



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 Austin 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. <i>EXHIBIT A</i>
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. <i>EXHIBIT B</i> Dates Met: <i>JAN 15, Feb 19, MAR 18, Apr 15, May 20, JUN 15, July 15, Aug 19, Sep 16, Oct 21, Nov 18</i>
5.	Date your chapter officers assume their respective offices <i>JAN 1, 2009</i>
6.	Date of your chapter's fiscal year: <i>JAN 1</i>
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: <i>University Federal Credit Union</i>
9.	Your chapter filed the State Corporation Annual Report for this calendar year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, why not <i>Not required</i>
FINANCIAL REPORTING	
10.	Attach copy of financial statement for current year. <i>✓ Exhibit C</i>
11.	Attach copy of the Chapter's proposed annual budget for the following year. <i>✓ Exhibit D</i>
12.	Attach copy of federal tax return. If your chapter did not file include reason why: <i>Never Done STATE FRANCHISE TAX FORM FILED</i>
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 <a href="http://www.irs.gov/charities">www.irs.gov/charities</a> ). Did your chapter file notice if it applies? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> <i>This is the first we have heard following up now.</i>
14.	Does your chapter charge dues? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N If yes, please state amount: <i>\$60.00 members; \$150 Affiliates</i>
CHAPTER PLANNING	
15.	Attach a copy of your chapter's annual calendar of events for the following year. <i>✓ Exhibit E</i>


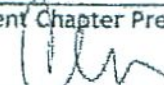
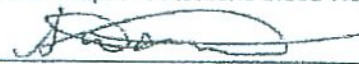
16.	The Chapter President-Elect attended the training sessions at the national leadership symposium or made other arrangements for training prior to taking office. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, please described other arrangement:
17.	Attach one copy of the communications your chapter has with the members. This can be electronic or printed and should be done four (4) times per year for all chapters ✓ <i>Exh "F"</i>
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. <i>Exhibit "F" ✓</i>
19.	Your chapter is using the Chapter Leader section of NARPM.org ( <a href="http://www.narpm.org/chapter-services/">http://www.narpm.org/chapter-services/</a> ) ? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, why not: <i>we have our own website</i>
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?
21.	Your chapter is interested in looking at a website supported by NARPM? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
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 checked="" type="checkbox"/>

**Other items:**

23. How do you rate the health of your chapter (1 - 10, 10 being highest) *9*
- If answer is 7 or less, what barriers does your leadership face in getting the chapter going?
  - If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.)
  - 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:



 11-26-08  
 \_\_\_\_\_  
 Current Chapter President/Date  
 11-26-08  
 \_\_\_\_\_  
 Current Chapter President-Elect/Vice President/Date  
 11-26-08  
 \_\_\_\_\_  
 Other Chapter Board of Director/Date

**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](mailto:executivedirector@narpm.org)  
 Subject: Recertification

Exhibit "A"

**Elected 2009 Board of Directors  
NARPM AUSTIN CHAPTER**

Chris Warren	President
Debbie Smith	Past President
Eric Pesek	President Elect
Treasurer	Leola Lamb
V.P. – Programs	Marc Whitmer
V.P. – Communications	Stuart Mencher