

# Certificate of Compliance

This certifies that the

## Inland Northwest Chapter

Has successfully met the requirements and is in full compliance  
with standards set for a local chapter by the  
National Association of Residential Property Managers.

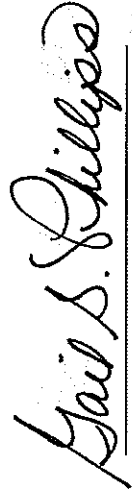
2/16/2010



2009 President



National Association of Residential Property Managers



Executive Director



National Association of Residential Property Managers

Chapter Certificate of Compliance Checklist  
Due December 1, 2009

**PURPOSE:** NARPM® must ensure that chapters are viable entities, capable of delivering the services expected by members of the Association. Chapter leadership must be accountable for their fiduciary and legal duties. This form can be downloaded in form fill edition at <http://www.narpm.org/chapter-services/support-services.html> and click on 2009 Chapter Certificate of Compliance

The undersigned officers of the NARPM® INLAND NW Counties Chapter certify that the chapter completed this Certificate of Compliance and submitted the required documents as noted on this certificate.

| GOVERNANCE REPORTING |  |
|----------------------|--|
| 1.                   | Attach a list of the names and positions of the upcoming Board of Directors and committee chairs for the Chapter (Must be submitted to reach chapter compliance)   |
| 2.                   | Have chapter bylaws changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/><br>If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)   |
| 3.                   | Have chapter articles of incorporation changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)   |
| 4.                   | Attach copies of minutes for each Board of Directors meeting. Chapters are required to meet and maintain corporate minutes and other records as designated by state law and chapter bylaws. (Must be submitted to reach chapter compliance)  |
| 5.                   | Chapter officers assume their respective offices: January 1 <input checked="" type="checkbox"/> Other: Specify   |
| 6.                   | Date of fiscal year: Calendar year <input checked="" type="checkbox"/> Other: Specify  |
| 7.                   | The chapter maintains a minimum membership of seven (7) NARPM® Professional/Support Staff members.<br>Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be maintained to reach chapter compliance)  |
| 8.                   | Does the chapter maintain a FDIC bank account in the chapter's corporate name? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be submitted to reach chapter compliance)<br>Name of Banking Institution: <u>WASHINGTON TRUST BANK</u>   |
| 9.                   | The chapter has filed a Corporate Annual Registration Report/Renewal for the state in which it is registered for this calendar year? *Send NARPM® an up to date copy of corporate annual registration report/renewal (Must be submitted to reach chapter compliance)<br>Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If not required check here <input type="checkbox"/> Other reason: |
| 10.                  | Effective 2010, local/state chapter Presidents, or their designee, must participate in a minimum of three of the quarterly Regional conference calls. In 2009, did your chapter participate in these calls?<br>Y <input checked="" type="checkbox"/> N <input type="checkbox"/>  |

| CHAPTER FINANCIAL REPORTING |  |
|-----------------------------|--|
| 11.                         | Attach copy of financial statement for current year. (Must be submitted to reach chapter compliance)   |
| 12.                         | Attach copy of proposed annual budget for the following year. (Must be submitted to reach chapter compliance)  |
| 13.                         | Attach copy of federal tax return. (Must be submitted to reach chapter compliance)<br>If no return attached: Not required <input checked="" type="checkbox"/> Other reason <i>TAX ID # Applied for</i>   |
| 14.                         | Beginning in 2008, small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at <a href="http://www.irs.gov/charities">www.irs.gov/charities</a> ). Did the chapter file notice? <i>Y</i> <input checked="" type="checkbox"/> <i>N</i> <input checked="" type="checkbox"/><br>If no, why not: <i>TAX ID # Applied for + Received - will file</i> |

| CHAPTER PLANNING |   |
|------------------|---|
| 15.              | Attach a copy of chapter's annual calendar of events for the following year.  |
| 16.              | The Chapter President-Elect attended the training sessions at the national leadership training session prior to taking office. <i>Y</i> <input type="checkbox"/> <i>N</i> <input checked="" type="checkbox"/><br>If no, state why not: <i>Do not have pres-elect at this time</i>   |
| 17.              | Did chapter communicate at least four times during the year with members? <i>Y</i> <input checked="" type="checkbox"/> <i>N</i> <input type="checkbox"/><br>If yes, attach one copy of the communications chapter had with the members. This can be electronic or printed. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. <i>Y</i> <input type="checkbox"/> <i>N</i> <input checked="" type="checkbox"/> If no, state reason why not: <i>?</i>   |
| 18.              | Did chapter sponsor/participate in effective educational programs for NARPM® members affiliated with the chapter during certification year. This can be designation class or local classes that have special speakers. For state/regional chapters, education can be part of their state/region convention. <i>Y</i> <input type="checkbox"/> <i>N</i> <input checked="" type="checkbox"/> If yes, attach one copy of brochure or flier. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. <i>Y</i> <input type="checkbox"/> <i>N</i> <input type="checkbox"/><br>If no, state reason why not: <i>Class with Realtor Board was cancelled. We are putting on NW Regional this yr</i> |
| 19.              | The chapter is using the Chapter Leader section of NARPM.org( <a href="http://www.narpm.org/chapter-services/">http://www.narpm.org/chapter-services/</a> ): <i>Y</i> <input type="checkbox"/> <i>N</i> <input checked="" type="checkbox"/> If no, why not:<br><i>No one to handle at this time</i>   |
| 20.              | The chapter website is kept up to date? <i>Y</i> <input type="checkbox"/> <i>N</i> <input checked="" type="checkbox"/><br>If no, when will it be updated? <i>?</i>  |
| 21.              | The chapter is interested in looking at a website supported by NARPM®: <i>Y</i> <input type="checkbox"/> <i>N</i> <input checked="" type="checkbox"/> <i>See Above</i><br>Contact persons name and number:  |
| 22.              | The chapter filed for the current year Chapter Grant: <i>Y</i> <input type="checkbox"/> <i>N</i> <input checked="" type="checkbox"/><br>Check here if you would like more information on grants: <input type="checkbox"/><br><i>The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities. We will file this year</i>  |

Other items:

23. Rate the health of the chapter (1 - 10, 10 being highest)

a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going?

7 - We have had a difficult time getting members. Maybe the NW Regional will help

b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.)

Mentoring would be helpful

c. If answer is 8 or above, what are the cool things the chapter is doing that other chapters might like to hear about?

Chapter Officers' Signatures Certifying Review and Approval of Chapter Certification:

*David [Signature]* 2/15/10  
Current Certification Year President/Date

\_\_\_\_\_  
Current Certification Year Incoming President/Date

CHAPTER RE-CERTIFICATION REQUIREMENTS

The certification requirements were developed to maintain fair, specific procedural standards for the chapters and to protect the legal accountability of the national association. The NARPM® Board of Directors determines each chapter's recertification status after consideration of recommendations submitted by the Regional Vice President and the Membership Committee.

Submission Requirements

- Certificate of Compliance signed by the Chapter President and President-Elect/Vice President serving in Current Certification Year.
- Supporting materials as requested.