



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

Bylaws

Of the

Sacramento Area Chapter

of

The National Association

of

Residential Property

Managers

Revised & Adopted
January 2021

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Article 1 - Introduction

1. Corporate Name

The name of this corporate organization shall be The Sacramento Area Chapter of the National Association of Residential Property Managers, Inc., (NARPM) hereinafter referred to as the Chapter.

The terms “Chapter” and “Corporation” are used in the Bylaws to indicate the differences between administrative versus management and fiscal functions of the entity.

2. Principal Office

The Principal office is located in the County of Sacramento, State of California.

3. Change of Address

The designation of the county of the corporation’s principal office may be changed by amendment to the Bylaws. The Board of Directors may change the principal office from one location to another within the named county. Such changes of address shall not be deemed, nor require, an amendment of these Bylaws.

4. Other Offices

The Corporation may also have offices at such other places within or without its county where it is qualified to do business, as its business and activities may require, and as the Board of Directors may designate.

Article 2 – Purpose of the Organization

5. General

- a) To establish a permanent trade association in the residential property management industry in the Northern California geographical area.
- b) To promote a standard of business ethics, professionalism and fair practices among its members.
- c) To establish and promote the professional education of its members.
- d) To provide and promote an exchange of ideas regarding residential property management.

6. Tax Exempt Status

- a) This Corporation is organized to comply with tax-exempt provisions of the Federal Internal Revenue Code providing such status to trade organizations. IRC section 501(c)(6).
- b) This Corporation is organized as a California nonstick, nonprofit entity under the Nonprofit Corporation Law as embodied in the California Corporations Code beginning at Section 5000. As such, it qualifies as a “business league” under R&TC Section 23071e.

Article 3 – Authority and Geographic Jurisdiction

7. Authority

- a) This Chapter shall be subject to all rules, regulations, ethics and standards, and the Bylaws of the National Association of Residential Property Managers, Inc.
- b) Chapter Bylaws shall be guided by those of the National Association of Residential Property Managers and shall not be in conflict. Variances due to local conditions must be approved by the Board of Directors of the

National Association.

8. Geographic Jurisdiction

The Sacramento Area Chapter of NARPM will have organizational and membership jurisdiction over the territory of Northern California defined as: North to city of Chico, east to Lake Tahoe, south to the city of Stockton and west to the city of Vacaville.

Article 4 – Directors

9. Designation Number of Directors

The Corporation shall have nine (9) Directors and collectively they shall be known as the Board of Directors. The Directors will consist of the following positions. Positions “a” through “e” are also Officers of the Corporation.

- | | |
|----------------------|----------------------|
| a) President | f) Director at large |
| b) President – Elect | g) Director at large |
| | h) Director at large |
| c) Secretary | i) Immediate Past |
| d) Treasurer | |

10. Qualifications of Directors

Directors shall be of the age of majority in this state. Other qualifications of Directors shall be:

- a) Directors shall be licensed under the real estate law of the state of California, except that the Affiliate Director need not be licensed.
- b) Directors shall be members of the National Association of Residential Property Managers and remain in good standing during their term.

11. Terms of Office of Directors

Each Director shall hold office for a period of one year and until his or her successor is elected and qualifies. Directors may serve successive terms.

12. Nominations of Directors and Officers

Chapter members will be notified, in writing **or electronically** of the pending annual election of Directors and Officers. This notification will be at least thirty (30) days prior to the last regularly scheduled Chapter meeting of the calendar year.

Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Sacramento Area Chapter Executive Committee and presented to the membership for final vote.

13. Election and Installation of Directors and Officers

Directors may be:

- a) Elected as Officers of the Chapter.
- b) Elected as Directors at Large by the Chapter membership.
- c) Appointed by the Board of Directors as permitted by these Bylaws.

The President and the President-Elect must be elected by the Chapter members.

Elections shall be conducted no later than the September chapter meeting, or electronically no later than the month of September, if approved by the chapter executive committee, prior to the end of the calendar year. The immediate Past President will conduct the election or may delegate this duty to another Chapter Officer who is not a nominee.

Uncontested Offices: The presiding authority shall identify to the membership those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.

Contested offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.

The Chapter shall not allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

14. Powers of Board of Directors

Subject to the provisions of the laws of this state and any limitations in the Articles of Incorporation and these Bylaws related to action required or permitted to be taken or approved by the members of this Corporation, the activities and affairs of this Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

15. Duties of Directors

It shall be the duty of the Directors to:

- a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation or by these Bylaws.
- b) Appoint and remove, employ and discharge, and except as otherwise provided in these Bylaws, prescribe the duties and fix compensation, if any, of all agents and employees of the Corporation.
- c) Supervise all agents and employees of the Corporation to assure that their duties are performed properly.
- d) Meet at such times and places as provided by these Bylaws.
- e) Register their address with the Secretary of the Corporation.

16. Compensation of Directors

Directors shall serve without compensation. Directors shall be allowed reasonable reimbursement of expenses incurred in the performance of their duties, with the approval of the Board of Directors.

17. Place of Meeting of Directors

Meetings shall be held at the principal office of the Corporation or at such other place as may be designated from time to time by resolution of the Board of Directors.

18. Date and Time of Regular Meeting of Directors

Regular meetings of Directors shall be held: **Bi-monthly or monthly at a time and location designated by the board of directors.**

19. Special Meetings of Directors

Special meetings of the Board of Directors may be called by the president, any officer of the Corporation, by any two Directors, or if different, by the persons specifically authorized under the laws of this state to call special meetings of the Board. Such meetings shall be held at the principal office of the Corporation or, if different, at the place designated by the person or persons calling the special meeting.

20. Notice of Directors' Meetings

Unless otherwise provided by the Articles of Incorporation, these Bylaws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the Board of Directors:

- a) Regular Meetings: No notice need be given of any regular meeting of the Board of Directors.

- b) Special Meeting: At least one week prior notice shall be given by the Secretary of the Corporation to each Director of each special meeting of the Board. Such notice shall be written, may be given personally, by first class mail, by telephone, or by facsimile machine or email, and shall state the place, date and time of the meeting and the matters proposed to be acted upon at the meeting.
- c) Waiver of Notice: Whenever any notice of a meeting is required to be given to any Director of this Corporation under the provisions of the Articles of Incorporation, these Bylaws or the law of this state, a waiver of notice in writing signed by the Director, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

21. Quorum for Directors' Meetings

A quorum shall consist of five (5) members of the Board of Directors, present, and in attendance.

Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, no business shall be considered by the Board at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

22. Majority Action as Board Action

Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is an act of the Board of Directors, unless the Articles of Incorporation, these Bylaws, or law require a greater percentage or different voting rules for approval of matter by the board.

23. Conduct of Directors' Meetings

Meetings of members shall be presided over by the President, or in his absence, by the President-Elect, or in the absence of these persons, by a Chairperson chosen by a majority of the voting members present at the meeting.

The Secretary of the Corporation shall act as Secretary of all meetings of the Board, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the meeting.

Meetings shall be governed by "Robert's Rules of Order" insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law.

24. Vacancies of Directors

Vacancies on the Board of Directors shall exist: (1) on the death, resignation or removal of any Director, and (2) whenever the number of authorized directors is increased.

Any Director may resign effective upon giving written notice to the Chairperson of the Board, the President, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation.

Unless otherwise prohibited by the Articles of Incorporation, these Bylaws or provisions of law, vacancies on the Board may be filled by approval of the Board of Directors. If the numbers of Directors then in office is less than a quorum, a vacancy on the Board may be filled by a sole remaining Director. A person elected to fill a vacancy on the Board shall hold office until the next election of the Board of Directors or until his or her death, resignation or removal from office.

25. Non-Liability Directors

The Directors shall not be personally liable for the debts, liabilities or other obligations of the Corporation.

26. Indemnification by Corporation of Directors and Officers

The Directors and Officers of the Corporation shall be indemnified by the Corporation to the fullest extent permissible under the laws of this state.

27. Insurance for Corporate Agents

Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Corporation (including

Director, employee or other agent of the Corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws, or provisions of law.

Article 5 – Officers

28. Designation Number of Officers

The Five (5) officers of the Corporation shall be a President, a President-Elect, a Secretary, a Treasurer and **immediate past President**. The Corporation may also have one or more Assistant Secretaries and Assistant Treasurers, and such other Officers with such titles as may be determined from time to time by the Board of Directors. The President shall be the Chief Executive Officer of the Chapter and Corporation. Officers are members of the Board of Directors.

29. Qualification of Officers

Any member in good standing of the Chapter may serve as an Officer of this Corporation.

30. Term of Office of Officers

The term of the President and the President-Elect are for one year, with the President-Elect automatically succeeding the President. The President may not succeed him or herself but remains as a Director for one year after he or she vacates the Presidency.

The Vice President, Treasurer and Secretary may be elected or may be appointed by the Board of Directors. These Officers may be elected or appointed for successive terms.

31. Removal and Resignation of Officers

Any Officer may be removed, either with or without cause, by the Board of Directors, at any time, by simple majority of the entire Board, not including the member to be removed. Any Officer may resign at any time by giving written notice to the Board of Directors or to the President or Secretary of the Corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

32. Filling Vacancies of Officers

Any vacancies caused by death, resignation, removal, disqualification, or otherwise of any Officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. In the event of the presidency, the president-elect shall automatically fill that position. Vacancies in the positions of Treasurer and Secretary may or may not be filled as the Board shall determine.

33. Duties of President

The President shall:

- a) Be the Chief Executive Officer of the Chapter and the Chairperson of the Corporation.
- b) Preside at all meetings of the Chapter.
- c) Act as an alternate signatory for funds withdrawn on the Chapter bank accounts **and provide signatory card by January 1 of the elected year.**
- d) In addition to the Treasurer, sign all checks or approve in writing over \$500.00.
- e) Sign all legal documents.
- f) Undertake responsibility for such other activities as deemed appropriate by the Board of Directors.
- g) Serve a term of one year as Director immediately after vacating the office.
- h) **Must be a Professional Member of the Chapter.**
- i) **Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.**

34. President-Elect

The President-Elect shall:

- a) Act as an alternate signatory for funds to be withdrawn from the Chapter bank accounts.
- b) Fulfill the responsibilities of the President during that officer's absences.
- c) Succeed the President at the beginning of the calendar year.
- d) Automatically assume the Presidency in the event the Presidency becomes vacant during a calendar year.
- e) Organize, host and lead a retreat during the month of November to plan the following year's programs, events and budget.
- f) Undertake other activities as are deemed appropriate by the President or the Board of Directors.
- g) **Select and arrange informative and entertaining speakers for general membership luncheon meetings. Topics must be relevant to the residential rental industry.**
- h) **Oversee the submission of Chapter reports including Chapter Excellence submission**
- i) **Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend**

35. Secretary

The Secretary shall:

- a) Certify and keeper the principal office of the Corporation the original of these bylaws as amended or otherwise altered to date.
- b) Keep at the principal office of the Corporation or at such other place as the Board may determine, a book of minutes of all meetings of the Board of Directors and of the Chapter meetings, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of the Directors present and the proceedings thereof.
- c) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- d) Be custodian of the records and of the Seal of the Corporation and affix the Seal, as authorized by law or the provisions of these Bylaws, to duly executed documents of the Corporation.
- e) Keep at the principal office of the Corporation a membership book containing the name and address of each and every member, and, in the case where any membership has been terminated, record such fact together with the date on which termination occurred.
- f) Exhibit at all reasonable times to any Director of the Corporation, or to agents and attorneys, on request there for, the Bylaws, Membership book, and the Minutes of the proceedings of the Directors of the Corporation.
- g) The Secretary may not serve concurrently as President.

36. Treasurer

The Treasurer shall:

- a) Have charge and custody of and be responsible for all funds and securities of the Corporation, and deposit all such funds in the name of the Corporation in such banks, trust companies or other depositories as shall be selected by the Board of Directors.
- b) Receive and give receipt for monies due and payable to the Corporation from any source whatsoever.
- c) Disburse or cause to be disbursed the funds of the Corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursement.
- d) Keep and maintain adequate and correct accounts of the Corporation's property and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

- e) Exhibit at all reasonable times, the books of account and financial records to any Director to the Corporation or to his or her agent or attorney on request thereof.
- f) Render to the Directors and members whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the Corporation.
- g) Prepare and submit an end-of-year report to the Treasurer of the National Association.
- h) With assistance of the Board of Directors, prepare a budget for next calendar year.
- i) File such tax and other financial reports with the appropriate government entities as may be required by law or regulation.
- j) The Treasurer may not serve concurrently as President.

37. Directors at Large

Duties as assigned by the President.

38. Directors at Large

Duties as assigned by the President.

39. Directors at Large

Duties as assigned by the President.

40. Immediate Past President

- a) Shall serve as Chairman of the Nominating Committee
- b) Provide advice based upon experience and continuity to the operation of the Sacramento Chapter
- c) Serve a term of one year commencing with the beginning of the calendar year.

Article 6 – Committee Responsibility and Operation

41. Committees and Responsibilities

The President with the advice and consent of the Board of Directors shall have the authority to create and dissolve Committees according to the needs of the Chapter. The Committee Chairpersons will attend Board of Directors' meetings and report their activities and announce the progress toward meeting the goals of the Chapter. No Committee may take any action on behalf of the Chapter unless authorized by the Board of Directors. Such Committees may be:

- a) The Education Committee. This committee carries out the education program for the members, holds local NARPM certification seminars, supports members in their efforts to earn NARPM designations and seeks ways to promote the public recognition of the PPM and MPM designations. Develop and present to the Board of Directors a schedule of classes for the following calendar year.
- b) The Membership Committee. The committee is responsible for the recruitment and retention of NARPM members. The committee develops and implements strategies to increase membership, accepts and processes applications for new members, and maintains the Chapter Membership Record.
- c) The Publications/Public Relations Committee. This committee writes, prepares for printing, prints and distributes the Chapter publications including the Membership Roster, the Vendor Directory and the Newsletter.
- d) The Website Committee. This committee oversees design, maintenance and operation of the Chapter website. It monitors content and links, ensuring current information.
- e) The Legislation Committee. This committee monitors local and state governmental activities and regulations affecting the residential property management industry and recommends specific actions and strategies to the Board of Directors.
- f) The Affiliate Committee. This committee represents the whole of the Affiliate Membership, promotes the rental management industry, the goals of NARPM and the local Chapter and initiates

and carries on progress towards those ends. It acts as the Affiliate voice at Board of Directors meetings. The Affiliate Committee is chaired by an Affiliate member, who is also a member of the Board of Directors.

- g) The Nominations Committee. This committee seeks qualified members for Chapter office, prepares ballots for the Annual Election of Officer and Directors and assists the Immediate Past President in conducting the Annual Election. Because proven leadership experience and willingness to perform tasks are important to the success of the Chapter, current and past committee chairs should be thoughtfully considered when nominating directors.
- h) Golf and Picnic Committee. This committee organizes the annual golf tournament and picnic. The committee recommends a date and location. This committee arranges volunteers, food and activities.
- i) **Events Committee: This committee organizes events (holiday party, membership events). This committee recommends a date and locations while arranging volunteers, food and activities.**

42. Meetings and Actions of Committees

Because much of the operation of the Chapter takes place in the Committees, their proper functioning is vital to the progress of the Chapter. Committees shall be formed and staffed two months before the end of the year to provide time for planning the activities of the following year. Committee Chairpersons will:

- a) Form and staff their committees for optimum functions to accomplish their goals.
- b) Develop an annual plan to implement their goals and communicate this plan to the Board of Directors at the annual retreat and at regularly scheduled meetings.
- c) Scheduled regular committee meetings and announce this schedule for the Board of Directors Committee and the general membership both at luncheons and in the Chapter newsletter.
- d) Report on plans and progress at each Board of Directors' meeting, at each General Membership meeting and in the Chapter newsletter.
- e) Maintain the Committee's Chapter web page.

Article 7 - Membership Provisions

43. Membership Categories

Professional, Associate, Support Staff, Affiliate Member, Honorary Members and Founding Chapter Members.

- a) **Founding Chapter Member.** A Founding Member is a Chapter member who is one of the founding members of the Chapter. Requirements relating to acceptance into the Founding Membership, suspension of Founding Membership and termination of Founding Membership shall be identical to regular membership.
 - 1) All regular members of record as of August 31, 1993 are Founding Members.
 - 2) A vacancy in the Founding Membership shall not be replaced.

- 3) The founding Members may meet once a year to provide counsel and advice to the Board of Directors regarding future trends in the industry and to lend their membership strength to the chapter.

b) Professional Member

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

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

c) Associate Member

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

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

d) Support Staff

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

e) Affiliate Member

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

Affiliate Member. An Affiliate Member shall be a business or individual representing a company who services the Property Management Industry. Affiliate Members may be, but do not have to be, members of the National Association. Annual fees are charged for Chapter Affiliate membership. Affiliate members are charged the same as Regular Members at General Meetings.

- 1) Affiliate Membership does not require a Real Estate License. However the Affiliate should be licensed in their trade, if required by law or regulation.
 - 2) Affiliate Members are not eligible to vote in any matter affecting the Chapter, with the exception of the Affiliate Chairperson.
 - 3) Affiliate Members are carried on the Membership Roster of the Chapter.
 - 4) **The Chapter shall not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.**
- f) Honorary Member. Honorary Membership may be bestowed upon individuals who, in the opinion of the Board of Directors, have rendered or continue to render distinguished service to the Association of the profession of Property Management. Honorary Members pay no dues or other assessments. They are not entitled to core in any matter of the Chapter they may participate in all chapter activities at the same rates as regular members.
- g) **Application by Professional, Associate, or Support Staff Members:**
1. **Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.**
 2. **Vote: Voting member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.**

44. Number of Members

There shall be no limit as to the numbers of members in the Chapter, nor shall there be any limit in the membership of each category.

45. Non-liability for Members

A member of this Corporation is not personally liable for the debts, liabilities or obligations of the Corporation.

46. Non-transferability of Memberships

No member may transfer a membership or any right arising there from. All rights of membership cease upon the member's death.

47. Suspension

Members may be suspended from the Chapter:

- a) By recommendation of and approval of the Chapter Board of Directors.
- b) For reasons stated in Article III of the Bylaws of the National Association.
- c) For failure to pay dues or assessments as levied by the Board of Directors, within 30 calendar days of invoice resentment or failure to pay Chapter dues, if any, in full by January 31.
- d) Suspension from the National Association shall result in automatic suspension from the Chapter.

48. Termination

- a) Resignation. A member may resign at any time by forwarding a letter stating such intent to the Chapter President or Secretary. The letter shall indicate the date on which the resignation is to be effective. No refund of Chapter or National Association dues shall be made for any reason.
- b) Failure to Pay Obligations. Upon approval of the Board of Directors, membership shall terminate when a member fails to pay Chapter dues within Sixty (60) days of invoice presentation. Mitigating circumstances may be reported to the President or Treasurer within the sixty-day period and may be considered by the Board of Directors.

49. Reinstatement

A suspended or terminated member of the Chapter meeting all membership requirements may be reinstated upon approval by the Board of Directors. All past indebtedness must have been paid.

Article 8 – General Membership Meetings and Voting

50. Place of Membership Meetings

Meetings of the members shall be held within the jurisdiction of the Chapter, at such places as may be designated from time to time by resolution of the Board of Directors.

51. Regular Membership Meetings

Regular meetings of the members will be held in January, March, May, July, September and November on the third Tuesday of the month, from 11:30 AM to 1:00 PM.

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

52. Special Membership Meetings

Special meetings of the membership may be called by the President, Board of directors or by persons specifically authorized under the laws of this state, for the consideration of a matter involving the survival of this Chapter or for an industry-wide emergency.

53. Notice of Membership Meetings

Unless otherwise provided by the Articles of Incorporation, these Bylaws or provisions of law, notice stating the place, day and hour of the meeting and, in the case of a special meeting, the purposes for which the meeting is called, shall be delivered not less than ten (10) days nor more than fifty (50) days before the date of the meeting, either personally, by mail **or electronically**. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the member at his or her address as it appears on the records of the Chapter with postage prepaid. Personal notification includes notification by telephone, facsimile machine **or by email**.

The notice of any meeting of members at which Directors are to be elevated shall also state the names of all those who are nominees or candidates for election to the Board at the time notice is given.

Whenever any notice of a meeting is required to be given to any member of this Corporation under the provisions of the Articles of Incorporation, these Bylaws, or the law of this state, a waiver of notice in writing signed by the member, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

54. Quorum for Membership Meetings

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

55. Majority Action as Membership Action

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

56. Voting Rights

Each member is entitled to one vote on each matter submitted to a vote by the members.

Meetings of members shall be presided over by the President, or in his/her absence, by the President-Elect or in the absence of these persons, by a Chairperson chosen by a majority of the voting members present at the meeting.

The Secretary of the Corporation shall act as Secretary on all meetings of members, provided that in his/her absence, the presiding Officer shall appoint another person to act as Secretary.

Meetings shall be governed by "Robert's Rules of Order" insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law.

Article 9 – Code of Conduct and Standards of Professionalism

57. Acknowledgement of Code

A Chapter Charter is granted only upon the acknowledgement that the Chapter members shall:

Read and be familiar with the application Code of Ethics and Standards of Professionalism as promulgated by the National Association of Residential Property Managers, and to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership. To this end, the Code of Conduct and Standards of Professionalism are made a part of these Bylaws and are attached thereto.

Formally agree to take no legal action(s) against the National Association, its Officer(s), Director(s), Committee Chairperson(s), Committee member(s), or the Chapter, Sub-Committee Chairperson(s), or Sub-Committee member(s) for any prescribed action identified by these Bylaws or the Bylaws of the National Association for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism-

Acknowledgment and Enforcement

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

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

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

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

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

a determination on the charges and take appropriate action.

Section C: **Chapter Charter**

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

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

58. Enforcement

It is the duty of the President of the Chapter to report all violations of the National Association's Code of Ethics and Standards of Professionalism to the National Association.

Article 10 – Financial Considerations

59. Calendar and Fiscal Year

The calendar year and fiscal year of the Chapter shall be the January 1 to December 31.

60. Dues

The Board of Directors, in furtherance of the goals of the Chapter, shall be empowered to levy annual dues upon the Chapter members. Dues shall be payable on January 1 and will be considered late if unpaid after January 31. Late dues may be assessed a late fee in an amount established by the Board of Directors.

61. Annual Budget

The Board of Directors will direct the preparation of the Annual Chapter Budget by the Treasurer. The Budget will not exceed the Chapter's ability to carry out the same. Specific goals and expenditures will be planned, and dues and assessments planned to meet the budget.

The Chapter shall not have any authority to financially obligate or bind the National Association for any reason.

62. Execution of Instruments

The Board of Directors may authorize any Officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances, except as otherwise provided in these Bylaws.

No Officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount, unless authorized by the Board of Directors.

63. Execution of Checks and Notes

Check, drafts promissory notes, orders for the payment of money, and other evidence of indebtedness of the Corporations shall be signed by the Treasurer, except as otherwise instructed by the Board of Directors or as otherwise required by law, Instruments in excess of \$500.00 must ask be signed or approved by the President in writing.

64. Deposits

All funds of the Corporation shall be deposited in a timely manner to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

65. Gifts

The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the nonprofit purposes of this Corporation, subject to full disclosure to the general membership. Funds will be kept in a FDIC account.

Article 11 – Corporate Records and Reports

66. Maintenance of Corporate Records

The Corporation shall keep at its principal office:

- a) Minutes of all meetings the Board of Directors, or committees and all meetings of the general membership. Indicating the time and place of holdings such meetings, whether regular or special, how called, the notice given, and the names of those present (not required for general meetings) and the proceedings thereof.
- b) Adequate and correct books and record of accounts, including accounts of its properties and business transactions, disbursements, gains and losses.
- c) A record of its members, indicating their names and addresses, their class of membership, credentials earned, status of dues and assessment, committee participations, etc. These records may be kept by other than the Secretary, but the Secretary will possess a hard paper copy of such data.
- d) A copy of the Corporation's Articles of Incorporation, Bylaws as amended to date, which shall be open to inspections by the members of the Corporation at all reasonable times during office hours.

67. Corporate Seal

The Board of Directors may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the Corporation. Failure to affix the seal to corporate instrument, however, shall not affect the validity of any such instrument.

68. Director's Inspection Rights

Every Director shall have the absolute right at any reasonable time to inspect and copy all books, record and documents of every kind and to inspect the physical properties of the Corporation.

69. Member's Inspection Rights

Each and every member shall have the following rights, for a purpose reasonably related to such a person's interest:

- a) To inspect and copy the record of the most recent record of all members' names, addresses and voting rights, upon written demand on the Secretary of the Corporation, which demand shall state the purpose for which the inspection is requested. A reasonable fee will be charged for providing said records.
- b) To inspect at any reasonable time the books, records or minutes of proceedings of the members or of the Board or of the Committees of the Board, upon written demand on the Secretary by the member for a purpose reasonably related to such person's interest as a member.
- c) The membership list shall be made available within a reasonable time after the demand is received by the Secretary.

Members shall have such other rights to inspect the books, records, and properties of this Corporation a may be required under the Articles of Incorporation, other provisions of these Bylaws and provisions of law.

70. Right to Copy and Make Extracts

Any inspection under the provisions of this Article may be made in person or by an agent or attorney and shall include the right to copy and make extracts.

71. Periodic Report

The Board shall cause any annual or periodic report required under law to be prepared and delivered to an office of the state or to the members, and delivered within the time limits set by law. This shall include reports required by the National Association.

Article 12-Amendment, Construction and Terms of Bylaws

72. Amendment

Subject to the powers of the membership of this Corporation to adopt, amend or repeal the Bylaws of this Corporation and except as may otherwise be specified under provisions of law, these Bylaws, or any of them, may be altered, amended, or repealed and new Bylaws adopted by approval of the Board of Directors.

73. Construction and Terms

If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of the Corporation, the provisions of this Articles of Incorporation will govern.

Should any of the provisions of portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

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

These Bylaws may be amended to conform and comply with the law, statues, rules and regulations of the governing bodies of local, county, state or federal authorities that have jurisdiction and to comply with the tax exempt provisions of the same.

All amendments shall be subject to review and approval by the Board of Directors of the National Association prior to their implementation or adoption by the Chapter.

74. Sexual Harassment

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

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

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

75. Dissolution

Should the membership vote by majority to dissolve the operations of the Sacramento Area Chapter, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

Adopted revisions March 14, 2022

**INCOME
Tax Return**

SACRAMENTO AREA CHAPTER OF NARPM

2020

**HIRSCH TAX PROS
5330 PRIMROSE DRIVE SUITE 228
FAIR OAKS, CA 95628
Phone: (916) 962-1040
Fax: (916) 242-8849
INFO@HIRSCHTAXPROS.COM**

HIRSCH TAX PROS
5330 PRIMROSE DRIVE SUITE 228
FAIR OAKS, CA 95628
Phone: (916) 962-1040
Fax: (916) 242-8849
INFO@HIRSCHTAXPROS.COM

March 9, 2021

SACRAMENTO AREA CHAPTER OF NARPM
1321 HOWE AVE, Apt 101
Sacramento, CA 95825

Dear SACRAMENTO AREA CHAPTER OF NARPM,

We have prepared the 2020 Form 990N for SACRAMENTO AREA CHAPTER OF NARPM based on the information you provided. The return has been successfully e-filed and a copy is enclosed for SACRAMENTO AREA CHAPTER OF NARPM's records. If you prefer to pay by credit card, please see the attached credit card authorization for the return preparation payment.

SACRAMENTO AREA CHAPTER OF NARPM's 2020 federal taxes have been paid in full. Do not include a payment when mailing the return.

If you have any questions about the return(s) or about SACRAMENTO AREA CHAPTER OF NARPM's tax situation during the year, please do not hesitate to call us at (916) 962-1040. We appreciate this opportunity to serve you.

Sincerely,

Melanie Hirsch

HIRSCH TAX PROS

Privacy Notice

As tax practitioners, we receive and collect nonpublic personal information from various forms and statements that you provide. We do not disclose such information unless you instruct us to do so. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

HIRSCH TAX PROS
5330 PRIMROSE DRIVE SUITE 228
FAIR OAKS, CA 95628
(916) 962-1040

Invoice for 2020 Tax Year

SACRAMENTO AREA CHAPTER OF NARPM
1321 HOWE AVE, Apt 101
Sacramento, CA 95825

Invoice Date: March 09, 2021

Statement of Charges

Tax return preparation fee	50.00
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TOTAL	<u><u>50.00</u></u>
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IRS e-file Signature Authorization
for an Exempt Organization

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

For calendar year 2020, or fiscal year beginning _____, 2020, and ending _____, 20_____

▶ Do not send to the IRS. Keep for your records.

▶ Go to www.irs.gov/Form8879EO for the latest information.

2020

Name of exempt organization or person subject to tax

SACRAMENTO AREA CHAPTER OF NARPM

Taxpayer identification number

68-0280193

Name and title of officer or person subject to tax

Nick Maionch

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, or 7a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, or 7b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a Form 990 check here ▶ <input type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b _____
2a Form 990-EZ check here ▶ <input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b _____
3a Form 1120-POL check here ▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b _____
4a Form 990-PF check here ▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b _____
5a Form 8868 check here ▶ <input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b _____
6a Form 990-T check here ▶ <input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b _____
7a Form 4720 check here ▶ <input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b _____

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☐ I am an officer of the above organization or ☐ I am a person subject to tax with respect to name of organization) SACRAMENTO AREA CHAPTER OF NARPM (EIN) 68-0280193 and that I have examined a copy true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☐ I authorize HIRSCH TAX PROS to enter my PIN as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶

Date ▶

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

685330

do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2020 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ MELANIE HIRSCH

Date ▶ 3/9/2021

ERO Must Retain This Form—See Instructions**Do Not Submit This Form to the IRS Unless Requested To Do So**

For Paperwork Reduction Act Notice, see back of form.

Form 8879-EO (2020)

**IRS e-file Signature Authorization
for an Exempt Organization**

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

For calendar year 2020, or fiscal year beginning _____, 2020, and ending _____, 20

▶ **Do not send to the IRS. Keep for your records.**▶ **Go to www.irs.gov/Form8879EO for the latest information.****2020**Name of exempt organization or person subject to tax
SACRAMENTO AREA CHAPTER OF NARPMTaxpayer identification number
68-0280193Name and title of officer or person subject to tax
Nick Maionch**Part I Type of Return and Return Information (Whole Dollars Only)**

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, or 7a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, or 7b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a Form 990 check here ▶ <input type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b _____
2a Form 990-EZ check here ▶ <input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b _____
3a Form 1120-POL check here ▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22).	3b _____
4a Form 990-PF check here ▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b _____
5a Form 8868 check here ▶ <input checked="" type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b <u>0</u>
6a Form 990-T check here ▶ <input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b _____
7a Form 4720 check here ▶ <input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b _____

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☐ I am an officer of the above organization or ☐ I am a person subject to tax with respect to name of organization) SACRAMENTO AREA CHAPTER OF NARPM (EIN) 68-0280193 and that I have examined a copy true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☐ I authorize HIRSCH TAX PROS to enter my PIN as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶

Date ▶

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

685330

do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2020 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ MELANIE HIRSCHDate ▶ 3/9/2021**ERO Must Retain This Form—See Instructions****Do Not Submit This Form to the IRS Unless Requested To Do So**

e-Postcard for Tax-Exempt Organizations (990-N)

For the 2020 calendar year, or tax year beginning _____, and ending _____

Organization

Name SACRAMENTO AREA CHAPTER OF NARPM		Federal EIN 68-0280193
Doing Business As		Website Address
Street 1321 HOWE AVE		Room/Suite 101
City Sacramento	State CA	Zip Code 95825
Foreign Country	Foreign Province	Foreign Zip

Principal Officer of Organization

Name Nick Maionch	Check here if Officer is a business <input type="checkbox"/>	SSN or EIN
Street 1321 HOWE AVE		Room/Suite 101
City SACRAMENTO	State CA	Zip Code 95825
Foreign Country		

Organization's annual gross receipts are still normally \$50,000 or less

☒

If applicable, organization is terminating (going out of business)

☐

Electronic Filing ONLY

Application for Automatic Extension of Time To File an Exempt Organization Return

(Rev. January 2020)

Department of the Treasury
Internal Revenue Service

OMB No. 1545-0047

► **File a separate application for each return.**► **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print File by the due date for filing your return. See instructions.	Name of exempt organization or other filer, see instructions. SACRAMENTO AREA CHAPTER OF NARPM	Taxpayer identification number (TIN) 68-0280193
	Number, street, and room or suite no. If a P.O. box, see instructions. 1321 HOWE AVE, Apt 101	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. Sacramento, CA 95825	

Enter the Return Code for the return that this application is for (file a separate application for each return)

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

- The books are in the care of ► _____

Telephone No. ► _____

Fax No. ► _____

- If the organization does not have an office or place of business in the United States, check this box ☐

- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____ . If this is for the whole group, check this box ☐ . If it is for part of the group, check this box ☐ and attach a list with the names and TINs of all members the extension is for.

- 1 I request an automatic 6-month extension of time until 11/15, 20 21, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

► ☒ calendar year 20 20 or

► ☐ tax year beginning _____, 20 _____, and ending _____, 20 _____.

- 2 If the tax year entered in line 1 is for less than 12 months, check reason: ☐ Initial return ☐ Final return
☐ Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form **8868** (Rev. 1-2020)

The following questions should be answered in the context of the **FEDERAL** return being electronically filed.

Responses for state efiles are below.

Check ("x") this column to see more information, when available.

☐ Name of signing officer or fiduciary

☐ Check ("X") if foreign officer and does not have a SSN/TIN

OR

☐ Check ("X") if officer opts not to provide SSN/ITIN

OR

Enter SSN/EIN of signing officer or fiduciary

Form family applicability

1065	1120/F	1120S	990	1041
Y	Y	Y	Y	Y

☐ Total Income from Prior Year return

☐ If claiming deduction for Salary & Wages on current year return, mark this box and enter the **COUNT** of original W2's reported to SSA for this tax year. ☐

☐ If claiming Compensation of Officers on current year return, mark this box and enter the number of officers ☐

☐ Parent Company Name
Parent Company EIN

☐ Business's Primary Physical Address:
Street
Line 2
City St. Zip
Country Province Postal Code

☐ Grantor Name
Grantor SSN

☐ Indicate which, if any, of the following forms this entity is required to file.

☐ 720 ☐ 990 ☐ 1042

☐ 940 ☐ 941 ☐ 943 ☐ 944 ☐ 945

☐ Were estimated tax payments made for this entity towards the current tax year's liability?

☐ Yes ☐ No

Note: For EFTPS Confirmation Number, if more than 15 digits, enter the first 15 digits.

First Payment, regardless of quarter or date paid.

Method Direct Debit/ACH Cash Check EFTPS
☐ ☐ ☐ ☐ ☐

Amount paid with first quarter

Date payment was requested to be debited

For Cash payments, date cash was deposited. For Check payments, date on check.

Last 4 digits of account number for Direct Debit/ACH or EFTPS payment

EFTPS Confirmation Number

Note: For EFTPS Confirmation Number, if more than 15 digits, enter the first 15 digits.

Last Payment, regardless of quarter or date paid.

Do NOT use if only one estimated payment was made.

Method Direct Debit/ACH Cash Check EFTPS
☐ ☐ ☐ ☐ ☐

Amount of last payment

Date payment was requested to be debited

For Cash payments, date cash was deposited. For Check payments, date on check.

Last 4 digits of account number for Direct Debit/ACH or EFTPS payment

EFTPS Confirmation Number

Y	Y	Y		Y
Y	Y	Y		
	Y	Y		
Y	Y	Y		
Y	Y	Y		
				Y
Y	Y	Y		Y
	Y	Y		Y

MELANIE HIRSCH
5330 PRIMROSE DRIVE SUITE 228
FAIR OAKS, CA 95628

March 9, 2021

SACRAMENTO AREA CHAPTER OF NARPM
1321 HOWE AVE, Apt 101
Sacramento, CA 95825

Dear SACRAMENTO AREA CHAPTER OF NARPM,

Thank you for choosing our firm to prepare your income tax returns for tax year 2020. This letter confirms the services we will provide.

We will prepare your federal and state returns for tax year 2020 based on information you provide. Although our work will not include procedures to discover irregularities or inaccuracies in the tax data you provide, we may ask for clarification of certain information, or additional information, so that we can prepare accurate and complete returns for you.

It is your responsibility to provide all necessary information related to income and deductions for tax year 2020, and to respond to our inquiries in a timely manner so that we are able to accurately complete your returns by the appropriate due dates.

You are responsible for maintaining appropriate records, such as official tax documents you receive, receipts and substantiation for your deductions, and purchase and sales information for assets.

It is your responsibility to review your returns before they are filed to determine that all income has been correctly reported and that you have substantiation for your deductions. Filing your returns by the due dates is your responsibility.

If your returns are later selected for review or audit by taxing authorities, we will be glad to assist or represent you if you desire. Our fees for preparing your returns do not include time that might be necessary to assist you during a taxing authority review.

Our fees for preparation of your returns are based upon our standard billing rates plus out-of-pocket expenses. Our invoices are due and payable upon presentation.

If this letter accurately summarizes your understanding of our agreement relating to the preparation of your tax returns, please sign the enclosed copy in the space indicated and return it to us.

Thank you again for choosing our firm to prepare your 2020 tax return. We appreciate your business.

Sincerely,

MELANIE HIRSCH

Accepted by:



Date 3/16/2021

Date _____

**NARPM Sacramento Area Chapter
2022 Budget**

1/11/2022

Summary of All Program Budgets

	2021	2022 Proposed Budget			
Program	Budget	Revenue	Expenses	Net	Variance
Administration	\$ (16,891)	\$ 500	\$ 32,765	\$ (32,265)	\$ (15,374)
Membership	\$ 6,893	\$ 19,150	\$ 517	\$ 18,633	\$ 11,740
E-News	\$ 600	\$ 600	\$ -	\$ 600	\$ -
Seminars & Webinars	\$ 5,440	\$ 9,495	\$ 4,166	\$ 5,329	\$ (111)
Lunch & Learn Events	\$ 2,373	\$ 9,400	\$ 8,318	\$ 1,082	\$ (1,291)
Designation Classes	\$ 1,650	\$ 1,650	\$ -	\$ 1,650	\$ -
Vendor Fair	\$ 1,560	\$ 13,425	\$ 7,296	\$ 6,129	\$ 4,569
Mixers	\$ -	\$ 1,880	\$ 2,900	\$ (1,020)	\$ (1,020)
Community Service	\$ -	\$ 750	\$ 750	\$ -	\$ -
Total	\$ 1,625	\$ 56,850	\$ 56,712	\$ 138	\$ (1,487)

**NARPM Sacramento Area Chapter
2022 Budget**

1/11/2022

Program: Administration
Program Responsibility: President, Treasurer

REVENUE

Account	Description	Quantity	Cost	Subtotal	TOTAL
NARPM Grant	NARPM advertising grant				\$ 500
Total Revenue					\$ 500

EXPENSES

Accounting	QuickBooks Online subscription, misc	12	\$ 50	\$ 600	\$ 600
Awards	Recognition of volunteers				\$ 300
Bank Fees	Monthly fees	12	\$ 5	\$ 60	\$ 60
Bookkeeping service		12	\$ 520	\$ 6,240	\$ 6,240
Chapter Administrator	Monthly fee	12	\$ 1,733	\$ 20,800	\$ 20,800
Consultant (Chapter Advisor)	Monthly fee	0	\$ -	\$ -	\$ -
Corporate Filings	Sec of State, Franchise Tax Board	1	\$ 30	\$ 30	\$ 30
CPA	Tax returns	1	\$ 325	\$ 325	\$ 325
Credit Card Fees	PayPay and Square transaction fees	12	\$ 150	\$ 1,800	\$ 1,800
Insurance	Directors & Officers insurance policy				\$ 250
Meeting Expense	Board mtgs (6 Zoom & 6 in person @ \$50), retreat (\$250)				\$ 550
Misc. Expense	Other expenses (PO Box)				\$ 500
Officer Travel	NARPM leadership training (virtual in 2022)	0	\$ 1,500	\$ -	\$ -
Software	Constant Contact email management software	12	\$ 70	\$ 840	\$ 840
Supplies	Office supplies, officer badges				\$ 120
Webinar Service	Zoom meeting annual fee				\$ 200
Website Hosting	Wix web hosting service				\$ 150
Total Expenses					\$ 32,765

Net **\$ (32,265)**

Notes:

Independent Contractor	Hourly Rate	Hours/Week	Weeks/Year	Total	Monthly
Chapter Administrator	\$80.00	5.0	52	\$ 20,800	\$ 1,733
Chapter Advisor	\$0.00	0.0	0	\$ -	\$ -
Bookkeeper	\$60.00	2.0	52	\$ 6,240	\$ 520
				\$ 27,040	\$ 2,253

**NARPM Sacramento Area Chapter
2022 Budget**

1/11/2022

Program: Membership
Program Responsibility: Membership Committee

REVENUE

Account	Description	Quantity	Cost	Subtotal	TOTAL
Dues - Professional Members	Paid by 75% of 125 members	94	\$ 50.00	\$4,700	\$ 4,700
Dues - Affiliates Sponsors	Includes dues for Platinum and Gold sponsors only	6			\$ 6,750
Dues - Affiliate Members	Local Chapter dues	30	\$ 200.00	\$6,000	\$ 6,000
NARPM Grant	Chapter Growth Grant (need to apply)	1	\$ 500.00	\$500	\$ 500
NARPM Membership Retention	For membership renewals				\$ 1,200
Total Revenue					\$ 19,150
Expenses					
SAR Affiliate Dues	NARPM membership in SAR	1	\$ 417.00	\$417	\$ 417
Printing	Brochures, flyers				\$ 100
Total Expenses					\$ 517
Net					\$ 18,633

Notes:

Account	Description	Quantity	Cost	Subtotal	TOTAL
Sponsorships	Platinum Sponsors (includes dues)	3	\$ 1,000.00	\$3,000	\$ 3,000
	Gold Sponsors (includes dues)	3	\$ 750.00	\$2,250	\$ 2,250
	Silver Sponsors (includes dues)	3	\$ 500.00	\$1,500	\$ 1,500
Total		9			\$ 6,750

Sponsorship benefits	Platinum	Gold	Silver
Membership dues	\$ 200.00	\$ 200	\$ 200
Logo w/ weblink in monthly newsletter (12 @ \$50 value)	\$ 600.00	\$ 600	\$ 600
Logo w/ weblink on website (12 months @ \$25 value)	\$ 300.00	\$ 300	
Announcement at events (13 @ \$50 value; Legal Q&A, Luncheons, Seminars, Expo, Holiday Mixer)	\$ 650.00		
Premium exhibit space at RPM Expo	\$ 500.00		
Exhibit space at RPM Expo		\$ 400	
Total Value of Sponsorship Benefits	\$ 2,250.00	\$ 1,500	\$ 800
Sponsorship Price	\$ 1,000.00	\$ 750	\$ 500
Net Value (Benefits less Price)	\$ 1,250.00	\$ 750	\$ 300
Actual Cost to Budgets	\$ 700.00	\$ 600	\$ 200
Net (Price less Cost)	\$ 300.00	\$ 150	\$ 300

NARPM Sacramento Area Chapter
2022 Budget

1/11/2022

Program: E-news
Program Responsibility: President

REVENUE

Account	Description	Quantity	Cost	Subtotal	TOTAL
Advertising	Vendor spotlight ads	3	\$ 100	\$ 300	\$ 300
	Display ads	3	\$ 100	\$ 300	\$ 300
Total Revenue				\$	600

Expenses

None				\$	-
Total Expenses				\$	-

Net				\$	600
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E-newsletter	Monthly newsletter	12
Special Local Issue Alerts	As needed when issues arise	4

**NARPM Sacramento Area Chapter
2022 Budget**

1/11/2022

Program: Seminars & Webinars
Program Responsibility: Education Committee

REVENUE

Account	Description	Number	Cost	Subtotal	Seminars	TOTAL
Registration Fees	Legal Q&A - Members	18	\$ -	\$ -	3	\$ -
	Legal Q&A - Non- members	1	\$ 50.00	\$ 50	3	\$ 150
	Annual Legal Seminar - Members	35	\$ 59.00	\$ 2,065	2	\$ 4,130
	Annual Legal Seminar - Non-members	5	\$ 79.00	\$ 395	2	\$ 790
	Fair Housing Seminar - Members	35	\$ 59.00	\$ 2,065	1	\$ 2,065
	Fair Housing Seminar - Non-members	5	\$ 79.00	\$ 395	1	\$ 395
	Webinar - Members	30	\$ 39.00	\$ 1,170	1	\$ 1,170
	Webinar - Non-members	5	\$ 59.00	\$ 295	1	\$ 295
NARPM Grant						\$ -
Sponsorships	Annual Legal Seminar	2	\$ 100.00	\$ 200	1	\$ 200
	Fair Housing Seminar	2	\$ 100.00	\$ 200	1	\$ 200
	Webinar	1	\$ 100.00	\$ 100	1	\$ 100
Total Revenue						\$ 9,495

Expenses

Instructor Fee	Legal Q&A attorney	1	\$ -	\$ -	3	\$ -
	Annual Legal Seminar attorneys	2	\$ -	\$ -	2	\$ -
	Fair Housing Seminar (Tracey Merrell of KTS)	1	\$ 1,465.00	\$ 1,465	1	\$ 1,465
	Other seminar speaker	1	\$ -	\$ -	1	\$ -
Catering	Refreshments (coffee and tea)	1	\$ 75.00	\$ 75	3	\$ 225
Facility Rental	Mack Powell Event Center rental - East Hall	1	\$ 792.00	\$ 792	3	\$ 2,376
Audio-Visual Rental	included with facility rental			\$ -	0	\$ -
Webinar service	Zoom service included in Admin budget					\$ -
Printing	Fliers, handouts	1	\$ 50.00	\$ 50	2	\$ 100
Misc						
Total Expenses						\$ 4,166

Net **\$ 5,329**

Notes:

Annual Legal Seminar on 1/13/22 (Note: Seminar was changed to webinar due to COVID but approved budget was not changed)
Fair Housing Seminar on 4/14/22
Webinar date and time is TBA
Annual Legal Seminar on 12/13/22
Implement late registration fee of \$10

Program: Lunch & Learn Events
Program Responsibility: Events Committee

REVENUE

Account	Description	Number	Cost	Subtotal	Events	TOTAL
Registration	Professional members	30	\$ 35.00	\$ 1,050	4	\$ 4,200
	Affiliate members	20	\$ 35.00	\$ 700	4	\$ 2,800
	Non-members	3	\$ 50.00	\$ 150	4	\$ 600
	Guests	2	\$ -	\$ -	4	\$ -
	Sponsors	3	\$ -	\$ -	4	\$ -
Sponsorships	1 minute, table, dessert & free lunch	3	\$ 150.00	\$ 450	4	\$ 1,800
NARPM grant		0	\$ -	\$ -	1	\$ -
Total Revenue						\$ 9,400

Expenses

Catering	Food (Hannibal's Catering and Events)	50	\$ 19.83	\$ 992	4	\$ 3,966
	Drinks (Hannibal's Catering and Events)	50	\$ 1.92	\$ 96	4	\$ 384
	Desserts (purchased from store)			\$ 50	4	\$ 200
	Coffee service (Mack Powell Event Center)			\$ 75	4	\$ 300
Facility Rental	Mack Powell Event Center rental (East Hall)	1	\$ 792.00	\$ 792	4	\$ 3,168
Audio-Visual Rental	Included with facility rental	1	\$ -	\$ -	4	\$ -
Speaker Fees or Gifts	None	1	\$ 50.00	\$ 50	4	\$ 200
Raffle Prizes	Donated					\$ -
Printing	Fliers					\$ -
Misc.	Decorations			\$ 25	4	\$ 100
Total Expenses						\$ 8,318

Net **\$ 1,082**

Notes:

Food (drop off, no servers): \$15.45 + 18% (tip) + 8.75% (tax) = \$19.83

Drinks: \$1.50 + 18% + 8.75% = \$1.92

Total (food & drink): \$21.75 per person

10% no show rate (55 - 5 = 50 attendees)

Dates:

3/15/2022

5/17/2022

7/19/2022

11/15/2022

**NARPM Sacramento Area Chapter
2022 Budget**

1/11/2022

Program: Designation Classes
Program Responsibility: Education Committee

REVENUE

Account	Description	Number	Cost	Subtotal	Seminars	TOTAL
Registration	Commission 25% if full attendance of 25 students is achieved			\$ 825	2	\$ 1,650
Total Revenue						\$ 1,650
Expenses						
Instructor Fee						\$ -
Total Expenses						\$ -
Net						\$ 1,650

Notes:

2 classes to be offered in 2022: classes TBA (option of in person or Zoom)

2 classes were offered in 2021: Basics of Property Management and Introduction to Maintenance

Students	Cost	Subtotal	Comm Rate	Total
20	\$ 165.00	\$ 3,300	25%	\$ 825

Courses options:

Marketing For Residential Property Managers
Tenancy
Personnel Procedures Advanced
Office Operations - Policies and Procedures
Advanced Risk Management
Maintenance: Beyond the Basics
In-House Maintenance - Running A Profitable Operation
Risk Awareness
Personnel Procedures Essentials - Hiring and Firing
Developing Rewarding Owner Relationships
Profitability & Client Relations
NARPM101: Basics Of Property Management
Intro to Maintenance
Finance: Cash Flow Analysis

**NARPM Sacramento Area Chapter
2022 Budget**

1/11/2022

Program: Rental Property Management Expo
Program Responsibility: Affiliates Committee

REVENUE

Account	Description	Quantity	Cost	Subtotal	TOTAL
Sponsorships	Various sponsorships				\$ 1,000
Exhibitor Fee - Premium space	Table, 2 chairs and 2 employees	3	\$ 500.00	\$ 1,500	\$ 1,500
	Annual sponsor (premium) benefit	3	\$ -	\$ -	\$ -
Exhibitor Fee - Regular space	Table, 2 chairs and 2 employees	16	\$ 400.00	\$ 6,400	\$ 6,400
	Annual sponsor (gold) benefit	3	\$ -	\$ -	\$ -
Total exhibitor sales		25			
Registration	Professional members	75	\$ 25.00	\$ 1,875	\$ 1,875
	Non-members (property managers and staff)	25	\$ 50.00	\$ 1,250	\$ 1,250
	Affiliate members who are exhibitors	40	\$ -		
	Affiliate members who are not exhibitors	2	\$ 200.00	\$ 400	\$ 400
	Non-member vendors	0	\$ 400.00	\$ -	\$ -
	Guests	2	\$ -	\$ -	\$ -
Total registration		144			
NARPM Grant	Chapter Trade Show Grant (need to apply)	1	\$ 1,000.00	\$ 1,000	\$ 1,000
Raffle Tickets	included in Community Service budget				
Total Revenue					\$ 13,425

Expenses

Facility Rental	Mack Powell Event Center	1	\$ 1,436.00	\$ 1,436	\$ 1,436
Audio/visual equipment rental		1	\$ -	\$ -	\$ -
Entertainment	None		\$ -	\$ -	\$ -
Catering	Food	100	\$ 15.00	\$ 1,500	\$ 2,500
Catering	Beverages	150	\$ 4.00	\$ 600	\$ 1,000
Catering	Appetizers	100	\$ 5.00	\$ 500	\$ 500
Catering	Beer, wine, soda, water, coffee	200	\$ 5.00	\$ 1,000	\$ 500
Insurance		1	\$ 250.00	\$ 250	\$ 250
Raffle Prizes	All raffle prizes donated			\$ -	\$ -
Alcohol Permit		1	\$ 100.00	\$ 100	\$ 100
Printing	Signs for sponsors, Affiliate directory, handouts			\$ -	\$ 300
Security	1 guard for 6 hours (9:30 am - 3:30 pm)	6	\$ 35.00	\$ 210	\$ 210
Supplies	Decorations, cups, napkins, utensils, etc.	1	\$ 500.00	\$ 500	\$ 500
Total Expenses					\$ 7,296

Net

\$ 6,129

Notes

2 seminars (AM and PM)

Reception at end with alcohol and some food (2:00 - 3:30 pm)

NARPM Sacramento Area Chapter
2022 Budget

1/11/2022

Program: Mixers
Program Responsibility: Affiliates Committee

REVENUE

Account	Description	Number	Price	Subtotal	Events	TOTAL
Registration - Mixers	Professional members	18	\$ -	\$ -	2	\$ -
	Professional members (non-members)	2	\$ 20.00	\$ 40	2	\$ 80
	Affiliates	10	\$ 40.00	\$ 400	2	\$ 800
Registration - Holiday Mixer	Professional members	40	\$ -	\$ -	1	\$ -
	Affiliates	20	\$ 50.00	\$ 1,000	1	\$ 1,000
Total Revenue		90				\$ 1,880

Expenses

Catering - Mixer	Food (for all attendees)	30	\$ 10.00	\$ 300	2	\$ 600
	Drinks (1 free drink for Professional members)	20	\$ 10.00	\$ 200	2	\$ 400
Catering - Holiday Mixer	Food (for all attendees)	60	\$ 25.00	\$ 1,500	1	\$ 1,500
	Drinks (1 free drink for Professional members)	40	\$ 10.00	\$ 400	1	\$ 400
Facility rental						\$ -
Total Expenses						\$ 2,900
Net						\$ (1,020)

Notes:

Mixer: 3/31/2022 @ Pete's Restaurant & Brewhouse, 4:30 - 6:30 pm

Mixer: 8/25/2022 @ TBA, 4:30 - 6:30 pm

Holiday Mixer: 12/8/2022, 5:30 - 7:30 pm @ TBA

NARPM Sacramento Area Chapter
2022 Budget

1/11/2022

Program: Community Service
Program Responsibility: President

REVENUE

Account	Description	Quantity	Price	Subtotal	TOTAL
Raffle ticket sales	Sales of raffle tickets at events all year				\$ 500
Donation	Cash donations			\$ -	\$ 250
Total Revenue				\$ -	\$ 750

Expenses

Raffle prizes	Prizes awarded at events all year				\$ 250
Contributions	Contribution to charity	1	\$ 500.00	\$ 500	\$ 500
Total Expenses					\$ 750

Net					\$ -
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Notes:

Charity for 2021 was Sacramento Self Help Housing
Charity for 2022 to be determined

Sacramento Area Chapter of NARPM

Profit and Loss

January - December 2021

	TOTAL
Income	
2021 Platinum Sponsor	1,920.00
2021 Vendor Fair Sides Sponsor	475.00
2021 Silver Sponsor	1,000.00
Affiliate dues income	200.00
2021 Affiliate Dues	2,500.00
Total Affiliate dues income	2,700.00
Affiliate Scavenger Hunt 2021	20.00
Education income	320.00
2021 Branding Yourself 101	70.00
2021 Franchise Tax Board Class	360.00
2021 Legal Update	802.00
August 2021 Legal Q&A	50.00
Branding Yourself Class	210.00
KTS Fair Housing Seminar	856.00
Legal Q & A with Sid Rosenberg	700.00
Legal Q&A	370.00
Puneet Singh Q&A	100.00
Rent Control Class	470.00
Sacramento Regional Economic Outlook	885.00
Setting Application Standards Webinar	45.00
Tenant Protection Class	385.00
Understanding Section 8	556.00
Total Education income	6,179.00
January 2021 Mixer Sponsor	280.00
March 2021 Virtual Mixer	230.00
News & Notes Advertisings	300.00
Special Events	
2021 August Mixer	450.00
2021 Holiday Mixer	550.00
2021 Vendor Fair BBQ Sponsor	475.00
2021 Vendor Fair Beer Sponsor	1,100.00
2021 Vendor Fair Booth for NARPM Members	1,625.00
2021 Vendor Fair Future Member Registration	75.00
2021 Vendor Fair Future NARPM Members Booth Sponsor	425.00
2021 Vendor Fair Hard Cider Sponso	475.00
2021 Vendor Fair Music Sponsor	475.00
Vendor fair	116.38
2021 Margarita Sponsor	625.00
Total Vendor fair	741.38
Total Special Events	6,391.38

Sacramento Area Chapter of NARPM

Profit and Loss

January - December 2021

	TOTAL
Sponsorship Income	
2021 August Mixer	280.00
June 2021 Mixer	30.00
Total Sponsorship Income	310.00
Total Income	\$19,805.38
GROSS PROFIT	\$19,805.38
Expenses	
Admin Expenses	16,931.16
Charity/Donations	500.00
Education expenses	1,485.00
Events	156.00
Vendor Fair	3,457.15
Total Events	3,613.15
Luncheon Meeting expenses	337.95
Catering	750.00
Room rental	1,368.00
Speaker Gifts or Fees	150.00
Total Luncheon Meeting expenses	2,605.95
Web Hosting	123.85
Total Expenses	\$25,259.11
NET OPERATING INCOME	\$ -5,453.73
NET INCOME	\$ -5,453.73

SacNARPM

Balance Sheet Detail
As of December 31, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
ASSETS									
Bank of Sacramento									
Beginning Balance									-1,949.66
Total for Bank of Sacramento									
First Foundation									
Beginning Balance									22,656.22
01/11/2021	Expense		Constant Contact	Monthly fee	Admin Expenses		\$70.00	-70.00	22,586.22
01/20/2021	Expense	1149	Lofgren Company		Admin Expenses		\$1,000.00	-1,000.00	21,586.22
01/21/2021	Expense	1154	KTS Law Offices		Education income:2021 Legal Update		\$825.00	-825.00	20,761.22
01/28/2021	Expense		Intuit QuickBooks		Admin Expenses		\$40.00	-40.00	20,721.22
01/31/2021	Check		First Foundation Bank		Admin Expenses		\$3.00	-3.00	20,718.22
02/09/2021	Expense		Constant Contact	Monthly fee	Admin Expenses		\$70.00	-70.00	20,648.22
02/10/2021	Expense	1155	Shelby Challberg		Admin Expenses		\$600.00	-600.00	20,048.22
02/11/2021	Deposit				-Split-	\$1,668.00		1,668.00	21,716.22
02/11/2021	Expense		Paypal		Admin Expenses		\$165.02	-165.02	21,551.20
02/11/2021	Deposit				-Split-	\$4,279.00		4,279.00	25,830.20
02/11/2021	Expense		Ulysses Baltazar		Luncheon Meeting expenses:Speaker Gifts or Fees		\$150.00	-150.00	25,680.20
02/22/2021	Expense		Zoom		Admin Expenses		\$320.00	-320.00	25,360.20
02/28/2021	Check		First Foundation Bank		Admin Expenses		\$3.00	-3.00	25,357.20
03/01/2021	Expense	1155	Shelby Challberg		Admin Expenses		\$600.00	-600.00	24,757.20
03/01/2021	Check		First Foundation Bank		Admin Expenses		\$3.00	-3.00	24,754.20
03/01/2021	Expense		Intuit QuickBooks		Admin Expenses		\$40.00	-40.00	24,714.20
03/03/2021	Expense	1156	Hirsch Tax Pros		Admin Expenses		\$50.00	-50.00	24,664.20
03/08/2021	Expense	1157	Lofgren Company		Admin Expenses		\$500.00	-500.00	24,164.20
03/09/2021	Expense		Constant Contact	Monthly fee	Admin Expenses		\$70.00	-70.00	24,094.20
03/25/2021	Expense		Paypal		Admin Expenses		\$118.93	-118.93	23,975.27
03/25/2021	Deposit				-Split-	\$3,394.00		3,394.00	27,369.27
03/29/2021	Expense		Intuit QuickBooks		Admin Expenses		\$40.00	-40.00	27,329.27
03/30/2021	Expense	1158	Hirsch Tax Pros		Admin Expenses		\$50.00	-50.00	27,279.27
04/05/2021	Expense	1160	Shelby Challberg		Admin Expenses		\$600.00	-600.00	26,679.27
04/05/2021	Expense	1159	Shelby Challberg		Admin Expenses		\$600.00	-600.00	26,079.27
04/09/2021	Expense		Constant Contact	Monthly fee	Admin Expenses		\$70.00	-70.00	26,009.27
04/12/2021	Expense	1162	Lofgren Company		Admin Expenses		\$650.00	-650.00	25,359.27
04/12/2021	Expense	1163	Lofgren Company		Admin Expenses		\$500.00	-500.00	24,859.27
04/13/2021	Check	1164	Law Offices of Kimball, Tirey and St. John LLP		Education expenses		\$1,485.00	-1,485.00	23,374.27
04/29/2021	Expense		Intuit QuickBooks		Admin Expenses		\$40.00	-40.00	23,334.27
04/30/2021	Check		First Foundation Bank		Admin Expenses		\$3.00	-3.00	23,331.27
05/10/2021	Expense		Constant Contact	Monthly fee	Admin Expenses		\$70.00	-70.00	23,261.27
05/13/2021	Deposit				-Split-	\$715.00		715.00	23,976.27
05/14/2021	Expense	1165	Lofgren Company		Admin Expenses		\$500.00	-500.00	23,476.27
05/19/2021	Expense	1166	Shelby Challberg		Admin Expenses		\$600.00	-600.00	22,876.27
05/31/2021	Check		First Foundation Bank		Admin Expenses		\$3.00	-3.00	22,873.27
06/01/2021	Expense		Intuit QuickBooks		Admin Expenses		\$40.00	-40.00	22,833.27
06/09/2021	Expense		Shelby Challberg		Admin Expenses		\$600.00	-600.00	22,233.27
06/09/2021	Expense		Constant Contact	Monthly fee	Admin Expenses		\$70.00	-70.00	22,163.27
06/11/2021	Expense	1168	Lofgren Company		Admin Expenses		\$500.00	-500.00	21,663.27
06/18/2021	Check	156.00	DH Construction		Events		\$156.00	-156.00	21,507.27
06/29/2021	Deposit				-Split-	\$1,799.00		1,799.00	23,306.27
06/29/2021	Expense		Paypal		Admin Expenses		\$63.21	-63.21	23,243.06
06/29/2021	Expense		Intuit QuickBooks		Admin Expenses		\$40.00	-40.00	23,203.06
06/30/2021	Check		First Foundation Bank		Admin Expenses		\$3.00	-3.00	23,200.06
07/08/2021	Expense	1170	Lofgren Company		Admin Expenses		\$500.00	-500.00	22,700.06
07/08/2021	Expense	1171	Shelby Challberg		Admin Expenses		\$600.00	-600.00	22,100.06
07/09/2021	Expense		Constant Contact	Monthly fee	Admin Expenses		\$70.00	-70.00	22,030.06
07/29/2021	Expense		Intuit QuickBooks		Admin Expenses		\$40.00	-40.00	21,990.06

SacNARPM

Balance Sheet Detail
As of December 31, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
07/31/2021	Check		First Foundation Bank		Admin Expenses		\$3.00	-3.00	21,987.06
08/09/2021	Expense		Constant Contact	Monthly fee	Admin Expenses		\$70.00	-70.00	21,917.06
08/10/2021	Deposit				-Split-	\$544.00		544.00	22,461.06
08/13/2021	Deposit				-Split-	\$5,120.00		5,120.00	27,581.06
08/13/2021	Expense		Paypal		Admin Expenses		\$178.72	-178.72	27,402.34
08/17/2021	Expense		Sacramento Association of Realtors	Legal Forum/Room	Luncheon Meeting expenses:Room rental		\$1,368.00	-1,368.00	26,034.34
08/26/2021	Deposit				-Split-	\$1,250.00		1,250.00	27,284.34
08/27/2021	Expense	1174	Lofgren Company		Admin Expenses		\$500.00	-500.00	26,784.34
08/30/2021	Expense		Intuit QuickBooks		Admin Expenses		\$50.00	-50.00	26,734.34
08/31/2021	Check		First Foundation Bank		Admin Expenses		\$3.00	-3.00	26,731.34
09/07/2021	Expense	1173	Bulloch Insurance Brokers Inc.		Admin Expenses		\$334.00	-334.00	26,397.34
09/09/2021	Expense		Constant Contact	Monthly fee	Admin Expenses		\$70.00	-70.00	26,327.34
09/10/2021	Expense	1176	Shelby Challberg		Admin Expenses		\$600.00	-600.00	25,727.34
09/10/2021	Expense	1177	Shelby Challberg		Admin Expenses		\$600.00	-600.00	25,127.34
09/20/2021	Expense	1178	Sacramento Association of Realtors	Legal Forum/Room	Luncheon Meeting expenses		\$200.00	-200.00	24,927.34
09/21/2021	Expense	1180	Scott Pollice		Luncheon Meeting expenses:Catering		\$750.00	-750.00	24,177.34
09/21/2021	Expense	1179	Val Star Ellis		Events:Vendor Fair		\$750.00	-750.00	23,427.34
09/21/2021	Expense	1182	Sacramento Association of Realtors	Legal Forum/Room	Events:Vendor Fair		\$100.00	-100.00	23,327.34
09/21/2021	Expense	1181	Jason Thompson		Events:Vendor Fair		\$2,607.15	-2,607.15	20,720.19
09/22/2021	Deposit		Square		Special Events:Vendor fair	\$116.38		116.38	20,836.57
09/23/2021	Expense		Wix.com		Web Hosting		\$24.85	-24.85	20,811.72
09/28/2021	Expense		Intuit QuickBooks		Admin Expenses		\$50.00	-50.00	20,761.72
09/30/2021	Check		First Foundation Bank		Admin Expenses		\$3.00	-3.00	20,758.72
10/08/2021	Expense		Constant Contact	Monthly fee	Admin Expenses		\$2.33	-2.33	20,756.39
10/10/2021	Expense	1183	Lofgren Company		Admin Expenses		\$1,000.00	-1,000.00	19,756.39
10/10/2021	Expense	1184	Lofgren Company		Admin Expenses		\$500.00	-500.00	19,256.39
10/12/2021	Expense		Constant Contact	Monthly fee	Admin Expenses		\$80.00	-80.00	19,176.39
10/12/2021	Expense		Wix.com		Web Hosting		\$99.00	-99.00	19,077.39
10/25/2021	Expense	1188	NARPM Sacramento		Transfer		\$10,000.00	-10,000.00	9,077.39
10/28/2021	Expense		Intuit QuickBooks		Admin Expenses		\$50.00	-50.00	9,027.39
10/31/2021	Check		First Foundation Bank		Admin Expenses		\$3.00	-3.00	9,024.39
11/08/2021	Deposit				-Split-	\$2,435.00		2,435.00	11,459.39
11/08/2021	Expense		Paypal		Admin Expenses		\$97.75	-97.75	11,361.64
11/09/2021	Expense		Constant Contact	Monthly fee	Admin Expenses		\$80.00	-80.00	11,281.64
11/11/2021	Expense	1189	Lofgren Company		Admin Expenses		\$1,000.00	-1,000.00	10,281.64
11/29/2021	Expense		Intuit QuickBooks		Admin Expenses		\$50.00	-50.00	10,231.64
11/30/2021	Check		First Foundation Bank		Admin Expenses		\$3.00	-3.00	10,228.64
12/01/2021	Check		Kim Prindle		Luncheon Meeting expenses		\$137.95	-137.95	10,090.69
12/09/2021	Expense		Constant Contact	Monthly fee	Admin Expenses		\$80.00	-80.00	10,010.69
12/13/2021	Deposit		Square		Special Events:2021 Holiday Mixer	\$550.00		550.00	10,560.69
12/13/2021	Expense		Zoom		Admin Expenses		\$549.90	-549.90	10,010.79
12/13/2021	Expense		Square	Transaction Fees	Admin Expenses		\$15.30	-15.30	9,995.49
12/21/2021	Expense	1191	Sacramento Self Help Housing		Charity/Donations		\$500.00	-500.00	9,495.49
12/21/2021	Expense	1192	Lofgren Company		Admin Expenses		\$1,000.00	-1,000.00	8,495.49
12/28/2021	Expense		Intuit QuickBooks		Admin Expenses		\$50.00	-50.00	8,445.49
12/31/2021	Check		First Foundation Bank		Admin Expenses		\$3.00	-3.00	8,442.49
Total for First Foundation								\$ -14,213.73	
PayPal Account									
Beginning Balance									-4,740.00
Total for PayPal Account									
Transfer									
10/25/2021	Expense	1188	NARPM Sacramento	Transferred Funds to Central Valley Bank	First Foundation	\$10,000.00		10,000.00	10,000.00
Total for Transfer								\$10,000.00	
TOTAL ASSETS								\$ -4,213.73	\$11,752.83

SacNARPM

Balance Sheet Detail

As of December 31, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	AMOUNT	BALANCE
LIABILITIES AND EQUITY									
Equity									
Opening Balance Equity									
Beginning Balance									22,338.33
Total for Opening Balance Equity									
Retained Earnings									
Beginning Balance									250.00
08/26/2021	Deposit				First Foundation		\$1,240.00	1,240.00	1,490.00
Total for Retained Earnings								\$1,240.00	
Retained Earnings								\$ -6,621.77	\$ -6,621.77
Net Income								\$ -5,453.73	\$ -5,453.73
Total Equity								\$ -10,835.50	\$11,752.83
Total Liabilities and Equity								\$ -10,835.50	\$11,752.83

Mail - Kim Prindle - OutboxChapter Leader Tools - NARPMChapter Compliance AppMariah Dremel - AppFolioMembers Resources - NARPMCSACnarpn - SearchAnnual Legal Update Forum

https://sacramento.narpm.org/events/annual-legal-update-forum-presented-by-kts/

SEARCH

HOMEABOUT CHAPTERMEMBERSHIP BENEFITSMEMBERSEVENTSAFFILIATESABOUT NARPMCONTACT US

f

Annual Legal Update Forum – Presented by KTS

[Register Here](#)

Date/Time

Date(s) - 01/20/2021

11:00 am - 12:30 pm

Categories No Categories

Map Unavailable

The legislative session for 2020 has come to a close, and many new laws were passed which will directly impact California residential landlords. Are you ready? Do you know what new laws will impact your rental operations in 2021? Attorney Tracey Merrell has the information you need to make sure you are in compliance. She will also cover trending topics that are creating big challenges for owners and managers. Note that due to the pandemic, laws are changing rapidly and there may be additional changes to the laws in early 2021.

The webinar will cover:

- Laws Affecting the Landlord/Tenant Relationship
- Laws Affecting Fair Housing
- Trending Issues that Affect Rental Housing

Kimball, Tirey & St. John LLP

Presented by Tracey Merrell

WindowsTaskbar

3:53 PM3/14/2022

Mail - Kim Prindle - Outlook xChapter Leader Tools - NARPM xChapter Compliance Appli xMariah Dremel - Appfolio xMembers Resources - NARPM xCSACNarpm - Search xLegal Q & A with Calvin Clements x

https://sacramento.narpm.org/events/legal-q-a-with-calvin-clements/

Legal Q & A with Calvin Clements

HOMEABOUT CHAPTERMEMBERSHIP BENEFITSMEMBERSEVENTSAFFILIATESABOUT NARPMCONTACT US

Legal Q & A with Calvin Clements – Senate Bill 91

[Register Here](#)

Date/Time

Date(s) - 02/19/2021

10:00 am - 11:00 am

Categories No Categories

Legal Q & A – Senate Bill 91

The Legal Q&A is a new service for our members. During the sessions an attorney will provide an overview on one or more current property management issues and then answer questions about the topics. Any remaining will be spent answering general questions on any topic. Our first session will focus on Senate Bill 91, the recently enacted law that extends the eviction moratorium, provides additional tenant protections, and creates a rental assistance program with payments to participating landlords. Calvin Clements, a Partners in the Sacramento office of Kimball, Trey & St. John LLP, will be the presenting attorney for this Legal Q&A session. The presenting attorney may extend the session beyond the scheduled time to answer questions. Disclaimer: The information provided by attorneys during the Legal Q&A session is not intended to serve as legal advice.

Registration fee:

\$10 for NARPM members

Map Unavailable

3:58 PM3/14/2022

Date/Time
Date(s) - 09/21/2021
11:30 am - 4:30 pm
Categories No Categories

SACRAMENTO AREA CHAPTER

Annual Blues, Brews & BBQ Vendor Fair – FREE for Property Managers!

Join us LIVE for the 2021 Annual Blues, Brews & BBQ Property Management Vendor Fair. Present your business, services and products to local real estate professionals and property managers.

Sponsorship Opportunities:

\$325 Booth

Includes 1 table, 2 chairs, and a BBQ ticket

\$425 Future Affiliate Booth

Includes booth and affiliate dues for second half of the year

\$475 BBQ Sponsor (2) ONE LEFT!


Includes a PREMIUM LOCATION Booth*

~~\$475 Sides Sponsor~~ **SOLD!**



Includes a PREMIUM LOCATION Booth*

Mail - Kim Prindle - Outli...Chapter Leader Tools - Na...Chapter Compliance Appli...Mariah Dremel - AppFolio...Members Resources - Na...CSACnarpn - SearchSACNARPM Virtual Class...

https://sacramento.narpn.org/events/sacnarpn-virtual-class-ftb-withholding/

NATIONAL ASSOCIATION OF
RESIDENTIAL PROPERTY MANAGERS
SACRAMENTO CHAPTER

HOMEABOUT CHAPTERMEMBERSHIP BENEFITSMEMBERSEVENTSAFFILIATESABOUT NARPM®CONTACT US



SACNARPM Virtual Class: FTB Withholding

[Register Here](#)

Date/Time

Date(s) - 12/09/2021

11:00 am - 12:00 pm

Map Unavailable




Categories No Categories





The Franchise Tax Board (FTB) is the state agency that oversees California's nonresident withholding program, including the requirements of property managers to withhold certain income of out-of-state clients. Two FTB experts on withholding requirements will define a property manager's role as a withholding agent, explain California Nonresident Withholding Requirements, provide an overview of the exemptions and waivers. They also will explain how property managers report withholding and submit payments to FTB, describe the withholding liability and penalties, and share several withholding resources.

About Our Presenters

Kent Dingley has been with the Franchise Tax Board since 2008 and is an Auditor in the Withholding Services and Compliance Section (WSCS). Kent is responsible for ensuring withholding agents are in compliance with California's withholding laws and regulations.

Chanel Yates has worked at Franchise Tax Board (FTB) since 2001 and as Program Specialist in the Withholding Services and Compliance Section (WSCS) since 2016. Chanel is the subject matter expert for California nonresident and real estate withholding. Chanel provides technical guidance on withholding issues to WSCS and FTB staff and management. Chanel also provides education and outreach to FTB stakeholders.





4:10 PM
3/14/2022



Board of Directors Meeting

Wednesday, January 13, 2021

Via Zoom

CALL MEETING TO ORDER

The meeting is called to order 9:32 am.

MEMBERS

President:	Kesha Jenkins
Past President:	<u>Rodney Luman</u>
President Elect:	Kim Prindle
Secretary:	Charissa Graham
Treasurer:	Nick Maionchi**
Affiliate Director:	Donovan Flores
Affiliate Committee:	Rita Anderson, <u>Yana Carpenter</u>
Director-at-Large (Education):	Deborah Henning
Education Committee:	Carol Quinn, Kelli Dodson
Director-at-Large (Legislative):	Jeff Slodowitz
Legislative Chair:	Bob Thomas
Director-at-Large (Membership):	Janet Regan
Membership Committee:	Jason Pickens, Bev Hoeft
Chapter Administrator:	Shelby Challberg
Vendor Fair Committee:	<u>Jason Thompson, Yana Carpenter</u>
Consultant:	Jim Lofgren

Members were late** Members were absent

MINUTES – A Motion to Approve November Board of Directors Minutes was made by Rita with a second by Jeff

1. Welcome Board Members (5 mins)
2. Purpose and Overview (5 mins)

Mission

Sacramento Chapter of NARPM provides resources for residential property management professionals who desire to learn, grow and build relationships.

Vision

Sacramento Chapter of NARPM will be the recognized leaders in residential property management.

3. Introductions/Greetings
4. Code of Ethics - Article 2:

President's Report / Kesha

- a. 12 Weeks to a Better Board!
- b. Email Correspondence between Board Members
 - CC only Kesha & Kim on emails, do not reply all, only include pertinent people on responses
- c. Registration Emails
 - Affiliates to send out their own emails through Constant Contact
- d. Member Email Notifications (Must Be in Writing from Committee)
- e. News & Notes Submissions
 - Kesha sending out template for News & Notes
- f. Local Dues > National Said to Review Bylaws > How do we set this in motion for 2022???
- Easier to have our Local dues with the National dues, then we receive from National.
 - Need to send notification 6 months in advance of the new Local dues
 - Need to charge fair amount, emphasize the need: speakers, services, maintain local presence
 - Kesha will contact Phoenix Chapter to tips & guidance
 - Bylaws need to be updated
- g. 2021 Budget Report (Jim)
 - Should we reschedule Vendor Fair to September?
- **Motion to approve 2021 budget by Kesha, all approved**
- h. 2021 Charity is Sac Self Help Housing

Vice President-Elect Report / Kim

- a. Chapter Compliance & Chapter of Excellence Applications
 - Kesha setting time with Kim to complete
- b. Scheduling Calendar for Classes, Events, Social Media and Webinars > Work with Shelby.

Treasurer Report / Nick

- a) Financial statements – December 2020
 - December 31st ending balance \$22,656.22
 - Paypal account \$2,519.30, balance prior to refunding \$ for Legal Update class

Affiliate Committee Report / Rita

- a. Recap of Brown Bag Lunch (Donovan)
 - 15 were on webinar, went well
- b. SacNARPM Mixer / Scavenger Hunt (Rita)
 - Thursday 4-5, Rita will administrate
- c. Affiliate Renewal Update (Yana)
 - Yana has spreadsheet since 2016 by year, reach out to affiliates by end of month & pay dues if they want to remain on the website, if no payment then they will be removed Janu 31st

Education Committee Report / Carol

- a. Upcoming Classes/Webinars
 - 2/8 Sac City TTP Vicki Medina, not confirmed or on calendar yet
 - 2/11 Social Media Marketing Ulysses confirmed, will also be doing series classes \$150ea, dates are flexible
 - Branding yourself 101 Ulysses
 - 7/13 Google Business, getting business listed Ulysses
 - August HVAC Inspections Independent Plumbing with Second Nature. Kristie @ Independent not returning emails or messages – Donovan will call her
 - 11/9 Marketing Strategies for Professionals Ulysses
 - Need Small Claims class, KTS has one
- b. Board Approval on cost of FH class & Death of a Tenant
 - Fair Housing in April KTS \$1485
- **Motion to approve Fair Housing class by KTS \$1485 by Kesha, all approved**
 - Death of Tenant class KTS is \$742.50 – revisit in March to approve
 - Kelli KTS has been seeing many cases like this recently and many calls coming in on how to handle this situation
- c. Feb. 9th Zoom Class – Kesha or Shelby will admin
- d. Survey Members for Potential Educational Topics
- e. Do we offer more than (2) Classes a month?
- f. H.O.M.E. event - Work with Affiliate Committee to secure vendors
- g. June & September designation classes

Membership Committee Report / Jason

- a. Membership Outreach
 - A few new members Kesha & Bev have reached out
- b. Free Survey Monkey Account. Do we have one? No, can use Constant Contact

- c. Membership Campaign. What's the plan to invite old members back?
 - List from National was old with quite a few out of business, Kesha will narrow down list to only past 5 years
- d. Membership Mondays Social Media Campaign
 - If we want to highlight long time members, need updated database

Legislation Committee Report / Bob

- a. Semi-annual or quarterly legal updates
 - Need more Legal Updates, need monthly Q&A with attorney or monthly class \$10-15 and vendor can sponsor
 - 2 City Counsel members are pro rent control, may see changes coming with Local TPP
- b. AB 3088 - What does the 25% payment by January 31st means
 - All rules on 3088 will change at end of month, will be extended

Chapter Administrator Report / Shelby

- a. Constant Contact - Scheduling & Posting Registration Events
 - Constant Contact had a terms & conditions update, need to click a box on each of the members "authorized to send emails"
 - Constant Contact can send emails, auto emails, social, ads, surveys and ads for website
 - Shelby to send Constant Contact access to Rita
- b. Zoom Account - Has been set up!
- c. News & Notes - Submissions Forms are now to be sent to instead of email.
- d. Website - Calendar updated, feature affiliates to be updated

5. New Business

6. Q & A

7. Announcements

8. Next Meeting: February 10, 2021 via Zoom 9:30 – 10:30

9. Final Thoughts / Thank You

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 11:47am



Board of Directors Meeting

Wednesday, April 14, 2021

Via Zoom

CALL MEETING TO ORDER

The meeting is called to order 9:35 am.

MEMBERS

President:	Kesha Jenkins
Past President:	<u>Rodney Luman</u>
President Elect:	Kim Prindle
Secretary:	Charissa Graham
Treasurer:	Nick Maionchi**
Affiliate Director:	Donovan Flores
Affiliate Committee:	Rita Anderson, <u>Yana Carpenter</u> / Kim Hana
Director-at-Large (Education):	Deborah Henning
Education Committee:	Carol Quinn, <u>Kelli Dodson</u>
Director-at-Large (Legislative):	Jeff Slodowitz
Legislative Chair:	Bob Thomas
Director-at-Large (Membership):	Janet Regan
Membership Committee:	Jason Pickens, Bev Hoeft**
Chapter Administrator:	Shelby Challberg
Vendor Fair Committee:	<u>Jason Thompson, Yana Carpenter</u>
Consultant:	Jim Lofgren

Members were late** Members were absent

MINUTES – A Motion to Approve November Board of Directors Minutes was made by Rita with a 2nd by Kim all approved

1. Welcome Board Members (5 mins)
2. Purpose and Overview (5 mins)

Mission

Sacramento Chapter of NARPM provides resources for residential property management professionals who desire to learn, grow and build relationships.

Vision

Sacramento Chapter of NARPM will be the recognized leaders in residential property management.

3. Introductions/Greetings
4. Code of Ethics - Article 5: CARE OF MANAGED PROPERTIES
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.

President's Report / Kesha & Jim

- A. Highlights of the first quarter
 1. Newsletter
 2. Introduction of Legal Q & A
 3. Affiliate Mixers
 4. Enhance Zoom Experience (Learning the inner workings of Zoom)
 5. Board Attendance
- B. Changes to Chapter Bylaws (Per NARPM National)
 - Kesha to update bylaws, will email Gayle. Asking Al, Rod, Bob, Jeff to participate

Vice President-Elect Report / Kim

- A. 2022 Local Membership Dues | To Implement or Not?
 - Didn't add local dues during pandemic
 - Need to survey membership
 - Things opening up now, need to show value
 - Reach out to San Jose or AZ for guidance
 - Kesha meeting with ambassador, will ask
- **Motion by Bob to raise 2022 local membership dues to \$50 per person to be finalized on or before 11/2021**** 1st by Rita, 2nd by Donovan, all in favor
- Research expense, how to make it happen

Treasurer Report / Nick

- A. March/April Financial Report
 - As of 3/31 \$27,829.27 in bank account
 - As of 4/13 \$887 in Paypal account
 - Cleanrite Buildrite outstanding payment, Donovan will follow up

B. Changing of Banks - Details on the Process & Completion

- Sent forms to complete Statement of Information, Kim did not receive

C. 2020 Tax Returns

- Taxes are completed
- Requested Hirsch Tax Pros completed SI-100, which is due every 2 years

E. Why do bank statements say "Reconciled by Barbara" at top? Can this be changed?

Affiliate Committee Report / Rita, Yana, Donovan

A. Mixer Recap and Next Event

- Mixer went well, received 1st 2nd and 3rd place gift cards
- May event in person?

B. Vendor Fair > Form Committee > Research Venue & Details

- Scheduled Tuesday September 21st 12-2 set up, 2-5 fair
- In person
- Education panel with attorneys
- Location ideas: Dante Club, SAR, Sac State

C. Rita Update on Conversation w/ Pat at SSHH

- SSHH not accepting furniture or household items

D. Current list of affiliate members

- 3 platinum, 1 gold, 2 silver
- Waiting on payment from Rug Bug & Cleanrite Buildrite

Education Committee Report / Carol, Jim, Kelli, Deborah

A. Overview of March/April Classes

- Economic outlook good
- 33 attended Fair Housing

B. Calendar of Events for 2nd Quarter

- 2 events to finalize
- Record & Archive events & charge, need to monitor link for only one time use
- Nothing on May calendar
- 6/18 Legal Update with Tom Hogan? Legal Q&A instead?
- July Basics 101 Class, Ulysses Google Business
- August Independent Plumbing? Not on Affiliate list
- 9/23 Nikita Personal Safety, at vendor fair?

Membership Committee Report / Jason, Bev, Janet

A. Membership Drive > Ideas?

B. Target audience for membership > Compiling a list of PM companies.

C. Updated Membership List (at every meeting)

- Can we break down list by company?

Legislation Committee Report / Bob

A. AB-1188 - Statewide Rental Property Registry

- Owners will pay to provide data to State of rents & evictions

B. AB-854 - 5 yr. Hold on rental properties before selling.

- Prohibit rental owners from removing property from rental market 5 years or less, will impact owners with 10+ rental properties

Chapter Administrator Report / Shelby

A. Plans for updating the event calendar on the website.

- Link added to Facebook for RMP class

B. Status on social media content calendar.

- Will be cleaned up May

C. Were affiliates that are no longer members removed from the website?

- New website affiliate link
- Affiliate list up to date
- Separate email group for current members
-

8. Next Meeting: May 12, 2021 via Zoom 9:30 – 10:30

9. Final Thoughts / Thank You

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 11:15am



Board of Directors Meeting

Wednesday, July 14, 2021

Via Zoom

CALL MEETING TO ORDER

The meeting is called to order 9:33 am.

MEMBERS

President:	Kesha Jenkins
Past President:	<u>Rodney Luman</u>
President Elect:	Kim Prindle
Secretary:	Charissa Pickens
Treasurer:	<u>Nick Maionchi</u>
Affiliate Director:	<u>Donovan Flores</u>
Affiliate Committee:	Rita Anderson, <u>Yana Carpenter</u> / Kim Hana
Director-at-Large (Education):	<u>Deborah Henning</u>
Education Committee:	<u>Carol Quinn</u> , Kelli Dodson
Director-at-Large (Legislative):	Jeff Slodowitz
Legislative Chair:	Bob Thomas**
Director-at-Large (Membership):	Janet Regan
Membership Committee:	Jason Pickens, Bev Hoeft
Chapter Administrator:	Shelby Challberg
Vendor Fair Committee:	<u>Jason Thompson, Yana Carpenter</u>
Consultant:	Jim Lofgren

Members were late** Members were absent

MINUTES – A Motion to Approve June Board of Directors Minutes was made by Jeff with a 2nd by Rita all approved

1. Welcome Board Members (5 mins)
2. Purpose and Overview (5 mins)- The purpose of this meeting is to discuss items and topics w/ board members and get input on future and/or pending actions that may require budgetary commitments on listed agenda items.

Mission

Sacramento Chapter of NARPM provides resources for residential property management professionals who desire to learn, grow and build relationships.

Vision

Sacramento Chapter of NARPM will be the recognized leaders in residential property management.

3. Introductions/Greetings
4. Code of Ethics - Article 8: COMMITMENT TO FIRM
The Property Manager shall act in the best interests of his or her property management Firm.

President's Report / Kesha & Jim

- A. June's Meeting Minutes
- B. Review of July News and Notes Newsletter
 - Looked good, links were not correct for mixer, comprehensive and had good info, at max readability
- C. SSHH Fundraiser Ideas >
 - Patti no longer with SSHH
 - Liquor Basket Raffle at the Vendor Fair
 - Year End Mixer & Fundraiser
 - Special Committee to organize event and plan budget
 - Kesha, Bev, Kim, Kelli
- D. Discussion of in-person board meetings > Where to meet?
 - SAR doing live meetings with Zoom, do upcoming committee meeting to test, Janet grateful for Zoom, could not attend every meeting

Vice President-Elect Report / Kim

- A. ** Motion- To charge Professional Members \$50 for local dues for 2022** Jeff 1st, Rita 2nd, all in favor
- B. 2022 Board Nominations > We need to start the process now.
 - Refer to the Chapter Success Guide for the timeline of the nomination process.
- C. Reach out to other companies to recruit nominees for the board committees.
- D. Strategic Planning Meeting > What date and location?

Treasurer Report / Nick

A. June Financial Reports & Reconciliation

- Ending bank balance June 30, 2021 \$24,456.06
- Paypal total about \$1000
- Closing old Paypal account and reopening new one, will be consolidating both
- \$270 check needing to be deposited

B. Update on Bank Change (Nick or Bev)

- Bank accounts open, online bank needs to be set up, in process of changing Paypal

C. Profitability Report > Is this being implemented this year?

Affiliate Committee Report / Rita, Yana, Donovan

A. Mixer Recap / Upcoming July Mixer > last minute details / marketing > confirmation on time of event

- Went well, turn out great
- Found new affiliate vendor from mixer
- Changed time for July mixer 4-7

B. Vendor Fair Update / Event Details for Marketing

- Seminar first? Then lunch 12-3
- Early bird grand prize
- Affiliates should not be there unless they have a booth, other associations escort unpaid affiliates out

C. Update Affiliate List in Constant Contact

- 4 Affiliates pending payment, Sid pending payment still, Nick to confirm

D. Vendor Fair Flyer > Utilize Canva for Vendor Fair Flyer

E. Vendor Fair > Proposed schedule w/ seminar.

F. Date of Next Committee Meeting

Education Committee Report / Carol, Jim, Kelli, Deborah

A. Review of upcoming classes and confirmation of speakers

- 7/27 Ted White Setting Application Standards, need to add to event calendar

B. Legal Q & A w/ Calvin Clements - August 20th

C. NARPM 2021 Annual Conference & Trade Show > Oct. 26th thru 29th > Lowes Kansa City Hotel

Who's going?

D. Marketing of NARPM's September's RMP Class > What's the plan?

- Eblast and canva

E. July - September classes and webinars > confirmation, dates changes and campaigns

- Need to solidify classes for rest of year

F. Seminar at Vendor Fair > Panel of Attorneys

G. Date of Next Committee Meeting

Membership Committee Report / Jason, Bev, Janet

A. Consolidating Professional Membership List

- Constant contact list compared to membership list is a starting point, list given to Shelby
- 2 new members
- B. Marketing campaign to recruit PM companies & PMs > Update?
- C. Professional Member Drive at Vendor Fair > Need a Marketing Campaign Idea
- D. Date of Committee Meeting

Legislation Committee Report / Bob

- A. SB832 notification document must be sent by July 31st to tenants. Form 415 with CAA

Chapter Administrator Report / Shelby

- A. Website calendar update > Update event calendar with upcoming classes and events
 - Mixer eblast Monday
 - Class for Setting Application standards eblast today
- B. Social media marketing > Utilizing Facebook for event photos and Instagram for multi-content posts for more organic audience reach

8. Next Meeting: August 11, 2021 via Zoom 9:30 – 10:30

9. Final Thoughts / Thank You

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 11:25am



Board of Directors Meeting

Wednesday, December 8, 2021

Via Zoom

CALL MEETING TO ORDER

The meeting is called to order 9:35 am.

MEMBERS

President:	Kesha Jenkins
Past President:	Rodney Luman
President Elect:	Kim Prindle
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi**
Affiliate Director:	
Affiliate Committee:	<u>Rita Anderson, Yana Carpenter / Nate Morgan,</u> Donovan Flores 2022- <u>Gabrielle Ayeni</u> <u>Deborah Henning</u> <u>Carol Quinn,</u> Kelli Dodson 2022- Aimee Carlson**
Director-at-Large (Education):	<u>Deborah Henning</u>
Education Committee:	<u>Carol Quinn,</u> Kelli Dodson 2022- Aimee Carlson**
Director-at-Large (Legislative):	Jeff Slodowitz
Legislative Chair:	Bob Thomas** 2022- <u>Michelle Debach</u> <u>Janet Regan</u>
Director-at-Large (Membership):	<u>Janet Regan</u>
Membership Committee:	<u>Jason Pickens,</u> Bev Hoeft** 2022- Jennifer Knighton
Chapter Administrator:	Shelby Challberg
Vendor Fair Committee:	<u>Jason Thompson, Yana Carpenter</u>
Consultant:	Jim Lofgren
Guest:	

Members were late** Members were absent

MINUTES – A Motion to Approve November Board of Directors Minutes was made by Kesha with a 2nd by Rod all approved

Introductions (2 minutes)

- Welcome to new Board and Committee members

NARPM Code of Ethics (1 minute)

- Property Managers shall comply with this Code and shall participate in and/or cooperate with any investigation and/or hearing conducted by NARPM® pursuant to this Code.

Approval of minutes of meeting on November 10 (1 minute)*

President's Report (5 minutes)

- Update on \$500 contribution to Sacramento Self-Help Housing
- Kesha will pick up from Nick & deliver

President- Elect's Report (20 minutes)

- 2022 Board of Directors and Committees*
- Approval of 2022 budget and calendar*
- Kim signed SAR contracts for 2022
- **Motion** to approve 2022 budget 1st Jeff, 2nd Bob, all in favor
- Approval of acting Chapter Administrator
- Bookkeeping service \$520/mo
- **Motion** to appoint Jim Lofgren as acting Bookkeeper and Chapter Administrator subject to 30 day notice of termination by either party, compensation will not exceed \$3000 total December 2021 through Feb 28, 2022, or exceeded amount \$1000 December. Jim is authorized to receive all passwords to complete this work. Rod 1st, Bob 2nd, all in favor
- Chapter Administrator \$1733/mo

Treasurer's Report (10 minutes)

- November financial statements
- \$20,233.64 total in accounts
- Update on new bank account and bank card
- Update on online payment accounts (PayPay, etc.)
- \$5 paypal Nov 10th test transfer to CVC bank worked
- Goal to get consolidated by January 1st
- Paypal must be set up in a person's name, need to provide identity documentation of beneficial ownership, only a manager- authorized to complete documents
- **Motion** to create a resolution drafted allowing Nick to be manager of paypal account.
- 1st Bev, Jeff 2nd, all in favor
- Resolution must have NARPM name, date, resolved that Nick will be the manager of the paypal account.
- Jim will create resolution, Charissa to sign today

Affiliate Committee Report (10 minutes)

- Holiday Mixer – December 9 (program and logistics)
- Nick will bring Square to tomorrow's Mixer event
- Members and Affiliates to pay \$50 for plus 1 and guests
- Mixer – February 24 (location)
- Next committee meeting

Education Committee (10 minutes)

• ***Review of past programs:***

Legal Q&A – November 19

• ***Upcoming programs:***

Complying with FTB Regulations – December 9

Annual Legal Seminar – January 13 (attorney: Puneet Singh & Marco-Anthony Yakou)

Legal Q&A – February 18 (attorney: Calvin Clements)

Lunch 'n Learn – March 15 (topic: market forecast, speaker: TBA)

- Next committee meeting

Membership Committee Report (5 minutes)

- New members (if any)
- Kim to pull member list and send to Shelby
- Update on local Chapter dues for Professional members (new benefits and dues notice)
- Monitor who is a Local member and has paid dues
- Update on membership renewals for Affiliate members (renewal notice)
- Next committee meeting

Legislation Committee (5 minutes)

- Update on Tenant Protection Program issue, City of Sacramento
- Jeff City TPP change from 1yr to 1mo, was voted down. Need to engage in the City
Need to implement more local newsletters to membership including legislative updates, scheduled 4 per year

Chapter Administrator Report (10 minutes)

- Transition of duties

Next Board meeting (1 minute)

- 9:30 – 11 am, Wednesday January 12 via Zoom

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 11:02am



Board of Directors (voting members):

President Kim Prindle, KTB Property Management

President-Elect Vacant

Past President Kesha Jenkins

Treasurer Nick Maionchi, Pacifica Properties

Secretary Charissa Graham, Sacramento Delta

Director At Large:

Robert Thomas, KTB Property Management Director

Jeff Slodowitz, Garcia Realty

Rodney Luman, Key Realty Center

Committees:

Education Committee Chair Aimee Carlson, One Nest Real Estate

(Co-Chair) Kelli Dodson, Law Offices of Kimball, Tirey & St. John

Membership Committee Chair and Membership Mentor Shelby Challberg, Sacramento Delta

(Co-Chair) Jennifer Knighton, ServiceMaster Restoration By Elite

Legislation Committee Michelle Debach, Placer Property Management

Affiliates Committee:

Donovan Flores, American Leak Detection (Chair) (mixers, RPM Expo, Gabrielle Ayeni, Fairest Cleaning & Restoration

(Co-chair) (Sponsorships) Bev Hoeft, Central Valley Community Bank

(Co-chair) Bev Hoeft,

(Luncheon subcommittee) Michelle Wight (Luncheon Subcommittee) Rita Gordon-Anderson, DH Construction

(Expo Subcommittee) Jason Thompson, S & G Carpet and More (Expo Subcommittee



Board of Directors Meeting

Wednesday, November 10, 2021

Via Zoom

CALL TO ORDER

The meeting was called to order at 9:31 am.

MEMBERS

President:	Kesha Jenkins
Past President:	<u>Rodney Luman</u>
President Elect:	Kim Prindle
Secretary:	Charissa Pickens
Treasurer:	<u>Nick Maionchi</u>
Director-at-Large (Education):	<u>Deborah Henning</u>
Director-at-Large (Legislative):	<u>Jeff Slodowitz</u>
Director-at-Large (Membership):	<u>Janet Regan</u>
Affiliate Director:	
Affiliate Committee:	Rita Anderson, <u>Yana Carpenter</u> , Nate Morgan, Donovan Flores
Education Committee:	<u>Carol Quinn</u> , Kelli Dodson
Legislative Chair:	<u>Bob Thomas</u>
Membership Committee:	Jason Pickens, Bev Hoeft
Vendor Fair Committee:	<u>Jason Thompson</u> , <u>Yana Carpenter</u>
Chapter Administrator:	Shelby Challberg
Consultant:	Jim Lofgren
Guest:	AJ Shepard, NARPM Regional VP

Members who were late** Members who were absent

MINUTES – A Motion to Approve October Board of Directors Minutes was made by Bev with a 2nd by Kim. Motion approved.

1. **Welcome Board Members** (5 mins)

2. **Purpose and Overview** (5 mins)- The purpose of this meeting is to discuss items and topics w/board members and get input on future and/or pending actions that may require budgetary commitments on listed agenda items.

Mission: Sacramento Chapter of NARPM provides resources for residential property management professionals who desire to learn, grow and build relationships.

Vision: Sacramento Chapter of NARPM will be the recognized leaders in residential property management.

3. Introductions/Greetings

4. Code of Ethics - Article 12: COMPLIANCE AND ENFORCEMENT

The Property Manager shall comply with this Code and shall participate in and/or cooperate with any investigation and/or hearing conducted by NARPM® pursuant to this Code.

President's Report / Kesha & Jim

- Review of November Newsletter
- Separate Holiday Party announcement
- Add Newsletter to website & social media
- Approval of Donation of \$500 to Sacramento Self Help Housing (\$350 already collected from raffle, need to request \$150 more) Who do we send the check for the donation to?
- **Motion by Kesha approve additional \$150 to send to Sac Self Help, total \$500, 1st by Bev & 2nd Rita**

Vice President-Elect Report / Kim

- Proposed 2022 budget
- Need proposal from Brian at SAR
- Proposed 2022 calendar
- Rental PM Expo September 22nd 9-3
- Need to add Mixers
- 2022 Professional Member Local Chapter Dues Update
- Working on glitch with PayPal
- Chapter Administrator plan for 2022
- 2022 Chapter Board members
- Need a president elect
- Nick: treasurer, Charissa Secretary
- Jeff: Education mentor with Aimee Carlson and Kelli co-chair
- Bob: Legislative with Michelle Debach co-chair
- Shelby: Membership with Jennifer Knighton co-chair
- Bev: Events with Donovan
- Nate next year?
- Others interested: Gabrielle -Fairest & Justin - National Tenant Network
- Rita & Jason: Rental PM Expo

Treasurer Report / Nick

- October Financial & Reconciliation Reports
- 10/31/21 we had \$20,524.39 in bank, PayPal \$2,337.25
- Update payments with new Bank credit card
- Approval of signers for Central Valley Community Bank
- Kesha, Nick, Charissa. Kim is on new account, need to remove Kesha.
- Statement of Information refile with current officers

Affiliate Committee Report / Rita, Yana, Donovan

- Holiday Mixer on December 9
- Invite on Newsletter
- 2022 Affiliate Local Chapter Dues Update

- \$200 dues, notice needs to go out asap
- Next Affiliate Committee meeting

Education Committee Report / Carol, Jim, Kelli, Deborah

- Legal Q&A with attorney Puneet Singh of PKS Law Group – November 19 via Zoom
- Franchise Tax Board Withholding Webinar – December 9
- Need help to host screen share; Shelby will help
- Annual Legal Seminar with attorney Puneet Singh? Jim will reach out to her

Membership Committee Report / Jason, Bev, Janet

- New Members

Legislation Committee Report / Bob

- New laws for 2022

Chapter Administrator Report / Shelby

- PayPal Changes

5. **Next Meeting:** December 8, 9:30 – 10:30 am via Zoom

6. Final Thoughts / Thank You

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 11:24 am.