



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

	GOVERNANCE REPORTING
1.	A list of the 2009 Chapter Board of Directors and committee chairs is attached.
2.	If chapter bylaws changed this year resubmit to national and highlight changes. <i>NOT CHANGED</i>
3.	Chapter Board of Directors are required to meet at least four meetings in 2008, and have 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>1/15 5/30 7/22 9/16 11/18</i>
4.	If articles of incorporation were changed this year resubmit to nation and highlight changes. <i>NO CHANGES</i>
5.	Date your chapter officers assume their respective offices? <i>yes 1-1-09</i>
6.	Submit the dates of your chapter's fiscal year: <i>Jan 1 - Dec 31</i>
7.	The chapter has maintained a minimum membership of 7 NARPM members. Y <input type="checkbox"/> <input checked="" type="checkbox"/> N <input type="checkbox"/>
8.	Does your chapter have a bank account in the chapter's corporation name? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Name of Banking Institution: <i>Bank of Pensacola</i>
9.	Did your chapter file the State Corporation Commission Annual Report for this calendar year? If no, why not <i>yes</i>

FINANCIAL REPORTING	
10.	Submit copy of financial statement for current year.
11.	Submit a copy of the Chapter proposed annual budget for the following year.
12.	If your chapter filed a federal tax return submit a copy to National. If your chapter did not file include reason why:
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 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
CHAPTER PLANNING	
15.	Submit 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:
17.	<i>Submit one copy</i> 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 local chapters (? should this also apply to the state/region chapters?)
18.	<i>Submit a copy</i> 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.	Is your chapter using the Chapter Leader section of http://www.narpm.org/chapter-services/ ? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:
20.	Is your chapter interested in looking at a website supported by NARPM? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
21.	Is your chapter website kept up to date? If <u>yes</u> , when was your last update? 10/08

Has your chapter ever filed for the \$500 membership grant? Y N

If you would like more information on this grant check here:

er items:

23. How do you rate the health of your chapter (1 - 10, 10 being highest) 8

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, 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:

Jane Whitam / 12-8-08

Current Chapter President/Date

D. J. C. - 12.8.08

Current Chapter President-Elect/Vice President/Date

Julia L. Hackett 12-8-08

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

NARPM PENSACOLA CHAPTER 2009 OFFICERS AND BOARD OF DIRECTORS

President—Derrick Gainey
President Elect—Jane Whitam
Treasurer---Beverly Nicholson
Secretary---Joanna Hackett

Board Member---Brian Hagensick
Board Member---Renee Perry
Board Member---Jordan McDowell
Board Member---Mike Brock