

Certificate of Compliance

This certifies that the

Central Arizona Chapter

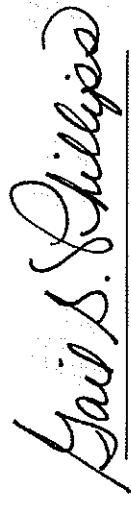
Has successfully met the requirements and is in full compliance
with standards set for a local chapter by the
National Association of Residential Property Managers.

12/3/2009


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® Central Arizona 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 type="checkbox"/> N <input type="checkbox"/> If not required check here <input checked="" 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 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 type="checkbox"/> N <input checked="" 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 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 checked="" type="checkbox"/> N <input type="checkbox"/> If no, when will it be updated?
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:
22.	The chapter filed for the current year Chapter Grant: Y <input checked="" type="checkbox"/> N <input 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)

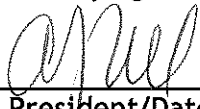
a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going?
Great team of offices and open discussions. Our meetings have been well attended.

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

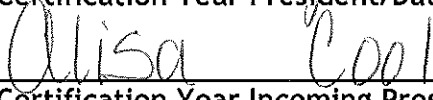
A more user friendly website would be helpful - a tutorial

c. If answer is 8 or above, what are the cool things the chapter is doing that other chapters might like to hear about? Form sharing was successful. Lease/ APP/ Mgnt Agreement

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

 11/30/09

Current Certification Year President/Date

 1/1/10

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.



National Association of Residential Property Managers

Year: 2010 Chapter Planning Outline

I. Chapter Leadership

1. President: Alisa Cool ✓✓
2. Vice President: Mike Thompson ✓✓
3. Secretary: Dianne Tennison ✓✓
4. Treasurer: Lori Burgan ✓✓
5. Educational Coordinator: Shurley Nelson ✓✓
6. Membership Coordinator: _____ ✓
7. Legislative Coordinator: Shurley Nelson
8. Affiliate Program Coord: _____
9. Marketing/Publications: _____
10. Recognitions Chair: _____
11. Other: _____
12. Other: _____

II. Meeting Outline

1. Meeting Day/Time: Thursday 3rd week
2. Meeting Location: Gurley Grill Restaurant
3. Board Meeting Day/Time: Wed prior
4. Board Meeting Location: Pangea Bakery

III. Meeting Structure

IV. Topics/Speakers

	Meeting Topic	Speaker
January	-	
February	-	
March	CE	Steve Urie
April	-	
May	-	
June	Legal	Bill O'Leary
July	-	
August	-	
September	CE	?
October	-	
November	-	
December	Fair Housing	?

V. Budget – DREAM FIRST!

Expenses:	See attached Budget
Meeting Expenses (room, food, etc.)	
Marketing Expenses (newsletter, etc.)	
Education Expenses (speaker, equipment, etc.)	
Legal & Accounting Expenses (tax return, corporation fees)	
Officer Travel (to national event(s))	

NARPM MEETING MINUTES
November 19, 2009

- 1) Meeting called to order.
- 2) Introductions
- 3) Speakers – Gidget Schutte & Lois Hilgendorf of Schutte & Hilgendorf, CPAs
All level accounting & taxes
Discussed 1099s, filing deadlines, etc.
Also talked about real estate tips including 1st time homebuyers credit and energy credits.
- 4) Mike Thompson – Ethic topic
Unsophisticated owners – discussion
- 5) Betty Arthur spoke on continuing education calluses from the Arizona School of Real Estate – class was very good by Debra Hill Fox – possibly check into her doing a CE class.
- 6) Leases – Board members brought leases to share. Discussion on leases.
Suggestion from Journey – add emergency contact in lease
- 7) Shirley Nelson – report on CV water/foreclosures
- 8) Discussion on meetings – seems more meetings – every other month with CE every other meeting. Shorter meetings on non-CE months.
- 9) Meeting adjourned

BOARD MEETING

January 23, 2009

Board members in attendance – Shirley Nelson, Alisa Cool, Diane Tenison

We need to find a back up meeting place as Yavapai Title may not be available in the future. Discussion about having lunch meetings in the future which may be a larger turnout.

Lisa to call Bill O'Leary for discussion on new forcible detainer forms.

Pull of forms from website: attendance sheet, agenda, download infor/forms

Contact the following people to chair committees:

Affiliate-Amy Henwood/ gave information/brochure to Lisa to give Amy .

Education of Chapter Membership Chair – Pat Bonomo

Marketing Chair - ?

Other volunteers – Tony & Dominique

Newsletter – Cindy Thomas

#5 – Chapter in Excellence – RMP or MPM Course

*Alisa checking on Denver CO regional meeting information

May meeting – Assign to Shirley

Agenda for meetings: Chapter in Excellence goal, newsletter, community service, ethics

Mid Winter Meeting – Shirley to check on property management info.

Shirley to ask Mike about List Serve?

MINUTES

NARPM 2/18/09

Welcome: Shirley Nelson

Pledge of Allegiance & Introductions

Speaker: Honorable Judge Arthur Markham – changes in evictions in judicial system and paperwork.

Treasurer's Report: \$1361.45 (includes \$500 grant)

Ethics Topic : Alisa Cool – What if broker files for Chapter 13

Discussion: AAR Conference

Regional Conference – Colorado – Alisa will be attending end of May

Chapter in Excellence – goal

Charitable Contributions – Last year lymphoma drive/food bank

Foreclosure – possible future topic. Per discussion, company has to send them letter naming them in suit/tenant doesn't have to pay once foreclosure posted?

Collection companies – possible future topic

Diane Tenison

From: Diane Tenison [dtenison@commspeed.net]
Sent: Saturday, June 27, 2009 8:18 PM
To: nelsonspower@gmail.com; Cindy Thomas; alisa@jorneyazrealestate.com; libertyrentals@cableone.net
Cc: diane@ppmprescott.com
Subject: NARPM Board Meeting - March 24, 2009

Minutes of NARPM Board Meeting – March 24, 2009

Present – Shirley Nelson, Lori Burgan, Alisa Cool, Diane Tenison

Meeting began 12:45 PM.

Diane to send sympathy card to Fred Thompson.

Discussed changing meeting date to Thursdays. Next meeting May 21, 2009.

Alisa checking with Amy Henwood on being Affiliate Chair.

Shirley to check with Pat Bonomo to see if she would chair committee. Pat currently on vacation.

Alisa is going to attend the Colorado convention.

May meeting – Shirley checking with Steve Urie. Possible class.

Subject – Marketing Ideas.

How to turn a Small Claims into Justice Court

Shirley will go to court and get packets.

Work on Chapter of Excellence - work on worksheet/completed.

Meeting ended.

NARPM Meeting Minutes – May 21, 2009

Meeting was called to order by Shirley Nelson at noon.

Moment of Silence in honor of our veterans/Memorial Day.

Board introductions were made.

Welcome to our newest NARPM member – Sam Lewin.

Colorado Leadership Training Conference – will be attended by Alisa Cool.

Change in officers – Alisa Cool will take over as president at our next meeting. Shirley Nelson will be resigning as present to work on chapter chairs. Nominations/election for new vice president.

Letstalkpropertymanagement.com – from Facebook

Small Claims – take form from website to justice court making motion.

Several vendors were at meeting

- 1) Clean & Bright – spot lifter, light test, check for urine/provides written documentation, 10% discount for landlords.
- 2) Re-Do & Re-New Interiors – real estate staging
- 3) Reo Ready – property preservation

Speakers –

- 1) Constable John Watson – Yavapai County Constable. Law enforcement officer for the courts. Serves summons, subpoenas, writs of restitution. Has been constable for 7 years. Once a writ is served, property must be held for 23 days – not including date of writ and date property is sold. Cannot keep property. Recommend video or pictures and documentation of items left.
- 2) Tricia Lewis – Lewis Marketing
Discussed marketing and advertising. Recommends keeping advertising even in down market. Sponsor events – good advertising. Rodeo advertising. Do things to draw attention. Can do consultations. www.prescottmarketing.com.

Charitable Cause

- 1) May 30 – Donations for serviceman being taken at Costco. Info on PAAR website. Shirley also had flyers.

New NARPM Memberships

Make sure to have your membership through the Board so our chapter gets credit.

Notify community of NARPM members. Work on Affiliates and put in newsletter.

Minutes

8/20/09

Meeting called to order. Pledge of Allegiance. Introductions.

Treasurer Report - \$832.41

Story telling

Need to order packets from national.

Possible education classes – need costs, etc.

Mike at RAM will work on affiliate pamphlet/info. Clean N Bright would be affiliate.

Military – lease should have amendment/wavies.

National Convention – October 2010 – Seattle, WA

Shirley talked about the Orlando convention coming up. Spoke about her experience “losing” her husband in Orlando.

Legislation – “anti-deficiency status” discussion

Guest Speaker – Steve Urie – from Mesa Verde Property Mgmt. “Things I learned as a property manager”. NARPM-past present, 1st recipient of President Award, organized 1st NARPM chapter.

Shirley Nelson stepped down from Presidency. Alisa Cool steps up to President.

Mike Thompson from RAM elected vice president.

Betty Arthur – able to put rentals on MLS

Meeting adjourned.

BOARD MEETING

9/23/09

Present were Alisa Cool, Mike Thompson, Laurie Burgan & Diane Tenison

- 1) Change Murphy lunch to \$13.00 per person to cover tax and tip.
- 2) Next meeting 11/19/09 – check with Gurley Grill to reserve room (Diane)
- 3) Possible speakers
 - Fair Housing
 - CPA for 1099s (Mike to check with his accountant)
 - County Attorney – Bad Check Division
 - Credit Reports
 - Attorney
- 4) Possible future meeting – Do maintenance panel.
Have different vendors speak a little on their services and answer questions.
- 5) Form sharing session. Do different form for each meeting? Next meeting – lease.
- 6) Ice breaker – Share experience/ask questions.
- 7) Pledge of Allegiance – Diane has small flag. Mike has larger flag.
- 8) Possible discussion/ethics topic – What we expect of owners; what to do with “unsophisticated owners”
- 9) Continuing Education Classes
 - Possible Instructors – Denny Dobbins, Bill O’Leary
- 10) Add Shirley Nelson to newsletter as Past President. Shirley will check on upcoming legislation.
- 11) Work on Affiliate packet
- 12) Need someone to work on Chapter website? Alisa to check with Amy
- 13) Do calendar for 2010.
- 14) We need people!!

Board Meeting Minutes
November 11, 2009

Present were Alisa Cool, Shirley Nelson, Mike Thompson, Lori Burgan and Diane Tenison.

Next meeting:

Gidget & Accountant discussing 1099 requirements.
Bring in copies of leases! What is enforceable and what is not.
Shirley will put meeting information on PAAR talk

Possible subjects/speakers:

Working between HOA and property managers
Lemon Landlord – speaker next February?
Discuss board and meetings every other month

Holiday get together – Dec 4, 2009 11:30 AM-1:00 PM at Yavapai Title on E. Gurley

Pot luck – appetizers, finger foods
Bring in food and each board member, brings plates, etc.

Work on Chapter Compliance – Due December 1, 2009 & calendar for 2010

Minutes

8/20/09

Meeting called to order. Pledge of Allegiance. Introductions.

Treasurer Report - \$832.41

Story telling

Need to order packets from national.

Possible education classes – need costs, etc.

Mike at RAM will work on affiliate pamphlet/info. Clean N Bright would be affiliate.

Military – lease should have amendment/wavies.

National Convention – October 2010 – Seattle, WA

Shirley talked about the Orlando convention coming up. Spoke about her experience “losing” her husband in Orlando.

Legislation – “anti-deficiency status” discussion

Guest Speaker – Steve Urie – from Mesa Verde Property Mgmt. “Things I learned as a property manager”. NARPM-past present, 1st recipient of President Award, organized 1st NARPM chapter.

Shirley Nelson stepped down from Presidency. Alisa Cool steps up to President.

Mike Thompson from RAM elected vice president.

Betty Arthur – able to put rentals on MLS

Meeting adjourned.