

After a number of false starts and unexpected delays, the East Hawaii Chapter is now being formally organized/reorganized. Questions have been answered to the best of my ability. Should you require additional information, please contact me.

Sincerely,

Betty Kirby 808-935-4152

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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 Big Island - East Hawaii 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>	attached
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>	bylaws currently under development
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.	2007 incorporation in process
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.	incorporation in process
5.	An annual financial statement for calendar year has been submitted with this certificate.	none
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. (A chapter is not required to file a federal return with the IRS if the gross revenue is less than \$25,000.)	none
7.	The chapter has developed and plans to implement a twelve-month business plan for January 1 - December 31 that includes a proposed	incorporation & related business plans in process

	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.	
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:	plan under development
9.	The chapter has produced and distributed effective communications (4 per year) to 2006 chapter members. <i>Please submit a copy of the newsletter or magazine with this certificate. Can be electronic or printed.</i>	communication was informal during this period
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>	plan being developed for 2007
11.	What is the date your chapter officers assume their respective offices?	to be determined
12.	Submit the dates of your chapter's fiscal year	to be determined
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 ? If no, why not: Now that organization is being formalized, we will.	Y/ <input checked="" type="radio"/> N
15.	Do you have a chapter website? What is the URL? Not at this time.	Y/ <input checked="" type="radio"/> N
16.	Is your chapter website kept up to date? If yes, when was your last update? N/A	Y/N
17.	Has your chapter ever filed for the \$500 membership grant? If you would like more information on this grant check here <input checked="" type="checkbox"/> XX	Y/ <input checked="" type="radio"/> N
18.	Does your chapter have a bank account in the chapter's corporation name? Not at this time. Name of Banking Institution: _____	Y/ <input checked="" type="radio"/> N
19.	Did your chapter file the State Corporation Commission Annual Report for this calendar year? Incorporation	Y/N in process
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) ____
Members are enthusiastic about formalizing a local chapter.
It is difficult to rate the chapter at this time.

a. If answer is 7 or less, what barriers does your 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, 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

2006 Other Board of Director/Date

Completed by:



Betty A. Kirby
elected Chapter President 03/29/07