



National Association of Residential Property Managers

Chapter Certificate of Compliance

Due December 1, 2008

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 0025 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 2009 Chapter Board of Directors and committee chairs was sent to the national office by December 1, 2007. Please submit list.	YES - see attached
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 2008, 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:	<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. If you answered no, please go to question 7.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
7.	Beginning in 2008, small tax-exempt organizations that previously were not required	<input checked="" type="checkbox"/> Y

	to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at www.irs.gov/charities). Did your chapter file notice if it applies?	<input type="checkbox"/> N
8.	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
9.	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"/> Y <input type="checkbox"/> N
10.	The chapter has produced and distributed effective communications (4 per year) to chapter members. Please submit one copy of the newsletter or magazine with this certificate. Can be electronic or printed.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
11.	The chapter has sponsored/participated in effective educational programs (4 per year for local chapters) for NARPM members affiliated with the chapter in 2008. For state chapters, education can be part of their state/region convention. Please submit a copy of the brochure or flier with this certificate.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
11.	What is the date your chapter officers assume their respective offices?	Jan 1st
12.	Submit the dates of your chapter's fiscal year: January 1 - 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 http://www.narpm.org/chapter-services/ ? If no, why not:	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
15.	Do you have a chapter website? What is the URL? WWW.NARPMSANANTONIO.ORG	<input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
16.	Is your chapter interested in looking at a website supported by NARPM?	<input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
17.	Is your chapter website kept up to date? If yes, when was your last update? November 2008	<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 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?	<input checked="" type="checkbox"/> Y

	Name of Banking Institution: Texas Association of Professionals FCU	<input type="checkbox"/> N
20.	Did your chapter file the State Corporation Commission Annual Report for this calendar year? If no, why not Exempt (See letter of Exemption)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
21.	Does your chapter charge dues? If yes, please state amount: YES	\$35.00

Other items:

22. How do you rate the health of your chapter (1 – 10, 10 being highest) 8.5 – 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.)

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

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

 15 NOV. 2008

2008 Chapter President/Date Marty Hutchison

 15 NOV. 2008

2008 Chapter President-Elect/Vice President/Date Adona Lowery

 15 NOV 2008

2008 Other Board of Director/Date Brian Birdy

San Antonio Metropolitan Area Chapter of the
National Association of Residential Property Managers

2009

CHAPTER BOARD OF DIRECTORS

&

CHAPTER COMMITTEE CHAIRS

2009 NARPM Chapter Leaders

President: Adona Lowery, GRI, RMP®
slater@sanantonio.net 210-492-1695

Vice President: Brian Birdy, RMP®
brian@birdy.com 210-524-9400

Secretary: Mary Molina
marymolina@libertymgt.net 210-681-8080

Treasurer: Steve Foster, MPM®, RPM®, CRMC®
steve@boardwalkrpm.com 210-340-1717

Education Chair: Joe Medinger, RMP®
joemedinger@earthlink.net 210-410-5823

Co-Chair: Nicole Smith
nicole@slaterpm.net 210-492-1695

Co-Chair: Marty Hutchison, GRI, RMP®
marty@wakefieldrealtors.com 210-490-7039

Co-Chair: Adona Lowery, GRI, RMP®
slater@sanantonio.net 210-492-1695

Legislative Chair: Pat Patton
PatPatton@ranchwireless.com 830-624-2500

Co-Chair: Linda Stellato
lstellato@cbharper.com 210-483-7085

Affiliate Chair: Hoppie Cantwell
wecantwell@yahoo.com 210-655-4663

Co-Chair: Annette Slater
anneslater@sanantonio.net 210-493-1733

Chapter Certification: Linda Stellato
lstellato@cbharper.com 210-483-7085

Membership Chair: Karen Dixon
cbrealty@sbcglobal.net 210-647-0008

Chapter Excellence: Kevin Knight, ABR®, CRS, GRI, RMP®
kevinknight@libertymgt.net 210-681-8080

Co-Chair: Angie Knight
angie@libertymgt.net 210-681-8080

Correspondence Chair: Nicole Smith
Nicole@slaterpm.net 210-492-1695

Young Property Managers Chair & Support Staff: Tracy Norris
tracev@pmpnb.com 830-625-8065

Convention Chair: Marty Hutchison, GRI, RMP®
marty@wakefieldrealtors.com 210-490-7039

Co-Chair: Adona Lowery, GRI, RMP®
slater@sanantonio.net 210-492-1695

Reservations / Chapter Planning Chair: Amy Karns, CRS
thosekarns@yahoo.com 210-521-7900

Co-Chair: Shannon McLaughlin
Shannon@boardwalkrpm.com 210-340-1717

Speaker Chair: Mary Ann Crumpton
mcrumpton@myresourceone.com 830-626-1144

50/50 Raffle: Brenda Davila
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&

Adriana Fruht
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