

# Certificate of Compliance

This certifies that the

## San Antonio 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.

11/30/2009

  
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® SAN ANTONIO METROPOLITAN AREA 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 <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 checked="" type="checkbox"/> N <input 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: <u>TEXAS Association of Professionals F.C.U.</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 <input type="checkbox"/> N <input type="checkbox"/> If not required check here <input checked="" type="checkbox"/> Other reason: <u>EXEMPT</u>
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 <a href="http://www.irs.gov/charities">www.irs.gov/charities</a> ). Did the chapter file notice? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:

CHAPTER PLANNING	
14.	Attach a copy of chapter's annual calendar of events for the following year.
15.	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:
16.	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:
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 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:
18.	The chapter is using the Chapter Leader section of NARPM.org( <a href="http://www.narpm.org/chapter-services/">http://www.narpm.org/chapter-services/</a> ) : Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:
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 checked="" type="checkbox"/> Contact persons name and number:
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 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?

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:

 November 12, 2009  
Current Certification Year President/Date

 11/18/09  
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.

**Executive Council Meetings are as follows:**

1<sup>st</sup> Quarter – March 17, 2010

2<sup>nd</sup> Quarter- June 16, 2010

3<sup>rd</sup> Quarter - September 15, 2010

4<sup>th</sup> Quarter – November 20, 2010

Month	Date	Day	Time	Event	Location
January	21	Thursday	9:00am-10:30am	Chapter Meeting	SABOR
February	25	Thursday	11:00am-1:00pm	Chapter Meeting	Alamo Café
March	25	Thursday	6:00pm-8:00pm	Family Social	Home Locators
April	22	Thursday	11:00am-1:00pm	Chapter Meeting	Alamo Café
May	13-14	Thur-Fri	All Day	NARPM Regional Conference	Dallas, Tx
June	24	Thursday	11:00am-1:00pm	Chapter Meeting	Alamo Café
July	23	Friday	6:00pm-8:00pm	Off Site Social Event	??
August	25-27	Wed-Fri	All Day	NARPM Classes	Embassy Suites Airport
September	23	Thursday	11:00am-1:00pm	Chapter Meeting	Alamo Café
October	13-15	Wed-Fri	All Day	NARPM National Convention	Seattle, WA
November	18	Thursday	6:00pm-8:00pm	Family Social	
December	10	Friday	11:00am-1:00pm	Chapter Meeting & Christmas Party	Sonterra

San Antonio Metropolitan Area Chapter of the  
National Association of Residential Property Managers

**CHAPTER MINUTES**

San Antonio Metropolitan Area Chapter of the  
National Association of Residential Property Managers

**CHAPTER MINUTES**

Executive Committee Minutes



NARPM SAN ANTONIO METROPOLITAN  
CHAPTER

Executive Committee Meeting

Meeting Day/ Time: December 15<sup>th</sup>, 2008 @ 1:30 pm  
Meeting Location: Exit Slater REALTORS  
14603 Huebner Rd. #38  
San Antonio, Texas 78231

President: Marty Hutchison, RMP®  
Vice President: Adona Lowery, GRI, RMP®  
Secretary: Brian Birdy, RMP®  
Treasurer: Stephen Foster, MPM®, RMP®, CRMC®

Call to Order:

Approval of Minutes

New Business: Resignation of Secretary  
Appointment of new Secretary

Approval of Affiliates/ Friends-Marketing  
Material.

Education/ Joe Medinger

Local Website/ Nicole Smith

Approval of 2009 Calendar  
Announcements: Handouts of 2009 Chapter Leaders

Adjournment

## 2009 NARPM Chapter Leaders

President: Adona Lowery, GRI, RMP®

Vice President: Brian Birdy, RMP®

Secretary: Amy Karns

Treasurer: Steve Foster, MPM®, RMP®, CRMCM®

Education: Joe Medinger, RMP®

Legislative Chair: Pat Patton  
Co. Chair: Linda Stellato

Affiliate Chairman: Hoppie Cantwell  
Co. Chair: Annette Slater

Chapter Certification: Linda Stellato

Membership Chairman: Karen Dickson

Chapter Excellence: Kevin Knight, ABR®, CRS, GRI, RFS, RMP®  
Co. Chair: Angie Knight

Correspondence Chairman: Nicole Smith

Young Property Managers Chairman & Support Staff: Tracy Norris

Reservations/Chapter Planning Chairman: Amy Karns, CRS  
Co Chairman: Shannon Mc Laughlin

Speaker Chairman: Mary Ann Crumpton

50/ 50 Raffle: Adriana & Brenda (Boardwalk RPM)

## Peliminary 2009 NARPM Calendar

January 28 (Wed) – Bus. Meeting @ Matamaoras( judge Donovan)

February 25 (Wed)- Social/ Exit or Steve's ofc W/ Tex Conf

March 25 (Wed)- Forms Exchange Meeting @ Matamaoras

April 17– Alamo Hts. Night Fiesta/ NARPM Classes 15,16,17

May 27 (Wed) – Social at N.W. Real Estate/ Amy Karns

June 24 (Wed)- Mark Kreditor ( Pet Club)

July- No Meeting/Bowling

August 26 (Wed)- Business Meeting @ Matamoras Vendor App.

September –23(Wed)- Social at Brian's Ofc.

October 21- 24<sup>th</sup> NARPM National Conv. Orlando Fl.

November –Leadership Training

December 11 (Fri.)- Installation Xmas Party

### Executive Comm. Meeting Dates:

Feb 18- Sack lunch @ 11:30 at Steve's ofc

June 17- Sack lunch @11:30 at Exit Slater Realtors

August 19- Sack lunch @11:30 Exit Slater Realtors

November 17- Sack lunch @11:30 Birdys ofc (ck w/Brian)

*Rev 12-15-08*

**2009 Participation Opportunities**  
with the  
**San Antonio Metro Area Chapter**  
of the  
**National Association**  
**of Residential Property Managers**



**San Antonio Metro Area Chapter**

2141 NW Military Hwy #101

San Antonio, TX 78231

[www.narpm-sanantonio.org](http://www.narpm-sanantonio.org)

For additional information please contact Friends Chairman:

Hoppie Cantwell

210-655-4663



## **What is NARPM?**

---

The National Association of Residential Property Managers is an association of real estate professionals who know first-hand the unique problems and challenges of managing single-family and small residential properties. It offers an effective, professional learning environment for owners of property management companies, property managers, and their Support Specialist.

## **What is the Mission of the San Antonio Metropolitan Area Chapter?**

---

**Our Mission is to support the professional and ethical practices of rental home management through networking, education and designation.**

We are an association designed for real estate professionals who know first-hand the unique problems and challenges of managing single-family and small residential properties. NARPM® offers an effective, professional learning environment for owners of property management companies, property managers and their office staff.

## **What is the positive effect for my organization?**

---

- Being associated with the largest property managers association in Texas and the 7<sup>th</sup> largest in the country.
- Having your organization included as a preferred vendor to the vast majority of professional property managers within the greater San Antonio area.
- By participating you will receive the opportunity to have the undivided attention of meeting/event attendees as well as access to our membership.
- You will be able to keep up to date about critical information that affects the property management profession and those vendors who service tenant occupied real estate.

## **What are the participation opportunities?**

---

**They are many! Please see the information attached.**

---

# MONTHLY MEETINGS & LUNCHEON

---

San Antonio Metropolitan Area Chapter Meeting and Luncheon – January or March

Platinum - \$500.00

(Platinum Sponsorship includes dues for the current year!)

Gold - \$300.00

Silver - \$150.00

## Platinum Participant \*

- ✕ Luncheon invitation for three attendees
- ✕ Company representative seated at head table
- ✕ Appropriate signage at luncheon
- ✕ Article of Recognition in the next newsletter & quarter-page Thank You Ad
- ✕ Company Logo on the San Antonio Metropolitan Area Chapter Website with link to company home page
- ✕ Distribute company brochure to luncheon attendees
- ✕ Greet Guests upon arrival
- ✕ Five minutes of program time to present company and services

## Gold Participant \*

- ✕ Luncheon invitation for two attendees
- ✕ Introduction of company representative during luncheon
- ✕ Appropriate signage at luncheon
- ✕ Recognition in the next newsletter
- ✕ Distribute company brochure to luncheon attendees
- ✕ Three minutes of program time to present company and services

## Silver Participant \*

- ✕ Luncheon invitation for one attendee
- ✕ Recognition in the next newsletter
- ✕ Distribute company brochure to luncheon attendees

**Note:** Sponsorships are not exclusive except for PLATINUM

**\* Participation in the above program requires you must be a member in good standing**

# SPECIAL MEETING & PRESENTATION

---

San Antonio Metropolitan Area Chapter Special Meeting and Luncheon  
June (Guest Speaker – Mark Kreditor)

Platinum - \$750.00

(Platinum Sponsorship includes dues for the current year!)

Gold - \$500.00

Silver - \$350.00

## Platinum Participant \*

- ✕ Luncheon invitation for three attendees
- ✕ Company representative seated at head table
- ✕ Appropriate signage at luncheon
- ✕ Article of Recognition in the next newsletter & quarter-page Thank You
- ✕ Company Logo on the San Antonio Metropolitan Area Chapter Website with link to company home page
- ✕ Distribute company brochure to luncheon attendees
- ✕ Greet Guests upon arrival
- ✕ Five minutes of program time to present company and services

## Gold Participant \*

- ✕ Luncheon invitation for two attendees
- ✕ Introduction of company representative during luncheon
- ✕ Appropriate signage at luncheon
- ✕ Recognition in the next newsletter
- ✕ Distribute company brochure to luncheon attendees
- ✕ Three minutes of program time to present company and services

## Silver Participant \*

- ✕ Luncheon invitation for one attendee
- ✕ Recognition in the next newsletter
- ✕ Distribute company brochure to luncheon attendees

**Note:** Sponsorships are not exclusive except for PLATINUM

**\* Participation in the above program requires you must be a member in good standing \***

# FAMILY SOCIALS

---

San Antonio Metropolitan Area Chapter Family Socials  
February or April or May or July

Platinum - \$350.00

Gold - \$200.00

Silver - \$150.00

## Platinum Participant \*

- ✕ Luncheon invitation for three attendees
- ✕ Company representative seated at head table
- ✕ Appropriate signage at luncheon
- ✕ Article of Recognition in the next newsletter & quarter-page Thank You
- ✕ Company Logo on the San Antonio Metropolitan Area Chapter Website with link to company home page
- ✕ Distribute company brochure to luncheon attendees
- ✕ Greet Guests upon arrival

## Gold Participant \*

- ✕ Luncheon invitation for two attendees
- ✕ Introduction of company representative during luncheon
- ✕ Appropriate signage at luncheon
- ✕ Recognition in the next newsletter
- ✕ Distribute company brochure to luncheon attendees

## Silver Participant \*

- ✕ Luncheon invitation for one attendee
- ✕ Recognition in the next newsletter
- ✕ Distribute company brochure to luncheon attendees

\* Participation in the above programs requires you must be a member in good standing \*



# CHRISTMAS PARTY & OFFICER INSTALLATION

---

## San Antonio Metropolitan Area Chapter Christmas Party & Officer Installation – December

Platinum - \$500.00

(Platinum Sponsorship includes dues for the next year!)

Gold - \$300.00

Silver - \$150.00

### Platinum Participant \*

- ✕ Luncheon invitation for three attendees
- ✕ Company representative seated at head table
- ✕ Appropriate signage at luncheon
- ✕ Article of Recognition in the next newsletter & quarter-page Thank You
- ✕ Company Logo on the San Antonio Metropolitan Area Chapter Website with link to company home page
- ✕ Distribute company brochure to luncheon attendees
- ✕ Greet Guests upon arrival

### Gold Participant \*

- ✕ Luncheon invitation for two attendees
- ✕ Introduction of company representative during luncheon
- ✕ Appropriate signage at luncheon
- ✕ Recognition in the next newsletter
- ✕ Distribute company brochure to luncheon attendees

### Silver Participant \*

- ✕ Luncheon invitation for one attendee
- ✕ Recognition in the next newsletter
- ✕ Distribute company brochure to luncheon attendees

### Scholarship – Education Award \*

Award Presenter: \$250.00

Scholarship Awards are distributed in a drawing of attendees at our Christmas / Installation meeting to provide funds to attend either a NARPM approved course, or attend the annual National Association of Residential International Convention.

### Presenter receives:

- ✕ Recognition at the January or next Business Luncheon
- ✕ Recognition in the next newsletter
- ✕ Appropriate signage at Luncheon

\* Participation in the above programs requires you must be a member in good standing \*

**Yes, our organization wants to be a participant!**

Please contact Hoppie Cantwell @ (210) 655-4663 to discuss the choices we have indicated below:

**San Antonio Metropolitan Area Chapter Meeting & Luncheon – January or March**

(Circle Choice)

- |                                   |           |
|-----------------------------------|-----------|
| <input type="checkbox"/> Platinum | \$ 500.00 |
| <input type="checkbox"/> Gold     | \$ 350.00 |
| <input type="checkbox"/> Silver   | \$ 250.00 |

**San Antonio Metropolitan Area Chapter Special Meeting & Luncheon – June**

- |                                   |           |
|-----------------------------------|-----------|
| <input type="checkbox"/> Platinum | \$ 750.00 |
| <input type="checkbox"/> Gold     | \$ 500.00 |
| <input type="checkbox"/> Silver   | \$ 350.00 |

**San Antonio Metropolitan Area Chapter Family Socials – February, April, May, July**

(Circle Choice)

- |                                   |           |
|-----------------------------------|-----------|
| <input type="checkbox"/> Platinum | \$ 350.00 |
| <input type="checkbox"/> Gold     | \$ 200.00 |
| <input type="checkbox"/> Silver   | \$ 150.00 |

**San Antonio Metropolitan Area Chapter Christmas Party / Officer Installation – December**

- |                                   |           |
|-----------------------------------|-----------|
| <input type="checkbox"/> Platinum | \$ 500.00 |
| <input type="checkbox"/> Gold     | \$ 300.00 |
| <input type="checkbox"/> Silver   | \$ 150.00 |

**San Antonio Metropolitan Area Chapter – Education Presenter - December**

- ☐ Education Award Presenter \$ 250.00

---

Please make your check payable to SAMAC/NARPM, then mail it and the completed form to SAMAC/NARPM, 2141 NW Military Hwy, Ste. 101, San Antonio, TX 78213, or you may fax the completed form to (210) 342-4198.

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

C/S/Z: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Thank you, the San Antonio Metro Area Chapter of NARPM appreciates your participation!**

**MINUTES OF THE MEETING  
OF THE EXECUTIVE COMMITTEE OF  
NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS  
SAN ANTONIO METROPOLITAN AREA CHAPTER**

A meeting of the Board of Directors of the Corporation was held at the office of Boardwalk Real Property Management, on 24 February 2009 at 5:00 pm. The meeting was a regular scheduled meeting.

The meeting was brought to order by President Adona Lowery.

**Officer Reports:**

Treasurer – Stephen Foster reported that our balance is currently at \$8,748.91. A few people have not paid their local dues. Shannon @ Boardwalk has a list and will bring to the luncheon.

Secretary – Amy Karns minutes were reviewed and approved.

Vice President – Brian Birdy – the NARPM Texas Style got really great feedback.

**Committee Reports:**

Education – Joe Metinger is retiring and looking for a replacement for education replacement various education sessions. Main topics of education that need to be addressed are Evictions, HOA issues, Foreclosure process.

Broker Manager Mar 3<sup>rd</sup> @ 1:30 @ SABOR  
NARPM Social May 27<sup>th</sup> @ 6:00 @ Northwest Real Estate

Meeting was adjourned by President Lowery.

**MINUTES OF THE MEETING  
OF THE EXECUTIVE COMMITTEE OF  
NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS  
SAN ANTONIO METROPOLITAN AREA CHAPTER**

A meeting of the Board of Directors of the Corporation was held at the office of Exit Slater Realtors, on 17 June 2009 at 11:30 am. The meeting was a regular scheduled meeting. The meeting was brought to order by President Adona Lowery.

**Officer Reports:**

Treasurer – Stephen Foster was absent so Shannon reported that our balance is currently at \$9098. A few vendors have not paid their local dues. Shannon will work with Hoppie to collect those dues.

Secretary – Amy Karns Executive minutes from Feb 24<sup>th</sup> were reviewed and approved.

Vice President – Brian Birdy – working on calendar for his 2010 leadership

**Committee Reports:**

Affiliates – Hoppie listed the 28 paid vendors we have and presented an idea on vendor of the year suggested requirements. The August meeting is Vendor appreciation it was decided that the vendor of the year would be presented in Dec with the other yearly awards. A motion was made and approved to issue Hoppie a \$350 budget for vendor recognition at the August luncheon. Hoppie, Brian and Shannon will get together and work on vendor of the year as well as appreciation certificates.

Education – Brian reported that he and Adona are both doing classes at SABOR regarding Property Management.

**Unfinished Business:**

Local Dues: Adona discussed the idea of changing the local dues, local dues are currently \$35. Adona did research on other chapters and what they charge both their members and vendors:  
Members: Albuquerque: \$50, Denver \$95, Dallas \$0, Ft Worth \$82, Austin \$50 / \$60 after Jan 1.  
Vendors: Colorado \$160, Dallas \$150, Ft Worth \$192, Austin \$150. Discussion on what dues are meant to cover was covered and a suggestion was put forth to put together a budget of expenses. The issue of changing dues has been tabled until Aug executive board.

Chapter of the year: Kevin is working on getting points tabulated, he is going to work with Nicole to make sure if members have points all get counted.

**New Business:**

Vendor of the year: Hoppie, Brian and Shannon will bring forth ideas on selecting this vendor at the Aug executive board meeting.

Awards – A discussion regarding year end awards / plaques and other recognition took place. Specifically including Presidential Plaque, Rookie of the Year, Presidential Award, Committee Awards. A motion and tabled regarding the end of year awards. This will be an old business item for Aug executive meeting

2010 Chapter Leaders – Brian has list of committee chairs from 2009 and is beginning his search for 2010 committee chairs.

**Announcements:**

June 24<sup>th</sup> – Mark Kreditor – Changing Trends in PM @ Sonterra 11:00 a.m.

\$20 members, \$25 non- members, 50 RSVP's so far

July 17<sup>th</sup> – Country Lanes Bowling Social 6:00 p.m.

45 RSVP's so far Need sponsors (sponsors can hang banners over lanes) about \$8 per person

Next Exec Comm Aug 19<sup>th</sup> @ 11:30 @ Exit Slater Realtors

Aug 26<sup>th</sup> – Vendor Appreciation @ Alamo Café

Oct – National Convention

Sept 23<sup>rd</sup> – Social @ Birdy Properties

Sept 23 – 24<sup>th</sup> – MPM class Personnel Procedures

Nov 17<sup>th</sup> – Executive Meeting

Dec 16<sup>th</sup> – Christmas Party

Meeting was adjourned by President Lowery.

**MINUTES OF THE MEETING  
OF THE EXECUTIVE COMMITTEE OF  
NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS  
SAN ANTONIO METROPOLITAN AREA CHAPTER**

A meeting of the Board of Directors of the Corporation was held at the office of Exit Slater Realtors, on 19 August 2009 at 11:30 am. The meeting was a regular scheduled meeting. The meeting was brought to order by President Adona Lowery at 11:40 am.

**Officer Reports:**

Treasurer – Stephen Foster reported our balance is currently around \$9000.

Secretary – Amy Karns Executive minutes from were submitted via email. .

Vice President – Brian Birdy – working on calendar for his 2010 leadership

**Committee Reports:**

Chapter Excellence – Our chapter turned in 122 points, a copy of the report was passed around for all to see. Kevin Knight did an outstanding job putting the book together and also put all the documentation on CD for us to use in the future.

Affiliates – Hoppie reported that 34 vendors have paid their dues.

Education – Brian reported that there are 8 people registered for the MPM class in Sept. Brian is also working on scheduling NARPM class for April 2010 along with a possible joint venture with SABOR to train on Foreclosures.

**Unfinished Business:**

Budget / Compilation: A copy of the quick books accounting was presented, a review of the budget ensued. A motion was made and passed to keep members dues at \$35 for the 2010 budget year. Another motion was made and passed to keep affiliate dues at \$100 for 2010.

Steven Foster announced that NARPM is working on a discounted membership fee for offices that have multiple members. More to follow...

Affiliate of the year: Hoppie presented the suggested point system for the affiliate of the year award. A motion was made and passed that the Affiliate of the year will run from Sept, 2009 – Aug, 2010 the presentation of the award will be in Sept 2010.

Awards – A discussion regarding year end awards / plaques and other recognition took place. A motion was made and passed for the chapter to pay for the Presidential Plaque, Rookie of the Year, Presidential Award and Affiliate of the Year. Any awards / presentations for committee leaders will be done by Presidential Discretion and Presidential personal funds.

### **New Business:**

Regional conference – Scheduled for Dallas.

Leadership Training – a motion was made and approved to issue funds to have the NARPM leadership training in Nov 2009.

Meetings – a motion was made and approved to move meetings for 2010 to the 4<sup>th</sup> Thursday of each month .

Education – All designation certifications are due to National Sept 18<sup>th</sup>.

### **2010 Tentative Chapter Leaders**

President -- Brian Birdy  
Vice President -- Amy Kams  
Secretary -- Hopple Cantwell  
Treasurer -- Shannon McLaughlin  
Education Chair -- Adona Lowery  
Legislative chair -- Pat Patton  
Affiliate Chair -- Copernicus Guerra  
Chapter Certification -- Tracy Norris  
Membership Chair -- Riza Bell  
Chapter Excellence  
Correspondence Chair -- Karen  
Convention Chair -- Marty Hutchinson  
Reservations -- Patti / Marilyn  
Speaker Chair -- Mary Ann Crumpton  
50/50 Raffle -- Greg / Matt  
Tabletop -- Annette Slater

### **2010 Tentative Schedule**

Jan -- Meeting  
Feb -- Social + Narpm Texas  
Mar -- Meeting  
Apr -- Class + Regional Narpm (Dallas)  
May -- Meeting  
June -- Meeting  
July -- Social  
Aug -- Meeting  
Sept -- Meeting  
Oct -- Convention  
Nov -- Meeting + Leadership Training  
Dec -- Christmas Party

### **Announcements:**

Aug 26<sup>th</sup> -- Vendor Appreciation @ Alamo Café  
Sept 23<sup>rd</sup> -- Social @ Birdy Properties  
Sept 23 -- 24<sup>th</sup> -- MPM class Personnel Procedures  
Oct -- National Convention -- Orlando Ca.  
Nov 17<sup>th</sup> -- Executive Meeting  
Nov 21<sup>st</sup> -- SA NARPM Leadership Training  
Dec 16<sup>th</sup> -- Christmas Party 11 -- 2 p.m. at Sonterra  
CAM donations requested for Xmas party, guaranteed for 125 for lunch  
Need table top sponsors and SARMA as possible Platinum sponsor  
Reserved tables available \$100 each

Meeting was adjourned by President Lowery.



San Antonio Metropolitan Area Chapter of the  
National Association of Residential Property Managers

**CHAPTER MINUTES**

General Chapter Meeting Minutes

**MINUTES OF THE MEETING OF THE NATIONAL  
ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS  
SAN ANTONIO METROPOLITAN AREA CHAPTER**

A meeting of the San Antonio Metropolitan Area Chapter of NARPM was held at the Petroleum Club 8620 N. New Braunfels Ave #700 San Antonio, TX 78217 on 5 December 2008 at 11:00am. The meeting was a regular scheduled meeting.

There were 76 who attended the meeting to include the President, Vice President, and Secretary of the Chapter.

The meeting was brought to order by President Marty Hutchinson.

President Hutchinson opened the meeting in prayer.

**Reports:**

Vice President Lowery presented the vice-presidents report and read part of the NARPM code of ethics.

Secretary Birdy presented and got approval of the minutes of the last meeting.

Treasurer Stephen Foster presented the Treasurer's Report.

There were reports presented by the Education Chair Joe Medinger, Affiliate Chair David Birdy, and Under 40 Chair Tracy Norris.

**Unfinished Business:**

President Hutchinson presented the 2008 Chapter Excellence Award, the first earned by the chapter, and displayed the banner for all to see.

President Hutchinson presented Treasure Foster with a framed and set NARPMopoly for appreciation of all his work and support of this Chapter.

Vice President Lowery reported on the very successful Leadership Training that was held on 15 November 2008.

**New Business:**

Upcoming Events were announced:

- 1.) Executive Committee Meeting – 16 December 2008 @11:00 – Exit Slater Realtors
- 2.) Texas NARPM Style – 20 February 2009 (With NARPM Regional Leadership Training)

President Hutchinson presented his 2008 awards:

- 1.) Rookie of the Year 2008 – Tracy Norris
- 2.) Presidents Award 2008 – Nicole Smith

The Swearing In of the 2009 SAMAC Officers and Chairperson was completed by President Marty Hutchinson.

2009 President Adona Lowery shared her vision for the next year with the camp, covering the calendar, goals, events, and friends.

There was a "friendly" roast of 2008 President Marty Hutchinson and the presentation of the Presidents Plaque.

The next meeting for the Chapter is scheduled for 28 January 2009.

Meeting was adjourned by President Lowery.

**MINUTES OF THE MEETING OF THE NATIONAL  
ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS  
SAN ANTONIO METROPOLITAN AREA CHAPTER**

A meeting of the San Antonio Metropolitan Area Chapter of NARPM was held at Matamores Restaurant on 28 January 2009 at 11:00am. The meeting was a regular scheduled meeting.

There were 54 who attended the meeting to include the President, Vice President, and Secretary of the Chapter. The meeting was brought to order by Adona Lowery. Brian Birdy blessed the food.

**Guest Speaker:**

Judge Donovan from Precinct 2 gave us an overview of things he was seeing in court that could help us. He told us that when it comes to pay or vacate notices that documentation is essential including the delivery of such notices. He also said to bring your entire file with you to court and make sure you have good records. He cautioned us about people using a paupers bond and to make sure to know when you are in over your head and need an attorney.

**Reports:**

Treasurer Stephen Foster presented the Treasurer's Report with a balance of \$6726.39.

Vice President Brian Birdy presented Article 11 Ethics: Duty to NARPM and the profession.

Secretary Amy Karns presented and got approval of the minutes of the last executive and business meeting.

Affiliate / Friends update: Brian went over the need for affiliate members. Hopple has put together an excellent package outlying the benefits of becoming a friend to NARPM. Brian reported that we currently have 80 members (we need more than 90 for chapter excellence) and we currently have 21 affiliate members (we need more than 45 for chapter excellence). We have 10 candidate designees currently (need 18 for chapter excellence).

**Announcements:**

NARPM classes: April 15-17 in San Antonio (register NOW)

NARPM Texas Style: Feb 20 in Austin with a hot buffet lunch for \$30 -- wear your NARPM shirt

Under 40 Meeting: Feb 11<sup>th</sup> @ StoneWerks

Forms exchange: Adona needs 2 forms from each office ASAP

NARPM Social: Feb 24<sup>th</sup> at 6:00 at Steve's office

50/50 Drawing

The next meeting for the Chapter is scheduled for 25 March 2009.

Meeting was adjourned by President Lowery.

**MINUTES OF THE MEETING OF THE NATIONAL  
ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS  
SAN ANTONIO METROPOLITAN AREA CHAPTER**

A meeting of the San Antonio Metropolitan Area Chapter of NARPM was held at Alamo Cafe Restaurant on 25 March 2009 at 11:00am. The meeting was a regular scheduled meeting.

There were who attended the meeting to include the President, Vice President, Treasurer and Secretary of the Chapter. The meeting was brought to order by Adona Lowery. Adona also restated our mission statement. Brian Birdy did the invocation and pledge. Vice President Brian Birdy presented Article 10 "Price Fixing".

**Luncheon Sponsor:**

Hoppie Cantwell introduced our luncheon sponsor CML service who specializes in trash outs, clean outs and landscaping.

**Guest Speaker:**

Elia Dalton with SARMA – gave us an overview of the new red flag warnings that take place May 1<sup>st</sup>. SARMA has a template that can be purchased for \$50 from their website, download from sarma.com – non-mortgage section.

**Reports:**

Treasurer Stephen Foster presented the Treasurer's Report with a balance of \$9454.21.

Chapter Excellence Update – We currently have 75 members and 28 affiliates. We currently have CCS candidates – 2, RMP Candidates – 11 and MPM Candidates - 2. Chapter of the year runs from 1 July – 30 June of each year.

Legislative – Pat Patton reviewed some of the bills that are pending in the legislature that impact property management.

Website – The new website is up and running.

**Announcements:**

South Central Regional Conference – April 2010 - 250 People expected in San Antonio  
Alamo Heights night- need RSVP's and Sponsor's - also accepting donations for CAM for food bank, used clean clothes and school supplies.

July Bowling Event – Fri 17<sup>th</sup> or 24<sup>th</sup> – see Cherie to RSVP

50/50 Drawing - \$90

Meeting was adjourned by President Lowery.

**MINUTES OF THE MEETING OF THE NATIONAL  
ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS  
SAN ANTONIO METROPOLITAN AREA CHAPTER**

A meeting of the San Antonio Metropolitan Area Chapter of NARPM was held at Alamo Cafe Restaurant on 26 August 2009 at 11:00am. The meeting was a regular scheduled meeting.

There were who attended the meeting to include the President, Vice President, Treasurer and Secretary of the Chapter. The meeting was brought to order by Adona Lowery. Adona also restated our mission statement. Brian Birdy did the invocation and pledge. Vice President Brian Birdy presented Article 1 "Duty to protect the Public".

**Luncheon Sponsor:**

Adona Lowery introduced out Sponsor.

**Guest Speaker:**

Rental Homes Plus went over their web based marketing program.

**Reports:**

Treasurer Stephen Foster presented the Treasurer's Report.

Chapter Excellence Update – We turned in 73 points in 2008 and 122 points in 2009. Everyone did a great job getting their points and documentation turned in. The deadline to submit for designations is Sept 17<sup>th</sup>.

Membership – We currently have 89 members and 34 affiliates, next year NARPM is looking into a discount for larger offices that have multiple members.

Legislative Pat Patton reviewed Senate Bill 111/22 protecting tenants rights passed on 5/20/09.

Legal – Robert Ray notified us of a new Leon Valley inspection city ordinance

Website – The new website is up and running [narpmsanantonio.org](http://narpmsanantonio.org)

**Announcements:**

Sept 23 – 24 NARPM MPM Course at Coldwell Banker

Sept 23<sup>rd</sup> – NARPM social at Birdy Properties

Oct 21 – 23 – NARPM convention

Dec 16<sup>th</sup> – NARPM Christmas Party at Sonterra

Meeting was adjourned by President Lowery.