



National Association of Residential Property Managers

## CHAPTER COMPLIANCE 2023

### C094 LONG BEACH / ORANGE COUNTY

Congratulations! Your NARPM 2023 Chapter Compliance Application form has been approved!

The chapter has met all recertification requirements and is fully certified.

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### Levels of Chapter Recertification

#### **Full recertification**

The chapter has met all recertification requirements, indicated by compliance with items listed on the certificate of compliance. Only fully certified chapters are eligible for Chapter Excellence Awards. Once recertified, an email will be sent.

#### **Chapter in Review (Amended 2022)**

Should the Chapter submittal displays lack of submission of any items on the certificate of compliance. Chapters will have six (6) months from compliance deadline to restore their certification. NARPM® Board of Directors must confirm that a Chapter can be taken off Chapter in Review status.

A Chapter will be placed in **Chapter in Review/Conditional Compliance** if documents are not submitted by compliance deadline. Members of the chapter will not be notified when a Chapter is placed in conditional compliance. The chapter must meet the chapter compliance deadline for the following year.

#### **De-certification**

De-certification must be preceded by a period of Chapter in Review and indicates continued non-compliance of recertification requirements. NARPM Board of Directors must approve all de-certification of chapters.



**CHAPTER COMPLIANCE 2023  
ATTENDANCE REQUIREMENTS MET in 2022**

**C094 LONG BEACH / ORANGE COUNTY**

Compliance Question:

How many Chapter Leader Calls, hosted by RVPs, did the chapter president, or their representative, participate in? Your chapter president, or their representative, must attend at least two of these calls to obtain chapter compliance.

February 8, 2022 Attendee(s): Mike Dunfee

October 11, 2022 Attendee(s): Mike Dunfee

Chapter Bylaws Requirements for President and/or President-Elect to attend Chapter Leadership Training at Annual Convention on October 20, 2022 AND/OR Nuts and Bolts Virtual Sessions on November 16, 2022.

October 20, 2022 Attendee(s): Mike Dunfee

November 16, 2022 Attendee(s): Janet Sprissler

**Bylaws of  
The Long Beach / Orange County Chapter of  
The National Association of Residential Property Managers**  
DRAFT: (Updated 04/28/22)

**ARTICLE I: Name, Purposes, Powers, and Definitions**

Section A: Name

The name of this organization shall be the Long Beach / Orange County Chapter of the National Association of Residential Property Managers, Inc., 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 and surrounding Long Beach, Orange County and South Los Angeles County including the South Bay.
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 [insert geographic area, such as city, state, or regional 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 California.

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: [insert geographical description and boundaries for the new chapter. Include all cities and towns]

**ARTICLE II: Membership**

Professional, Associate, Support Staff, Affiliate Member, Honorary Members, and Company Membership

Section A: Professional Member

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory

licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

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

Section B: Associate Member – *grandfathered January 1, 2021*

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

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

Section C: Support Staff

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

Section D: Affiliate Member

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

The Chapter SHALL NOT recognize all NARPM® National Affiliate Members 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 and have rendered distinguished service to the Chapter or to the profession of property management. Honorary members shall pay no dues or other assessments to the Chapter and shall be eligible to participate in the usual activities of the Chapter, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

Section F: Life Member

Life members shall be all national past Presidents of NARPM®. Life membership will begin as the President's term is completed. Dues will be waived for Life members. Other members who qualify may apply for Life Member as outlined in the national bylaws and complete the approved application. Life Members shall not pay dues and are strongly encouraged to complete a course of instruction covering the NARPM® Code of Ethics. They shall be eligible to participate in the usual activities of the Association and its Committees and are eligible to vote and hold office.

- All Past Presidents shall be deemed Life Professional Members of the Association

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

Section G: Company Membership

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

Section 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 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 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

Section C: Transferring in a Company membership:

The use of Company membership will enable the transfer of memberships to other people in their company. In order to transfer membership, proof of termination from the licensing division, showing evidence that the person has left the firm, is required. For Support Staff, or in states where licensing is not required, other proof of termination must be submitted.

Section D: 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. 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, 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, hereinafter known as the committee, shall be composed of 4 officers as follows:

1. President: The president shall:
  - a. Serve as the chief executive officer of the chapter.
  - b. Help Prepare and preside over at all meetings of the chapter.
  - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
  - d. Sign all legal documents.
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - f. Shall ensure the completion of all documentation required by the National Association.
  - g. Serve a term of one year commencing with the beginning of the new calendar year.
  - h. Must be a Professional Member of the Chapter.
  - i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.
  
2. Vice President: 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. Be prepared to replace the president at the end of the fiscal year, if needed.
  - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
  - e. Undertake other activities as are deemed appropriate by the president.
  - f. Serve a term of one year commencing with the beginning of the calendar year.
  - g. Must be a Professional Member of the Chapter.
  - h. Notify all chapter members of upcoming meetings
  - i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
  - j. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - k. Oversee the submission of Chapter reports including Chapter Excellence submission.
  - l. Must be back up for be in attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.
  - a. Work with President and Member at Large for Chapter Excellence.
  
3. Secretary: The secretary shall:
  - a. Maintain current chapter membership records to coincide with the national association's membership database.
  - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
  - c. File all federal, state and local Association reports as needed.
  - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - e. Serve a term of one year commencing with the beginning of the calendar year.
  - f. Must be a Professional Member of the Chapter.
  - g. Assist President in preparation of Chapter Meetings.
  
4. Treasurer: The treasurer shall:
  - a. Be a signatory for all funds withdrawn from chapter account(s).
  - b. Distribute annual renewal notices for chapter dues and special assessments.
  - c. Deposit all funds into a federally insured financial institution.
  - d. Prepare a financial report for the committee upon request.

- e. Prepare an end-of-fiscal year report for the national association.
  - f. File tax and other financial reports with the appropriate government agencies.
  - g. Undertake responsibility for other such activities as deemed appropriate by the committee.
  - h. Serve a term of one year commencing with the beginning of the calendar year.
  - i. Must be a Professional Member of the Chapter.
6. Past President
- a. Shall serve as Chairman of the Nominating Committee
  - b. Undertake responsibilities as assigned by the President
  - c. Serve a term of one year commencing with the beginning of the calendar year.
7. Member at Large
- a. To fill in and support other Board Members as needed or as compliment to current board members.
  - b. Attend Board Meetings.
  - c. Work with President and Vice President for Chapter Excellence.
8. Vendor Liaison
- a. Non-voting Affiliate Member of the Board.
  - b. Liaison between Board and Affiliate Members
  - c. Source/recruits meeting sponsors and Affiliate Members.

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

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



committee. The recommendation of the Nominating Committee shall be approved by the 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.
5. 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.
6. The Chapter SHALL 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, unless stated otherwise in these bylaws.

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. No longer is eligible for membership in the chapter or the national association.
3. No longer is capable of fulfilling duties of the office involved.

Section F: Filling a Vacated Office

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

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

## **ARTICLE VI: Meetings, Locations and Majority Rules**

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

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

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

Section B: Location

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

Section C: Quorum

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

Section D: Simple Majority Vote

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

## **ARTICLE VII: Committees**

Section A: Appointment

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

Section B: Responsibilities

Committees shall undertake such responsibilities as are identified in these bylaws or as may be assigned to them by the president with the advice and consent of the executive committee. No 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

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

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

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

Section A. Acknowledgment:

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

Section B. Enforcement:

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

Section C: Chapter Charter

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

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

## **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 90 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 but will charge sponsorship fees.
  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 Chapter Executive Committee or Board of Directors.

Section E: Non-Binding

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

## **ARTICLE X: Proposals and Procedures for Amending**

Section A: Proposals

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

Section B: Procedure for Amending

The entity assigned for the purpose of reviewing proposed Bylaw revisions shall present the proposed amendment to the executive committee with its findings and proposed recommendations of actions. A 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 effect of the remainder of these bylaws.

### **Section B: Waiver**

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

### **Section C: Hold Harmless and Indemnify**

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

### **Section D: State Laws**

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

### **Section E: Sexual Harassment**

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

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

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

### **Section E: Dissolution**

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



## Confirmation

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

- **Organization Name:** LONG BEACH ORANGE COUNTY CHAPTER OF THE NATIONAL ASSOCIATION OF
- **EIN:** 813972912
- **Tax Year:** 2021
- **Tax Year Start Date:** 01-01-2021
- **Tax Year End Date:** 12-31-2021
- **Submission ID:** 10065520221865726251
- **Filing Status Date:** 07-05-2022
- **Filing Status:** Accepted

**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

2021

Open to Public Inspection

**A** For the **2021** Calendar year, or tax year beginning **2021-01-01** and ending **2021-12-31****B** Check if available Terminated for Business Gross receipts are normally \$50,000 or less**C** Name of Organization: **LONG BEACH ORANGE COUNTY****CHAPTER OF THE NATIONAL ASSOCIATION OF****11325 LA MIRADA BLVD,****WHITTIER, CA, US, 90604****D** Employee IdentificationNumber **81-3972912****E** Website:**N/A****F** Name of Principal Officer: **MIKE DUNFEE****11325 LA MIRADA BLVD,****WHITTIER, CA, US, 90604**

**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.

## NARPM LONG BEACH/ORANGE COUNTY 2023 BUDGET

|                               | JAN            | FEB             | MAR            | APR           | MAY           | JUN          | JUL          | AUG          | SEP            | OCT          | NOV          | DEC            | TOTAL   |
|-------------------------------|----------------|-----------------|----------------|---------------|---------------|--------------|--------------|--------------|----------------|--------------|--------------|----------------|---|
| <b>Income</b>                 |                |                 |                |               |               |              |              |              |                |              |              |                |   |
| Affiliate Dues                |                | \$420           | \$420          | \$420         |               |              |              |              |                |              |              |                | \$1,260   |
| Corporate Membership          |                | \$250           |                |               |               |              |              |              |                |              |              |                | \$250   |
| Grants from National          |                |                 |                |               |               |              |              |              |                |              |              | \$500          | \$500   |
| Social party tickets          | \$1,389        |                 |                |               |               |              |              |              | \$1,800        |              |              | \$1,800        | \$4,989 \$60/person x 30 ppl                    |
| Social party sponsorship      |                |                 |                |               |               |              |              |              | \$1,000        |              |              | \$1,000        | \$2,000   |
| Monthly meeting charge        | \$1,040        | \$379           | \$367          | \$0           | \$300         | \$300        | \$300        | \$300        | \$300          | \$300        | \$300        |                | \$3,885   |
| Monthly sponsorship           |                | \$500           | \$250          | \$250         | \$125         | \$125        | \$125        | \$125        | \$125          | \$125        | \$125        |                | \$1,875   |
|                               |                |                 |                |               |               |              |              |              |                |              |              |                | \$0   |
| <b>Total Budgeted Income</b>  | <b>\$2,429</b> | <b>\$1,549</b>  | <b>\$1,037</b> | <b>\$670</b>  | <b>\$425</b>  | <b>\$425</b> | <b>\$425</b> | <b>\$425</b> | <b>\$3,225</b> | <b>\$425</b> | <b>\$425</b> | <b>\$3,300</b> | <b>\$14,759</b>                                 |
| <b>Expense</b>                |                |                 |                |               |               |              |              |              |                |              |              |                |   |
| Accounting/Tax prep           | \$40           | \$40            | \$40           | \$40          | \$40          | \$40         | \$40         | \$40         | \$40           | \$40         | \$40         | \$40           | \$480   |
| Constant Contact              | \$70           | \$70            | \$70           | \$70          | \$70          | \$70         | \$70         | \$70         | \$70           | \$70         | \$70         | \$70           | \$840   |
| Quickbooks                    | \$55           | \$55            | \$55           | \$55          | \$55          | \$55         | \$55         | \$55         | \$55           | \$55         | \$55         | \$55           | \$660   |
| Bank charges                  | \$15           | \$15            | \$15           | \$15          | \$15          | \$15         | \$15         | \$15         | \$15           | \$15         | \$15         | \$15           | \$180   |
| BOD meetings                  | \$0            | \$0             | \$0            | \$0           | \$0           | \$0          | \$0          | \$0          | \$0            | \$0          | \$0          | \$0            | \$0   |
| Charitable Contributions      |                |                 |                |               |               |              |              |              |                |              |              |                |   |
| Holiday party                 |                | \$2,611         |                |               |               |              |              |              | \$2,200        |              |              | \$2,200        | \$7,011 Need to give lower guaranteed headcount |
| Miscellaneous                 | \$15           | \$15            | \$15           | \$15          | \$15          | \$15         | \$15         | \$15         | \$15           | \$15         | \$15         | \$15           | \$180   |
| Monthly meal charge           |                |                 |                |               |               |              |              |              |                |              |              |                | \$0   |
| Taxes/Licenses                |                |                 |                |               | \$500         |              |              |              |                |              |              |                | \$500   |
| Website                       | \$400          | \$200           | \$200          | \$200         | \$200         | \$200        | \$200        | \$200        | \$200          | \$200        | \$200        | \$200          | \$2,600   |
| Travel                        |                |                 |                | \$500         |               |              |              |              |                |              |              |                | \$500 Assistance for Pres to attend NARPM Conf  |
| <b>Total</b>                  | <b>\$595</b>   | <b>\$3,006</b>  | <b>\$395</b>   | <b>\$895</b>  | <b>\$895</b>  | <b>\$395</b> | <b>\$395</b> | <b>\$395</b> | <b>\$2,595</b> | <b>\$395</b> | <b>\$395</b> | <b>\$2,595</b> | <b>\$12,951</b>                                 |
| <b>Total Budgeted Expense</b> | <b>\$595</b>   | <b>\$3,006</b>  | <b>\$395</b>   | <b>\$895</b>  | <b>\$895</b>  | <b>\$395</b> | <b>\$395</b> | <b>\$395</b> | <b>\$2,595</b> | <b>\$395</b> | <b>\$395</b> | <b>\$2,595</b> | <b>\$12,951</b>                                 |
| <b>Total Budgeted Income</b>  | <b>\$2,429</b> | <b>\$1,549</b>  | <b>\$1,037</b> | <b>\$670</b>  | <b>\$425</b>  | <b>\$425</b> | <b>\$425</b> | <b>\$425</b> | <b>\$3,225</b> | <b>\$425</b> | <b>\$425</b> | <b>\$3,300</b> | <b>\$14,759</b>                                 |
| <b>Total Budgeted Expense</b> | <b>\$595</b>   | <b>\$3,006</b>  | <b>\$395</b>   | <b>\$895</b>  | <b>\$895</b>  | <b>\$395</b> | <b>\$395</b> | <b>\$395</b> | <b>\$2,595</b> | <b>\$395</b> | <b>\$395</b> | <b>\$2,595</b> | <b>\$12,951</b>                                 |
| <b>Net Operating Income</b>   | <b>\$1,834</b> | <b>-\$1,458</b> | <b>\$642</b>   | <b>-\$225</b> | <b>-\$470</b> | <b>\$30</b>  | <b>\$30</b>  | <b>\$30</b>  | <b>\$630</b>   | <b>\$30</b>  | <b>\$30</b>  | <b>\$705</b>   | <b>\$1,808</b>                                  |



# NARPM LB/OC Chapter

## Statement of Activity

January - December 2022

|                                       | TOTAL             |
|---------------------------------------|-------------------|
| Revenue                               |                   |
| Affiliate Member                      | 700.00            |
| Corporate Membership                  | 500.00            |
| Cover Charge Income                   | 1,000.00          |
| Cover Charge Income - via checks      | 15.00             |
| Cover Charge Income - via credit card | 3,094.30          |
| Miscellaneous Income                  | 500.00            |
| NARPM Awards Income                   | 630.00            |
| Sponsorship Income                    | 1,140.00          |
| <b>Total Revenue</b>                  | <b>\$7,579.30</b> |
| GROSS PROFIT                          | <b>\$7,579.30</b> |
| Expenditures                          |                   |
| Bank Charges                          | 84.00             |
| General Meetings                      |                   |
| General Meetings - Meals              | 1,700.00          |
| General Meetings - Venue              | 911.62            |
| <b>Total General Meetings</b>         | <b>2,611.62</b>   |
| Internet & Website Service            | 2,000.00          |
| QuickBooks Payments Fees              | 78.74             |
| Subscription Services                 | 70.00             |
| Google Workspace                      | 216.00            |
| QuickBooks Online                     | 630.00            |
| <b>Total Subscription Services</b>    | <b>916.00</b>     |
| Taxes & Licenses                      | 720.00            |
| <b>Total Expenditures</b>             | <b>\$6,410.36</b> |
| NET OPERATING REVENUE                 | <b>\$1,168.94</b> |
| NET REVENUE                           | <b>\$1,168.94</b> |

## Last Chance! Legal Updates for 2022

---

From NARPM Long Beach Orange County Chapter <narpm\_lb@yahoo.com@ccsend.com>

To Daniel Casado<daniel@casadorealestate.com>

Date Wednesday, January 19th, 2022 at 6:04 AM

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National Association of Residential Property Managers

LONG BEACH / ORANGE COUNTY CHAPTER



### Legal Updates for 2022

**When**

Thursday, January 20, 2022 from  
12:00 PM to 1:30 PM PST

[Add to Calendar](#)

Legal update from Kimball, Tirey & St, John LLP for  
Property Management in 2022.

LAW  
OFFICES  
OF

**Kimball, Tirey & St. John LLP**

**Where**

This is an online event.

***Presented by Susie Lein***



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and Property Managers  
of Rental Housing.

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Susie Lein is a partner with the Law Firm of Kimball, Tirey & St. John LLP. Ms. Lein practices in the area of Landlord / Tenant law with an emphasis on fair housing and affordable housing issues. She has been an attorney with Kimball, Tirey & St. John since 2003 when she was admitted to the state bar.

Ms. Lein graduated from Chapman University School of Law in 2002 with an emphasis in Environmental, Land Use and Real Estate law and is an active member of the California State Bar.

Ms. Lein has her BA in History from UC Davis. Prior to going to law school, Ms. Lein taught English in Japan for 4 years.

Ms. Lein is a frequent speaker for Apartment Associations (CAA, CAR, IREM, AHMA, etc.) and provides landlord/tenant and fair housing training to property management companies throughout California. She is also a current board member for the California Apartment Association's Orange County division.

In addition, Ms. Lein is an independent rental owner with a rental property in the city of Huntington Beach.

**WHEN**

Thursday, January 20, 2022

12:00pm - 1:00pm

Via Zoom

## **COST**

Free

## **REGISTER**

Please pre-register. You will receive the Zoom meeting info and passwords in your confirmation email.

## **CONTACT**

Mike Dunfee

[mike@mikedunfeegroup.com](mailto:mike@mikedunfeegroup.com)

NARPM Long Beach Orange County Chapter,  
11325 La Mirada Blvd., Whittier, California 90604

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## Handouts for Solve the Maintenance Puzzle

---

From NARPM Long Beach Orange County Chapter <narpm\_lb@yahoo.com@ccsend.com>

To Daniel Casado<daniel@casadorealestate.com>

Date Tuesday, March 1st, 2022 at 10:49 AM

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National Association of Residential Property Managers

LONG BEACH / ORANGE COUNTY CHAPTER

**Solve the  
Maintenance  
Puzzle**

WITH MICHAEL SCHRAEPFER

THANK YOU FOR ATTENDING  
Solve the Maintenance Puzzle

THANKS TO OUR

Thank you for attending our February 2022  
meeting last week.

## SPONSOR



At Second Nature, our solutions for homeowners, renters and property managers simplify life while making things just, well, better.

[Visit Website](#)

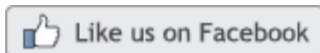
Here is a handout from the meeting that you will find valuable.

[\*\*WHY DOES MAINTENANCE SEEM EXPENSIVE - WHITE PAPER \(PDF\)\*\*](#)

Thank you to Mike Schraepfer for his presentation.



## CONNECT WITH US



---

## COMING IN MARCH 2022



We are excited to announce the speaker for our next meeting will be **Brad Larson**. He is a nationally known speaker on property management. Brad is the founder / owner of RentWerx Property Management. Brad is also a podcast host for both the Property Management Mastermind Podcast show and Property Manager Broker Podcast show and founder of the Property Management

Mastermind Conference along with Managers Round Table and the BizDev Mastermind coaching service.

QUESTIONS?

**CONTACT**

Mike Dunfee

mike@mikedunfeegroup.com

[Forward email](#)



This email was sent to you from narpm\_lb@yahoo.com because you registered for Solve the Maintenance Puzzle. [Click here if you no longer wish to receive emails about this event.](#)

NARPM Long Beach Orange County Chapter | 11325 La Mirada Blvd. | Whittier | California | 90604

## Reminder! How to Squeeze \$100 More Monthly Out of Your Doors

From NARPM Long Beach Orange County Chapter <narpm\_lb@yahoo.com@ccsend.com>

To Daniel Casado<daniel@casadorealestate.com>

Date Tuesday, March 15th, 2022 at 8:26 AM



National Association of Residential Property Managers

LONG BEACH / ORANGE COUNTY CHAPTER

NARPM Long Beach

### HOW TO SQUEEZE \$100 MORE MONTHLY OUT OF YOUR DOORS

Brad Larsen

Owner and tenant programs to increase profit.

**THURSDAY  
MARCH 17, 2022**  
12pm - 1pm  
Via Zoom

Sponsor

**PuroClean™**  
The Paramedics of Property Damage

## How to Squeeze \$100 More Monthly Out of Your Doors

### When

Thursday, March 17, 2022 from

12:00 PM to 1:00 PM PDT

[Add to Calendar](#)

I think you and I agree, better to offer services internally and keep the profit than outsource, unless absolutely necessary. Owner and tenant programs to



increase profit.

## Where

This is an online event.



## **Register Now!**

[I can't make it](#)

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PuroClean Property  
Restoration -

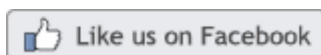
Lic# 1038935

Toll Free: 844.528.PURO  
(7876)

Office: 562.528.3454  
dakins@puroclean.com

[Visit Website](#)

CONNECT WITH US



Brad is the Owner and Founder of [RentWerx](#), in San Antonio and Austin Texas. His company currently manages 900+/- single-family homes, with 30+ staff. As Founder and Owner of PMAV LLC, in San Antonio, Texas, he started the Property Management Mastermind Podcast, created the Property Management Mastermind Facebook Group, started Biz Dev Mastermind Consulting Service. and started the Property Management Mastermind Conference.

## **WHEN**

Thursday, March 17, 2022

12:00pm - 1:00pm

Via Zoom

## **COST**

Members \$15

Non-Members/Guests \$25

Affiliates \$25

Thank you for supporting your chapter.

*Brad is speaking in efforts to help us raise money for NARPM-PAC. Details on how to participate coming soon.*

[SUBMIT MY DONATION TO NARPM-PAC](#)

## **REGISTER**

Please pre-register. You will receive the Zoom meeting info and passwords in your confirmation email.

## **CONTACT**

Mike Dunfee

[mike@mikedunfeegroup.com](mailto:mike@mikedunfeegroup.com)

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# Register Now! What It's Like Being an Eviction Attorney in 2022 - General Advice for Property Managers

From NARPM Long Beach Orange County Chapter <narpm\_lb@yahoo.com@ccsend.com>

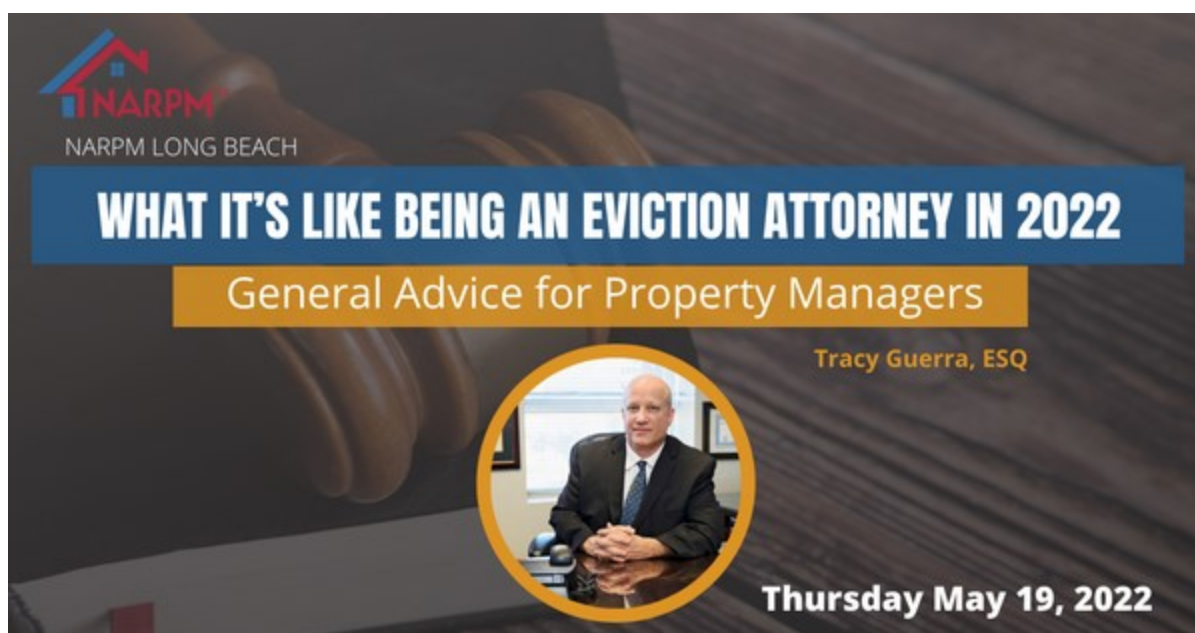
To Daniel Casado<daniel@casadorealestate.com>

Date Friday, May 13th, 2022 at 8:17 AM



National Association of Residential Property Managers

LONG BEACH / ORANGE COUNTY CHAPTER



## What It's Like Being an Eviction Attorney in 2022 General Advice for Property Managers

### When

Thursday, May 19, 2022 from  
12:00 PM to 1:00 PM PDT

[Add to Calendar](#)

Join us and get the inside scoop of what it is like in  
the eviction business in 2022.

Plus, we will have a short summary of the highlights

**Where**

This is an online event.

from CALNARPM Conference.

You don't want to miss this informative meeting and CALNARPM updates!



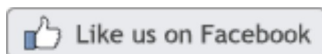
Tracy Guerra, ESQ

**Register Now!**

[I can't make it](#)



**CONNECT WITH US**



Mr. Guerra has specialized in exclusively representing residential and commercial landlords for over 25 years. He is the founder of [ASAP EVICTIONS](#) and managing partner of The Law Office of Guerra & Seyedi. Mr. Guerra has successfully handled over 25,000 evictions with a 99.99% success rate. He has built an office which represents a wide variety of landlords, from mom and pop landlords to real estate developers and national banks. He represented the city of Long Beach in their eminent domain and drug arrest evictions. Mr. Guerra is a qualified expert witness who has been called to testify as to the rights and duties of both Landlords and Tenants.

**WHEN**

Thursday, May 19, 2022

12:00pm - 1:00pm

Via Zoom

**COST**

Members \$15

Non-Members/Guests \$25

Affiliates \$25

Thank you for supporting your chapter.

## **REGISTER**

Please pre-register. You will receive the Zoom meeting info and passwords in your confirmation email.

## **CONTACT**

Mike Dunfee

[mike@mikedunfeegroup.com](mailto:mike@mikedunfeegroup.com)

**Register Now!**

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## Coming Soon! Turn Underperformance into a Profit Center

---

From NARPM Long Beach Orange County Chapter <narpm\_lb@yahoo.com@ccsend.com>

To Daniel Casado<daniel@casadorealestate.com>

Date Wednesday, June 15th, 2022 at 9:04 AM

---



National Association of Residential Property Managers

LONG BEACH / ORANGE COUNTY CHAPTER

**TURN**  
**UNDERPERFORMANCE**  
**INTO A PROFIT CENTER**

Presented by **Pete Neubig**

**THURSDAY JUNE 16, 2022**

### Turn Underperformance into a Profit Center

#### When

Thursday, June 16, 2022 from  
12:00 PM to 1:00 PM PDT

[Add to Calendar](#)

#### Where

This is an online event.

Some of the biggest challenges facing property management companies today include increased payroll, increasingly difficult to find good people, stress on the staff, lack of communication to clients and the inability to transition from a reactive company to a proactive company.

In this presentation, Pete Neubig formerly of Empire Industries property management, will go over step by step on how he turned Empire from being a chaotic, underperforming company into a profitable, stress free and proactive firm.

He will discuss the importance of hiring abroad and answer the most frequently asked questions.

- When do you hire a virtual assistant?
- What can they do?
- How do I build a job role for them?
- How do I find them?
- How do I manage them?
- How do I make sure hiring a virtual assistant is successful?

## **Register Now!**

I can't make it

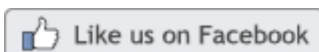
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St. John LLP**

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dedicated to providing legal  
expertise and unmatched  
support in this  
unprecedented time.

By changing his mindset on what job roles virtual assistants can perform, Pete restructured his business, allowing his customers to get better service and allowing his property managers to become less stressed and more proactive thus reducing churn and increasing revenue by being able to capture existing business they were too busy to capture previously.

CONNECT WITH US





#### WHEN

Thursday, June 16, 2022

12:00pm - 1:00pm

Via Zoom

#### COST

Members \$15

Non-Members/Guests \$25

Affiliates \$25

Thank you for supporting your chapter.

#### REGISTER

Please pre-register. You will receive the Zoom meeting info and passwords in your confirmation



email.

CONTACT

Mike Dunfee

[mike@mikedunfeegroup.com](mailto:mike@mikedunfeegroup.com)

**Register Now!**

# Syndication - How a Property Manager Can Get Started

---

From NARPM Long Beach Orange County Chapter <narpm\_lb@yahoo.com@ccsend.com>

To Daniel Casado<daniel@casadorealestate.com>

Date Friday, July 8th, 2022 at 7:40 AM

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**National Association of Residential Property Managers**

**LONG BEACH / ORANGE COUNTY CHAPTER**

*Syndication*

**HOW A PROPERTY MANAGER CAN GET STARTED**

Learn how to grow your property management company by partnering with your clients.

AJ Shepard, Co-owner of Uptown Properties in Portland

**THURSDAY, JULY 21, 2022**  
VIA ZOOM

## Syndication - How a Property Manager Can Get Started

### When

Thursday, July 21, 2022 from 12:00 PM to 1:00 PM PDT

[Add to Calendar](#)

### Where

This is an online event.

Learn how to grow your property management company by partnering with your clients.

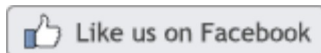
Syndication is the process of pooling investors together to buy and manage assets. This presentation will introduce you to the concept and point you in the right direction to get started.

AJ Shepard has used this concept to buy over 100 doors in the past 2 years. Learn how he did it.

**Register Now!**

I can't make it

CONNECT WITH US



AJ Shepard

AJ Shepard is the co-owner of Uptown Properties in Portland and also a licensed contractor in Oregon. We have been in the business since 2010 and pride ourselves as leaders in our local real estate market and the property management community. Finding his passion in real estate and construction management has created an avenue for the company to help provide all services necessary to its clients. Knowing the trade and the ability to manage many allows for streamlined maintenance of the investor's property at a reduced cost.

## WHEN

Thursday, July 21, 2022

12:00pm - 1:00pm

Via Zoom

## COST

Members \$15

Non-Members/Guests \$25

Affiliates \$25

Thank you for supporting your chapter.

## REGISTER

Please pre-register. You will receive the Zoom meeting info and passwords in your confirmation email.

## CONTACT

Adam Roberts

[adam@robertsrepm.com](mailto:adam@robertsrepm.com)

**Register Now!**

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## Register Now! Is Your Business Recession Ready?

From NARPM Long Beach Orange County Chapter <narpm\_lb@yahoo.com@ccsend.com>

To Daniel Casado<daniel@casadorealestate.com>

Date Monday, August 15th, 2022 at 7:35 AM



National Association of Residential Property Managers

LONG BEACH / ORANGE COUNTY CHAPTER

**WEBINAR**

NARPM™  
NARPM LONG BEACH/ORANGE COUNTY

# Is Your Business Recession Ready?

THURSDAY, AUG. 18, 2022 | 12:00PM - 1:00PM

**REGISTER NOW!**

LBOC.NARPM.ORG

**Scott Brady**  
Progressive Property Management, Inc.

## Is Your Business Recession Ready?

### When

Thursday, August 18, 2022 from  
12:00 PM to 1:00 PM PDT

[Add to Calendar](#)

### Where

This is an online event.

There are 4 immutable and inexorable trends impacting property management in the next 5 years: the acceleration of technology; the growing California renter state; stark commission compression in real estate sales; and the looming economic recession.

Scott will highlight 2 trends and discuss how to make your business "recession ready" and then have a panel discussion on actions companies are taking to thrive in the coming recession and change in Realtor compensation.

## **Register Now!**

I can't make it

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We are available seven days a week with no extra charge for weekends or holidays and we do all work up to code.



1-800-833-4570

[waterheatersonly.com](http://waterheatersonly.com)

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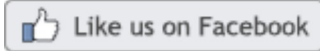
Scott Brady

Scott P. Brady was born in Worcester (sounds like "Whister"), Massachusetts in 1963. His family moved to California when he was 10 and he grew up in North Hollywood. Scott graduated from UC Berkeley with a degree in Comparative Literature (German, Latin & English) and obtained his MBA from Cal State Fullerton in 1993.

In 1997, Scott started his first real estate company and in 2012 started Progressive Property Management, Inc., and now has over 55 agents, over 1,200 residential properties under management. In 2020, he started Progressive Association Management and in less than 2 years, has grown this HOA division to 65 associations and 3,400 owners under management.

Scott is married to Dr. Deanna Brady and has 3 children

## LONG BEACH CHAPTER



Nicole (33), Lauren (30) and Garrett (26), two grandchildren, Beckett 17 months and Preston 4 months. In his off time, Scott is a voracious reader, sporadic exerciser and "Tasteless Weightloss" inventor.

### WHEN

Thursday, Aug 18, 2022

12:00pm - 1:00pm

Via Zoom

### COST

Members \$15

Non-Members/Guests \$25

Affiliates \$25

Thank you for supporting your chapter.

### REGISTER

Please pre-register. You will receive the Zoom meeting info and passwords in your confirmation email.

### CONTACT

Mike Dunfee

[Mike@mikedunfeegroup.com](mailto:Mike@mikedunfeegroup.com)

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# Everyone Welcome! NARPM LB/OC Networking Mixer at Long Beach Yacht Club

From NARPM Long Beach Orange County Chapter <narpm\_lb@yahoo.com@ccsend.com>

To Daniel Casado<daniel@casadorealestate.com>

Date Tuesday, September 20th, 2022 at 8:04 AM



National Association of Residential Property Managers

LONG BEACH / ORANGE COUNTY CHAPTER

 NARPM LONG BEACH ORANGE COUNTY

## NETWORKING MIXER!

LONG BEACH YACHT CLUB

By popular demand! Our first in-person event post Covid, so this will be a big deal! Come reconnect with your friends at NARPM and make new connections.

**SEPT 22**  
2022  
**5:30pm - 8:30pm**

## NARPM LB/OC Networking Mixer at Long Beach Yacht Club

### When

Thursday, September 22, 2022

from 5:30 PM to 8:30 PM PDT

[Add to Calendar](#)

By popular demand! This will be our first in-person event post Covid, so this will be a big deal! Come reconnect with your friends at NARPM and make new connections.

**Where**

**Long Beach Yacht Club**

6201 E. Appian Way  
Long Beach, CA 90803

[Driving Directions](#)

Enjoy the surroundings of the beautiful Yacht Club on the water.

Appetizers will be provided.

No-host bar.

**WHEN**

Thursday, Sept 22, 2022

5:30pm - 8:30pm

**WHERE**

[Long Beach Yacht Club](#)

6201 E. Appian Way

Long Beach, CA 90803

**Register Now!**

[I can't make it](#)

**COST**

Everyone Welcome \$35

THANKS TO OUR EVENT  
SPONSORS

Thank you for supporting your chapter.

**REGISTER**

Please pre-register. We look forward to seeing you there!



FLOOR COVERING, INC  
*"The Choice of Experience!"*

**CONTACT**

Adam Roberts

adam@robertsrepm.com



or Call

Mike Dunfee

562-221-2187

**Special offer to New Members Only!**

Complete and return your NARPM application while at this event and deduct an additional \$50 from the cost of the annual membership. That reduces the cost of an annual membership to \$195, so join today!



(The cost of an annual NARPM® membership is

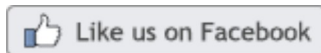


\$295 - deduct the member on time payment discount of \$50)

Fill out the application and print and bring to the networking social.

[NARPM APPLICATION \(PDF\)](#)

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LONG BEACH CHAPTER



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NARPM Long Beach Orange County Chapter,  
11325 La Mirada Blvd., Whittier, California 90604

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# Important! California's Mandatory Balcony Update - Don't get caught off guard!

From NARPM Long Beach Orange County Chapter <narpm\_lb@yahoo.com@ccsend.com>

To Daniel Casado<daniel@casadorealestate.com>

Date Friday, October 21st, 2022 at 10:02 AM



National Association of Residential Property Managers

LONG BEACH / ORANGE COUNTY CHAPTER



NARPM LONG BEACH CALIFORNIA



LATEST ON CALIFORNIA'S  
MANDATORY BALCONY UPDATE  
DON'T GET CAUGHT  
OFF GUARD!

THURSDAY, OCT 27, 2022  
12pm - 1pm

## Latest on California's Mandatory Balcony Update

### When

Thursday, October 27, 2022 from  
12:00 PM to 1:00 PM PDT

[Add to Calendar](#)

Get Ready for California's Balcony Inspections

All multifamily buildings **containing three or more units** with exterior "elevated elements" including balconies, decks, porches, stairways, walkways, etc. must be inspected by qualified inspector before the end of the year 2024, per SB721.

## Where

This is an online event.

Inspectors will become hard to book and some repairs may be required. Don't wait until the last minute as it will be too late before you know it!

### ***Presented by***

Partner Engineering and Science, Inc.

**PARTNER**  
Engineering and Science, Inc.

### **Register Now!**

I can't make it

**John Van Valkenburg** - Licensed Structural Engineer, Technical Director for Structural Solutions

THANKS TO OUR EVENT  
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Asbestos, Lead, and Mold  
Abatement. Bio-Hazard  
Cleanup

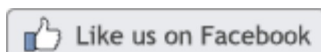


714-465-5800

[vikingenviro.com](http://vikingenviro.com)

[nmatlock@vikingenviro.com](mailto:nmatlock@vikingenviro.com)

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Mr. Van Valkenburg is a licensed structural engineer in California and the Technical Director for Structural Solutions at Partner Engineering and Science, Inc. leading a team providing structural analysis and design for both seismic retrofits and new structures. Bringing almost 20 years of experience, he is responsible for Seismic Risk Assessments across all sectors and building types, including multi-family properties, commercial/retail structures, and high-rise loft conversions. Mr. Van Valkenburg is well-versed in California-specific regulations and requirements, including Balcony Inspections SB721, CA 2030 Seismic Compliance mandate, and OSHPD regulations and requirements.

**Shari Fykes** - Client Manager



Ms. Fykes has over 9 years of experience in the environmental service industry, with a specialization in client needs and compliance requirements of seismic solutions, balcony inspections, retrofit pricing options, State and Federal laws, regulations, and administrative policies affecting landlords, property management firms and building owners. A proactive, diligent client liaison, Ms. Fykes was instrumental in ensuring greater office efficiency for serving client needs, including developing and implementing internal protocols for the structural team at Partner.

And find out what members learned from NARPM National Conference.

#### WHEN

Thursday, October 27, 2022  
12pm - 1pm

#### WHERE

Via Zoom  
Look for the zoom link in your confirmation email.

#### COST

NARPM Members \$15  
Non-Members / Guests \$25  
Affiliates \$25

Thank you for supporting your chapter.

Please pre-register. We look forward to seeing you there!

CONTACT

Mike Dunfee

mike@mikedunfeegroup.com

562-221-2187

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## Attend Increase Your Sales & Revenues with Wanda Allen

---

From NARPM Long Beach Orange County Chapter <narpm\_lb@yahoo.com@ccsend.com>

To Daniel Casado<daniel@casadorealestate.com>

Date Wednesday, November 9th, 2022 at 8:05 AM

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National Association of Residential Property Managers

LONG BEACH / ORANGE COUNTY CHAPTER

### INCREASE YOUR SALES & REVENUES

WEBINAR

WEDNESDAY, NOV 16, 2022  
12pm - 1pm

[REGISTER NOW](#)



SPEAKER  
WANDA ALLEN

## Increase Your Sales & Revenues with Wanda Allen

### When

Wednesday, November 16, 2022

from 12:00 PM to 1:00 PM PST

[Add to Calendar](#)

### Where

This is an online event.





## An Invitation to the NARPM® November Chapter Meeting

### Register Now!

I can't make it

THANKS TO OUR EVENT SPONSOR

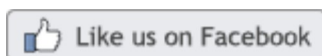
A locally owned & operated Junk Removal company helping to reduce vacancy days by professionally removing unwanted trash & junk from managed properties.



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[junksmiths.com](http://junksmiths.com)

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**If follow up is a hard heavy "to do" then the Follow Up Sales Strategies Presentation is for you.**

You'll learn that follow up is merely a matter of having effective habits and good systems in place. If you struggle getting your follow up work done, it's not because you don't have time, you're not organized or you're not good at sales...it's because you haven't learned the right systems and skill set.

Understanding this will help put you in the flow of ease of getting this all important work done on a daily basis.

In the Follow Up Sales Strategies Presentation, you'll learn:

- Why using a system is critical for success
- Follow up systems that don't work
- How the right mindset will make the follow up process easier
- Surprising sales statistics
- The real reason people don't follow up
- 3 strategies that will improve your follow up efforts immediately

Improving your follow up skills will help you get more clients and close more sales!

ABOUT WANDA ALLEN



Wanda Allen is an International speaker, coach, corporate trainer, author and award winning business owner. She's the author of Follow Up Savvy and Follow Up Sales Strategies. Wanda had a 25 year corporate career where she held the position of Senior Vice President for 15 years. She has a sales background and worked with sales teams throughout her corporate career. She gained extensive training on business development, maintaining client relationships and customer service. She has a strong skill set for developing systems and applied this skill to the follow up process. What she teaches is tried, tested and proven. After leaving the corporate world to pursue her own business ventures, Wanda founded her business, Follow Up Sales Strategies. She's an expert in helping entrepreneurs, business owners and sales professionals increase pipelines, improve sales performance and strengthen relationships by developing strong follow up skills.

**WHEN**

Wednesday, Nov 16, 2022

12pm - 1pm

## WHERE

Via Zoom

Look for the zoom link in your confirmation email.

## COST

NARPM Members \$15

Non-Members / Guests \$25

Affiliates \$15

Thank you for supporting your chapter.

Please pre-register. We look forward to seeing you there!

## CONTACT

Adam Roberts

adam@robertsrepm.com

Not a Member? Join our Chapter.

[NARPM APPLICATION \(PDF\)](#)

**Register Now!**

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NARPM Long Beach Orange County Chapter,  
11325 La Mirada Blvd., Whittier, California 90604

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## Long Beach Orange County NARPM Chapter Meeting 01/13/22

**Start time: 11:33am**

### **Mike covered positions:**

Mike is president  
Daniel is secretary  
Stan is vendor liaison  
Adam member at large  
Charles  
Scott

Stan recommend Carrie for treasurer.

E blast emails are out, we have about 15 to 30 registered already.

Mike asked Adam how to conduct meetings, Adam gave recommendations

Mike to announce we need a treasurer in the membership meeting

### NARPM Chapter excellence:

- Adam said we did it last two years but not 2019
- Incentive is money from NARPM
- Charles said it's a lot of work
- Mike will look at requirements and talk to AJ
- Mike said there is a grant available from NARPM, something to think about
- Mike recommend having a mixer at ballast point to try and get grant
- Matt Tandy was recommended to help also a possible treasurer, Mike to reach out to Matt.

Next NARPM Board meeting 01/21 at 11am.

### Next speaker:

- Scott is on broker owner committee, can get virtual speaker
- Scott recommend picking best speakers from broker owner conference to speak at our meeting(s).
- Mike said the maintenance speaker is very valuable.
- Charles recommend one in-person meeting per quarter.

Mike recommend a couple more virtual meeting to give time to coordinate hybrid/in person meeting.

### Bylaws need to be updated

- Adam to send info to mike and Daniel
- Daniel to make draft of corrections
- Mike to talk to AJ about what's needed

Taxes need to be done

- last year and this years taxes needed
- Should be around \$430 or less to file taxes.
- Adam is going to forward tax info to mike.

Charles recommend doing a golf tournament

Goals:

- Get email blast out by end of January.
- Update bylaws
- Work on NARPM excellence
- Next NARPM Board meeting 01/21 at 11am
- Work on taxes (we are non profit) Marco to get back to us
- Secretary to fill form on who is new board, Adam to give form.

**End of meeting: 12:21pm**

# Long Beach Orange County NARPM Chapter

## Board meeting 1/21/22

### All present

Mike Dunfee  
Scott Brady  
Adam Roberts  
Daniel Casado  
Charles Chang  
Stan D

### Start 11:49am

Last Board Meeting Minutes approved with minor changes.

### Taxes:

Adam sent tax info to board

- Mike to see how much his tax guy would charge to do taxes
- Last person charged about \$400

### Bylaws

Adam sent bylaws to board

- Mike and Daniel to work on corrections needed within 7 days
- Mike and Dan to meet Wednesday

### Next member meeting

- Scott got speaker
- Mike to confirm speaker
- Daniel to collect meeting info

### Last member meeting

- Adam said it went great
- High attendance
- KTS notes needed to be sent to attendees via Lori, Mike to do

### New business

- Charles recommend Dimitri to be treasurer
- Charles recommend splitting narpm excellence between members, Mike agreed
- Stan to send invoices to vendors
- Only about \$400 in account and we owe \$200 to Lori
- Daniel recommend changing even for zoom calls
- Scott recommend \$15
- Charges recommend selling a static logo of vendor on zoom call
- Charles recommend talking to San Diego, Mike to talk to AJ Shepard
- AJ talks about syndication
- Adam to send some passwords

**End 12:17**



## **NARPM Long Beach / OC Board Meeting**

**April Meeting – March 18th, 2022: 12:00PM**

### **Present:**

President – Mike Dunfee  
Vice President (without commitment) - Charles Chang  
Secretary - Daniel Casado  
Vendor Lesion – Stan Dreckman, left early at 12:51PM  
Past President – Adam Roberts

### **Not Present:**

Member at Large - Scott Brady  
Treasurer – Looking for one

### **Meeting Start: 12:05PM**

#### **Approve Last Month's Minutes**

- Approved by Board

#### **Discuss Last Meeting**

- Michelle from EGL Properties liked meeting and got a lot of ideas
- Topic was more valuable for Broker/owners vs. employees
- Adam said we made a little money but not a lot
  - o \$289.00
  - o \$125 billed to sponsor

#### **Plan next Meeting: May's meeting – May 19<sup>th</sup> 12:00PM**

A.) In person or Zoom

- Zoom, approved
- Start working for "Social"

B.) Who is speaking?

- No April Meeting

C.) Topic:

- Idea: Tabled
- Either Syndication, Eviction moratorium, or Cal NARPM recap.

#### **Treasurer Status**

- Tabled until next board meeting

#### **Bylaws**

- Review among board member and report notes for next board meeting.
- Since no April Meeting, we will focus on NAPRM Compliance.

**Next board meeting time: April 28<sup>th</sup> 12:00PM**

**Meeting End: 1:10PM**

## **NARPM Long Beach / OC Board Meeting**

**May Meeting – May 3<sup>rd</sup>, 2022 @ 11AM, Zoom**

### **Present:**

President – Mike Dunfee  
Vice President (without commitment) - Charles Chang  
Secretary - Daniel Casado  
Vendor Lesion – Stan Dreckman  
Member at Large - Scott Brady

### **Not Present:**

Treasurer – Looking for one

### **Meeting Start: 11:00AM**

#### **Approve Last Month's Minutes**

- Approved

#### **Discuss Last Meeting**

- There was no meeting in April

#### **Plan next Meeting:**

A.) Who is speaking?

- Tracey Guerra

B.) Topic: What it's like to be an eviction attorney in 2022

C.) Who is our speaker?

- Stan will get one ASAP

#### **Treasurer Status**

- Still looking

#### **Bylaws**

- Approved
- Daniel to upload with state and in chapter portal
- Mike and Stan to help figure out where to send

#### **Other Business**

- Discuss possibility of supporting political figures

**Next board meeting time: 05/20/22 @ 11:00AM**

**Meeting End: 11:43AM**

# **NARPM Long Beach / OC Board Meeting Minutes**

June Meeting – May 20th, 2022 @ 11AM, Zoom

## **Present:**

President – Mike Dunfee  
Vice President (without commitment) - Charles Chang  
Secretary - Daniel Casado  
Vendor Lesion – Stan Dreckman  
Member at Large - Scott Brady

## **Not Present:**

Treasurer – Looking for one

## **Meeting Start: 11:10AM**

### **Approve Last Month's Minutes**

- Approved

### **Discuss Last Meeting**

- Good meeting, good turnout, good topic

### **Plan next Meeting:**

- A.) Who is speaking?
- Scott to reach out to “New Big” for RTMs
- B.) Topic:
- C.) Ideas:
- RTMs
  - Resident Packages
  - Economists
  - Squeezing more out of your doors
- D.) Sponsor:
- KTS

### **Treasurer Status/Update**

- \$1500 in bank account
- Made \$321 for May meeting
- Owe Leslie a couple of invoices

### **Bylaws**

- Need to send into National, Mike and Daniel to complete.

### **Other Business**

- Mike asked Adam about NARPM excellence
  - o Bylaws
  - o Excel reports, member engagement
  - o Financials
  - o Submit meeting minutes

- Scott will try and get email list of disbanded LA NARPM group.
  - o Daniel or Scott to send to Leslie.
- Charles recommended mastermind group/meeting
  - o Daniel recommended member survey to find what members value
  - o Mike mentioned David Haas on possible speaker.

**Next board meeting time: June 17<sup>th</sup> @ 12:00PM**

**Meeting End: 11:54AM, May 20<sup>th</sup>, 2022**

# **NARPM Long Beach / OC Board Meeting Minutes**

**July Meeting – June 17th, 2022 @ 12PM, Zoom**

## **Present:**

Mike Dunfee – President  
Stan Dreckman – Vendor Liason  
Adam Roberts – Past President / Treasurer (No commitment)  
Daniel Casado - Secretary  
Charles Chang (without commitment) – Vice President

## **Not Present:**

Scott Brady – Member at Large  
Treasurer – Open chair

## **Meeting Start: 12:08PM**

### **Approve Last Month's Minutes**

- Approved by Mike and seconded by Daniel

### **Discuss Last Meeting:**

- Light attendance
- Excellent speaker, had large management company out of state, good information on hiring Vas.
- Title was not an exact match to speakers message

### **Plan next Meeting: 07/21/22 @ 12PM**

A.) Who is speaking:

B.) Topic:

- Idea: Economics, Market report
  - o Mike knows a guy
  - o Bruce Norris, lender in Florida who knows economics
- Idea: Jozef with KTS, DRE Compliance
- Idea: Speaker from HUD

C.) Sponsor:

- Stan to get Vendor

### **Treasurer Status/Update:**

- Mike delivered check to Adam
- Leslie with marketing is paid
- Bill send to KTS for vendor speaker
- Quickbooks needs to be reconciled
- CPA \$400 per year to file taxes, \$800 for two years needed. \$100 for statement of information.
  - o Adam motioned and Mike seconded to have Ruby Pradhan, CPA complete.

### **Other Business:**

A) NARPM COMPLIANCE

- a. Made notes on Compliance list
- b. Daniel to look at excellence requirements

B) Idea to market to other chapters on a good meeting with a rockstar speaker.

C) Charles had idea for 2 for 1 deal, members can invite guest.

- Stan had idea for one free meeting to draw more guests

**Next board meeting time: 7/22/22 @12PM – Pending President confirmation**

**Meeting End: 1:05PM**

# **NARPM Long Beach / OC Board Meeting Minutes**

**July Meeting – June 22th, 2022 @ 12:30PM, Zoom**

## **Present:**

Mike Dunfee – President  
Stan Dreckman – Vendor Liason  
Adam Roberts – Past President / Treasurer (No commitment)  
Daniel Casado - Secretary  
Charles Chang (without commitment) – Vice President  
Scott Brady – Member at Large

## **Not Present:**

Treasurer – Open chair

## **Meeting Start: 12:40PM**

### **Approve Last Month's Minutes**

- Approved

### **Discuss Last Meeting:**

- Around 20 sign ups, 16 showed up, 12 staying online until end of meeting at 1:30PM
- Good topic

### **Plan next Meeting: 08/18/22 @ 12PM**

- A.) Who is speaking: Scott Brady + Panel
- B.) Topic: Are You Recession Ready
- C.) Sponsor: Scott Acosta Water Heaters
- D.) Announce NARPM Election
  - Daniel to email Laurie

### **Treasurer Status/Update:**

- A.) Taxes – Done
  - Adam to send Daniel copy to turn into NARPM
- B.) Adam says we are in a better stop then last year, around \$1400 in account.

### **Other Business:**

- A) NARPM COMPLIANCE – Daniel turned in to National
  - Next year try and get excellence
- B) IN PERSON MEETING
  - a. Social in September
    - i. Charles could possibly get us in the Long Beach Yacht club or Boat Club. Charles to check costs.
    - ii. \$25 for members, \$50 for vendors (tentative pricing)
    - iii. Vendor Sponsors \$125+

**Next board meeting time: 08/19/22 12 PM**

**Meeting End: 1:28 PM**





## **NARPM Long Beach / OC Board Meeting**

**September Meeting – August 23, 2022 @ 4:00PM, Zoom**

### **Attendance:**

Mike Dunfee – President  
Adam Roberts – Vice President (no commitment)  
Daniel Casado – Secretary  
Stan Deckman – Vendor Liaison  
Michelle Vaakil – Treasurer (new)

### **Not Present:**

Charles – Vice President (no commitment)

- 1) Finalize details for our social event including pricing**
  - a. **Location:** Long Beach Yacht Club
  - b. **Pricing:** \$35 per person (member or vendor), cash bar, if they join as a NARPM Member they get deal.
  - c. **Sponsors:**
    - i. **Gold Sponsor:** Up to Charles (probably \$500)
    - ii. **Normal Sponsor:** \$250; includes two tickets, they get mention and on flyer.
  - d. **Food:** \$32 per person cost
  - e. **Date:** September
  - f. **Promotion:** Scott to mail managers flyer
- 2) Welcome Michelle Vaakil to train on as Treasure.**
- 3) Talk about next board. I will get the request out before the weekend.**
  - a. Board discussed, Mike willing to be President again but recommended Daniel, Scott also recommended Daniel, Michelle to be Treasurer.
  - b. Mike expressed he only does this with help of other board members.
  - c. Stan to keep position.
- 4) Firm up year-end schedule:**
  - a. September is social
  - b. October meeting on 27<sup>th</sup> because of convention that month.
  - c. Normal meeting in November
  - d. NARPM Drive in December
- 5) The use of a VA**
  - a. Mike is recommended VA, national will be for a VA.
  - b. Tasks: Let's see what other chapters are using VA for. Mike recommends admin role. Daniel recommended active new member prospects.
- 6) Approve Last Month's Minutes:**
  - a. Approved
- 7) Discuss Last Member Meeting:**
  - a. No discussion
- 8) Plan next Meeting:**
  - a. Social noted above

**9) Treasurer Status/Update:**

- a. \$1600 in account, getting \$300 for last meeting, \$500 coming for NARPM.
- b. Laurie owed August serve fee.

**10) Other Business:**

- a. Daniel mentioned starchapter.com
- b. Scott will advertise in his mastermind management group.

**11) Next board meeting time: September 23<sup>rd</sup> 12PM**

**Meeting End: 4:56PM**

## **NARPM Long Beach / OC Board Meeting**

**October Meeting – September 30<sup>th</sup>, 2022 @ 12:00PM**

Zoom Meeting:

<https://us02web.zoom.us/j/84547528849?pwd=aTZrUFM3Mzk0QmlxcnhsSGg5R0lTdz09>

Meeting ID: 845 4752 8849

Passcode: 022958

- 1) **Our social: We will look at the numbers, make sure we pay our bill, should we do another, what could be better, etc....**
  - a. **Mike mentioned to Charles to confirm attendees with Yacht club and to make sure we are on good terms with club for future use.**
  - b. **Adam mentioned to adjust prices next time.**
  - c. **Mike spoke about NARPM grant for \$500**
  - d. **Mike asked about doing a Christmas event, seconded by Stan**
    - i. **Stan suggested vendor signs next to food**
- 2) **The next meeting.**
  - a. **October 27<sup>th</sup>**
  - b. **Speaker:**
    - i. **Daniel recommended Oliver from AACSC**
    - ii. **Charles recommended Rhino no security deposits**
    - iii. **Michelle recommended speaker on master leases**
- 3) **VA from NAPRM**
  - a. **Mike spoke about getting a VA from NARPM**
  - b. **VA to possibly to do minutes and secretary duties**
- 4) **Guest at board meeting**
- 5) **Next board**
  - a. **Stan, Charles, Daniel & Mike willing to be on board again**
  - b. **Daniel mentioned to make strong effort to get new people on board.**
  - c. **Daniel to sent *Consent To Serve form* to Laurie for members Due October 27<sup>th</sup>.**
- 6) **Treasurer's Report**
  - a. **Adam reviewed financials**
  - b. **We currently have \$3500 in bank**
    - i. **\$250 deposit soon**
    - ii. **Possible \$500 from NARPM for social event.**
  - c. **Minutes Approved**
- 7) **Anything else**
  - a. **Stan spoke about new vendor sign up process, Adam mentioned to work with Laurie.**
- 8) **Approve Last Month's Minutes**
  - a. **Adam motioned and Daniel Seconded to Approve minutes, board approved.**
- 9) **Discuss Last Member Meeting:**
- 10) **Plan next Meeting:**
  - a. **Adam to find out about Balcony inspection speaker**
  - b. **Stan to reach out about ADA speaker**
- 11) **Next board meeting time: October 28<sup>th</sup> 12PM**

**Meeting End: 1:00PM**

## **NARPM Long Beach / OC Board Meeting**

**November Meeting – October 28<sup>th</sup>, 2022 @ 12:00PM**

Join Zoom Meeting

<https://us02web.zoom.us/j/88158271095?pwd=QUx2Mll5ZXk4WG1WbHVkQ0Q4S1JZdz09>

Meeting ID: 881 5827 1095

Passcode: 421758

### **Attendance:**

**Daniel Casado**

**Mike Dunfee**

**Adam Roberts**

**Stan Deckman**

**Michelle Vaakil**

**Charles Chang**

**Scott Brady (left at 12:59PM)**

### **Meeting Start: 12:00PM**

- 1) **Last meeting**
  - A.) **How it went**
    - a. Adam said it was good, Daniel seconded.
    - b. Board was glad we got a minimum charge for vendor services.
- 2) **Next Meeting**
  - A.) **Date and speaker**
    - a. Wanda Allen, Sales Coach
    - b. Wednesday November 16<sup>th</sup>, 2022 instead of Thursday
  - B.) **What to charge?**
    - a. \$15 for Members and Affiliate members. Board approved.
    - b. \$25 for Non-Members.
    - c. Charles recommended an advertising banner on website.
- 3) **Administrative help plan**
  - A.) **VA**
    - a. Mike recommended set up a meeting.
    - b. Interview VA and learn about her skills.
  - B.) **Accounting help**
    - a. NARPM has a book keeping service.
  - C.) **Laurie**
    - a. Have Laurie send email for next board, Daniel sent email to Laurie.
- 4) **Next Board**
  - a. Daniel sent email to Laurie requesting email to members.
- 5) **Christmas Social**
  - A.) **Yes or No?**
    - a. Daniel and Stan said yes.
    - b. Michelle asked about date.
    - c. Charles to see what dates are available.
    - d. Stan recommended opening up to Apartment Association.
    - e. Stan recommended vendors bring banners.
      - i. Vendors to pay \$250 and get one ticket.
      - ii. \$250 for affiliate sponsors and \$350 not affiliated.
      - iii. Email vendors opportunity to sponsor.
        1. Stan to draft email/flyer
- 6) **Anything else?**
  - a. Mike recommended amending Bylaws, if we get 10K in bank then we send President to conference for free. Michelle Seconded motion.
- 7) **Approve Last Month's Minutes**
  - a. Approved
- 8) **Next board meeting time: Next board meeting day after Christmas Social.**

**Meeting End: 1:12PM**

**NARPM Long Beach / OC Board Meeting**  
**December Meeting – December 2<sup>nd</sup>, 2022 @ 12:00PM**

Join Zoom Meeting

<https://us02web.zoom.us/j/84026765930?pwd=dHN0ZDlrVExRY3gzUUVGTXZkYmtHZz09>

Meeting ID: 840 2676 5930

Passcode: 103876

Attendance: Daniel Casado, Mike Dunfee, Michelle Vaakil, Charles Chang, Scott Brady

**Meeting Start: 12:00PM**

- 1) **Last meeting**
  - A.) **How it went (mixer)**
    - a. Went well, good attendance.
    - b. Putting food table in center was good idea
    - c. One person paid cash, Ramer Spurr
  - B.) **How it went (meeting)**
    - a. We changed meeting to a Wednesday and had low attendance
    - b. Stan advised to give vendor discount on Mixer sponsorship
  
- 2) **Next Meeting**
  - A.) **Date and speaker**
    - a. Vendor is KTS per Stan
    - b. Meeting is January 19<sup>th</sup> 12PM
    - c. Speaker is KTS
  
  - B.) **February Speaker**
    - a. Possibly “Dos and Don’ts for Resident Packages”
  
  - C.) **What to charge?**
    - a. Members - \$15
    - b. Non Members - \$25
    - c. Vendors - \$15
  
- 3) **Administrative help plans**
  - A.) **VA**
    - a. Member lead and new member follow up
      - i. Enter into constant contact
    - b. Record minutes
      - i. Better to be present then to send recording
    - c. Invite VA to next board meeting
    - d. Send invoices to Vendors
      - i. Stan to direct accordingly
  
  - B.) **Laurie**
    - a. Very valuable
    - b. Stand advised to keep relationship, second by Daniel
  
- 4) **Next Board**
  - a. Same board with Janet Sprissler as Mentor.
  - b. Mike recommended to start reviewing member to vendor ratio
  - c. Be able to report to vendors how many doors they are advertising to.
    - i. Tell Laurie to add question on zoom registration on how many door per company.
  
- 5) **Next Social**
  - a. Mike recommended one mixer per quarter, Daniel seconded.
  
- 6) **Anything else?**
  - a. Current member/affiliate is 61 members
  - b. Michelle recommended Facebook ads
    - i. Scott recommended “Why the next 5 year swill be difficult” for property managers.
  - c. Michelle recommended a code for a first meeting free for leads.
  
- 7) **Approve Last Month’s Minutes**
  - a. Approved
  
- 8) **Next board meeting time: Day after next member meeting, December 20<sup>th</sup> at 12PM**

**Meeting End: 1:03PM**

**2023 NARPM Long Beach / Orange County Board Members**

President – Mike Dunfee

VP – Charles Chang

Treasurer – Michelle Vaakil

Secretary – Daniel Casado

Member at Large – Scott Brady

Vendor Liaison – Stan Deckman

# #99

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, February 28, 2023 6:04:59 PM  
**Last Modified:** Tuesday, February 28, 2023 6:11:52 PM  
**Time Spent:** 00:06:52  
**IP Address:** 189.132.110.32

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Page 1: Positions with a \* are REQUIRED

## Q1

Chapter Name

Long Beach

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## Q2

Chapter President\*

Mike Dunfee

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## Q3

President Elect\*

Charles Chang

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## Q4

Past President\*

Adam Roberts

---

## Q5

Respondent skipped this question

Vice President (if applicable)

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## Q6

Treasurer\*

Marco Montes

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**Q7**

Secretary\*

Daniel Casado

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**Q8**

Respondent skipped this question

New Member Mentor\* In June 2020, NARPM National adopted the motion that all chapters are required to identify a New Member Mentor for their chapter each year. It is not an elected position, but is a duty that a volunteer member or board member should be completing. The program is in the Chapter Success Guide, starting on page 148.

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**Q9**

Respondent skipped this question

Education Chair

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**Q10**

Respondent skipped this question

Membership Chair

---

**Q11**

Respondent skipped this question

Legislative Chair

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**Q12**

Other position(s) not listed

- Chapter Secretary 2023: Suzanne Roberts

E-mail: sue@robertsrepm.com

O: 562-903-1139

- Chapter Leader 2023: Janet Sprissler

E-mail: Janet@gmail.com

O: 805-44444

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## Rebecca Woodring

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**From:** Mike Dunfee <mike@mikedunfeegroup.com>  
**Sent:** Friday, July 21, 2023 6:33 PM  
**To:** Casado Real Estate Inc.; Rebecca Woodring  
**Cc:** Mike@MikeDunfee.com; cchang@cmc-realty.com; NARPM RP1; AJ Shepard; cyndi@evergreenpropertymgmt.com; Danyel Brooks; Christopher Cossitor  
**Subject:** RE: NARPM 2023 Chapter Compliance Long Beach Orange County Chapter - Need Additional Info

Matt Tandy is our Mentor.

### Mike Dunfee

Managing Broker  
Licensed Realtor®  
DRE #01191497  
562-221-2187 (mobile)  
562-493-1400 (office)  
[www.MikeDunfeeGroup.com](http://www.MikeDunfeeGroup.com)  
Dunfee Real Estate Services, Inc.  
DRE # 02026232

**MIKE DUNFEE**  
**GROUP**

Sales · Leasing · Property Management

**From:** Casado Real Estate Inc. <daniel@casadorealestate.com>  
**Sent:** Friday, July 21, 2023 2:16 PM  
**To:** Rebecca Woodring <rwoodring@managegroup.com>  
**Cc:** Mike@MikeDunfee.com; cchang@cmc-realty.com; NARPM RP1 <RP1@narpm.org>; AJ Shepard <AJ@Uptownpm.com>; cyndi@evergreenpropertymgmt.com; Danyel Brooks <danyel@bpmisd.com>; Christopher Cossitor <flapsup@cossitorgroup.com>  
**Subject:** RE: NARPM 2023 Chapter Compliance Long Beach Orange County Chapter - Need Additional Info

I think Matt Tandy is.



**Daniel Casado, Broker/Owner, CAM**  
**Casado Real Estate Inc.**  
Property Management & Brokerage  
CalDRE#02092502

Call/text: (562) 316-0077

## Rebecca Woodring

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**From:** Casado Real Estate Inc. <daniel@casadorealestate.com>  
**Sent:** Wednesday, May 24, 2023 4:10 PM  
**To:** Rebecca Woodring  
**Cc:** Mike@MikeDunfee.com; cchang@cmc-realty.com; NARPM RP1; AJ Shepard; cyndi@evergreenpropertymgmt.com; Danyel Brooks; Christopher Cossitor  
**Subject:** RE: NARPM 2023 Chapter Compliance Long Beach Orange County Chapter - Need Additional Info  
**Attachments:** 221104 NARPM Election Nominations email.pdf  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Rebecca,

I believe the board has a plan to twist Matt Tandy's arm and make him the Mentor. our VA has a system for mentor and says she just needs a "name". Mike will confirm.

Our election was an election by acclamation since there were no new candidates who wanted to serve on the board. There was no formal electronic or paper vote. Attached is an email that went to membership.



**Daniel Casado**, Broker/Owner, CAM

**Casado Real Estate Inc.**

Property Management & Brokerage  
CalDRE#02092502

Call/text: (562) 316-0077

Web: [casadorealestate.com](http://casadorealestate.com)

Address: World Trade Center, 8th Floor Long Beach, CA 90831

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----- Original Message -----

On Friday, April 21st, 2023 at 1:30 PM, Rebecca Woodring <rwoodring@managegroup.com> wrote:

Thanks Daniel! We're nearly there.

What is the name of the Chapter's 2023 New Member Mentor?