

Certificate of Compliance

This certifies that the

Northwest Counties Chapter

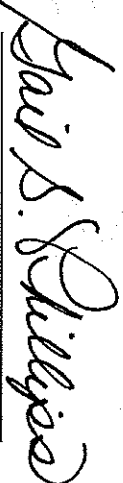
Has successfully met the requirements and is in full compliance
with standards set for a local chapter by the
National Association of Residential Property Managers.

12/7/2009


2009 President



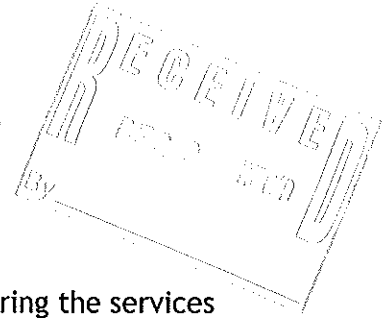
National Association of Residential Property Managers


Executive Director



National Association of Residential Property Managers

Chapter Certificate of Compliance Checklist
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® North West Counties 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 (Must be submitted to reach chapter compliance)
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. (Must be submitted to reach chapter compliance)
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. (Must be submitted to reach chapter compliance)
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. (Must be submitted to reach chapter compliance)
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"/> (Must be maintained to reach chapter compliance)
8.	Does the chapter maintain a FDIC bank account in the chapter's corporate name Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be submitted to reach chapter compliance) Name of Banking Institution:
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 (Must be submitted to reach chapter compliance) Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If not required check here <input type="checkbox"/> Other reason:
10.	Effective 2010, local/state chapter Presidents, or their designee, must participate in a minimum of three of the quarterly Regional conference calls. In 2009, did your chapter participate in these calls? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

CHAPTER FINANCIAL REPORTING	
11.	Attach copy of financial statement for current year. (Must be submitted to reach chapter compliance)
12.	Attach copy of proposed annual budget for the following year. (Must be submitted to reach chapter compliance)
13.	Attach copy of federal tax return. (Must be submitted to reach chapter compliance) If no return attached: Not required <input checked="" type="checkbox"/> Other reason
14.	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 checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:

CHAPTER PLANNING	
15.	Attach a copy of chapter's annual calendar of events for the following year.
16.	The Chapter President-Elect attended the training sessions at the national leadership training session prior to taking office. Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, state why not:
17.	Did chapter communicate at least four times during the year with members? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach 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 checked="" type="checkbox"/> N <input type="checkbox"/> If no, state reason why not:
18.	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 checked="" type="checkbox"/> N <input 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 checked="" type="checkbox"/> N <input type="checkbox"/> If no, state reason why not:
19.	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:
20.	The chapter website is kept up to date? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, when will it be updated? <i>In 2010 by the new board.</i>
21.	The chapter is interested in looking at a website supported by NARPM®: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Contact persons name and number: <i>Ginger Slattery</i>
22.	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 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?

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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, 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:

April Sanders 11/23/09
Current Certification Year President/Date

Ginger Hattery 11-23-09
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.

(15)



NORTH WEST COUNTIES CHAPTER

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS

2010 Schedule of Events

January 19th Meeting with Speaker
Lunch Induction of Officers

February 16th Clock Hour Class
Breakfast

March 16th Meeting with Speaker
Lunch

April 20th Meeting with Speaker
Lunch

May 18th Clock Hour Class
Breakfast

June 15th Meeting with Speaker
Lunch

July 20th Meeting With Speaker
Lunch

August 17th Clock Hour Class
Breakfast

September 21st Meeting With Speaker
Lunch

October 19th Meeting With Speaker
Lunch

November 16th Clock Hours Class
Breakfast Nominations

December 15th Meeting With Speaker
Lunch Elections

All speaker and class dates are subject to change.

Breakfast Meetings start at 9:00 am
Lunch Meetings start at 11:15-11:30 am

The Farmhouse Inn, 13724 La Conner-Whitney Rd, Mt Vernon, WA 98273

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NARPM Board Meeting
North Counties Chapter
January 20, 2009 10 AM
The Farmhouse Inn

Attendees: April Sanders
Teri Carmichael
Bekki Hartdegen
Kathy Bailey for Cherie Ruchty
Rebekah Near

Ginger Slattery

April called the meeting to order

Approved the minutes of the September 2008 meeting approved with modifications to a couple typos

Treasurer Report

We have a balance of \$1816.07 Total net income of \$363.94.00.

Legislative & Education

January 29, 2009 is Day on the Hill in Olympia to bring awareness at the State level to Property Management and the need for Property Management Class options. Covering the topics of : Not renewing leases, Imposing late fee restrictions and Leasing/termination/Landlord law. An after hours event is around \$35.00

Website – Bekki Hasn't had time to work on the website. She will possibly be able to get it done March or April. Focus on Vendor information on the Website. Perhaps give Bekki discount lunch for her work on website

Old Business

A. January 8, 2009 the "Cover your Assets" info sent to Clover Park as they said they did not receive the August 2008 sending. We are expecting an invoice for this class. We will not be going through Clover Park for our classes but will be using Cascade Real Estate School. April will be getting a list of approved classes, since it is so difficult to get new classes approved.

B. Vendor Billing – Teri is sending out invoices. Would like to have more Vendors involve

New Business

A. New President elect – Ginger Slattery

B. Chapter Certification of Compliance – new IRS Filing required – already approved and Teri can send in compliance paperwork- 4 Clock hour classes

C. Chapter calendar for 2009

Class possibilities for 2009

1. How to write a Property Mgmt agreement
2. Condo and Homeowners Associations
3. Core Class
4. Foreclosure

D. Speakers, Raffle and Vendor Spotlight Schedule

See attached Schedule of Events

Speaker ideas – Shredder Guy

Class Dates for 2009 – February, May, August, November

Ask members for more suggestions

E. Olympia – Day on hill January 29, 2009

F. Northwest Regional/Leadership conference - Portland

Next Board Meeting April 21, 2009 10:00 am Farmhouse Inn

Meeting Adjourned

Respectfully submitted

Cherie Ruchty

Secretary

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NARPM Board Meeting
North Counties Chapter
April 21, 2009 10 AM
The Farmhouse Inn

Attendees: April Sanders
Teri Carmichael
Bekki Hartdegen
Cherie Ruchty
Ginger Slattery

April called the meeting to order

Approved the minutes of the January meeting with amendment adding Ginger Slattery in attendance

Certificate of Compliance due each year by December 1st

Treasurer Report

We have a balance of \$2054.70 Total net income of \$238.59. Bug Doctor has not yet paid as vendor. Slabjack has paid

Legislative No report

Education

Red Flag Rule class – we can not get credit under Clover Park so Rebecka will teach the class again at no charge Cascade Real Estate School

Core Class – May 19th – breakfast meeting \$30.00 plus cost of breakfast \$20 for member \$25 for non-member

Chris Benis -September 15th – How to write a property management agreement

Website – Bekki is still working on this

Old Business

A.Red Flag Rule Class will be redone – ask those who took it about good date to attend. If they paid and can't re-take we will refund money

B.Vendor Billing – See treasurer report

Vendor Appreciation Day – August 18 – Lunch meeting

Vendor members get free lunch

Ginger will be Vendor Chair person

c. IRS non-Profit filing – form to be completed by Teri

New Business

A. State Joint Meeting June 17th

B. Northwest Regional Leadership Symposium – May

Ginger registration paid by chapter as well as hotel and gas expense

April is paid for by the State chapter

C. National Convention – Orlando – Chapter will allot \$600 to April (President)

For registration and plane ticket

D. Speakers, Class, Raffle and Vendor Spotlight schedule for balance of year

May 19 – Core Class – Mykut Pat Crawford – Raffle - Cherie

June 16 – Speaker on Foreclosures

Raffle – Teri
Vendor Spot – Bug Doctor
July 21 – Class on Fair Housing
Raffle – Orca
August 18 – Vendor Appreciation
Raffle – Robin L
September 15 – Chris Benis Class – How to write a Property Mgmt
Agreement
Raffle – Acorn
October 20 – Speaker – Meth Labs
Raffle –
Vendor – Slabjack
November 17 – Class – Condo and HOA
Nominations for officers
Raffle –
December 15 – Toys for Tots – celebration of season
Elections
Raffle –
E. New Committee Positions – RMP candidates
Ginger – Vendor Chair
Next Board Meeting 10:00 AM August 18th at the Farmehouse Inn

Meeting Adjourned

Respectfully submitted
Cherie Ruchty
Secretary

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NARPM Board Meeting
North Counties Chapter
August 18, 2009 10 AM
The Farmhouse Inn

Attendees: April Sanders
Teri Carmichael
Bekki Hartdegen
Cherie Ruchty
Rebeckah Near
Kathy Bailey

April called the meeting to order

Approved the minutes of the April meeting

Treasurer Report

We have a balance of \$2741.01 Total net income of \$949.90.

Committee Reports

Legislative -- NARPM at the State level is forming a lobbying committee for current issues such as L&I and B & O. State of Washington has a tax short fall so they are looking for new ways to tax citizens

Education

Chris Benis -September 15th -- How to write a property management agreement has changed to Washington Advanced Landlord/tenant law. We may change this to John Livingston on Landlord/tenant law -- he may do for Free

Website -- Bekki is still working on this

Old Business

A.Red Flag Rule Class will be redone -- re-take class October 20 after regular meeting as a shortened version. If they paid and can't re-take we will refund money

B.Vendor Billing -- 3 vendors have paid

C.. IRS non-Profit filing -- Teri still has to do this -- needs to contact NARPM National

D. Chapter Excellence Application was submitted -- we have 35 points

New Business

A. King County Statewide meeting August 25 -- the National President will be there. We will bring a 50/50 raffle prize

B.National Convention -- Orlando -- April needs to share a room with someone

C. Chapter Compliance due December 1 -- we much have the IRS information included

D. Off site Potluck Barbecue -- Casual Party -- consider for next year

Next Board Meeting 10:00 AM October 20th at the Farmhouse Inn

Meeting Adjourned

Respectfully submitted

Cherie Ruchty, Secretary

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NARPM Board Meeting
North West Counties Chapter
October 20, 2009 10 AM
The Farmhouse Inn

Attendees: April Sanders Teri Carmichael
Ginger Slattery Cherie Ruchty
Rebeckah Near Kathy Bailey

April called the meeting to order

Approved the minutes of the August 18, 2009 meeting with corrections. Heading to read North West Counties

Treasurer Report

We have a balance of \$2310.81 Total net income of \$494.70

Committee Reports

Legislative – Rebecka Near – the screening bill for the portable credit report is still in discussion- Mandatory Inspections shot down in Everett and Bellingham, Seattle is still trying –

Class action lawsuit regarding attaching late fees to evictions – NARPM looked into getting a lobbyist but it is not cost effective

Education

Change the class for November to Red Flag Rule or Insurance Class

Website – No report – Bekki really doesn't have time – possibly give to ORCA to update – may be a way to get more Vendors involved

Old Business

A. Red Flag Rule Class will be redone – November meeting will be this class

B. Vendor Billing – Ed Johnson possible for vendor chair. Possible new vendor (Handy man) coming today with Superior Slabjack

C. IRS non-Profit filing – Teri still has to do this – needs to contact NARPM National

D. Chapter Excellence Application was submitted – Must have IRS information

New Business

A. November Class change to Insurance Class or Red Flag Rule – charge \$50.00 to new takers \$25.00 to those who are re-taking

B. National Convention – Orlando – We approved a \$50.00 gift for the 50/50 raffle. April is looking into a grant for our chapter

C. Flower for Jerry Maupin – we suggested that a gift card for \$50.00 would be more beneficial to the family

D. Christmas Drive/Surprise for Kathy Bailey's Family – approved

E. Nominations for 2009 will be at the November meeting. Possible for Treasurer – Kathy Bailey -President Elect – John Harris. Would still need VP and Secretary

Next Board Meeting 10:00 AM January 19th, 2010 at the Farmhouse Inn

Meeting Adjourned

Respectfully submitted

Cherie Ruchty, Secretary