



National Association of Residential Property Managers

**SAN DIEGO NARPM**  
**2014 Planning Meeting Minutes**  
**January 5, 2014**  
**11:30 am - 1:30 pm**

**Broken Yolk Restaurant – Carmel Mountain Ranch**

**Present:** Bob Davie - President  
Jennifer Newton- Vice President  
Steve Welty - Treasurer  
Lisa Fore – Executive Secretary  
Tammy Byant – Immediate past president  
Pam Neillo- Membership Committee Co-Chair  
Cheryl Berkson – Legislative/Education Chair  
Michael - Technology Chair

Meeting starts 11:35

1. Welcome and Introductions
  - a. Jennifer Newton accepts move from speaker chair to VP
  - b. Michael Braddon accepts new position as technology chair
  - c. Amanda Gresiak (not present) willing to accept position as Ombudsman
2. Discuss Vision and Mission for 2014. The value of membership in our organization.
  - a. Discussed various ideas but for now tabling specifically how we are going to reach our goals with regards to the Association of Realtors in 2014
3. Bylaws key points reviewed so all board members and committee chairs have an understanding of our bylaws, certain rules which need to be followed, and voting rights.
4. Went through a summary of our current bylaws and SD Narpn operations
  - a. We have 66 current members, 1 life member. 47 professional membership (active members), 16 associate members and 2 support staff members.
  - b. Two separate types of affiliate, national (ie...CIC local and national members) and local member affiliates which join at a cost of \$120 a member.
  - c. Discussed streamlining the new member and affiliate process. Term of membership Jan 1 - Dec 31.
  - d. Executive Meeting shall meet at the same amount of time in which we have chapter meetings.
  - e. Keep same price as \$20 for members to meeting and \$30 for non-members.

- f. Discussed new members and buddy them up with someone. Have a handout out for when they arrive and a follow up at the end of the meeting with perhaps offer a sign up now discount for signing up for the first meeting.
  - g. If a member brings an associate from their company then they pay \$20.
  - h. Look at a discount for multiple members in one office discount.
  - i. No vote needed on Bylaws - no changes being made
- 5. Financial Report
  - a. Reviewed P&L and balance sheet - organization we netted \$632.96, current bank balance \$18,398.97
  - b. Financial condition moving forward into 2014 - Steve to look into making sure we are operating as a non-profit organization
  - c. Budget for 2014 is reflective of our number for 2013
- 6. 2014 Meeting Schedule
  - a. Meeting dates - Continue with the 3rd Wed of each month with July being days
  - b. Ideas
    - i. 3 way tie out accounting, reports, and compliance
    - ii. Mediation Education
    - iii. Contract Clauses
    - iv. Auditing - preparing for an audit
    - v. Employee Benefits packages
    - vi. HR
    - vii. Code of conduct
- 7. Affiliate Chair - educating the affiliates on how to get the most out of NARPM maybe have a meeting with affiliates
- 8. Morning Monthly conference calls for Board and quarterly face to face
- 9. Bob to be responsible for meeting facility for membership. Secured through 2014
- 10. Discussed if evite the best solution for our meetings. Membership responsible for evite. Tammy will be responsible for any new members and affiliates and guests to be entered into evite. Decided to continue with evite
- 11. Discussed name tags for all members.

Meeting Adjourned 1:37pm



National Association of Residential Property Managers

## SAN DIEGO NARPM

Board Meeting Minutes

February 3, 2014

8:00 am Conference Call

### Present:

Bob Davie  
Jennifer Newton  
Steve Welty  
Lisa Fore  
Cheryl Berkson  
Michael Braddon  
Tammy Bryant  
Bob Bixel  
Dathan Kern

### Absent:

Pam Neillo  
Amanda Gresiak  
Becky Granger

### Minutes

1. *Secretary Report:* Previous meeting minutes - Tammy makes motion to approve and Cheryl seconds. Minutes approved
2. *Treasurers Report:* \$18814.31 Balance, good amount of vendors still need to pay yearly fee and a couple for lunch. Dathan said Onsite Properties wasn't sure if they were going to renew and Serve Pro is not renewing said they have not benefited from his membership. Dathan sent out a really good letter about not just showing up as an affiliate but being involved and being engaged. Completely switched over the account, still with union bank, same account number, Steven is now an assigner as well as Bob Davie and Jennifer Newton now added on and Tammy Bryant removed
3. *Vice President Report:* Jennifer absent; Bob Davie gave report on her behalf. Having someone come speak to us about the concept of triple tie out on accounting to give the members understanding. Jennifer has a gal speaking at CalNarpm who she is trying to get to speak at our meeting Feb. Also working on David Bright, who is a mediator, to come speak on how to properly prepare for mediation. If he does not speak in Feb then more than likely March. Also have the law office of David Owens speaking in March on legal updates with a defense attorney speaking and a paralegal speaking on local court changes.

4. *Past Presidents*: No report
5. *Omnibudsmen*: No report. Scott Colbert may be an issue as he is not showing up on Narpn National but continues to show up as a member for our chapter. He is also not showing up on Association of Realtors or DRE website
6. *Presidents Report*: Narpn national had a board of directors meeting which set aside funds for each chapter to create an incentive program. Chapter compliance submitted before the deadline. Retention of every membership in each chapter will receive \$10 per member. Bob discussed available national grants. National created a chapter mentor program. 4669 National members as of Dec 31st. Discussed having an ambassador that reaches out to those people who sign up.
7. *Membership Report*: Discussed advertizing in the UT for upcoming events to pull additional members. Discussed flyers for different events to pull new members. Tyler offered to contact all our professional members to encourage them to join our meetings and find out why some are not showing up. Tammy made suggestion about us making a presence at upcoming tradeshow. Bob Bixel to put together an ambassador type program to follow up more consistently with new members.
8. *Education/Legislative*: Gathering a list of good topics for upcoming meetings. Cheryl committed to continuing to provide the most up-to-date info for the group
9. *Hospitality Report*: None
10. *Technology*: He has made several revisions to our existing website for the chapter...
  - a. Membership tab is not open for us to revise as this info comes directly from NARPM national
  - b. Affiliates tab is in the process of being updated
  - c. About tab can be revised with photos and text, if provided
  - d. Adding a linked in or Facebook area is possible, so he's working on it
  - e. Pay Pal or Pay Lease button may be able to be added so members and affiliates can pay online
11. *New Business/Old Business*:
  - a. Realtor Expo coming up - we should attend North County Board of Realtors - Tammy will approach them to see what level they have in partnering with our group San Diego Board of Realtors - Bob will approach them to see what level they have in partnering with our group.
12. *Meeting Adjourned*: 9:00 am



National Association of Residential Property Managers

**SAN DIEGO NARPM**  
**Regular Board Meeting Minutes**  
**September 10, 2014**  
**8:00AM**

**Present**

Bob Davie	President
Jennifer Newton	Vise President
Lisa Fore	Secretary
Steve Welty	Treasurer
Tammy Bryant	Past President
Amanda Gresiak	Ombudsman
Cheryl Berkson	Legislative/Education
Michael Braddon	Technology
Pam Neillo	Membership
Dathan Kern	Affiliates

1. Secretary's Report
  - a. Cheryl made a motion to approve the previous meeting minutes, Jennifer seconded motion. Prior meeting minutes approved.
2. Treasurers Report
  - a. Currently at \$20167.32. No upcoming bills other than lunch and normally expenses. Cheryl will be submitting invoice for paper used for packets to members. State filing - Steve will be getting together with Bob Davie to take care of.
3. Ombudsman Report
  - a. No issue to report
4. Vise President's Report
  - a. Attendance has increased dramatically over the last couple months. We are at 75 members at this point. Discussed having an open discussion with selected topics sent to members prior to meetings. Moving to a format of bi-monthly or quarterly open discussion topics and speakers around that.
  - b. Meetings Topics:
    - i. January – NARPM "Basics"
    - ii. February – Brenda Bryan
    - iii. March – David Owens
    - iv. April – David Bright
    - v. May – Rhonda Babcock
    - vi. June – Round Table
    - vii. July - Dark
    - viii. August - David Owens
    - ix. September – Open Discussion
    - x. October – Melissa Prandi?
    - xi. November – Insurance / Risk Mitigation

xii. December – Holiday Luncheon

5. Past President's Report

- a. No Report

6. President's Report

- a. National and Regional News
- b. Reorganization of the region. CA is now its own "pacific" region with approx. 13 chapters. Keith Becker will be RVP (out of Santa Rosa) for 2015. We will be inviting him to speak to our group next year.
- c. Survey went out recently. Member Services is using the responses to those surveys to complete a strategic planning session to help improve NARPM for all members. Please complete survey if not done already.
- d. Broker/Owner is in Vegas (at the Flamingo) on 2/26-28, 2015. Will continue to have "PM 101" for a ½ day session on day one. Will be introducing the "Chapter Mentor" program as well as a revised "New Member Mentor" program.
- e. National Convention in Minneapolis (Oct. 22-24) is still taking registrations. Vendors have sold out.
- f. Casey is the new National Communication chair. She oversees the local chapter websites and has involvement in the national website, which has been completely re-vamped. Looks GREAT! She also oversees what local chapters and national can do regarding social media
- g. Professional development staff are auditing all courses and classes and re-vamping them for roll-out in 2015.
- h. Cal-NARPM conference will be in Napa March 24-27, 2015

7.

- a. No Report
- b. No Report
- c. No Report
- d. Would like to send out evite by the 7th of the month. People start to get anxious asking if we are still having a meeting. About 125
- e. No Report
- f. No Report
- g. No Report
- h. No Report

8. Meeting Adjourned 10:05am



National Association of Residential Property Managers

## **SAN DIEGO NARPM**

**Board Meeting Minutes**

**December 8, 2014**

**8:00 am Conference Call**

### **Board Members Present:**

Tammy Bryant  
Steve Welty  
Bob Davie  
Amanda Gresiak  
Lisa Fore

### **Committee Members Present:**

Michael Braddon  
Brandon McKee  
Dathan Kern  
Julie Kern  
Cheryl Berkson

Meeting called to order at 8:03am

1. President's Report - 4<sup>th</sup> and final meeting of the year. National dues are due and deadline is coming up for the \$50 discount. Reminder Broker owner and CalNarpm meetings coming up if you have not already registered. Reviewed meetings this past year.
2. Cheryl Berkson – Group is growing and very supportive. Will continue to do same packages moving forward this year. Will have new laws for the year hopefully done for Jan meeting if not definitely for Feb meeting.
3. Brandon McKee – introduced as the newest board member of the board as our publicity chair.
4. Bob Davie (President's Report Cont.) – discussed the changes that Michael has made to our website but the restrictions he is facing. Looking on how we can make some additional changes moving forward. May possibly need to separate from Narpm National's format and obtain our own site so we have the ability to customize it and bring more functions to our website.
5. Treasurer's Report –Melissa Prandi cost us about \$1000-1200 bringing her in. Fee for her speak was about \$400-500 plus accommodations.
6. Past President's Report - Very pleased over this past year and looking forward to the upcoming year.

7. Ombudsman Report – Nothing to report.

8. Michael Braddon's Report– Nothing to report

9. Julie Kern and Dathan Kern's Report – Currently have 19 affiliate members. 10 of those came from the last half of the year, had a surge of new sign ups.

10. Lisa Fore makes a motion to pass the last meeting minutes, Tammy seconds motion, and previous meeting minutes passed.

11. Tammy makes a motion for Mimi's café for the December holiday luncheon. Lisa second's motion, motion passed.

12. Discussed upcoming meeting ideas for 2015. Discussed we may face overgrowing our meeting space this year so we will have to look at changing facilities.

Meeting adjourned at 9:04am