

# Certificate of Compliance

This certifies that the

## Pierce County Chapter

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

12/9/2009



2009 President



National Association of Residential Property Managers



Executive Director



National Association of Residential Property Managers

**Chapter Certificate of Compliance Checklist**  
Due December 1, 2009

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

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

GOVERNANCE REPORTING	
1.	Attach a list of the names and positions of the upcoming Board of Directors and committee chairs for the Chapter (Must be submitted to reach chapter compliance)
2.	Have chapter bylaws changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> 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: Columbia Bank
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 checked="" type="checkbox"/> N <input type="checkbox"/>

CHAPTER FINANCIAL REPORTING	
11.	Attach copy of financial statement for current year. (Must be submitted to reach chapter compliance)
12.	Attach copy of proposed annual budget for the following year. (Must be submitted to reach chapter compliance) 2010 Budget is being presented at our December 3, 2009 Board Meeting.
13.	Attach copy of federal tax return. (Must be submitted to reach chapter compliance) If no return attached: Not required <input checked="" 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 <a href="http://www.irs.gov/charities">www.irs.gov/charities</a> ). Did the chapter file notice? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, why not: Not able to access form.

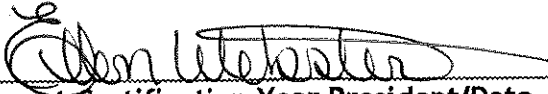
CHAPTER PLANNING	
15.	Attach a copy of chapter's annual calendar of events for the following year.
16.	The Chapter President-Elect attended the training sessions at the national leadership training session prior to taking office. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, state why not:
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 checked="" type="checkbox"/> N <input 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 checked="" type="checkbox"/> N <input type="checkbox"/> If no, state reason why not:
19.	The chapter is using the Chapter Leader section of NARPM.org( <a href="http://www.narpm.org/chapter-services/">http://www.narpm.org/chapter-services/</a> ) : 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: Already using the website.
22.	The chapter filed for the current year Chapter Grant: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Check here if you would like more information on grants: <input type="checkbox"/> <i>The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.</i>

**Other items:**

23. Rate the health of the chapter (1 - 10, 10 being highest) 8

- a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going?
  
- b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.)
  
- c. If answer is 8 or above, what are the cool things the chapter is doing that other chapters might like to hear about? Expanding the quantity and quality of our education program for members and opening the opportunity to others in the real estate community. Continuing and expanding our participation in local charity events and organizations such as American Cancer's Relay for Life, Tone School (Homeless children support) and other similar ventures.

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

 12-03-09  
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Current Certification Year President/Date

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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.



National Association of Residential Property Managers  
Pierce County Chapter

**Board Meeting- January 27, 2009**

Meeting was called to order at 7:45 a.m. at Denny's off 84<sup>th</sup> and Hosmer on January 27, 2009 by President, Ellen Webster, RMP. Present were Ellen Webster, John Parker, Dick Johnson, Sue Johnson and Terri Patterson

**President: Ellen Webster:** Another representative from Pierce County Chapter is needed for Washington State Chapter, John is presently representative, proposed for Sue to be second representative

**Vice-President: Dick Johnson:** TPCAR-Meeting was January 22, 2009, is in the process of being set up for regular attendance

**Secretary: Sue Johnson:** Board Minutes will begin to be reviewed and accepted at next Board Meeting, will e-mail to Ellen prior for review- Will begin as representative for Pierce County Chapter for Washington State Chapter beginning February 2009

**Treasurer: Terri Patterson:** Profit and Loss Statement distributed for 01/01/09- 01/26/09- Discussed travel reimbursement distribution due for 2008- Terri to provide to John list of members who have not paid Pierce County Annual Dues

**Past President: John Parker:** Education Clock Hours, no new information- Red Flag Class, confirmation for April speaker still open not confirmed, not submitted, handouts need to be provided to Roy Gadley, John will contact Rebekah- Presented idea for webinar for Pierce County members to participate, topics can be chosen

New Business: February Meeting ideas, Terri will contact Fair Housing to obtain speaker-"Day on the Hill", John is getting details on parking situation, planned carpooling

Meeting closed at 8:35 a.m.

Next Meeting February 26, 2009, 7:30 a.m. at Denny's, 84<sup>th</sup> & Hosmer

Respectfully Submitted by: Sue Johnson



National Association of Residential Property Managers  
Pierce County Chapter

**Board Meeting- February 26, 2009**

Meeting was called to order at 7:30 a.m. at Denny's off 84<sup>th</sup> and Hosmer on February 26, 2009 by President, Ellen Webster, RPM. Present were John Parker, Ellen Webster, Dick Johnson, Sue Johnson and Terri Patterson

**President: Ellen Webster:** Chapter Compliance, received letter from National that Chapter is in compliance-  
November meeting subject, suggested speaker subject is a CPA with topic on taxes, John will contact a accountant-  
September meeting subject, Mold and Lead, Terri will make contact for a speaker

**Vice President: Dick Johnson:** Attended Affiliate TPCAR social at TPCAR, will have a pamphlet only listing affiliates, TPCAR is offering advertising space

**Sue Johnson: Secretary:** January Minutes, placed on file

**Treasurer: Terri Patterson:** Distributed Cash Flow Statement, YTD, 01/01/09-02/25/09, discussed income and expenses  
Distributed TPCAR class schedule

**Committee Reports:**

**Membership:** John: Discussion of new signage for rentals that could draw possible new members, can contact John and Ellen and they will make contact

**Education:** John: Has meeting scheduled with Roy Gadley today for class planning, Roy is licensed as a school approved for teaching-  
Red Flag class-cost still needs to be determined, has not been approved, John will distribute registrations when all has been completed

**Clock Hours-** Chris Benis is scheduled for August class, Advanced Landlord/Tenant Law

**Legislative-Bills in Legislative this week,:** City inspections of rentals and Credit reports provided by applicants.

Website: Ellen: Officers pictures are no longer on site, will check into

**New Business:** Regional Conference: Discussed incentives to encourage attendance, use influence with educational benefits and promote through Chapter.

Motion for members in attendance March and April to be in drawing for fee registration to Portland NW Regional Conference, will be payed at June meeting to assure attended. Motion carried.

Designations: Next Chapter meeting will explain i.e., RMP, MPM-  
Will continue further discussions, ideas how to get members involved in taking classes and applying for designations

Meeting closed at 9:10 a.m.

Next meeting: March 26, 2009 7:30 a.m. at Denny's 84<sup>th</sup> & Hosmer

Respectfully Submitted by: Sue Johnson



National Association of Residential Property Managers  
Pierce County Chapter

**Board Meeting- April 30, 2009**

Meeting was called to order at 7:30 a.m. at Denny's off 84<sup>th</sup> and Hosmer on April 30, 2009 by President, Ellen Webster, RMP. Present were Ellen Webster, John Parker, Dick Johnson, Sue Johnson and Terri Patterson

**President: Ellen Webster, RMP:**

Changes to Calendar: May Chapter Meeting Speaker on mold has been confirmed

Chapter Excellence: Handout will be provided for criteria to meet, can also obtain on line

**Vice-President: Dick Johnson:**

TPCAR: No current report, did not attend the last meeting as was a conflict date with Chapter meeting

**Sue Johnson: Secretary:** Approval for March Board Minutes tabled until next meeting

**Treasurer: Terri Patterson:**

Treasurer's Report: Distributed reports, Income/Expense by Payee-YTD for 01/01/2009-04/29/2009 and Cash Flow-YTD for 01/01/2009-04/29/2009, both reviewed

Audit: Has not yet been done for 2008

Billing Affiliate Members: Billing statements have been mailed to those who are not paid

April Class-Profit and Loss: There was a profit, the final figure will be calculated and reported at next meeting

New category has been added to incorporate into budget, Miscellaneous Gifts

**Committee Reports:**

Membership: Sue Johnson: One new member application sent

Education: John Parker:



State Approval for Clock Hours: The state class submitted in January has not yet been received back, Chris Benis class not returned approved

Legislative: John Parker: Update-Carbon Monoxide Law will be passed, regulations will be made and effective in 2011

Website: Ellen Webster: New Affiliates need to be added to website, will get the information from Pat Price

**Old Business:**

Designations: Next Chapter meeting will have people with designations discuss the benefits of having designations

Regional Conference Leadership: Took tally of who would be attending

Contest for NW Regional Conference: Original idea for this to take place tabled, will conduct a contest for attendance at National

**New Business:**

50/50 Prize for NW Regional Conference: Agreed to provide

Suggested to have a Vendor Spotlight at Chapter Meeting possibly in November, will be discussed at later meeting

Meeting closed at 8:40 a.m.

Next Meeting: May 28, 2009, 7:30 a.m., at Denny's 84<sup>th</sup> and Hosmer

Respectfully submitted by: Sue Johnson



National Association of Residential Property Managers  
Pierce County Chapter

**Board Meeting- May 28, 2009**

Meeting was called to order at 7:30 a.m. at Denny's off 84<sup>th</sup> and Hosmer on May 28, 2009 by President, Ellen Webster, RMP. Present were Ellen Webster, John Parker, Dick Johnson, Sue Johnson and Terri Patterson

**President: Ellen Webster, RMP:** Discussed Chapter Meeting May 21, 2009, the open discussion was productive as fill in to last minute agenda as scheduled speaker was unable to attend

**Vice-President: Dick Johnson:** TPCAR Affiliate Membership participation options presented for NARPM presence, was agreed no more funds will be spent without a explanation of what the funds will be used for, will be put into next years budget if necessary

**Secretary: Sue Johnson:** March Board Minutes tabled still pending- April Board Minutes not yet presented for approval- Will continue to e-mail to Ellen for review prior to being distributed to all Board Members

**Treasurer: Terri Patterson:** Red Flag Class P & L, will have final figures available at next meeting  
Affiliate Renewals-Will provide list of members renewed by end of June to include which members are unpaid, is also needed for Chapter Excellence

**Committee Reports:**

Membership- Sue Johnson: No new applications received

Education-John Parker: Clock hours for classes scheduled in August September- August 20<sup>th</sup>, Jason Whalen, Landlord/Tenant Law, CE hours have been approved, will confirm the room is reserved from 9:00am to 1:00pm- September, Landlord Solutions, have not submitted for CE Hours yet, will be from 9:00am-1:00pm-  
Property Management the Right Way, Roy had approved future class, CE hours pending to be scheduled-

Legislative-John Parker: Has had no response for this position vacating to be filled, replacements were discussed

Website-Ellen Webster: Will update with class information

**Old Business:** Chapter Excellence-Dick Johnson: Need to get all requirements ready to submit by end of June

Discussion for Affiliate Membership Chair replacement

Meeting closed at 8:40 a.m.

Next meeting June 25, 2009, 7:30 a.m. at Denny's 84<sup>th</sup> & Hosmer

Respectfully Submitted by: Sue Johnson