

Certificate of Compliance

This certifies that the

Washington State Association Chapter

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

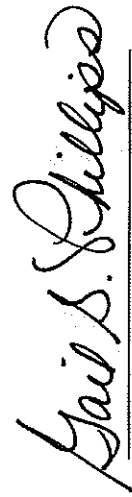
2/24/2010



2009 President



National Association of Residential Property Managers



Executive Director



National Association of Residential Property Managers

Chapter Certificate of Compliance Checklist
Due December 1, 2009

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

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

GOVERNANCE REPORTING	
1.	Attach a list of the names and positions of the upcoming Board of Directors and committee chairs for the Chapter (Must be submitted to reach chapter compliance)
2.	Have chapter bylaws changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
3.	Have chapter articles of incorporation changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
4.	Attach copies of minutes for each Board of Directors meeting. Chapters are required to meet and maintain corporate minutes and other records as designated by state law and chapter bylaws. (Must be submitted to reach chapter compliance) 2/25, 3/25, 9/23, 11/18
5.	Chapter officers assume their respective offices: January 1 <input checked="" type="checkbox"/> Other: Specify
6.	Date of fiscal year: Calendar year <input checked="" type="checkbox"/> Other: Specify
7.	The chapter maintains a minimum membership of seven (7) NARPM® Professional/Support Staff members. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be maintained to reach chapter compliance)
8.	Does the chapter maintain a FDIC bank account in the chapter's corporate name Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be submitted to reach chapter compliance) Name of Banking Institution: <u>Bank of America</u>
9.	The chapter has filed a Corporate Annual Registration Report/Renewal for the state in which it is registered for this calendar year? *Send NARPM® an up to date copy of corporate annual registration report/renewal (Must be submitted to reach chapter compliance) Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If not required check here <input type="checkbox"/> Other reason:
10.	Effective 2010, local/state chapter Presidents, or their designee, must participate in a minimum of three of the quarterly Regional conference calls. In 2009, did your chapter participate in these calls? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

CHAPTER FINANCIAL REPORTING	
* 11.	Attach copy of financial statement for current year. (Must be submitted to reach chapter compliance)
* 12.	Attach copy of proposed annual budget for the following year. (Must be submitted to reach chapter compliance)
* 13.	Attach copy of federal tax return. (Must be submitted to reach chapter compliance) If no return attached: Not required <input checked="" type="checkbox"/> Other reason
14.	Beginning in 2008, small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at www.irs.gov/charities). Did the chapter file notice? Y <input type="checkbox"/> N <input type="checkbox"/> If no, why not:

CHAPTER PLANNING	
15.	Attach a copy of chapter's annual calendar of events for the following year.
16.	The Chapter President-Elect attended the training sessions at the national leadership training session prior to taking office. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, state why not:
* 17.	Did chapter communicate at least four times during the year with members? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of the communications chapter had with the members. This can be electronic or printed. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input type="checkbox"/> N <input type="checkbox"/> If no, state reason why not:
* 18.	Did chapter sponsor/participate in effective educational programs for NARPM® members affiliated with the chapter during certification year. This can be designation class or local classes that have special speakers. For state/regional chapters, education can be part of their state/region convention. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach one copy of brochure or flier. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input type="checkbox"/> N <input type="checkbox"/> If no, state reason why not:
19.	The chapter is using the Chapter Leader section of NARPM.org(http://www.narpm.org/chapter-services/): Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:
20.	The chapter website is kept up to date? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, when will it be updated?
21.	The chapter is interested in looking at a website supported by NARPM®: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Contact persons name and number:
22.	The chapter filed for the current year Chapter Grant: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Check here if you would like more information on grants: <input type="checkbox"/> <i>The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.</i>

Other Items:

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


8

a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going?

b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.)

c. If answer is 8 or above, what are the cool things the chapter is doing that other chapters might like to hear about? We have vendors sponsor our meetings to offset our costs.

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

 2-8-10
Current Certification Year President/Date

 2/15/10
Current Certification Year Incoming President/Date

CHAPTER RE-CERTIFICATION REQUIREMENTS

The certification requirements were developed to maintain fair, specific procedural standards for the chapters and to protect the legal accountability of the national association. The NARPM® Board of Directors determines each chapter's recertification status after consideration of recommendations submitted by the Regional Vice President and the Membership Committee.

Submission Requirements

- Certificate of Compliance signed by the Chapter President and President-Elect/Vice President serving in Current Certification Year.
- Supporting materials as requested.



Washington State Chapter

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS

2010 Schedule of Events

January 28 th	Legislative Day on The Hill
February 26 th	Board Meeting
April	Board Meeting
May	Northwest Regional Conference Spokane
July	Washington State Chapters Joint Meeting & Clock Hour Class
August	Board Meeting
October	National Convention Seattle
November	Annual Board Meeting & Clock Hour Class
December	Trends Conference & NARPM Booth

Exact Dates to be determined.

2/25/09

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Washington State Chapter
National Association of Residential Property Managers
Minutes of Meeting
February 25, 2009

The meeting of the Washington State Chapter's Board of Directors was held by telephone conference.

The Meeting called to order by Ellen Webster at 8:30

In Attendance: Ellen Webster, April Sanders, Tom Rogers, Lindsey Green, Meredith Anderson, John Parker, Sue Johnson, Rich Bieker, Tom Guyer, James Tungsvik, and Jim Pickett

The Minutes of the Board Meeting held on January 21, 2009 were approved as amended to correct the spelling of James Tungsvik's name.

Treasurer's Report: The Treasurer's report as presented by Tom Rogers was accepted.

Tom Requested that the budget for 2009 and future budgets be amended to include an expense for the "Legislative Day on the Hill" reflecting NARPM's share of the cost for the dinner with the legislators. The motion was made and passed.

Committee Reports:

Membership: Tom Guyer mentioned that he had no new members to contact. James Tungsvik will ask Gail at National to include Tom on the notification list for new members in Washington.

Education: There was discussion concerning WA State NARPM setting up a real estate school for continuing education. Ellen Webster, Suzanne Cameron and April Sanders will look at options to include contracting with Mykut or Roy from Pierce County Chapter as alternatives to starting our own school.

It was decided to continue with the proposed class for April 28th with Chris Benis to teach advanced Landlord-Tenant Law. If this course can not be accredited, then a Core class will be used as a back-up course.

John Parker will work with Roy to get the RMP, MPM and Ethics courses being conducted in Portland at the Regional Conference approved for CE credit.

John Parker suggested that each chapter have a member get certified by the state as a Real Estate Instructor. This would make it easier for chapters to conduct their own education programs by getting the material approved by DOL and would allow the use of "guest lecturers" to conduct the course. Currently John Parker and Tom Guyer are certified as instructors by DOL.

Legislative: John Parker reported that hearings by Senate had been held on SB5923 on Trust Account Interest had been held. The hearing on SB5922 concerning credit reporting and sealing of eviction records was being held today. There have been several communications from NARPM members to the Senate committee concerning these bills.

By-Laws: Ellen reported that Suzanne has reviewed the Bylaws and will e-mail revisions to the committee for comments.

Communications/Web Site: There was some discussion about the complexity and time commitment to maintain a calendar for all chapters on the state web site. More investigation needs to be done on how this would work. Ellen will talk to NARPM about this.

Northwest Regional Conference: James Tungsvik reported that the registrations for the conference should be distributed in the next week to ten days. Also the contracts with the Marriott have been signed, so we should be able to book rooms now.

Next Board Meeting: The next board meeting will also be by phone conference on March 25th at 8:30.

Meeting Adjourned at 9:45

Respectfully Submitted,

James T. Pickett, MPMø
Secretary

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Washington State Chapter
National Association of Residential Property Managers
Minutes of Meeting
March 25, 2009

The meeting of the Washington State Chapter's Board of Directors was held by telephone conference.

The Meeting called to order by Ellen Webster at 9:35.

In Attendance: Ellen Webster, Meredith Anderson, John Parker, Rich Bieker, Jerry Maupin, April Sanders and Jim Pickett

The Minutes of the Board Meeting held on February 25, 2009 were approved as written.

Treasurer's Report: Due to Tom Roger's illness, there was no Treasurer's report provided.

Committee Reports:

Education: John Parker reported that the request for continuing education credit for the RMP and MPM courses at NW Regional were submitted last week to the Department of Licensing by Roy Gadley of Cascade Real Estate School.

Due to conflicts with most chapters' monthly meetings, the Landlord-Tenant Law course presented by Chris Benis has been rescheduled to June 17th. John will follow up on the CE credit request for this course which was submitted to DOL in January.

After discussion of the facilities costs, a motion was made and passed to solicit sponsorships for the class to defray costs. The main program sponsor would pay \$200 and be given a display table to promote their business at the event. Additional sponsors would pay \$100 and would share a display table.

Ellen Webster will ask Mark Creditor to conduct a 3 hour class at the annual meeting in November.

Legislative: John Parker reported that the only bill left before the legislature in Olympia that will affect the rental industry is the CO detector bill.

By-Laws: No report. The last by laws revision was approved August 24, 2001.

Communications/Web Site: Ellen reported that she needs event calendars from the different chapters to include in the website. She will also broadcast chapter's educational offering to all state members if chapters will send her the information.

Membership: There was no membership report.

Northwest Regional Conference: April Sanders brought the registration forms and the conference program for distribution. She announced that National would be sending e-mails to all members in the next day or two.

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There would be a drawing at the conference among the early registrants for a \$100 cash prize.

Property Management Education: The board discussed the pros and cons of Washington State Chapter establishing its own real estate school. Due to the complexities of such an undertaking, a motion was made and passed to table indefinitely the idea in favor of working with existing real estate schools to develop property management courses.

Next Board Meeting: The next board meeting will be at the Northwest Regional Conference in Portland on May 15th at 5 pm, before the offsite event. The location will be the hotel bar.

Meeting Adjourned at 11:10

Respectfully Submitted,

James T. Pickett, MPM®
Secretary

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④

**Washington State Chapter
National Association of Residential Property Managers
Minutes of Meeting
September 23, 2009**

The meeting of the Washington State Chapter's Board of Directors was held by telephone conference.

The Meeting called to order by Ellen Webster at 8:38.

In Attendance: Ellen Webster, Meredith Anderson, John Parker, April Sanders and Jim Pickett, Lindsey Green, and Sue Johnson

The Minutes of the Board Meeting held on March 25, 2009 were approved as written.

Old Business:

Advanced Landlord-Tenant Class: Ellen reported that the Class held June 18th had about 65 attendees and made approximately \$100 for the chapter.

Northwest Regional Conference in Portland: The conference was ultimately profitable and the Portland Chapter returned the seed money to Washington State Chapter.

Committee Reports:

Membership: Ellen reported for Tom Guyer that there have been several new members recently. Tom has been sending letters to all.

Education: John Parker reported that some of the designation classes are getting approved for clock hours and we will be trying to get all the courses for the Seattle Convention approved for credit.

Legislative: John Parker reported on the improved communication of legislative issues between National and the local Chapters. We can expect to see much more of this.

John Parker also reported that there is a Joint Taskforce formed to look at the underground economy in Washington State. The estimates are that Washington loses about \$15 million per year in unreported B&O, Workman's Comp and Unemployment taxes. This committee thinks that property managers contribute substantially to this underground economy and we may find ourselves under greater scrutiny.

By Laws: Ellen reported that there has been no progress on revision of the By Laws this year.

Communications/Web Site: Ellen reported that she needs event calendars from the different chapters to include in the website.

Annual Meeting: The meeting will be November 18th. Representatives from each chapter need to be submitted to Ellen. Ellen will look into a less expensive venue for the meeting due to limited chapter funds.

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Meeting Adjourned at 9:50

Respectfully Submitted,

**James T. Pickett, MPM®
Secretary**

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**Washington State Chapter
National Association of Residential Property Managers
Minutes of Meeting
November 18, 2009**

The annual meeting of the Washington State Chapter was held at the Best Western Airport Executer at 20717 International Blvd., Seattle, WA

Prior to the annual meeting, a Seminar on "Domestic Violence and the Property Manager" was presented by Rebekah Near of Orca Information, sponsored by Cascade Real estate School.

The Meeting called to order by Ellen Webster at 12:58 PM.

Vicki Gaskell, MPM, RMP gave the opening remarks and provided a brief status of NARPM from a national perspective

Introduction of National officers was made with brief remarks by those individuals:

Vicki Gaskell, President
James Tungsvik, Regional Vice President Northeast Region
Tom Guyer, Regional Vice President Northwest Region

Minutes of September Board Meeting were distributed and approved with a technical amendment concerning the extent of Washington State's underground economy.

Treasurer's Report was distributed and placed on file.

Committee Reports:

Legislative: John Parker announced

1. Legislative "Day on the Hill" January 28th
2. A brief review of when a property management company needs a contractor's license

Membership: Tom Guyer discussed the welcome program for new members and suggested that a committee meet with new members to help them integrate with NARPM.

Education: Trends: Ellen Webster reported that the trends booth had been ordered. She will have sign up sheets out next week for members to man the booth.

Introduction of officers and Board Members by Ellen Webster.

Upcoming events were announced:

Chapter Representatives making up the 2010 Board of Directors were introduced

Those representatives are:

- King County: Leeann Ghiglione, RMP and Kelly Tollifson
- Pierce County: John Parker, MPM, Sue Johnson, and Ellen Webster, RMP, (Past-President)
- Thurston County: to be announced
- NW Counties: April Sanders, MPM, (President) and Tommie Rogers, RMP
- Kitsap County: Meredith Anderson, MPM, and Jim Pickett, MPM

State Board of Directors was sworn in by Regional Vice-President, James Tungsvik

The 50/50 raffle was conducted and the Meeting Adjourned at 1:30

Respectfully Submitted

James T. Pickett

**Washington State Chapter
National Association of Residential Property Managers**

c/o James T. Pickett
9601 Provost Rd. NW #201
Silverdale WA 98383
March 1, 2010

National Association of Residential Property Managers
638 Independence Parkway, Suite 100
Chesapeake, VA 23320

Re: Washington State Chapter Officers and Board of Directors

Dear Gail Phillips,

On November 18, 2009, Washington State Chapter of NARPM held a general membership meeting at which the Board of Directors for the Chapter was sworn into office for 2010. A Copy of the minutes of the meeting is attached.

The 2010 Board of Directors are as follows:

Those representatives are:

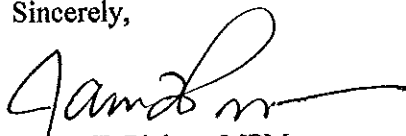
- King County: Leeann Ghiglione,RMP and Kelly Tollifson
- Pierce County: John Parker, MPM, Sue Johnson, and Ellen Webster, RMP, (Past-President)
- Thurston County: to be announced
- NW Counties: April Sanders, MPM, (President) and Tommie Rogers, RMP
- Kitsap County: Meredith Anderson, MPM, and Jim Pickett,MPM

At the first meeting of the year on February 26, 2010, the Board of Directors elected the following to serve as officers of the chapter in the respective positions:

- President: April Sanders
- Vice-President/President Elect: Sue Johnson
- Secretary: Terri Patterson
- Treasurer: Tommie Rogers
- Past President: Ellen Webster

At this meeting, the Board of Directors approved the appointment of Terri Patterson to the Board. A copy of these minutes is also enclosed for your records.

Sincerely,



James T. Pickett, MPM
Outgoing Secretary,
Washington State Chapter of NARPM

Washington State Chapter
National Association of Residential Property Managers
Minutes of Meeting
November 18, 2009

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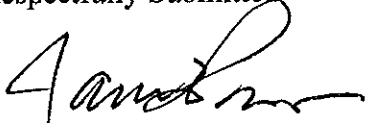
Those representatives are:

- King County: Leeann Ghiglione, RMP and Kelly Tollifson
- Pierce County: John Parker, MPM, Sue Johnson, and Ellen Webster, RMP, (Past-President)
- Thurston County: to be announced
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- Kitsap County: Meredith Anderson, MPM, and Jim Pickett, MPM

State Board of Directors was sworn in by Regional Vice-President, James Tungsvik

The 50/50 raffle was conducted and the **Meeting Adjourned at 1:30**

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'James T. Pickett', written in a cursive style.

James T. Pickett

Washington State Chapter
National Association of Residential Property Managers
Minutes of Meeting
February 26, 2010

The meeting of the Washington State Chapter's Board of Directors was held at The DoubleTree Inn at SouthCenter, Tukwilla WA

The Meeting called to order by April Sanders at 9:15

In Attendance: April Sanders, Tom Rogers, Ellen Webster, Jim Pickett, John Parker, Leeann Ghiglione, Sue Johnson, Terry Patterson, Heidi Hartman, Roy Gadley, Rebekah Near, and Tom Guyer.

The Minutes of the Board Meeting held on November 18th were approved as written.

Treasurer's Report: Tom Rogers presented the Treasurer's Report showing the Chapter in the black. Leeann noted that because National is trying to model Regional Conferences after the Northwest Region, they will be providing seed money for the convention thus removing that obligation from the Washington State budget. Tom also noted that using the Doubletree Inn as a venue for events was substantially more expensive than other locations, thus causing the chapter to end 2009 with a net loss in revenues.

Old Business:

Committee Reports:

Education: April began by introducing **Roy Gadley** from Cascade Real Estate School explaining that he has offered to assist the Education Committee with programs offered so that we can optimize the opportunities for continuing education credit offered to the chapters. Roy stated that the RMP and MPM classes being offered at NW Regional have been submitted to Dept of Licensing for approval. Ethics has already been approved. He will ask that each member seeking clock hours pay \$50.00 per course for the administrative cost of providing the CE credit. Normal fee for this service by other companies is \$10.00 per clock hour.

There was lengthy discussion as to the best way to communicate chapter's educational programs to other members around the state. Local chapters have two ways to promote their programs: (1) Through the National web site, chapter leaders can access the e-mail distribution to members, and then broadcast on their own to their affiliate members; or (2) send the announcement to Orca Information who will broadcast to all members and affiliates (if chapters keep her informed of their e-mail addresses). Chapters that don't have access to the distribution list through National can send info to John Parker who will distribute it through National's e-mail distribution system.

Legislative: John Parker introduced **Heidi Hartman** of Kitsap County as the new Washington State Legislative Chair. He then commented on a couple of current issues of concern to property managers.

1. John reported that the Day on the Hill in Olympia last month was a resounding success as far as participation by the property management industry. NARPM had 32 members

present and that exceeded the numbers from the other organizations that were represented.

2. John explained the push by the state legislature to enact a bill that would require on-site manager's salaries to be included as income to the management company. Currently most apartments treat the on-site manager as an employee of the property owner and not the management company. Thus their wages do not show up on the management companies Profit & Loss statements, and are not included in the B&O tax reported to the state.
3. John also mentioned that the state Dept of Revenue is auditing property management companies' books under the guise of reviewing their B&O tax reporting. What they are really looking for is unreported sales tax. Their methods (at least in Pierce County) are deceptive and they are using intimidation tactics to generate more revenue for the state at our expense.

Northwest Regional Conference:

Tom Guyer reported that **Maria Truckenboltz** who is the conference chairperson in Spokane needs help, and encouraged all of us to offer our services. April suggested the chapter provide two donations for the two 50/50 raffles for the conference. She also suggested that Washington State pay for the President Elect to attend the Leadership program offered at either the Regional Conference or the National Convention.

Elections:

April mentioned that **Tommie Rogers** had agreed to continue as Treasurer if no one else wanted the job. The board agreed that Tom should continue.

April mentioned that she had done some recruiting for officers. There was some discussion as to how members of the board were determined and who could hold office and how many voting members a chapter could have. Jim read portions of the bylaws to the board stating that chapter's Presidents designate at least two representatives, but that the board itself could choose additional members. There is no limit defined by the bylaws, nor do the bylaws restrict chapters voting rights to a specific number of votes. The board determined that if we have members in the state who are interested and willing to serve on the state board, we should include them.

With that discussion completed it was moved and seconded that **Terry Patterson** be nominated to serve this year as **Secretary**. The motion was passed.

There was then a motion and second to nominate **Sue Johnson** as **President-Elect**. After some discussion and gentle arm twisting, Sue agreed to serve. The motion was then put to a vote and passed.

April asked for volunteers for committee chairs. There was some discussion about a Vendor chair and it was decided to ask **Linzi Reynolds** of **Service Master** if she would be the Vendor Chair.

Rebekah Near of **Orca Information** volunteered to be the **Education Chair** with the assistance of **Roy Gadley**.

Heidi Hartman will be the **Legislative Chair**

Ellen Webster will continue as the Communications Chair

Chapter Compliance: April reported that the chapter compliance report was submitted to National with the exception of the IRS filing.

2009 Activity Calendar was proposed by April. After some discussion of what we could accomplish with the National Convention being in Seattle this year, the following schedule was approved.

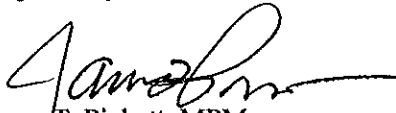
- **January:** Day on the Hill completed January 28th.
- **February:** Board meeting at DoubleTree on the 26th.
- **May:** Board meeting in Spokane at the Regional Conference on the Friday after Leadership and before the off-sit event.
- **August:** Board meeting at DoubleTree on the 18th.
- **October:** Board meeting at Convention. To be announced.
- **November:** Annual meeting on Wednesday the 17th. Chapter to offer two 3 clock hour courses sandwiched around the meeting. The Transitions Course on the new licensing laws and the Core Class required by the DOL each year.
- **December:** Trends conference and NARPM booth. Date to be determined.

Budget:

April proposed a preliminary budget, but after brief discussion, it was determined that there are substantial changes that need to be made. April will call a phone conference meeting in the next month to discuss and approve a budget.

Meeting Adjourned at 11:55.

Respectfully Submitted,


James F. Pickett, MPM
Secretary