

Bylaws of  
The Marin Sonoma Chapter of  
The National Association of Residential Property Managers  
**Updated June 2021**

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Marin Sonoma 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 the Marin Sonoma area.
2. To promote a standard of business ethics, professionalism, and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the Marin Sonoma 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: Within the Marin and Sonoma County boundaries.

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. An affiliate member does not vote or hold elective office.

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

Section E: 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 Marin/ Sonoma 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: 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 5 officers as follows:

1. President: The president shall:
  - a. Serve as the chief executive officer of the chapter.
  - b. Preside at all meetings of the chapter.
  - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
  - d. Sign all legal documents.
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - f. Shall ensure the completion of all documentation required by the National Association.
  - g. Serve a term of one year commencing with the beginning of the new 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. President-Elect: The president-elect shall:
  - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
  - b. Fulfill the responsibilities of the president during his/her absence.
  - c. Replace the president at the end of the fiscal year.
  - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
  - e. Undertake other 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.

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 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.
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.

## 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 Marin Sonoma 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.

### Section B: Enforcement

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

## ARTICLE IX: Financial Considerations

### Section A: Calendar Year

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



Section B: Chapter Dues

- A. The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:
1. Payable: Dues for local chapters are payable no later than January 1 of each year.
  2. Non-payment of Dues: Failure to pay the annual chapter dues within 60 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
  3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
  4. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter Marin/Sonoma will charge dues to National Affiliate members.
  5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

Section C: Special Assessments

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

Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the Marin Sonoma 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, statutes, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by [insert state name] state law, Chapter shall notify the National Association of said amendments, but no further action will be required.

### Section E. Sexual Harassment

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 Marin Sonoma Chapter, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

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: MARIN SONOMA CHAPTER OF NATLASSOC OF RESIDENTAL PROPERTY MGRS INC221 Petaluma BoulevardSouth, Petaluma, CA, US,94952

D Employee Identification

Number 80-0553206

## E Website:

F Name of Principal Officer: Carolyn Gavriloff221 Petaluma BoulevardSouth, Petaluma, CA, US,94952

**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.



Secretary of State  
Business Programs Division  
P.O. Box 944230  
Sacramento, CA 94244-2300

FIRST CLASS PRST  
PERMIT 1662  
US POSTAGE  
PAID  
SACRAMENTO CA

RETURN SERVICE REQUESTED

**Reminder Notice**

Required Statement(s) Due to Be Filed:  
(Form SI-100) Statement of Information  
**Due Date: 07-31-2021**

**NOTICE:** To avoid the penalty and suspension process, the entity should make sure the information on the Secretary of State's records is up to date. Updates to an entity record must be made through filing a complete Statement of Information with our office.

***See reverse for instructions →***

\*\*\*\*\*3-DIGIT 949

Tray 12



C3217745  
Marin & Sonoma Chapter of The National Association of Residential Property  
Managers, Inc.  
221 Petaluma Blvd S  
Petaluma CA 94952-4243

Statement of Information and payment was submitted  
successfully and is pending statutory review by the California  
Secretary of State.

***Please print*** this screen as a record of submission and credit  
card payment.

**Submission Summary:**

Entity Name: MARIN & SONOMA CHAPTER OF THE  
NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY  
MANAGERS, INC.

Entity Number: C3217745

Submission Type: Statement of Information: Complete

Submission Date: 06/30/2021

Total Paid: \$20.00

***What's next?***

Please check the submitter's email for further details of your  
filing submission and instructions on how to check the status of  
your submission.



# **2021-2022 Board of Directors**

Jill Glover - *Past President*  
 Korin Robles - *President*  
 Heather Sorber - *President-Elect*  
 Jenny Rihl- *Secretary*  
 Carolyn Gavriloff - *Treasurer*  
 Elisa Chieffo - *Affiliate Chair*

## **Marin/Sonoma NARPM Chapter Budget 2022**

<b>INCOME</b>	
Affiliate Membership & Sponsorship Fees	\$1,750.00
Meeting Fees (In Person)	\$2,500.00
Chapter Grant	\$500.00
<b>TOTAL:</b>	<b>\$4,750.00</b>
<b>EXPENSES</b>	
Meeting Expenses (room, food, etc.)	\$1,400.00
Marketing & Zoom Expenses	\$680.00
Education Expenses (projector, HDMI cord, etc.)	\$600.00
Officer Travel (President & President-Elect)	\$1,200.00
President Registration - State & National Conference	\$700.00
<b>TOTAL:</b>	<b>\$4,580.00</b>

### **NARPM® Antitrust Statement:**

It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM®'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members' ability to solicit competitors' clients. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive or otherwise illegal.

2:30 PM

01/12/22

Accrual Basis

**Marin-Sonoma Chapter NARPM**  
**Profit & Loss**  
**January through December 2021**

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	<u>Jan - Dec 21</u>
Ordinary Income/Expense	
Income	
Investments	
Interest-Savings, Short-term CD	<u>0.47</u>
Total Investments	0.47
Program Income	
Membership Dues	<u>1,175.00</u>
Total Program Income	<u>1,175.00</u>
Total Income	1,175.47
Expense	
Travel and Meetings	
Conference, Convention, Meeting	<u>949.81</u>
Total Travel and Meetings	<u>949.81</u>
Total Expense	<u>949.81</u>
Net Ordinary Income	<u>225.66</u>
Net Income	<u><u>225.66</u></u>

## Jill Glover

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**From:** Jill Glover <jill@mahoneydavison.com>  
**Sent:** Friday, January 15, 2021 2:52 PM  
**To:** shurik101@gmail.com  
**Subject:** Marin/Sonoma NARPM - Happy New Year 2021

Dear Members,

On behalf of the 2021 Board, Happy New Year!

You must be chomping at the bit to know what's in store! We have made a few small adjustments to the schedule. Business meetings will now be every OTHER month, on the 4th Thursday @ 12pm starting January 28th. Meetings will continue virtually through Zoom until further notice.

We are happy to announce our guest speaker for January is Attorney, Linda Ryan! She will be providing a Legislative Update to kick off the new year!

Evite with Zoom link to follow next week.

Have a wonderful weekend!

Jill A. Glover

Mahoney Davison Co. Property Management

President, Marin/Sonoma Chapter of NARPM

[www.mahoneydavison.com](http://www.mahoneydavison.com)

(707)762-7710, fax (707)762-7618

CALBRE #02023236



## Jill Glover

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**From:** Jill Glover <jill@mahoneydavison.com>  
**Sent:** Thursday, January 21, 2021 4:25 PM  
**To:** shurik101@gmail.com  
**Subject:** Marin/Sonoma NARPM - January Mtg Zoom & Agenda

Hi All,

Please find the Zoom link below for the upcoming January Business Meeting. Attached to this email is a pdf of the Meeting Agenda.

Topic: Marin/Sonoma NARPM - January Business Mtg

Time: Jan 28, 2021 12:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89676030721>

Meeting ID: 896 7603 0721

One tap mobile

+16699006833,,89676030721# US (San Jose) 13462487799,,89676030721# US

+(Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

Meeting ID: 896 7603 0721

## Owner Panel Discussion

**Host** Marin Sonoma NARPM  
**When** Thursday, March 25 at 12:00 PM  
**Where** Zoom  
None None



### Message From Host

Hi All,

We hope to see everyone via zoom this Thursday for our owner panel discussion about best/new practices during COVID.

#### Join Zoom Meeting

<https://us02web.zoom.us/j/87258171968>

**Meeting ID: 872 5817 1968**

**One tap mobile**

**+16699006833,,87258171968# US (San Jose) 12532158782,,87258171968# US**

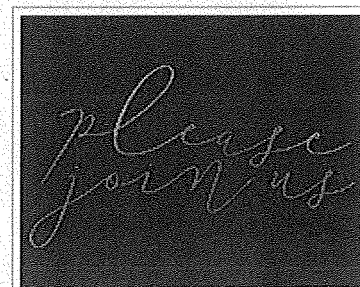
**+(Tacoma)**

**Dial by your location**

**+1 669 900 6833 US (San Jose)**

## Fair Housing Discussion

**Host** Marin Sonoma NARPM  
**When** Thursday, May 27 at 11:45 AM  
**Where** Zoom  
None None



### Message From Host

Hi All,

We hope to see everyone via zoom on Thursday, May 27th with a focus on Fair Housing.

Topic: Marin/Sonoma NARPM - May Business Mtg

Time: May 27, 2021 11:45 AM Pacific Time (US and Canada)

### Join Zoom Meeting

<https://us02web.zoom.us/j/81348780824>

Meeting ID: 813 4878 0824

One tap mobile

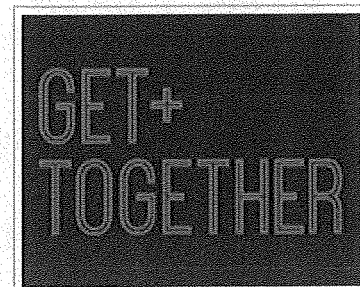
+16699006833,,81348780824# US (San Jose)

12532158782,,81348780824# US

+(Tacoma)

## Marin/Sonoma NARPM July Meeting

**Host** Marin Sonoma NARPM  
**When** Thursday, July 22 at 11:45 AM  
**Where** McNear's Saloon & Dining House  
23 Petaluma Boulevard North  
Petaluma, CA 94952



### Message From Host

Hi All,

We are excited to see many of you in person at McNear's Saloon on Thursday, July 22nd!

Our discussion will be focused on HUD and pet screening.

The speaker is:

Adriana Ames

Education Director

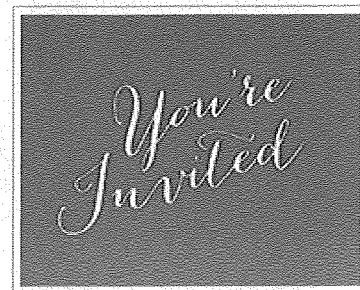
HUD-Certified Pre-purchase Counselor

Fair Housing Advocates of Northern California

## September Business Meeting

**Host** Marin/Sonoma NARPM

**When** Thursday, September 23 at 11:45 AM



### Message From Host

Dear Members,

Please join us for a presentation from Pam Strickland about Compliance and Trust Fund Handling.

### Join Zoom Meeting

<https://us02web.zoom.us/j/88498444758>

**Meeting ID: 884 9844 4758**

### One tap mobile

**+16699006833,,88498444758# US (San Jose)**

**+12532158782,,88498444758# US (Tacoma)**

### Dial by your location

**+1 669 900 6833 US (San Jose)**

**+1 253 215 8782 US (Tacoma)**

**+1 346 248 7799 US (Houston)**

**+1 301 715 8592 US (Washington DC)**

**+1 312 626 6799 US (Chicago)**

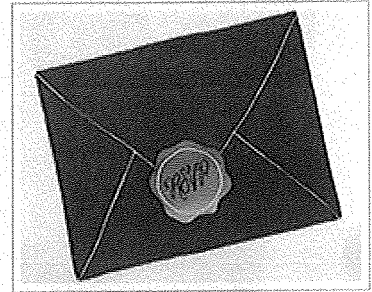
**+1 929 205 6099 US (New York)**

**Meeting ID: 884 9844 4758**

**Find your local number:** <https://us02web.zoom.us/j/88498444758>

## November Chapter Meeting

**Host** Marin Sonoma NARPM  
**When** Thursday, November 18 at 12:00 PM  
**Where** Via Zoom  
None None



### Message From Host

Hi All!

With our typical business meeting landing on Thanksgiving day, we have pushed it up one week. Keith Becker will be giving us a legislative update and we'll be swearing in our incoming board members.

We hope to see you on zoom this Thursday!  
<https://us02web.zoom.us/j/89836576588>

**Meeting ID: 898 3657 6588**

**One tap mobile**

**+16699006833,,89836576588# US (San Jose) 12532158782,,89836576588# US**

**+(Tacoma)**

**Dial by your location**

**+1 669 900 6833 US (San Jose)**

**+1 253 215 8782 US (Tacoma)**



**2021 Board of Directors**  
Jill Glover – *President*  
Korin Robles – *President-Elect*  
Efren Espinoza – *Past President*  
Heather Sorber – *Secretary*  
Carolyn Gavriloff – *Treasurer*  
Elisa Chieffo – *Affiliate Chair*

**CO-19**  
**Marin/Sonoma NARPM Chapter**  
**AGENDA: COVID-19 Owner Panel**  
Thursday March 25, 2021

**I. STANDARDS OF PROFESSIONALISM**

**11-2:** The property manager shall strive to stay informed about relevant matters affecting the property management field on a local, state, and national level.

**II. ANNOUNCEMENTS**

Next Meeting: May 27, 2021 – Fair Housing

**III. SPEAKER INTRODUCTION**

**Jock McNeill, MPM®, RMP®** – Broker/Owner (21YR NARPM Member)  
Alliance Property Management: <http://www.alliancepm.com>

**Kerry Davison RMP®** – Broker/Owner (26YR NARPM Member)  
Mahoney Davison Co. Property Management: <http://www.mahoneydavison.com>

**Keith Becker, MPM®, RMP®, CCRM®** – Broker/Owner (24YR NARPM Member)  
Dede's Rentals: <http://www.dedesrentals.com>

**Melissa Prandi MPM®, RMP®** – Broker/Owner (28YR NARPM Member)  
PRANDI Property Management: <http://www.prandiprop.com>

Thank you for joining!

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Elisa Chieffo – *Affiliate Chair*

## **CO-19 Marin/Sonoma NARPM Chapter**

**AGENDA: Fair Housing**  
Thursday May 27, 2021

### **I. MEMBER/VENDOR INTRODUCTIONS**

- **Please State:** Name / Company / Position
- **Bonus:** What is your Favorite Local (Marin/Sonoma County) Restaurant?

### **II. STANDARDS OF PROFESSIONALISM**

**11-2:** The property manager shall strive to stay informed about relevant matters affecting the property management field on a local, state, and national level.

### **III. ANNOUNCEMENTS**

**Next Meeting:** Thursday - July 22, 2022

### **IV. SPEAKER INTRODUCTION**

**Donald Cohn** is a Paralegal since 1994 working as Senior Fair Housing Specialist/Investigations Coordinator at Fair Housing of Sonoma County Petaluma People Services Center. The Program is designed to counter discriminatory practices and violations of California landlord/tenant law. They assist tenants, landlords, property managers, and purchasers of residential property so long as those enquiring are either Petaluma city residents or the reported issue is related to a residential property located within the city limits. The program also provides in depth fair housing training for the housing industry, possible cases of housing discrimination are investigated, referred to HUD, the California Department of Fair Employment and Housing or to private law firms.

**Email:** [donc@petalumapeople.org](mailto:donc@petalumapeople.org)

***Thank you for joining!***

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Elisa Chieffo - *Affiliate Chair*

## **CO-19**

### **Marin/Sonoma NARPM Chapter** **Agenda: Pet Screening & Assistive Animals** July 22, 2021

#### **I. Monies for lunch: Carolyn Gavriloff**

#### **II. Member Introductions**

Your Name, Company Name, & Area of Service

#### **III. Standards of Professionalism**

**11-2:** The property manager shall strive to stay informed about relevant matters affecting the property management field on a local, state, and national level.

#### **IV. Speaker Introduction**

**John Froggatt** is a Housing Counselor at Fair Housing Advocates of Northern California (FHANC) where he represents tenants with housing discrimination issues. He joined FHANC after graduating from Harvard Law School and the London School of Economics, during which he participated in public interest legal internships and tenant organizing. Prior to law school he worked in disaster services with the American Red Cross through AmeriCorps.

*For more information on housing discrimination, or to  
refer complaints or cases, please contact:*

**Fair Housing Advocates of Northern California**

1314 Lincoln Ave., Ste. A  
San Rafael, CA 94901

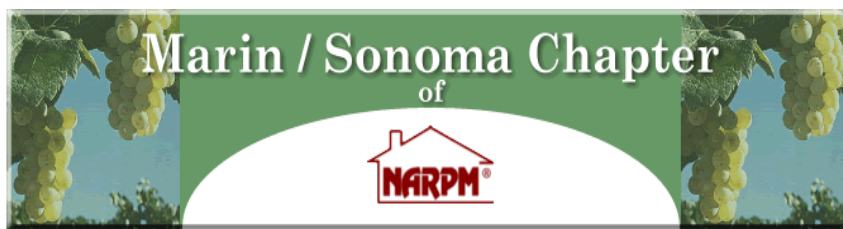
(415) 457-5025

[www.fairhousingnorcal.org](http://www.fairhousingnorcal.org)

[fhanc@fairhousingnorcal.org](mailto:fhanc@fairhousingnorcal.org)

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Elisa Chieffo - *Affiliate Chair*

## **CO-19**

### **Marin/Sonoma NARPM Chapter Compliance & Trust Fund Handling**

September 23, 2021

#### **I. Announcements**

Welcome The New 2022 Board of Directors!

- Korin Robles – President
- Heather Sorber – President Elect
- Jenny Rihl – Secretary
- Carolyn Gavriloff – Treasurer
- Elisa Chieffo – Vendor Affiliate

#### **II. Standards of Professionalism**

**11-2:** The property manager shall strive to stay informed about relevant matters affecting the property management field on a local, state, and national level.

#### **III. Speaker Introduction**



Pam Strickland is an independent compliance consultant for real estate, mortgage, escrow and property management companies. She held a California real estate salesperson license from 1980 to 1991 and has held a broker license from 1991 to the present time. She strongly suggests that companies always remain completely compliant with all laws and regulations and not wait until the auditors are knocking at their door to get things in order.

In addition to her consulting, Pam is a writer, speaker and instructor on real estate industry topics and an expert witness for real estate related litigation. She has over 40 years of real estate and mortgage experience and managed a large brokerage in Santa Barbara before becoming a full-time consultant in the early 1990's.

She was a founding director of the California Association of Mortgage Brokers (CAMB), and was the president of the Central Coast Chapter before becoming the state president in 1994. Past honors include being named the California Broker of the Year by the CAMB in 1992 and National Broker of the Year in 1993 by the NAMB.

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Carolyn Gavriloff - *Treasurer*  
Elisa Chieffo - *Affiliate Chair*

## **CO-19**

Pam has served as a member of both the California and National Review Committees for the SAFE Act Exam, a member of the National Legal Review Committee for the SAFE Act Exam and a Subject Matter Expert for the Conference of State Bank Supervisors (CSBS) special projects as well as being a master instructor for the California Bureau of Real Estate continuing education classes. She has served as a member of the DRE Continuing Education Advisory Committee, the FNMA Southern Regional Quality Control Panel, the NAMB Legislative Committee, the NAMB RESPA Subcommittee (chairperson in 1994), the NAMB Ethics Committee (chairperson in 1995) and was the DRE/HUD Liaison for the State/Federal Disclosure.

Website: [www.pamstrickland.com](http://www.pamstrickland.com)

E-mail: [pam@pamstrickland.com](mailto:pam@pamstrickland.com)

Phone: 805-689-3341

**Thank you for joining!**

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Carolyn Gavriloff - *Treasurer*  
Elisa Chieffo - *Affiliate Chair*

**CO-19**

## **Marin/Sonoma NARPM Chapter** **Legislative Update**

November 18, 2021

### **I. Announcements**

Swearing In: 2022 Board of Directors

- Korin Robles – President
- Heather Sorber – President-Elect
- Jenny Rihl – Secretary
- Carolyn Gavriloff – Treasurer
- Elisa Chieffo – Vendor Affiliate

### **II. Standards of Professionalism**

**11-2:** The property manager shall strive to stay informed about relevant matters affecting the property management field on a local, state, and national level.

### **III. Speaker Introduction**

Please welcome our very own, **Keith Becker**, MPM® RMP® CCRM®! Broker & General Manager of Dede's Rentals in Santa Rosa. Keith is our in-house legislative savant. He will be discussing what's been buzzing in Sonoma County.

**Thank you for joining!**

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## **Marin/Sonoma Chapter Board Meeting Notes**

January 14, 2021

In attendance from 1:30 – 2:21 for the Zoom meeting:

- Jill Glover
- Efren Espinoza
- Karin Robles
- Heather Sorber

Scheduled (3) more 2021 board meetings. More to be added if needed. All are scheduled on Thursdays at 2:00PM.

- April 8
- August 5
- October 7

Meetings will remain on the last Thursday of the month from 12:00-1:00. Dates and topics thus far:

- January 28 – Legislative Updates – *We are asking Linda Ryan to be our speaker.*
- March 25 – Owner Panel - *We are asking Melissa Prandi, Keith Becker, Kerry Davison, and Jock McNeill to sit on the panel to share what changes they have made during COVID.*
- May 27 – Fair Housing
- July 29 – Pet Screening
- September 30 – Vendor Compliance

More ...

- Chapter excellence and compliance due by end of February.
- Talked about chapter leader tools.
- Passwords/Logins will be sent out to the appropriate people.



## **Marin/Sonoma Chapter Board Meeting Notes**

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- Karin Robles
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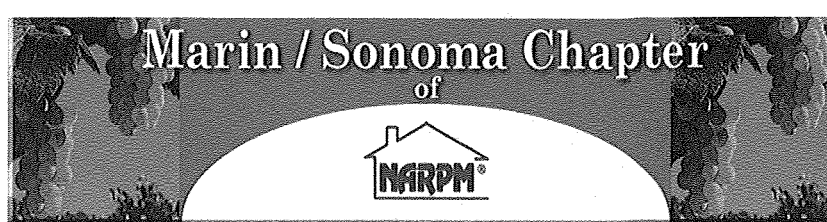
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More ...

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JENNY  
ELECTIONS



**2021 Board of Directors**  
Jill Glover – President  
Korin Robles – President-Elect  
Efren Espinoza – Past President  
Heather Sorber – Secretary  
Carolyn Gavriloff – Treasurer  
Elisa Chieffo – Affiliate Chair

## Marin/Sonoma NARPM Chapter Board Meeting Agenda

Thursday, August 5, 2021

How much is  
worth?  
(@McKenzie)

Board Members in attendance:

- ✓ • President Elect – KORIN
- ✓ • Past President – EFREN
- ✓ • Secretary – HEATHER
- Treasurer –
- ✓ • Affiliate Chair – ELISA

Meeting Start: 2:03 PM  
Meeting Adjourned: 2:30 PM

### I. President-Elect Report – Jill Glover

- Upcoming Business
  - September Mtg – Vendor Compliance
  - Elections
  - Meeting In Person vs. Zoom – Location?

### II. Past-President Report – Efren Espinoza

- Updates: FINANCIAL REPORT? ASU CAROLYN.

### III. Treasurer Report/Financial Update – Carolyn Gavriloff

- Updates: ASU IF

### IV. New Business

- Next Board Mtg: 10/7/21 @ 2PM
- Notes: DESIGNATION CLASS - NOVEMBER?? REACH OUT...

↳ MAINTENANCE / PROP. MAN. 10/8/10 ATTENDEES

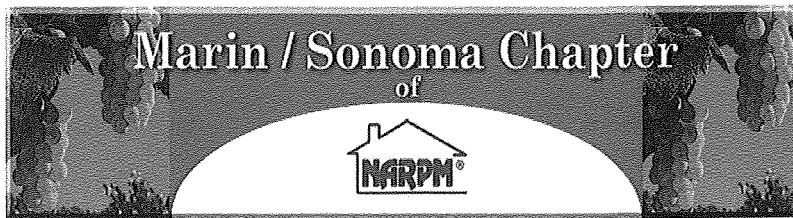
LEADERSHIP TRAINING - SEND KORIN

OTHER IDEAS: PAM ★  
STICKMAN  
TRUST FUND  
HANDLING  
LIABILITY  
INSURANCE / SPEAKER IDEAS:  
CHECK W/ STATE  
VENDOR LIST...  
CAA?  
SACRAMENTO...  
ELISA CHIEFFO

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MEMBERSHIP  
CHAIR - HEATHER



#### 2021 Board of Directors

Jill Glover – President  
Korin Robles – President-Elect  
Efren Espinoza – Past President  
Heather Sorber – Secretary  
Carolyn Gavriloff – Treasurer  
Elisa Chieffo – Affiliate Chair

## Marin/Sonoma NARPM Chapter Board Meeting Agenda

Wednesday, October 20, 2021

### Board Members in attendance:

- President Elect – KORIN - YES
- Past President – EFREN - YES
- Secretary – NO
- Treasurer – NO
- Affiliate Chair – NO

Meeting Start: 2:10 PM

Meeting Adjourned: 2:38 PM

NOV.  
SWEAR  
IN  
NEW BOARD

### I. President-Elect Report – Jill Glover

- Upcoming Business
  - National Conference – KORIN DOING VIRTUAL
  - ~~Elections~~ → KORIN TO HAVE PRE-BOARD MTG.
  - November Business Meeting – Topic/Speaker thoughts?

### II. Past-President Report – Efren Espinoza

- Updates:

NEW FORMS?

EVICTOR MORATORIUM  
OR ATTORNEY  
OR CAA

LEADERSHIP  
MTG.

### III. Treasurer Report/Financial Update – Carolyn Gavriloff

- Updates:

OR CITY/COUNTY

### IV. New Business

- Next Board Mtg:
- Notes:

CHAPTER  
COMPLIANCE  
+  
EXCELLENCE

✓ JAN  
✓ MARCH  
✓ MAY  
ID JUNE  
✓ SEPTEMBER  
NOVEMBER

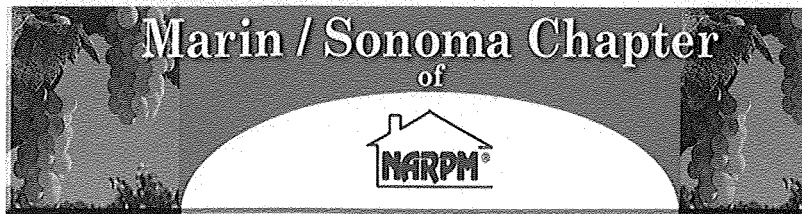
EVICTOR MORATORIUM

WEBSITE  
PASSWORD?

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Jill Glover – *Past President*  
Jenny Rihl – *Secretary*  
Carolyn Gavriloff – *Treasurer*  
Elisa Chieffo – *Affiliate Chair*

## **Marin/Sonoma NARPM Chapter Board Meeting Agenda**

Thursday, December 9, 2021

Board Members in attendance:

- President Elect – ✓
- Past President – ✓
- Secretary – ✓
- Treasurer – X
- Affiliate Chair – ✓

Meeting Start: 2:15 PM

Meeting Adjourned: 2:45 PM

### **I. President Report – Korin Robles**

- Upcoming Business
  - 2022 Business Meeting Plan
  - Budgeting

### **II. Past-President Report – Jill Glover**

- Chapter Compliance

### **III. Treasurer Report/Financial Update – Carolyn Gavriloff**

- Updates:

### **IV. New Business**

- Next Board Mtg: 1/20/22 1/27 - MTG
- Notes:

1 PM

→ ZOOM

COMPILE  
VENDOR  
LIST  
↓  
DRAFT  
EMAIL TO  
ALL VENDORS  
IF WANT  
TO SPONSOR  
MTG.

WHAT  
VENDORS  
NEEDED?

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## NARPM TO DO / Notes

□ Email the board crew

□ Set a date

□ topics for the year / meetings

□ treasure roles

↳ compliance - GGN

↳ budgeting

↳ Agendas

↳ venues

↳ adding new member

↳ Login info for  
invite, zoom,

1. Handling Stress / balance work / personal life

2. Market update

3. HUD Tracy Becker

4. Move out Procedures / Application Process

5. Bowling or Activity w/ vendors

6. Legislative update evictions / rent inc.

7. What make a property Uninhabitable

↳ what are the procedures (Recent Present)



**2021-2022 Board of Directors**

Jill Glover - *Past President*  
Korin Robles - *President*  
Heather Sorber - *President-Elect*  
Jenny Rihl - *Secretary*  
Carolyn Gavriloff - *Treasurer*  
Elisa Chieffo - *Affiliate Chair*

**2021-2022 Marin/Sonoma NARPM Chapter  
BOARD OF DIRECTORS**

~~Jill Glover – Past President~~

Korin Robles – President

Heather Sorber – President-Elect & Membership Chair

Jenny Rihl – Secretary

Carolyn Gavriloff – Treasurer

Elisa Chieffo – Affiliate Chair

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## Rebecca Woodring

---

**From:** Korin Robles <korin@mahoneydavison.com>  
**Sent:** Tuesday, May 10, 2022 2:47 PM  
**To:** Rebecca Woodring  
**Cc:** AJ Shepard; Christopher Cossitor; Danyel Brooks; Gail Phillips  
**Subject:** RE: NARPM Chapter Compliance Marin/Sonoma - Need Additional Info  
**Attachments:** 2021 Bylaws updated.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Here are the updated Bylaws.

This is Elisa's contact information.

**Elisa Chieffo**

**California Steam Clean**

**3351 Industrial Dr. Ste. 1**

**Santa Rosa, Ca 95403**

**707-566-0315**

[elisa.chieffo@calsteamclean.com](mailto:elisa.chieffo@calsteamclean.com)

Thank you Rebecca!!

---

**From:** Rebecca Woodring  
**Sent:** Tuesday, May 10, 2022 10:45 AM  
**To:** Korin Robles <korin@mahoneydavison.com>  
**Cc:** AJ Shepard <AJ@Uptownpm.com>; Christopher Cossitor <flapsup@cossitorgroup.com>; Danyel Brooks <danyel@bpmsd.com>; Gail Phillips <gphillips@narpm.org>  
**Subject:** RE: NARPM Chapter Compliance Marin/Sonoma - Need Additional Info

Hi Korin,

Thank you for the minutes. You're nearly there! We're still missing the following items:

- Updated Chapter Bylaws (see attached for highlighted changes/updates. *The bylaws need to have the option selected that affiliates can hold chair positions.*)
- Elisa Chieffo's contact information

Thanks again for all you do for NARPM and your Chapter.



**Rebecca Woodring, CAE**

DEPUTY EXECUTIVE DIRECTOR | [rwoodring@narpm.org](mailto:rwoodring@narpm.org)

National Association of Residential Property Managers

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**From:** Korin Robles <[korin@mahoneydavison.com](mailto:korin@mahoneydavison.com)>  
**Sent:** Monday, May 9, 2022 4:39 PM  
**To:** Rebecca Woodring <[rwoodring@managegroup.com](mailto:rwoodring@managegroup.com)>  
**Subject:** RE: NARPM Chapter Compliance Marin/Sonoma

Hello Rebecca,

I see that all the notes have minutes included with start and end times besides the December meeting attached was missing an end time. I have included a time that we adjourned, I can recall this meeting was about 30 minutes.

---

**From:** Rebecca Woodring  
**Sent:** Thursday, May 05, 2022 12:09 PM  
**To:** Korin Robles <[korin@mahoneydavison.com](mailto:korin@mahoneydavison.com)>  
**Subject:** RE: NARPM Chapter Compliance Marin/Sonoma

Hi Korin,  
Please submit minutes only as that it is the item that meets compliance.

Hope this helps!



**Rebecca Woodring, CAE**

DEPUTY EXECUTIVE DIRECTOR | [rwoodring@narpm.org](mailto:rwoodring@narpm.org)

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**From:** Korin Robles <[korin@mahoneydavison.com](mailto:korin@mahoneydavison.com)>  
**Sent:** Thursday, May 5, 2022 2:53 PM  
**To:** Rebecca Woodring <[rwoodring@managegroup.com](mailto:rwoodring@managegroup.com)>  
**Subject:** RE: NARPM Chapter Compliance Marin/Sonoma

For compliance, do I need to submit an agenda for the meeting along with notes? Or will notes with minutes suffice?

---

**From:** Rebecca Woodring  
**Sent:** Monday, March 14, 2022 1:28 PM

**To:** Korin Robles <[korin@mahoneydavison.com](mailto:korin@mahoneydavison.com)>  
**Subject:** RE: NARPM Chapter Compliance Marin/Sonoma


That makes sense. I wasn't sure if Jill was going to give you her login info or not.

We have everything we need with the exception of a complete set of updated bylaws (see attached for highlighted changes/updates. *The bylaws also need to have it noted that affiliates can hold positions.*) and final board meeting minutes. Minutes need to be created as the agenda is not a set of minutes. See the minutes template on page 112-113 in the [Chapter Success Guide](#). You must login to access.

If you'll upload the final bylaws and minutes, I'll note that your submission and Jill's submission will count as the final.

Hope this helps Korin. Please do not hesitate to reach out if you need additional assistance or just want to jump on a call.

Thanks!

 **Rebecca Woodring, CAE**  
DEPUTY EXECUTIVE DIRECTOR | [rwoodring@narpm.org](mailto:rwoodring@narpm.org)  
National Association of Residential Property Managers  
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**From:** Korin Robles <[korin@mahoneydavison.com](mailto:korin@mahoneydavison.com)>  
**Sent:** Monday, March 14, 2022 3:56 PM  
**To:** Rebecca Woodring <[rwoodring@managegroup.com](mailto:rwoodring@managegroup.com)>  
**Subject:** RE: NARPM Chapter Compliance Marin/Sonoma

It made me register and its not allowing me to see anything that Jill had already submitted.

---

**From:** Rebecca Woodring  
**Sent:** Thursday, March 10, 2022 2:08 PM  
**To:** Jill Glover <[jill@mahoneydavison.com](mailto:jill@mahoneydavison.com)>  
**Cc:** Korin Robles <[korin@mahoneydavison.com](mailto:korin@mahoneydavison.com)>  
**Subject:** RE: NARPM Chapter Compliance Marin/Sonoma

Hi Jill and Korin,

Thanks for taking the time to put this together. I know you will be missed Jill!

Regarding Elisa – She is not required to be a NARPM National Affiliate member. She is required to be a Chapter Affiliate member (of course as covered in the Chapter Bylaws.) We (National NARPM) just needs her contact information so she can be added to the Chapter Leaders lists.

Korin, can you login and pick up where Jill left off for compliance? <https://www.narpm.org/members/tools/chapter-services/chapter-excellence-compliance-awards/>.



**Rebecca Woodring, CAE**

DEPUTY EXECUTIVE DIRECTOR | [rwoodring@narpm.org](mailto:rwoodring@narpm.org)

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**From:** Jill Glover <[jill@mahoneydavison.com](mailto:jill@mahoneydavison.com)>  
**Sent:** Wednesday, March 9, 2022 6:29 PM  
**To:** Rebecca Woodring <[rwoodring@managegroup.com](mailto:rwoodring@managegroup.com)>  
**Cc:** Korin Robles <[korin@mahoneydavison.com](mailto:korin@mahoneydavison.com)>  
**Subject:** RE: NARPM Chapter Compliance Marin/Sonoma

Hi Rebecca,

Thank you for your email!

Unfortunately, I am no longer a NARPM member. The new president, Korin Robles, will have to take over from here.

Regarding Elisa – I was not under the impression that affiliate members needed to be National Affiliates as well as Chapter Affiliates. Elisa has held the same position on the board for at least the last 4 years (probably longer). She has been a Chapter Affiliate before I was a member of NARPM. This is the first time her post has been questioned. I have listed her email below. I will try to look at the bi-laws (or have Korin look) to see if they need additional updates.

Elisa Chieffo – [elisa.chieffo@calsteamclean.com](mailto:elisa.chieffo@calsteamclean.com)

I will also have Korin review the bi-laws make the necessary adjustments. She is cc'd to this email if you need any additional information.

Since this is Korin's first time going through the Chapter Compliance process, hopefully you can work with her on the timing while she wraps everything up.

Thank you!

*Jill A. Glover*

Mahoney Davison Co. Property Management  
Past-President, Marin/Sonoma Chapter of NARPM

[www.mahoneydavison.com](http://www.mahoneydavison.com)

628 E. Washington St. Ste. C

Petaluma, CA 94952

(707)762-7710, fax (707)762-7618

CALBRE #02023236

---

**From:** Rebecca Woodring <[rwoodring@managegroup.com](mailto:rwoodring@managegroup.com)>  
**Sent:** Wednesday, February 16, 2022 2:26 PM  
**To:** Jill Glover <[jill@mahoneydavison.com](mailto:jill@mahoneydavison.com)>  
**Subject:** NARPM Chapter Compliance Marin/Sonoma

Hi Jill,

Thank you for submitting the Marin/Sonoma Chapter compliance documents. You're almost done! Here are some notes:

Under Chapter Bylaws – See attached document for areas that the Chapter needs to complete/update. Please submit a final updated version without crossed-out items; only items that are current by March 15th.

Under Board Meetings – Agendas were submitted. No minutes were submitted. Please submit minutes of each meeting held.

Under Names and positions of each elected Board of Directors/Executive Committee positions – Chapter has Elisa Chieffo listed as the 2022 Affiliate Chair. Elisa is not listed as member of NARPM National so be sure Elisa is an affiliate member of Chapter. *Note: The bylaws also need to have it noted that affiliates can hold positions.* We need Elisa's contact info for National Database. Elisa is also not listed on the Chapter's affiliate page <https://marinsonoma.narpm.org/affiliates/>. Please send us Elisa's contact information.

Thanks again!



**Rebecca Woodring, CAE**

DEPUTY EXECUTIVE DIRECTOR | [rwoodring@narpm.org](mailto:rwoodring@narpm.org)

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# 2022 Marin/Sonoma NARPM Board Elections - It's time for you to cast your vot...



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RESPONDENTS: 17 of 17

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SAVE AS ▼



QUESTION SUMMARIES

INSIGHTS AND DATA TRENDS

INDIVIDUAL RESPONSES



Page 1



Q1



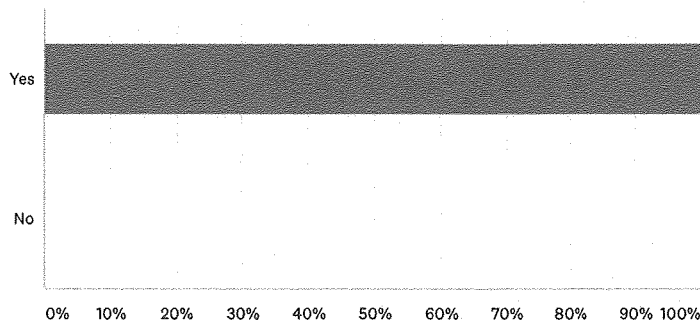
President Korin Robles Mahoney Davison Co. Property Management #00769140

Answered: 17 Skipped: 0



Customize

Save as ▼



ANSWER CHOICES

RESPONSES

▼ Yes

100.00%

17

▼ No

0.00%

0

TOTAL

17

Q2



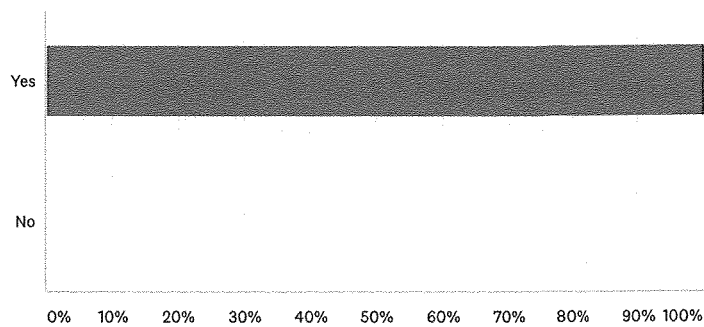
Customize

Save as ▼

President-Elect Heather Sorber Prandi Property Management #02064089

Answered: 17 Skipped: 0





ANSWER CHOICES

RESPONSES

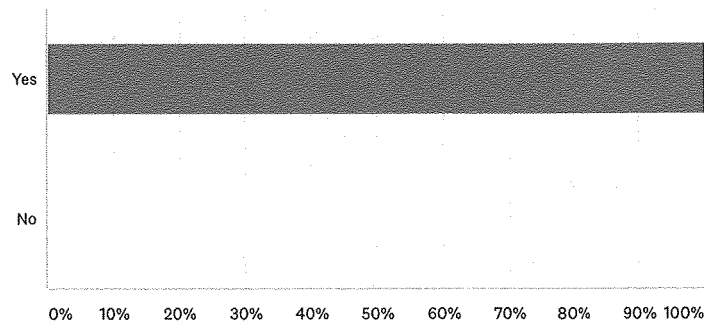
▼ Yes	100.00%	17
▼ No	0.00%	0
TOTAL		17

Q3

Customize Save as ▼

Secretary Jenny Rihl DeDe's Rentals #01973343

Answered: 17 Skipped: 0



ANSWER CHOICES

RESPONSES

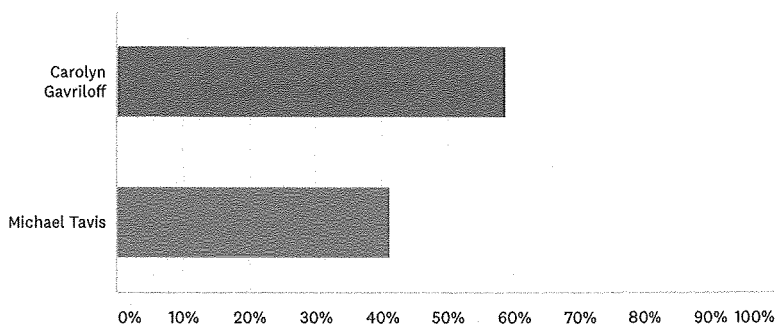
▼ Yes	100.00%	17
▼ No	0.00%	0
TOTAL		17

Q4

Customize Save as ▼

Treasurer Carolyn Gavriloff, Westgate Real Estate and Property Management #01381423 Michael Tavis Redwood Residential Property Management #01764756

Answered: 17 Skipped: 0



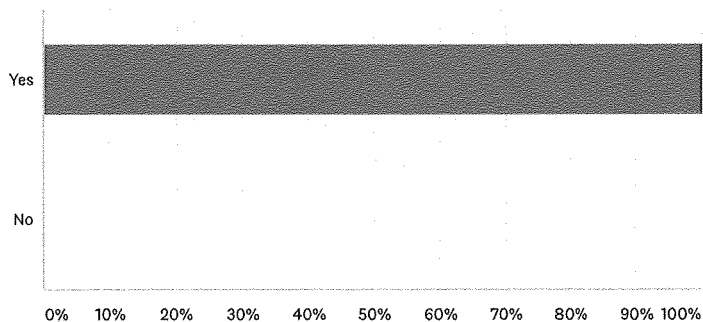
ANSWER CHOICES	RESPONSES	
▼ Carolyn Gavriloff	58.82%	10
▼ Michael Tavis	41.18%	7
TOTAL		17

Q5



Vendor AffiliateElisa ChieffoCalifornia Steam Clean

Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Yes	100.00%	17
▼ No	0.00%	0
TOTAL		17

