



---

Session expires in 19:55

---

## 199N e-Postcard - Confirmation

Print this page for your records. The Confirmation Number below is proof that you successfully filed your e-Postcard.

We received your FTB 199N California e-Postcard on May 09, 2017 12:22 PM.

**Confirmation Number:** 186083912903

## Entity Information

**Entity ID:** 1860839

**Entity Name:** THE SACRAMENTO AREA CHAPTER OF  
NARPM

**Account Period Beginning:** JANUARY 01, 2016

**Account Period Ending:** DECEMBER 31, 2016

This is not your entity's first year in business.

Your entity has not terminated or gone out of business.

Your entity has not changed the account period.

**Gross Receipts:** \$48,855

This is not an amended return.

An IRS Form 1023/1024 is not pending.

**Date IRS Form 1023/1024 Filed:** N/A

**FEIN:** 680280193

**Doing Business As:** SACRAMENTO CHAPTER NARPM

**Website Address:** WWW.SACNARPM.NET

## Entity's Mailing Address

910 FLORIN ROAD

BARBARA J BARROWS  
SACRAMENTO, CA 95831

## Principal Officer's Information

**Name:** BARBARA J BARROWS  
910 FLORIN ROAD  
SACRAMENTO, CA 95831

## Contact Information

**Name:** EDWARD L COOK CPA  
**Phone:** 916.705.4958

[Print](#)

[Log Out](#)

After we process your 199N e-Postcard, you may receive a bill if the three year gross receipt average is greater than the amount allowed for filing a 199N e-Postcard.

Department of the Treasury  
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2016

Open to Public Inspection

A For the 2016 Calendar year, or tax year beginning 2016-01-01 and ending 2016-12-31

## B Check if available

☐ Terminated for Business☒ Gross receipts are normally \$50,000 or less

C Name of Organization. SACRAMENTO AREA CHAPTER

NARPM

910 Florin Road,

Sacramento, CA, US, 95831

D Employee Identification

Number 68-0280193

## E Website

www.cacnarpn.net

F Name of Principal Officer. Barbara J Barrows

910 Florin Road,

Sacramento, CA, US, 95831

**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.



National Association of Residential Property Managers

S A C R A M E N T O   A R E A   C H A P T E R

Sacramento Chapter Business Luncheon Agenda

July 18, 2017

11:00 – 11:30 Meet and Greet

11:30 Welcome everybody and start the meeting. (Alejandro)

11:35 Pledge (Jeff)

Mission Statement, Vision Statement, Code of Ethics, Anti-Trust (Jeff)

Mission:

NARPM® provides resources for residential property management professionals who desire to learn, grow and build relationships

Vision:

NARPM® will be the recognized leaders in residential property management industry.

Code of Ethics:

**Article 7: AREAS OF EXPERTISE**

***The Property Manager must provide competent service within his or her area of expertise, and refrain from the unauthorized practice of any other profession for which he or she is not licensed or qualified.***

7-1 The Property Manager shall perform only such services in such locations for which he or she is qualified and can reasonably be expected to perform with professional competence.

7-2 The Property Manager shall not perform and shall not represent that he or she can or will perform services outside of his or her area of expertise, particularly services that require a separate license or qualification – such as law, accounting, financial planning, construction, and/or contracting – unless the Property Manager independently possesses such license or qualification.



**Antitrust Compliance:** 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.

11:40 Ask Melissa and speakers to have lunch, Introduce Guests (Alejandro)

11:45 Release one table at a time to get lunch (Alejandro)

2017 Platinum Sponsor Recognition:

Community 1<sup>st</sup> Bank- Bev  
Green Home Solutions- James  
American Leak Detection- Monte  
ServPro of Rancho Cordova- Shila

11:50 Luncheon Sponsor: ServPro of Rancho Cordova

11:55 – Sacramento Children's Home Speaker- Todd Koolakian

12:05- Bob Machado Golf Tournament Committee Chair

12:15- Jim Lofgren- RHA- Rent Control Update

12:20 Speaker (Melissa Prandi)

**Melissa Prandi, MPM®, RMP®**, President & CEO of PRANDI Property Management, Inc., CRMC®, has been expertly matching quality tenants with quality homes with her professional PRANDI Staff for over 30 years.

She is a past president of the National Association of Residential Property Managers and is proud of her company's elite CRMC®



(Certified Residential Management Company) status. Actively involved and committed to the community, Melissa serves on several non-profit boards. She is a member of the Central Advisory Board for Bank of Marin, was co-chair for Hospice by the Bay Foundation, and served for six years as the Director of Fair Housing of Marin. Melissa received the "Unsung Hero Award" for her dedication to equal housing opportunity in 2009.

#### 12:50 Announcements and Upcoming Events:

1. August National Designation class- Intro to Maintenance- Michelle Horneff- Cohen Aug 23<sup>th</sup>- Sacramento is hosting a class this year, we need 4 more people to register before July 23<sup>rd</sup>, or the class will be canceled.
2. We have some spots open on the board for 2018 and we also have some committee chair openings. Please let me, Cheryl, or Jeff know if you would like to participate. We are volunteers and the more people that get involved the better our chapter will be.
3. Golf Tournament is September 18<sup>th</sup> at Teal Bend.
4. Next chapter luncheon meeting is September 19<sup>th</sup> at SAR.
5. National convention is in Orlando this year. The dates are October 18th-20<sup>th</sup>.
6. Chapter Mixer this summer date TBD.
7. Reminder about Bed Bugs: As of July 1<sup>st</sup>, all new leases need to have a notification about bed bugs. There is specific language required it is spelled out in AB 551. By January 1, 2018 all current residents need to receive the notification about bedbugs.

12:55 Raffle



Filename: 263a-6eb1-af34-607c.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\192  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.do  
tm  
Title:  
Subject:  
Author: twwhite  
Keywords:  
Comments:  
Creation Date: 6/19/2017 6:30:00 PM  
Change Number: 7  
Last Saved On: 7/17/2017 12:47:00 PM  
Last Saved By: Alejandro White  
Total Editing Time: 48 Minutes  
Last Printed On: 3/6/2018 5:06:00 PM  
As of Last Complete Printing  
Number of Pages: 4  
Number of Words: 631  
Number of Characters: 3,447



National Association of Residential Property Managers

S A C R A M E N T O   A R E A   C H A P T E R

**Sacramento Chapter Business Luncheon Agenda**

**November 15<sup>th</sup>, 2017**

11:00 – 11:30 Meet and Greet

11:30 Welcome everybody and start the meeting. (Alejandro)

11:35 Pledge (Bob)

Mission Statement, Vision Statement, Code of Ethics, Anti-Trust (Bob)

Mission:

NARPM® provides resources for residential property management professionals who desire to learn, grow and build relationships

Vision:

NARPM® will be the recognized leaders in residential property management industry.

**Code of Ethics:**

**Article 11: RESPONSIBILITY TO NARPM® AND THE PROFESSION**

*The Property Manager shall comply with all policies and pronouncements of NARPM® and all relevant laws and rules of the jurisdiction in which he or she works, and shall strive to stay informed of and to educate others about relevant matters affecting the property management field.*

**STANDARDS OF PROFESSIONALISM**

11-1 The Property Manager shall strive to improve the property management profession and NARPM® by sharing with others his or her lessons of experience for the benefit of all.

11-2 The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.

11-3 The Property Manager shall maintain his or her real estate license, if a license is required in their state.

**Antitrust Compliance:** 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.

11:40 Announcement about Robert Winger memorial bracelets

11:40 Presentation of the check to Sacramento Children's Home

- Golf Committee Stand up and recognized for all their work
- Bob Machado and Gene Maionchi come to the front.

11:50 Ask Eric to have lunch

11:50 Ask Tables to Introduce Guests (Alejandro)

11:55 Release one table at a time to get lunch (Alejandro)

2017 Platinum Sponsor Recognition:

Community 1<sup>st</sup> Bank- Bev  
Green Home Solutions- James  
American Leak Detection- Monte  
ServPro of Rancho Cordova- Rose

12:00- Speaker (Eric)

### **Eric Rasmusson**

Eric has served as a Staff Vice President of Government and Public Affairs where he directed a nationally recognized political program and advocacy effort from 1989 through 1999. During his tenure, he administered over \$300,000.00 of political contributions to local and state candidates in the greater Sacramento Area.

A recognized expert in local government advocacy and community outreach, Mr. Rasmusson has been frequently called upon to provide expertise before various governmental agencies. He also has lectured nationally on constituent mobilization and has led dozens of successful grassroots efforts on behalf of his clientele. He has



established himself as an expert able to balance policy and politics on issues resulting in a successful outcome for his clients.

### 12:50 Announcements and Upcoming Events:

1. Barbara Barrows MPM
2. Next chapter luncheon meeting is January 16<sup>th</sup> at SAR installation of the new executive board.
  - a. President Jeff Slodowitz
  - b. President Elect Katy Drack
  - c. Secretary Desiree White
  - d. Treasurer Nick Maionchi
  - e. Director Shawn Collins
  - f. Director Cheryl Muzinch
  - g. Director Michelle Wight
  - h. Past President Alejandro White
3. SAVE THE DATE: December 12<sup>th</sup>- Legal Update

12:55 Raffle

Filename: 4811-f88c-4408-63d0.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\192  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.do  
tm  
Title:  
Subject:  
Author: twwhite  
Keywords:  
Comments:  
Creation Date: 10/10/2017 7:23:00 PM  
Change Number: 7  
Last Saved On: 11/15/2017 1:17:00 PM  
Last Saved By: Alejandro White  
Total Editing Time: 28 Minutes  
Last Printed On: 3/6/2018 5:03:00 PM  
As of Last Complete Printing  
Number of Pages: 3  
Number of Words: 539  
Number of Characters: 3,040



National Association of Residential Property Managers

S A C R A M E N T O   A R E A   C H A P T E R

**Sacramento Chapter Business Luncheon Agenda  
September 19<sup>th</sup>, 2017**

11:00 – 11:30 Meet and Greet

11:30 Welcome everybody and start the meeting. (Alejandro)

11:35 Pledge (Jeff)

Mission Statement, Vision Statement, Code of Ethics, Anti-Trust (Jeff)

Mission:

NARPM® provides resources for residential property management professionals who desire to learn, grow and build relationships

Vision:

NARPM® will be the recognized leaders in residential property management industry.

**Code of Ethics:**

**Article 8: COMMITMENT TO FIRM**

***The Property Manager shall act in the best interests of his or her property management Firm.***

**STANDARDS OF PROFESSIONALISM**

8-1 The Property Manager shall not have any undisclosed conflict of interest with his or her Firm. If a conflict or potential conflict should arise, the Property Manager shall notify his or her Firm immediately.

8-2 The Property Manager shall not receive any form of compensation, rebates, or any other benefits without full disclosure to his or her Firm.

**Antitrust Compliance:** 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.

11:40 Ask Pam Strickland to have lunch, Introduce Guests (Alejandro)

11:45 Release one table at a time to get lunch (Alejandro)

2017 Platinum Sponsor Recognition:

Community 1<sup>st</sup> Bank- Bev  
Green Home Solutions- James  
American Leak Detection- Monte  
ServPro of Rancho Cordova- Rose

11:45 – Sacramento Self Help Housing- Patti Uplinger

12:00- Speaker (Pam Strickland)

**Pam Strickland lives in Santa Barbara, California and is an independent compliance consultant for California Real Estate, Mortgage, Escrow and Property Management companies.**

- Real Estate Broker with over 30 years of experience in Real Estate and Mortgage Lending
- Past President: California Association of Mortgage Brokers (CAMB) *(now the California Association of Mortgage Professionals)*
- Selected Mortgage Broker of the Year

1992: California Association of Mortgage Brokers  
1993: National Association of Mortgage Brokers

### 12:50 Announcements and Upcoming Events:

1. We have some spots open on the board for 2018 and we also have some committee chair openings. Please let me, Cheryl, or Jeff know if you would like to participate. We are volunteers and the more people that get involved the better our chapter will be. We will be holding electronic elections later this month.
2. Golf Tournament was yesterday September 18<sup>th</sup> at Teal Bend. It looks like we will be writing a huge check to the Sacramento Children's Home. The golf committee put in a ton of work to make the event successful and we came together as an association to support this great cause. Thank you for everybody that came out gave their time and money to help the children in need in Sacramento. A big thank you to Bob Machado the committee chair.
3. Next chapter luncheon meeting is November 15<sup>th</sup> at SAR.
4. September 26<sup>th</sup> class- leak detection and mold
5. National convention is in Orlando this year. The dates are October 18th-20<sup>th</sup>.
6. Chapter Mixer will be held toward the end of October in Elk Grove. Eblast will come out later this month with a date and location.
7. SAVE THE DATE: November 11<sup>th</sup>- Member appreciation party.
8. SAVE THE DATE: December 12<sup>th</sup>- Legal Update
9. Reminder about Bed Bugs: As of July 1<sup>st</sup>, all new leases need to have a notification about bed bugs. There is specific language required it is spelled out in AB 551. By January 1, 2018 all current residents need to receive the notification about bedbugs.

12:50 Luncheon Sponsor: Community 1<sup>st</sup> Bank- Bev

12:55 Raffle

Filename: 0c0b-8f68-3fda-2015.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\192  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.do  
tm  
Title:  
Subject:  
Author: twwhite  
Keywords:  
Comments:  
Creation Date: 8/14/2017 1:38:00 PM  
Change Number: 5  
Last Saved On: 9/19/2017 12:05:00 PM  
Last Saved By: Alejandro White  
Total Editing Time: 33 Minutes  
Last Printed On: 3/6/2018 5:03:00 PM  
As of Last Complete Printing  
Number of Pages: 3  
Number of Words: 616  
Number of Characters: 3,310



National Association of Residential Property Managers

SACRAMENTO AREA CHAPTER

Sacramento Chapter Business Luncheon Agenda

January 17, 2017

11:00 – 11:30 Meet and Greet

11:30 Welcome everybody and start the meeting. (Alejandro)

11:35 Pledge (Jeff)

Mission Statement, Vision Statement, Code of Ethics, Anti-Trust (Jeff)

Mission:

NARPM® provides resources for residential property management professionals who desire to learn, grow and build relationships

Vision:

NARPM® will be the recognized leaders in residential property management industry.

Code of Ethics:

**Article 2: DISCRIMINATION**

***The Property Manager shall not discriminate in the management, rental, lease, or negotiation for real property, shall operate consistent with fair housing laws and regulations and shall comply with all federal, state, and local laws concerning discrimination.***

### **STANDARDS OF PROFESSIONALISM**

2-1 It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.

2-2 The Property Manager shall not deny service to any person due to race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity.

**Antitrust Compliance:** 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.



11:40 Introduce Guests, Ask speaker to have lunch (Alejandro)

-John Shanahan [lighthousewindowCleaning](#)

11:45 Release two tables at a time to get lunch (Alejandro)

2017 Platinum Sponsor Recognition:

Community 1<sup>st</sup> Bank  
Green Home Solutions  
American Leak Detection  
ServPro of Rancho Cordova

Introduce Andrea McMullen and Jason Thompson Affiliate chairs to talk about upcoming Affiliate Meeting.

11:55 Luncheon Sponsor Green Home Solutions

12:00 Special Recognition of Robert Winger (Bob Machado and Ted White)

12:15 Speaker (Andy Propst)

Andrew Propst has over 15 years of experience both in residential and commercial real estate management. Currently Andy is the CEO of [Home River Group](#) (the parent company of Park Place Property Management) and a Business Developer for Park Place, a Certified Residential Management Company (CRMCR<sup>®</sup>), in Boise, Idaho. Andrew has obtained three of the leading industry designations: Certified Property Manager<sup>®</sup> (CPM<sup>®</sup>) from the Institute of Real Estate Management (IREM<sup>®</sup>), Master Property Manager<sup>®</sup> (MPM<sup>®</sup>) and Residential Management Professional<sup>®</sup> (RMP<sup>®</sup>), both from the National Association of Residential Property Managers<sup>®</sup> NARPM<sup>®</sup>. Andy is currently a Candidate for the designation of Certified Commercial Investment Member (CCIM<sup>®</sup>) from the CCIM Institute

Volunteerism has been a major focus and joy for Andy, from service on the National Board of Directors of NARPM<sup>®</sup> for six years as a Regional Vice President, to National Treasurer, National President-Elect, and then his election as President in 2015.

Andy also took a recent swing at Hollywood. As the Associate Producer of





the Saratov Approach, Andy helped fund, write, promote, and deliver a national theatrical release of a full-length motion picture that won multiple awards. The feature was based on the true story of Andy and his missionary companion, Travis R. Tuttle.

As well as his commitment to his business interests and wide real estate pursuits, Andy's family is #1 in his life. Married to his beautiful wife, Shonda Propst, for 17 years, Andy and Shonda adopted their first son, Samuel Propst, in 2008. Further, the Propst family welcomed another new addition with their adoption of Brooklyn in 2011. Originally from Oregon and now proud to call Idaho home, Andy is also bilingual, being a fluent speaker of Russian, alongside English.

12:45 Swear in the 2017 Sacramento Chapter Board (Andy)

12:55 Reminders and Raffle

Mar 14, 2017 Luncheon Speaker: Cory Koehler From RHA (Date changed because of the Broker Owner Retreat)

Mar 20-22 Broker Owner retreat in Las Vegas

May 16<sup>th</sup> Vendor Fair: Blues, Brews and BBQ



Filename: be66-28c0-3c75-27c7.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\192  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.do  
tm  
Title:  
Subject:  
Author: twwhite  
Keywords:  
Comments:  
Creation Date: 1/13/2017 4:08:00 PM  
Change Number: 5  
Last Saved On: 1/17/2017 10:34:00 AM  
Last Saved By: Alejandro White  
Total Editing Time: 49 Minutes  
Last Printed On: 3/6/2018 5:04:00 PM  
As of Last Complete Printing  
Number of Pages: 3  
Number of Words: 640  
Number of Characters: 3,629



National Association of Residential Property Managers  
S A C R A M E N T O   A R E A   C H A P T E R

**Sacramento Chapter**  
**Board of Director's Meeting Agenda**  
**April 19<sup>th</sup>, 2017**

CALL MEETING TO ORDER  
The meeting is called to order \_\_\_\_\_.

**MEMBERS**

President:	Alejandro White
Past President:	Cheryl Muzinich
President Elect:	Jeff Slodowitz
Secretary:	Desiree White
Treasurer:	Barbara Barrows
Directors:	Michelle Wight Shawn Collins
Affiliate Chair:	Andrea McMullen / Jason Thompson
Education Chair	Cheryl Muzinich/ Diane Goebel
Events Coordinator:	Bev Hoeft / Michelle Wight
Membership Chair:	Katy Drack
Legislative Chair:	Katy Drack

**MINUTES** – A Motion to Approve March Board of Directors Minutes was made by \_\_\_\_\_  
with a second by \_\_\_\_\_.

**President's Report- Alejandro (Time limits)**

1. Recap Class and Mixer- The bedbug class had 22 registered to attend. Both Curt (Bulloch insurance) and Paul (Twin Termite) did a good job presenting material. Mixer was well attended for our first mixer- approx. 10 affiliates and 15 Property Managers (Jason and Andrea) (9:40)
2. All board members talk to somebody at the Classes/luncheon/ office and get a committee member that can help you this year and possibly be the chair next year. What benefits of being on the board should we emphasize to potential board members? Are there any new benefits that are more tangible that we should consider, like discounts at events? (9:45)
3. Classes - April 25<sup>th</sup>- Certification course has 37 registered. We need 3 more people to break even. Class duties: Can Diane pick up snacks, sign in everybody, use the square?, Al can introduce the Attorney and make announcement of upcoming events. (9:50)
4. Platinum Sponsor Board update- Shawn?
5. Vendor Fair- We have 11 affiliates signed up to sponsor booths. We need to get to 40 booths. Can each board member get 3 affiliates to sign up for a booth? We need to call on our vendors to make sure this year's event will be successful. The contract with the Security company has been signed. Two Tone Stiney has been confirmed. We are still waiting on confirmation from a brewer. Al, Jeff, Bob Thomas will be cooking the meat.



We could use another person to help cook chicken around 1:00. Does the board want to do sides on our own? Should we buy the sides? (10:05)

**TRESURER'S REPORT – (10:15)**

1. Treasurer's report:

**PRESIDENT ELECT REPORT- (10:20)**

1. Topic for Melissa Prandi: July Luncheon?
2. November Speaker?

**MEMBERSHIP/ LEGISLATIVE REPORT –**

**AFFILIATE REPORT-**

1. We have 42 Vendors signed up, we need 18 more vendors to sign up to meet our 60 vendor goal. Nice work everybody.... We are just about there.

**NEW BUSINESS- (10:30)**

**UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:**

April 25, 2017	Subject:	Fair Housing Certification Course
	Speaker:	KTS
	Location:	Sac Assn. of Realtors on Howe Avenue
	Equipment:	
	Time:	9:00 am to 12:00pm
	Price:	\$45/person (future members \$60)
	Sponsor:	





May 16, 2017    Subject:        Blues, Brews, and BBQ  
                  Band:            Two Tone Stiney (confirmed)  
                  Location:        Sac Assn. of Realtors on Howe Avenue  
                  Equipment:      As many pop ups/ ezups as we can find  
                  Time:            2:30 pm to 5:30 pm  
                  Price:            Free for Real Estate Professionals  
                  Sponsor:        \$350 for main sponsors, \$250 for future member booth (includes  
                                      SacNarpm membership for the rest of the year), \$150 member  
                                      booth.

### **STANDARDS OF PROFESSIONALISM**

- 4-1 The Property Manager shall offer all prospective Tenants a written application.
- 4-2 The Property Manager shall provide all Tenants with a copy of the signed rental agreement and extensions with all addendums attached.
- 4-3 The Property Manager shall make all disclosures as required by state and local laws and provide the Tenant an opportunity to complete a written condition report within 7 days of moving in.
- 4-4 The Property Manager shall respond promptly to requests for repairs.
- 4-5     The Property Manager shall provide a written deposit refund determination to the Tenant within the time prescribed by law after the Tenant has vacated a property. The Property Manager shall not cause any undue delay in refunding or accounting for the security deposit.

**Antitrust Compliance:** Reminder to all board members - 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. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

**Meeting Adjourned at \_\_\_\_\_**



Filename: 646c-dd84-aee7-bbd7.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\192  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.do  
tm  
Title:  
Subject:  
Author: twwhite  
Keywords:  
Comments:  
Creation Date: 3/10/2017 7:43:00 PM  
Change Number: 7  
Last Saved On: 4/18/2017 2:31:00 PM  
Last Saved By: Alejandro White  
Total Editing Time: 199 Minutes  
Last Printed On: 3/6/2018 5:04:00 PM  
As of Last Complete Printing  
Number of Pages: 3  
Number of Words: 751  
Number of Characters: 3,962



National Association of Residential Property Managers  
S A C R A M E N T O   A R E A   C H A P T E R

**Sacramento Chapter**  
**Board of Director's Meeting Agenda**  
**August 9 , 2017**

CALL MEETING TO ORDER  
The meeting is called to order \_\_\_\_\_.

**MEMBERS**

President:	Alejandro White
Past President:	Cheryl Muzinich
President Elect:	Jeff Slodowitz
Secretary:	Desiree White
Treasurer:	Barbara Barrows
Directors:	Michelle Wight Shawn Collins
Affiliate Chair:	Andrea McMullen / Jason Thompson
Education Chair	Cheryl Muzinich/ Diane Goebel
Events Coordinator:	Bev Hoeft / Michelle Wight
Membership Chair:	Katy Drack
Legislative Chair:	Katy Drack

**MINUTES** – A Motion to Approve May Board of Directors Minutes was made by \_\_\_\_\_ with a second by \_\_\_\_\_.

**President's Report- Alejandro (Time limits)**

1. All board members talk to somebody at the Classes/luncheon/ office and get a committee member that can help you this year and possibly be the chair next year. What benefits of being on the board should we emphasize to potential board members?
2. Should the platinum sponsor board be stored at SAR?
3. Angela Hall – SHRA- could not make it today
4. July Luncheon- Great Meeting Everybody.... The energy was good and I think everything ran smoothly. I shouldn't have asked Jim Lofgren to speak, it ended up cutting some time out of Melissa Prandi's presentation. The turnout was ok, we prefer to have around 60 people, and we had approximately 48.
5. Who can we ask to donate Golf Tourney raffle prizes? Let's break up the affiliate list and call current affiliates to ask if they would be willing to donate items approximate \$50 value. We need 10 to 15 in total.
6. Nominating Committee for 2018 board- Immediate past president plus two other members. Elections need to happen at the September meeting or by the end of Sept. Cheryl do you have all the committee members you want? Does the board have any suggestions on who to nominate? Yana from Water Heaters Only volunteered to help out the board next year. She is open to a suggestions on her position. I'm thinking she would be a good affiliate co-chair.

7. August National Designation class- Aug 23<sup>th</sup> - We need people to check in the students and help the instructor get set up starting at around 8:00. Then we also need somebody to collect the course evaluations and hand out the test around 3:00 or 4:00.
8. Chapter Mixer in August on the 16<sup>th</sup> at Yard House in Roseville 5:00 – 7:00.
9. Leadership Training November 13<sup>th</sup> and 14<sup>th</sup> in St. Louis. The training is very helpful, Jeff is planning on going and we might even consider sending another board member and having the chapter pay.
10. New Checks are here!
11. Sacramento Self Help Housing- SSHH- Patti Uplinger
12. New Affiliate end of year push, incentive to sign up now for \$175. That one time cost will be for all of next year and the rest of this year. (Basically \$25 for the rest of the year)
13. Next year's affiliate dues rate, sponsorship rates.
14. Membership/ holiday party Dec 2<sup>nd</sup>?

**TRESURER'S REPORT – (10:00)**

1. Treasurer's report:

**PRESIDENT ELECT REPORT- (10:10)**

**MEMBERSHIP/ LEGISLATIVE REPORT – Katy Drack**

**AFFILIATE REPORT-**

1. Total Affiliates including the ones that signed up for the second half of the year through the vendor fair approximately 50.
2. August Chapter Mixer

**NEW BUSINESS- (10:20)**

## UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:

August 23, 2017 Subject: Intro to Maintenance- Standards, Codes, and Safety  
Speaker: Michelle Horneff-Cohen (confirmed)  
Location: Community 1<sup>st</sup> Bank  
Equipment: None  
Time: 9:00 am to 4:00 pm  
Price: Through National approx. \$200 (Designation Class)

September 18 Subject: Golf Tournament  
Speaker: NA  
Location: Teal Bend  
Equipment: None, Banners and Platinum Sponsor Board  
Time: 12:00 pm to 7:00 pm  
Price: \$110

September 19 Subject: Be ready for an Audit  
Speaker: Pam Strickland  
Location: SAR  
Equipment: Computer for power point, Platinum Sponsor Board  
Time: 11:00 am to 1:00 pm  
Price: \$25

## **Article 8: COMMITMENT TO FIRM**

***The Property Manager shall act in the best interests of his or her property management Firm.***

### **STANDARDS OF PROFESSIONALISM**

8-1 The Property Manager shall not have any undisclosed conflict of interest with his or her Firm. If a conflict or potential conflict should arise, the Property Manager shall notify his or her Firm immediately.

8-2 The Property Manager shall not receive any form of compensation, rebates, or any other benefits without full disclosure to his or her Firm.

8-3 The Property Manager may not take or use any proprietary documentation, including but not limited to Client/Tenant lists, during or after his or her relationship with a Firm without express written consent from the Firm.



**Antitrust Compliance:** Reminder to all board members - 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. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

**Meeting Adjourned at \_\_\_\_\_**



Filename: 3559-d568-20d2-d259.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\192  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.do  
tm  
Title:  
Subject:  
Author: twhite  
Keywords:  
Comments:  
Creation Date: 8/2/2017 4:17:00 PM  
Change Number: 10  
Last Saved On: 8/4/2017 7:16:00 PM  
Last Saved By: Alejandro White  
Total Editing Time: 32 Minutes  
Last Printed On: 3/6/2018 5:04:00 PM  
As of Last Complete Printing  
Number of Pages: 4  
Number of Words: 856  
Number of Characters: 4,454



**National Association of Residential Property Managers**  
**SACRAMENTO AREA CHAPTER**

**Sacramento Chapter**  
**Board of Director's Meeting Agenda**  
**January 11, 2017**

**CALL MEETING TO ORDER**  
The meeting is called to order \_\_\_\_\_.

**MEMBERS**

President:	Alejandro White
Past President:	Cheryl Muzinich
President Elect:	Jeff Slodowitz
Secretary:	Desiree White
Treasurer:	Barbara Barrows
Directors:	Michelle Wight Shawn Collins
Affiliate Chair:	Andrea McMullen / Jason Thompson
Education Chair	Cheryl Muzinich
Events Coordinator:	Bev Hoeft / Michelle Wight
Membership Chair:	Katy Drack
Legislative Chair:	Katy Drack

**MINUTES** – A Motion to Approve November Board of Directors Minutes was made by \_\_\_\_\_ with a second by \_\_\_\_\_.

**President's Report-**

1. Big Thanks to Shawn Collins, Cheryl Muzinich, Jeff Slodowitz, Katy Drack, Bev Hoeft, Barbara Barrows
2. Luncheons handled by Jeff- list of duties and who is doing them. Projector and Screen? Checklist. Agenda for the luncheon?
3. All board members talk to somebody at the luncheon or somebody at your office and get a committee member that can help you this year and possibly be the chair next year. Trick
4. Jeff, Alejandro, Cheryl doing the chapter of excellence.
5. Chapter compliance?
6. Classes and sponsors
7. Affiliate annual meeting.
8. Pledge, Code of ethics, mission, vision statement for each meeting- volunteer?
9. New Committee : Designation Committee
10. New board meeting location? Closer to downtown?
11. Robert Winger – Award for Robert? Award in honor of Robert? achievement award? Criteria for award?
12. New member mentor program- Katy
13. Charities- Placer county Chaplaincy, Sacramento Children's receiving home
14. Cal Narpn events email. Volunteer? Courtney?

15. Diane Goebel (Sac Delta) wants to be a director.
16. Habitat for Humanity Build?
17. Nor Sac Glass would like to be a sponsor on the news and notes they have \$375 left over from 2016.

Platinum Sponsor Recognition: 2017 Company -Affiliate Membership,  
Announcement at every event, Listing on 3x5ft sponsorship board located at every event,  
Ad listing in all 2017 issues News & Notes, Ad on homepage of [www.SacNARPM.org](http://www.SacNARPM.org) for 12 months, Ad on membership eblasts

#### **TRESURER'S REPORT –**

#### **PRESIDENT ELECT REPORT-**

#### **MEMBERSHIP REPORT –**

#### **AFFILIATE REPORT-**

#### **NEW BUSINESS-**

#### **UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:**

Jan. 11, 2017	Subject:	<b>Why I Love Property Management- CONFIRMED</b>
	Speaker:	Andrew Propst- 2015 NARPM National President
	Location:	Sac Assn. of Realtors on Howe Avenue
	Equipment:	
	Time:	11:30 a.m. to 1 p.m.
	Price:	\$25/person (future members \$35)
	Sponsor:	<b>Green Home Solutions- CONFIRMED</b>

Mar 14, 2017    Subject:  
                  Speaker:        Cory Koehler From RHA  
                  Location:      Sac Assn. of Realtors on Howe Avenue  
                  Equipment:  
                  Time:            11:30 a.m. to 1 p.m.  
                  Price:            \$25/person (future members \$35)  
                  Sponsor:

### **Classes? Location?**

#### **Ethics:**

#### **Article 2: DISCRIMINATION**

***The Property Manager shall not discriminate in the management, rental, lease, or negotiation for real property, shall operate consistent with fair housing laws and regulations and shall comply with all federal, state, and local laws concerning discrimination.***

#### **STANDARDS OF PROFESSIONALISM**

2-1      It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.

2-2      The Property Manager shall not deny service to any person due to race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity.

**Antitrust Compliance:** Reminder to all board members - 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. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

**Meeting Adjourned at \_\_\_\_\_**

Filename: aadb-b81d-ac57-804b.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\192  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.do  
tm  
Title:  
Subject:  
Author: twwhite  
Keywords:  
Comments:  
Creation Date: 1/10/2017 5:15:00 PM  
Change Number: 5  
Last Saved On: 1/10/2017 8:04:00 PM  
Last Saved By: Alejandro White  
Total Editing Time: 126 Minutes  
Last Printed On: 3/6/2018 5:04:00 PM  
As of Last Complete Printing  
Number of Pages: 3  
Number of Words: 623  
Number of Characters: 3,528



National Association of Residential Property Managers

S A C R A M E N T O   A R E A   C H A P T E R

**Sacramento Chapter  
Board of Director's Meeting Agenda  
February 15, 2017**

CALL MEETING TO ORDER  
The meeting is called to order \_\_\_\_\_.

**MEMBERS**

President:	Alejandro White
Past President:	Cheryl Muzinich
President Elect:	Jeff Slodowitz
Secretary:	Desiree White
Treasurer:	Barbara Barrows
Directors:	Michelle Wight Shawn Collins
Affiliate Chair:	Andrea McMullen / Jason Thompson
Education Chair	Cheryl Muzinich/ Diane Goebel
Events Coordinator:	Bev Hoeft / Michelle Wight
Membership Chair:	Katy Drack
Legislative Chair:	Katy Drack

**MINUTES** – A Motion to Approve January Board of Directors Minutes was made by \_\_\_\_\_ with a second by \_\_\_\_\_.

**President's Report-**

1. New Education Co-Chair! Welcome Diane.
2. All board members talk to somebody at the Classes/luncheon/ office and get a committee member that can help you this year and possibly be the chair next year. (Method)
3. Classes and sponsors
4. Affiliate annual meeting.
5. New Committee : Designation Committee- Volunteer?
6. New board meeting location?
7. Cal Narpn events email. Courtney
8. SAR main meeting- NARPM table
9. SAR CanTree- NARPM donated a \$100 Gift Card to Best Buy
10. Platinum Sponsor Board update- Shawn?

**2017 Gold Sponsor- Independent Plumbing- Daniel Noonan**

2017 Company -Affiliate Membership, Ad listing in all 2017 issues News & Notes Ad on homepage of [www.SacNARPM.org](http://www.SacNARPM.org) for 6 months

### **TRESURER'S REPORT –**

1. Cal Narpn Conference update
2. Treasurer's report
3. Refund Big Sky \$275- they need to sign up through national to be a professional member
4. Nor Sac Glass had \$375 carry over from last year- They wanted to have an ad in the newsletter (\$125) then have the rest go to charity (\$250)

### **PRESIDENT ELECT REPORT-**

1. Jeff, Alejandro, Cheryl, Shawn doing the chapter of excellence.
2. Topic for Cory Koehler March Luncheon?

### **MEMBERSHIP/ LEGISLATIVE REPORT –**

1. Cory Koehler- RHA and lobbying support

### **AFFILIATE REPORT-**

1. Annual Affiliate Meeting: Vendor Fair, Quarterly Mixers
2. We have 20 Vendors signed up, we need 40 more vendors to sign up to meet our 60 vendor goal.

### **NEW BUSINESS-**

1. **Charities-** Placer county Chaplaincy (Al), Sacramento Children's receiving home(Katy), Home Aide (Bev). How will it be most effective to support one or all of these charities?
2. Habitat Gala- Hard Hats and High Heels (Cheryl)

### **UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:**

Feb 23, 2017	Subject:	Marijuana- how the new law will affect PM
	Speaker:	Calvin Clements, Seth Cimino, Sergeant Thomas Bland
	Location:	SAR Training Room
	Equipment:	Projector on site (Included)
	Time:	9:00 a.m. to 11:00 a.m.
	Price:	\$25/person (future members \$35)
	Sponsor:	_____

Mar 14, 2017    Subject:  
                  Speaker:        Cory Koehler From RHA  
                  Location:      Sac Assn. of Realtors on Howe Avenue  
                  Equipment:  
                  Time:            11:30 a.m. to 1 p.m.  
                  Price:            \$25/person (future members \$35)  
                  Sponsor:

### **STANDARDS OF PROFESSIONALISM**

1-1    The Property Manager shall endeavor to eliminate, through the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.

1-2    The Property Manager shall cooperate with the governmental agency charged with regulating the practices of Property Managers.

1-3    The Property Manager shall comply with all relevant local and state ordinances regarding real estate law, licensing, insurance, and banking.

1-4    The Property Manager shall comply with all federal and state antitrust laws and shall follow the NARPM® Antitrust Policy and any related procedures.

1-5    The Property Manager shall not reveal confidential information of Clients, Tenants or others except as required in the course of performing his or her duties or as otherwise required

**Antitrust Compliance:** Reminder to all board members - 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. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

**Meeting Adjourned at \_\_\_\_\_**

Filename: 4371-e478-dcc5-6078.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\192  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.do  
tm  
Title:  
Subject:  
Author: twwhite  
Keywords:  
Comments:  
Creation Date: 2/14/2017 1:34:00 PM  
Change Number: 2  
Last Saved On: 2/14/2017 1:34:00 PM  
Last Saved By: Alejandro White  
Total Editing Time: 2 Minutes  
Last Printed On: 3/6/2018 5:04:00 PM  
As of Last Complete Printing  
Number of Pages: 3  
Number of Words: 672  
Number of Characters: 3,721



National Association of Residential Property Managers  
S A C R A M E N T O   A R E A   C H A P T E R

**Sacramento Chapter**  
**Board of Director's Meeting Agenda**  
**June 14 , 2017**

CALL MEETING TO ORDER  
The meeting is called to order \_\_\_\_\_.

**MEMBERS**

President:	Alejandro White
Past President:	Cheryl Muzinich
President Elect:	Jeff Slodowitz
Secretary:	Desiree White
Treasurer:	Barbara Barrows
Directors:	Michelle Wight Shawn Collins
Affiliate Chair:	Andrea McMullen / Jason Thompson
Education Chair	Cheryl Muzinich/ Diane Goebel
Events Coordinator:	Bev Hoeft / Michelle Wight
Membership Chair:	Katy Drack
Legislative Chair:	Katy Drack

**MINUTES** – A Motion to Approve May Board of Directors Minutes was made by \_\_\_\_\_ with a second by \_\_\_\_\_.

**President's Report- Alejandro (Time limits)**

1. All board members talk to somebody at the Classes/luncheon/ office and get a committee member that can help you this year and possibly be the chair next year. What benefits of being on the board should we emphasize to potential board members? Are there any new benefits that are more tangible that we should consider, like discounts at events?
2. Platinum Sponsor Board update- Cheryl and Barbara- The sign looks great.... Nice Job!
3. Vendor Fair- Recap
  - a. Thank You- Jason and Andrea for putting such a great event together!!!
  - b. Suggestions for next year- Location change, beer selection, Cheryl
  - c. Complaint- Raffle winners were not NARPM members one was not a realtor. Do our bylaws restrict events to only the membership?
  - d. Did we make a Profit?
4. November speaker possibilities- dylan.sharp- securepark; KTS- Eviction and collection process. Angela Hall – SHRA
5. July Luncheon- We are going to be audited so the luncheon needs to be ran by the book, we need to hand out financials.
6. Nominating Committee for 2018 board- Immediate past president plus two other members. Elections need to happen at the September meeting or by the end of Sept.
7. August National Designation class- Aug 23<sup>th</sup>.



**TRESURER'S REPORT – (10:00)**

1. Treasurer's report:

**PRESIDENT ELECT REPORT- (10:10)**

**MEMBERSHIP/ LEGISLATIVE REPORT –**

**AFFILIATE REPORT-**

1. We have 43 Vendors signed up, plus the new ones from the vendor fair. We are just about there, how does everybody feel about adding a button for affiliate dues second half of 2017 \$100?

**NEW BUSINESS- (10:20)**

**Purchasing a NARPM pop up tent for shade at events**

**UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:**

July 18, 2017	Subject:	
	Speaker:	Melissa Prandi (confirmed)
	Location:	Sac Assn. of Realtors on Howe Avenue
	Equipment:	None
	Time:	11:30 pm to 1:00 pm
	Price:	\$25
	Sponsor:	ServPro of Rancho Cordova

**Article 6: HANDLING OF FUNDS**

***The Property Manager shall hold all funds received on behalf of others in compliance with state law and shall not commingle the funds with personal or other business funds or use the funds for other than their intended purposes.***



### **STANDARDS OF PROFESSIONALISM**

6-1 The Property Manager shall keep appropriate records and shall prepare and furnish to the Client accurate and timely financial reports relating to the Client's rental and funds in accordance with the terms of the applicable management agreement.

**Antitrust Compliance:** Reminder to all board members - 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. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

**Meeting Adjourned at \_\_\_\_\_**

Filename: 6cfb-4e66-abb1-8673.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\192  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.do  
tm  
Title:  
Subject:  
Author: twwhite  
Keywords:  
Comments:  
Creation Date: 5/11/2017 5:15:00 PM  
Change Number: 17  
Last Saved On: 6/13/2017 4:30:00 PM  
Last Saved By: Alejandro White  
Total Editing Time: 248 Minutes  
Last Printed On: 3/6/2018 5:05:00 PM  
As of Last Complete Printing  
Number of Pages: 3  
Number of Words: 593  
Number of Characters: 3,206



National Association of Residential Property Managers  
S A C R A M E N T O   A R E A   C H A P T E R

**Sacramento Chapter**  
**Board of Director's Meeting Agenda**  
**July 12 , 2017**

CALL MEETING TO ORDER  
The meeting is called to order \_\_\_\_\_.

**MEMBERS**

President:	Alejandro White
Past President:	Cheryl Muzinich
President Elect:	Jeff Slodowitz
Secretary:	Desiree White
Treasurer:	Barbara Barrows
Directors:	Michelle Wight Shawn Collins
Affiliate Chair:	Andrea McMullen / Jason Thompson
Education Chair	Cheryl Muzinich/ Diane Goebel
Events Coordinator:	Bev Hoeft / Michelle Wight
Membership Chair:	Katy Drack
Legislative Chair:	Katy Drack

**MINUTES** – A Motion to Approve May Board of Directors Minutes was made by \_\_\_\_\_ with a second by \_\_\_\_\_.

**President's Report- Alejandro (Time limits)**

1. All board members talk to somebody at the Classes/luncheon/ office and get a committee member that can help you this year and possibly be the chair next year. What benefits of being on the board should we emphasize to potential board members?
2. Where is the Platinum Sponsor Board? We need to make sure the board is displayed at the Luncheon. Do we need an easel?
3. August BOD meeting- Angela Hall – SHRA
4. July Luncheon- We are going to be audited so the luncheon needs to be ran by the book, we need to hand out financials. I emailed out the sheet of how we are being assessed. We are doing most things already. One thing to focus on is making sure we are interacting with guests and keeping a positive vibe going through out the meeting.
5. Nominating Committee for 2018 board- Immediate past president plus two other members. Elections need to happen at the September meeting or by the end of Sept. Cheryl do you have all the committee members you want? Does the board have any suggestions on who to nominate?
6. August National Designation class- Aug 23<sup>th</sup>- We need 5 more people to register before July 23<sup>rd</sup>, or the class will be canceled.
7. Donovan Flores will be filling in for Andrea McMullen as affiliate co-chair.
8. Chapter Mixer in July on the 27<sup>th</sup>?



**TRESURER'S REPORT – (10:00)**

1. Treasurer's report:

**PRESIDENT ELECT REPORT- (10:10)**

**MEMBERSHIP/ LEGISLATIVE REPORT – Katy Drack**  
**YPN Concert in the Park**

**AFFILIATE REPORT-**

1. Total Affiliates including the ones that signed up for the second half of the year through the vendor fair approximately 50.
2. July Chapter Mixer?

**NEW BUSINESS- (10:20)**

**UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:**

July 18, 2017	Subject:	
	Speaker:	Melissa Prandi (confirmed)
	Location:	Sac Assn. of Realtors on Howe Avenue
	Equipment:	None
	Time:	11:30 pm to 1:00 pm
	Price:	\$25
	Sponsor:	ServPro of Rancho Cordova
August 23, 2017	Subject:	Intro to Maintenance- Standards, Codes, and Safety
	Speaker:	Michelle Horneff-Cohen (confirmed)
	Location:	Community 1 <sup>st</sup> Bank





Equipment: None  
Time: 9:00 am to 4:00 pm  
Price: Through National approx. \$200 (Designation Class)

### **Article 7: AREAS OF EXPERTISE**

***The Property Manager must provide competent service within his or her area of expertise, and refrain from the unauthorized practice of any other profession for which he or she is not licensed or qualified.***

7-1 The Property Manager shall perform only such services in such locations for which he or she is qualified and can reasonably be expected to perform with professional competence.

7-2 The Property Manager shall not perform and shall not represent that he or she can or will perform services outside of his or her area of expertise, particularly services that require a separate license or qualification – such as law, accounting, financial planning, construction, and/or contracting – unless the Property Manager independently possesses such license or qualification.

**Antitrust Compliance:** Reminder to all board members - 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. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

**Meeting Adjourned at \_\_\_\_\_**



Filename: 87d8-656e-c2ef-da0f.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\192  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.do  
tm  
Title:  
Subject:  
Author: twwhite  
Keywords:  
Comments:  
Creation Date: 7/10/2017 7:32:00 PM  
Change Number: 5  
Last Saved On: 7/10/2017 7:55:00 PM  
Last Saved By: Alejandro White  
Total Editing Time: 3 Minutes  
Last Printed On: 3/6/2018 5:05:00 PM  
As of Last Complete Printing  
Number of Pages: 3  
Number of Words: 681  
Number of Characters: 3,644



National Association of Residential Property Managers  
S A C R A M E N T O   A R E A   C H A P T E R

**Sacramento Chapter**  
**Board of Director's Meeting Agenda**  
**March 9<sup>th</sup>, 2017**

CALL MEETING TO ORDER  
The meeting is called to order \_\_\_\_\_.

**MEMBERS**

President:	Alejandro White
Past President:	Cheryl Muzinich
President Elect:	Jeff Slodowitz
Secretary:	Desiree White
Treasurer:	Barbara Barrows
Directors:	Michelle Wight Shawn Collins
Affiliate Chair:	Andrea McMullen / Jason Thompson
Education Chair	Cheryl Muzinich/ Diane Goebel
Events Coordinator:	Bev Hoeft / Michelle Wight
Membership Chair:	Katy Drack
Legislative Chair:	Katy Drack

**MINUTES** – A Motion to Approve February Board of Directors Minutes was made by \_\_\_\_\_ with a second by \_\_\_\_\_.

**President's Report-**

1. Affiliate Update- Jason
2. Charity Update- Katy/ Bev/ Michelle. Charity focuses: Golf Tournament Charity recipient, Vendor Fair recipient, General Chapter recipient/ chapter work day.
3. All board members talk to somebody at the Classes/luncheon/ office and get a committee member that can help you this year and possibly be the chair next year. (Method)
4. Classes and sponsors- March 30<sup>th</sup> training room contract signed. Twin Termite confirmed, Curt Bulloch confirmed.  
April 25<sup>th</sup>- KTS 2 options: one hour fair housing update Free, 3 hour class with certificate \$1200. ( \$1200 + room \$440+ snacks we would need to charge \$45 and have 40 people)
5. New Committee : Designation Committee- Volunteer( Barbara, Shawn, Al)
6. Platinum Sponsor Board update- Shawn?
7. How do we deal with complaints about an Affiliate Member?- Cheryl

**TRESURER'S REPORT –**

1. Treasurer's report:

## **PRESIDENT ELECT REPORT-**

1. Jeff, Alejandro, Cheryl, Shawn doing the chapter of excellence.
2. Topic for Melissa Prandi: July Luncheon?

## **MEMBERSHIP/ LEGISLATIVE REPORT –**

### **AFFILIATE REPORT-**

1. Annual Affiliate Meeting: Vendor Fair, Quarterly Mixers
2. We have 20 Vendors signed up, we need 40 more vendors to sign up to meet our 60 vendor goal.

## **NEW BUSINESS-**

## **UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:**

Mar 14, 2017    Subject:  
                    Speaker:        Cory Koehler From RHA  
                    Location:        Sac Assn. of Realtors on Howe Avenue  
                    Equipment:  
                    Time:                11:30 a.m. to 1 p.m.  
                    Price:                \$25/person (future members \$35)  
                    Sponsor:

Mar 30<sup>th</sup>, 2017    Subject:            Class Bed Bugs, Insurance, Leak detection  
                    Speaker:        Twin Termite- confirmed Curt Bulloch- confirmed, Monte ALD?  
                    Location:        Sac Assn. of Realtors on Howe Avenue (Training Room)  
                    Equipment:  
                    Time:                9:00 to 11:00  
                    Price:                \$25/person (future members \$35)  
                    Sponsor:

**March 30<sup>th</sup> , 2017 MIXER IRON HORSE!!!!!!!!!!!! 4:00 TO 6:00**

### **STANDARDS OF PROFESSIONALISM**

3-1 The Property Manager shall use written agreements, and written extensions, if required, outlining all responsibilities and fees, if any. The Client will be provided a copy of all signed agreements and extensions, and the Property Manager will retain a copy.

3-2 The Property Manager shall communicate regularly with the Client, either orally or in writing. The Property Manager, shall provide the Client with written reports as needed on a regular basis and as agreed between all parties in writing. In the event of any dispute, the Property Manager shall provide a written accounting as soon as practical.

3-3 Should the Property Manager have a disclosed relationship with a property owner, the Property Manager shall review and verify all Tenant applications to determine the applicant's ability to pay rental fees and to assess the likelihood that the applicant will comply with all provisions of the rental agreement.

**Antitrust Compliance:** Reminder to all board members - 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. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

**Meeting Adjourned at \_\_\_\_\_**

Filename: 879d-f0ad-3735-3f96.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\192  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.do  
tm  
Title:  
Subject:  
Author: twwhite  
Keywords:  
Comments:  
Creation Date: 2/28/2017 1:29:00 PM  
Change Number: 9  
Last Saved On: 3/8/2017 3:03:00 PM  
Last Saved By: Alejandro White  
Total Editing Time: 41 Minutes  
Last Printed On: 3/6/2018 5:05:00 PM  
As of Last Complete Printing  
Number of Pages: 3  
Number of Words: 630  
Number of Characters: 3,528



National Association of Residential Property Managers  
S A C R A M E N T O   A R E A   C H A P T E R

**Sacramento Chapter**  
**Board of Director's Meeting Agenda**  
**May 10<sup>th</sup> , 2017**

CALL MEETING TO ORDER  
The meeting is called to order \_\_\_\_\_.

**MEMBERS**

President:	Alejandro White
Past President:	Cheryl Muzinich
President Elect:	Jeff Slodowitz
Secretary:	Desiree White
Treasurer:	Barbara Barrows
Directors:	Michelle Wight Shawn Collins
Affiliate Chair:	Andrea McMullen / Jason Thompson
Education Chair	Cheryl Muzinich/ Diane Goebel
Events Coordinator:	Bev Hoeft / Michelle Wight
Membership Chair:	Katy Drack
Legislative Chair:	Katy Drack

**MINUTES** – A Motion to Approve March Board of Directors Minutes was made by \_\_\_\_\_  
with a second by \_\_\_\_\_.

**President's Report- Alejandro (Time limits)**

1. Recap Fair Housing Class: We had 52 people register and we needed about 40 people to break even. It was \$45 per person so should have a profit around \$500. Do we want to do the class again next year? Full certification course or just the informal updates?(9:40)
2. All board members talk to somebody at the Classes/luncheon/ office and get a committee member that can help you this year and possibly be the chair next year. What benefits of being on the board should we emphasize to potential board members? Are there any new benefits that are more tangible that we should consider, like discounts at events? (9:45)
3. Platinum Sponsor Board update- Cheryl and Barbara
4. Vendor Fair- We have 33 affiliates signed up to sponsor booths 5 of them are not sponsoring a booth, so the true number is 28 booths sold. If you have any affiliates you thing would like to have a booth please reach out to them today. The breakdown of jobs that need to be done and who is in charge is listed below:  
Making Signs for event sponsors: Shila  
Making "bingo cards" that affiliates sign off on: Shila  
Arranging the booth locations for all the affiliates: Jason and Andrea  
Registration table: Barbara  
Narpm booth and Narpm golf booth: Katy  
MC event and timeline: Jason, Andrea, Al

Picking up Raffle Prizes: Jason and Al

Email with instructions for all booth sponsors be sure to include request for extra pop ups to shade/ cover from rain the eating area: Jason?

Announcing Raffle Prizes: Cheryl

Food:

Meats and Rolls, cooking and shopping: 20 racks of ribs, 6 pork shoulders, 30 pounds of chicken: Al, Bob Thomas, Jeff

Sides, purchase Bev, pick up and deliver Jason

Serving Table set up and drinks: utensils, plates, table cloths, napkins, soda, water, ice etc. Bev, Michelle, Andrea, Jeff

Music:

The band needs a pop up for shade and an extension cord. Does the music sponsor have a branded pop up they what the band to use? Al can bring a long extension cord.

Raffles:

Early Bird (people that arrive before 3:00 have a chance to win at the 3:00 and 3:30 raffle prize drawing)

Completed Bingo card drawings 4:15, 4:45 and 5:15  
(10:15)

#### **TRESURER'S REPORT – (10:20)**

1. Treasurer's report:

#### **PRESIDENT ELECT REPORT- (10:20)**

1. Topic for Melissa Prandi: July Luncheon?
2. November Speaker?

#### **MEMBERSHIP/ LEGISLATIVE REPORT –**

#### **AFFILIATE REPORT-**

1. We have 43 Vendors signed up, plus the new ones from the vendor fair. We are just about there, how does everybody feel about adding a button for affiliate dues second half of 2017 \$100?

#### **NEW BUSINESS- (10:30)**



May 16, 2017	Subject:	Blues, Brews, and BBQ
	Band:	Two Tone Stiney (confirmed)
	Location:	Sac Assn. of Realtors on Howe Avenue
	Equipment:	As many pop ups/ ezups as we can find
	Time:	2:30 pm to 5:30 pm
	Price:	Free for Real Estate Professionals
	Sponsor:	\$350 for main sponsors, \$250 for future member booth (includes SacNarpm membership for the rest of the year), \$150 member booth.

***The Property Manager shall hold a high regard for the safety and health of those lawfully at a managed property and shall manage all properties in accordance with safety and habitability requirements of the local jurisdiction.***

5-1 The Property Manager shall not manage properties for Clients who refuse, or are unable, to maintain their property in accordance with safety and habitability requirements of the local jurisdiction.

**Antitrust Compliance:** Reminder to all board members - 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. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



Filename: 8f35-c09a-0b79-0513.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\192  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.do  
tm  
Title:  
Subject:  
Author: twwhite  
Keywords:  
Comments:  
Creation Date: 5/9/2017 2:43:00 PM  
Change Number: 6  
Last Saved On: 5/9/2017 7:53:00 PM  
Last Saved By: Alejandro White  
Total Editing Time: 9 Minutes  
Last Printed On: 3/6/2018 5:05:00 PM  
As of Last Complete Printing  
Number of Pages: 3  
Number of Words: 810  
Number of Characters: 4,198



National Association of Residential Property Managers  
S A C R A M E N T O   A R E A   C H A P T E R

**Sacramento Chapter**  
**Board of Director's Meeting Agenda**  
**November 8th, 2017**

CALL MEETING TO ORDER  
The meeting is called to order \_\_\_\_\_.

**MEMBERS**

President:	Alejandro White
Past President:	Cheryl Muzinich
President Elect:	Jeff Slodowitz
Secretary:	Desiree White
Treasurer:	Barbara Barrows
Directors:	Michelle Wight Shawn Collins
Affiliate Chair:	Andrea McMullen / Jason Thompson
Education Chair	Cheryl Muzinich/ Diane Goebel
Events Coordinator:	Bev Hoeft / Michelle Wight
Membership Chair:	Katy Drack
Legislative Chair:	Katy Drack

**MINUTES** – A Motion to approve October Board of Directors Minutes was made by \_\_\_\_\_  
with a second by \_\_\_\_\_.

**President's Report- Alejandro**

1. All board members talk to somebody at the Classes/luncheon/ office and get a committee member that can help you this year and possibly be the chair next year. What benefits of being on the board should we emphasize to potential board members?
2. Oct. 25<sup>th</sup> mixer in Elk Grove- 12 property managers came. We are building in the right direction. I think future mixers should all be closer to Sacramento if we want to get closer to 20 property managers. It was a great time as always and worth continuing.
3. November Luncheon- Who has a Square and can use it? Barbara will be out of town.
4. November Luncheon- The sponsor fell through so we will not be doing any raffle prizes this time.
5. Golf Tournament- We will be presenting the check to the CEO of The Sacramento Children's Home at the luncheon. We will recognize the members of the committee.
6. New Affiliate end of year push, incentive to sign up now for \$175. That one time cost will be for all of next year and the rest of this year. (Basically \$25 for the rest of the year)
7. Membership/ holiday party Nov 11<sup>th</sup>- Michelle and Bev- We are up to 52 registered. I didn't see any sponsors except for S and G. Is anybody else sponsoring? Will we have a microphone set up?
8. Jean Storms will no longer be a NARPM member, we should recognize her 25 years with NARPM at the membership dinner.

9. Legal Update promotions will start this week. The Speakers have been confirmed KTS and Tom Hogan. We need coffee and snacks.

**TRESURER'S REPORT – (10:00)**

1. Treasurer's report:

**PRESIDENT ELECT REPORT- (10:10)**

**MEMBERSHIP/ LEGISLATIVE REPORT – Katy Drack**

**AFFILIATE REPORT-**

1. Total Affiliates including the ones that signed up for the second half of the year through the vendor fair approximately 50. We had two sign up now for the rest of the year plus 2018.- Bailey Boys, Advanced Air Duct cleaning, DH construction (added 11/15/17)

**NEW BUSINESS- (10:20)**

**UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:**

November 11	Subject:	Member Appreciation Dinner
	Speaker:	None
	Location:	Yolo Brewery
	Equipment:	
	Time:	
	Price:	
November 15	Subject:	Rent Control
	Speaker:	Eric Rasmusson
	Location:	SAR
	Equipment:	
	Time:	11:00 to 1:30
	Price:	\$25



December 12      Subject:      Legal Update  
                         Speaker:      KTS and Tom Hogan  
                         Location:      SAR  
                         Equipment:  
                         Time:      9:00 to 12:00  
                         Price:      \$45 members \$65 future members

#### **Article 11: RESPONSIBILITY TO NARPM® AND THE PROFESSION**

***The Property Manager shall comply with all policies and pronouncements of NARPM® and all relevant laws and rules of the jurisdiction in which he or she works, and shall strive to stay informed of and to educate others about relevant matters affecting the property management field.***

#### **STANDARDS OF PROFESSIONALISM**

11-1    The Property Manager shall strive to improve the property management profession and NARPM® by sharing with others his or her lessons of experience for the benefit of all.

11-2    The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.

11-3    The Property Manager shall maintain his or her real estate license, if a license is required in their state.

11-4    The Property Manager shall abide by NARPM®'s bylaws and any other policies and procedures of NARPM®, and shall do no harm to the organization.

11-5    The Property Manager shall ensure that all electronic communications and marketing he or she prepares is professional with respect given to the recipients.

**Antitrust Compliance:** Reminder to all board members - 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. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

**Meeting Adjourned at \_\_\_\_\_**



Filename: 7ca3-fc28-59c4-f3a4.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\192  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.do  
tm  
Title:  
Subject:  
Author: twwhite  
Keywords:  
Comments:  
Creation Date: 11/6/2017 7:17:00 PM  
Change Number: 5  
Last Saved On: 11/20/2017 6:49:00 PM  
Last Saved By: Alejandro White  
Total Editing Time: 21 Minutes  
Last Printed On: 3/6/2018 5:05:00 PM  
As of Last Complete Printing  
Number of Pages: 3  
Number of Words: 780  
Number of Characters: 4,080



National Association of Residential Property Managers  
S A C R A M E N T O   A R E A   C H A P T E R

**Sacramento Chapter**  
**Board of Director's Meeting Agenda**  
**September 13, 2017**

CALL MEETING TO ORDER  
The meeting is called to order \_\_\_\_\_.

**MEMBERS**

President:	Alejandro White
Past President:	Cheryl Muzinich
President Elect:	Jeff Slodowitz
Secretary:	Desiree White
Treasurer:	Barbara Barrows
Directors:	Michelle Wight Shawn Collins
Affiliate Chair:	Andrea McMullen / Jason Thompson
Education Chair	Cheryl Muzinich/ Diane Goebel
Events Coordinator:	Bev Hoeft / Michelle Wight
Membership Chair:	Katy Drack
Legislative Chair:	Katy Drack

**MINUTES** – A Motion to Approve August Board of Directors Minutes was made by \_\_\_\_\_ with a second by \_\_\_\_\_.

**President's Report- Alejandro (Time limits)**

1. All board members talk to somebody at the Classes/luncheon/ office and get a committee member that can help you this year and possibly be the chair next year. What benefits of being on the board should we emphasize to potential board members?
2. Who is bringing the platinum sponsor board to the luncheon, can it be stored at SAR?
3. September Luncheon- Are all the jobs being done?
4. September Luncheon- Do we have any raffle Prizes?
5. Who has confirmed golf tournament raffle prizes? Who has committed but needs follow up? Who will go shopping to pick up the remaining raffle prizes we need?
6. Nominating Committee for 2018 board- Yana from Water Heaters Only volunteered to help out the board next year. I'm thinking she would be a good affiliate co-chair. Nick Maionchi volunteered to join the board. Treasurer is the next spot that needs filling. It would be better to start him as a committee chair, but if people help him at treasurer he should do well.
7. August National Designation class- Aug 23<sup>th</sup>- [How did it go?](#)
8. Chapter Mixer in August on the 16<sup>th</sup> at Yard House in Roseville 5:00 – 7:00. The venue was better, but still a little loud. The turnout was below what I wanted, approx. 15 people, half affiliates and half property managers. It is still a good thing to do we just need to make sure we allow enough time for advertising the event and we will try Elk

- Grove next. Shooting for end of Oct. so we will need to have it confirmed and start sending out the eblasts within 2 weeks.
9. Sacramento Self Help Housing- SSHH- Patti Uplinger will have 5 minutes
  10. New Affiliate end of year push, incentive to sign up now for \$175. That one time cost will be for all of next year and the rest of this year. (Basically \$25 for the rest of the year)
  11. Membership/ holiday party Date and location?
  12. 2018 Elections open sign ups- Rodney Luman from Key Realty would like to be on a committee next year!!!

#### **TRESURER'S REPORT – (10:00)**

1. Treasurer's report:

#### **PRESIDENT ELECT REPORT- (10:10)**

#### **MEMBERSHIP/ LEGISLATIVE REPORT – Katy Drack**

#### **AFFILIATE REPORT-**

1. Total Affiliates including the ones that signed up for the second half of the year through the vendor fair approximately 50. We had one sign up now for the rest of the year plus 2018.- Bailey Boys
2. October Chapter Mixer- Let's get the details nailed down and the first eblast within 2 weeks.

#### **NEW BUSINESS- (10:20)**

#### **UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:**

September 18	Subject:	Golf Tournament
	Speaker:	NA
	Location:	Teal Bend
	Equipment:	None, Banners and Platinum Sponsor Board
	Time:	12:00 pm to 7:00 pm
	Price:	\$110

September 19    Subject:        Be ready for an Audit  
                    Speaker:       Pam Strickland  
                    Location:       SAR  
                    Equipment:    Computer for power point, Platinum Sponsor Board  
                    Time:           11:00 am to 1:00 pm  
                    Price:           \$25

September 26    Subject:        Leak Detection and Mold  
                    Speaker:       Monte Routon Andrea McMullen  
                    Location:       Community 1<sup>st</sup> Bank  
                    Equipment:    what do the speakers need?  
                    Time:           9:00 am to 11:00 am  
                    Price:           \$25

#### **Article 9: RELATIONS WITH OTHER PROPERTY MANAGERS**

***The Property Manager shall not knowingly or recklessly make false or misleading statements about other property managers or their business practices, or otherwise attempt to take business from other property managers by deceptive means.***

#### **STANDARDS OF PROFESSIONALISM**

9-1    The Property Manager shall deal with other property managers in an honest and professional manner and shall not knowingly engage in any practice or take any action against a property manager in an un-businesslike manner.

**Antitrust Compliance:** Reminder to all board members - 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. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

**Meeting Adjourned at \_\_\_\_\_**

Filename: 3d50-0abf-c43a-f8cc.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\192  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.do  
tm  
Title:  
Subject:  
Author: twwhite  
Keywords:  
Comments:  
Creation Date: 8/16/2017 4:12:00 PM  
Change Number: 8  
Last Saved On: 9/12/2017 3:48:00 PM  
Last Saved By: Alejandro White  
Total Editing Time: 83 Minutes  
Last Printed On: 3/6/2018 5:06:00 PM  
As of Last Complete Printing  
Number of Pages: 3  
Number of Words: 800  
Number of Characters: 4,131



National Association of Residential Property Managers  
S A C R A M E N T O   A R E A   C H A P T E R

**Sacramento Chapter**  
**Board of Director's Meeting Agenda**  
**October 11, 2017**

CALL MEETING TO ORDER  
The meeting is called to order \_\_\_\_\_.

**MEMBERS**

President:	Alejandro White
Past President:	Cheryl Muzinich
President Elect:	Jeff Slodowitz
Secretary:	Desiree White
Treasurer:	Barbara Barrows
Directors:	Michelle Wight Shawn Collins
Affiliate Chair:	Andrea McMullen / Jason Thompson
Education Chair	Cheryl Muzinich/ Diane Goebel
Events Coordinator:	Bev Hoeft / Michelle Wight
Membership Chair:	Katy Drack
Legislative Chair:	Katy Drack

**MINUTES** – A Motion to approve September Board of Directors Minutes was made by \_\_\_\_\_ with a second by \_\_\_\_\_.

**President's Report- Alejandro**

1. All board members talk to somebody at the Classes/luncheon/ office and get a committee member that can help you this year and possibly be the chair next year. What benefits of being on the board should we emphasize to potential board members?
2. Oct. 25<sup>th</sup> mixer in Elk Grove- Tilted Mash starts at 5:30
3. November Luncheon- Are all the jobs being done?
4. November Luncheon- Do we have any raffle Prizes?- We should not buy any, if we only have one raffle prize from the sponsor that will give us an opportunity to ask for raffle prizes.
5. Golf Tournament- Great job all those on the golf tournament committee and thank you for everybody who was able to get raffle prizes.
6. 2018 Board new members- Nick Maionchi, Rod Luman, Yana Carpenter, Gina Fazil
7. New Affiliate end of year push, incentive to sign up now for \$175. That one time cost will be for all of next year and the rest of this year. (Basically \$25 for the rest of the year)
8. Membership/ holiday party Nov 11<sup>th</sup>- Michelle and Bev
9. Who is getting the awards for the Membership/ Holiday Party?
10. Jean Storms will no longer be a NARPM member, she sold her business have we given her an award already?
11. Legal Update needs to start getting promoted. Dec 12? Confirm speakers and SAR

**TRESURER'S REPORT – (10:00)**

1. Treasurer's report:

**PRESIDENT ELECT REPORT- (10:10)**

**MEMBERSHIP/ LEGISLATIVE REPORT – Katy Drack**

**AFFILIATE REPORT-**

1. Total Affiliates including the ones that signed up for the second half of the year through the vendor fair approximately 50. We had two sign up now for the rest of the year plus 2018.- Bailey Boys, Advanced Air Duct cleaning

**NEW BUSINESS- (10:20)**

**UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:**

October 25	Subject:	Mixer
	Speaker:	NA
	Location:	Tilted Mash, Elk Grove
	Equipment:	None
	Time:	5:30 to .....
	Price:	PM Free, \$30 vendor sponsors

November 11	Subject:	Member Appreciation Dinner
	Speaker:	None
	Location:	Yolo Brewery
	Equipment:	
	Time:	
	Price:	

November 15	Subject:	Rent Control
-------------	----------	--------------

Speaker: Eric  
Location: SAR  
Equipment:  
Time: 11:00 to 1:30  
Price: \$25

#### **Article 10: TRUTH IN ADVERTISING**

***The Property Manager shall ensure that all advertising is clear and forthright and includes only accurate and truthful statements about the property or services advertised.***

#### **STANDARDS OF PROFESSIONALISM**

- 10-1 Regardless of the type of media used, advertising content shall be truthful and honest at all times.
- 10-2 No property shall be offered as “For Rent” without the actual permission of the Client. If an unlisted property is offered, permission must be obtained from the owner.
- 10-3 Disclosure must be made to all parties if information gathered through electronic advertising media may be sold to an outside party.
- 10-4 All marketing materials, whether printed or electronic, shall comply with state laws.

**Antitrust Compliance:** Reminder to all board members - 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. Further, NARPM® shall not restrict members’ ability to solicit competitors’ clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

**Meeting Adjourned at \_\_\_\_\_**

Filename: 64a6-e1e8-af08-eb9f.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\192  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.do  
tm  
Title:  
Subject:  
Author: twwhite  
Keywords:  
Comments:  
Creation Date: 10/10/2017 6:52:00 PM  
Change Number: 3  
Last Saved On: 10/10/2017 7:21:00 PM  
Last Saved By: Alejandro White  
Total Editing Time: 24 Minutes  
Last Printed On: 3/6/2018 5:06:00 PM  
As of Last Complete Printing  
Number of Pages: 3  
Number of Words: 668  
Number of Characters: 3,544



National Association of Residential Property Managers  
S A C R A M E N T O   A R E A   C H A P T E R

## 2018 Board of Director and Committee Nominations

2018 Sacramento Area Chapter Executive Board of Directors Nominations

Sacramento Area Chapter of NARPM is searching for Officers of the Board of Directors and Committee Chair Persons - Members to serve in 2018.

Do you know anyone qualified for the position or are you yourself interested in serving your local NARPM chapter?

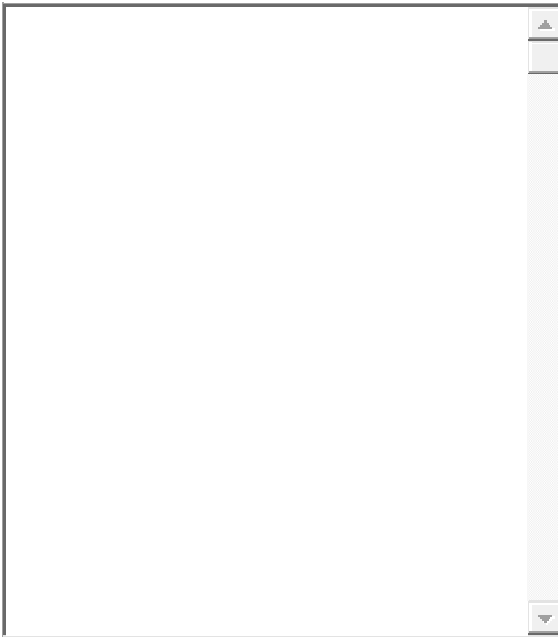
Are you planning to earn your designation in the coming year? Serving on the board and/or committee earns the necessary points to achieve your designation.

Volunteer today, meet new people, achieve your designation and help strengthen our chapter.

**Nominations will be accepted through 9/07/2017 5pm**

## 1. **2018 Chapter President**

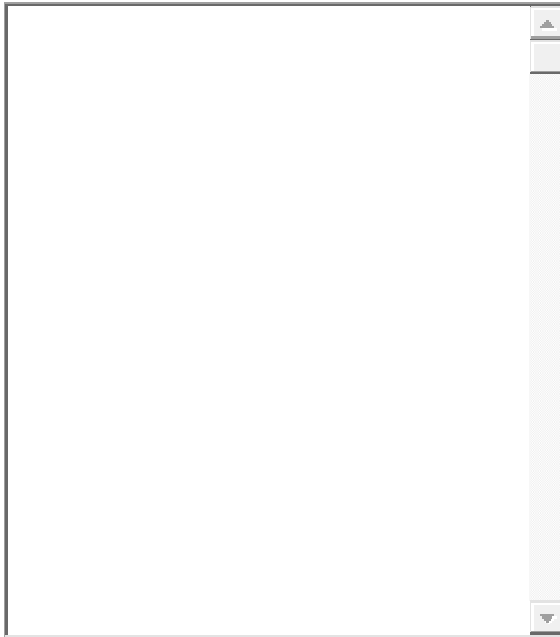
Would you like to nominate someone or volunteer yourself?

A large, empty rectangular text input area with a vertical scrollbar on the right side. The scrollbar is positioned on the right edge of the text box, indicating that the text area is scrollable. The text box is currently empty, showing only the scrollbar and the surrounding border.

1000 characters left.

## 2. **2018 President Elect**

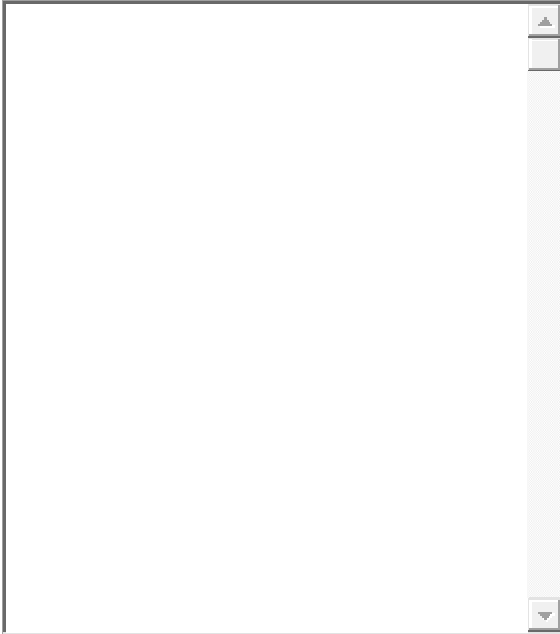
Would you like to nominate someone or volunteer yourself?



1000 characters left.

### 3. **2018 Secretary**

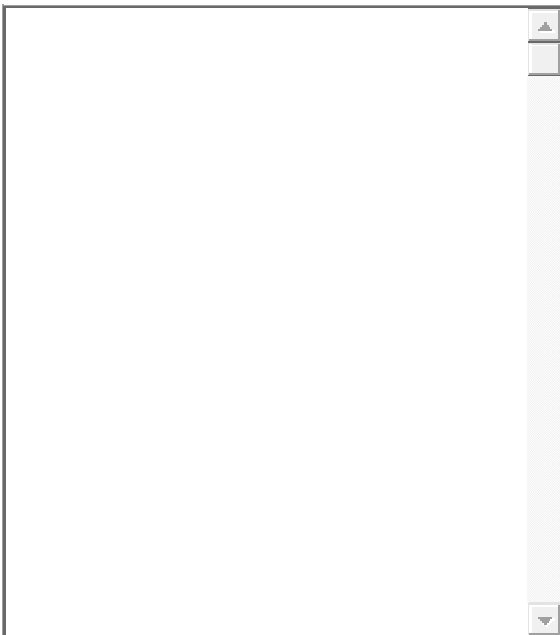
Would you like to nominate someone or volunteer yourself?



1000 characters left.

#### 4. **2018 Treasurer**

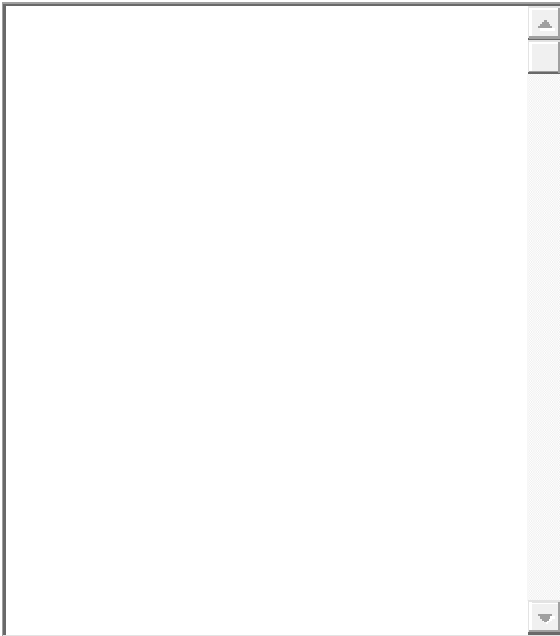
Would you like to nominate someone or volunteer yourself?



1000 characters left.

## 5. **2018 Director**

Would you like to nominate someone or volunteer yourself?




1000 characters left.

## 6. **2018 Committee Chair Person or Member**

Education, Affiliate, Membership, Affiliate, Events, Legislation, Publications, Golf Tournament.

Would you like to nominate someone or volunteer yourself?



Finish

Filename: 744b-e0b5-8281-b7b1.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\192  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: Alejandro White  
Keywords:  
Comments:  
Creation Date: 2/24/2018 6:08:00 PM  
Change Number: 2  
Last Saved On: 2/24/2018 6:09:00 PM  
Last Saved By: Alejandro White  
Total Editing Time: 1 Minute  
Last Printed On: 3/6/2018 5:06:00 PM  
As of Last Complete Printing  
    Number of Pages: 6  
    Number of Words: 279 (approx.)  
    Number of Characters: 1,583 (approx.)



National Association of Residential Property Managers  
S A C R A M E N T O   A R E A   C H A P T E R

**Sacramento Chapter**  
**Board of Director's Meeting Agenda**  
**January 11, 2017**

CALL MEETING TO ORDER  
The meeting is called to order \_\_\_\_\_.

**MEMBERS**

President:	Alejandro White
Past President:	Cheryl Muzinich
President Elect:	Jeff Slodowitz
Secretary:	Desiree White
Treasurer:	Barbara Barrows
Directors:	Michelle Wight Shawn Collins
Affiliate Chair:	Andrea McMullen / Jason Thompson
Education Chair	Cheryl Muzinich
Events Coordinator:	Bev Hoeft / Michelle Wight
Membership Chair:	Katy Drack
Legislative Chair:	Katy Drack

**MINUTES** – A Motion to Approve November Board of Directors Minutes was made by \_\_\_\_\_ with a second by \_\_\_\_\_.

**President's Report-**

1. Big Thanks to Shawn Collins, Cheryl Muzinich, Jeff Slodowitz, Katy Drack, Bev Hoeft, Barbara Barrows
2. Luncheons handled by Jeff- list of duties and who is doing them. Projector and Screen? Checklist. Agenda for the luncheon?
3. All board members talk to somebody at the luncheon or somebody at your office and get a committee member that can help you this year and possibly be the chair next year. Trick
4. Jeff, Alejandro, Cheryl doing the chapter of excellence.
5. Chapter compliance?
6. Classes and sponsors
7. Affiliate annual meeting.
8. Pledge, Code of ethics, mission, vision statement for each meeting- volunteer?
9. New Committee : Designation Committee
10. New board meeting location? Closer to downtown?
11. Robert Winger – Award for Robert? Award in honor of Robert? achievement award? Criteria for award?
12. New member mentor program- Katy
13. Charities- Placer county Chaplaincy, Sacramento Children's receiving home
14. Cal Narpn events email. Volunteer? Courtney?

15. Diane Goebel (Sac Delta) wants to be a director.
16. Habitat for Humanity Build?
17. Nor Sac Glass would like to be a sponsor on the news and notes they have \$375 left over from 2016.

Platinum Sponsor Recognition: 2017 Company -Affiliate Membership,  
Announcement at every event, Listing on 3x5ft sponsorship board located at every event,  
Ad listing in all 2017 issues News & Notes, Ad on homepage of [www.SacNARPM.org](http://www.SacNARPM.org) for 12 months, Ad on membership eblasts

#### **TRESURER'S REPORT –**

#### **PRESIDENT ELECT REPORT-**

#### **MEMBERSHIP REPORT –**

#### **AFFILIATE REPORT-**

#### **NEW BUSINESS-**

#### **UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:**

Jan. 11, 2017	Subject:	<b>Why I Love Property Management- CONFIRMED</b>
	Speaker:	Andrew Propst- 2015 NARPM National President
	Location:	Sac Assn. of Realtors on Howe Avenue
	Equipment:	
	Time:	11:30 a.m. to 1 p.m.
	Price:	\$25/person (future members \$35)
	Sponsor:	<b>Green Home Solutions- CONFIRMED</b>

Mar 14, 2017    Subject:  
                  Speaker:        Cory Koehler From RHA  
                  Location:      Sac Assn. of Realtors on Howe Avenue  
                  Equipment:  
                  Time:            11:30 a.m. to 1 p.m.  
                  Price:            \$25/person (future members \$35)  
                  Sponsor:

### **Classes? Location?**

#### **Ethics:**

#### **Article 2: DISCRIMINATION**

***The Property Manager shall not discriminate in the management, rental, lease, or negotiation for real property, shall operate consistent with fair housing laws and regulations and shall comply with all federal, state, and local laws concerning discrimination.***

#### **STANDARDS OF PROFESSIONALISM**

2-1      It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.

2-2      The Property Manager shall not deny service to any person due to race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity.

**Antitrust Compliance:** Reminder to all board members - 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. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

**Meeting Adjourned at \_\_\_\_\_**

Filename: 456c-adc9-c17f-1d15.docx  
Directory: C:\Users\gail2\AppData\Local\Temp\192  
Template: C:\Users\gail2\AppData\Roaming\Microsoft\Templates\Normal.do  
tm  
Title:  
Subject:  
Author: twwhite  
Keywords:  
Comments:  
Creation Date: 1/10/2017 5:15:00 PM  
Change Number: 5  
Last Saved On: 1/10/2017 8:04:00 PM  
Last Saved By: Alejandro White  
Total Editing Time: 126 Minutes  
Last Printed On: 3/6/2018 5:06:00 PM  
As of Last Complete Printing  
Number of Pages: 3  
Number of Words: 623  
Number of Characters: 3,528

# SacNARPM

## BALANCE SHEET

As of December 31, 2017

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Bank of Sacramento	0.00
First Foundation	10,170.70
PayPal Account	0.00
<b>Total Bank Accounts</b>	<b>\$10,170.70</b>
Other Current Assets	
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$10,170.70</b>
<b>TOTAL ASSETS</b>	<b>\$10,170.70</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2017 Golf Tournament Pre-Payments	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
Opening Balance Equity	22,338.33
Retained Earnings	-12,823.59
Net Income	655.96
<b>Total Equity</b>	<b>\$10,170.70</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$10,170.70</b>

# SacNARPM

## PROFIT AND LOSS

January - December 2017

	TOTAL
<b>Income</b>	
2017 Golf Tournament	
Ball Cannon Donations	419.00
Ball Sponsor	100.00
Company Sponsor	2,000.00
Dinner Only	55.00
Dinner Sponsor	3,500.00
Event Sponsor	5,000.00
Friends Of Donations	470.00
Mulligan/Putting Contest	1,040.00
Player Fees	11,860.00
Silent Auction Donations	1,865.00
Tee Sponsor	9,500.00
<b>Total 2017 Golf Tournament</b>	<b>35,809.00</b>
2017 Vendor Fair	4,850.00
Advertising income	50.00
News & Notes Advertising	318.18
Website Advertising	75.00
<b>Total Advertising income</b>	<b>443.18</b>
Affiliate dues income	
2017 Affiliate Dues	6,756.82
2018 Affiliate Dues	1,075.00
2018 Gold Affiliate Member	950.00
2018 Platinum Affiliate Member	2,200.00
<b>Total Affiliate dues income</b>	<b>10,981.82</b>
Chapter Grant Income	2,420.00
Education income	
2016 Legal Update Class	525.00
2017 Fair Housing Class	2,810.00
December 2017 Legal Forum	2,690.00
February 2017 Marijuana Class	810.00
March 2017 Bed Bug Class	335.00
October 2017 Class	25.00
September 2017 Class	75.00
<b>Total Education income</b>	<b>7,270.00</b>
Luncheon income	525.00
2018 Affiliate Pre-Paid Lunch Package	125.00
January 2015 Lunch	0.00
January 2017 Luncheon	1,625.00
July 2017 Luncheon	805.00
March 2017 Luncheon	875.00
November 2017 Luncheon	870.00
Opportunity Drawing	535.00

	TOTAL
September 2016 Luncheon	50.00
September 2017 Luncheon	805.00
<b>Total Luncheon income</b>	<b>6,215.00</b>
Sales	0.00
Sponsorship Income	600.00
August Mixer	33.22
Class Sponsorship	150.00
Luncheon Sponsorship	350.00
March Mixer	107.21
Member Dinner Sponsorship	200.00
October 2017 Mixer	172.32
<b>Total Sponsorship Income</b>	<b>1,612.75</b>
<b>Total Income</b>	<b>\$69,601.75</b>
<b>GROSS PROFIT</b>	<b>\$69,601.75</b>
Expenses	
Admin Expenses	8,807.77
Advertising / Marketing	2,046.85
Charity/Donations	25,850.00
Education expenses	2,378.26
Events	
Golf Tournament	11,013.12
Member Appreciation Dinner	3,945.38
Vendor Fair	4,790.74
<b>Total Events</b>	<b>19,749.24</b>
Luncheon Meeting expenses	
Catering	4,528.00
Raffle prizes	95.51
Room rental	2,156.00
Speaker Gifts or Fees	447.92
Tables, chairs, linens	360.38
<b>Total Luncheon Meeting expenses</b>	<b>7,587.81</b>
Membership Dues	720.00
Printing, awards, badges	802.07
Supplies	84.05
Taxes & Licenses	20.00
Travel	775.89
Web Hosting	123.85
<b>Total Expenses</b>	<b>\$68,945.79</b>
<b>NET OPERATING INCOME</b>	<b>\$655.96</b>
<b>NET INCOME</b>	<b>\$655.96</b>