

# Certificate of Compliance

This certifies that the

## Baltimore/Washington 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.

11/29/2009



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® Baltimore/Washington 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) <i>Subject to December elections.</i>
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: Bank of America
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 <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	
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: There hasn't been a President-Elect for the chapter.
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 checked="" type="checkbox"/> If no, state reason why not: Chapter still in formation.
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 type="checkbox"/> N <input checked="" 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 checked="" type="checkbox"/> If no, state reason why not: Chapter still in formation.
19.	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:
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 type="checkbox"/> N <input checked="" type="checkbox"/> Contact persons name and number: Already have a website sponsored by NARPM®
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) 7

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

b. If answer is 7 or less, what resources would be helpful from national (f.e.: Speakers, mentoring, etc.) A dynamic speaker from NARPM® national to promote the benefits of being a member. Assistance to sponsor designation class.

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:

John A. Bailey 11/28/09  
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.



National Association of Residential Property Managers  
BALTIMORE/WASHINGTON CHAPTER

### 2010 CALENDAR OF EVENTS

- January: Chapter Meeting – Speaker on Renters Insurance
- February: Chapter Meeting – Speaker will be a bank representative
- March: Chapter Meeting – Speaker will be an Attorney (Landlord/Tenant Law)
- March: Greater Baltimore Board of Realtors – Real Estate Fair – NARPM® booth
- April: Chapter Meeting – Speaker on Stress Management
- May: Chapter Meeting – Speaker on Carpet Cleaning
- June: Chapter Meeting – Speaker will be a HR professional
- June: Anne Arundel County Real Estate Fair – NARPM® booth
- July: Chapter Meeting - Social Event/Vendor Fair
- August: Chapter Meeting – Sponsoring a designation course.
- September: Chapter Meeting – Speaker will be an Accountant
- October: Chapter Meeting – Speaker on Business Planning
- November: Chapter Meeting – Speaker will be an investment advisor.
- December: Chapter Meeting – Social Event/Vendor Fair.

All meetings occur on the 3<sup>rd</sup> Wednesday of the month at 11:30am.



National Association of Residential Property Managers  
BALTIMORE/WASHINGTON CHAPTER

## Minutes for NARPM Board Meeting

Date: November 13, 2009

In Attendance:        President: John Bailey  
                         Vice President: Marcia Lewis  
                         Treasurer: Cindy Jacobs  
                         Secretary: Andrea Bailey

Opening of Meeting: 10:45

### Discussions:

1. Chapter Compliance Checklist Review
2. Elections Discussion:
  - a. Per By-Laws election must be done at last meeting of the year.
  - b. John Bailey will send out e-mail asking for nominations.
  - c. Marcia Lewis suggested a lunch/social for the last meeting.
    1. Marcia and Cindy will look into Damons for prices of a buffet
    2. All will invite vendors to see if they would like to speak to group
3. Ideas for Next Year
  - a. Focus on Membership
  - b. 1 Meeting geared towards business owners (invite multiple speakers on topics such as time management, dress for success, technology, etc)
  - c. Strive for Chapter Excellence Award
    1. Schedule another Trade Show
    2. Continue to meet monthly
    3. Host a CE Credit Course
    4. Continue to read a section of the Code of Ethics each meeting
4. Treasurer's Report
  1. Ending balance \_\_\$849.97\_\_\_\_\_
  2. John Bailey will apply for a grant by year end.
  3. Cindy will finish budget with help from Marcia
5. To Do
  - a. Create Calendar for meetings, speakers and events.

New Text Document

Minutes for NARPM Board Meeting

Date: \_September 23, 2009

In Attendance:           President: John Bailey  
                                  Vice President: Marcia Lewis  
                                  Treasurer: Cindy Jacobs  
                                  Secretary: Andrea Bailey

Opening of Meeting: 10:45

Discussions:

1.Membership

- 1.Membership Discussed ways to get leads and how contact and follow up
- 2.Discussed the trade show that we just participated in and ways to improve for next year

2.Secretary

1. Officially welcomed Andrea Bailey as new secretary, taking over for Rick Mubarak
- 2.cindy will hand over the folder and materials after meeting

3.Upcoming Convention

- 1.Will encourage other members to go, not too late to sign up
- b. Ask others to make it a goal for 2010

4.Budget

- 1.Cindy has opened account with Bank of America
- 2.Cindy has distributed all chapter dues notices
- 3.cindy will remind the few who have unpaid at the next meeting(October 28th)

5.Speakers

- 1.Marcia is working on her contacts for scheduling speakers.
- 2.Discussed other topic ideas and possible speakers

## **NARPM Baltimore/Washington Chapter Minutes of 06/04/2009**

**Meeting opened at 12:30 pm**

**Attended by:** Cindy Jacobs, John Bailey, Marcia Lewis and Rick Mubarak (by conference call)

**John** first spoke about how well the NARPM booth was at the Anne Arundel County real estate fair. He stated that the chapter and NARPM received good exposure. **Cindy and Marcia** both agreed and felt the booth was a success.

**Cindy** discussed the Baltimore real estate fair and suggested we need more volunteers from the chapter because a few of us will be at the national convention in Orlando on the same date. **Marcia** said she would speak about it at the June meeting.

The Maryland state real estate convention was discussed by all. The Maryland Suburban chapter said they would not join us to have a NARPM booth at the convention in Sept.

**Marcia** proposed we try for a chapter grant to help offset the cost of the fee to attend the real estate fairs/conventions.

**Marcia and Cindy** mentioned some new ideas for the booth at any future fairs/conventions. Items discussed were: business card bowl, mints, NARPM pens etc etc.

**John** informed everyone he would not be at the June chapter meeting as he would be out of the country. **Marcia** said she would run the meeting in John's absence. **John** told her he would send her an agenda for the meeting.

**John** thanked everyone for their attendance.

The meeting adjourned at 1:30pm

Respectfully submitted,

John Bailey



## **NARPM Baltimore/Washington Chapter Minutes of 05/06/2009**

**Meeting opened at 12:00 pm**

**Attended by:** Cindy Jacobs, John Bailey, Marcia Lewis and Rick Mubarak

**John** started the meeting off by stating that we should really focus on membership and bringing in new members. **Cindy** agreed and suggested a membership chair.

**Cindy** proposed that we come up with 2 new chapter names to be voted on at the next chapter meeting. Baltimore/Washington and Maryland Bay Area Chapter were the names selected by the board.

**John** informed the board he was in talks with NARPM in regards to starting a website for the chapter. He was waiting for the chapter to vote on the name change before he could move forward.

**Cindy** suggested everyone have name tags at each chapter meeting and would look in to getting them.

**Marcia** brought up the idea of having a NARPM booth at the local real estate fairs/conventions. All All board members thought that was a great idea.

**Marcia** also discussed lining up vendors/guest speakers for chapter meetings each month. She was going to bring in a speaker to talk about pest control for the May chapter meeting.

**Rick** said he would look in to email blasts through the local Multiple List Service.

The board discussed chapter and affiliate dues. Chapter member yearly dues would be \$100 and affiliate members would pay \$150.

John Bailey thanked everyone for their attendance. The meeting adjourned at 1:30pm

Respectfully submitted,

John Bailey