

User: katie@mcneeley.com

2016 Chapter Compliance

All chapters are required to answer questions 1-10 BY THE LAST DAY OF February

Chapter: Greater Portland

1. Does your chapter have current bylaws on file with National? Yes

Reminder: Did you know that you need the approval of the national board to amend your bylaws? If you are unsure you can go to <http://www.narpm.org/members/documents-forms/chapter-documents/> and verify bylaws on file. If not on file, please upload bylaws below.

Bylaws Upload Bylaws of Greater Portland Chapter of NARPM -Final.pdf

2. Fill in number of RVP calls the chapter's president or their representative participated in: 5

3. Upload a copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS. 2016 Taxes - 990-N Confirmation.pdf

4. Upload a copy of your current year budget: Copy of 2017 Budget worksheet.xlsx

5. List number of membership meetings: 10

Flier Upload 1.15.16 Meeting.pdf

Flier Upload 2.19.16 Meeting.pdf

Flier Upload 3.18.16 Meeting.pdf

Flier Upload 4.15.16 Meeting.pdf

Flier Upload 5.20.16 Meeting.pdf

Flier Upload 6.17.16 Meeting.pdf

Flier Upload 7.15.16 Meeting.pdf

Flier Upload 9.16.16 Meeting.pdf

Flier Upload	10.21.16 Meeting.pdf
Flier Upload	11.18.16 Meeting.pdf
Flier Upload	12.16.16 Holiday Party.pdf
Flier Upload	

6. List number of board meetings: 4

Copy of Minutes	2.4.16 Board Meeting Minutes.pdf
Copy of Minutes	4.7.16 Board Meeting Minutes.pdf
Copy of Minutes	5.17.16 Board Meeting Minutes.pdf
Copy of Minutes	7.7.16 Board Meeting Minutes.pdf
Copy of Minutes	
Copy of Minutes	
Copy of Minutes	
Copy of Minutes	
Copy of Minutes	
Copy of Minutes	
Copy of Minutes	
Copy of Minutes	
Copy of Minutes	

7. Does your chapter charge dues? Yes

8. If yes, how much are the dues? 100

9. If yes, are meals at meetings included? Yes

10. On a scale of 1-10, how well do you think your chapter is doing? 9

Do you want to apply for Chapter Excellence as well? Yes



National Association of Residential Property Managers

2016 Chapter Excellence Award Application

Covers 12 month period January 1 through December 31 of the award year

Chapter Number and Name: Greater Portland

Is this a New Chapter formed within the last 18 months? No

Number of chapter members at time of Application (excluding affiliates): 100

Total Points from Application:

Chapters must have 30 or more points to submit an application.

Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members.

The NARPM® **Chapter Excellence Award** is earned by the activities a chapter accomplishes. It is requested, but not required, that all chapters complete and submit this application annually and that the President-Elect do this.

To qualify the application MUST be received no later than the last day of February, following the award year, (no extensions will be granted). Chapter Excellence awards will be presented at the Annual Convention the following year of award period.

**E-mail questions to one of the volunteers: kdm@partnersmgmt.com
Or phone: 404-876-8700 (Eastern Time Zone)**

The following reports are to be used as back-up and attached to this application and are available from the National website, <http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>.

New Member Recruiter list; list of CRMC® Candidate and CRMC® designees; PAC Contributors; Leadership Conference attendee list; Convention Attendee list

Notes to All Applicants:

1. All questions cover the period from January 1, through December 31, unless specified otherwise.
2. Back-up information/documentation should be underlined or highlighted appropriately, marked in upper corner with the corresponding question number, and included in numerical order. Zip files, or one PDF attachments can be used as uploads rather than individual documents.
3. *Be sure that highlights are clearly visible in scanned documents for upload. All information must be legible and any items that are not legible will be subtracted from the total points*
4. *The Chapters who apply and are qualified for the award with 30 or more points will be announced to all members in the second quarter after the award year. The Top Awards will presented at the Annual Convention. The Award for "Chapter of the Year" will be presented to two chapters, depending on size, with the highest point total after review. Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members. New Chapters are eligible to receive Chapter Excellence and the New Chapter of the Year Award.*
5. Provide accurate and specific back-up supported information. Points will be deducted for incorrect information/back-up/totals. For all answers, be prepared to explain back-up information.
6. Review of the application is usually done within 14 days of the deadline for Award. Sometimes the reviewer(s) of applications has questions or needs clarification about the back-up information, please be sure that the person who is knowledgeable about the application is readily available. In any event, if adjustments are needed, the reviewing person will make appropriate adjustments and these adjustments will be final.
7. Information relating to points on applications is confidential and is not available to people other than the Chapter Excellence volunteers, National staff, and a limited number of NARPM® leadership.
8. Whenever points are claimed, be sure that the back-up information shows clearly that the chapter is entitled to the points claimed.
9. All reviews, revisions, deductions, adjustments, interpretations and other determinations relating to this application are at the sole discretion of NARPM® and are not controvertible.
10. This application is for chapter related activities, not for the efforts of individual chapter members.
11. References to "*members*" in this application shall mean Professional, Associate, Support Staff, and Life members of individual chapters as listed in back-up information from question 1.
12. Submit backup documents for each question number as listed on the upload site. If a conflict between paper application and upload exists, follow upload instructions.
13. Broker/Owner Retreat is not counted in Chapter Excellence Awards as it is not open to all members.

Application Questions:

MEMBERSHIP: Fifty-Five (55) points available in this category.

1. Enter the number of the following types of members as of December 31st of the award year:

Professional Members:

60

Associate Members:	33
Support Staff Members:	6
Life Members:	1
Combined Total Number of Members:	100

Attach lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/chapters/member-roster/>.) Ensure that the lists contain type of membership for each member. Enter the number of affiliate member's as of December 31, of the award year. Attach a complete list. If the lists are not attached this application will be disqualified

Members List Upload membership_directory_greater_portland.csv

Does the state in which the chapter is located have continuing education requirements for licensing? Yes

2. Provide a list of all new members for your chapter as of December 31, of the award year. A list of new members can be obtained on the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-joined-since-yyyy-mm-dd/>). Chapter numbers can be found in column U. Earn points for the percentage of new members compared to existing (take number of new members and divide by prior year member numbers which will give you the percentage of growth).

Total Points:	5
Number of New Members added to Chapter:	23
New Member Growth:	5=25%+
New Members Upload	membership_directory_greater_portland_new_members.csv

3. **Three (3) points** for your chapter meeting 90% retention of membership after national dues billing (March 10). See spreadsheet and highlight your chapter name and goal that was met

Total Points:	3
Membership Retention:	3
Membership Retention Upload	Membership Retention Q3 Incentive.pdf

4. **Five (5) point** if as of December 31, does your Chapter have an active affiliate program that encourages vendors to join chapter. If yes, please supply a list of local affiliates.

Total Points:	5
Affiliate Members:	5
Affiliate Members Upload	Affiliates - Greater Portland Chapter.pdf

5. **Six (6) points** each for starting and mentoring a new chapter and three (3) points for mentoring a struggling chapter. Include letters from the leader(s) of the chapter(s) mentored detailing your efforts. Mentoring means substantial on-going effort that results in starting a chapter and/or helping a struggling chapter succeed. Twelve (12) points available.

Total Points:

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Chapter Mentored Upload

Chapter Mentored Upload

6. **Two (2) points** per service for providing a community service project as a group effort. Provide a copy of evidence of the event and the service provided. This does not include just raising money for a donation, but rather a project that involved chapter members. Six (6) points available.

Total Points: 2

Number of Community Service
Projects Provided: 2

Evidence of Community Service
Upload Blanchet House Clothing Drive 2016.pdf

Evidence of Community Service
Upload Blanchet House Email Blast.pdf

Evidence of Community Service
Upload

7. **One (1) point** for each member who participated in the New Member Recruitment program during the application year. Obtain list from the website and highlight their name(s)

(<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) Five (5) points available.

Total Points:

Number of Participating Members:

Participating Members Upload

8. **Up to ten (10) points.** Percentage of members who attended the NARPM Annual Convention during the award year. Obtain a copy of convention attendees from the website and highlight names of those in attendance (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>)

Total Points:	5
Percentage of Members in Attendance:	5=20-24%
Membership Attendance	2016 Convention Registrations - Greater Portland.xlsx
Membership Attendance	

9. **Up to ten (10) points** based on percentage of members who attended a NARPM State(s) Conference(s) during the award year. Submit a copy of conference attendees list and highlight the names of those in attendance. Name and date of conference must be on the attendee list.

Total Points:	3
Percentage of Members in Attendance:	3=1-9%
Member Attendance Upload	2016 CALNARPM Attendee Roster.xlsx
Member Attendance Upload	2016 CALNARPM Attendee Roster - JIM.xlsx
Member Attendance Upload	
Member Attendance Upload	
Member Attendance Upload	
Member Attendance Upload	

10. **Three (3) points** per grant a chapter applied for and used. Information on chapter grants can be obtained at (<http://www.narpm.org/members/tools/chapter-services/handbook/support-services/>). Provide evidence of use. Nine (9) points available.

Total Points:	
Number of Grants Applied for and Used:	
Evidence of Grant Upload	
Evidence of Grant Upload	
Evidence of Grant Upload	

11. **Up to four (4) points** if your chapter has instituted the New Member Mentor program at the Chapter level. Upload copies of all completed checklist from mentor program in the upload slot(s) to show all new members in this program. (<http://www.narpm.org/join/membership-benefits/>).

Total Points:	
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Percentage of New Members

Mentored:

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

EDUCATION: Fifty (50) points available in this category.

12. **Two (2) points** for each chapter-sponsored NARPM 6/8 hour educational course. Provide a copy of course flyer. Not applicable if points are taken with other questions within the application. Twenty (20) points are available.

Total Points:

Number of Chapter-Sponsored Educational Course(s):

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

13. **Two (2) points** for each chapter-sponsored educational course that is not a NARPM 6/8 hour educational course. **Award three (3) points** if the course is approved for required state continuing education (CE) hours for license renewal. **Award three (3) points** if state has no Continuing Education requirements and provide documentation from state licensing division that shows no CE or license is required. Provide a copy of course flyer and mark CE information. Not applicable for points if education is used with other questions within the application. Minimum course length - 1 hour. Twenty (20) points available.

Total Points: 6

Number of Chapter-Sponsored Educational Course(s): 2

Chapter-Sponsored Educational Course Upload	CTA Class - Brenda Bryan &&&&& Multifam NW.pdf
Chapter-Sponsored Educational Course Upload	Ethics 2016.pdf
Chapter-Sponsored Educational Course Upload	
Chapter-Sponsored Educational Course Upload	
Chapter-Sponsored Educational Course Upload	
Chapter-Sponsored Educational Course Upload	
Chapter-Sponsored Educational Course Upload	
Chapter-Sponsored Educational Course Upload	
Chapter-Sponsored Educational Course Upload	
Chapter-Sponsored Educational Course Upload	

14. **Three (3) points** for each function arranged and performed with another chapter and/or another real estate related association such as educational courses or other business related opportunity. Provide copy of applicable flyer or other demonstrative information. Not applicable points if education is used with other questions within the application. Six (6) points available.

Total Points:	6
Number of Function(s) Arranged and Performed with Another Chapter and/or Real Estate Related Association:	6
Applicable Flyer/ Other Demonstrative Information Upload	NARPM Targeted Flyer from Multifamily NW.pdf
Applicable Flyer/ Other Demonstrative Information Upload	CTA Class - Brenda Bryan && Multifam NW.pdf

15. **One (1) point** for each regular membership meeting that discussed/ reviewed the NARPM Code of Ethics. A meeting must include speaker, panel, or round-table, be held for a special purpose or other educational/ business opportunity, and is not a "course" as referred to in questions #6, #7, or #9. **One (1) point** per meeting. Submit a copy of each meeting agenda showing ethics discussion item and meeting topic. Six (6) points available.

Total Points:	6
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Number of Regular Membership Meetings that Discussed NARPM Code of Ethics:	6
Copy of Meeting Agenda Upload	NARPM April Agenda.pdf
Copy of Meeting Agenda Upload	NARPM Feb Agenda.pdf
Copy of Meeting Agenda Upload	NARPM June Agenda.pdf
Copy of Meeting Agenda Upload	NARPM Mar Agenda.pdf
Copy of Meeting Agenda Upload	NARPM May Agenda.pdf
Copy of Meeting Agenda Upload	NARPM Nov Agenda.pdf

16. **Up to three (3) points** based on percentage of Members who are candidates for the RMP and/or MPM designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Chapters can only count a member once, regardless of the number of designation candidacies held. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidates have a C after designation and column U lists chapters where member belongs.

Total Points:	1
Percentage of Candidates as of December 31:	1=1-7%
RMP MPM Designations Upload	membership_directory_greater_portland_designation_candidates.csv

17. **Up to six (6) points** based on percentage of member companies who are candidates for the CRMC designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>).

Total Points:	
Percentage of Candidates as of December 31:	
CRMC Designations Upload	

18. **Up to six (6) points** based on percentage of members who hold the RMP and/or MPM designations as of December 31, of the award year. One (1) point per member, regardless the number of designations held. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website and mark names in column U where member belongs (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>).

Total Points:	2
Percentage of Members with RMP/ MPM Designations:	2=1-14%

Member List with RMP/ MPM membership_directory_greater_portland_designations.csv
Designations Upload

19. **Up to six (6) points** based on percentage of member companies who hold the CRMC designation as of December 30, of the award year. One (1) point per company. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and mark the names.

Total Points: 2
Percentage of CRMC Companies 2=1-14%
as of December 31:
Member Companies who hold CRMC.xlsx
CRMC Designation Upload

20. **Up to five (5) points** based on percentage of members who hold the CSS, CMC, and/or CRMB certification as of December 31, this year. One (1) point per member who hold certifications. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-members/members-with-designations/>) and mark names. Column U lists chapters where member belongs.

Total Points:
Percentage of Members holding
certifications as of December 31:
List of CSS, CMC, CRMB
Certified Members Upload

21. **Up to three (3) points** percentage of members who are candidates for the CSS, CMC, and/or CRMB certification as of December 31, of the award year. Applicants must have officially applied for the certification and paid the required fee. Chapters can only count a member once, regardless of the number of candidacies held (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidacies have a C after certification and Column U lists chapters where member belongs.

Total Points:
Percentage of Candidates as of
December 31:
Members who are Candidates for
the CSS, CMC, CRMB Upload

MARKETING: Twenty (20) points available in this category.

22. **Two (2) points** for each sponsoring and staffing a NARPM booth at a non-NARPM trade show. Provide copy of applicable flyer and/or other demonstrative information. Not applicable points if event is used with other questions within the application. Four (4) points available.

Total Points:	2
Number of Sponsoring/ Staffing a NARPM booth at a non-NARPM Trade Show:	2
Name of Event	Spectrum
Date of Event	09/22/2016
Copy of Applicable Flyer/ Other Demonstrative Information	Spectrum 2016 Exhibitor Kit.pdf
Name of Event	
Date of Event	
Copy of Applicable Flyer/ Other Demonstrative Information	

23. **One (1) point** per newsletter (electronic or printed). Provide copies with dates printed on front page. Maximum twelve (12) points).

Total Points:	
Number of Newsletters:	
Newsletter Upload	
Newsletter Upload	
Newsletter Upload	
Newsletter Upload	
Newsletter Upload	
Newsletter Upload	
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Newsletter Upload	
Newsletter Upload	

24. **Three (3) points** for each marketing effort the Chapter has made to promote membership in the Chapter. This program shall be an outreach promoting chapter growth. (Examples of programs can include emails, postcards, fliers, etc. that promote membership in the chapter). Provide copies of all marketing material and documents along with date of activity. Six (6) points available.

Total Points:

Number of Marketing Efforts:

Program Outreach Upload

Program Outreach Upload

25. Four (4) points for each Chapter Committee who has a Chair AND Vice Chair. Total of twenty (20) points and upload a copy of the committee agenda.

Total Points:

Membership Committee:

Membership Committee Upload

Education/Designation

Committee:

Education/Designation Committee

Upload

Legislative/Governmental Affairs

Committee:

Legislative/Governmental Affairs

Committee Upload

Meeting/Program Committee:

Meeting/Program Committee

Upload

Community Service Committee:

Community Service Committee

Upload

GOVERNMENTAL AFFAIRS/LEGISLATION: Fifteen (15) points are available per category.

26. **Two (2) points** per issue when members join together in an attempt to pass or defeat a legislative issue on a state, county, or city measure. Provide a copy of the issue and any related petitions and/or letters signed by chapter members or any other documentation substantiating this effort. Six (6) points available.

Total Points:

Number of Efforts to Pass or
Defeat a Legislative Issues:

Copy of Issue/ Other
Documentation Upload

Copy of Issue/ Other
Documentation Upload

Copy of Issue/ Other

Documentation Upload

27. **Five (5) points** based on percentage for members who contribute at least \$25 for the NARPM PAC. Obtain list of contributors at (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

Total Points:	4
Percentage of Members who Contribute at Least \$25 to the NARPM PAC	4=16-20%
List of Contributors Upload	2016 NARPM PAC Contributions.xlsx

28. **Two (2) points** per chapter hosting, or participating in, a NARPM State Day on the Hill. Submit flyer or information that exhibits promotion of event.

Total Points:

Hosted or Participated in NARPM State Day on the Hill:

Flyer/ Information Promoting the Event Upload

LEADERSHIP: Ten (10) points are available per category.

29. **One (1) point** for each member who actively served on a State, or Local Chapter Committee and/or as a State or Local Chapter Officer or Director. Provide list of Volunteers. Chapters can count one point for each volunteer position held by a member. Submit list of volunteers and convert to percentage of membership.

Total Points:	1
Percentage of Members Volunteering:	1=1-14%
List of Volunteers Upload	membership_directory_greater_portland_committees_and_officers.csv

30. **Up to five (5) points** based in percentage of members who attended this year's Leadership Training Class in November. Obtain a copy of attendee list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

Total Points:	1
Percentage of Members in Attendance:	1=1-8%
Attendee List Upload	2017 Chapter Leader Training Session.xlsx

31. Please answer the following question in 100 words or less to receive additional consideration, in case of a tie, for the "Chapter of the Year" and "New Chapter of the Year" award: (NOTE: Last year's Chapter of the Year recipient is NOT eligible this year)

What has the Chapter done during the award year that promotes the growth, ethics and professionalism of NARPM® within its membership?

The Greater Portland Chapter has become increasingly involved in our community. We've partnered with other organizations in attempts to increase membership, further our networking abilities, and promote NARPM to the numerous property managers in Oregon who, surprisingly, do not yet know what NARPM is, and the numerous benefits and rewards of being a member. We have some members from Vancouver, WA, and have been speaking with them about starting a new chapter. We are very excited to help them with this process! We think that there are many opportunities for more chapters in Oregon, and hope to help achieve this.

Total Points from Application:	54
Form Completed By:	Katie McNeeley
Chapter Title:	Greater Portland
Phone Number:	503.679.6740
E-mail Address:	katie@mcneeley.com

**Bylaws of Greater Portland 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 Greater Portland Chapter of the National Association of Residential Property Managers, Inc., hereafter 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 Portland geographical 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 the exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the Portland tri-county 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 Oregon.

1. The Chapter shall be subject to all rules, regulation, ethics, 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: The Portland tri-county area.

ARTICLE II: **Membership**

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

Section A: **Professional Member**

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

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

Section B: **Associate Member**

An Associate Member shall be an individual actively engaged in the management of residential property as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and / or MPM® designation, 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, whether or not they hold an active real estate license.

Section C: **Support Staff**

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

Section D: **Affiliate Member**

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

The Chapter shall not recognize all NARPM® National Affiliate Member as Affiliate Members of this Chapter.

Section E: **Honorary Member**

Honorary membership shall be bestowed upon individuals who, are recommended by the chapter board of directors to the National Association Board of Directors, have rendered or continue to render distinguished service to the Chapter or to the profession of property management. Honorary members shall pay no dues or other assessments, and shall be eligible to participate in the usual activities of the association, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

Section F: **Junior Member**

Junior Member must meet all Professional Member qualifications. A Junior Membership is only available for new members between the ages of 18-25. A copy of a valid government issued ID must accompany the application. A Junior Membership is good for two years from the join date of application. Junior Members receive all benefits as Professional Members. Dues for these members will be set during the budgeting process of the chapter. A Junior Member may vote and hold an elective office.

Section G: **Student Member**

Student Member must be enrolled in an undergraduate or graduate field of study. The Student Application and subsequent renewal dues must be accompanied with a copy of a valid student ID card and a class schedule from the college/university where they are enrolled. Students who hold an active real estate license do not qualify as a Student Member and must hold a Professional Membership. Should the Student Member secure employment or work as an independent contractor for company providing property management services, their Student Membership is terminated and the student will be offered the appropriate Support Staff or Professional Membership.

Members shall have the same benefits as Support Staff Member with the following exceptions: they will not receive the Residential Resource Magazine but can obtain it through the website. These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the chapter. A Student Member does not vote or hold an elective office.

Section H: **Academic Member**

Academic Member is an instructor who provides classroom instruction for any real-estate or property management course at any accredited college/university or Real Estate School. The instructor must provide a copy of the course title they teach, which must be real-estate or property management related. The instructor may not be employed or be an independent contractor with any company providing property management services. The Academic Member application will state that all NARPM® materials are to be used for the sole use of classroom instructions and promoting NARPM® and must be signed. Member shall have the same benefits as Support Staff Members with the following exceptions: They will not receive the Residential Resource Magazine but can obtain it through the website. These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the chapter. An Academic Member does not vote or hold elective office.

Section I: **Application by Professional, Associate, Support Staff, Student or Academic 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-committee 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 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 Greater Portland 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 with 75 days of 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. 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 the non-payment of national annual dues.

Section C: **Reinstatement of Membership**

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

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness incurred has been paid and is current.
3. After 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 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 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, hereinafter know as the committee, shall be composed of five (5) officers as follows:

1. President: The President shall:
 - a. Be the chief executive officer of the chapter
 - b. Preside at all meetings of the chapter
 - c. Act as an alternate signatory for funds withdrawn from the chapter account(s)
 - d. Sign all legal documents
 - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - f. Shall ensure the completion of all documentation required by the national association.
 - g. Serve a term of one year commencing with the beginning of the new year.
 - h. Must be a Professional Member of the Chapter

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 the calendar year when the presidency becomes vacant.
 - e. Undertake other activities as are deemed appropriate by the president.
 - f. Serve a term of one year commencing with the beginning of the calendar year.
 - g. Must be a Professional Member of the Chapter

3. Secretary: The Secretary shall:
 - a. Maintain current chapter membership record to coincide with the national association's membership database.
 - b. Record, maintain and distribute minutes of all regular and special meeting of the committee as appropriate.
 - c. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - d. Serve a term of one year commencing with the beginning of the calendar year.
 - e. Must be a Professional Member of the Chapter

4. Treasurer: The Treasurer shall:

- a. Be a signatory for all funds withdrawn from the 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 committee upon request
 - e. File all federal, state and local reports as needed.
 - f. Prepare an end-of-year fiscal year report for the nation association.
 - g. File tax and other financial reports with the appropriate government agencies
 - h. Undertake responsibility for other such activities as deemed appropriate by the committee
 - i. Serve a one year term commencing with the beginning of the calendar year.
 - j. Must be a Professional Member of the Chapter
5. Past President- Past President shall
- 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.

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

Section A: Eligibility

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

Section B: Notification of Members

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

1. Write-in: Any member who writes in the name of the 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 (5%) of the professional Chapter members.

2. In Person: Any member who is present during the electoral process can be nominated.

Section C: Elections

Elections shall be conducted in the last regularly scheduled chapter meeting, or electronically if approved by the Chapter Executive Committee, prior to the end of the calendar year.

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

Section D: Term of Office

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

Section E: **Vacancy**

An office shall be declared vacant when an Officer:

1. Resigns that office through written notification to the president of 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

Section F: **Filling a Vacated Office**

In the event that the position of the 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.
2. Procedure: By an individual nominated and approved by the executive committee.

ARTICLE VI: **Meetings, Location and Majority Rules**

Section A: **Meetings**

The Executive Committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter Executive Committee.

1. Notice of Regular Meeting: With the advice and consent of the President, the Secretary shall notify all member of the Executive Committee of the date, time and place by regular letter mailed to each member of the committee.
2. Waiver of Notice: Attendance by any member of the Executive Committee at the regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.

3. Electronic Meeting: 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 meeting of the Chapter shall be held with the geographic definition of the chapter. All meetings of the Executive Committee shall be held within the geographic definition of the chapter unless otherwise waived by all the members of the Executive Committee. Annual meeting location of the Chapter shall be approved by the Executive Committee.

Section C: **Quorum**

1. A majority of the Executive Committee Officers in attendance shall constitute a quorum.
2. Quorum: A quorum to conduct business by the members shall be 10% of the member eligible to vote at a regularly scheduled meeting. A Chapter event can be held without a quorum but no business can be conducted.

Section D: **Simple Majority Vote**

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

ARTICLE VII: **Committees: Appointment, Responsibilities, Creation and Dissolution**

Section A: **Appointment**

Except as otherwise stated in these bylaws or the bylaws of the national association, the chairperson 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:**

Acknowledgement and Enforcement:

As a condition of membership all Professional Members of NARPM® must complete a NARPM® Code of Ethics training once within a four (4) year period, beginning January 1, 2012, and each four (4) year period thereafter. Each Professional Member of the association is required to complete 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: **Acknowledgement**

A Chapter Charter is granted 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 actions(s), or sub-committee member(s) for any prescribed action identified by these bylaws or the bylaws and 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 the national association's Code of Ethics and Standards of Professionalism to the national association's grievance committee.

ARTICLE IX: Financial Considerations: Calendar Year, Chapter Dues, Special Assessments, Budget, Non Binding

Section A: Calendar Year

The chapter's financial year shall be a calendar year

Section B: Chapter Dues

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

1. Payable: Dues for local chapters are payable no later than January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual chapter due within **Sixty days (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 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 Greater Portland Chapter's Executive Committee or Board of Directors.

Section E: **Non-Binding**

The Chapter shall not have any authority to financially obligate or bind the national association for any reason.

ARTICLE X: **Proposals and Procedures for Amending: Proposal, Procedure for Amending, Approval**

Section A: **Proposals**

Amendments to these bylaws may be proposed by any Chapter member or Board of Directors of the national association 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 revision 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.

Section C: **Approval**

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the Board of Directors of the nation association 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: Invalidity, Waiver, Hold Harmless and Indemnify, State Laws, Dissolution

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, chairperson 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 Oregon state law, Chapter shall notify the national association of said amendments but no further action will be required.

Section E: Dissolution

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



Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
- **EIN:** 931096974
- **Tax Year:** 2016
- **Tax Year Start Date:** 01-01-2016
- **Tax Year End Date:** 12-31-2016
- **Submission ID:** 10065520170500847604
- **Filing Status Date:** 02-19-2017
- **Filing Status:** Pending

Note: [Print](#) a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2016

Open to Public Inspection

A For the 2016 Calendar year, or tax year beginning **2016-01-01** and ending **2016-12-31****B** Check if available

- Terminated for Business
 Gross receipts are normally \$50,000 or less

C Name of Organization: **NATIONAL ASSOCIATION OF****RESIDENTIAL PROPERTY MANAGERS****PO Box 436, Lake Oswego,****OR, US, 97034****D** Employee IdentificationNumber **93-1096974****E** Website:**F** Name of Principal Officer: **Katie McNeeley****PO Box 436, Lake Oswego,****OR, US, 97034**

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

Tips for updating QuickBooks reports in Excel

You can export a report, change certain formatting or add new formulas, and then update it with new QuickBooks data.

QuickBooks will update and keep these changes:

- 1 Renamed report titles
- 2 Font, Fill, and Number formatting (in row & column headers only)
- 3 Resized columns
- 4 Renamed column & row headers
- 5 Inserted rows & columns
You must enter text or a formula in the row to preserve it.
- 6 New Excel formulas
The updated report must contain the row associated with your formula
- 7 Inserted text
Make your new text always appear next to a particular row by entering the text as a formula (e.g. ="inserted text")

	A	B	C	D	E	F	G	H	I	J
1						My Company P&L				
2						Profit & Loss				
3						July through August 2012				
4							07/18/12	Aug 18	TOTAL	
5						Ordinary Income/Expense				
6						MONEY IN (aka Income)				
7						40100 - Construction Income				
8						40110 - Design Income	3,054.02	3,900.00	6,954.02	
9						40199 - Less Discounts given	0.00	-48.35	-48.35	*
10						Total 40100 - Construction Income	3,054.02	3,751.65	6,905.67	
11						40500 - Reimbursement Income				
12						40520 - Permit Reimbursement Income	0.00	487.00	487.00	
13						Total 40500 - Reimbursement Income	0.00	487.00	487.00	
14						Total Income	3,054.02	29,197.65	46,343.45	
15						* Labor Income less Design Income	3,054.02	13,227.00	21,596.71	Labor Diff
16						Cost of Goods Sold				

QuickBooks will NOT support these changes:

- Font Formatting in non-header cells*
- Inserted rows that are left empty
- Moved data cells
- Renamed date columns
- Deleted columns
- Sorted columns
- Inserted columns in between QuickBooks row headers
- User-defined formulas may not be supported in collapsed reports when updated to the same excel sheet.

NARPM - Portland Chapter 2017 Budget Worksheet

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>2017 Budget</u>	NOTES
Ordinary Income/Expense				
Income				
48000 CE Credit Payment	0.00	50.00	50.00	
Affiliate Membership Dues	2,200.00	2,900.00	4,000.00	dues raised to \$200
CE Credit Payment	50.00			
First Time Member Dues	1,700.00	1,000.00	1,500.00	
Membership Dues	3,075.00	2,975.00	3,000.00	
Reimbursement from National	3,122.58	2,000.00	2,500.00	
Total Income	<u>10,147.58</u>	<u>8,925.00</u>	<u>11,050.00</u>	
Gross Profit	10,147.58	8,925.00	11,050.00	
Expense				
Advertising Expenses	476.48		300.00	
Bank Service Charge	91.00	175.00	125.00	
Board Meeting Meals	788.66	500.00	800.00	
Business Expenses				
Business Registration Fees	0.00	50.00	50.00	
Total Business Expenses	0.00	50.00	50.00	
Contract Services				
Accounting Fees	1,010.00	800.00	1,300.00	
Total Contract Services	1,010.00	800.00	1,300.00	
Convention Reimb / Costs				
Hotel Costs	1,894.18	50.00	2,000.00	
Promotional Expense	800.00	500.00	500.00	
Registration Costs	1,380.00		1,800.00	
Travel Costs	1,746.92	400.00	1,200.00	
Total Convention Reimb / Costs	5,821.10	950.00	5,500.00	
Meals	112.40	1,600.00	1,600.00	
Quickbooks Fee	34.51			
Rent - Monthly Meeting	700.00	3,000.00	1,000.00	
Supplies	243.00			
Taxes - Filing Fees	0.00	100.00	100.00	
Website	352.88			
Total Expense	<u>9,630.03</u>	<u>7,175.00</u>	<u>10,775.00</u>	
Net Ordinary Income	<u>517.55</u>	<u>1,750.00</u>	<u>275.00</u>	
Net Income	<u><u>517.55</u></u>	<u><u>1,750.00</u></u>	<u><u>275.00</u></u>	

Board of Directors Minutes February 4, 2016

Greater Portland NARPM Chapter

February 4, 2016

Oswego Grill, Lake Oswego, OR

List of Officers Present: Erlin Taylor- President, Katie McNeeley- President Elect, Melanie Adrian- Treasurer, Bette Durham- Secretary, Sean Kerr- Membership Chair, Nick Cook-Web Master, Matt Williams- Past President/ Legislative Committee Chair, Lynne Whitney- Affiliate Chair

Erlin Taylor called the meeting of the Greater Portland Chapter of NARPM to or at 12:39 PM, February 4, 2016.

Roll Call: All present except Chris Hermanski

Approval of the December Minutes Carried.

Erlin Taylor attended the Leadership Meeting presented by National Narpm. The one day meeting was very helpful. Motion to have the President Elect attend the next Leadership Meeting was carried.

Strategic Plan for 2016 for the Greater Portland Chapter:

1. What do members want at the meetings?
2. Mentor Program for new members- who to contact, welcome packet, fees
3. Need to concentrate on new members
4. Motion to reduce the new member fees to \$75.00 and existing members \$100. Motion carried
5. National Website for Board members- good resource- Chapter Leader Tools
6. Motion to have outside company (Westside Secretarial) to do the accounting for the Chapter Dues and help with Treasurer Duties. Motion carried
7. National Anti Trust – Settled- new wording for Bylaws coming

Treasurer Report- Melanie Adrian

Motion carried to hire a separate company for accounting/membership

Cost \$200- Westside Secretarial

Treasurer report included

2016 invoices to go our February 2016?

Committee Reports

Membership- Sean Kerr- Effort to gain more members. Ask members what they would like for education.

Send an email/survey asking that question

Have vendors provide lunch to increase attendance

Possible change in venue to make meeting more assessable

Lots of Members at Large- not affiliated with any chapter. Sean Kerr will send info to other board members for follow-up. Motion to allow "at large" members to pay lower rate of \$75.00 for membership. Motion carried

Motion to reduce new members 1st year membership fee to \$75.00. Existing members will pay \$100

We need more help with membership

Ask John Villani if he would like to greet new members at meetings- Sean to ask

Legislative- Matt Williams- What do we want to do? What are our priorities?

Support Lobbyist? 90 day notice could be statewide

Education- Katie McNeeley-

Speaker for February- Tax discussion

Speaker for March- Handling Conflict

Speaker for April- Deborah Jeffries?

Chapter of Excellence- July 2015- Dec 2015

Webmaster- Nicholas Cook

National is changing Website. Our information needs updating badly

Affiliates- Chair – Lynne Whitney

New affiliates would like to see their names on the website

Affiliates to provide lunch for all members at monthly meetings

Meeting adjourned at 2:39 PM,

Greater Portland Chapter Board Meeting – April 7, 2016

Meeting called to order 11:58 PM

Roll Call- Erlin Taylor, Melanie Adrian, Katie McNeeley, Bette Durham, Sean Kerr, Lynne Whitney

Stratigic Discussion: Motion to send information to all Chapter members concerning the new laws concerning 90 day notice of rent increase, and notice to terminate. Motion made by Erlin Taylor, seconded by Melanie Adrian- Motion carried.

Treasurer Report- Attached

Budget - Attached

Motion to approve Treasure Report and Budget. Motion made by Erlin Taylor, seconded by Melanie Adrian. Motion carried.

Motion to have Westside Secretarial compose the minutes and invitations to Board Meetings and Monthly meetings. Cost-\$25 per meeting, \$50 for meeting invitations made by Erlin Taylor, seconded by Melanie Adrian. Motion carried

President's Report- Erlin Taylor made a motion to:

1. Reimburse John Villani for registration for Broker/Owner- John had won a registration for the NW Conference in 2015. The hotel sold out and John had to cancel his trip.
2. Reimburse the President Elect for the cost of the NARPM National Training
3. Change Greater Portland Bylaws to reflect changes recommended by National NARPM
4. Change Bylaws to reimburse Greater Portland Board Members for registration to National Conference.
5. Change Bylaws to reimburse Greater Portland Chapter President for airfare and hotel stay at National Conference.

Airfare- \$600 allowance, Hotel- up to a 3 day stay at standard NARPM hotel cost.

Motion made by Erlin Taylor, seconded by Bette Durham- Motion carried

President Elect Report- Katie McNeeley has turned in all paperwork for Chapter of Excellence

Committee Reports-

Membership- Clarification of cost of support staff membership to Greater Portland Chapter.

\$50 per person for 1-5 persons, \$25 per person for 6 and above

Legislative- Matt Williams and Chris Hermanski were not present

Education – Katie McNeeley discussed speakers for upcoming monthly meetings.

Strategic Planning – New committee responsible for planning for the upcoming year.

Remove the committee of Web Master to be replaced by Strategic Planning. Most work is being done by National and other committee members. Motion made by Erlin Taylor, seconded by Bette Durham. Motion carried.

Business Action-

Consent Agenda- Approval of February Board Meeting Minutes. Motion made by Erlin Taylor, seconded Katie McNeeley. Motion carried.

Unfinished Business- Possible Change in venue for Monthly Meetings. We may be out growing our space.

Suggest seeing the count for the next several meetings to insure we our attendance at monthly meetings stays high.

New Business-

Change Monthly Chapter Meetings to be 2 hrs. Starting at 12 and ending at 2. This will insure vendors have time to meet and greet, as well as allowing time for speaker and discussion of important Chapter topics. Motion made by Katie McNeeley, seconded by Erlin Taylor. Motion carried.

Adjourn Meeting- 2:24 PM



National Association of Residential Property Managers

Board of Directors Minutes
Greater Portland NARPM Chapter
May 17, 2016
Conference Call

Welcome and Call to Order

President Erlin Taylor called the meeting of the Greater Portland Chapter of the National Association of Residential Property Managers to order at 2:12 p.m., on May 17, 2016.

Roll Call

Officers Present: Erlin Taylor- President, Katie McNeeley-President-Elect, Melanie Adrian-Treasurer, Sean Kerr-Membership Chair, Lynne Whitney-Affiliate Chair, Matt Williams-Past President, Nick Cook-Web Master, Legislative Committee Chair.

Officers Absent: Bette Durham-Secretary, Chris Hermanski-Legislative Chair,

Strategic/Industry Discussion

1. Leadership succession planning is a key issue for the local chapter. Discussion was held regarding identifying future committee chairs and board officers. Lynne said John Villani wanted to be more involved and Erlin said she would reach out to him. August is the time for the nominating committee to begin work on the elections for new board positions.
2. National wants to start a Designation Committee- to address the importance of the various certification designations and what it takes to earn these designations. This will be on the agenda for the upcoming board meeting.
3. National is keeping a list of guests that come to local chapter meetings. Currently Sal with Mr. ReKey and Lynne are handling the sign-in sheets. National needs to receive the name of the guests and they will help to facilitate getting these guests as members both nationally and locally.
4. The Fairfield Marriott was given notice that the meetings are being extended to 2:30 pm. Currently the meeting space is paid through June.
5. Discussion was held regarding alternative options for meeting locations. Key items for consideration include central location, price, and parking. Moving the meeting space to the Oregon State Bar will cost \$300-400 per meeting and seats 50+ people. The MMHA office seats 35 people and is available but only in an education setting. Current RSVP for May is 35. The meeting schedule will be



National Association of Residential Property Managers

adjusted to add a vendor showcase from 2 to 2:30 pm so they have an opportunity to interact with members.

Treasurer's Report and Budget – Melanie Adrian

Melanie Adrian presented the financial reports. She reported current balance is at \$27,840, the net profit for year to date is \$5,420 and we have outstanding A/R of \$2,075.

Key income indicators (percentage of annual budget): affiliate dues are at 52%; first time dues are at 120%; professional member dues are at 83%; reimbursement from national is up, but some of it is carryover from last year.

Key expenses indicators (percentage of annual budget): board meeting meals are at 71%; convention expenses are at 87%; and there is no rent expenses this year.

Overall total income is at 84%, total expenses are at 29% and net income for the year is over budget by \$3,600.

President's Report – Erlin Taylor

No Report

President-Elect Report

No Report

Committee Reports

Membership – Sean Kerr

After discussion, it was clarified that the cost of support staff membership to the Greater Portland Chapter, be: \$50 per person for 1-5 persons, \$25 per person for 6 and above.

Legislative – Matt Williams and Chris Hermanski

It was noted that Milwaukie is implementing a new law following Portland's rules for notices. Discussion was held regarding the possibility of pursuing a lobbyist to represent NARPM issues. It was agreed that Matt and the committee would bring a recommendation on options and a plan of action to the board for further discussion.

Education - Katie McNeeley

She reviewed the following schedule:

May – Charlie Kovas

June, July-August- nothing



National Association of Residential Property Managers

September- Tim Clairmont on 1031 Exchanges
October- TBD
November- TBD
December- Christmas Party

WebMaster – Erlin Taylor

Erlin is currently the WebMaster, and due to her responsibilities as president she needs someone else to take it over.

Affiliate – Lynne Whitney

Vendor Spotlight Mandatory for providing lunch. Feedback from emails: 2:-2:30 p.m. after NARPM meeting will be time to meet with members and mingle. There are 12 outstanding A/R affiliates to pay, 7 were contacted and will be paying; 5 may be dropping off, but Lynne will follow-up with them.

National Update

Portland was one of the TOP Chapters- receiving \$880 back from National for retention. Grants are available-RMPC candidates need to apply for these grants. Bette will research the amount of The Grant Award. Lois was asked to be the Event Chair for the Trade Show Booth for Spectrum. We need to get have her get NARPM registered for Spectrum and order the booth from National.

Consent Agenda

Tabled until next board meeting.

Unfinished Business

None

New Business

No new business

Discussion Items

None scheduled

Meeting adjourned at 2:29 p.m.



Greater Portland Chapter Board Meeting Minutes

July 6, 2016

Meeting called to order 12:20 PM

Roll Call: Nick Cook, Matt Williams, Katie McNeeley, Sean Kerr, Erlin Taylor, Chris Hermanski, Lynne Whitney, Lois Moore, Melanie Adrian, Bette Durham

Committee Reports:

Membership: Sean Kerr– New members are still coming in. We need a better process for informing Chapter members they need to join National first. From this point on, all Board members will be copied on the person applying for membership. Erlin can then confirm they have joined National. We need the application and the membership check to be sent to Westside so they can confirm the member. There was additional discussion about dues for support staff. Currently our Chapter has 48 members who are either support staff or out of the Greater Portland area. These folks pay not additional dues other than National. 2017 Membership should be sent to all National Members as well. The dues invoice should include a stub to insure the proper accounting of dues paid by both Professional Members and Affiliates.

Legislative: Matt Williams- Gary Oxley has been hired by Multifamily NW as a Lobbyist. The Board discussed future plans for support of Landlords legislation in Oregon. Who do we contribute to? Who do we support financially? We most likely cannot support our owner Lobbyist. Should be piggy back with Multifamily NW and Rental Housing Alliance? Lois to inquire from National if there is an issue with our chapter sharing information about legislative issues on the NARPM website. The survey sent out by Matt, showed members were interested in contributing through increased membership dues. Dues to be increased from \$75 to \$100 yearly?

Treasurer Report: Melanie Adrian- See Attached Report

Education Report: Katie McNeeley- Speaker for July meeting is Debra Jeffries. We need to continue to provide high quality education to the members. Planning for future months is needed.

Webmaster: Erlin Taylor- She does not have enough time to continue to do the job and be President. She will inquire to the cost of having Westside take on the responsibility.

Affiliate: Lynne Whitney- The affiliates staying after our monthly meetings for a meet and greet is going well. Matt would like to see value-added discussions. Example- Plumber to discuss trouble shooting a garbage disposal issue. Painter discussing touch up paint.

Lynne is still working on the list of affiliate paid members.

We need to send all the affiliate members an update sheet:

Name of Company, what they do, name of contact person, contact information.

Bette to help with the task.

Strategic Planning: A committee has been formed

Denny Miller- Vancouver Member

Ron Garcia

Chris Hermanski

Erlin Taylor

We need to plan on new Board members, committee members and chairs. Elections are early this year- August. All current Board members need to do a job description of their current responsibilities. Describe each task and how it is accomplished. The transition of the new Board members will be much easier.

National Update- Hawaii- Most Board members are attending

Unfinished Business:

New meeting room for Monthly meetings?

Change in Dues?

Legislative – Who do we support?

New Business:

Spectrum- volunteers- September 22, 2016

Motion to have a Mini Golf Fun Afternoon for Affiliates at Edgefield

\$12 a person- 2 drink tickets included- Thursday, August 18th

Motion seconded by Melanie. Motion carried.

Set a date for a community Book Bank. Fun Community Service!!

Meeting Adjourned- 3:00 PM