#### NARPM - SANTA CLARA COUNTY CHAPTER BOARD of DIRECTORS MEETING

Thursday March 7, 2019 – 12:00pm-1:30pm

#### **MINUTES**

**Board Members present**: Sarah Riqueros (President), Brad Bonnifield (Past President), Brad Abbott (Treasurer), David Hunt (Director at Large)

Board Members Absent: Chris Cossitor (Director at Large), Joi Walker (Secretary)

#### **Executive Committee / Leadership Team Members present:**

Maria Neumann (Communications Co-Chair / Social Media), Greg Goodman & Marc Wood (Affiliate Co-Chair / Fundraiser Chair), Nancy Penaloza (Communication Co-Chair)

Executive Committee /Leadership Team Members Absent: Andrea Caldwell, Bob Basso Sandy Adams, Robert Collins, Lisa Goodman, Sean McCarthy

Meeting called to order at: 12:20 PM by President Sarah Riqueros.

**Approval of Minutes** – February 2019 Minutes. Motion to approve by Brad Bonnifield with change from \$1,500 to \$500 on donation to Sunday Friends, Seconded by Brad Abbott, Motion Carried.

#### **Treasurer's Report** (Brad Abbott):

- Paid members: 39 Free Members: 2 Staff Members: 2
- New Members: 0 New Affiliates: 0
- Paid Affiliates: 31 Free non-profit Affiliates: 4
- Bank balance: \$20,666.83
- Discussion regarding paypal payment transfers in Quickbooks which needed to be corrected. Deposits from paypal had to be voided and entered as bank transfers.
- Discussed getting a P.O. Box for important Chapter mail.

#### **Affiliate Report:** (Marc Wood & Greg Goodman)

- Affiliate meeting was good, but not well attended by property managers.
- Discussed whether or not to keep affiliate meetings and how to draw more property managers.

#### **Membership** (Lisa & Chris-absent)

- Discussed new prospects; Dan Ford and CertaPro Painters
- Discussed sponsorship ideas

#### **Education:** (Andrea Caldwell-absent)

- Discussion on contacting Vanessa at SCCAOR regarding having a property management class sponsored by NARPM or partnering together to hold a class.
- Discussed sharing speakers with East Bay /Contra Costa Chapter i.e. Vickie Gaskill and Jim Roman to piggyback speaker travel.
- Designation Course: Personnel Procedures Essentials Hiring and Firing
- Scheduled for August 13, 2019, Presenter: Vickie Gaskill, MPM RMP
- Flyer from National (We must create?)

Time: 9 am – 4 pm How to address expansion of people, and when to hire and fire.

Website: (Chris Cossitor-absent)

#### **President's Notes:**

- Discussed various Sunday Friends events and how to donate our time in July
- Chapter Compliance/Excellence Discussion Brad B to complete by deadline
- Discussed NARPM Accounting Standards

#### **Key-Speaker Schedule:**

- March 21<sup>st</sup>: Chrysztyna Rowek
- April 18<sup>th</sup>: Charlene Minor, MPM<sup>®</sup> RMP<sup>®</sup> (Pacific/ PI RVP)
- May 16<sup>th</sup>: Tom Sedlack (Tent.)
- June 20<sup>th</sup>: TBD
- July 18<sup>th</sup>: TBD
- August 13<sup>th</sup>: DESIGNATION CLASS: <u>Personnel Procedures Essentials Hiring and Firing</u>
- August 15<sup>th</sup>: Vickie Gaskill, MPM<sup>®</sup> RMP<sup>®</sup>, (Past President)
- September 19<sup>th</sup>: Ray Scarbosio (Tent.)
- October 24<sup>th</sup>: Brian Chong ~ Avoid Paying Taxes When Selling a Rental Property
- November 21<sup>th</sup>: TBD
- December 11<sup>th</sup>: Christmas Party

Meeting Adjourned 1:35 PM.

Respectfully submitted,

Brad Bonnifield, Past President for Joi Walker, Secretary

#### NARPM - SANTA CLARA COUNTY CHAPTER BOARD of DIRECTORS MEETING

Thursday January 3, 2019 – 12:00pm-1:30pm

#### **MINUTES**

**Board Members present**: Sarah Riqueros (President), Brad Bonnifield (Past President), Lisa Goodman (Director at Large), Joi Walker (Secretary), Brad Abbott (Treasurer), Chris Cossitor (Director at Large), David Hunt (Director at Large)

Board Members Absent: none

#### **Executive Committee / Leadership Team Members present:**

Andrea Caldwell, Maria Neumann, Marc Wood, Chris Cossitor, Lisa Goodman, Nancy Penaloza

Guests Present: Rob Buffington

Executive Committee /Leadership Team Members Absent: Bob Basso (Affiliate Co-Chair), Sean McCarthy, Sandy Adams, Greg Goodman, Robert Collins

Meeting called to order at: 12:11 PM, by President Sarah Riqueros

**Approval of Minutes:** December 2018 Minutes. Motion to Approve as Written, Seconded, Motion Carried

#### **Treasurer's Report** (Brad Abbott):

• Paid members: 26 Free Members: 2 Staff Members: 2

• New Members: 1 New Affiliates: 0

• Paid Affiliates: 20 Free non-profit Affiliates: 4

• Bank balance: 12,592.85

o MOTION: Donate \$500 to Sunday Friends – Made, Seconded, Carried

#### **Affiliate Report:** (Greg Goodman & Marc Wood)

- Affiliate meeting will be in February, Shredding company engaged?
- Table Sponsors Booked

#### Membership (Lisa Goodman & Chris Cossitor)

How can we increase engagement?

#### **President's Notes:**

- Shred Day at Affiliate Meeting
- Website update
  - o Board and Chapter meetings to be on calendar
  - o Chris and Lisa to work on new photos for website
- Discuss updating of Bylaws to allow electronic meetings Joi to check bylaws
  - o Send-out Cards Continue with grant?

**Education:** (Andrea Caldwell)

#### Designation Course: Personnel Procedures Essentials – Hiring and Firing

- May 14<sup>th</sup>, 2019, 9:00 AM to 4:00 PM
- Flyers from National Andrea to coordinate

#### **Key-Speaker Schedule:**

- January 17<sup>th</sup>: John Bradford
- February 21<sup>st</sup>: Affiliate Meeting Shred Day
- March 21<sup>st</sup>: Chrysztyna Rowek
- April 18<sup>th</sup>: Charlene Minor, MPM<sup>®</sup> RMP<sup>®</sup> (Pacific/ PI RVP)
- May 14<sup>th</sup>: DESIGNATION CLASS: Personnel Procedures Essentials Hiring and Firing
- May 16<sup>th</sup>: Tom Sedback (Tent.)
- June 20<sup>th</sup>: TBD
- July 18<sup>th</sup>: TBD
- August 16<sup>th</sup>: Expert Panel (Tent.)
- September 20<sup>th</sup>: Ray Scarbosio (Tent.)
- October 25<sup>th</sup>: Brian Chong ~ Avoid Paying Taxes When Selling a Rental Property
- November 15<sup>th</sup>: TBD
- December 11<sup>th</sup>: Christmas Party

#### NARPM - SANTA CLARA COUNTY CHAPTER BOARD of DIRECTORS MEETING

Thursday February 7, 2019 – 12:00pm-1:30pm

#### **MINUTES**

**Board Members present**: Sarah Riqueros (President), Brad Bonnifield (Past President), Joi Walker (Secretary), Brad Abbott (Treasurer), Chris Cossitor (Director at Large)

Board Members Absent: David Hunt (Director at Large)

#### **Executive Committee / Leadership Team Members present:**

Maria Neumann (Communications Co-Chair / Social Media), Greg Goodman & Marc Wood (Affiliate Co-Chair / Fundraiser Chair), Chris Cossitor (Co-Membership Chair), Lisa Goodman (Co-Membership & Social Media Chair), Sean McCarthy (Grant Chair), Nancy Penaloza (Communication Co-Chair)

Executive Committee /Leadership Team Members Absent: Andrea Caldwell, David Hunt, Bob Basso Sandy Adams, Robert Collins

Meeting called to order at: 12:15 PM by President Sarah Riqueros.

**Approval of Minutes** – January 2019 Minutes. Motion to approve as written, Seconded, Motion Carried

#### Treasurer's Report (Brad Abbott):

• Paid members: 38 Free Members: 2 Staff Members: 2

• New Members: 2 New Affiliates: 0

• Paid Affiliates: 26 Free non-profit Affiliates: 4

Bank balance: \$20,235.84Shred Day at Affiliate Meeting

#### **Affiliate Report:** (Marc Wood & Greg Goodman)

- Affiliate meeting: 2/21/19
- Further discussion on Affiliate Meeting?
- Gift cards for PM raffle (Brad B.)
- Table Sponsors Booked except for April & June

#### **Membership** (Lisa & Chris)

- New Members Lisa will check on National At Large members
- New Affiliates Lisa will update at next meeting

#### **Education:** (Andrea Caldwell)

- Designation Course: Personnel Procedures Essentials Hiring and Firing
- Scheduled for August 13, 2019, Presenter: Vickie Gaskill, MPM RMP
- Flyer from National (We must create?)

Time: 9 am – 4 pm How to address expansion of people, and when to hire and fire.

#### **Website:** (Chris Cossitor)

- Updates
- Website update website is up to date
  - o Joi to post Board meetings posted on calendar

#### Lisa and Nancy to post event photos

#### Grants: (Sean)

- Post Cards
- Membership Mixer
- Affiliate Pamphlets
- Designation Course

#### **President's Notes:**

- Presentation of check to Sunday Friends \$500 (Chris to call SF to attend February Meeting)
- Chapter Compliance/Excellence Discussion
- Possible Speaker Topic: Stacy Weber Empowerment Coach?

#### **Key-Speaker Schedule:**

- February 21<sup>st</sup>: Affiliate Meeting Shred Day
- March 21<sup>st</sup>: Chrysztyna Rowek
- April 18<sup>th</sup>: Charlene Minor, MPM<sup>®</sup> RMP<sup>®</sup> (Pacific/ PI RVP)
- May 16<sup>th</sup>: Tom Sedlack (Tent.)
- June 20<sup>th</sup>: TBD
- July 18<sup>th</sup>: TBD
- August 13<sup>th</sup>: DESIGNATION CLASS: <u>Personnel Procedures Essentials Hiring and Firing</u>
- August 15<sup>th</sup>: Vickie Gaskill, MPM<sup>®</sup> RMP<sup>®</sup>, (Past President)
- September 19<sup>th</sup>: Ray Scarbosio (Tent.)
- October 24<sup>th</sup>: Brian Chong ~ Avoid Paying Taxes When Selling a Rental Property
- November 21<sup>th</sup>: TBD
- December 11<sup>th</sup>: Christmas Party

Respectfully submitted,

Joi Walker Secretary

#### NARPM - SANTA CLARA COUNTY CHAPTER BOARD of DIRECTORS MEETING

Thursday August 1, 2019 – 12:00pm-1:30pm

#### **MINUTES**

**Board Members present**: Sarah Riqueros (President), David Hunt (President Elect), Brad Bonnifield (Past President), Lisa Goodman (Director at Large), Joi Walker (Secretary), Brad Abbott (Treasurer),

Board Members Absent: Chris Cossitor (Director at Large)

#### **Executive Committee / Leadership Team Members:**

Andrea Caldwell (Certification/Education), Maria Neumann (Communications Co-Chair / Social Media), Marc Wood (Affiliate Co-Chair / Fundraiser Chair), Lisa Goodman (Co-Membership & Social Media Chair)

Executive Committee /Leadership Team Members Absent: Bob Basso, Greg Goodman, Sandy Adams, Robert Collins, Chris Cossitor, Sean McCarthy, Nancy Penaloza

Meeting called to order at: 12:19 PM by President Sarah Riqueros.

#### Approval of Minutes - July 2019

Motion for approval as written, Seconded, Motion Carried

#### Treasurer's Report (Brad Abbott):

• Paid members: 51 Free Members: 2 Staff Members: 2

• New Members: 0 New Affiliates: 1

• Paid Affiliates: 41 Free non-profit Affiliates: 4

• Bank balance: \$25,322.20

#### **Affiliate Report:** (Marc Wood & Greg Goodman & Andrea)

- Sponsors:
  - o Table
  - Membership Drive Mixer at Mexico Lindo, September 18, \$200 sponsorships, cost to chapter \$25 per person
  - o Holiday Party Joi Walker to Chair

#### **Membership** (Lisa & Chris)

- New Members National At Large members
- New Affiliates
- Newsletter August meeting will have raffle prizes for diapers and backbacks

**Education:** (Andrea Caldwell)

- Designation Course: Personnel Procedures Essentials Hiring and Firing
- Scheduled for August 13, 2019, Presenter: Vickie Gaskill, MPM RMP
- Flyer from National
- Currently 7 sign ups

#### Website: (Chris Cossitor) Absent

- Updates
- Website update
  - o Board meetings posted on calendar? (Joi)
  - o Event photos posted? (Lisa)

#### Grants: (Sean) Absent

- Post Cards
- Membership Mixer Sept. 18<sup>th</sup> 5:00-7:00PM discussion of raffling off local & national dues
- Affiliate Pamphlets
- Designation Course

#### **President's Notes:**

• 25<sup>th</sup> Anniversary for SCC NARPM – Meeting / Discussion

#### **Key-Speaker & Event Schedule:**

- August 13<sup>th</sup>: DESIGNATION CLASS: <u>Personnel Procedures Essentials Hiring and Firing</u>
- August 15<sup>th</sup>: Vickie Gaskill, MPM<sup>®</sup> RMP<sup>®</sup>, (Past President)
- September 19<sup>th</sup>: Ray Scarbosio
- October 24<sup>th</sup>: 25<sup>th</sup> Anniversary Past President's Event
- November 21<sup>th</sup> Jason Hull, (Door Grow) Management Can Change the World.
- December 11<sup>th</sup>: Holiday Party

Meeting Adjourned 1:15 PM

Respectfully submitted,

Joi Walker Secretary

#### NARPM - SANTA CLARA COUNTY CHAPTER BOARD of DIRECTORS MEETING

Thursday June 6, 2019 – 12:00pm-1:30pm

#### **MINUTES**

**Board Members present**: Sarah Riqueros (President), David Hunt (President Elect), Joi Walker (Secretary), Brad Abbott (Treasurer)

**Board Members absent:** Brad Bonnifield, Lisa Goodman, Chris Cossitor

#### **Executive Committee / Leadership Team Members present:**

Andrea Caldwell (Certification/Education), Maria Neumann (Communications Co-Chair / Social Media), Greg Goodman (Affiliate Co-Chair), Sean McCarthy (Grant Chair),

**Executive Committee /Leadership Team Members absent**: Bob Basso, Brad Bonnifield, Nancy Penaloza, Marc Wood, Chris Cossitor, Lisa Goodman, Sandy Adams, Robert Collins

Meeting called to order at: 12:19 PM by President Sarah Riqueros.

**Approval of Minutes** – May 2019 Minutes – Motion to approve as written, Made, Seconded, Approved

#### **Treasurer's Report** (Brad Abbott):

• Paid members 50 Free Members: 2 Staff Members: 2

• New Members: 0 New Affiliates: 1

• Paid Affiliates: 40 Free non-profit Affiliates: 4

• Bank balance: \$19289.85 (bank) + \$5880 (paypal) = \$\$25,170.00

#### **Affiliate Report:** (Marc Wood & Greg Goodman)

- Table Sponsors Booked
- Sponsors for Charity Event & Mixer Discussion

**Membership** (Lisa & Chris) – Absent, no report

#### **Education:** (Andrea Caldwell)

- Designation Course: Personnel Procedures Essentials Hiring and Firing
- Scheduled for August 13, 2019, Vickie Gaskill, MPM RMP, at C21 Alpha
- Andrea to get flyer from National
- Time: 9 am 4 pm How to address expansion of people, and when to hire and fire.

#### Website: (Chris Cossitor) - Absent

- Updates
- Website update
  - o Board and Chapter meetings are posted on calendar
  - o Event photos posted? (Lisa)

#### Grants: (Sean)

- Post Cards
- Membership Mixer September
  - o Affiliate sponsors up to 5 at \$100
  - o Additional affiliates welcome with 2 property managers
- Affiliate Pamphlets requested from National
- Designation Course
- Charity event could be followed by get together at Andrea's house, offered by Andrea

#### **President's Notes:**

• 25<sup>th</sup> Anniversary for SCC NARPM – Meeting / Discussion

#### **Key-Speaker Schedule:**

- June 20th: Anil Babbar, VP Public Affairs of CAA
- July 18<sup>th</sup>: Charity Event (Dave)
- August 13<sup>th</sup>: DESIGNATION CLASS: <u>Personnel Procedures Essentials Hiring and Firing</u>
- August 15<sup>th</sup>: Vickie Gaskill, MPM<sup>®</sup> RMP<sup>®</sup>, (Past President)
- September 19<sup>th</sup>: Ray Scarbosio (Tent.)
- October 24<sup>th</sup>: 25<sup>th</sup> Anniversary Past President's Event
- November 21<sup>th</sup>: TBA (Poss. Propertyware)
- December 11<sup>th</sup>: Holiday Party

Adjourned: 1:15 PM

Respectfully submitted,

Joi Walker Secretary

#### NARPM - SANTA CLARA COUNTY CHAPTER BOARD of DIRECTORS MEETING

Thursday September 5, 2019 – 6:15pm - 7:00pm

#### **MINUTES**

**Board Members present**: Sarah Riqueros (President), David Hunt (President Elect), Brad Bonnifield (Past President), Lisa Goodman (Director at Large), Joi Walker (Secretary), Brad Abbott (Treasurer), Chris Cossitor (Director at Large)

Board Members Absent: none

#### **Executive Committee / Leadership Team Members present:**

Andrea Caldwell (Certification/Education), Maria Neumann (Communications Co-Chair / Social Media), Greg Goodman (Affiliate Co-Chair / Fundraiser Chair), Chris Cossitor (Co-Membership Chair), Lisa Goodman (Co-Membership & Social Media Chair), Nancy Penaloza (Communication Co-Chair)

Executive Committee /Leadership Team Members Absent: Bob Basso (Affiliate Co-Chair), Marc Wood (Affiliate Co-Chair / Fundraiser Chair), Sandy Adams (Legislative - State/National News), Robert Collins (Web-site Chair Sean McCarthy (Grant Chair)

Meeting called to order at: 6:20 PM by President Sarah Riqueros.

**Approval of Minutes** – August 2019 Minutes – Correction: Chris Cossitor as absent (now corrected) MOTION to Approve with Correction above, Seconded, Motion Carried

#### Treasurer's Report (Brad Abbott):

• Paid members: 51 Free Members: 2 Staff Members: 2

• New Members: 0 New Affiliates: 1

Paid Affiliates: 41 Free non-profit Affiliates: 4
Bank balance: \$22,356.39+\$815.29=\$23171.68

#### **Affiliate Report:** (Discussion)

- Sponsors:
  - Table all Months have sponsors through the end of the year
  - Membership Drive September 18, Greg to talk to affiliates, FB invite, Gift Cards to auction off from the chapter, reach out to at-large members, MOTION \$250 for 5 \$50 cards, Free entry for music provider: Al at Carpetworks
  - O Holiday Party Dec. 11 Joi Walker Chair, will ask for committee volunteers
    - Lions to Provide Casino night
    - Photo booth Maria Water Damage volunteered as a sponsor
    - 2 tickets for Music Provider

#### **Membership** (Lisa & Chris)

- New Members National At Large members outreach
- Newsletter will advertise October speaker

#### Website: (Chris Cossitor)

- Website update
  - o Board meetings are posted on calendar
  - Event photos are posted

#### **Grants:**

- Post Cards
- Membership Mixer September 18<sup>th</sup> Received \$500 grant
- Affiliate Pamphlets
- Designation Course

#### **President's Notes:**

- 25<sup>th</sup> Anniversary for SCC NARPM Meeting / Discussion
- Diaper / Backpack Drives Sunday Friends donation
  - o MOTION: Donation of \$500 to Sunday Friends, Seconded, Motion Carried

#### **Key-Speaker & Event Schedule:**

- September 19<sup>th</sup>: Ray Scarbosio
- October 24<sup>th</sup>: 25<sup>th</sup> Anniversary Past President's Event
- November 21<sup>th</sup> Jason Hull, (Door Grow) Management Can Change the World.
- December 11<sup>th</sup>: Holiday Party

Adjourned at 7:45 PM

Respectfully submitted, Joi Walker Secretary

#### NARPM - SANTA CLARA COUNTY CHAPTER BOARD of DIRECTORS MEETING

Thursday November 7, 2019 – 12:00pm – 1:30pm

#### **MINUTES**

**Board Members present**: Sarah Riqueros (President), David Hunt (President Elect), Brad Bonnifield (Past President), Joi Walker (Secretary), Brad Abbott (Treasurer), Chris Cossitor (Director at Large)

Board Members Absent: Lisa Goodman

#### **Executive Committee / Leadership Team Members present:**

& Marc Wood (Affiliate Co-Chair / Fundraiser Chair), Chris Cossitor (Co-Membership Chair), Sean McCarthy (Grant Chair)

Executive Committee /Leadership Team Members Absent: Bob Basso, Lisa Goodman, Andrea Caldwell, Maria Neumann, Sandy Adams, Robert Collins, Greg Goodman, Nancy Penaloza

Meeting called to order at: 12:31 PM by President Sarah Riqueros.

#### **Approval of Minutes** – October 2019

MOTION to approve as written, Seconded, motion carried.

#### **Treasurer's Report** (Brad Abbott):

• Paid members: 51 Free Members: 2 Staff Members: 2

• New Members: 0 New Affiliates: 1

• Paid Affiliates: 43 Free non-profit Affiliates: 4

• Bank balance: \$22,283.55

2019 Budget Review - Convention / Discussion

MOTION: Current budget reimburses President & President elect each \$1000 of National Conference costs from Chapter. Proposal that if either President or President Elect do not attend convention, to split funds remaining to any Board Member or Leadership Chair who does attend the National Convention

Motion: Made, Seconded, Carried

#### **Affiliate Report:** (Discussion)

- 2019/20 Sponsors:
  - o Table \$250
  - Photo booth 2 sponsors for \$350 each
  - o Holiday Party December 11 \$50 first person, \$25, all others

#### **Communication:** (Nancy)

Holiday Party – flyers will be sent out

#### **Membership** (Lisa & Chris)

• New Members - National At Large members – no report

#### **Website:** (Chris Cossitor)

- Updates Brad will take over in 2020
- Website update
  - o Board meetings posted on calendar

#### **Grants:**

- Leadership Training David & Sean
- Post Cards Discussion
- Affiliate Pamphlets

#### **President's Notes:**

- 25<sup>th</sup> Anniversary for SCC NARPM Discussion
- Diaper / Backpack Drives Sunday Friends ~ Thank you note

#### **Key-Speaker & Event Schedule:**

- November 21<sup>th</sup> Jason Hull, (Door Grow) Management Can Change the World.
- December 11<sup>th</sup>: Holiday Party

Adjourned 12:59 PM

Respectfully submitted,

Joi Walker Aborn Properties

#### NARPM - SANTA CLARA COUNTY CHAPTER BOARD of DIRECTORS MEETING

Thursday May 2, 2019 – 12:00pm-1:30pm

#### **MINUTES**

**Board Members present**: Sarah Riqueros (President), Brad Bonnifield (Past President), Lisa Goodman (Director at Large), Joi Walker (Secretary), Chris Cossitor (Director at Large)
David Hunt (Director at Large)

Board Members Absent: Brad Abbott (Treasurer)

#### **Executive Committee / Leadership Team Members present:**

Andrea Caldwell (Certification/Education), Maria Neumann (Communications Co-Chair / Social Media), Marc Wood (Affiliate Co-Chair / Fundraiser Chair), Chris Cossitor (Co-Membership Chair), Lisa Goodman (Co-Membership & Social Media Chair), Nancy Penaloza (Communication Co-Chair)

Executive Committee /Leadership Team Members Absent: Bob Basso, Greg Goodman, Robert Collins, Sean McCarthy

Meeting called to order at: \_\_\_\_\_\_ PM by President Sarah Riqueros.

**Approval of Minutes** – March 2019 Minutes – Motion to approve as written, Seconded, carried.

#### Treasurer's Report (Brad Abbott) Absent:

- Paid members: 51 Free Members: 2 Staff Members: 2
- New Members: 0 New Affiliates: 0
- Paid Affiliates: 39 Non-profit Affiliates: 4
- Bank balance: 20,085.75+5611.01= \$25,696.73
  - o PO Box rented president and treasurer to keep keys

#### **Affiliate Report:** (Marc Wood & Greg Goodman)

• Table Sponsors Booked

#### **Membership** (Lisa & Chris)

• Lisa will reach out to National At Large members

#### **Education:** (Andrea Caldwell)

- Designation Course: Personnel Procedures Essentials Hiring and Firing
- Scheduled for August 13, 2019, Presenter: Vickie Gaskill, MPM RMP
- Flyer from National
- Time: 9 am 4 pm How to address expansion of people, and when to hire and fire.

#### Website: (Chris Cossitor)

- Updates
- Website update
  - o Board meetings posted on calendar (Joi)
  - o Event photos posted? (Lisa & Nancy)

**Grants:** (Sean) (Absent, no report)

#### **President's Notes:**

- 25<sup>th</sup> Anniversary for SCC NARPM Discussion
- Seeking volunteer event for summer
- Christmas party to be December 11
- Consider a table at the trade show

#### **Key-Speaker Schedule:**

- May 16<sup>th</sup> Scott Varney, Capital Gains Tax Exclusion on a Sale
- June 20<sup>th</sup>: Keith Becker (to be confirmed)
- July 18<sup>th</sup>: Charity Event Discussion
- August 13<sup>th</sup>: DESIGNATION CLASS: <u>Personnel Procedures Essentials Hiring and Firing</u>
- August 15<sup>th</sup>: Vickie Gaskill, MPM<sup>®</sup> RMP<sup>®</sup>, (Past President)
- September 19<sup>th</sup>: Ray Scarbosio (Tent.)
- October 24<sup>th</sup>: TBA
- November 21<sup>th</sup>: TBA
- December 11<sup>th</sup>: Holiday Party



## Santa Clara County Chapter

Board of Directors

Wednesday, September 26, 2018

## New Board & Leadership Team

President:

Sarah Riqueros

Sarah@almaden4rent.com

President-Elect:

David Hunt

Secretary:

Joi Walker

Joi@abornproperties.com

Treasurer:

**Brad Abbott** 

Brad@presidentialpm.com

Director at Large:

Sean McCarthy

Sean@goldenstatepropertymanagement.com

Past President:

Brad Bonnifield Brad@cornerstonepm.net

**Educational Coordinator:** 

Andrea Caldwell Agetto@aol.com

Membership Coordinator:

Lisa Goodman Chris Cossitor

flapsup@cossitorgroup.com

Legislative Coordinator:

Sandy Adams

Sandy@rentalhousingnetwork.com

Marketing / Publications:

Nancy Penaloza

Nancy.servpro@gmail.com

Maria Newman

Affiliate Chair / Program Coordinator:

Greg Goodman

ggoodman1@farmersagent.com

Marc Wood

Servpro9732@gmail.com

Affiliate Co-Chair:

**Bob Basso** 

Bassorjp@aol.com

Education / Designation Chair:

Andrea Caldwell

Agetto@aol.com

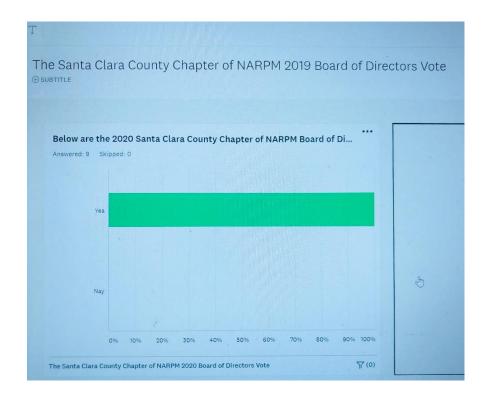
Website Chair:

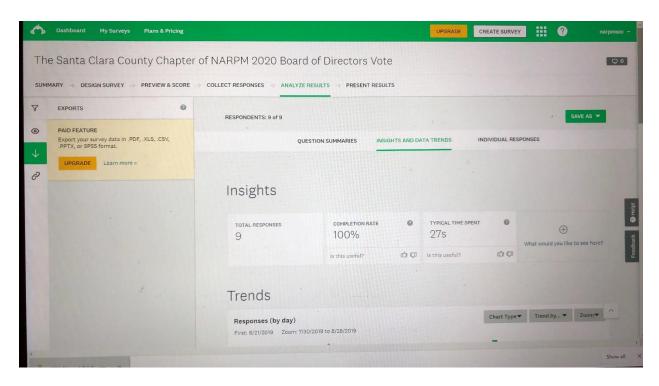
**Robert Collins** 

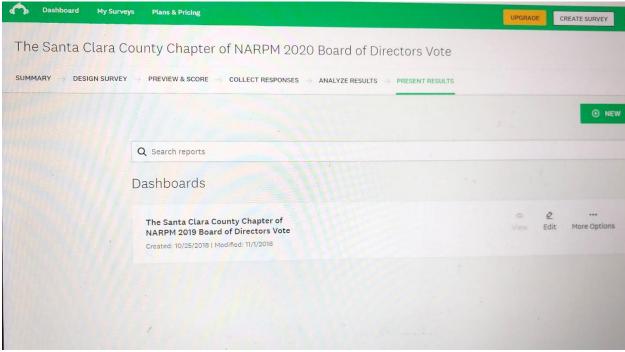
Robert@cw~hms.com

Chris Cossitor

flapsup@cossitorgrup.com







CC.

10:32 AM 01/09/20 **Accrual Basis** 

# NARPM Santa Clara County Balance Sheet Prev Year Comparison As of December 31, 2019

|                                   | Dec 31, 19 | Dec 31, 18 | \$ Change | % Change |
|-----------------------------------|------------|------------|-----------|----------|
| ASSETS                            |            |            |           |          |
| Current Assets                    |            |            |           |          |
| Checking/Savings                  |            |            |           |          |
| New Narpm Account                 | 17,166.91  | 12,253.95  | 4,912.96  | 40.1%    |
| Paypal                            | 0.00       | 3,991.89   | -3,991.89 | -100.0%  |
| Total Checking/Savings            | 17,166.91  | 16,245.84  | 921.07    | 5.7%     |
| Accounts Receivable               |            |            |           |          |
| Accounts Receivable               | 32,194.54  | 33,534.53  | -1,339.99 | -4.0%    |
| <b>Total Accounts Receivable</b>  | 32,194.54  | 33,534.53  | -1,339.99 | -4.0%    |
| Other Current Assets              |            |            |           |          |
| Petty Cash                        | 50.00      | 50.00      | 0.00      | 0.0%     |
| Undeposited Funds                 | 0.00       | 1,465.00   | -1,465.00 | -100.0%  |
| <b>Total Other Current Assets</b> | 50.00      | 1,515.00   | -1,465.00 | -96.7%   |
| Total Current Assets              | 49,411.45  | 51,295.37  | -1,883.92 | -3.7%    |
| TOTAL ASSETS                      | 49,411.45  | 51,295.37  | -1,883.92 | -3.7%    |
| LIABILITIES & EQUITY Equity       |            |            |           |          |
| Opening Bal Equity                | 100.00     | 100.00     | 0.00      | 0.0%     |
| Retained Earnings                 | 51,195.37  | 60,849.54  | -9,654.17 | -15.9%   |
| Net Income                        | -1,883.92  | -9,654.17  | 7,770.25  | 80.5%    |
| Total Equity                      | 49,411.45  | 51,295.37  | -1,883.92 | -3.7%    |
| TOTAL LIABILITIES & EQUITY        | 49,411.45  | 51,295.37  | -1,883.92 | -3.7%    |

From: NARPM Santa Clara County <info@narpmscc.com>

 Sent time:
 10/21/2019 02:39:45 PM

 To:
 almadenpm1@gmail.com

Subject: SCC NARPM ~ Happy 25th Anniversary! See you Thursday!!

NARPM Santa Clara County - Meeting Reminder

View this email in your browser



# Thursday, October 24, 8:15am-10am, Three Flames Restaurant in San Jose

## 25th Anniversary and Past President's Event



We will be Celebrating the History of our Chapter and Honoring our Past Presidents

#### **OUR AFFILIATE MEMBERS**

Interested in becoming an Affiliate?

Click <u>HERE</u> to learn more!



## November Guest Speaker



Jason Hull
President & CEO

DoorGrow/GatherKudos/
ThunderLocal

Speaking Topic: Getting Unstuck & Moving Towards Growth

- Learn how you are the biggest bottleneck in your business
- How to stop worrying about your Google rankings & start getting clients
- Focus on the right thing next & stop getting distracted

JOIN

**LIKE US ON FACEBOOK** 

Eviction Service Center 3220 Stevens Creek Blvd, Suite A San Jose, CA 95117 Phone: (408) 288-6074 Fax: (408) 288-7848

The Board of Directors and Leadership Team meet every 1st Thursday of the month at <u>The Adobe Lodge</u> in Santa Clara from 12pm-1:30pm. Everyone is welcome to come share their ideas! (Lunch not included.) Please RSVP via e-mail to our NARPM SCC President at least 24 hours in advance.



Your 2019 President, Sarah Riqueros, with Almaden Property Management



**LEGISLATIVE UPDATE** 

New Legislation signed by the Governor - All are effective January 1, 2020

AB 1482

Cap of 5% + cost of living or 10%, whichever is the lower of the gross rental rate, over the course of any



Fire & Water - Cleanup & Restoration™

# Congratulations to the SERVPRO of SW San jose Affiliate of 2018!



#### **BREAKFAST MEETING COSTS:**

#### First Time Guests Are FREE!

Members: FREE with membership
Affiliates: FREE with membership
Returning Non-Members:
\$20@door

#### WHERE WE MEET:

Three Flames 1547 Meridian Ave, San Jose, CA 95125

#### WHEN WE MEET:

Every Third Thursday of the Month from 8:15am to 10am\*
\*Note no meeting in July (as we are doing

our charity fundraiser), and October meeting pushed to the 4th Thursday (to not conflict with the National Convention).

#### 12-month period.

Includes Just Cause and No Fault
Evictions with relocation fees.
Includes all multi-units except newer
developments built within the last 15
years. Does not include singlefamily homes owned by individuals
or duplexes that are owner
occupied on one side.

#### SB 329

would clarify source of income discrimination to include verifiable income paid directly to tenant, or paid to a housing owner or landlord on behalf of a tenant. Verifiable income would include, but not limited to, federal housing assistance vouchers issued under Section 8.

#### AB 1188

This bill would authorize a tenant to temporarily permit the occupancy of their dwelling unit by a person who is at risk of homelessness, regardless of the terms of the lease or rental agreement, with the written approval of the owner or landlord of the property, and subject to extension under certain

For more updates like this one, please visit RentalHousingNetwork.com



**Sandy Adams** 

#### **DID YOU KNOW...**

You can ask questions to NARPM Members Nationwide!

## Click <u>HERE</u> to join the NARPM Business Leader GOOGLE Group.

Add yourself to this group to see how others have handled situations, to avoid pitfalls, and to get insight and support! If you're not a part of this groups, you're missing a great resourse that NARPM provides to all members!

## NARPM UPDATES & Helpful Links!

Have you seen the new NARPM® Accounting Standards? Login to NARPM and find out more HERE.

NARPM® has a library of helpful webinars listed <u>HERE</u>.

Registration for the Past Presidents Charity Golf is now open. Consider signing up to play or making a donation HERE.





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From: NARPM Santa Clara Chapter <info@narpmscc.com>

 Sent time:
 03/11/2019 12:04:05 PM

 To:
 melissa@almaden4rent.com

**Subject:** We have an AWESOME guest speaker this Month!!!!

NARPM Santa Clara County - Meeting Reminder

View this email in your browser



Thursday, March 21th, 8:15am-10am, Three Flames Restaurant in San Jose

**ADD THIS EVENT TO YOUR CALENDAR!** 

**Guest Speaker** 

**OUR AFFILIATE MEMBERS** 



Chrystyna Rowek
Lighthouse Cove Property
Management Owner/Broker
Silverdale, WA

Chrysztyna Rowek MPM ® RMP ® started in the property management business literally at the bottom, cleaning the rentals for Lighthouse Cove Property Management, starting in 2002.

In 2006, she started working in the front office, as a receptionist/assistant property manager while she studied for her real estate exam.

She proceeded to buy Lighthouse Cove in July of 2007 and Two years to the date that she purchased that company, she bought the property management book of business from Strategy Real Estate, Inc, adding approximately 150 single family and small multi plex units to her portfolio.

In 2015 she started an in-house maintenance company named Athena Property Services.

In 2017 she purchased a third property management company. How that went...well...that's a class all by itself...

Today, almost 11 years later
Lighthouse Cove manages over 450
properties, throughout Kitsap, Mason
and Pierce Counties in Western
Washington State. Her office is set up
as a portfolio/departmental hybrid
and she employs 6 full time
employees

Interested in becoming an Affiliate?

Click <u>HERE</u> to learn more!





(408) 287-8190 352 E Taylor St, San Jose, CA 95112 http://www.burchboehner.com/





Your
2018 President,
Brad Bonnifield,
with
Cornerstone Pr
operty
Management!

The Board of Directors and Leadership Team meet every 1st Thursday of the month at The Adobe Lodge in Santa Clara from 12pm-1:30pm. Everyone is welcome to come share their ideas! (Lunch not included) Please RSVP via e-mail to our NARPM SCC President at least 24 hours in advance.

Chrysztyna achieved the RMP designation in 2010 and her MPM designation in 2012. She was also the recipient of the 2010 Kitsap Peninsula Business Journals 40 Under 40 award, has received the key to the City of Bremerton from Mayor Patty Lent, has been president of her local chapter twice, and was the National Professional Development Committee chair in 2014.

She chaired the 2015 Owner/Broker retreat in Las Vegas, was the chair of the 2015 NW regional conference, and served as the 2017 President of the WA State NARPM Chapter in Formation. She is currently serving at the National level as the 2018/2019NW Regional Vice President

She is also a Certified Real Estate Instructor in both Washington State and Arizona, she can also be found throughout the year travelling throughout the country to various chapters as a sought-after speaker.

In her spare time...yeah right....who has spare time in property management.

Communications - Tips and tricks to effectively communicate with owners/tenants/vendors

**OUR NEW WEBSITE** 

JOIN

**LIKE US ON FACEBOOK** 



#### **BREAKFAST MEETING COSTS:**

First Time Guests Are FREE!

Members: FREE with membership
Affiliates: FREE with membership
Returning Non-Members:
\$20@door

#### WHERE WE MEET:

Three Flames 1547 Meridian Ave, San Jose, CA 95125

#### WHEN WE MEET:

Every Third Thursday of the Month from 8:15am to 10am



#### **LEGISLATIVE UPDATE**

This year there are several proposed bills we are watching at the state level. Here are a few that we are keeping an eye on. **SB - 18** Skinner would provide a legal aide fund for tenants facing eviction or displacement. SB 48 - Wiener would create a "right to shelter" for individuals living on the streets. AB 53 - Jones-Sawyer and Bonta would prohibit an owner from inquiring about or requiring an applicant to disclose a criminal background prior to the completion of the initial

application assessment.



# Congratulations to the SERVPRO of SW San jose Affiliate of 2018!



**Marc Wood** 

#### **EDUCATION COURSE**

Designation Class : Personnel
Procedures Essentials -- Hiring and
Firing
August 13,2019

SB 329 - Mitchell would define public assistance and housing subsidies as a verifiable "source of income" for voucher holders under the Section 8 program.

In April, the City of San Jose will be considering whether or not to require property owners to considered Section 8 voucher holders.

The Housing Authority has implemented new owner friendly policies and procedures! They will be giving a presentation on March 14th to owners and property managers on what they are doing to improve and better serve participant owners of the Section 8 program.

For more updates like this one, please visit

RentalHousingNetwork.com

- Sandy Adams



Thank you to our Legislative Chair, Sandy Adams with Rental Housing Network!

#### **DID YOU KNOW...**

You can ask questions to NARPM Members Nationwide!

Click <u>HERE</u> to join the NARPM Business Leader GOOGLE Group.

Add yourself to this group to see how others have handled situations, to avoid pitfalls, and to get insight and support! If you're not a part of this groups, you're missing a great resourse that NARPM provides to all members!





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### NARPM Santa Clara County January 9, 2020

## Treasurer's Report

#### Bank Balance as of 12/31/19 \$16,740.91

#### **Members:**

Number of Paid Members: 51
Number of Free Emeritus Members: 2
Number of Staff Members: 2

Total Membership: 55

Affiliates:
Number of Paid Affiliates: 43
Free Non-Profit Affiliates: 4

Total Affiliates: 47

#### **Notes:**

New Members -

New Affiliates -

10:31 AM 01/09/20 **Accrual Basis** 

# NARPM Santa Clara County Profit & Loss Prev Year Comparison December 2019

|                          | Dec 19    | Dec 18   | \$ Change | % Change |
|--------------------------|-----------|----------|-----------|----------|
| Income                   |           |          |           |          |
| 50/50 Drawing Income     | 1,326.00  | 1,745.00 | -419.00   | -24.0%   |
| Affiliate Dues - Annual  | 10,620.00 | 0.00     | 10,620.00 | 100.0%   |
| Chapter Grant            | 500.00    | 661.10   | -161.10   | -24.4%   |
| Golf Tournament - Annual | 0.00      | 300.00   | -300.00   | -100.0%  |
| Holiday Party            | 2,100.00  | 375.00   | 1,725.00  | 460.0%   |
| Member Dues              | 0.00      | 140.00   | -140.00   | -100.0%  |
| Other Income             | 0.00      | 3,238.75 | -3,238.75 | -100.0%  |
| Raffle Income            | 560.00    | 0.00     | 560.00    | 100.0%   |
| Total Income             | 15,106.00 | 6,459.85 | 8,646.15  | 133.8%   |
| Gross Profit             | 15,106.00 | 6,459.85 | 8,646.15  | 133.8%   |
| Expense                  |           |          |           |          |
| 50/50 Drawing Expense    | 775.00    | 660.00   | 115.00    | 17.4%    |
| Advertising              | 21.24     | 0.00     | 21.24     | 100.0%   |
| Awards/Scholarships      | 0.00      | 150.00   | -150.00   | -100.0%  |
| Catering/Room Rental     | 0.00      | 4,577.70 | -4,577.70 | -100.0%  |
| Donations                | 0.00      | -300.00  | 300.00    | 100.0%   |
| Holiday Party Expense    | 6,303.91  | 1,352.91 | 4,951.00  | 366.0%   |
| Merchant Fees            | 94.07     | 135.18   | -41.11    | -30.4%   |
| Other Expenses           | 0.00      | 512.64   | -512.64   | -100.0%  |
| Postage/Printing         | 44.00     | 20.00    | 24.00     | 120.0%   |
| President's Gifts        | 200.00    | 200.00   | 0.00      | 0.0%     |
| Raffle Expense           | 400.00    | 0.00     | 400.00    | 100.0%   |
| Sponsorship              | -550.00   | 0.00     | -550.00   | -100.0%  |
| Total Expense            | 7,288.22  | 7,308.43 | -20.21    | -0.3%    |
| Net Income               | 7,817.78  | -848.58  | 8,666.36  | 1,021.3% |

10:32 AM 01/09/20 **Accrual Basis** 

# NARPM Santa Clara County Balance Sheet Prev Year Comparison As of December 31, 2019

|                                   | Dec 31, 19 | Dec 31, 18 | \$ Change | % Change |
|-----------------------------------|------------|------------|-----------|----------|
| ASSETS                            |            |            |           |          |
| Current Assets                    |            |            |           |          |
| Checking/Savings                  |            |            |           |          |
| New Narpm Account                 | 17,166.91  | 12,253.95  | 4,912.96  | 40.1%    |
| Paypal                            | 0.00       | 3,991.89   | -3,991.89 | -100.0%  |
| Total Checking/Savings            | 17,166.91  | 16,245.84  | 921.07    | 5.7%     |
| Accounts Receivable               |            |            |           |          |
| Accounts Receivable               | 32,194.54  | 33,534.53  | -1,339.99 | -4.0%    |
| <b>Total Accounts Receivable</b>  | 32,194.54  | 33,534.53  | -1,339.99 | -4.0%    |
| Other Current Assets              |            |            |           |          |
| Petty Cash                        | 50.00      | 50.00      | 0.00      | 0.0%     |
| Undeposited Funds                 | 0.00       | 1,465.00   | -1,465.00 | -100.0%  |
| <b>Total Other Current Assets</b> | 50.00      | 1,515.00   | -1,465.00 | -96.7%   |
| Total Current Assets              | 49,411.45  | 51,295.37  | -1,883.92 | -3.7%    |
| TOTAL ASSETS                      | 49,411.45  | 51,295.37  | -1,883.92 | -3.7%    |
| LIABILITIES & EQUITY Equity       |            |            |           |          |
| Opening Bal Equity                | 100.00     | 100.00     | 0.00      | 0.0%     |
| Retained Earnings                 | 51,195.37  | 60,849.54  | -9,654.17 | -15.9%   |
| Net Income                        | -1,883.92  | -9,654.17  | 7,770.25  | 80.5%    |
| Total Equity                      | 49,411.45  | 51,295.37  | -1,883.92 | -3.7%    |
| TOTAL LIABILITIES & EQUITY        | 49,411.45  | 51,295.37  | -1,883.92 | -3.7%    |

## NARPM Santa Clara County Reconciliation Detail

### New Narpm Account, Period Ending 12/31/2019

|  | Гуре   | Date  | Num  | Name   | Clr    | Amount  | Balance   |
|--|--|---|--|--|--------|---|---|
| Beginni  | ng Balance   |   |  |  |        |   | 22,796.63   |
| CI   | leared Transactio  |   |  |  |        |   |   |
| 2h1 <i>c</i>   | Checks and Pay   |   |  | Almandam Coman Lin   | V      | 500.00  | F00.00  |
| Check  |  | 07/2019   | 1411   | Almaden Super Lio  | X      | -500.00   | -500.00   |
| Check  |  | 21/2019   | 1416   | Three Flames   | X      | -675.00   | -1,175.00   |
| Check  |  | 21/2019<br>21/2019  | 1413<br>1415   | Lisa Goodman<br>Andrea Caldwell  | X<br>X | -250.00<br>-250.00  | -1,425.00   |
| Check<br>Check   |  | 21/2019   | 1415   | Andrea Caldwell  | x      | -250.00<br>-62.50   | -1,675.00<br>-1,737.50  |
| Check  |  |   | CC   |  | x      | -200.00   | ·   |
| Check  |  | 09/2019<br>11/2019  | 1418   | Almaden Property<br>Three Flames   | x      | -4,851.00   | -1,937.50<br>-6,788.50  |
| Check  |  | 11/2019   | 1417   | Almaden Super Lio  | X      | -1,100.00   | -0,766.50<br>-7,888.50  |
| Check  |  | 11/2019   | 1417   | Jordan, Jeanette.  | X      | -775.00   | -8,663.50   |
| Check  |  | 13/2019   | CC   | Apple Inc.   | X      | -400.00   | -9,063.5  |
| Check  |  | 13/2019   | CC   | This is it Photography   | X      | -352.91   | -9,416.4  |
| Check  |  | 18/2019   | CC   | Safeway  | X      | -44.00  | -9,460.4  |
| Check  |  | 18/2019   | CC   | MailChimp  | X      | -21.24  | -9,481.6  |
|  | Total Checks and   |   | S  | •  | _      | -9,481.65   | -9,481.6  |
|  | Deposits and Cr  | redits - 10   | items  |  |        |   |   |
| Deposit  | 11/2   | 21/2019   |  |  | Χ      | 145.00  | 145.00  |
| Deposit  | 12/  | 02/2019   |  |  | Χ      | 290.39  | 435.39  |
| Deposit  | 12/  | 03/2019   |  |  | Χ      | 198.45  | 633.8   |
| Deposit  | 12/  | 04/2019   |  |  | Χ      | 475.18  | 1,109.0   |
| Deposit  | 12/  | 08/2019   |  |  | Χ      | 169.62  | 1,278.6   |
| Deposit  | 12/  | 09/2019   |  |  | Χ      | 300.00  | 1,578.64  |
| Deposit  | 12/  | 09/2019   |  |  | Χ      | 532.54  | 2,111.18  |
| Deposit  | 12/  | 10/2019   |  |  | Χ      | 731.90  | 2,843.08  |
| Deposit  |  | 11/2019   |  |  | Χ      | 48.25   | 2,891.33  |
| Deposit  |  | 12/2019   |  |  | Χ _    | 534.60  | 3,425.93  |
|  | Total Deposits ar  | nd Credits  |  |  | _      | 3,425.93  | 3,425.93  |
| To   | otal Cleared Trans   | actions   |  |  | _      | -6,055.72   | -6,055.72   |
| Cleared  | Balance  |   |  |  |        | -6,055.72   | 16,740.91   |
| Uı   | ncleared Transac   |   | 0 !4   |  |        |   |   |
| nvoice   | Checks and Pay   | 18/2019   | 995  | Oak Meadow Prope   |        | -140.00   | -140.00   |
| nvoice   |  | 19/2019   | 1027   | Jordan, Jeanette.  |        | -140.00   | -280.00   |
| nvoice   |  |   |  |  |        |   | 200.0   |
|  |  | 23/2019   | เมวก   | Bonnifield Brian   |        | -140 00   | -420.0  |
| nvoice   | 12/2   | 23/2019<br>23/2019  | 1056<br>1057   | Bonnifield, Brian.<br>Bonnifield, Brad   |        | -140.00<br>-140.00  |   |
|  | 12/:<br>12/:   | 23/2019   | 1057   | Bonnifield, Brad.  |        | -140.00   | -560.0  |
| nvoice   | 12/:<br>12/:<br>12/:   | 23/2019<br>23/2019  | 1057<br>1058   | Bonnifield, Brad.<br>Basso, Bob.   |        | -140.00<br>-140.00  | -560.00<br>-700.00  |
| nvoice<br>nvoice   | 12/:<br>12/:<br>12/:<br>12/:                                 | 23/2019<br>23/2019<br>23/2019   | 1057<br>1058<br>1059   | Bonnifield, Brad.<br>Basso, Bob.<br>Adams, John.   |        | -140.00<br>-140.00<br>-140.00   | -560.00<br>-700.00<br>-840.00   |
| nvoice<br>nvoice<br>nvoice   | 12/:<br>12/:<br>12/:<br>12/:<br>12/:                         | 23/2019<br>23/2019<br>23/2019<br>23/2019  | 1057<br>1058<br>1059<br>1060   | Bonnifield, Brad.<br>Basso, Bob.<br>Adams, John.<br>Jeff Zell  |        | -140.00<br>-140.00<br>-140.00<br>-140.00  | -560.00<br>-700.00<br>-840.00<br>-980.00  |
| nvoice<br>nvoice<br>nvoice<br>nvoice   | 12/:<br>12/:<br>12/:<br>12/:<br>12/:<br>12/:                 | 23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019   | 1057<br>1058<br>1059<br>1060<br>1061   | Bonnifield, Brad.<br>Basso, Bob.<br>Adams, John.<br>Jeff Zell<br>Sean McCarthy.  |        | -140.00<br>-140.00<br>-140.00<br>-140.00<br>-140.00   | -560.00<br>-700.00<br>-840.00<br>-980.00<br>-1,120.00   |
| nvoice<br>nvoice<br>nvoice<br>nvoice<br>nvoice   | 12/:<br>12/:<br>12/:<br>12/:<br>12/:<br>12/:<br>12/:         | 23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019  | 1057<br>1058<br>1059<br>1060<br>1061<br>1062   | Bonnifield, Brad.<br>Basso, Bob.<br>Adams, John.<br>Jeff Zell<br>Sean McCarthy.<br>Catalano, Mike  |        | -140.00<br>-140.00<br>-140.00<br>-140.00<br>-140.00<br>-140.00  | -560.00<br>-700.00<br>-840.00<br>-980.00<br>-1,120.00   |
| nvoice<br>nvoice<br>nvoice<br>nvoice<br>nvoice<br>nvoice   | 12/:<br>12/:<br>12/:<br>12/:<br>12/:<br>12/:<br>12/:         | 23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019   | 1057<br>1058<br>1059<br>1060<br>1061<br>1062<br>1064   | Bonnifield, Brad.<br>Basso, Bob.<br>Adams, John.<br>Jeff Zell<br>Sean McCarthy.  |        | -140.00<br>-140.00<br>-140.00<br>-140.00<br>-140.00<br>-140.00<br>-140.00   | -560.00<br>-700.00<br>-840.00<br>-980.00<br>-1,120.00<br>-1,260.00  |
| nvoice<br>nvoice<br>nvoice<br>nvoice<br>nvoice<br>nvoice<br>nvoice   | 12/:<br>12/:<br>12/:<br>12/:<br>12/:<br>12/:<br>12/:<br>12/: | 23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019  | 1057<br>1058<br>1059<br>1060<br>1061<br>1062   | Bonnifield, Brad. Basso, Bob. Adams, John. Jeff Zell Sean McCarthy. Catalano, Mike Oak Meadow Prope Veridan Realty Group   |        | -140.00<br>-140.00<br>-140.00<br>-140.00<br>-140.00<br>-140.00  | -560.00<br>-700.00<br>-840.00<br>-980.00<br>-1,120.00<br>-1,400.00<br>-1,540.00   |
| nvoice<br>nvoice<br>nvoice<br>nvoice<br>nvoice<br>nvoice<br>nvoice<br>nvoice   | 12/:<br>12/:<br>12/:<br>12/:<br>12/:<br>12/:<br>12/:<br>12/: | 23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019  | 1057<br>1058<br>1059<br>1060<br>1061<br>1062<br>1064<br>1065<br>1066   | Bonnifield, Brad. Basso, Bob. Adams, John. Jeff Zell Sean McCarthy. Catalano, Mike Oak Meadow Prope  |        | -140.00<br>-140.00<br>-140.00<br>-140.00<br>-140.00<br>-140.00<br>-140.00<br>-140.00<br>-140.00   | -560.00<br>-700.00<br>-840.00<br>-980.00<br>-1,120.00<br>-1,260.00<br>-1,540.00<br>-1,680.00  |
| nvoice<br>nvoice<br>nvoice<br>nvoice<br>nvoice<br>nvoice<br>nvoice<br>nvoice   | 12/:<br>12/:<br>12/:<br>12/:<br>12/:<br>12/:<br>12/:<br>12/: | 23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019<br>23/2019  | 1057<br>1058<br>1059<br>1060<br>1061<br>1062<br>1064<br>1065   | Bonnifield, Brad. Basso, Bob. Adams, John. Jeff Zell Sean McCarthy. Catalano, Mike Oak Meadow Prope Veridan Realty Group Civitas Property Ma Michelle Ford   |        | -140.00<br>-140.00<br>-140.00<br>-140.00<br>-140.00<br>-140.00<br>-140.00<br>-140.00  | -560.00<br>-700.00<br>-840.00<br>-980.00<br>-1,120.00<br>-1,260.00<br>-1,540.00<br>-1,680.00<br>-1,820.00   |
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10:31 AM 01/09/20

## NARPM Santa Clara County Reconciliation Detail

#### New Narpm Account, Period Ending 12/31/2019

| Type               | Date               | Num  | Name              | Clr | Amount    | Balance   |
|--------------------|--------------------|------|-------------------|-----|-----------|-----------|
| Invoice            | 12/23/2019         | 1044 | Gosalvez, Jorge   |     | -140.00   | -4,620.00 |
| Invoice            | 12/23/2019         | 1043 | Grisalin, Lisa    |     | -140.00   | -4,760.00 |
| Invoice            | 12/23/2019         | 1042 | Han, Steve.       |     | -140.00   | -4,900.00 |
| Invoice            | 12/23/2019         | 1041 | Hunt, David.      |     | -140.00   | -5,040.00 |
| Invoice            | 12/23/2019         | 1040 | Katz, Mark.       |     | -140.00   | -5,180.00 |
| Invoice            | 12/23/2019         | 1039 | Kellet, Roy       |     | -140.00   | -5,320.00 |
| Invoice            | 12/23/2019         | 1038 | Noonan, Peter     |     | -140.00   | -5,460.00 |
| Invoice            | 12/23/2019         | 1037 | Raich, Rick.      |     | -140.00   | -5,600.00 |
| Invoice            | 12/23/2019         | 1036 | Sirk, Bonnye      |     | -140.00   | -5,740.00 |
| Invoice            | 12/23/2019         | 1035 | Sirk, Taunye      |     | -140.00   | -5,880.00 |
| Invoice            | 12/23/2019         | 1034 | Sirk, Heather     |     | -140.00   | -6,020.00 |
| Invoice            | 12/23/2019         | 1033 | Vail, Jennifer.   |     | -140.00   | -6,160.00 |
| Invoice            | 12/23/2019         | 1032 | Vail, Jeff        |     | -140.00   | -6,300.00 |
| Invoice            | 12/23/2019         | 1031 | Vasquez, Trinidad |     | -140.00   | -6,440.00 |
| Invoice            | 12/23/2019         | 1030 | Vick, Michael     |     | -140.00   | -6,580.00 |
| Invoice            | 12/23/2019         | 1029 | Walker, Gary.     |     | -140.00   | -6,720.00 |
| Invoice            | 12/23/2019         | 1028 | Walker, Joi.      | _   | -140.00   | -6,860.00 |
| Total Che          | ecks and Payments  | 8    |                   |     | -6,860.00 | -6,860.00 |
| Deposits           | and Credits - 3 it | tems |                   |     |           |           |
| Deposit            | 12/11/2019         |      |                   |     | 936.00    | 936.00    |
| Deposit            | 12/31/2019         |      |                   |     | 725.00    | 1,661.00  |
| Deposit            | 12/31/2019         |      |                   | _   | 5,625.00  | 7,286.00  |
| Total Dep          | posits and Credits |      |                   | _   | 7,286.00  | 7,286.00  |
| Total Unclea       | ared Transactions  |      |                   | _   | 426.00    | 426.00    |
| Register Balance a | as of 12/31/2019   |      |                   | _   | -5,629.72 | 17,166.91 |
| Ending Balance     |                    |      |                   | _   | -5,629.72 | 17,166.91 |

10:31 AM 01/09/20

## **NARPM Santa Clara County** Reconciliation Summary New Narpm Account, Period Ending 12/31/2019

|  | Dec 31, 19            |
|--|-----------------------|
| Beginning Balance<br>Cleared Transactions  | 22,796.63             |
| Checks and Payments - 13 items Deposits and Credits - 10 items                       | -9,481.65<br>3,425.93 |
| <b>Total Cleared Transactions</b>  | -6,055.72             |
| Cleared Balance  | 16,740.91             |
| Uncleared Transactions Checks and Payments - 49 items Deposits and Credits - 3 items | -6,860.00<br>7,286.00 |
| <b>Total Uncleared Transactions</b>  | 426.00                |
| Register Balance as of 12/31/2019  | 17,166.91             |
| Ending Balance   | 17,166.91             |



#### STATEMENT UnionBank of Accounts

UNION BANK STEVENS CREEK 0140 PO BOX 512380 LOS ANGELES

CA 90051-0380

THE SANTA CLARA COUNTY CHAPTER OF NARPM PO BOX 5172 SAN JOSE CA 95150

Page 1 of 2 Statement Number: 11/30/19 - 12/31/19

Telephone Banking

For 24-hour Automated Direct Service 800-238-4486 800-826-7345(TDD) Representatives are available Monday through Saturday

To open additional accounts, or apply for loans, call your banking office at 408-248-8820

You may also access your account online at unionbank.com

Thank you for banking with us since 2010

Did you know Union Bank offers same-business-day merchant funding? Learn more by contacting a Business Advisor at 1-888-228-6637, Mon - Fri 9:00 am to 5:00 pm P.T.

#### **Business Essentials Checking Summary**

Account Number: 74

Days in statement period: 32

| Balance on 11/30<br>Additions<br>Subtractions | \$       |           | <b>22,796.63</b> 3,435.93 -9,491.65 |
|---|----------|-----------|-------------------------------------|
|   | Checks   | -8,463,50 |                                     |
| F   | Payments | -352.91   |                                     |
| Pi  | urchases | -665.24   |                                     |
| Other Wit                                     | hdrawals | -10.00    |                                     |
| Balance on 12/31                              | \$       |           | 16,740.91                           |

Statement Average Ledger Balance

19,902.38

We waived your service charge this statement period.

#### **Additions**

| <br>Date | Description/Location                  | Reference   | Amount   |
|----------|---------------------------------------|-------------|----------|
| 12/3     | Square Inc 191203P2 CCD L204290795288 | 52190396 \$ | 290,39 / |
| 12/4     | Square Inc 191204P2 CCD L204290822612 | 53828230    | 198,45 🗸 |
| 12/5     | Square Inc 191205P2 CCD L204290868719 | 55282502    | 475.18   |
| 12/6     | OFFICE DEPOSIT                        | 76530282    | 155.00 < |
| 12/6     | OFFICE DEPOSIT                        | 76530276    | 300.00   |
| 12/9     | Square Inc 191209P2 CCD L204291002195 | 58007593    | 169,62 < |
| 12/10    | Square Inc 191210P2 CCD L204291044800 | 59668733    | 532.54   |
| 12/11    | Square Inc 191211P2 CCD L204291070416 | 51048973    | 731.90   |
| 12/12    | Square Inc 191212P2 CCD L204291111957 | 52391709    | 48.25    |
| 12/13    | Square Inc 191213P2 CCD L204291154964 | 53567036    | 534.60 < |
| Total    | ·                                     | \$          | 3,435.93 |

#### Checks

| A Louis Louis | D - 4 - | Deference | A      | N le con le no ce | Data  | Defenses  | <br>4          |
|---------------|---------|-----------|--------|-------------------|-------|-----------|----------------|
| Number        | Date    | Reference | Amount | Number            | Date  | Reference | Amount         |
| 1411          | 12/2    | 06260076  | 500.00 | 1416              | 12/3  | 06896206  | 675.00         |
| 1413*         | 12/2    | 06153594  | 250.00 | 1417              | 12/16 | 06854402  | 1,100.00       |
| 1414          | 12/3    | 07569782  | 62,50  | 1418              | 12/16 | 06854602  | 4,851.00       |
| 1415          | 12/3    | 07569784  | 250,00 | 1419              | 12/23 | 76544880  | 775.00         |
| Total         |         |           |        |                   |       |           | \$<br>8.463.50 |

<sup>\*</sup> Checks missing in sequence. Out of sequence check numbers may also be located in the Payments section of your statement.

70599980

44.00

665.24

|                 | Date                   | Description/Location                                | Reference | Amount       |
|-----------------|------------------------|---|-----------|--------------|
|                 | 12/13                  | PAYPAL INST XFER WEB THISISITPHO                    | 52946803  | \$<br>352.91 |
| Purchases ATM o | eard and Debit card™ p |   | D. C.     |              |
|                 | Date                   | Description/Location                                | Reference | Amount       |
|                 | 12/9                   | NOB HILL 1602 W C CAMPBELL CA                       | 70962527  | \$<br>200.00 |
|                 |                        | 23914421  |           |              |
|                 | 12/13                  | APPLE,COM/ 800-676-2775 CA 800-676-2775 CA 23914421 | 73515934  | 400.00       |

23914421

23914421

SAFEWAY #3 241 CAMPBELL CA

Other Withdrawals including fees and adjustments

12/19

Total

| Date | Description/Location | Reference | Amount      |
|------|----------------------|-----------|-------------|
| 12/6 | DEPOSIT CORRECTION   | 76530292  | \$<br>10.00 |

## **MEMBERS**



#### National Association of Residential Property Managers

|    | _    |         |                          | SANTA CLARA COUNTY C                        | HAPTER            |  |
|----|------|---------|--------------------------|---|-------------------|--|
|    |      | Initial |                          | Company                                     | Phone #           | e-mail                                 |
| 1  | Paid |         |                          |   | 408-829-8155      | john@presidentialpm.com                |
| 2  | Paid |         | Abbott, Brad             |   | 408-829-8155      | brad@presidentialpm.com                |
| 3  | Paid |         | Bangle, Ed               | Oak Meadow Property Management              | 408-218-5795      | ebangle@losgatosbroker.com             |
| 4  | Paid |         |                          | R.J. Properties                             | 408-264-0871      | bassorjp@aol.com                       |
| 5  | Paid |         |                          | Cornerstone Property Management             |                   | <u>brad@cornerstonepm.net</u>          |
| 6  | Paid |         | Bonnifield, Brian RMP    | Cornerstone Property Management             | 377-3000          | <u>brian@brianbonnifield.com</u>       |
| 7  | Paid |         | Bowen, John RMPC         | Provident Property Management               | 995-5900          | jbowen@providentrentals.com            |
| 8  | Paid |         | Bowen, Susan             |   | 995-5900          | sbowen@providentrentals.com            |
| 9  | Paid |         | Braisel, CJ              | Veridan Realty Group                        | (408) 406-6035    | CJ@TalkToCJ.com                        |
| 10 | Paid |         | Buffington, Rob          |   | 408-371-5969      | rob@civitaspm.com                      |
| 11 | Paid |         |                          |   | 978-8100          | agetto@aol.com                         |
| 12 | Paid |         | Catalano, Robert         | Real Estate Connections                     | 873-2100          | bob@rec-rentals.com_                   |
| 13 | Paid |         | Catalano, Mike           |   | 873-2100          | mike@rec-rentals.com                   |
| 17 | Paid |         |                          |   | 978-5466          | robert@cw-hms.com                      |
| 18 | Paid |         |                          | Rogers & Rogers Realtors, Property Manageme |                   | Flapsup@cossitorgroup.com              |
| 19 | Paid |         |                          |   | 267-5350          | <u>brian@firesiderealty.com</u>        |
| 20 | Paid |         | Folden, Kendra           | Fireside Property Management                | 267-5350          | kendra@firesiderealty.com              |
| 21 | Paid |         |                          |   | 408-423-8000      | mford@westernproperty.com              |
| 22 | Paid |         | Fox, Carl                | Mission Property Management                 | (510) 792-9800 xt | carl@missionpm.com                     |
| 23 | Paid |         | Francis, Peggy           | Property Management Plus, LLC               | 264-8028          | pfrancisrealtor@aol.com                |
| 24 | Paid |         | Gallegos, Willie         |   | 559-799-1073      | treconline@gmail.com                   |
| 25 | Paid |         |                          | Silver Creek Valley Properties              | 771-8472          | lisa@silvercreekvalleyproperties.com   |
| 26 | Paid |         | Grisalin, Lisa           | Grisalin Management Inc                     | 408-536-0902      |  |
| 27 | Paid |         | Gosalvez, Jorge          | Gosalvez Team Rentals                       | 249-3718          | jorge@brokersforlife.com               |
| 28 | Paid |         | Han, Steve               |   | 489-1412          | Steve@landmark-pm.com                  |
| 29 | Paid |         | Hannah, Tanya            | Cornerstone Property Management             | 377-3000          | brian@brianbonnifield.com              |
| 31 | Free |         | Hill, Sylvia RMP, MPM CP | Cal West HMS                                | 997-7100 x103     | Syliva@hmsdev.com                      |
| 32 | Paid |         | Hunt, David              | W.A. Krauss & Co. Prop. Mgmt.               | 737-2300          | dhunt@wakrauss.com                     |
| 33 | Paid |         | Jordan, Jeanette         | Jordan Properties                           | 554-9111          | jjordan@brokersforlife.com             |
| 34 | Paid |         |                          | CM Property Management, Inc.                |                   | markk@cmpmz.com                        |
| 35 | Paid |         |                          |   | 272-4100          | roy@abornproperties.net                |
| 37 | Free |         | Lopes, Arlene RMP, CRM   |   | 997-7100          | arlene@hmsdev.com                      |
| 38 | Paid |         | Luna, Sandra             | SRE Asset Management, Inc.                  | (408) 888-4700    | sandra@srecompany.com                  |
| 39 | Paid |         | McCarthy, Sean           | Golden State Property Management            | 408-884-3700      | sean@goldenstatepropertymanagement.com |
| 40 | Paid |         |                          | PMI Silicon Valley                          | (408) 703-5015    | Steve@pmi-sv.com                       |
| 41 | Paid |         | Noonan, Peter            | Cal Western Property Management             | 554-1818 x 235    | petern@calwestern.com                  |
| 44 | Paid |         | Posada, Daniela          | The Posada Group, Inc.                      |                   | daniela@posadarealty.com               |
| 45 | Paid |         |                          |   | 371-0705 X5       | rick@matusichraich.net                 |
| 47 | Paid |         | Riqueros, Sarah          |   | 408.268.0968      | sarah.riqueros@yahoo.com               |
| 48 |      | Staff   | Rizzo, Stephanie         | Cal West HMS                                | 997-7100 x120     | stephanie@cw-hms.com                   |

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## **MEMBERS**



## National Association of Residential Property Managers

|    | I    | nitial | Name                 | Company                                  | Phone #        | e-mail                      |
|----|------|--------|----------------------|--|----------------|-----------------------------|
| 49 | Paid |        | Roberson, David      | Silicon Valley Property Management Group | 408-838-5113   | david@svpmg.net             |
| 50 |      | Staff  | Robinson, Kimberly   | Cal West HMS                             | 997-7100 x106  | kimberly@cw-hms.com         |
| 51 | Paid |        | Sirk, Bonnye         | Bay Area Property Management             | 650-260-1030   | bonnye@bayareapm.com        |
| 52 | Paid |        | Sirk, Taunye         | Bay Area Property Management             | 650-260-1034   | taunye@bayareapm.com        |
| 53 | Paid |        | Sirk, Heather        | Bay Area Property Management             | 650-260-1031   | hsirk@bayareapm.com         |
| 54 | Paid |        | Sullivan, Mike       | SRE Asset Management, Inc.               | (408) 888-4700 | mike@srecompany.com         |
| 56 | PAid |        | Vail, Jennifer       | W.A. Krauss & Co. Prop. Mgmt.            | 737-2300       | jennvail@hotmail.com        |
| 57 | Paid |        | Vail, Jeff           | W.A. Krauss & Co. Prop. Mgmt.            | 737-2300       |                             |
| 58 | Paid |        | Vasquez, Trinidad    | TC Properties                            | 971-8900       | trini@tc-properties.net     |
| 59 | Paid |        | Vick, Michael        | Paragon Properties                       | 408.293.8288   | mike@paragon-properties.com |
| 60 | Paid |        | Walker, Gary         | Aborn Property Management                | 272-7298       | garyofsj@aol.com            |
| 61 | Paid |        | Walker, Joi ŘMP, MPM | Aborn Property Management                | 272-7298       | JoiW@aol.com                |
| 62 | Paid |        | Whitfield, Wendell   | Great Western Realty                     | 408-739-1300   | wendellwhitfield1@gmail.com |
| 63 | Paid |        | White, Bill          | Wedgewood Properties                     | 408-393-8154   | Bill@YourNext1031.com       |
| 64 | Paid |        | Zell, Jeff           | Zell Associates                          | 408-978-1950   | jeff@zell.com               |

Paid Members: 51 Free Emeritus Members: 2 Staff Members: 2

New Members:

New Staff:

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## **AFFILIATES**



|    | Status | Initials | Name                      | Company                                     | Phone #         | e-mail                              |
|----|--------|----------|---------------------------|---|-----------------|-------------------------------------|
| 1  | Paid   |          | Robert Russell            | A Clean Gutter                              | 408-476-7100    | acleangutter@gmail.com              |
| 2  | Paid   |          | Michael Aasen             | Aasen's Household Services                  | 813-2637        | knmaasen@gmail.com                  |
| 3  | Paid   |          | Richard K. Abdalah        | Abdalah Law Offices                         | 408-252-5211    | rabdalah@abdalahlaw.com             |
| 4  | Paid   |          | Joe Morrone               | Ameriblinds                                 | 629-3608        | ameriblinds@sbcglobal.net           |
| 5  | Paid   |          | Peter Tea                 | Appliance Leaders                           | 510-876-5626    | peter.applianceleaders@gmail.com    |
| 6  | Paid   |          | Michelle McNamara         | Association Maintenance Service             | 925-399-6867    | mmcnamara@amsforservice.com         |
| 7  | Paid   |          | Rick Bresnahan            | B&B Electric                                | 408-656-3352    | rick@bnbelectric.com                |
| 8  | Paid   |          | Lupe Ortiz                | Blue Clean Janitorial Services              | 408-250-6028    | lupe@lupeshouseclean.com            |
| 9  | Paid   |          | Al Arias                  | Empire Remodeling, Inc.                     | 408-640-1912    | al@empireremodelinginc.com          |
| 10 | Paid   |          | Carla Vargas              | C&R Cleaning Services                       | 408-807-7250    | carlabrasil1@hotmail.com            |
| 11 | Paid   |          | Mike Amdal                | Citra Pest Control                          | 408-691-3444    | mikeamdal@gmail.com                 |
| 12 | Paid   |          | Chris Boucher             | De Anza/Almaden Appliance                   | 408-996-9111    | customerservice@deanzaappliance.com |
| 13 | Paid   |          | Anne-Michelle Francis     | Eviction Service Center                     | 408-288-6074    | info@evictionservicecenter.com      |
| 14 | Free   |          | Jeanne Clabaugh           | Family Giving Tree                          | 946-3111 xt 225 | jeanne@familygivingtree.com         |
| 15 | Paid   |          | Shannon Anfindsen         | Filter Easy                                 | (919) 637-0726  | shannon@filtereasy.com              |
| 16 | Paid   |          | Bret Flanders             | Flanders Heat and Air Systems               | 408-259-6090    | flandersair@sbcglobal.net           |
| 17 | Paid   |          | Francesca Gallaher        | Gallaher Construction                       | 408-825-1362    | francesca@gallaherco.com            |
| 18 | Paid   |          | Alicia Perez              | Giuliani Construction and Restoration, Inc. | 650-422-1685    | aperez@giulianiconstruction.com     |
| 19 | Paid   |          | James Bailey              | Gladiator Repipe Inc.                       | 408-476-1760    | gladiatorrepipe@gmail.com           |
| 20 | Paid   |          | Greg Goodman              | Goodman Insurance Agency                    | 408 267 5502    | ggoodman1@farmersagent.com          |
| 21 | Paid   |          | Dan Lee/ Sarah Lee        | Greenery Gardening                          | 408-499-9369    | greenerygardening@gmail.com         |
| 22 | Paid   |          | Bill Yi                   | Iconic Painting                             | 408-530-8087    | iconicpainting@gmail.com            |
| 23 | Paid   |          | Elyas Daud                | Insight Screen Solutions                    | (925) 914-1991  | elyas@insightscreeningsolutions.com |
| 24 | Paid   |          | Kevin Zouzounis           | Junk King                                   | 408-441-0556    | kevinzouzounis@junk-king.com        |
| 26 | Paid   |          | Tim Hassler               | Langenwalter Carpet Dyeing                  | 408-238-1480    | Thassler@gmail.com                  |
| 28 | Paid   |          | Marcia Shea               | Legal Shield                                | 408-401-2862    |                                     |
| 29 | Paid   |          | Dale Carstensen/Bob Kurtz | Los Gatos Roofing                           | 408-358-1233    | dale@losgatosroofing.com            |
| 31 | Paid   |          | Sam Costa                 | 1-Hour Drain                                | 888-603-6886    | info@1hourdrain.com                 |
| 32 | Paid   |          | Octavio Chavez            | OC Plumbing                                 | 408-710-7840    | callocplumbing@gmail.com            |
| 33 | Paid   |          | Rossi, Jim                | Pest Pro Commercial & Residential           | 408-209-3083    | jimrossi.presto@gmail.com           |

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## **AFFILIATES**



|    | Status | Initials | Name            | Company                           | Phone #      | e-mail                           |
|----|--------|----------|-----------------|-----------------------------------|--------------|----------------------------------|
| 34 | Paid   |          | Rebecca Shumard | P.W. Stephens Environmental, Inc. | 510-335-5469 | rebeccas@pwsei.com               |
| 35 | Paid   |          | Sandy Adams     | Rental Housing Network            | 408-246-6114 | Sandy@rentalhousingnetwork.com   |
| 37 | Free   |          | Tracey Lee      | SCCAOR                            | 408-445-8500 | tracey@sccaor.com                |
| 38 | Paid   |          | Natalie Cabral  | S&G Carpet                        | 408-209-6891 | Nataliecabral@sgcarpet.com       |
| 39 | Paid   |          | Marc Wood       | Servpro of SW San Jose            | 408-288-9977 | servpro9732@gmail.com            |
| 40 | Paid   |          | Nancy Penaloza  | Servpro of SW San Jose            | 408-288-9977 | nancy.servpro@gmail.com          |
| 41 | Paid   |          | Robert Escobar  | Servpro                           | 408-371-4001 | rob@sp9219.com                   |
| 43 | Paid   |          | Clay E Selland  | Signet Mortgage                   | 877-877-8420 | clay@signetmortgage.com          |
| 44 | Paid   |          | Burch Boehner   | State Farm Insurance              | 408-287-8190 | burch.boehner.nt26@statefarm.com |
| 45 | Paid   |          | Thomas Silvius  | North American Van Lines          | 408-221-3760 | thomas.silvius@beltmann.com      |
| 46 | Paid   |          | Tim Denner      | Taps Termite                      | 408-259-5900 | tapsterm@gmail.com               |
| 47 | Paid   |          | Hany Louis      | Tile and Grout King               | 408-930-8453 | Hany@TileAndGroutKing.com        |
| 48 | Free   |          |                 | Tri County Apartment Assn.        | 408-342-3500 |                                  |
| 49 | Paid   |          | Scott Varney    | Financial Tax Strategies          | 408-569-0778 | scottvarney1@gmail.com           |
| 50 | Paid   |          | Nate Moran      |                                   | 800-835-5946 | bay@waterheatersonly.com         |
| 51 | Free   |          | Jody Marshall   |                                   | 408-299-5174 | jodymarshall@aol.com             |
| 52 | Paid   |          | Maria Neumann   | Fire & Water Damage Recovery      | 510-483-1524 | maria@waterdamagerecovery.net    |

Number of Paid Affiliates:

Number of Free Affiliate Members:

New Members:

43

Revised 1/9/2020 2

|                                  |                     | Santa Clara County dget for 2020   |
|----------------------------------|---------------------|--|
|                                  | Ьu                  | aget for 2020  |
|                                  |                     | Notes  |
| Income:                          |                     |  |
|                                  |                     | 51 members @ \$140 each (Based on 2019 Roster) less \$765 in   |
| Member Dues - Annual             | \$6,795             | ethics class registration credits  |
| Affiliate Dues - Annual          | \$12,390            | 42 affiliates @ \$295 each (Based on 2019 Roster)  |
| 50/50 Drawing                    |                     | Estimate from 2018 income  |
| Education                        |                     | 2018 Class income  |
| Holiday Party                    |                     | \$2125 - 90 guests (35 @\$50 55 @ \$25), \$400 Special Raffle (iPad mini), \$1500 for 50/50 Raffle, \$600 (\$300 per Photo Booth Sponsor) \$630 Member Retention, \$500 Advertising Grant (Available), \$500 Education Grant, \$500 Speaker Travel Grant, \$250 Leadership |
| Grants from NARPM National       | \$2,380             | Training Grant   |
| Total Income                     | \$31,440            |  |
|                                  |                     |  |
| Expense:                         | <b>*</b> · <b>-</b> | 4/0 . 6 4:   |
| 50/50 Drawing                    | ' '                 | 1/2 of estimated income  |
| Advertising                      |                     | \$252 (\$21 per month) MailChimp, \$250 misc supplies/flyers   |
| Awards/Scholarships              |                     | 4 \$50 Amex Gift Cards for 1 Affiliate Meeting   |
| Affiliate Day Shred Truck Rental | \$250               | \$250 for 1 hour rental  |
| Bank Charges                     |                     | Bank account is free   |
| Board of Directors               | \$4,300             | \$2,000 - Pres. & Pres Elect Sponsorship to attend Natl Conv @ \$1,000 each; \$200 gift for Holiday Party for outgoing President, \$1200 BOD Dinner, \$800 End of Year BoD gifts, \$100 President Budget   |
| Catering/Room Rental             | \$7.860             | \$750 average per meeting x 10 meetings, \$360 Adobe Lodge Fee   |
| Donations                        |                     | to be dispersed to charities at the discretion of the Board  |
| Education                        |                     | 2018 Education Expenses  |
| Fundraiser Annual Expense        |                     | Volunteer dinner   |
| ·                                |                     | \$1600 Casino; 90 dinners @ \$41=\$3690; Raffle Giveaway (iPad mini) \$400; \$750 for 50/50 Raffle; \$600 Photo Booth; \$100   |
| Holiday Party Expense            |                     | decorations  |
| Merchant Fees                    |                     | Paypal, Square, Etc. (Estimate Based on 2018 expense)  |
| Professional - Legal/Acctng      | ·                   | Tax Return Preparation + Tax 2 speakers @ \$250 each + \$50 Gift Card Per Meeting @ 8 Meetings   |
| Professional - Speakers          |                     | \$500 Out-of-Town Speaker Travel Expense   |
| Scholarship                      |                     | \$150 Designation Reimbursements (estimated 3)   |
| Supplies                         |                     | Plaques/Decorations/Etc  |
| Website                          |                     | Website monthly maintenance  |
| Website hosting                  |                     | GoDaddy.com  |
| New Member Referrals             |                     | 6 gift cards @ \$50 ea.  |
| Post office box rental           | \$92                |  |
| Name tags                        | \$1,200             |  |
| Total Expense                    | \$31,449            |  |
| TOTAL EXPENSE                    | Ψ <b>31,443</b>     |  |
| Net Income                       | -\$9                |  |
| Changes to budget:               |                     | BOD planning meeting dinner expense increased to \$1200  |
| g wwgon                          |                     |  |
|                                  |                     |  |
| Discussion Topics:               |                     |  |
|                                  |                     |  |

From: NARPM Santa Clara Chapter <info@narpmscc.com>

Sent time: 01/15/2019 10:28:08 AM To: melissa@almaden4rent.com

"SCC NARPM ~ Join us for guest Speaker, John Bradford! See you Thursday!" Subject:

NARPM Santa Clara County - Meeting Reminder

View this email in your browser



## Thursday, January 17th, 8:15am-10am, Three Flames Restaurant in San Jose

ADD THIS EVENT TO YOUR CALENDAR!

## January Speaker



John Bradford

Bringing the New Year with a bang! John will be providing tips on starting the New Year of right with best practices and education around HUD & ADA

John Bradford is the CEO & founder of two start-up companies...Park Avenue Properties is a residential management firm located in Charlotte, NC, and manages 1,500 rentals in 3 states and 5 cities. He started the company after working 14 years in corporate America for both ExxonMobil and IBM. He also founded PetScreening.com which is used by professional property managers for better due diligence and making more informed policy decisions when dealing with household pets and service/companion animals. John is serving his second term in the North Carolina House of Representatives and serves as the Majority Deputy Whip as well as Chairman of two House Committees. John's company, Park Avenue Properties, was recognized by Inc. magazine (for three consecutive years) as one of the fastest growing privately owned companies in America.



### Congratulations to the SERVPRO of SW San jose Affiliate of 2018!



**Marc Wood** 

### **OUR AFFILIATE MEMBERS**

Interested in becoming an Affiliate? Click HERE to learn more!



February 25-27, 2019



Learn, build and enhance relationships. Rub shoulders with experienced professionals.

Brokers/Owners Sharing Top Secrets.

## <u>January 2018</u> <u>Sponsor</u>



## Water Damage Recovery



Maria Neumann
Water, Mold Restoration & Recovery
Phone: 510.351.7510
Emergency Response 24 Hours
a Day, 7 Days a Week!!

# Shred Day!! February 21!



Get ready for Shred Day during our February Meeting!

# Get Re-energized & Motivated!

Location: The Mirage Hotel and
Casino in fabulous Las Vegas,
Nevada is the site for the sixth
NARPM® Broker/Owner Conference
and Expo.



Your
2018 President,
Brad Bonnifield,
with
Cornerstone Pr
operty
Management!

The Board of Directors and Leadership Team meet every 1st Thursday of the month at The Adobe Lodge in Santa Clara from 12pm-1:30pm. Everyone is welcome to come share their ideas! (Lunch not included) Please RSVP via e-mail to our NARPM SCC President at least 24 hours in advance.



**BREAKFAST MEETING COSTS:** 

First Time Guests Are FREE!

Members: FREE with membership

Bring up to 3 boxes for shredding & receive a Certificate of Destruction for FREE!! Ask Brad for details at our next meeting!

> February Affiliate Meeting!



Panel Interview with our Affiliates that can help your business! Invite your Team to increase their knowledge!

1st Visit & Breakfast is on us!!



Raffle Prizes !!

Property Managers, bring a business card and enter to win Fabulous Prizes! No Purchase or Raffle Ticket Required! Affiliates: FREE with membership Returning Non-Members: \$20@door

#### WHERE WE MEET:

Three Flames 1547 Meridian Ave, San Jose, CA 95125

#### WHEN WE MEET:

Every Third Thursday of the Month from 8:15am to 10am



### **LEGISLATIVE UPDATE**

Big Election News In Housing

Proposition 10 was easily defeated by a wide margin. If passed the Costa Hawkins ruling would have been reversed. This would have allowed a city to add single-family homes and new housing developments to their rent control ordinance. It's clear the voters want more housing not more regulations.

Another Proposition we were watching closely was Proposition 5 which was defeated.
Proposition 5 would have allowed seniors and disabled homeowners to take a portion of their lowered property tax base with them if they moved anywhere in the state.

Proposition 1 was a bond

Say "Thank You" to your favorite affiliates by adding a testimonial to the NARPM SCC webpage! Simply send us an e-mail with the testimonial and we'll take care of the rest. Help them today, as they help you throughout the year.



NARPM's 2018 Holiday Party!! Benefiting Sunday Friends Charity



Thank you to all of you who were able to join the fun and help to support Sunday Friends & the 2018 Holiday Event!!







measure for affordable housing and veteran housing.

Proposition 2 was a bond measure for housing the mentally ill. Both measures passed.

- Sandy Adams

For more updates like this one, please visit

- Sandy Adams



Thank you to our Legislative Chair, Sandy Adams with Rental Housing Network!

### **DID YOU KNOW...**

You can ask questions to NARPM Members Nationwide!

Click HERE to join the NARPM
Business Leader GOOGLE Group.

Add yourself to this group to see how others have handled situations, to avoid pitfalls, and to get insight and support! If you're not a part of this groups, you're missing a great resourse that NARPM provides to all members!



Al of Carpet Works

Special Thank You to our Sponsors, Board & the Holiday Party Committee!

Joi Walker RMP®
Sarah Riqueros
Christopher Cossitor
RMPC
Bradley Bonnifield
Andrea Caldwell MPM®,
RMP®
Lisa Goodman RMPC



**OUR NEW WEBSITE** 

JOIN

**LIKE US ON FACEBOOK** 





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Our email address is: Info@NARPMSCC.com

Want to change how you receive these emails?
You can <u>update your preferences</u> or <u>unsubscribe from this list</u>

## NARPM Santa Clara County Budget for 2020

| Income:   |   | Notes  |
|---|---|--|
| Member Dues - Annual<br>Affiliate Dues - Annual<br>50/50 Drawing<br>Education         | \$6,795<br>\$12,390<br>\$3,500<br>\$750         | 51 members @ \$140 each (Based on 2019 Roster) less \$765 in ethics class registration credits 42 affiliates @ \$295 each (Based on 2019 Roster) Estimate from 2018 income 2018 Class income   |
| Holiday Party   | \$5,625   | \$2125 - 90 guests (35 @\$50 55 @ \$25), \$400 Special Raffle (iPad mini), \$1500 for 50/50 Raffle, \$600 (\$300 per Photo Booth Sponsor) \$630 Member Retention, \$500 Advertising Grant (Available), \$500 Education Grant, \$500 Speaker Travel Grant, \$250 Leadership   |
| Grants from NARPM National  | \$2,380   | Training Grant   |
| Total Income  | \$31,440  |  |
| Expense:  |   |  |
| 50/50 Drawing   | \$1,750   | 1/2 of estimated income  |
| Advertising   | \$502   | \$252 (\$21 per month) MailChimp, \$250 misc supplies/flyers   |
| Awards/Scholarships   | \$200   | 4 \$50 Amex Gift Cards for 1 Affiliate Meeting   |
| Affiliate Day Shred Truck Rental  | \$250   | \$250 for 1 hour rental  |
| Bank Charges  |   | Bank account is free   |
| Board of Directors Catering/Room Rental Donations Education Fundraiser Annual Expense | \$4,300<br>\$7,860<br>\$2,000<br>\$750<br>\$800 | \$2,000 - Pres. & Pres Elect Sponsorship to attend Natl Conv @ \$1,000 each; \$200 gift for Holiday Party for outgoing President, \$1200 BOD Dinner, \$800 End of Year BoD gifts, \$100 President Budget \$750 average per meeting x 10 meetings, \$360 Adobe Lodge Fee to be dispersed to charities at the discretion of the Board 2018 Education Expenses Volunteer dinner |
|   | <b>.</b>  | \$1600 Casino; 90 dinners @ \$41=\$3690; Raffle Giveaway (iPad mini)   |
| Holiday Party Expense   | \$7,140   | \$400; \$750 for 50/50 Raffle; \$600 Photo Booth; \$100 decorations  |
| Merchant Fees   | \$450<br>\$475                                  | Paypal, Square, Etc. (Estimate Based on 2018 expense)  |
| Professional - Legal/Acctng   | \$175   | Tax Return Preparation + Tax   |
| Professional - Speakers   | \$1 <i>1</i> 00                                 | 2 speakers @ \$250 each + \$50 Gift Card Per Meeting @ 8 Meetings,<br>\$500 Out-of-Town Speaker Travel Expense   |
| Scholarship   | \$450   | \$150 Designation Reimbursements (estimated 3)   |
| Supplies  | \$250   | Plaques/Decorations/Etc  |
| Website   | \$1,440   | Website monthly maintenance  |
| Website hosting   | \$1,440   | GoDaddy.com  |
| New Member Referrals  | \$300   | 6 gift cards @ \$50 ea.  |
| Post office box rental  | \$92  | - 5 400 00.  |
| Name tags   | \$1,200   |  |
| Total Expense   | \$31,449  |  |

Net Income -\$9

Changes to budget: BOD planning meeting dinner expense increased to \$1200

From: NARPM Santa Clara Chapter <info@narpmscc.com>

 Sent time:
 02/11/2019 12:17:16 PM

 To:
 melissa@almaden4rent.com

**Subject:** February meeting Affiliate Meeting/ Free Shred Day!!!

NARPM Santa Clara County - Meeting Reminder

View this email in your browser



Thursday, February 21th, 8:15am-10am, Three Flames Restaurant in San Jose

ADD THIS EVENT TO YOUR CALENDAR!



Save The Date! March 21st Guest Speaker



Panel Interview with our
Affiliates that can help your
business!
Invite your Team to
increase their knowledge!

1st Visit & Breakfast is on us!!



Raffle Prizes !!

Property Managers, bring a business card and enter to win Fabulous Prizes! No Purchase or Raffle Ticket Required!

Say "Thank You" to your favorite affiliates by adding a testimonial to the NARPM SCC webpage! Simply send us an e-mail with the



Chrystyna Rowek
Lighthouse Cove Property
Management Owner/Broker
Silverdale, WA

### **OUR AFFILIATE MEMBERS**

Interested in becoming an Affiliate?

Click <u>HERE</u> to learn more!





February 25-27, 2019

testimonial and we'll take care of the rest. Help them today, as they help you throughout the year.

# Shred Day!! February 21!



Get ready for Shred Day during our February Meeting!

Bring up to 3 boxes for shredding & receive a Certificate of Destruction for FREE!!

Ask Bard for details at our next meeting!

OUR NEW WEBSITE

JOIN

**LIKE US ON FACEBOOK** 



## Register HERE

Learn, build and enhance relationships. Rub shoulders with experienced professionals.

Brokers/Owners Sharing Top Secrets.

# Get Re-energized & Motivated!

Location: The Mirage Hotel and Casino in fabulous Las Vegas, Nevada is the site for the sixth NARPM® Broker/Owner Conference and Expo.



Your
2018 President,
Brad Bonnifield,
with
Cornerstone Pr
operty
Management!

The Board of Directors and Leadership Team meet every 1st Thursday of the month at The Adobe Lodge in Santa Clara from 12pm-1:30pm. Everyone is welcome to come share their ideas! (Lunch not included) Please RSVP via e-mail to our NARPM SCC President at least 24 hours in advance.

# Congratulations to the SERVPRO of SW San jose Affiliate of 2018!



**Marc Wood** 



#### **BREAKFAST MEETING COSTS:**

First Time Guests Are FREE!

Members: FREE with membership
Affiliates: FREE with membership
Returning Non-Members:
\$20@door

## WHERE WE MEET:

Three Flames 1547 Meridian Ave, San Jose, CA 95125

#### WHEN WE MEET:

Every Third Thursday of the Month from 8:15am to 10am



#### **LEGISLATIVE UPDATE**

Big Election News In Housing

Proposition 10 was easily defeated by a wide margin. If passed the Costa Hawkins ruling would have been reversed. This would have allowed a city to add single-family homes and new housing developments to their rent control ordinance. It's clear the voters want more housing not more regulations.

Another Proposition we were watching closely was Proposition 5 which was defeated.

Proposition 5 would have allowed seniors and disabled homeowners to take a portion of

their lowered property tax base with them if they moved anywhere in the state.

Proposition 1 was a bond measure for affordable housing and veteran housing.

Proposition 2 was a bond measure for housing the mentally ill. Both measures passed.

- Sandy Adams

For more updates like this one, please visit

RentalHousingNetwork.com

- Sandy Adams



Thank you to our Legislative Chair, Sandy Adams with Rental Housing Network!

### **DID YOU KNOW...**

You can ask questions to NARPM Members Nationwide!

Click <u>HERE</u> to join the NARPM Business Leader GOOGLE Group.

Add yourself to this group to see how others have handled situations, to avoid pitfalls, and to get insight and support! If you're not a part of this groups, you're missing a great resourse that NARPM provides to all members!





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Our email address is: Info@NARPMSCC.com

Want to change how you receive these emails? You can <u>update your preferences</u> or <u>unsubscribe from this list</u>

### Dyann M. Shepard, CPA

8125 Castenada Lane Atascadero, CA 93422 Phone/fax: (805) 466-0947 & dyann@dshepardcpa.com

March 12, 2020

Brad Abbott The Santa Clara Chapter of NARPM PO Box 5172 San Jose, CA 95150

For services rendered in connection with the filing of your 2019 990-N and 199N (electronic postcards).

\$250

## Confirmation

Print this page for your records. The Confirmation Number below is proof that you successfully filed your 199N e-Postcard.

We received your 199N e-Postcard on 3/12/2020 3:29:00 PM.

Confirmation Number: 205933207208

**Entity ID:** 

2059332

**Entity Name:** 

THE SANTA CLARA COUNTY CHAPTER OF NARPM

### **Account Period Information**

**Account Period Beginning:** 

1/1/2019

**Account Period Ending:** 

12/31/2019

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

Your entity has not terminated or gone out of business.

Your entity has not changed the account period.

**Gross Receipts:** \$29071

This is not an amended return.

An IRS Form 1023/1024 is not pending.

## **Entity Information**

FEIN:

| Form | 990 | -N |
|------|-----|----|
|------|-----|----|

#### **Electronic Notice (e-Postcard)**

| OMB No. 1 | 545-2085 |
|-----------|----------|
|-----------|----------|

Department of the Treasury Internal Revenue Service for Tax-Exempt Organization not Required to File Form 990 or 990-E

2019

Open to Public Inspection

A For the 2019 Calendar year, or tax year beginning 2019-01-01 and ending 2019-12-31

| B Check if available  Terminated for Business | C Name of Organization: <u>THE SANTA CLARA CHAPTER OF</u> NARPM | D Employee Identification Number <u>77-0342116</u> |
|---|---|--|
|   | PO BOX 5172, SAN JOSE   |  |
|   | CA, US, 95150   |  |
| E Website:                                    | F Name of Principal Officer: BRAD ABBOTT                        | _  |
|   | PO BOX 5172, SAN JOSE,  |  |
|   | CA/US. 95150  |  |

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.