



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 BIG ISLAND OF HAWAII 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: January 17, April 23, May 22, June 19, July 24, October 22, November 20, 2008
5.	Date your chapter officers assume their respective offices January 1, 2009
6.	Date of your chapter's fiscal year: January - December
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: First Hawaiian Bank, Kailua-Kona Branch
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, e Postcard Notice filed.
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 type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, please state amount:
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:
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 type="checkbox"/> N <input checked="" type="checkbox"/> If yes, when was your last update? Website is not yet up and running; in process
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 checked="" type="checkbox"/> N <input 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) 8
- a. If answer is 7 or less, what barriers does your leadership face in getting the chapter going? As always, it is a struggle to maintain membership growth & retention. Fundraising efforts are challenging. In addition recruiting and enhancing leadership from a small chapter with limited membership is an on going challenge.

 - b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.) The new chapter liasion person, Mark Dunlop, is a welcomed addition and has already been very helpful.

 - c. If answer is 8 or above, is there any cool things your chapter is doing that other chapters might like to hear about? Developing a central state committee to meet regularly to enhance and guide communication and networking of all five Hawaii state chapters

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

Linda Sasaki 11/1/2008

Linda Sasaki

Current Chapter President/Date

Alan Lundburg 11/1/2008

Alan Lundburg

Current Chapter President-Elect/Vice President/Date

Erica Toikka 11/1/2008

Erica Toikka

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
Subject: Recertification



National Association of Residential Property Managers
 Big Island Hawaii Chapter
 P.O. Box 4304, Kailua-Kona, Hawaii 96745

The undersigned Directors of the National Association of Residential Property Managers, Big Island of Hawaii Chapter, entitled to vote upon the actions indicated below hereby consent to the actions below:

Regarding the matter of Alan Lundburg, as President, to the 2009 Board of Directors, effective January 1, 2009, it is;

Resolved that Alan Lundburg is appointed as President to the 2009 Board of Directors

Regarding the matter of Geri Stephens, as President Elect, to the 2009 Board of Directors, effective January 1, 2009, it is;

Resolved that Geri Stephens is appointed as President Elect to the 2009 Board of Directors

Regarding the matter of Brad Lusk, as Vice President to the 2009 Board of Directors, effective January 1, 2009, it is;

Resolved that Brad Lusk is appointed as Vice President to the 2009 Board of Directors

Regarding the matter of Lori Zimmerman, as Secretary to the 2009 Board of Directors, effective January 1, 2008, it is;

Resolved that Lorrie Zimmerman is appointed as Secretary to the 2009 Board of Directors

Regarding the matter of Melva Albone, as Treasurer to the 2009 Board of Directors, effective January 1, 2009, it is;

Resolved that Melva Albone is appointed as Treasurer to the 2009 Board of Directors

Linda L. Sasaki, R(S), RMP
 NARPM – Big Island Chapter President 2008

Linda Sasaki

11.25.08 Date

CJ Kenyon, R(S)
 NARPM – Big Island Chapter Secretary 2008

CJ Kenyon

11/25/08 Date

Enclosures