



National Association of Residential Property Managers

Chapter Certificate of Compliance

Due December 1, 2009

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® Colorado Springs Chapter certify that the chapter completed this Certificate of Compliance and submitted the required documents as noted on this certificate.

GOVERNANCE REPORTING	
1. ✓ <i>gcl</i>	Attach a list of the 2009 Chapter Board of Directors and committee chairs.
2. ✓ <i>gcl</i>	Have chapter bylaws changed this year? Y <input checked="" type="checkbox"/> N <input 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. ✓ <i>gcl</i>	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: <i>MONTHLY - attached 4/15 : 5/20 : 6/17 : 8/19</i>
5. ✓ <i>gcl</i>	Date your chapter officers assume their respective offices <i>Jan 1, 2009.</i>
6. ✓ <i>gcl</i>	Date of your chapter's fiscal year: <i>Jan 1 - Dec 31</i>
7. ✓ <i>gcl</i>	Your chapter maintains a minimum membership of 7 NARPM® Professional/Support Staff members. Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
8. ✓ <i>Rob</i>	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>Citadel Bank</i>
9. ✓ <i>Rob</i>	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. ✓ <i>Rob</i>	Attach copy of financial statement for current year. ✓
11. ✓ <i>Rob</i>	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: <i>Not required</i>
13. ✓ <i>Rob</i>	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"/> <i>Not required yet</i>

14. <i>km</i>	Does your chapter charge dues? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N If yes, please state amount: <i>36 dollars Members > 22 Affiliates</i>
CHAPTER PLANNING	
15. <i>km</i>	Attach a copy of your chapter's annual calendar of events for the following year. <i>#5</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. <i>km</i>	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 <input checked="" type="checkbox"/>
18. <i>km</i>	Attach copy of the brochure or flier showing that your chapter sponsored/participated in effective educational programs 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. <input checked="" type="checkbox"/>
19. <i>km</i>	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. <i>km</i>	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. <i>km</i>	Your chapter is interested in looking at a website supported by NARPM®? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
22. <i>km</i>	Your chapter filed for the 2009 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)

a. If answer is 7 or less, what barriers does your leadership face in getting the chapter going? *(9)*

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?

- 1) Landlord Symposium
- 2) Monthly Emailed Newsletter
- 3) Monthly Luncheon w. A Speaker

Colorado Springs Chapter 2008

GOVERNANCE REPORTING

Item #	Overview Response
1	2009 Chapter Board of Directors President - John Norgord Vice President – Denny Snowden Secretary – Jorgette Krueselic Treasurer – Karen Ayers Past President – Matt Rogers Education Chair – Robert Lynde Legislative Chair – Carolyn Rogers
2	Change in Chapter bylaws: All board positions now one year terms. (Attachment # 1)
3	No Change
4	Minutes Attached (Attachment # 2) Chapter Officers meet monthly, minutes attached from April, May, June and August
5	New board takes positions: January 1
6	Fiscal Year: January 1 thru December 31
7	38 Active Members (Professional and Support)
8	Bank Account held at Citadel Bank
9	Yes, Colorado State Annual Report Filed, chapter in good standing.
10	Financial Statement (Attachment # 3)

- 11 2009 Proposed Budget (Attachment # 4)
- 12 Chapter was not required to file a 2007 Federal or State tax return.
- 13 Not required to file Federal form 99-N until 2009 for the 2008 tax year.
- 14 Chapter dues: \$36 prior to December 31; \$60 After the 1st; Affiliates pay \$72 and \$96
- 15 Proposed 2009 Calendar (Attachment # 5)
- 16 John Norgord (incoming president) attended the 2009 Leadership Training in Sacramento, CA.
- 17 Monthly Communication with members. Email and mail (Attachment # 6)
- 18 Educational Brochure (Attachment # 7) Attached is flyer for Required State Update Class, also sponsored Landlord Symposium, Colorado State Conference and had Monthly Educational Speakers or Discussions.
- 19 2008 Chapter President and Vice President used Leadership section on NARPM web-site.
- 20 Chapter Web-Site updated monthly
- 21 Chapter would be interested in looking into NARPM supported web-site.
- 22 Did not file for grant, other chapters need it more but incoming President would like more information.
- 23 Chapter Health is rated 8-9
- 24 Not Applicable
- 25 Monthly round-table type discussion on rental statistics and info from each member. Monthly Newsletter with speaker info, vendor info, upcoming events and other info (mainly emailed to members) Monthly luncheon with education speaker of some sort.


Colorado Springs Chapter 2008

GOVERNANCE REPORTING

The undersigned officers of the NARPM Colorado Springs Chapter certify that the chapter completed the Certificate of Compliance and submitted the required documents as noted on the Governance Report.



Current Chapter President



Current President-Elect/vicé President



Other Chapter Board of Director

DEC 2, 2008