

February 16, 2007

Ms. Kathryn Pelling , MPM®, CRMC®  
H.M.S. Development Inc. CRMC®  
6472 Camden Avenue #112  
San Jose, CA 95120

Dear Kathryn:

The National Association of Residential Property Managers (NARPM) has received the Santa Clara 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

gsp

# *Certificate of Compliance*

This certifies that

***Santa Clara Chapter of NARPM***

*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*

*February 15, 2007*

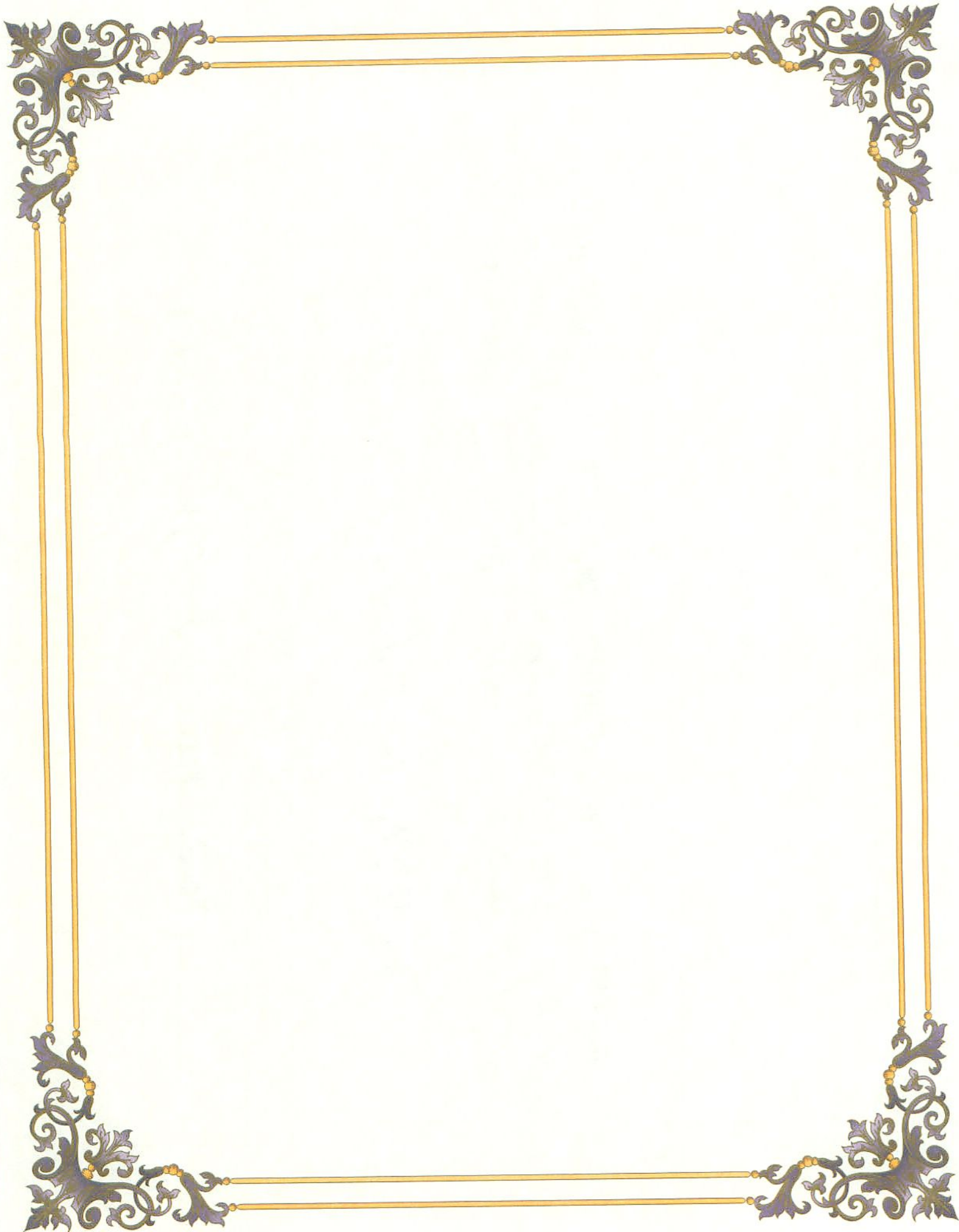
*Rose H. Thomas*

*2006 President*



*Paul S. Sullivan*

*Executive Director*





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 Santa Clara 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.	✓ ✓
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.	✓ ✓
5. An annual financial statement for calendar year has been 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. (A chapter is not required to file a federal return with the IRS if the gross revenue is less than \$25,000.)	✓ ✓
7. The chapter has developed and plans to implement a twelve-month business plan for January 1 - December 31 that includes a proposed	✓ ✓

20.	Does your chapter charge dues? If yes, please state amount:	
19.	Did your chapter file the State Corporation Commission Annual Report for this calendar year?	<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>Union Bank</u>	<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 <input checked="" type="checkbox"/>	<input checked="" type="radio"/> Y / <input type="radio"/> N
16.	Is your chapter website kept up to date? If yes, when was your last update? <u>Last BOB meeting 2/4/07</u>	<input checked="" type="radio"/> Y / <input type="radio"/> N
15.	Do you have a chapter website? What is the URL? <u>www-narpm-sanfordara.org</u>	<input checked="" type="radio"/> Y / <input type="radio"/> N
14.	Is your chapter using the Chapter Leader section of <a href="http://www.NARPM.org">www.NARPM.org</a> ? If no, why not:	<input checked="" type="radio"/> Y / <input type="radio"/> N
13.	The chapter has maintained a minimum membership of 7 NARPM members.	<input checked="" type="radio"/> Y / <input type="radio"/> N
12.	Submit the dates of your chapter's fiscal year	<u>1/1/07 - 12/31/07</u>
11.	What is the date your chapter officers assume their respective offices?	<u>1/1/07</u>
10.	The chapter has sponsored/participated in effective educational programs (4 per year) for NARPM members affiliated with the chapter in 2006. Please submit a copy of the brochure or flier with this certificate.	<u>Already gave Chapter Excellence</u>
9.	The chapter has produced and distributed effective communications (4 per year) to 2006 chapter members. Please submit a copy of the newsletter or magazine with this certificate. Can be electronic or printed.	<input checked="" type="checkbox"/>
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:	<input checked="" type="checkbox"/>
	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.	<input checked="" type="checkbox"/>

Ordues are \$115. - per yr.

Fiscal yr. 1/1/07 - 12/31/07

Already gave Chapter Excellence

Other items:

21. How do you rate the health of your chapter (1 – 10, 10 being highest) 9

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.)

*We still need more members. It takes 1-2 yrs., sometimes to get one member.*

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

*We have developed a relationship with Calif. Apt. Assoc. + brought people to us thru that.*

2005 Chapter President/Date



*2/8/07*

2006 Chapter President/Date



2006 Other Board of Director/Date

