

June 12, 2007

Ms. Traci E. Lewis
Traci E. Lewis, Inc.
4701 Columbus St, #200
Virginia Beach, VA 23462

Dear Traci:

The National Association of Residential Property Managers (NARPM) has received the Virginia Peninsula Chapter of NARPM Certificate of Compliance.

I am delighted to inform you that your chapter is in full compliance and has met all the requirements as established by NARPM. We will be keeping a copy of your information on file at headquarters so in future years you will only need to provide us with updates

Thanks for your support in making the residential property management industry a truly professional industry. If I can ever be of assistance please call on me.

Sincerely,

Gail S. Phillips, CAE
Executive Director

Cc: Vickie Gaskill, Region 1 Vice President
gsp



National Association of Residential Property Managers

Chapter Certificate of Compliance

Due December 1, 2006

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.

The undersigned officers of the NARPM Virginia Peninsula Chapter certify that the chapter has completed this Certificate of Compliance and have submitted the required documents as noted on this certificate.

		Completed
1.	A list of the 2007 Chapter Board of Directors and committee chairs was sent to the national office by December 1, 2006. <i>Please submit list.</i>	✓ ✓
2.	Were there any changes in your chapter bylaws this year? Submit current chapter bylaws, with any changes made during the calendar year highlighted. <i>Please submit bylaws.</i>	NO ✓ ✓
3.	The Chapter Board of Directors has had at least four meetings in 2006, one per quarter, and has maintained corporate minutes and other records as required by state law and the chapter bylaws.	YES ✓ ✓
4.	The chapter is incorporated and a copy of the current articles of incorporation is on file in the national office. If your chapter has amended the articles of incorporation during the year, please submit the amendments.	YES ✓ ✓
5.	An annual financial statement for calendar year has been	NO ✓

	submitted with this certificate.		
6.	A copy of the chapter's 2005 federal tax return or a letter stating that the chapter was not required to file a return has been submitted with this certificate. A copy of the tax return or the letter must be sent to the national office within 30 days of the chapter submitting the same to the IRS. <i>(A chapter is not required to file a federal return with the IRS if the gross revenue is less than \$25,000.)</i>	Not required to file	✓
7.	The chapter has developed and plans to implement a twelve-month business plan for January 1 - December 31 that includes a proposed annual budget and calendar of events for 2006. <u>Business plan, budget, and calendar of events are attached and sent to national office with this certificate.</u> The business plan could be a strategic plan.		✓
8.	The Chapter President-Elect attended the training sessions at the national leadership symposium or made other arrangements for training prior to taking office. If other arrangement, please explain: <i>All Attended Leadership.</i>	yes	✓
9.	The chapter has produced and distributed effective communications (4 per year) to 2006 chapter members. <u>Please submit a copy of the newsletter or magazine with this certificate. Can be electronic or printed.</u>	yes I will email	✓
10.	The chapter has sponsored/participated in effective educational programs (4 per year) for NARPM members affiliated with the chapter in 2006. <u>Please submit a copy of the brochure or flier with this certificate.</u>	yes	✓
11.	What is the date your chapter officers assume their respective offices? <i>Jan 1st</i>	✓	✓
12.	Submit the dates of your chapter's fiscal year <i>Jan 1 - Dec 31</i>	✓	✓
13.	The chapter has maintained a minimum membership of 7 NARPM members.	Y/N	✓
14.	Is your chapter using the Chapter Leader section of www.NARPM.org ?	Y/N	✓

	If no, why not:	
15.	Do you have a chapter website? What is the URL? <i>Please give us one! Thank you.</i>	Y / (N) ✓
16.	Is your chapter website kept up to date? If yes, when was your last update? <i>we do not have one</i>	Y / (N) ✓
17.	Has your chapter ever filed for the \$500 membership grant? If you would like more information on this grant check here <i>yes ✓</i>	Y / (N) ✓
18.	Does your chapter have a bank account in the chapter's corporation name? Name of Banking Institution: <i>Wachovia Bank</i>	(Y) / N ✓
19.	Did your chapter file the State Corporation Commission Annual Report for this calendar year?	(Y) / N ✓
20.	Does your chapter charge dues? If yes, please state amount:	NO ✓

Other items:

21. How do you rate the health of your chapter (1 - 10, 10 being highest)

--- 7

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

members

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

Speakers, classes

c. If answer is 8 or above, are there any cool things your chapter is doing that other chapters might like to hear about?

Chapter Officers' Signatures Certifying Review and Approval of 2005-2006 Chapter Board:

2005 Chapter President/Date

2006 Chapter President/Date

Craig E. Lewis, Secy. 5/10/2007

2006 Other Board of Director/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