

Certificate of Compliance

This certifies that the

Jacksonville/Northeast Florida 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 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® Northeast Florida 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. <i>26 members</i> 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: <i>First Atlantic Bank</i>
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 type="checkbox"/> N <input checked="" 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: <u>Not required</u> <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 type="checkbox"/> N <input checked="" type="checkbox"/> If no, state why not: <u>finance</u>
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 checked="" 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 type="checkbox"/> N <input checked="" type="checkbox"/> If no, why not: <u>Did not have knowledge of</u>
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:
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 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)

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

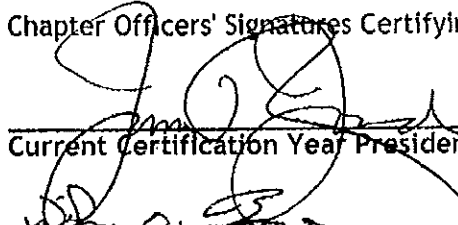
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b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.)


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

Trade Shows -
Roundtable discussions

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.

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NEFARPM FOR 2010

DATES:	SPEAKERS:	CONTACT:	SPONSORSHIP:	AMOUNT to be PAID:
Jan. 15	Dale Westling -- The Eviction Process	356-2341	First Coast Rental Ads	250
Feb. 19	JSO		Puro clean	250
Mar. 17	Harry Heist -		Rental's	2000
April 16	Tracy Sutton-FICA compliance	410-7978	Sun Care Carpet Clean	250
June 18	Coastal Reconstruction -- Disaster	254-8053	Coastal Reconstruction	\$0
July 16	Intranet Marketing -- First Coast Rental Ads		First Coast Rental Ads	250
Aug. 20	Tom Jones -- Insurance		Property Pay Solutions	250
Oct. 15	Affiliate Appreciation	Casa Marina		
Nov. 19	Round Table	Board		
Dec. 17	Installation of Officers -- Mike Hodges			

November 30, 2009

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NEFARPM BOARD MINUTES
JANUARY 8, 2009
9:00 A.M.

PRESENT: James Jordan, Wilson Boozer, Jack McSwain, Mo Hotchkiss, Debbie Boozer, Brenda Needham, Wanda Franklin, Mike Hodges, Robbie Tarter, Ben Zeigler

CALL TO ORDER: President James Jordan called the meeting to order at 9:10 a.m.

CERTIFICATION OF QUORUM: It was established that a quorum was present.

ADOPTION OF MINUTES: A MOTION TO ACCEPT THE MINUTES AS WRITTEN WAS PRESENTED. THE MOTION WAS SECONDED. THE MOTION PASSED TO ACCEPT THE BOARD MINUTES FROM THE DECEMBER 4, 2008 BOARD MEETING.

TREASURER'S REPORT: Mo shared with those present the 2008 year-end figures. A discussion took place regarding invoices for members and affiliates. James volunteered to draft a letter to all property manager brokers to encourage them to join NEFARPM.

MEMBERSHIP REPORT: No report was available.

AFFILIATE REPORT: Ben reported that there were approximately 4-6 new affiliate members who joined in 2008. He encouraged property managers to use the affiliates more often for jobs required to help boost interest in future involvement with NEFARPM.

EDUCATION REPORT: Wanda reported that Rentals.com had requested to be the sponsor for the Harry Heist seminar. Wanda and Brenda will speak with Rentals.com to finalize the details. It was agreed that the target amount of sponsorship for this seminar should be \$2000. Wanda announced that the education calendar will be posted to the website.

LEGISLATIVE REPORT: Mike reported that the FARPM Legislative Days are March 24 and 25 in Tallahassee. The priority will be the budget. Harry Heist does not recommend implementing the early termination clause for single family homes. NARPM is scheduled to hold legislative days in Washington sometime this year. There was a discussion regarding escrow deposits and making sure that the amount deposited is insured by the FDIC and that the account is titled properly. At present the amount insured is \$250,000 until the end of 2009. FARPM is starting a legislative committee. Mike asked if anyone wanted to volunteer to join.

LUNCHEON REPORT: Wilson had no RSVP's to report at this time.

OLD BUSINESS: There was no old business to discuss.

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NEFARPM Board Minutes
January 8, 2009

NEW BUSINESS: Jack will call NARPM or email Sherry with a list of the NEFARPM 2009 officers.

ADJOURN: The meeting was adjourned by President James Jordan at 10:35 a.m.

Respectfully submitted,
Debbie Boozer
NEFARPM Secretary

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**NEFARPM BOARD MEETING
MARCH 12, 2009
9:00 A.M.**

Present: James Jordan, Wilson Boozer, Jack McSwain, Mo Hotchkiss, Debbie Boozer, Ben Zeigler, Wanda Franklin, Brenda Needham, Robbie Tarter

Call to Order: The meeting was called to order at 9:15 a.m. by President James Jordan.

Quorum: A quorum was certified by the secretary.

Minutes: A MOTION WAS PRESENTED TO ACCEPT THE FEBRUARY, 12, 2009 MINUTES AS WRITTEN. THE MOTION WAS SECONDED. THE MOTION WAS PASSED.

Treasurer's Report: Cash in bank as of March 12, 2009 is \$17,050.03; Total Income \$10,188.00; Total Expenses \$2,466.29; Net Income \$7,721.71. Mo reported that she plans to re-send reminder membership invoices to those who haven't paid in a few months.

Membership Report: There was nothing to report.

Affiliate Report: A discussion took place regarding having too many affiliates providing the same services on our list. It was suggested that the Board not approve more than three in the same field due to direct competition. It was decided that it is more important to maintain quality rather than quantity. Affiliates should not be the primary focus. Possibly, a waiting list can be created to fill affiliate spots when one no longer is participating. We must be careful when accepting affiliates with franchise names or similar names.

A MOTION WAS PRESENTED TO NOT ALLOW FRANCHISES WITH THE SAME NAME OR CLOSE TO THE SAME NAME TO JOIN. THE MOTION WAS SECONDED. THE MOTION PASSED.

A MOTION WAS PRESENTED TO ALLOW THREE AFFILIATES WITH THE SAME TRADE AND THOROUGHLY EXPLORE WHAT SERVICES ARE PROVIDED AND TERRITORY SERVICED. IF THERE IS MORE THAN THREE IN THE SAME SERVICE FIELD, A WAITING LIST WILL BE CREATED AND THE BOARD WILL REVIEW AND ADJUST AS IT SEES FIT. THE MOTION WAS SECONDED. THE MOTION PASSED.

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NEFARPM BOARD MINUTES
MARCH 12, 2009

It was discussed that to attract more members, a free lunch once a month could be offered. There was a discussion on NEFARPM becoming an affiliate of NEFAR. Wanda volunteered to pick up a package for review by the Board. A discussion took place regarding providing member and affiliate directories in which advertisement could be featured. It was suggested that the website have an explanation that one must belong to NARPM before joining NEFARPM. There has been some confusion in this area.

Ben presented an application for affiliate membership. It is Goldstar Adjusters, Mark Goldrich, Public Adjuster. It was decided that this company is not relevant to the property management industry. **A MOTION WAS MADE TO REJECT THIS CANDIDATE. THE MOTION WAS SECONDED. THE MOTION PASSED.** James will write a letter to the candidate.

Education Report: Wanda reported that she needed the bio for Tracy Sutton, the speaker at April's luncheon. Wilson said that he would ask her to submit it to Wanda. Harry Heist will not be in town early enough to have dinner with the Board the night before the seminar. The representatives from Rentals.com, however, will be in town, so it was decided that the Board will take them to dinner. The dinners paid for by NEFARPM will be limited to Rentals.com representatives and the Board members. Wanda will find out from the Holiday Inn how they plan to set up the seminar and the lunch. Everyone was asked to be at the hotel at 8:00 a.m. The schedule for the seminar was preliminarily reviewed and some suggestions were made. James said that he will email the schedule for the Harry Heist seminar to everyone.

Legislative Report: There was no report.

Luncheon Report: There was no report.

Communications Report: Robbie reported on the Harry Heist seminar he recently attended. Robbie said he will send out another newsletter.

New Business: There was no new business to discuss.

Old Business: There was no old business to discuss.

Adjourn: The meeting was adjourned at 10:45 a.m. by President James Jordan.

Respectfully submitted,
Debbie Boozer
2009 NEFARPM Secretary

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NEFARPM BOARD MINUTES

APRIL 9, 2009

9:00 A.M.

Present: James Jordan, Wilson Boozer, Jack McSwain, Nancy Maggiore, Mo Hotchkiss, Debbie Boozer, Wanda Franklin, Ben Zeigler, Mike Hodges

Call to Order: The meeting was called to order by President James Jordan at 9:10 a.m.

Certification of Quorum: The secretary verified that a quorum was present.

Adoption of Minutes: A MOTION WAS MADE TO ACCEPT THE MARCH 12, 2009 BOARD MINUTES AS WRITTEN. THE MOTION WAS SECONDED. THE MOTION PASSED.

Treasurer's Report: Mo announced that the NEFARPM funds are now being deposited into a new bank, First Atlantic Bank. Mo reported the financials for the Harry Heist Seminar: \$2695 in registration fees were collected; \$118 for the 50/50 drawing; expenses were \$3558.48 for a net income of \$1254.52. Mo said that she will re-send member invoices at the end of this month to late payers. If the member funds are not received, those names will be deleted from the books. Regarding affiliates, if their membership lapses, they will be required to go through a new approval process. They will be allowed to reserve a spot 30 days after expiration with payment. The Board will ensure that there is affiliate representation of all trades at any given time.

A MOTION WAS MADE TO ACCEPT THE TREASURER'S REPORT AS PRESENTED. THE MOTION WAS SECONDED. THE MOTION PASSED.

Membership Report: A discussion took place regarding NEFARPM developing a professionally printed brochure to put on the tables at the monthly luncheon meetings. It was suggested also that a directory of members and affiliates be compiled for contact information. A Walter Williams Property Management folder was passed around the table as an example and a suggestion to possibly create something similar. Nancy and Brenda will work on the brochure and some other marketing ideas to publicize NEFARPM.

Affiliate Report: Ben announced that M.M. Gerand may submit an application. Ben has also had some interest from other affiliate possibilities. It was suggested that NEFARPM print up some coupons for free lunches to get people interested in attending. The recipients would be required to RSVP in order for the lunch to be free. Criteria for voting for affiliate of the year will be formulated. It was decided that the Board should choose the winner. It was announced that a representative from Sign Depot is scheduled to attend the April luncheon.

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April 9, 2009

Education Report: Wanda announced that First Coast Rental Ads will be the sponsor for the July 16 meeting. August 20th is still open for speaker and sponsor. Wilson will speak with Tom Jones, Insurance Agent, to see if he is available to do a presentation regarding vacant properties and their insurability either on July 16 or August 20 as First Coast Rental Ads is flexible with their already scheduled date. Wanda asked for volunteers to oversee the PMA class on April 24. It was discussed that the next board meeting take place on May 7 due to a conflict with the state convention on May 14.

Legislative Report: Mike reported that a change was being made to House bill 401 to make the owner of record responsible for notifying the banks of rental changes and not the responsibility of the property manager. The domestic violence bill, if passed, will make the victims a protected class. They will not be able to be denied application for a property no matter what. Mike reported that he did not know where that bill is as far as passing. It appears the eviction filing fees will be reduced next year. The fees went up last year due to a clerical typo. Mike noted that property managers are beginning to obtain recognition with the legislature. On a national level, HUD is trying to get a bill before congress that owners must accept Section 8 vouchers. If passed, there will no longer be a choice.

Communications Report: There was no report available.

Luncheon Report: Nothing new to report.

Old Business: There was no old business to discuss.

New Business: A golf outing was suggested and briefly discussed. This subject will be discussed in greater detail at a later time.

Adjourn: The meeting was adjourned by President James Jordan at 10:30 a.m.

Respectfully submitted,

Debbie Boozer
2009 NEFARPM Secretary

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NEFARPM BOARD MINUTES

MAY 21, 2009

9:00 A.M.

Present: James Jordan, Nancy Maggiore, Wilson Boozer, Mo Hotchkiss, Debbie Boozer, Wanda Franklin, Ben Zeigler

Call to Order: The meeting was called to order by President James Jordan at 9:20 a.m.

Quorum: The secretary certified that a quorum was present.

Adoption of Minutes: A MOTION WAS PRESENTED TO ADOPT THE APRIL 9, 2009 MINUTES AS WRITTEN. THE MOTION WAS SECONDED. THE MOTION PASSED.

Treasurer's Report: Mo reported that there is an accounts receivable balance of \$2150. The Board went over the list of names that had not joined the organization this year. It was agreed that some names should be removed. A MOTION WAS PRESENTED TO REMOVE NAMES FROM THE MEMBERSHIP ROSTER DUE TO NON-PAYMENT. THE MOTION WAS SECONDED. THE MOTION PASSED.

Membership Report: Nancy reported on the cost of the brochure. The cost for the initial 500 is \$2000. After three or four months, an additional 500 will be printed at no extra charge. It is required to have at least ten ads at \$200 to \$250 a piece. There is no graphic set-up charge. The brochures will be given to new members. It was discussed that a tri-fold brochure might be better served. In addition to the tri-fold a separate directory could also be produced. Nancy will confer with Brenda, and they will look at different style of brochures from other chapters. It was suggested that an ad be placed in the NEFAR magazine advertising the annual trade show. A discussion took place regarding the lack of RSVP's for the luncheon meetings. It was suggested that \$10 be charged at the door if no reservation was submitted prior to the meeting.

Affiliate Report: Ben reported that there were three new applications. They are Regions Bank, ACS Purification Services, and MIO Report. A MOTION WAS PRESENTED TO APPROVE THE THREE NEW CANDIDATES. THE MOTION WAS SECONDED. THE MOTION PASSED. There was a discussion about the upcoming barbeque sponsored by Coastal Reconstruction. Some suggested topics are before and after a disaster with picture slide show, zoning regulations, inability of homeowners to make decisions, and preventative maintenance before a disaster strikes.

Education Report: Wanda reported that Resident Data is going to be the speaker at the August 20 luncheon. She announced that the 2009 calendar is filled. It was discussed that an insurance agent can also speak the same date as Resident Data. Wanda will find out if there will be enough time for two speakers. It was announced that eviction filing fees will be reduced this year.

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NEFARPM Board Minutes
May 21, 2009

Luncheon Report: Wilson will coordinate with the Holiday Inn regarding the luncheon schedule for 2010. He asked Wanda to provide him with the dates for the state and national conventions.

New Business: The secretary was asked to bring the "to do" list for the trade show so it can be discussed at the next board meeting.

Mo and Nancy will prepare a mock-up of a directory.

Adjourn: The meeting was adjourned by President James Jordan at 10:25 a.m.

Respectfully submitted,

Debbie Boozer
2009 NEFARPM Secretary

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NEFARPM BOARD MINUTES

JUNE 11, 2009

9:00 A.M.

Present: James Jordan, Wilson Boozer, Jack McSwain, Mo Hotchkiss, Debbie Boozer, Robbie Tarter, Mike Hodges, Nancy Maggiore, Wanda Franklin, Ben Zeigler

Call to Order: The meeting was called to order by President James Jordan at 9:20 a.m.

Certification of Quorum: It was established that a quorum was present.

Adoption of Minutes: The minutes from the May 21, 2009 board meeting were approved as written.

Treasurer's Report: The treasurer had nothing new to report as there was no luncheon meeting in May due to the state convention. Mo reported that she had removed some names from the accounts receivable list.

Membership Report: Nancy reported that she and Brenda were going to be collaborating on designing a tri-fold brochure containing valuable information regarding the organization. This brochure would be distributed at luncheon meetings for members, non-members, and affiliates.

Mo and Nancy are in the process of compiling a directory. It was suggested that the directories be mailed so everyone will have one by the end of July.

A MOTION WAS PRESENTED TO PRINT 60 DIRECTORIES AND HAVE THEM SPIRAL BOUND, SIZE APPROXIMATELY 5 ½" X 4" FOR A COST OF ABOUT \$3 A PIECE. THE MOTION WAS SECONDED. THE MOTION PASSED.

A discussion took place regarding non-members using NEFARPM in their advertising. A letter will be drafted and the by-laws will be included along with a membership application to be mailed to any violators. The letter should be copied to NARPM to let the organization know that the rules are being broken.

It was suggested that prices for generic NEFARPM business cards be researched and used to hand out to real estate companies, possibly offering free lunches. It will be discussed at a later meeting on other payment options for members pay dues. A suggestion was to have a drawing for a free year of dues. This will be discussed more in depth at the August meeting.

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NEFARPM Board Minutes
June 11, 2009

Education Report: Wanda reported on the prices to advertise in NEFAR News. For a full color, full page to ¼ page, it is \$775 to \$1175 one time fee. The ad would have to be paid for by August 18 to be able to advertise in time for the Trade Show. Wanda will check prices for Realty Builders News. Another idea is the Jacksonville Times Union and the Jacksonville Business Journal in their event business dates section. The Board will further evaluate a change of venue for Trade Show if this year shows that the Casa Marina may not be able to accommodate the event in the future as far as space.

Affiliate Membership Report: Ben reported that there were no new applications to review for this month.

Legislative Report: Mike reported that the Home Town Democracy bill will be going on the 2010 ballot. As of July 1, the eviction filing fees will be decreased.

Luncheon Report: Wilson reported that he will find out from the Holiday Inn the unit price for lunch for next year. The calendar for 2010 was reviewed. Wanda will email Harry Heist to get a date for the seminar next year. It was suggested that at the Roundtable in November that an attorney be at one table, a contractor at another table, and an insurance agent at a third table.

Communications Report: There was nothing new to report.

New Business: The trade show "To Do" list from last year was passed around. Duties were assigned accordingly. The theme, "Energize your Business" was decided upon. Some suggested items for display are smoke alarms, batteries, and possibly a small generator. It was discussed that a power point presentation be made featuring each participating affiliate. The slides could be shown behind the speaker as he/she was presenting. The deadline for the submissions would have to be no later than September.

The Chapter Excellence Award deadline is June 30. The Board will meet at 10:00 a.m. before next week's luncheon meeting to compile information.

Adjourn: The meeting was adjourned by President James Jordan at 10:45 a.m.

Respectfully submitted,

Debbie Boozer
2009 NEFARPM Secretary

NEFARPM BOARD MINUTES

JULY 9, 2009

9:00 A.M.

Present: James Jordan, Jack McSwain, Wilson Boozer, Mo Hotchkiss, Debbie Boozer, Brenda Needham, Wanda Franklin, Ben Zeigler

Call to Order: The meeting was called to order by President James Jordan at 9:10 a.m.

Certification of Quorum: It was verified that a quorum was present.

Minutes: A motion was presented to adopt the June 11, 2009 minutes as written. The motion was seconded. The motion passed.

Treasurer's Report: The cash in bank as of 7/9/2009 is \$17,062.15; Total income of \$13,131.00; Total expenses of \$7,422.17; Net income of \$5,708.83. Accounts receivable, which remain unpaid to date is \$475.00. **A motion was presented to adopt the Treasurer's Report as written. The motion was seconded. The motion passed.**

Membership Report: New membership emails are being sent to Nancy Maggiore, membership chair.

Affiliate Membership Report: Ben presented a new application for affiliate membership. The company is North Point Construction. Ben will check the company's references and report back to the Board. The Board agreed to vote online.

Education Report: The representative from Resident Data is unable to speak at the August 20 luncheon meeting. Wilson will ask Tom Jones, Insurance Agent, if he would like to be the speaker on this date. Wanda reported on the Realty Builders advertising. The trade show may be put on the events calendar page, and it can be run in August and September. The cost of ads is as follows: One-quarter page, black and white is \$345; one-eighth page black and white is \$275. If these ads are run for two months, it is \$327.75 per month for a one-quarter page and \$212.75 per month for a one-eighth page ad. To add color highlights is an extra \$50. The events calendar will run for free and almost 10,000 realtors/builders will see. NEFARPM could also run a full page black and white ad for 12 months for \$350 per month. It was suggested that various sponsors could support the ad. **A motion was presented to have a one-eighth page ad run for two months as a test. The motion was seconded. The motion passed.**

Legislative Report: There was nothing new to report.

Luncheon Report: Wilson reported that there are 16 RSVP's for next week's luncheon, so far. Wilson is going to meet with the Holiday Inn to confirm the dates for 2010.

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NEFARPM Board Minutes
July 9, 2009

Old Business: A copy of Mike Hodge's FARPM article will be included in the Chapter Excellence packet. Mo will mail the packet certified return receipt. For future Chapter Excellence applications, if ethics is discussed in some way at each luncheon meeting and documented in agenda and/or minutes, more points will be gained for the Chapter Excellence Award. It was suggested that the Code of Ethics be inserted into the luncheon agenda programs. Jack volunteered to get the Code added to the programs. The subject of generic business cards was discussed, and Jack volunteered to order some.

New Business: If the NEFARPM logo is going to be changed, it should be changed before ad campaign begins. Potential invitees to the luncheon meetings were discussed as there have been inquiries from property managers in other Florida cities wanting to begin chapters. A free lunch will be provided to those interested in starting chapters as a good will gesture. The insulation containing asbestos was briefly mentioned as something to be mindful of, and houses built before 1978 must have lead base paint certified vendors work on them.

Adjourn: The meeting was adjourned by President James Jordan at 10:00 a.m.

Respectfully submitted,

Debbie Boozer
2009 NEFARPM Board Secretary

#4

NEFARPM BOARD MINUTES

AUGUST 13, 2009

9:00 A.M.

Present: James Jordan, Wilson Boozer, Mo Hotchkiss, Debbie Boozer, Brenda Needham, Robbie Tarter, Wanda Franklin, Ben Zeigler

Call to Order: The meeting was called to order by President James Jordan at 9:15.

Certification of Quorum: It was verified that a quorum was present.

Adoption of Minutes: A motion was presented to accept the July, 2009 minutes as written. The motion was seconded. The motion passed.

Treasurer's Report: As of August 13, cash in bank is \$16,837.25; total income is \$13,813.00; total expense is \$8,454.07; net income is \$5,358.93. A motion was presented to accept the treasurer's report as written. The motion was seconded. The motion passed.

Membership Report: No report presented.

Affiliate Report: Ben presented Driscoll Engineering for approval. The Board approved Driscoll Engineering for affiliate membership. North Point Construction was also presented. North Point was approved by the Board for affiliate membership. In Tech, a marketing notification service company was approved by the Board. Jeff Wilkins, attorney, was approved by the Board for affiliate membership. **A MOTION WAS PRESENTED TO PUT A HOLD ON NEW AFFILIATE MEMBERSHIP FOR THE INTERIM. THE MOTION WAS SECONDED. THE MOTION PASSED.**

Education: Wanda reported that she had tried to contact Glenn East, NEFAR, two times, and there has been no response. The purpose of the contact was to find out if NEFARPM may become an affiliate member of NEFAR or be put on NEFAR's educational calendar. Wanda reported that she had found a speakers bureau that the Board may want to consider for future presenters. Wilson volunteered to scan and email the list to the Board. Wanda asked for everyone's input and then she will get costs. A discussion took place regarding the reduction of dues to attract more members. One suggestion was to hold the monthly meetings for a morning breakfast session rather than lunch. It was also discussed that the annual dues could be reduced to \$25, change to a breakfast meeting, and everyone would pay for their own meal. It is difficult for many realtors because most of the necessary dues become payable at the same time. Everyone will need to be aware that NARPM dues are still a requirement to belong to NEFARPM. Wilson will get the price of breakfast at the Holiday Inn. **It was decided that a Special Board Meeting will be held on October 28 at the Holiday Inn at 9:00 a.m. to further discuss the reduction of dues.**

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NEFARPM Board Minutes
August 13, 2009

Education (cont'd): Wanda reported that a full page, full color ad for 12 months in the NEFAR News is \$500 per month. This communication reaches about 6,800 members. The Board decided to re-visit this after the dues situation is decided.

Legislative Report: No report was presented.

Luncheon Report: No report was presented.

Communications Report: Robbie said that the newsletter would be sent out today. A suggestion was made to perhaps send out the newsletter more often.

There was no old business nor new business to discuss.

Adjourn: The meeting was adjourned by President James Jordan at 10:15 a.m.

Respectfully submitted,

Debbie Boozer
2009 NEFARPM Secretary

#4

**NEFARPM BOARD MEETING
SEPTEMBER 16, 2009
9:00 A.M.**

Present: James Jordan, Wilson Boozer, Jack McSwain, Mo Hotchkiss, Debbie Boozer, Nancy Maggiore, Wanda Franklin, Brenda Needham, Robbie Tarter

Call to Order: The meeting was called to order at 9:15 a.m. by President James Jordan.

Certification of Quorum: It was verified that a quorum was present.

Adoption of Minutes: A motion was presented to accept the minutes from the August 13, 2009 meeting as written. The motion was seconded. The motion passed.

Treasurer's Report: Mo reported that nothing had changed in the treasurer's report since the last meeting.

Membership Report: Nancy reported that she had a few membership inquiries this month, and she had provided applications to all who had requested information. Nancy suggested that pro-rata amounts be put on the application for people joining at different times of the year.

Affiliate Report: IT WAS MOVED TO SUSPEND THE RULE TO HOLD OFF ON ADMITTING NEW AFFILIATE MEMBERS FOR THE INTERIM. THE MOTION WAS SECONDED. THE MOTION PASSED.

Ben presented a specific needs service applicant, who would bring unique ideas to the organization. This candidate would provide valuable insight into the needs of the community via a special website, which centers on house funding from government grants.

A MOTION WAS PRESENTED TO ACCEPT THIS NEW SPECIFIC SERVICE AFFILIATE. THE MOTION WAS SECONDED. THE MOTION PASSED.

IT WAS MOVED TO SUSPEND ACCEPTANCE OF NEW AFFILIATE MEMBERS FOR THE INTERIM. THE MOTION WAS SECONDED. THE MOTION PASSED.

Education Report: Wanda had obtained the affiliate NEFAR application. The cost is \$183.33 for NEFARPM to join.

IT WAS MOVED THAT NEFARPM APPLY AS AN AFFILIATE MEMBER OF NEFAR. THE MOTION WAS SECONDED. THE MOTION PASSED.

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Legislative Report: Nothing new to report on legislation. Brenda did compliment the wording on Robbie's "Advertising Mini Camp" invitation and suggested that some of that same type of wording be used on future NEFARPM luncheon constant contact flyers.

Luncheon Report: Wilson reported that Driscoll Engineering had requested to sponsor a lunch. Driscoll also wants to buy a booth for the Trade Show. Regarding the special board meeting on October 28 at Holiday Inn, Wilson reported that the cost is \$13.75 per person for breakfast with a minimum guarantee of 15. It was decided to combine the special board meeting with the regular meeting already scheduled for October 8. Wilson will cancel the reservation for October 28 with the Holiday Inn. Mo will pick up breakfast for the October 8 meeting.

Communications Report: It was decided that from here to the trade show that a newsletter should go out weekly as a continual reminder.

Old Business: The Board reviewed the "To Do List" for the trade show. It was decided that one of the constant contact flyers will include a list of affiliates to be voted on for "Affiliate of the Year". A smaller flash could be sent regarding the vote instead of a whole newsletter.

New Business: There was no new business to discuss.

Adjourn: The meeting was adjourned by President James Jordan at 10:35 a.m.

Respectfully submitted,

Debbie Boozer
2009 NEFARPM Secretary

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NEFARPM BOARD MINUTES
OCTOBER 8, 2009
9:00 A.M.

Present: James Jordan, Wilson Boozer, Jack McSwain, Mo Hotchkiss, Debbie Boozer, Ben Zeigler, Robbie Tarter, Nancy Maggiore, Wanda Franklin, Brenda Needham

Call to Order: The meeting was called to order by President James Jordan at 9:15 a.m.

Quorum: It was verified that a quorum was present.

Minutes: The September 16 minutes were approved as written except for a change under the Affiliate Membership category. It was noted that the person who presented the special needs affiliate candidate was Robbie Tarter not Ben Zeigler.

Treasurer's Report: Mo reported that there is minimal change in the figures, which were reported last month. At this time, there are 10 applications for trade show booths, although 16 have responded to Ben. Eighteen affiliate members have registered for dinner the night before the trade show, and 29 NEFARPM members have responded for the trade show lunch. A motion was made to accept the treasurer's report as written. The motion was seconded. The motion passed.

Affiliate Membership Report: Ben reported that American Leak Detection applied for affiliate membership. Their application is on hold until the moratorium on new affiliate applications is lifted. It was discussed that NEFARPM's 2010 goal is to maintain the present affiliate member base and to encourage all members to become more involved in the organization.

The Board reviewed the trade show "to do" list for any last minute changes or additions. Discussions took place regarding NEFARPM's door prize. It was decided that a one-year NARPM and NEFARPM membership would be given away. Each Board member voted for their choice of "Affiliate of the Year". It was suggested that an announcement of the Trade Show be placed on the NEFARPM page under the NEFAR/MLS link.

Some member names were presented as possible candidates for the 2010 slate of officers. The nominating committee will meet to discuss this further.

Membership Report: There was nothing new to report.

Education Report: There was nothing new to report.

Communications Report: There was nothing new to report.

Legislative Report: There was nothing new to report.

New Business: There was no new business to discuss.

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Old Business: The possible changes in membership dues for 2010 was discussed. Suggestions are to create a graded membership table whereby the first member year is at a reduced rate. There could also be different levels of affiliate membership. Further discussion of these ideas will take place at the November Board meeting on November 12 after numbers are run.

Adjourn: The meeting was adjourned by President James Jordan at 11:05 a.m.

Respectfully submitted,
Debbie Boozer
NEFARPM Secretary