

January 9, 2007

Ms. Cindy Van Mater MPM®  
Professional Property Services  
PO Box 389  
Myersville, MD 21773

Dear Cindy:

The National Association of Residential Property Managers (NARPM) has received the Maryland Suburban Chapter 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

gsp



## Chapter Certificate of Compliance

**DUE: December 1, 2006**

JAN 8 '07 PM 2:42

**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 Maryland Suburban 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>	X
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>	X
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.	X
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.	X
5.	An annual financial statement for calendar year has been submitted with this certificate.	X
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> Federal Return Not required ✓	X
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. Business plan, budget, and calendar of events are attached and sent to national office with this certificate. The business plan could be a strategic plan.	X
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: 2005-2006 leaders trained by Joyce Moody, RMP and Cindy Van Mater, MPM, who have attended training sessions.	X
9.	The chapter has produced and distributed effective communications (4 per year) to Chapter members 2006 <i>Please submit a copy of the newsletter or magazine with this certificate. Can be electronic or printed.</i>	X
10.	The chapter has sponsored/participated in effective educational programs (4 per year) for NARPM members affiliated with the chapter in 2006. <i>Please submit a copy of the brochure or flier with this certificate.</i>	X
11.	What is the date your chapter officers assume their respective offices?	01/01/2007
12.	Submit the dates of your chapters fiscal year 01/01/06 - 12/31/06	

13.	The chapter has maintained a minimum membership of 7 NARPM members.	<input checked="" type="radio"/> Y / <input type="radio"/> N
14.	Is your chapter using the chapter leader site on www.NARPM.org? If no, why not:	<input checked="" type="radio"/> Y / <input type="radio"/> N
15.	Do you have a chapter website? What is the URL?  www.narpmmaryland.org	<input checked="" type="radio"/> Y / <input type="radio"/> N
16.	Is your Chapter website kept up to date? Dec. 13, 2006 If yes, when was your last update?	<input checked="" type="radio"/> Y / <input type="radio"/> N
17.	Has your chapter ever filed for the \$500 membership grant? If you would like more information on this grant check here <u> X </u>	<input checked="" type="radio"/> Y / <input type="radio"/> N
18.	Does your chapter have a bank account in the chapter's corporation name? Name of Banking Institution: <u>Middletown Valley National Bank</u>	<input checked="" type="radio"/> Y / <input type="radio"/> N
19.	Did your chapter file the State Corporation Commission Annual Report for this calendar year?	<input checked="" type="radio"/> Y / <input type="radio"/> N

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?

Lack of people willing to take leadership.

b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.) Funding for advertising and seminars. Speakers for REALTOR accreditation would be great as well.

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

All of our Programs are really excellent. Still having trouble growing the Chapter.

Chapter Officers' Signatures Certifying Review and Approval of 2004-2005 Chapter Board:

[Signature] 12/31/2004  
2005 Chapter President/Date

[Signature] 12/31/2004  
2006 Chapter President/Date

Carole A. (Cindy) Van Meter 12/31/2006  
2006 NARPM Board of Director/Date TREASURER