

# Certificate of Compliance

This certifies that the

## Charlotte Regional 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.

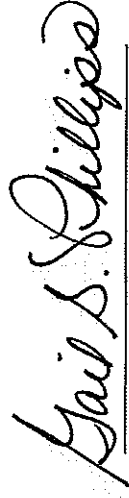
11/30/2009



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® CHARLOTTE REGIONAL CHAPTER 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 type="checkbox"/> N <input checked="" 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: 2009: WACHOVIA 2010: BBFT
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:
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 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. <i>WE MEET ON 2ND WEDNESDAY EACH MONTH 11:30-1:30</i>
15.	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: <i>UNAWARE OF AVAILABLE TRAINING</i>
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 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 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 type="checkbox"/> N <input checked="" type="checkbox"/> If no, why not: <i>UNAWARE OF THIS</i>
19.	The chapter website is kept up to date? Y <input type="checkbox"/> N <input type="checkbox"/> <i>CHARLOTTE NARPM.COM</i> If no, when will it be updated? <i>NEW - JUST NOW UPDATING</i>
20.	The chapter is interested in looking at a website supported by NARPM®: Y <input type="checkbox"/> N <input type="checkbox"/> Contact persons name and number:
21.	The chapter filed for the current year Chapter Grant: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> <i>ENCLOSED</i> 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) **6**


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

**PARTICIPATION FROM MEMBERS.**


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:

 **11-24-09**  
Current Certification Year President/Date

\_\_\_\_\_  
Current Certification Year Incoming President/Date

Will email  
with LINDA EAST  
SIGNATURE  


**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.

Charlotte Regional Chapter of NARPM  
Executive Committee Minutes  
January 27, 2009

Meeting was called to order by President Dave Shearer at 2:41 pm. In attendance were Dave Shearer – President; Linda East – Vice President; Jennifer Stoops – Treasurer; Cindy Loveless – Secretary.

The minutes from the previous meeting were reviewed. A motion that the minutes be approved as written were approved.

**Treasurer's Report:** Jennifer Stoops gave the treasurer's report. Total amount in account was \$3,655.45. She had an affiliate membership fee of \$225.00 from Supreme Metro Corp. to be deposited.

Jennifer reported that three Affiliates needed to be billed for the December Meeting :

Charlotte Van Lines  
Rentals.com  
Rent2Buy

Also, both sponsors for the December Meeting had yet to pay and should be invoiced : Rentals.com  
BB and T

**Membership Committee:** The Executive Committee discussed Membership renewals for 2009 and how we should track the current renewals and non-renewals. Both Dave Shearer and Linda East agreed that they would ask National how to do this when they had their upcoming phone conference with National and let us know what they advised.

**Education Committee:** Cindy Loveless reported that Dutch Stamey would be the upcoming speaker for the January Meeting. Linda East reported that Sharon McCullough, the Membership Chair, was setting up an account with gmail to send out the monthly meeting email blasts.

**Old Business:** Rentals.com would be sponsoring the March Meeting. They will have a table to display and advertise their company. They will also be allowed 5 to 10 minutes of floor time to tell the Chapter about their company and services. The Board also discussed again, trying to obtain affiliate

members to sponsor our monthly meetings for \$400.00 or possibly allowing sponsoring half the meeting for \$200.00.

**New Business:** Dave Shearer reported the he was working with Rentals.com to locate a new place for the Monthly Meetings.

Dave Shearer and Linda East discussed filing taxes for the Chapter.

Linda East discussed two grants from National.

The board discussed finding a charity for our chapter to sponsor/participate with this year. It was agreed that Dave Shearer and Linda East would ask National for suggestions on their upcoming phone conference.

Meeting was adjourned at 3:25 pm.

Minutes Respectfully Submitted by,  
Cindy Loveless, Secretary

Charlotte Regional Chapter of NARPM  
Executive Committee Minutes  
March 2009

Meeting was called to order by President Dave Shearer. In attendance was Linda East, Vice President and Jennifer Stoops, Treasurer. A quorum was established.

The minutes from January were reviewed. Jennifer Stoops made a motion that the minutes be approved as written. No discussion. Board approved.

**Treasurer's Report:** Approved as written

**Membership Committee:** An e-blast is to be sent out 2 weeks and then again to encourage attendance. We have 2 new members. Wes Cason joined after the March 26<sup>th</sup> meeting.

**Education Committee:** No report. Dave will get with Cindy to discuss what speakers are coming up in the next few months.

**Communication Committee:** Linda to talk with Steve and email the Board about the progress of the web site.

**Old Business:** Sponsorship of the monthly meetings. There have been no volunteers since Rental Homes Plus. We could lower the price of the sponsorship or offer joint sponsorships. Chapter will pay for meals for a few months to encourage more attendance.

Tax return will be handled by Dave. Jennifer will be sending 2008 ledger to him.

Charity Event is still in the works. We are entertaining suggestions such as Adopt a Highway or doing a park cleanup.

**New Business:** Get a card for Myra to have everyone sign at the next meeting.

Meeting Location was discussed. The Sticky Fingers location was louder than we thought it was going to be. We will be going to PF Chang's in May. Jennifer will help look for another location, possible Mimi's. Jennifer will also contact Carrie at Rock Bottom about the current cost per person. It should be \$19.00.

Board discussed the disappointing turn out for Mike Nelson's presentation for Rental Home Pros. There were only 5 in attendance and 2 were already signed up for this program.

Jennifer will be changing the bank account to BB&T, a chapter affiliate.

We also discussed the possibility of purchasing a portable microphone for our speakers. Linda will look at the cost.

Action Items	
Myra's card and microphone	Linda
Upcoming Speakers	Dave
Tax Return	Dave
New Bank Account and Rock Bottom	Jennifer

Meeting adjourned at 3:50 pm.

Minutes Respectfully Submitted by  
Linda J. East, Secretary



Charlotte Regional Chapter of NARPM  
Executive Committee Minutes  
April 2009

Meeting was called to order by President Dave Shearer. In attendance was Linda East, Vice President and Jennifer Stoops, Treasurer. A quorum was established.

The minutes from March were reviewed. Dave Shear made a motion that the minutes be approved as written. No discussion. Board approved.

**Treasurer's Report:** Approved as written

**Membership Committee:** No new members to be reported.

**Education Committee:** Cindy Loveless discussed the upcoming speakers. It was agreed that Linda East would be the speaker for May and that Bill Hamel and Bob Turner will be the speakers for June. It was also discussed to have rentals home plus speak at the July meeting.

**Communication Committee:** Linda to talk with Steve Helms on the website progress. It was discussed that Cindy's website company may do the website if Steve Helms is not.

**Old Business:** Sponsorship of the monthly meetings. There have been no volunteers since Rental Homes Plus.

Tax return will be handled by Dave. Dave had not filed as of yet.

Charity Event is still in the works. It was discussed to look into the 2<sup>nd</sup> Harvest Food Bank Drive. We discussed purchasing a portable microphone for our speakers. Linda has priced a microphones and speakers for \$200.00. It was agreed that it be purchased.

**New Business:** Meeting Location was discussed. Black Finns was suggested for June's meeting. Jennifer will help set up this location. We also discussed the possibility of purchasing a portable microphone for our speakers. ~~Linda will look at the cost.~~

Action Items

Myra's card and microphone	Linda
Upcoming Speakers	Dave
Tax Return	Dave
New Bank Account and Rock Bottom	Jennifer

Meeting adjourned at 3:50 pm.

Minutes Respectfully Submitted by

~~Linda J. East, Secretary~~

CINDY LOWESS

Charlotte Regional Chapter of NARPM  
Executive Committee Minutes  
May 26, 2009

Meeting was called to order by President Dave Shearer. In attendance were Linda East, Vice President and Cindy Loveless, Secretary. A quorum was established.

The minutes from April were reviewed. Dave Shear made a motion that the minutes be approved as written. One correction was made. Board approved.

**Treasurer's Report:** Jennifer Stoops was not in attendance to give report.

**Membership Committee:** No new members to be reported.

**Education Committee:** Cindy Loveless discussed the upcoming speakers. Bill Hamel with Horack and Talley would be the speaker for June to discuss foreclosures.

**Communication Committee:** Linda East to talk with Steve Helms and Ted Gant on the website progress.

**Old Business:** Sponsorship of the monthly meetings agreed to be continued. Rental Homes Plus said they were sending their sponsorship check for the December Gala's .

Dave Shearer is working on the tax returns for 2008.

The 2nd Harvest Food Bank Drive was agreed to be the chapters' charity event. Linda East was looking into the pricing and ordering of logo bags for the food drive. Linda East priced a microphones and speakers for \$200.00 at Best Buy . It was agreed that it be purchased.

**New Business:** Meeting Location was discussed. It was agreed that June's meeting be held at Black Finn's. Dave would be contacting Jennifer to set up this location. It was also discussed that a vote among the Chapter Members be taken to decide on a specific location or if we would continue to try different locations. It was agreed that we would discuss this at the next meeting.

Meeting adjourned at 3:20 pm. .

Minutes Respectfully Submitted by  
Cindy Loveless, Secretary

LAST 3 MONTHS

4446.60

Charlotte Regional Chapter of NARPM  
Executive Committee Minutes  
July 28, 2009

Meeting was called to order by President Dave Shearer. In attendance were Linda East, Vice President and Cindy Loveless, Secretary. A quorum was established.

The minutes from June were reviewed. Dave Shear made a motion that the minutes be approved as written. Board approved.

**Treasurer's Report:** Jennifer Stoops reported \$4,446.66. It was also discussed that Jennifer would turn in the last three month's of statements and a copy of the 2008 budget would be sent to Jennifer

**Membership Committee:** No new members to be reported. It was discussed that we check with National to see if any new members had joined and we had not been notified.

**Education Committee:** Cindy Loveless discussed the upcoming speakers. Steve Hargett with the Census Bureau would be the speaker for July.

**Communication Committee:** Linda East to talk with Steve Helms and Ted Gant on the website progress and add our meeting dates, the convention and the upcoming Food drive.

**Old Business:**

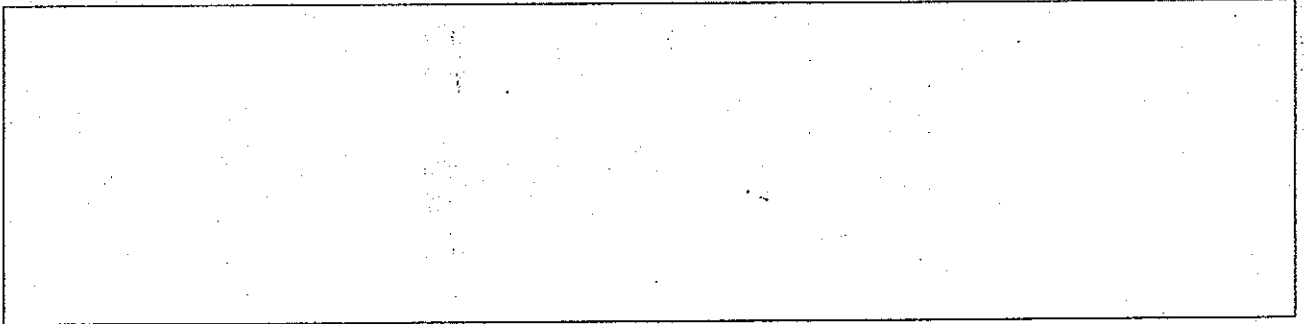
The 2nd Harvest Food Bank Drive bags were being purchased by Linda East. It was stated that the cost would be \$503.00 and our logo would be on both sides of the bags. Linda East would also have the microphone purchased for the July meeting.

Jennifer Stoops reported that she has been playing phone tag with BB&T.

**New Business:** The 2009 Gala would be December 9<sup>th</sup>. It was agreed that Phil Henderson and John Bradford would be contacted to serve on the nominating committee. Cindy Loveless discussed the possibility of stepping down from the board.

Jennifer Stoops agreed to contact Rock Bottom's to try to get a better price on our Luncheons.

Meeting adjourned at 3:10 pm.  
Minutes Respectfully Submitted by  
Cindy Loveless, Secretary



Charlotte Regional Chapter of NARPM  
Executive Committee Minutes

~~September 29, 2009~~

AUGUST 25, 2009

Meeting was called to order by President Dave Shearer. In attendance were Linda East, Vice President, Jennifer Stoops, Treasurer and Cindy Loveless, Secretary. A quorum was established.

The minutes from July were reviewed. Dave Shear made a motion that the minutes be approved as written. Board approved.

**Treasurer's Report:** Jennifer Stoops reported \$4,446.66. <sup>with change</sup>

**Membership Committee:** No new members to be reported. It was discussed that we check with National to see if any new members had joined and we had not been notified.

**Education Committee:** Cindy Loveless discussed the upcoming speakers. Charlotte Housing Authority the speaker for September and Barbi MacKinnon to speak in October.

**Communication Committee:** No progress had been made in contacting Steve Helms on the website. Linda East to talk with Mark on updating the website to add our meeting dates, the convention and the upcoming Food drive.

**Old Business:**

The 2nd Harvest Food Bank Drive was discussed and it was agreed that it would be held in October and Linda East would announce this at the September meeting. She would also have the food bags for the Chapter to see.

**New Business:** The 2009 Convention was discussed and it was agreed to check with National to see what reimbursement could be given to the Chapter President for attending. It was also agreed that the two previous Presidents receive reimbursement for attending the previous conventions. Dave Shear discussed starting the 2010 Budget for next year

Meeting adjourned at 3:10 pm.

Minutes Respectfully Submitted by

Charlotte Regional Chapter of NARPM  
Executive Committee Minutes  
September 29, 2009

Meeting was called to order by President Dave Shearer. In attendance were Linda East, Vice President, and Cindy Loveless, Secretary. A quorum was established.

The minutes from August were reviewed. Dave Shear made a motion that the minutes be approved as written. Board approved.

**Treasurer's Report:** Jennifer Stoops was not in attendance to give the Treasurer's report. It was discussed that Dave Shearer would get with her to obtain it.

**Membership Committee:** No new members to be reported. It was discussed that we check with National to see if any new members had joined and we had not been notified.

**Education Committee:** Cindy Loveless discussed the upcoming speakers. Charlotte Housing Authority would be the Speaker in October.

**Communication Committee:** Linda East reported she spoke with Steve Helms who said he had started loading the website. Linda said she would speak with him again to see if it could be done faster.

**Old Business:**

The 2nd Harvest Food Bank Drive bags would be distributed at the October meeting to participating members. The bags would then be distributed in the communities on 11/07/09 and the pick up would be 11/14/09.

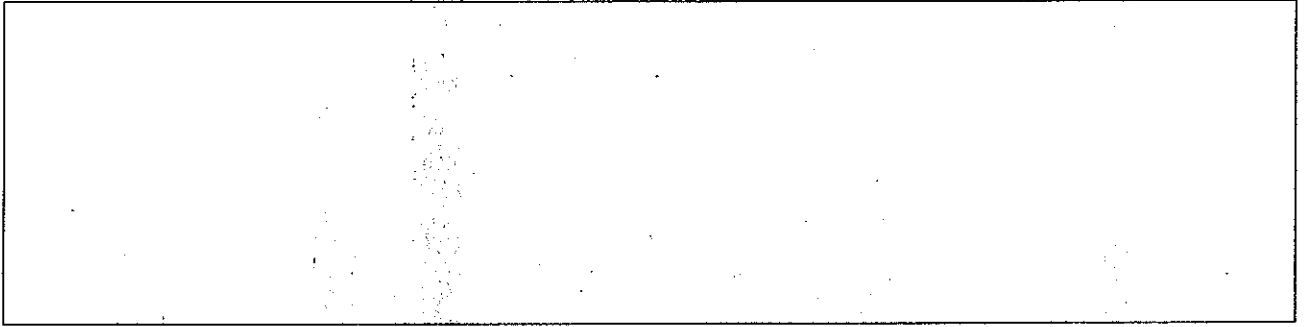
Dave Shearer discussed 2010 Board Nominees. Ted Gant had volunteered to be Secretary and Marcus Dilley had volunteered to be Treasurer.

Linda East announced she would have a screen purchased for the October meeting.

Dave Shearer said he would get with Jennifer Stoops to discuss the BB& T bank account, Affiliate renewal notices, prior month's treasurer's report and the 2010 Budget compliance.

**New Business:** The 2009 Gala would be held at Black Finns and John Bradford would be the speaker. Sponsors were discussed and it was agreed that the Gold Sponsor would pay \$500.00. the Silver Sponsor would pay

Cindy Loveless, Secretary





# MINUTES

## CHARLOTTE REGIONAL CHAPTER OF NARPM

### EXECUTIVE BOARD MEETING

10/29/09

\*Call began at 1:30pm. Dave Shearer, Linda East and Jennifer Stoops on the call

\*Treasury report covered \$2132.69 in account

\*discussed treasury reports and affiliate list for 2010 membership invoicing

\*discussed compliance information needed by December 1 2009

\*discussed new committee leaders

Cindy Loveless / Roderick	Communications
Debbie Porth	Education
Dave Shearer	Membership

\*covered 2010 Board Member Nominees

President	Linda East
Vice President	Jennifer Stoops
Treasurer	Marcus Dilley
Secretary	Ted Ghant GANT

\*Discussed charity food drive...bags can be picked up at Henderson Properties and Park Avenue Properties

\*Discussed Christmas Gala and new dates...decided on Monday December 7<sup>th</sup> at the Black Finn

\*Will change banks to BB&T for the 2010 year to support affiliate member Mike Brannick of BB&T

\*Discussed applying for \$500 grant from National

\*Discussed 2010 budget which we will determine as a group on the November call  
\*add in budget for President's registration fees for National Convention

Call closed at 2:20pm

Minutes completed by Jennifer Stoops

## Calendar of events

November 7-14

Food Drive

December 7, 2009

Annual Gala – election of officers

Monthly meetings on the 2<sup>nd</sup> Wednesday of each month from 11:30 – 1:30  
Location: Rock Bottom Brewery – Charlotte, NC

Nothing else on the schedule at this time.