



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 Maryland Suburban Chapter certify that the chapter completed this Certificate of Compliance and submitted the required documents as noted on this certificate.

GOVERNANCE REPORTING	
1.	Attach a list of the 2009 Chapter Board of Directors and committee chairs.
2.	Have chapter bylaws changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes.
3.	Have chapter articles of incorporation changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes.
4.	Attach copies of minutes for each Board of Directors meeting as they are required to meet at least four times and have maintained corporate minutes and other records as required by state law and the chapter bylaws. Dates Met: 1/16/08; 3/19/08; 5/21/08; 7/16/08; 9/17/08; 11/19/08
5.	Date your chapter officers assume their respective offices 1/1/2009 - 12/31/2010
6.	Date of your chapter's fiscal year: January 1, 2009 - December 31, 2009
7.	Your chapter maintains a minimum membership of 7 NARPM Professional/Support Staff members. Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
8.	Your chapter has a bank account in the chapter's corporation name? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Name of Banking Institution: Middletown Valley National Bank
9.	Your chapter filed the State Corporation Annual Report for this calendar year? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not
FINANCIAL REPORTING	
10.	Attach copy of financial statement for current year.
11.	Attach copy of the Chapter's proposed annual budget for the following year.
12.	Attach copy of federal tax return. If your chapter did not file include reason why: Not required.
13.	Beginning in 2008, small tax-exempt organizations that previously were not required 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? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
14.	Does your chapter charge dues? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N If yes, please state amount: \$35.00/Yr-Professional Member; \$125/Yr Affiliat
CHAPTER PLANNING	

15.	Attach a copy of your chapter's annual calendar of events for the following year.
16.	The Chapter President-Elect attended the training sessions at the national leadership symposium or made other arrangements for training prior to taking office. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, please described other arrangement: <u>Harry has much experience in NARPM and attends each Convention.</u>
17.	Attach one copy of the communications your chapter has with the members. This can be electronic or printed and should be done four (4) times per year for all chapters
18.	Attach copy of the brochure or flier showing that your chapter sponsored/participated in effective educational programs four (4) times per year for local chapters for NARPM members affiliated with the chapter during certification year. This can be designation class or local classes that have special speakers. For state/regional chapters, education can be part of their state/region convention.
19.	Your chapter is using the Chapter Leader section of NARPM.org (http://www.narpm.org/chapter-services/) ? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:
20.	Your chapters website is kept up to date? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, when was your last update? <u>January, 2009</u>
21.	Your chapter is interested in looking at a website supported by NARPM? Y <input type="checkbox"/> N <input type="checkbox"/> Have it.
22.	Your chapter filed for the 2008 Chapter Grant? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> <i>The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.</i> Check here if you would like more information on grants: <input type="checkbox"/>

Other items:

23. How do you rate the health of your chapter (1 - 10, 10 being highest) 7.5
- a. If answer is 7 or less, what barriers does your leadership face in getting the chapter going? Lack of people who will take on Leadership responsibilities. Difficulty in recruiting new professional members, but we continue to market to them.
- b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.) We are utilizing National resources. We have increased our affiliate membership.
- c. If answer is 8 or above, is there any cool things your chapter is doing that other chapters might like to hear about?

Chapter Officers' Signatures Certifying Review and Approval of Chapter Certification:

Feb. 10. 2009 1:28PM

PROFESSIONAL PROPERTY SERVICES

No. 5337 P. 2



Current Chapter President/Date

Current Chapter President-Elect/Vice President/Date

2.10.09



Other Chapter Board of Director/Date

2/10/09

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, 2008

- Certificate of Compliance signed by the Chapter President and President-Elect/Vice President serving in 2008.
- 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

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MARYLAND SUBURBAN CHAPTER NARPM
The National Association of Residential Property Managers

SLATE OF OFFICERS
2009 – 2011

All offices shall be for the term of two years

PRESIDENT: Harry Van Mater, MPM

The President shall be the Chief Executive Officer of the Chapter and Chairperson of the Corporation; preside at all meetings of the Chapter; sign all legal documents; serve as a member of the National Association's Membership Committee; and serve a term of two years as President-Elect prior to accession to the office of President and two years as Director subsequent to vacating the office.

PRESIDENT ELECT AND FIRST VICE PRESIDENT: Susan Yinger

The President-Elect shall fill the responsibilities of the President during that officer's absence; replace the President at the end of the fiscal term; serve as a Director of the Corporation; and serve two years as President-Elect, two years as President and two years as Director subsequent to vacating the Presidency.

The First Vice President shall act as the Chapter's Publications Officer; notify all Chapter Members of upcoming meetings; report said activities to the Residential Resource; serve as a member of the National Association's Publications Committee.

SECRETARY: Joan Lord

The Secretary shall keep a book of minutes of all meetings of the Board of Directors and the Chapter meetings; see that all notices are duly given in accordance with the provisions of the Bylaws; be custodian of the records and the Seal of the Corporation and affix the Seal; keep a membership book containing the names and addresses of each and every member.

TREASURER: Cindy Van Mater, MPM

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation; deposit all such funds in the name of the Corporation; receive, and give receipt for, monies due and payable to the Corporation from any source whatsoever; disburse, or cause to be disbursed, the funds of the Corporation taking proper vouchers for such disbursement; keep and maintain adequate and correct accounts of the Corporation's property and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses; prepare and submit an end-of-year report to the Treasurer of the National Association, and file such tax and other financial reports with the appropriate government activities as may be required by law or regulation.

DIRECTOR: (IMMEDIATE PAST PRESIDENT): Steve Yinger

The Immediate Past President shall serve on the Executive Committee of the Chapter and undertake responsibility for such activities as deemed appropriate by the Committee; and shall serve as chairman of the Nominating Committee.

DIRECTOR: Doris Byrd

These Directors shall serve on the Executive Committee and undertake responsibility for such other activities as deemed appropriate by the Committee.