

Certificate of Compliance

This certifies that the

Santa Clara County Chapter

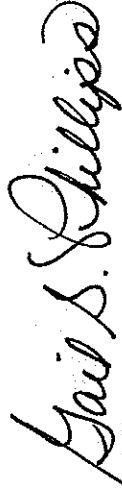
Has successfully met the requirements and is in full compliance
with standards set for a local chapter by the
National Association of Residential Property Managers.

11/23/2009


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® SANTA CLARA COUNTY 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
2.	Have chapter bylaws changed this year? Y ☐ N ☒ If yes, attach copy to this report and highlight changes.
3.	Have chapter articles of incorporation changed this year? Y ☐ N ☒ 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 ☒ Other: Specify
6.	Date of fiscal year: Calendar year ☒ Other: Specify
7.	The chapter maintains a minimum membership of seven (7) NARPM® Professional/Support Staff members. Y ☒ N ☐
8.	Does the chapter maintain a FDIC bank account in the chapter's corporate name Y ☒ N ☐ Name of Banking Institution: <u>UNION BANK</u>
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 ☒ N ☐ If not required check here ☐ 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 ☐ 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 ☐ N ☒ If no, why not: <u>WE FILE A STATE RETURN EVERY YEAR.</u>

Other items:

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

9.5

a. If answer is 7 or less, what barriers does the 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, what are the cool things the chapter is doing that other chapters might like to hear about?

SPONSORING CLASSES AT THE LOCAL REALTOR ASSOCIATION TO PROMOTE NARPM AND ATTRACT NEW MEMBERS.

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

Current Certification Year President/Date

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.

Santa Clara County NARPM Chapter
Minutes
Board of Directors Meeting
December 4, 2008

Call to Order at 12:04 P.M. by Sandy Adams, Chapter President, at Adobe Lodge, Santa Clara University

Members Present: Sandy Adams, John Adams, Andrea Caldwell, Jana Koehler, Arlene Lopes, Louis Melo, Kathryn Pelling, and Mike Segal

Members absent: Bob Basso, Barbara Campbell, Jennifer Vail, and Gary Walker

Chapter member guest: John Bowen and Joi Walker

Secretary's Report: Arlene Lopes

November Board of Directors Minutes dated November 6, 2008. Moved, seconded, and approved as written.

October Board of Directors Minutes and Planning Committee meeting minutes dated October 2, 2008. Moved, seconded, and approved as written. Jana to e-mail these minutes to Arlene

Communication Chair: Barbara Campbell and Jennifer Vail – both absent

Jennifer will send out a few e-mail reminders for the Holiday Party

Barbara working with Jana and Kathryn to help update database.

Web-Site Chair: Kathryn Pelling

The web-site has been cleaned up and the 2008 calendar has been removed. The Holiday Party is currently being advertised. E-mails from the web-site are not going to Sandy. HomeRentals and NARPM National will be contacted by Kathryn regarding this problem.

Treasurer's Report: Louis Melo

2009 Budget, Dues, Holiday Party Registrations

Bank balance - \$14,053.74.

Affiliate Chair: Bob Basso (absent)

Affiliate of the Year – Clay Selland. Sandy has the plaque. Clay is expected to be at the Holiday Party.

Membership Chair: Mike Segal

No report

Marketing Chair: Jana Koehler

No report

Education Chair: Andrea Caldwell

Sponsorship fees have been paid – total \$500

1 Legislative Chair: Sandy Adams

No report

State Liaison: Arlene Lopes

No report

National Liaison: Andrea Caldwell

No report

Old Business

Sandy completed and submitted to National the Chapter Certificate of Compliance paper work that was due on December 1.

New Business

The following items pertain to the Holiday Party

Board members to bring cameras to the Holiday Party so that we can put pictures on our web site.

Kathryn and Sandy have purchased the table decorations. They will set up the gifts.

"Sandy's Stash" has been printed by Andrea and given to Sandy.

Mike Segal and Nick Caravelli will work the auction.

Barbara Campbell will swear in the new Board of Directors.

A tip will be given to the servers by Kathryn.

The HIP donation will be presented by Barbara - \$900 from the Chapter budget and half of the proceeds from the 50/50 raffle.

Jana and Louis will sell 50/50 raffle tickets.

Raffle tickets can be used for the 50/50 drawing, table decorations, and raffle items. Tickets for raffle items to be drawn in between auction items.

The meeting adjourned at 12:45 P.M. The next Board meeting will be Thursday, January 8, 2009 at 11:30 a.m. at Adobe Lodge at Santa Clara University.

Respectfully submitted, Arlene Lopes, Secretary

Santa Clara County NARPM Chapter
Minutes
Board of Directors Meeting
January 8, 2009

Call to Order at 12:03 P.M. by John Adams, Chapter President, at Adobe Lodge, Santa Clara University

Members Present: Sandy Adams, John Adams, Jana Koehler, Joi Walker, Louis Melo, Kathryn Pelling, and Mike Segal, John Bowen, Bob Basso

Members absent: Gary Walker, Andrea Caldwell

Chapter member guest: Arlene Lopes and Barbara Campbell

Secretary's Report: Joi Walker

November Board of Directors Minutes dated December 4, 2008. Moved, seconded, and approved as written.

Communication Chair: Jana Koehler and Kathryn Pelling

Jana to update email contacts, and directory update.

Web-Site Chair: Kathryn Pelling

Pictures from the Holiday party will be posted.

Kathryn will have the Chapter Contact email from Home rentals be sent to John Bowen.

Treasurer's Report: Louis Melo

2009 Budget, Dues, Members Paid

Bank balance - \$16,915.06.

Affiliate Chair: Bob Basso

Affiliate of the Year – Clay Selland to be presented at January meeting.

Discussion of SCCAOR installation, discussion of NARPM SCC hosting a table.

Membership Chair: Andrea Caldwell and John Bowen

John Bowen will reach out to Realtors and other National NARPM members who are not members of a local NARPM chapter.

Sandy Adams discussed a Property Management class for SCOAR, previously no SCOAR agreement.

Legislative Chair: Sandy Adams: Jana Koehler

No Legislative Day this year. Discussion of sponsoring a booth at TCAA Trade Fair.

State/National News: Andrea Caldwell (absent)

No report.

Old Business

Affiliate of the Year to be presented at January Chapter meeting.

The updating of the member contact list is ongoing.

New Business

Plan for "10 minute Hot Topics" at each Chapter meeting. Possible topics to be: Fair Housing, Section 8 Housing. Kathryn Pelling will begin the first Hot Topic in January.

The meeting adjourned at 12:55 P.M. The next Board meeting will be Thursday, February 5, 2009 at 11:30 a.m. at Adobe Lodge at Santa Clara University.

Respectfully submitted, Joi Walker, Secretary

Santa Clara County NARPM Chapter
Minutes
Board of Directors Meeting
February 5, 2009

Call to Order at 12:05 by John Adams, Chapter President, at Adobe Lodge, Santa Clara University

Members Present: John Adams, Louis Mello, Sandy Adams, Bob Basso, Jana Koehler, Joi Walker

Members absent: Mike Segal, Kathryn Pelling, Andrea Caldwell

Chapter member guest: Brad Bonnefield, Arlene Lopes, John Bowen

Secretary's Report: Joi Walker

January Board of Directors Minutes dated January 8, 2009. Moved, seconded, and approved as amended.

Education Chair: Sandy Adams

Discussion about having RE Commissioner Jeff Davi to speak at a local class. Jana Koehler will speak to Sylvia Hill about this.

Communication Chair: Kathryn Pelling and Jana Koehler

Discussion about changes in HIPs mission. Arlene Lopes to speak with Barbara Campbell about HIP.

Next month is the Affiliate meeting. An Education raffle will be offered for all chapter members with business cards.

Web-Site Chair: Kathryn Pelling (absent)

Discussion on ways to improve chapter website.

Treasurers Report: Louis Melo

No new members or affiliates

Bank Balance \$17905.96

Affiliate Chair: Bob Basso

Affiliate meeting in February, dues to be paid before speaking at meeting.

Louis to buy Gift cards for members for February meeting.

Motion to buy more affiliate plaques by Bob Basso Made, seconded, and passed.

Membership Chair – John Bowen and Andrea Caldwell (Andrea absent)

Discussion of several ideas: Free breakfast for first time guests brought to NARPM by Members, Emailing all local realtors with blast emails to advertise NARPM meetings and association. \$200 per month proposed budget. Flyers emailed sent to website. Introduce a topic of the month in the emails for the breakfast meeting like legal changes.

Motion to approve the emailing campaign and allot a budget of \$200 per month for implementation. Review success rate at October planning meeting. Moved, seconded, and passed.

We believe it would be appropriate to ask affiliate members to invite property managers who are not members to join us for one of our regular monthly meetings where they would be treated to a free breakfast. For every three affiliate related property managers joining NARPM, the affiliate will earn one year's free membership dues.

Discussion to approve a Affiliate Promotion Plan, if Affiliates bring 3 new members to the chapter they earn a years' free dues. Motion move, seconded and passed.

New local NARPM application will be made available for National NARPM members that are not members of a local chapter.

Joi to send local NARPM logo to Jana.

Fran will sell "Managing Rental Property Books" for \$40 (normal value \$80) for resale or auction at meetings. Motion to buy 10 books. Made, Seconded, and Passed.

Legislative Chair: Sandy Adams

Limited funds have limited new laws. A business license is needed for all Cities where business is done.

State/National News: Andrea Caldwell (absent)

No report

Old Business:

No members were interested in attending SCCOAR installation even if sponsored by NARPM.

New Business:

Sandy Adams talked to CAA regarding tradeshow May 19 at SC Convention Center. Rental cost of \$795 for booth (non-corner) plus money for goodies. Motion for \$1500 budget for booth and raffle prizes. Motion Made, seconded, and passed.

Joi to order booth with CAA and with NARPM with booth sent to Atlantis Properties.

Freddie Mac said to be buying mortgages and keeping properties as rentals.

Hot Topic for next meeting to be: Withholding of Taxes by CA Calls by FTP for out of state owners led by Sandy Adams.

The meeting adjourned at 1:15 P.M. The next Board meeting will be March 5, 2009 at 11:30 a.m. at Adobe Lodge at Santa Clara University.

Respectfully submitted, Joi Walker, Secretary.

**Santa Clara County NARPM Chapter
Board of Directors Meeting
Minutes
Thursday, Mar 5, 2009 (11:30am) Adobe Lodge**

Call to Order at 12:08 by John Adams, Chapter President, at Adobe Lodge, Santa Clara University.

Members Present: John Adams, Sandy Adams, Jana Koehler, Kathryn Pelling, Mike Segal, Joi Walker

Members absent: Andrea Caldwell, Louis Melo, Bob Basso

Chapter member guest: Arlene Lopes, John Bowen

Secretary's Report: Joi Walker

February Board of Directors Minutes dated January 5, 2009. Moved, seconded, and approved as written.

Education Chair: Sandy Adams

John Adams to speak to Louis Melo to try to invite RE Commissioner Davi to speak at chapter meeting. Joshua Howard will be invited to speak at March meeting.

Communication Chair: Kathryn Pelling and Jana Koehler

FTB legislative update to be included in March meeting invitation email. Remove national, non-local members from web announcement list.

Web-Site Chair: Kathryn Pelling

Review of Texas website. Debate to have National NARPM host rather than HomeRentals.com. HomeRentals lists available properties, but NARPM has more information with links to conferences included.

Treasurer's Report: Louis Melo (absent)

1 new member, 3 new affiliates
41 paid Affiliates, 4 staff affiliates
Bank balance \$20994.46

Affiliate Chair: Bob Basso (absent)

No report.

Membership Chair: Andrea Caldwell (absent) and John Bowen

Recommend a brief introduction to BOD at chapter meetings.

Legislative Chair: Sandy Adams

Sandy to discuss FTB changes at chapter meeting. How are offices handling this matter?
Invite Candi from CALNARPM to meeting. Sandy to speak.
HIP changes, property managing by rooms. Are they members? .

State/National News: Andrea Coldwell (absent)

No report.

Old Business:

Expo Committee-John Adams, Kathryn, Jana to help.
Joi to secure booth. Jana to secure location.

New Business: 10 minute Hot Topics

Speaker for the March Meeting, Tax Rules, CALNARPM reps at meeting.
Jan Leisure class excellent, she could speak to Chapter in future.

The meeting adjourned at 1:26 P.M. The next Board meeting will be April 2, 2009 at 11:30 a.m. at Adobe Lodge at Santa Clara University.

Respectfully submitted, Joi Walker, Secretary.

**Santa Clara County NARPM Chapter
Board of Directors Meeting Minutes
Thursday, April 2, 2009 (11:30am) Adobe Lodge**

Call to Order at 12:07 by John Adams, Chapter President, at Adobe Lodge, Santa Clara University.

Members Present: John Adams, Andrea Caldwell, Sandy Adams, Kathryn Pelling, Jana Koehler, Mike Segal, Joi Walker

Members absent: Louis Melo

Chapter member guest: Gary Walker

Read and Approve March 5th Minutes: Joi Walker

Moved, seconded, approved as written

Education Chair: Sandy Adams

Josh to speak at next chapter meeting. CAA holding class on Fair Housing changes.
Andrea suggested Bob Machado to teach class or Jan Leisure July 16.

Communication Chair: Kathryn Pelling and Jana Koehler (co-chair)

Jana to look at upgraded types of emails

Web-Site Chair: Kathryn Pelling

New members updated on website.
Kathryn to check with National about hosting website.
Local website to include benefits and joining process to members on website.

Treasurer's Report: Louis Melo

2 new members
42 paid members, 4 staff members
44 paid affiliates, 3 free affiliates
Bank Balance \$18,804.20

Affiliate Chair: Bob Basso (absent)

Sponsor next month is De Anza Appliance

Membership Chair: Andrea Caldwell and John Bowen (co-chair)

Flyer planned for members
Advertise 2 months of speakers on email invite
Promote Affiliate membership award – affiliates who bring 3 new people receive free dues

Legislative Chair: Sandy Adams

July 1 members must have DRE # on cards/contracts

State/National News: Andrea Coldwell

FTB reps will be doing keynote at CA State conference

Old Business:

Expo Committee – Joi Walker, John Adams, Jana Koehler

2009 Charity – Jana will send email for suggested charity.

New Business:

Motion to sponsor planning meeting for a cost of \$250 – moved, seconded, and passed

Hot Topic – change on cards, market conditions, Fair Housing

June 9 SCCAOR – Golf Tournament Do we want to Sponsor? \$350 to be a beverage sponsor plus \$100 for golf tees at Motion made, seconded and passed

Back Pack Drive – family giving tree – for August meeting

NARPM to provide \$300 in Golf Tournament prizes – Motion made, seconded and passed

NARPM Golf Tournament for June 12 Friday 1:00 \$100 golf & dinner

If Chairs want to speak at chapter meeting, tell John and he will introduce

When guests come they should receive affiliate sign up sheet, give a business card

The meeting adjourned at 1:24 P.M. The next Board meeting will be May 7, 2009 at 11:30 a.m. at Adobe Lodge at Santa Clara University.

Respectfully submitted, Joi Walker, Secretary.

**Santa Clara County NARPM Chapter
Board of Directors Meeting Minutes
Thursday, May 7, 2009 (11:30am) Adobe Lodge**

NO Quorum present, discussion only

Call to Order at 12:11 by John Adams, Chapter President, at Adobe Lodge, Santa Clara University.

Members Present: John Adams, Andrea Caldwell, Kathryn Pelling, Jana Koehler, Joi Walker

Members absent: Louis Melo, Mike Segal, Sandy Adams

Chapter member guest: John Bowen, Arlene Lopez

Read and Approve March 5th Minutes: Joi Walker

Discussion to approve as written

MOTION to approve as written

Education Chair: Sandy Adams (absent)

No report

Communication Chair: Kathryn Pelling and Jana Koehler (co-chair)

MOTION to budget \$375 for Tri-County booth prizes

Web-Site Chair: Kathryn Pelling

Make joining easy to understand

Homerentals still hosting. Can we shift of NARPM national to host

Search who owns domain narpmcc.com

Treasurer's Report: Louis Melo (absent)

\$17,760.35 in bank

1 new member

Affiliate Chair: Bob Basso (absent)

SCCAOR is affiliate next month

Membership Chair: Andrea Caldwell and John Bowen (co-chair)

Written report emailed – twice a month emails, evaluate in October

Legislative Chair: Sandy Adams (absent)

No report

State/National News: Andrea Coldwell

Will talk about past CA conference

**Santa Clara County NARPM Chapter
Board of Directors Meeting
Thursday, June 4, 2009, 11:30 a.m.
Adobe Lodge**

Members Present: John Adams, Sandy Adams, John Bowen, Andrea Caldwell, Jana Koehler, Mike Segal

Members Absent: Bob Basso, Louis Melo, Kathryn Pelling, Joi Walker

Guests: Arlene Lopes

Meeting called to order at 12:08 p.m. by John Adams, President

Secretary's Report: Joi Walker absent – Arlene Lopes taking notes for this meeting. Joi did not send soft copy of notes from May Board meetings – first one without a quorum and second one after the regular chapter meeting on May 21 with a quorum. To be read at the July meeting

Education Chair: Sandy Adams

“The Successful Property Manager” – July 16 – Bob Machado – 9:45 to 11:45 at the Three Flames Restaurant. \$30 per person, \$35 at the door. Andrea has flyers. John Bowen will take flyers to his Los Gatos office and area meeting. Reservations to be sent to John Adams.

Communication Chair: Kathryn Pelling and Jana Koehler

Web-Site Chair: Kathryn Pelling - absent

Treasurer's Report: Louis Melo – absent but he provided the following information to John Adams

Bank Balance \$14,910.28
42 Paid members, 4 Staff Members

44 Paid Affiliates, 3 Free Affiliates, and 1 unpaid affiliate – Affordable Painting, the new member

Affiliate Chair: Bob Basso - absent

Membership Chair: Andrea Caldwell and John Bowen

John hasn't done anything about the blast e-mail marketing. Jana will contact Brad and Brian Bonnifield to see if they are willing to work on this project in the future and meet with Andrea and John too. Andrea will work on this too for this month.

Legislative Chair: Sandy Adams

Termination of tenancy is to be a 90 day notice for tenants in foreclosure homes if they are on month-to-month tenancy. The end of the lease plus 90 days for tenants in a lease.

Discussion about withholding of state taxes for out of state owners, probably January 1, 2010 and possibility of DRE no longer being a state department as a cost reducing effort.

Golf tournament Chair: Gary Walker – absent

John to give Gary til 1:00 p.m. to report back on the status of the golf tournament – Jana will help if Gary can't do it. It was reported that affiliates who want to sponsor and help haven't received return calls.

State/National News: Andrea Caldwell

Nothing to report on the state level. The National Convention brochure is now available. John reports that Robert Winger will be coming to the golf tournament – from CalNARPM.

Old Business:

Jana reports she got quite a few cards from the Tri County expo show. She'll put them on the guest e-mail blast list to get them the information on the class. She'll also send them to NARPM headquarters as prospective members. Jana has \$300 in expenses to turn in for reimbursement.

New Business:

Back Pack Drive – July meeting. Anne Michele Francis can get backpacks for \$5 which is at cost. She'll order if we contribute money to this fund. Drawing tickets – 5 per backpack brought in – for a special drawing. Give contributor half of the ticket and chapter puts the other half in the special drawing bin. Sandy will get donations for the drawing.

Rob Massey, a NARPM National affiliate, is willing to take the Board to dinner on July 16. Anyone available to let John know.

Chapter Excellence – John will start working on it now. He needs copy of badges from state and national conventions.

Meeting adjourned at 1:23 p.m. Next board meeting is July 2, 2009.

Respectfully submitted by Arlene Lopes, RMP

**Santa Clara County NARPM Chapter
Board of Directors Meeting Minutes
Thursday, July 2, 2009 (11:30am) Adobe Lodge**

Call to Order at 11:58 by John Adams, Chapter President, at Adobe Lodge, Santa Clara University.

Members Present: John Adams, Andrea Caldwell, Sandy Adams, Jana Koehler, Joi Walker

Members absent: Louis Melo, Mike Segal, Kathryn Pelling

Chapter member guest: John Bowen

Read and Approve May 21st Minutes: Joi Walker

Motion to approve as amended. Made, seconded, passed

Read and Approve June 4th Minutes: Joi Walker

Motion to approve as written. Made, seconded, passed

Education Chair: Sandy Adams

Class advertising

Potential new class for Jodi Marshall from SCCOAR in Oct/Nov. evening class

Highlights of CCRM class

Communication Chair: Kathryn Pelling (absent) and Jana Koehler (co-chair)

John bought local NARPM chapter names, chapter can buy back

Need to control emails to start campaign – work around

Jana to send backpack emails. Will provide Ann Michelle's contact info to members

Can we make our members be able to post rentals on local chapter that are not home rentals members.

Web-Site Chair: Kathryn Pelling (absent)

Investigate who owns domain narpmssc.com

Investigate changing web hosting to NARPM National. Investigate cost.

Treasurer's Report: Louis Melo (absent)

\$14,901.28 in bank

Affiliate Chair: Bob Basso (absent)

No report

Ameriblinds is next month's sponsor

Membership Chair: Andrea Caldwell and John Bowen (co-chair)

Need correct email address for NARPM to begin blast email program

See above

Legislative Chair: Sandy Adams

Law changed to allow 90 days after foreclosure for tenants to move

State/National News: Andrea Coldwell

No report

Old Business:

Charity suggestions. Revisit next month. Look into Family Giving tree. Invite to Board meeting next month.

New Business:

Hot Topics

- Craigslist scams. What are people doing to combat this?
- Tax changes for next year

The discussion adjourned at 1:03 P.M. The next Board meeting will be August 4, 2009 at 11:30 a.m. at Adobe Lodge at Santa Clara University.

Respectfully submitted, Joi Walker, Secretary.

**Santa Clara County NARPM Chapter
Board of Directors Meeting Minutes
Thursday, August 6, 2009 (11:30am) Adobe Lodge**

Call to Order at 12:04 by John Adams, Chapter President, at Adobe Lodge, Santa Clara University.

Members Present: John Adams, Andrea Caldwell, Sandy Adams, Jana Koehler, Joi Walker, Louis Melo, Mike Segal

Members absent: Kathryn Pelling

Chapter member guest: John Bowen, Gary Walker

Read and Approve July 2nd Minutes: Joi Walker

Motion to approve as amended. Made, seconded, passed

Education Chair: Sandy Adams

Class with Bob Machado very successful, Andrea will contact those who left business cards.

Discussion of a potential class co-sponsored with SCCAOR around or before November. Sandy Adams to speak with Jody at SCCAOR about this. SCCAOR has placed our fliers on class information on their calendar.

Communication Chair: Kathryn Pelling (absent) and Jana Koehler (co-chair)

- Email report had 15 responses. Will try again.
- An FTB to speak at August meeting.
- September is affiliates meeting
- In October – no speaker yet
- In November RE Commissioner Jeff Davi will speak

Web-Site Chair: Kathryn Pelling (absent)

No report

Treasurer's Report: Louis Melo

4 new affiliate member

1 Staff member

Bank balance \$14915.96

Affiliate Chair: Bob Basso (absent)

Goodman insurance is next month's sponsor

Membership Chair: Andrea Caldwell and John Bowen (co-chair)

Speak to InnerCircuit about membership

Emails successful at first time will do again.

Legislative Chair: Sandy Adams

Legislature has proposed a Harvey Milk day

State/National News: Andrea Coldwell

No report

Old Business:

- Golf Tournament Raffle profit, tournament made profit. Banner from tournament can be used again. \$500 budgeted allowance was not used.
- MOTION to donate to HIP the unused \$500 instead of 50/50 profits of approximately \$150. Made, seconded, and passed.
- Planning for next year to be more aware of any date issues and to have a focus on inviting additional members. Better marketing & administration – pay early next year.
- Backpack drive – member from family giving tree rep will come to next meeting. MOTION – give \$100 to family giving tree and purchase \$150 in gift cards to give to those who brought backpacks. Made, Seconded, and passed.
- FTB will be at next chapter meeting

New Business:

- Holiday party December 9, 2009
- Planning party location TBD, Date TBD in October
- Board to go to dinner at end of year location TBD End of August

The discussion adjourned at 12:54 P.M. The next Board meeting will be September 3, 2009 at 11:30 a.m. at Adobe Lodge at Santa Clara University.

Respectfully submitted, Joi Walker, Secretary.

**Santa Clara County NARPM Chapter
Board of Directors Meeting Minutes
Thursday, September 3, 2009 (11:30am) Adobe Lodge**

Call to Order at 12:08 by John Adams, Chapter President, at Adobe Lodge, Santa Clara University.

Members Present: John Adams, Andrea Caldwell, Sandy Adams, Jana Segal, Joi Walker, Mike Segal, Bob Basso

Members absent: Kathryn Pelling, Louis Melo

Chapter member guest: John Bowen

Guest speaker: Jeanne Clabaugh, Development Director from family Giving Tree.
Thank you for backpacks.

Read and Approve August 6th Minutes: Joi Walker

Motion to approve as amended. Made, seconded, passed.

Education Chair: Sandy Adams

September Fair Housing Class has been scheduled for Sept. 14 1:00–3:00 co-sponsored by NARPM. We will raffle off Property Management Books. MOTION to spend \$200 on cookies and snacks for the class, purchased by Sandy Adams. Made, seconded and passed.

Communication Chair: Kathryn Pelling (absent) and Jana Segal

- Jana will email class flyer
- September is affiliates meeting. MOTION to buy 2 \$50 gift certificates to raffle at meeting. Made, seconded and passed.
- In October – no speaker yet
- In November RE Commissioner Jeff Davi will speak

Web-Site Chair: Kathryn Pelling (absent)

No report

Treasurer's Report: Louis Melo

50 paid affiliates member

3 Free Affiliates

Bank balance \$13437.01

1 new Affiliate member

Affiliate Chair: Bob Basso

DeAnza nominated, Restoration not full year member, Moomau plumbing
No SCCAOR trade show, they are planning a 3-day EXPO instead. Consider asking
CAL NARPM for assistance as it's a statewide EXPO.

Membership Chair: Andrea Caldwell and John Bowen (co-chair)

Email campaign on going – will advertise SCCOAR class

Legislative Chair: Sandy Adams

CAA is doing a 2 hour workshop on FTB issues
Sandy Adams is on SJ advisory board, will term out, seeking volunteers to replace.

State/National News: Andrea Coldwell

National NARPM board just passed a policy that Board presidents must take part in 3 of
the 4 national conference calls.

Fliers and information on NARPM website

Old Business:

None

New Business:

- Thanks from Family Giving Tree (first speaker), now doing Holiday giving with agencies, who pre-qualify
- NARPM Holiday party December 9, 2009
- Planning party location Thursday Oct. 2 at 6:00, location Olive Garden, San Jose
- Board to go to dinner at end of year Sept. 24 at Maggiano's 6:00

The meeting adjourned at 1:24 P.M. The next Board meeting will be planning meeting
October 1, 2009 at 6:00 PM at Olive Garden, San Jose.

Respectfully submitted, Joi Walker, Secretary.

Santa Clara County NARPM Chapter
Board of Directors Meeting
Thursday, October 1, 2009, 7:30pm
Olive Garden, Blossom Hill Rd. SJ
BOD/2010 Planning
2010 Planning
Call meeting 7:54

Sandy setting up classes for next year with SCCAOR; Jody doing 5 series classes NARPM sponsoring.

Joi and Brian – talking about website going to go over details and decide what to do.

Adrea to swear in 2010 BOD at holiday party.

NEW Business; Changing Charity to Family Giving Tree, Gary to call HIP and let them know we are changing charity's effective January 1, 2010. Sandy to let Family Giving Tree know they will be Charity in 2010. **Motion, 2nd, approved**

Speaker for next year; Joi asking everyone to help pick speakers for 2010. Goal is to get really good speakers. Speakers can not talk about/promote their own business.

Joi want BOD to feel free to help with committees, Drager Construction asked to be on a committee.

Andrea to announce designation scholarship.

2010 Holiday party on Dec. 8th, Joi to call The Three Flames (Toni) to reserve. Kathryn and Sandy have her contact #. Joi to schedule with Class Casino for 2010 holiday party.

Kathryn and Sandy to purchase 2010 holiday party table decorations.

Sandy going to try and get Chuck Reed to speak at January 2010 meeting.

2010 Golf Tournament to move to mid July, possible 16th if we can get it.

Meeting adjourned 8:33pm

Respectfully submitted by Kathryn Pelling, RMP®, MPM®

**Santa Clara County NARPM Chapter
Board of Directors Meeting
Thursday, October 1, 2009, 7:30pm
Olive Garden, Blossom Hill Rd. SJ
BOD/2010 Planning**

Members Present: John Adams, Sandy Adams, Joi Walker, Kathryn Pelling, John Bowen, Mike Segal, Louis Melo, Gary Walker

Members Absent: Andrea Caldwell, Jana Koehler, Bob Basso

Meeting called to order at 7:30 p.m. by Joi Walker, Secretary, and 2010 President

Secretary's Report: Kathryn Pelling taking notes for Joi Walker for this meeting. Read and approved September 3, 2009 minutes.

Education Chair: Sandy Adams and Jody Marshal met with SCCAOR for class. Class will be on October 20th, Jana to send out flyer to members. NARPM member to send registration to Sandy, Non-members to send to SCCAOR. NARPM sponsoring class. Family living tree gave a thank you to Sandy.

*Allocate \$1400 to help pay for airfare for up to coming Nat. conference. **Motion, 2nd, approved.**

Communication Chair: Kathryn Pelling and Jana Koehler – Jana absent
Jana to send out flyer to promote Jeff Davi speaking at November's 2009 meeting

Web-Site Chair: Kathryn Pelling – Joi and Kathryn to work together on changing website to National template. Joi to call Home Rentals find out if they will sell the NARPMSCC.ORG name to us.

Treasurer's Report: Louis Melo –

Affiliate Chair: Bob Basso - absent

Membership Chair: John Bowen -

Legislative Chair: Sandy Adams -

Golf tournament Chair: Gary Walker –

State/National News: Andrea Caldwell - Absent

Old Business:

New Business: Kathryn to get drawing prizes for October 20th class (two) at \$100 each. Giving away book as a prize for anyone who signs up for NARPM at Oct. 20th class.

***DINNER**

**Santa Clara County NARPM Chapter
Board of Directors Meeting Minutes
Thursday, November 5, 2009 (11:30am) Adobe Lodge**

No Quorum Present – Discussion Only

Members Present: John Adams, Andrea Caldwell, Sandy Adams, Jana Segal, Joi Walker,
Members absent: Kathryn Pelling, Louis Melo, Mike Segal

Education Chair: Sandy Adams

Communication Chair: Kathryn Pelling (absent) and Jana Segal

- Jana will email flyers for November Chapter Speaker and Christmas party

Web-Site Chair: Kathryn Pelling (absent)

No report

Treasurer's Report: Louis Melo

42 Paid Members, 6 Staff Members, Bank balance \$13082.92

Affiliate Chair: Bob Basso (Absent)

No report

Membership Chair: Andrea Caldwell and John Bowen (co-chair)

Email campaign on going – will advertise November speaker in blast emails

Legislative Chair: Sandy Adams

No news

State/National News: Andrea Coldwell

No report

Old Business:

None

New Business:

- NARPM members will attend SCCAOR Holiday Party
- NARPM BOD will will volunteer as gift wrappers for our 2010 Charity Family Giving Tree

The next Board meeting will be January 7, 2010.

Respectfully submitted, Joi Walker, Secretary.