



National Association of Residential Property Managers

Chapter Certificate of Compliance Checklist

Due December 1, 2009

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

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

GOVERNANCE REPORTING	
1.	Attach a list of the names and positions of the upcoming Board of Directors and committee chairs for the Chapter (Must be submitted to reach chapter compliance) See minutes for 11/11 board meeting.
2.	Have chapter bylaws changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
3.	Have chapter articles of incorporation changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
4.	Attach copies of minutes for each Board of Directors meeting. Chapters are required to meet and maintain corporate minutes and other records as designated by state law and chapter bylaws. (Must be submitted to reach chapter compliance)
5.	Chapter officers assume their respective offices: January 1 <input checked="" type="checkbox"/> Other: Specify
6.	Date of fiscal year: Calendar year <input checked="" type="checkbox"/> Other: Specify
7.	The chapter maintains a minimum membership of seven (7) NARPM® Professional/Support Staff members. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be maintained to reach chapter compliance)
8.	Does the chapter maintain a FDIC bank account in the chapter's corporate name Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be submitted to reach chapter compliance) Name of Banking Institution: Bank of the West - Petaluma branch
9.	The chapter has filed a Corporate Annual Registration Report/Renewal for the state in which it is registered for this calendar year? *Send NARPM® an up to date copy of corporate annual registration report/renewal (Must be submitted to reach chapter compliance) Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If not required check here <input type="checkbox"/> Other reason:
10.	Effective 2010, local/state chapter Presidents, or their designee, must participate in a minimum of three of the quarterly Regional conference calls. In 2009, did your chapter participate in these calls?

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

CHAPTER PLANNING	
15.	Attach a copy of chapter's annual calendar of events for the following year.
16.	The Chapter President-Elect attended the training sessions at the national leadership training session prior to taking office. Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, state why not: Unable to attend
17.	Did chapter communicate at least four times during the year with members? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of the communications chapter had with the members. This can be electronic or printed. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, state reason why not:
18.	Did chapter sponsor/participate in effective educational programs for NARPM® members affiliated with the chapter during certification year. This can be designation class or local classes that have special speakers. For state/regional chapters, education can be part of their state/region convention. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of brochure or flier. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input type="checkbox"/> N <input type="checkbox"/> If no, state reason why not: Rob Massey spoke to our chapter in March, no flier, all electronic
19.	The chapter is using the Chapter Leader section of NARPM.org(http://www.narpm.org/chapter-services/) : Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:
20.	The chapter website is kept up to date? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, when will it be updated?
21.	The chapter is interested in looking at a website supported by NARPM®: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Contact persons name and number: I think it is already supported by NARPM
22.	The chapter filed for the current year Chapter Grant: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

Check here if you would like more information on grants: ☐

The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.

Other items:

23. Rate the health of the chapter (1 - 10, 10 being highest) 7

a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going? Membership is going well, but hard to get new leadership. Most of us have served as president at least once. I'm on my third term.

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

Speakers are helpful and support with establishing the new chapter.

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

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

Current Certification Year President/Date

Current Certification Year Incoming President/Date

CHAPTER RE-CERTIFICATION REQUIREMENTS

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

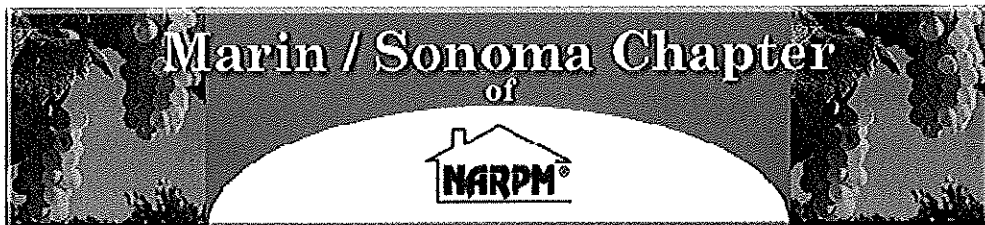
Submission Requirements

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

Marin Sonoma NARPM Chapter

Tentative 2010 Meeting Schedule

Date of Meeting:	Topic:	Guest Speaker(s):
January 21, 2010 Petaluma, CA	<u>"A Picture's Worth a 1,000 Words"</u> How to take million dollar property photos, plus a chance to receive headshots from professional photographer Trevor Henley.	Trevor Henley (confirmed)
February 18, 2010 Petaluma, CA	<u>"Communicate or Crash"</u> Common strategies for office, tenant and owner conflict resolution.	Marin Mediation (confirmed)
March 18, 2010 Petaluma, CA	<u>"No Paper? No Problem!"</u> How to make your office paperless—saving money & the planet!	Jeff Gomez, Sina Shekou (confirmed)
April 12-16, 2010 Concord, CA	CAL NARPM State Conference	**no regular meeting
May 20, 2010 Petaluma, CA	<u>Jeopardy!</u> Play this popular game by answering common property management and industry questions—you might even win a prize at the end!	Christine Goodin, RMP (confirmed)
June 23, 2010 McInnis Golf Course San Rafael, CA 8:30am-12noon	<u>NARPM Ethics Course</u> Take this NARPM certified class will count towards your designation!	Candi Swanson, MPM (confirmed)
July 15, 2010 Petaluma, CA	<u>Selecting Software Providers</u> Have a chance to learn more about these popular programs and the pros/cons of each.	Appfolio, Propertyware (confirmed), PROMAS/Hero PM
August 19, 2010 Petaluma, CA	<u>Tips for Property Management Fee Structures</u> A new presentation involving building a mathematical model to determine how to structure management fees. This will be a tool to use for structuring fees that will result in better profitability for your company!	Rob Massey, Jr., CPM (confirmed)
September 16, 2010 Petaluma, CA	<u>Vendor's Panel</u> Four vendors will be attending to answer commonly asked questions and ways to maximize your property profits!	Nancy Lanz (coordinating, unconfirmed)
October 13-15, 2010 Seattle, WA	NARPM National Conference	**no regular meeting
November 18, 2010 Petaluma, CA	<u>Attorney's Panel Q&A Session</u> Get an update from attorney's who specialize in the property management business and answers to your questions.	Chuck Jensen, Kevin Koricek, Susan Marchant-Angel (unconfirmed)
December 16, 2010 (location TBD)	Holiday Networking Party!!	**no regular meeting



**Marin/Sonoma NARPM Annual Meeting
Thursday November 19, 2009
Annual Meeting~ McNear's Resturant**

Meeting was called to order at 12:10pm.

The following board members were in attendance: Christine Goodin, RMP; Pam Taeuffer; Kerry Davison, RMP; Joe Dalmon, RMP; Keith Becker, Jock McNeill and Margaret Steacy

Motion was made by Jock McNeil to accept the slate below was seconded by Margaret Steacy and accepted by the membership in attendance.

2009 Chapter officers:

President—Jock McNeill

Vice President—Pam Teauffer

Past President—Christine Goodin, RMP

Secretary—Margaret Steacy

Treasurer—Kerry Davison, RMP

Education/Legislative Chair—Keith Becker

Membership/Newsletter Chair—Pam Teauffer

Vendor Affiliate Chair—Letitia Hanke with support from Joe Dalmon, RMP

Treasurer Kerry Davison said the balance of the checkbook is \$1706.00

Meeting was adjourned at 12:30pm