

Certificate of Compliance

This certifies that the

Sarasota/Bradenton Chapter

Has successfully met the requirements and is in full compliance
with standards set for a local chapter by the
National Association of Residential Property Managers.

12/2/2009



2009 President



National Association of Residential Property Managers



Executive Director



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. This form can be downloaded in form fill edition at <http://www.narpm.org/chapter-services/support-services.html> and click on 2009 Chapter Certificate of Compliance

The undersigned officers of the NARPM® SARASOTA / BRADENTON 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 names and positions of the upcoming Board of Directors and committee chairs for the Chapter <i>(attached)</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. Chapters are required to meet and maintain corporate minutes and other records as designated by state law and chapter bylaws.
5.	Chapter officers assume their respective offices: January 1 <input checked="" type="checkbox"/> Other: Specify
6.	Date of fiscal year: Calendar year <input checked="" type="checkbox"/> Other: Specify
7.	The chapter maintains a minimum membership of seven (7) NARPM® Professional/Support Staff members. Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
8.	Does the chapter maintain a FDIC bank account in the chapter's corporate name Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Name of Banking Institution: <i>IBERIABANK, Lafayette, LA</i>
9.	The chapter has filed a Corporate Annual Registration Report/Renewal for the state in which it is registered for this calendar year? *Send NARPM® an up to date copy of corporate annual registration report/renewal Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If not required check here <input type="checkbox"/> Other reason:
CHAPTER FINANCIAL REPORTING	
10.	Attach copy of financial statement for current year.
11.	Attach copy of proposed annual budget for the following year.
12.	Attach copy of federal tax return. If no return attached: Not required <input checked="" type="checkbox"/> Other reason
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 the chapter file notice? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, why not: <i>The current treasurer, Scott Corbridge does not have this from the 2008 year. We will research -</i>

CHAPTER PLANNING	
14.	Attach a copy of chapter's annual calendar of events for the following year. <i>(attached)</i>
15.	The Chapter President-Elect attended the training sessions at the national leadership training session prior to taking office. Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, state why not: <i>conflict of schedule -</i>
16.	Did chapter communicate at least four times during the year with members? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, <u>attach</u> one copy of the communications chapter had with the members. This can be electronic or printed. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, state reason why not: <i>did not meet all criteria.</i>
17.	Did chapter sponsor/participate in effective educational programs 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. Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach one copy of brochure or flier. If the chapter submitted the Chapter Excellence application check Yes and documentation will not be required. Y <input type="checkbox"/> N <input type="checkbox"/> If no, state reason why not: <i>we did setup a course, but did not yet start.</i>
18.	The 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: <i>minimal attendance</i>
19.	The chapter website is kept up to date? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, when will it be updated?
20.	The chapter is interested in looking at a website supported by NARPM®: Y <input type="checkbox"/> N <input type="checkbox"/> Contact persons name and number: <i>already supported by narpm -</i>
21.	The chapter filed for the current year Chapter Grant: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Check here if you would like more information on grants: <input checked="" type="checkbox"/> <i>The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.</i>

Other items:

23. Rate the health of the chapter (1 - 10, 10 being highest)

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

6 - membership growth

b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.)

*Speakers! Cost is also an issue
venue is / can be costly*

c. If answer is 8 or above, what are the cool things the chapter is doing that other chapters might like to hear about?

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

Cheantal Bachan 12/1/09

Current Certification Year President/Date

Cheantal Bachan 12/1/09

Current Certification Year Incoming President/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

- Certificate of Compliance signed by the Chapter President and President-Elect/Vice President serving in Current Certification Year.
- Supporting materials as requested.

SARASOTA/BRADENTON NARPM CHAPTER
BOARD OF DIRECTORS MEETING
January 13, 2009
CHILI'S RESTAURANT
12:30 PM

THE FOLLOWING MEMBERS WERE PRESENT:

Chantal Bachar-President
Barbara Mayo-Past President
Greg Sheller-President Elect
Scott Corbridge-Treasurer & Past President
Eleanor Zupp-Secretary
Judy Royal-Chapter Membership Coordinator

Chantal Bachar called the meeting to order.
Minutes were distributed to members.
No treasures report

Topics Discussed:

- Harry Heist not available for 2/18/09. Julie will check availability dates with MAR. Cost \$30 for members & \$35 for non-members. Need sponsors for breakfast & lunch.
- February general meeting topic suggestion Mike Nelson from Rental Homes Pros.
- January general meeting to include snacks (chips, cookies, etc.), water & soft drinks. Barb Mayo to pick up & bring to meeting.
- Mary Kay from MAR wants our tentative schedule & objectives for the year to give to Board of Directors of MAR.
- Chantal to send us all a copy of what she sends to MAR.
- MAR agreement is that they get 50% of monies collected for meetings minus expenses.
- Greg wants to know what MAR is willing to do for NARPM
- Have February's general meeting flyer ready to give out at the January general meeting along with the current schedule of meetings & up coming topics. Also form sharing on the subject of Tenant/Residential lease application.
- Presenter Diane Bouse who will be discussing tenant screening & will have copies of her slide presentation & assorted information sheets & articles as handouts.
- Affiliates will have table provided for their information & handouts.
- Scott to speak briefly on the benefits of being a NARPM member.
- Affiliate should have a brief presentation to talk about the service they provide.
- Speaker topics discussed for future meetings: Disaster preparedness, Fair Housing, Maintenance & Housekeeping Tracking, Habitability Issues, & Eviction Procedures.

Meeting adjourned.

SARASOTA/BRADENTON NARPM CHAPTER
BOARD OF DIRECTORS MEETING
February 5, 2009
CHILI'S RESTAURANT
12:00 PM

THE FOLLOWING MEMBERS WERE PRESENT:

Chantal Bachar-President
Barbara Mayo-Past President
Scott Corbridge-Treasurer & Past President
Eleanor Zupp-Secretary
Judy Royal-Chapter Membership Coordinator
Darryl Snyder-Affiliate Chairperson

Chantal Bachar called the meeting to order.
Minutes were distributed to members.
No treasures report

Topics Discussed:

- Updates on the improvements being made to our chapter website. Want to add Blog, additional pictures, news articles, convention updates, calendar of events, articles presented by Affiliate Members of the month, etc. We need to promote our website at meetings.
- Harry Heist Tenant Landlord Legal Update Seminar being held at MAR 3/4/09. Cost: \$45 non-members \$30 members. Our NARPM Chapter will be funding the lunch but this will get deducted as an expense. Any non-member joining the day of meeting will have the fee for the seminar deducted from the cost of joining NARPM. All expenses will be deducted from proceeds and only the balance will be split with MAR. 4 Foot subs to be ordered for lunch.
- We need to be more aggressive at converting non-member attendees to join NARPM.
- Affiliate cost & status of yearly billing: cost \$200 and billing for following year to be pro-rated depending on time affiliate joined. Moving forward Affiliates will be billed annually at the beginning of the year.
- Discussed use & guidelines for using NARPM email blast service.
- February 18, 2009 presentation: Rental Home Professionals presented by Mike Nelson. Mike will discuss how they can help you increase your net income. Cost: \$15 non-members \$10 members.
- Meetings must be more structured & professional: Welcome, Introduce the Board, Benefits of NARPM, Code of Ethics, Important updates such as convention news, five minute presentation by Affiliate sponsoring meeting & the need to have handouts.
- Barb put a motion before the board that the cost of this year's Leadership Training in Orlando be paid by the chapter for the president or president elect to attend. Passed unanimously.
- April 15, 2009 Fair Housing Presentation will be presented by Kathy Lucrezi, Attorney.
- Suggested future topic: Insurance Panel discussing various types for business, home owner & tenants.

Meeting adjourned.

SARASOTA/BRADENTON NARPM CHAPTER
BOARD OF DIRECTORS MEETING
February 24, 2009
CHILI'S RESTAURANT
12:00 PM

THE FOLLOWING MEMBERS WERE PRESENT:

Chantal Bachar-President
Barbara Mayo-Past President
Scott Corbridge-Treasurer & Past President
Eleanor Zupp-Secretary
Greg Sheller-President Elect

Chantal Bachar called the meeting to order.
Minutes emailed to board prior to meeting.
No treasures report.

Topics Discussed:

- Silver Sponsor for Heist Seminar will be Tom Roberge's office.
- Gold Sponsor for Heist Seminar tentatively will be Rentals.com.
- Harry Heist Tenant Landlord Legal Update Seminar being held at MAR 3/4/09 program outline as follows: Intro of Board Member, Affiliates & Sponsors; benefits of joining NARPM; convention update, & upcoming events to be followed by introduction of Harry Heist.
- Last minute housekeeping items for Heist event: Barb to verify MAR has screen available in room for power point presentation; Scout to bring handouts "Benefits of NARPM"; Scott to bring start up change for sign in & payment on the day of the event; Greg to bring cash box. Chantal to bring projector; Barb & Scott to order & pick up breakfast & lunch from Publix (breakfast bagels & Danish—lunch 4 ft subs, salads, cookies soda & water); Barb to also pick up plastic utensil, paper plates & cups; Julie & Eleanor to handle sign in on the day of the event; MAR providing coffee & tea.
- Immediately after Heist Seminar we need to market Fair Housing seminar with Cathy Lucrezi scheduled for April 15, 2009 being held at MAR.
- May meeting topic tentatively Hurricane Preparedness.
- Julie Royal to check on status of members who have paid & who have not.
- Barb to get a check list of requirements for RPM class.
- We need a new picture for our website.

Meeting adjourned.

SARASOTA/BRADENTON NARPM CHAPTER
BOARD OF DIRECTORS MEETING
MARCH 27, 2009
CHILI'S RESTAURANT
12:00 PM

THE FOLLOWING MEMBERS WERE PRESENT:

Chantal Bacher-President
Barbara Mayo-Past President
Scott Corbridge-Treasure
Eleanor Zupp-Secretary
Darryl Synder-Affiliate Chair

Chantal Bacher called the meeting to order.

Eleanor Zupp read minutes read & copies given to all present.

Scott Corbridge gave treasures report. Still awaiting invoice from Rentals.com & clarification of funds owed to MAR.

Topics Discussed:

- Scott to start email blast for April's Fair Housing Presentation at SAR 3/30/09. Planning on using the Tampa template for the email blasts.
- Clarification on what to charge for April's meeting—Members \$10.00: Non-members \$15.00.
- Rentals.com again will be the sponsor for our April meeting.
- Still need to follow up with attendees at our monthly meetings.
- Discussed option for getting new members by offering a \$50 incentive toward attending the leadership training at the NARPM 2009 convention in Orlando, FL. Cost is \$145. Also discussed paying for current board members who wish to attend the leadership training.
- Approved \$50.00 donation in memory of Robert Connors member of NARPM.
- Scott verified SAR reservation for April's Fair Housing presentation 4-15-09 three to five PM.
- Barb will take care of getting cookies, water & soda for April's meeting.
- June meeting will be a RMP class cost \$195 at SAR. Course is all day. Scott to arrange with SAR.

Meeting adjourned.

SARASOTA/BRADENTON NARPM CHAPTER
BOARD OF DIRECTORS MEETING
October 14, 2009
CHILI'S RESTAURANT
12:00 PM

THE FOLLOWING MEMBERS WERE PRESENT:

Chantal Bachar-President
Barbara Mayo-Past President
Eleanor Zupp-Secretary
Julie Royal

Chantal Bachar called the meeting to order.
Minutes distributed to board members.
No treasures report.

Topics Discussed:

- Outstanding MAR bill from January & March in the amount of \$586.94. Julie Royal made a motion that we pay the bill rather than dispute it, Barbara Mayo seconded the motion. Chantal Bachar to contact Scott Corbridge to get this taken care of and arrange that we have a second person that can sign checks. All agree this second person should be Chantal Bachar.
- Need to start sending out renewal form for affiliates. Darryl Snyder has already requested his wish to renew. Chantal Bachar to update the form on the chapter website. Cost of Affiliate Membership: \$200.00
- Voted on donation of a \$25.00 American Express gift certificate towards the raffle drawings at the October 2009 NARPM Convention in Orlando FL.
- Suggestion that we network at the convention with other chapter leaders & find out what they are doing to grow their membership and get volunteers to join the board. Also suggested that as a group the board attend a Tampa Chapter board meeting to see how they run their meetings.
- November 18th chapter meeting will be at MAR & may have to be changed to November 19th due to conflicting events at MAR. Time will be 9 AM since mornings seem to work for more of the attendees. This was determined by the survey results from our 7/15/09 chapter meeting. Topic will be Vacation Rentals & Tax issues involved in Property Management. Cost: \$10 for NARPM members & \$15 for non-NARPM members.
- Need to put together a list of the 2010 candidates for the Sarasota/Bradenton Chapter Board members. Suggested that we review the current membership for possible candidates for some of the Committees. However, all agree that for key positions it should be people who have had some experience serving the board.
- Suggestions for our December Holiday get together. So far 2 locations have been submitted: Bonefish Grill off University Parkway & Wine Styles in Lakewood Ranch in San Marco Plaza of Market Street.
- Julie requested that for the December Holiday Event we collect donations for ARC.

Meeting adjourned.



Sarasota Bradenton NARPM 2010 Calendar

Sessions are held 3rd Thursday of each month
(EXCEPTIONS MAY APPLY)

<u>DATE / LOCATION</u>	<u>TOPIC</u>	<u>TIME</u>
• February 18, 2010 Location: <u>MAR</u>		9:00 – 10:30
• April 22, 2010 Location: <u>MAR</u>		9:00 – 10:30
• June 17, 2010 Location: <u>MAR</u>		9:00 – 10:30
• August 19, 2010 Location: <u>MAR</u>		9:00 – 10:30
• October – no meeting	NARPM Annual Convention Go to: <u>WWW.NARPM.ORG</u> for details	
• November 18, 2010 Location: <u>MAR</u>		9:00 – 10:30
• December Party TBD		

**Sessions may vary – for updates please go to
www.NARPMsarasotaBradenton.org**

2009																				
January 2009				February 2009				March 2009												
S	M	TW	TF	S	S	M	TW	TF	S	S	M	TW	TF	S						
			1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7	
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11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
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25	26	27	28	29	30	31							29	30	31					
April 2009				May 2009				June 2009												
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26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
July 2009				August 2009				September 2009												
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26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
October 2009				November 2009				December 2009												
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