



National Association of Residential Property Managers

## Chapter Certificate of Compliance

Due December 1, 2007

**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.

EAST HAWAII

The undersigned officers of the NARPM 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 2008 Chapter Board of Directors and committee chairs was sent to the national office by December 1, 2007. <i>Please submit list.</i>	ENCLOSED
2.	Were there any changes in your chapter bylaws this year? Ensure that current chapter bylaws are at HQ and submit any changes made to the bylaws during the calendar year are highlighted. If your bylaws are current with national you do not need to resubmit.	<input type="checkbox"/> Y <input type="checkbox"/> N ENCLOSED
3.	The Chapter Board of Directors has had at least four meetings in 2007, one per quarter, and has maintained corporate minutes and other records as required by state law and the chapter bylaws. Send national a copy of your minutes. Incorporated 12/19/07. One formal Board of Directors meeting - all other communication by phone, e-mail, fax Dates Met: 12/07/07 copy enclosed	<input type="checkbox"/> Y <input type="checkbox"/> N
4.	The chapter is incorporated and a copy of the current articles of incorporation are on file in the national office. If your chapter has amended the articles of incorporation during the year, please submit the amendments. Are your current articles of incorporation on file at National? If no, please submit. Articles of Incorporation & ByLaws enclosed	<input type="checkbox"/> Y <input type="checkbox"/> N
5.	An annual financial statement for calendar year has been submitted. (Copy	<input type="checkbox"/> Y

	enclosed)	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
6.	A copy of the chapter's current 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. Incorporated 12/19/07 none required for 2007	<input type="checkbox"/> Y <input type="checkbox"/> N
7.	Has your chapter has developed and implemented a twelve-month plan for January 1 – December 31 that includes a proposed annual budget and calendar of events for the year. These documents must be attached and sent to national office with this certificate. under development	<input type="checkbox"/> Y <input type="checkbox"/> N
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: office vacant as of incorporation date	<input type="checkbox"/> Y <input type="checkbox"/> N
9.	The chapter has produced and distributed effective communications (4 per year) to chapter members. <i>Please submit one copy of the newsletter or magazine with this certificate. Can be electronic or printed.</i>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10.	The chapter has sponsored/participated in effective educational programs (4 per year for local chapters) for NARPM members affiliated with the chapter in 2006. For state chapters, education can be part of their state/region convention. <i>Please submit a copy of the brochure or flier with this certificate.</i> All general meetings involve educational speakers/materials	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
11.	What is the date your chapter officers assume their respective offices?	January 1
12.	Submit the dates of your chapter's fiscal year: end	December 31
13.	The chapter has maintained a minimum membership of 7 NARPM members.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> 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: Initial difficulties accessing site. Problem has now been solved.	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
15.	Do you have a chapter website? What is the URL?	<input type="checkbox"/> Y / <input checked="" type="checkbox"/> N
16.	Is your chapter interested in looking at a website supported by NARPM? Not at this time	<input type="checkbox"/> Y / <input checked="" type="checkbox"/> N

		N
17.	Is your chapter website kept up to date? If yes, when was your last update?	<input type="checkbox"/> Y <input type="checkbox"/> N/A <input type="checkbox"/> N
18.	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 type="checkbox"/> Y <input checked="" type="checkbox"/> N
19.	Does your chapter have a bank account in the chapter's corporation name? Name of Banking Institution: <input type="text"/>	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
20.	Did your chapter file the State Corporation Commission Annual Report for this calendar year? If no, why not <input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N
21.	Does your chapter charge dues? If yes, please state amount:	No

Other items:

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

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 2007 Chapter Board:

None  
2006 Chapter President/Date

Betty A. Kirby 03/03/08  
2007 Chapter President/Date

[Signature] 3/4/08  
2007 Other Board of Director/Date