

Certificate of Compliance

This certifies that the

Greater Dallas 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.

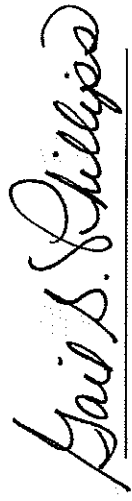
2/3/2010



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® Greater Dallas 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: Compass Bank
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 type="checkbox"/> N <input checked="" type="checkbox"/> If no, state why not: Did not know about it.
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 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 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? Will be updated in the first 2 weeks of February
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: Taylor Simonton 214-289-7915
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 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) 8

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

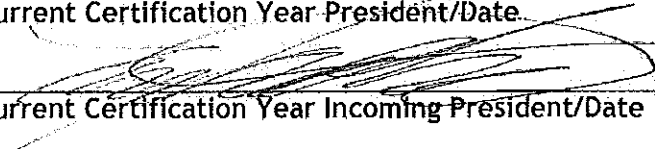
b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.)

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

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

Current Certification Year President/Date

Current Certification Year Incoming President/Date

 1/29/10

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.

NARPM Dallas Chapter Officers meeting December 14, 2009

Attending: Taylor Simonton, Franceanna Campagna, Charles Riska, Leigh Ann Stadt
Absent: Ari Lund

Officers agreed to continue having our monthly meetings in conjunction with the Metro-Tex Leasing and Property Management committee meetings although we do want to make sure NARPM has its own presence.

Proposed Meeting Topics for 2010

January- Profit Centers/Legal Update- Mark Kreditor
February- Protesting Property Taxes- John G. Hershey
March- Green Property Management- Sina Shekou- Propertyware
April- Foreclosures/Market Update- speaker TBD
May- No regular meeting, Southwest Conference May 14th
June- Trust Accounts- Jennifer Kellogg (?)
July- Maximizing Web presence/marketing- speaker TBD
August- Software- two speakers TBD
September- Time management- speaker TBD
October- no regular meeting, National convention in Seattle
November- Open
December- Christmas party

Listed speakers to be contacted and confirmed, others to be determined

Chapter of the year:

Taylor will contact Dave Christianson for his notes and notebook of requirements for Chapter of the Year.

Some topics mentioned to gain points are:

- Vendor Fair
- Community Service
- Membership
- Landlord Forum
- Tenant Conference
- Joint function with another NARPM chapter

Other topics

Franceanna will check on date of Multi Family Symposium so our meeting will not conflict.

The officers agreed that we prefer our meeting announcements be separate from the Property Management and Leasing committee announcements. Franceanna will check with Annette at Metro Tex to see if we provide her with a meeting announcement if she will distribute to their leasing and property management committee.

Leigh Ann will e-mail minutes from previous meeting and agenda for next meeting to the membership prior to the next meeting. She will bring a NARPM members sign in sheet and a guest sign in sheet to every meeting. She will also bring NARPM applications to each meeting.

Officers would like to find someone in Marketing and/or Advertising to help get the Dallas Chapter more visible to Realtors, Property Managers and Landlords in the metroplex. We have funds to pay this person if necessary.

Dave Christianson will continue to do the chapter website
Ask Dave for a list of chapter members from his e-mail group list

Next meeting:

Date to be determined in January

Focus of meeting:

Chapter of the Year items

Local marketing

Chapter website

Meeting start: 10:05 am

Meeting end: 11:30 am

DALLAS NARPM COMMITTEE
Planning Meeting
January 22, 2009
MINUTES

The Dallas NARPM Committee met on January 22, 2009 at the office of Worth Ross Management Company. President Worth Ross called the meeting to order at 12:05 PM.

Those in attendance were: President: Worth Ross, President Elect: Taylor Simonton, Vice President: Franceanna Campagna, Treasurer: Kevin Martin, Secretary: Ari Lund, Mark Kreditor, Cary Efurd, Sandra Robinson, Sheila Lambeth, David Christensen, Eddie Davis, and Suzanne Athey.

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Per Kevin Martin, the chapter currently has \$13,079.11 in reserves, but there are many affiliate members that are unpaid for the year.

Scheduling for '09

Mark Kreditor suggested spending some of our reserves on having several guest speakers come to the monthly meeting this year. Some topics and potential times of interest:

- An insurance agent to discuss options for local management companies on 3/19
- A credit bureau or collection agency to discuss issues of credit and identity theft on 5/21.
- Getting a regional conference set up along with a three day "Fast Track" to an RMP designation to attract out of town NARPM members and promote the designation. This is tentatively set up for June 24th, 25th, and 26th.
- Property management software discussion with guest speakers from two or three different companies on August 20th.
- Vendor Fair/Appreciation for September 17th, possibly at CCAR.

Cary Efurd and Eddie Davis volunteered to gather information and set up a hotel for the regional conference in June.

ETHICS: Discussion led by Mark Kreditor

ARTICLE 9: RELATIONS WITH COMPETITORS

The Property Manager shall refrain from criticizing competitors or their business practices.

The meeting adjourned at 1:15 PM.

Submitted,
Ari Lund, Secretary
NARPM Committee

Approved,
Worth Ross, President
NARPM Committee