Membership chairperson will offer at February Luncheon.

Discussion regarding Legislative Chair resignation from Rocky. Will ask Bob Aldrich if he is interested in the position. Tony Klein is interim Chair.

Discussion about continuing the search and evaluating alternate venue options for 2020.

Meeting Adjourned



Denver Chapter of NARPM Minutes of the Board Meeting

Thursday, January 23rd, 2020

In attendance: Geff Kempsell, Tony Cline, Bill Martin, Jim Iagan, Brandon Scholten, Ben Parham, Sondra Welsh, Mike Giallanza, Rocky Germano, Marc Cunningham

Meeting was called to order

Mike discussed the budget with Sondra for a holiday party to finalize the 2020 budget.

Board approved raising the budget to \$5,000 from \$4,000 for the holiday party with an added \$1,000 in sponsorship income for the party, previously \$1,000.

Board approved a motion to make all education available at no cost to members, except for the NARPM designation course due to the cost per attendee.

Discussion of planning retreat for next year, no decisions made and conversation will continue closer to when the deposit is due in October.

Discussion of the impact of discontinuing the \$5,000 contribution to the Apartment Association. Next meeting we will discuss this further and decide if an adjustment is needed in the budget and which organizations would bring the greatest impact for our members.

Discussion of committee to assist with evaluating alternate venue options for 2020.

Action Items:

1. Rocky to discuss with Apartment Association if a lower contribution would get us the same access by next meeting.
2. Sondra to look at alternatives to Basics of Property Management for the designation class by next meeting.
3. Mike has finalized venue task force members and each member will get a proposal by next meeting, contract signed and deposit paid by April meeting.

Meeting Adjourned



Denver Chapter of NARPM Minutes of the Leadership Retreat & Meeting

Thursday, January 16th, 2020

In attendance: Geff Kempsell, Tony Cline, Bill Martin, Jim Lagan, Brandon Scholten, Ben Parham, Laura Freese, Tamira Trujillo, Mike Giallanza, Rebecca Richardson, Devin Bewley, Michelle Irons

Meeting was called to order

Board discussed the utilization of grants and decided that the Vice President will oversee the Grant process.

Discussed starting a Subcommittee for Denver NARPM Charitable donations

Affiliate Chair began discussion regarding additional sponsorship options and opportunities for the Luncheon, classes, and Holiday party. Rebecca recommended 3 memberships per lunch: 2-Gold \$200.00 and 1-Silver at \$100.00

Board approved a motion to increase sponsorship prices from \$150 to \$200 for Gold and from \$50.00 to \$100.00 for Silver lunch sponsorship's.

Board also approved a motion to add a 2nd Gold sponsorship opportunity through June.

Leadership discussed alternative venues and options by February Meeting Mike suggested a new contract by April.

Treasurer, Mike Giallanza, requested a motion to modify the chart of accounts as needed within the budget for clarity.

Board approved motion to modify chart of accounts as needed for clarity.

Leadership discussed retreat for next year, no decisions made and conversation will continue in February.

Leadership discussed purchasing a new podium. Will be revisited once Devin acquires additional info regarding pricing.

Leadership discussed combining Designations chair with Education. That will be followed up upon once discussed with the Education Chairperson.

Meeting adjourned-1:30PM .



Denver Chapter of NARPM

Minutes of the Leadership Retreat & Meeting

Action Items:

1. Ben Parham
 - a. Will show Laura how to access members online
 - b. To add a drop down on the Denver Chapter website for additional People joining Members for the monthly luncheons.
2. Jim Lagan
 - a. Task items from Tony for PM Denver Conference
 - b. Email reminder regarding Leadership meeting in January
 - c. Will upload agenda monthly
 - d. Ensure all have access to NARPM shared for info
3. Mike Giallanza
 - a. Going to send Affiliate list with contact info (Member info from QuickBook)
 - b. Report Monthly regarding 2nd Gold Sponsorship (Rebecca Also)
 - c. List of members from 2018 & 2019-Compare Quickbooks
4. Devin
 - a. Podium Cost Inquiries & Revisit
5. Laura
 - a. Will upload minutes monthly
6. Sondra
 - a. Class Information and share about Sponsorship Opportunities for Affiliates
7. Michelle
 - a. Grab Plaque from Lyle to post at Luncheons



Denver Chapter of NARPM
Minutes of the Board Meeting

Tuesday, March 24th, 2020

In attendance: Jim Lagan,Bill Martin,Brandon Scholten,Mike Giallanza,Geff Kempsell,Tony Cline,Laura Freese

Meeting was called to order

Discussions about future Luncheons and Denver Property Management Conference

Board approved a motion to move the March Luncheon to July. Will have no speaker and will do a Panel or workshops.

Board also approved changing the date of the Denver PM Con. from May 6th, 2020 to September 23rd, 2020

Board discussed the April luncheon and agreed on a virtual Meeting in Webinar format. Lon Welsch is still confirmed to present about Denver RE Trends.

Discussion regarding having an Affiliate member list share available for members. Conclusion was to Refer members to the website until further notice.

Mike reported on Treasurers reports. 2019 Taxes are filed. Sponsorships are good & Attendance is up. Board continues the search and evaluating alternate venue options for 2020.

Meeting Adjourned



Denver Chapter of NARPM
Minutes of the Board Meeting
Meeting Adjourned



**Denver Chapter of NARPM
Minutes of the Board Meeting**

Tuesday, May 26th, 2020

In attendance: Brandon Scholten, Geff Kempsell, Tony Cline, Bill Martin, Mike Giallanza, Laura Freese

Meeting was called to order

Board discusses links for chapter meeting to follow board meeting

Board also discusses capacity changes and PPA for July Chapter meeting and forfeited deposit at the PPA for June.

Board approved a motion to make a decision regarding August's Chapter meeting and will decide if the meeting will be virtual or not at the July board meeting.

Board approves a motion to have June be a virtual meeting with Micahel Krause as speaker.

Discussion about the Conference date of September 23rd and will update board in June.

Meeting Adjourned

Role	First Name	Last Name	Phone	Email									
President	Brandon	Scholten	720-735-7497	brandon@keyrenterdenver.com									
President Elect	Chuck	Kelley	719-480-2422	Chuck@RentEclipse.com									
Past President	Jim	Lagan	267-249-3365	jim@rentmedenver.com									
Treasurer	Kacy	Martinez	303.250.2537	kacy@ijcrealestate.com									
Vice President (Legislative)	Robert	Aldredge	303-234-0546	rtaldredge@msn.com									
Vice President (Conference, Communication)	Jim	Shonts	720-735-7449	Jim@PMlelevation.com									
Secretary	Laura	Freese	303-828-7994	Laura@rentabr.com									
Chair Positions					Board Member Assigned to Oversee Position	Primary Function							
Legislative Action	AnneMarie	Sunde	303-594-7466	asunde@legacypmco.com	Bob Alldredge	Represent Narpn with Bob with JLAC, possibly help with getting info to membership on legislative issues (Bob will discuss with her)							
Chapter of Excellence	Michelle	Irons		michelle@phoenixrealtyninc.com	Brandon Scholten	Ensure Chapter obtains Chapter of Excellence							
Speaker	Marc	Cunningham	303-210-5744	marc@rentgrace.com	Brandon Scholten	Schedule speakers and coordinate logistics for their travel as needed							
Hospitality	Devin	Bewley	720-989-1996	devin@legacyproperties-pm.com	Kacy Martinez	Coordinate logistics with in-person meetings, equipment, setup, etc							
Education	Sondra	Welsh	303-819-2747	Sondra@laurelpropertieservices.com	Chuck Kelley	Coordinate CE courses with DORA, and National Education Courses with NARPM National							
Member	Taylor	Haas	303-704-2618	taylorh@coloradorpm.com	Laura Freese	Facilitate initiatives to grow membership and provide value to existing members							
Affiliate	Kristen	Franzen	303-517-8918	Kristen@showdigs.com	Jim Lagan	Facilitate initiatives to grow affiliate membership and provide value to existing members							

Bylaws of The Denver Chapter of The National Association of Residential Property Managers

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

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

Section B: Purpose

The purposes for which the organization is established are to:

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

Section C: Powers

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

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

Section D: This chapter's geographical definition shall be: greater Denver, Colorado metropolitan area.

ARTICLE II: Membership

Professional, Associate, Support Staff, and Affiliate Members

Section A: Professional Member

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

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

Section B: Associate Member

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow Colorado state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, or hold elective office.

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

Section C: Support Staff

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

Section D: Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to

those specified for members, except that affiliate members are not eligible to vote; However, affiliate members can be a chairperson and can serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

The Chapter shall recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

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

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.

2. Vote: Voting member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A: Suspension of Membership

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

1. Suspension of membership: Suspension of membership for reasons stated in the bylaws of the national association.

2. By notification of the National NARPM® Board of Directors as a result of violations of the Code of Ethics and Standards of Professionalism.

Section B: Termination of Membership

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

1. Resignation:

a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the Denver Chapter and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.

b. Affiliate member may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.

2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 60 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.

3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.

4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for nonpayment of national annual dues.

Section C: Reinstatement of Membership

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

1. Upon request, if such request is received during the calendar year during which a resignation occurred.

2. Upon request, provided that all financial indebtedness incurred has been paid and is current.

3. After a waiting period of one calendar year from the date of termination as a result of a presidential request or by an action of the board of directors of the national association.

4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Committee/Board of Directors

Section A: Responsibilities

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

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

Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee shall be composed of 7 (seven) officers as follows:

1. President: The president shall:
 - a. Be the chief executive officer of the chapter.
 - b. Preside at all meetings of the chapter.
 - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
 - d. Sign all legal documents.
 - e. Undertake responsibility for such other activities as deemed appropriate by the executive committee.
 - f. Shall ensure the completion of all documentation required by the National Association.
 - g. Serve a term of one year commencing with the beginning of the new calendar year.
 - h. Must be a Professional Member of the Chapter.
 - i. Have the power to assign the other officers such duties or responsibilities as the president deems appropriate or necessary for conducting the Chapter's business.

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

- a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
- b. Fulfill the responsibilities of the president during his/her absence.
- c. Replace the president at the end of the fiscal year.
- d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
- e. Undertake other duties or responsibilities as are deemed appropriate by the president.
- f. Serve a term of one year commencing with the beginning of the calendar year.
- g. Must be a Professional Member of the Chapter.
- h. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
- i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.

3. Secretary: The secretary shall:

- a. Maintain current chapter membership records to coincide with the national association's membership database.
- b. Record, maintain and distribute minutes of all regular and special meetings of the executive committee as appropriate.
- c. Notify all chapter members of upcoming meetings
- d. File all federal, state and local reports as needed.
- e. Undertake responsibility for such other activities as deemed appropriate by the executive committee.
- f. Serve a term of one year commencing with the beginning of the calendar year.
- g. Must be a Professional Member of the Chapter.
- h. Undertake other duties or responsibilities as are deemed appropriate by the president.

4. Treasurer: The treasurer shall:

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

j. Undertake other duties or responsibilities as are deemed appropriate by the president.

5. Past President

- a. Shall serve as Chairman of the Nominating Committee
- b. Undertake responsibilities as assigned by the President
- c. Serve a term of one year commencing with the beginning of the calendar year.

6. Vice President #1

- a. Shall serve as Chairman of the Legislative Committee
- b. Undertake other duties or responsibilities as are deemed appropriate by the president.
- c. Serve a term of one year commencing with the beginning of the calendar year.
- d. Must be a Professional Member of the Chapter.

6. Vice President #1

- a. Shall serve as Chairman of the Legislative Committee
- b. Undertake other duties or responsibilities as are deemed appropriate by the president.
- c. Serve a term of one year commencing with the beginning of the calendar year.
- d. Must be a Professional Member of the Chapter.

7. Vice President #2

- a. Shall serve as Chairman of the Education Committee
- b. Undertake other duties or responsibilities as are deemed appropriate by the president.
- c. Serve a term of one year commencing with the beginning of the calendar year.
- d. Must be a Professional Member of the Chapter.

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

Section A: Eligibility

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

Section B: Notification of Members

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members

at least thirty (30) days prior to the end of the calendar year. Nominations shall be done in two ways:

- a. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and signed by five percent (5%) of the professional chapter members.
- b. In Person: Any member who is present during the electoral process can be nominated.

Section C: Elections

Elections shall be conducted **no later than the 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.

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President may appoint up to two other members of the committee. The recommendation of the Nominating Committee shall be approved by the Denver Chapter Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify to the membership those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
4. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
5. The Chapter shall not allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude at the end of the same. An officer can serve for any number of consecutive terms.

Section E: Vacancy

An office shall be declared vacant when an officer:

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

Section F: Filling a Vacated Office

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

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

ARTICLE VI: Meetings, Locations and Majority Rules

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

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

2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the executive committee.

3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

Section B: Location

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

Section C: Quorum

1. Executive Committee: A Majority of the executive committee officers in attendance shall constitute a quorum.

2. Chapter Members: A quorum to conduct business by the chapter members shall be 10% of the members eligible to vote at a regularly scheduled meeting. A chapter event can be held without a quorum but no business can be conducted

Section D: Simple Majority Vote

1. Executive Committee: At a meeting at which a quorum is present, all actions and decisions of the executive committee shall be made official by simple majority vote of the executive committee members present at any regular or special meeting of the executive committee, unless otherwise precluded by law.

2. Chapter Members: At a meeting at which a quorum is present, all actions and decisions of the chapter members shall be made official by simple majority vote of the chapter members present at any regular or special meeting of the chapter members, unless otherwise precluded by law.

ARTICLE VII: Committees

Section A: Appointment

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

Section B: Responsibilities

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

Section C: Creation and Dissolution

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

ARTICLE VIII: Code of Ethics & Standards of Professionalism.

Acknowledgment and Enforcement

As a condition of membership, all Professional Members of NARPM® must complete a NARPM® Code of Ethics training once within a four year period, beginning January 1, 2012, and each four year period thereafter. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means as approved by the board of directors of NARPM® National. Failure to satisfy this requirement will result in the professional members reverting to an associate member until course is completed.

Section A: Acknowledgment

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

1. Be familiar with Code: Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.
2. Be Unopposed to Application: By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal action(s) against the national association, its officer(s),

director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s) or sub-committee member(s) for any prescribed action identified by these bylaws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section B: Enforcement

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

ARTICLE IX: Financial Considerations

Section A: Calendar Year

The chapter's financial year shall be a calendar year.

Section B: Chapter Dues

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

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

Section C: Special Assessments

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

Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the Denver Chapter of the National Association of Residential Property Managers' Executive Committee/Board of Directors.

Section E: Non-Binding

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

ARTICLE X: Proposals and Procedures for Amending

Section A: Proposals

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

Section B: Procedure for Amending

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

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the National Association of Residential Property Managers, Inc.,

prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

ARTICLE XI: Miscellaneous

Section A: Invalidity

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

Section B: Waiver

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

Section C: Hold Harmless and Indemnify

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

Section D: State Laws

These bylaws may be amended to conform and comply with the laws, statutes, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by [insert state name] state law, Chapter shall notify the National Association of said amendments but no further action will be required.

Section E. Sexual Harassment

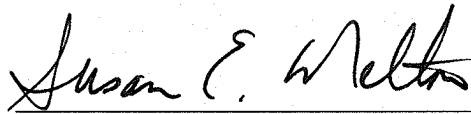
Any member of the Association may be reprimanded, placed on probation, suspended or expelled for harassment of an Association employee or Association Officer or Director after a hearing in accordance with the established procedures of the Association. As used in the Section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of

unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, and President-Elect and one member of the Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the Association. If the complaint names the President, or President-Elect, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint.

Section E: Dissolution

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

These Bylaws were adopted on and are effective as of February 23, 2016.



Susan Melton, President



Kate Roth, Secretary

Denver Chapter of NARPM

BUDGET OVERVIEW: 2020 BUDGET - FY20 P&L

January - December 2020

	TOTAL
Income	
41000 Program Income	
41200 Dues	
41213 Professional Member Dues (2020)	3,800.00
41214 Professional Member Dues (2021)	4,085.00
41223 Affiliate Dues (2020)	5,400.00
41224 Affiliate Dues (2021)	3,750.00
41233 Support Staff Dues (2020)	715.00
41234 Support Staff Dues (2021)	220.00
Total 41200 Dues	17,970.00
41500 National Member Retention	1,400.00
Total 41000 Program Income	19,370.00
42300 Luncheon Income	15,475.00
42400 Luncheon Sponsorships - Gold	1,800.00
42401 Luncheon Sponsorships - Silver	1,800.00
Total 42300 Luncheon Income	19,075.00
42800 Conference Income	
42813 Conference - Registration (2020)	20,895.00
42823 Conference - Vendor Tables (2020)	16,000.00
42833 Conference - Designation Class (2020)	850.00
Total 42800 Conference Income	37,745.00
44000 Special Events Income	
44100 Class Fees	
44101 CE Class Sponsorship	200.00
Total 44100 Class Fees	200.00
44200 Holiday Party Sponsorship	1,000.00
Total 44000 Special Events Income	1,200.00
45000 Other Types of Income	
45100 Interest-Savings, Short-term CD	35.00
Total 45000 Other Types of Income	35.00
Total Income	\$77,425.00
GROSS PROFIT	\$77,425.00
Expenses	
60000 Office/General Administrative Expenses	
60010 Business Registration Fees	10.00
60020 Insurance - Liability, D and O	900.00
60025 Legislation	250.00
60030 Marketing - General	1,000.00
60035 Marketing - Member Retention	250.00
60040 Marketing - New Member	250.00
60050 PO Box	255.00
60060 President's Discretionary Acct	250.00

	TOTAL
60070 Supplies	250.00
Total 60000 Office/General Administrative Expenses	3,415.00
61000 Services	
61010 Bookkeeping	2,400.00
61020 CPA	500.00
61030 Firstbank	120.00
61040 Google	250.00
61060 Paypal	2,500.00
61070 Quickbooks	720.00
61080 Website service	200.00
Total 61000 Services	6,690.00
62000 Luncheons Expense	
62100 Luncheons - Food & Beverage	13,150.00
62200 Luncheons - Venue	10,000.00
62300 Luncheons - Speakers	2,000.00
62400 Luncheons - Supplies & Materials	200.00
Total 62000 Luncheons Expense	25,350.00
63000 Conference Expenses	
63100 Conference - Food & Beverage	19,000.00
63202 Conference - Venue (2020)	1,000.00
63203 Conference - Venue (2021)	2,500.00
63300 Conference - Speakers	2,000.00
63400 Conference - Audio/Visual	1,500.00
63500 Conference - Marketing	2,000.00
63600 Conference - Supplies & Materials	3,000.00
Total 63000 Conference Expenses	31,000.00
65000 Special Event Costs	
65100 Classes	
65110 Classes - Instructors	1,500.00
65120 Classes - Venue	1,500.00
65130 Classes - Supplies & Materials	150.00
Total 65100 Classes	3,150.00
65200 Holiday Party	
65210 Holiday Party - Food & Beverage	2,500.00
65220 Holiday Party - Venue	1,500.00
65230 Holiday Party - Entertainer	500.00
65240 Holiday Party - Supplies & Materials	500.00
Total 65200 Holiday Party	5,000.00
65300 Travel & Leadership Meetings	
65310 November Planning Meeting	150.00
65320 Annual Board Retreat - Food & Beverage	500.00
65334 Annual Board Retreat - Venue (2019)	3,000.00
65340 Conference Reimbursements	2,000.00
65350 Leadership Training (National)	1,000.00
Total 65300 Travel & Leadership Meetings	6,650.00
Total 65000 Special Event Costs	14,800.00
Total Expenses	\$81,255.00
NET OPERATING INCOME	\$ -3,830.00

	TOTAL
NET INCOME	\$ -3,830.00