



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.

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

Chapter certify that

		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>	
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 checked="" type="checkbox"/> N
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. Dates Met: <i>2-9-07, 3-9-07, 5-14-07, 6-8-07, 7-13-07, 9-7-07, 10-13-07</i>	<input checked="" 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.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
5.	An annual financial statement for calendar year has been submitted. (Copy 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.	<input checked="" 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.	<input checked="" 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: <i>CHAPTER PRESIDENT-ELECT TO ATTEND LEADERSHIP TRAINING IN CALIFORNIA IN MARCH 2008.</i>	<input checked="" 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>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
11.	What is the date your chapter officers assume their respective offices? <i>2008 2-1-08 2009 1-1-09</i>	<i>*</i>
12.	Submit the dates of your chapter's fiscal year: <i>1-1-07 → 12-31-07</i>	
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 www.NARPM.org ? If no, why not:	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
15.	Do you have a chapter website? What is the URL? <i>NARPMOAHU.ORG</i>	<input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
16.	Is your chapter interested in looking at a website supported by NARPM?	<input type="checkbox"/> Y / <input checked="" type="checkbox"/> N
17.	Is your chapter website kept up to date? If yes, when was your last update? <i>11-07</i>	<input checked="" type="checkbox"/> Y <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 type="checkbox"/>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
19.	Does your chapter have a bank account in the chapter's corporation name? Name of Banking Institution: <i>BANK OF HAWAII</i>	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
20.	Did your chapter file the State Corporation Commission Annual Report for this calendar year? If no, why not	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
21.	Does your chapter charge dues? If yes, please state amount:	<i>NO</i>

** MOVING TO A CALENDAR YEAR SCHEDULE.*

Other items:

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

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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?

WE CONDUCT A MOM & POP SEMINAR ANNUALLY TO EDUCATE LANDLORDS &

Chapter Officers' Signatures Certifying Review and Approval of 2007 Chapter Board: *INTRODUCE*

Catherine M. Manteaux

2006 Chapter President/Date

Shelley P. Job

2007 Chapter President/Date

Shirley K. Jones-Nakamoto

2007 Other Board of Director/Date

*INTRODUCE
NARPM TO
THE
COMMUNITY.*

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 chapter's recertification status after consideration of recommendations submitted by the Regional Vice President and the Membership Committee.

Submission Requirements

December 1, 2007

- Certificate of Compliance signed by the Chapter President and President-Elect serving in 2007.
- Supporting materials as requested.

Compliance With Items Listed On The Certificate Is Mandatory For Full Re-certification.

During the year, the chapter should mail courtesy copies of newsletters, board minutes, and financial statements to the national office.

Mail to:

Gail S. Phillips, CAE, Executive Director
National Association of Residential Property Managers
638 Independence Parkway, Suite 100
Chesapeake, VA 23320

Or submit electronically:

executivedirector@narpm.org
Subject: Recertification

LEVELS OF RE-CERTIFICATION

The levels of re-certification are:

Full re-certification

- 1) The chapter has met all re-certification requirements, indicated by compliance with items listed on the certificate of compliance. Only fully certified chapters are eligible for Chapter Excellence Awards. Once recertified, an email will be sent along with a recertification certificate.

Chapter in Review

- 2) The chapter submittal displays lack of submission of any of items on the certificate of compliance. Chapters will have 6 months to restore their certification. NARPM Board of Directors must confirm that a chapter can be taken off Chapter in Review status.

De-certification

- 3) De-certification must be preceded by a period of Chapter in Review and indicates continued non-compliance of recertification requirements. NARPM Board of Directors must approve all de-certification of chapters.

If you have any questions, please call NARPM, 800-782-3452.