

Certificate of Compliance

This certifies that the

Tampa Bay Chapter

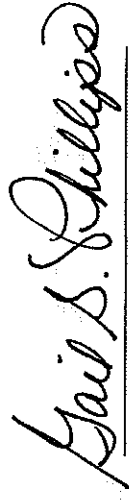
Has successfully met the requirements and is in full compliance
with standards set for a local chapter by the
National Association of Residential Property Managers.

11/23/2009


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® Tampa Bay 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>see attached</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: <i>Wells Fargo, New Port Richey, FL</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 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 <i>Not required</i>
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: <i>We are still trying to work on this</i>

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"/> <i>our President-Elect has been president previously</i> If no, state why not: <i>It was just decided that he would become President however our upcoming President-Elect for 2010 attended.</i>
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:
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 type="checkbox"/> N <input type="checkbox"/> If no, state reason why not:
19.	The chapter is using the Chapter Leader section of NARPM.org(http://www.narpm.org/chapter-services/): Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:
20.	The chapter website is kept up to date? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, when will it be updated?
21.	The chapter is interested in looking at a website supported by NARPM®: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Contact persons name and number: <i>We already have a NARPM approved website.</i>
22.	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 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?

see attached

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

see attached

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

see attached

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

Elizabeth Miller

11-20-09

Current Certification Year President/Date

Kym A. Ottaviani

11/20/09

Current Certification Year Incoming President/Date

CHAPTER RE-CERTIFICATION

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.

**CHAPTER CERTIFICATE OF COMPLIANCE CHECKLIST
TAMPA BAY CHAPTER NARPM
NOVEMBER 2009**

1) Upcoming Board of Directors and Committee Chairs for 2010:

President: Kym Ottaviani, Rex Rentals & Realty
President-Elect/VP: Paul Arrington, Arricorealty
Treasurer: Joe Worrell, Century 21 Bill Nyc
Secretary: Carolyn Rilling, Apartment Locators

Event Coordinator: Elizabeth Miller, RE/MAX Bayway Islands
Affiliate/Membership Chair: Paul Arrington, Arrico Realty & Prop. Mgt., Inc.

Past President 2007, 2008, 2009: Elizabeth Miller, RE/MAX Bayway Islands

23) Health of the Chapter: 7, borderline 8. I believe the Chapter has grown a lot in the last couple of years and the health of the Chapter is very positive.

A. Barriers mainly include getting members to participate – I took a verbal survey at National convention in Orlando and find that people just don't want to bother, or are just too busy. Maybe some Chapters need to offer more interesting meetings.

B) Speakers from National would be a good resource and we are working on that. Too bad we have been thwarted during several planned seminars with speakers by hurricane threats or bad weather here in Florida.

C) We are borderline an 8 and have really progressed in our monthly programs/luncheons, adding "themed" and more fun-based interesting seminars such as our re-gift exchange luncheon following the holidays in January, give-aways (such as one a drawing for a free NARPM membership, autographed football, football tickets to our local team game, etc.), changing locations of luncheons to cover more areas for better turn-outs (some are in Pinellas County, some are in Hillsborough County), offering more computer oriented learning seminars, social networking ideas, and staying current with today's important topics (foreclosures, etc.). We also send out a monthly e-flyer via Constant Contact and have grown our current mailing list to over 300. This has been extremely effective in getting the word out for our upcoming events and a way for people to RSVP easily (one-click RSVP to an e-mail address). The old way of faxing to announce upcoming events is outdated. I see our Chapter moving in the right direction!

Subj: **Minutes of January 15, 2009 NARPM Board Meeting**
Date: 1/22/2009 2:40:38 P.M. Eastern Standard Time
From: carolyn@tampabayapartments.net
To: info@rexrentals.com, joe.worrell@century21.com, elizmiller1@aol.com, bmorgan@prutropical.net, andrew@allcountypropr.com

Tampa Bay Chapter of NARPM
Board of Directors Meeting

Minutes January 15, 2009
Chill's Restaurant, N. Dale Mabry, Tampa
11:30 a.m. to 2:00 p.m.

Attended by Board Members Elizabeth Miller, Kym Ottaviani, Joe Worrell, Betsy Morgan, Andrew Harrington and Carolyn Rilling. Affiliate member Diane Bouse. Members: Lynda Kelly, Tammy Wright, Toni Russell, Paul Arrington, Debbie Jones, Linda Pate, Tom May and Chuck Leizensberger.

Elizabeth Miller called the meeting to order.

Discussion of 2009 agenda.

Decisions made:

The February 19 meeting will be held at PRO, 2:00-4:00 p.m., registration at 1:30
\$5 members, \$10 non-members.
Joe will cancel the previous reservation for a room at GTAR

Harry Heist meeting March 6th at GTAR
Kym and Elizabeth will pick up the food. We need sponsors for this.
Joe and Paul in charge of registration desk and 50/50 drawing

April 16th Diane Bouse with Resident Data will be our speaker. She will bring to us information regarding the new "Red Flag" ruling.

Kym is researching the new EPA rulings, and will bring information on this to the membership.

Andrew Harrington volunteered to be the Membership Chairman.

The Board Meeting was followed by a general meeting which included a roundtable discussion regarding "How to explain rental pricing to the owners" and a fun re-gift exchange. (side note: Kym looked fetching in his head lamp)

Carolyn Rilling
APARTMENT LOCATORS/HOME LOCATORS
11626 N. Dale Mabry
Tampa, FL 33618
813-908-8555 ext 102

Subj: **Minutes of Board Meeting April 16, 2009**
Date: 4/22/2009 1:28:15 P.M. Eastern Daylight Time
From: carolyn@tampabayapartments.net
To: andrew@allcountypropr.com, bmorgan@prutropical.net, elizmiller1@aol.com,
joe.worrell@century21.com, info@rexrentals.com

Tampa Bay Chapter of NARPM
Board of Directors Meeting

Minutes April 16, 2009
Tuscon's Restaurant, Clearwater
11:30 a.m. to noon

Attended by Board Members Elizabeth Miller, Joe Worrell, Kym Ottaviani and Carolyn Rilling. Also attended by Affiliate Members Robbie Tarter with Florida Rental Ads, and Diane Bouse with Resident Data.

Elizabeth Miller called the meeting to order.

Discussion of Tony Drost seminar. Timing is wrong for this year. Kym suggested using public servants as speakers over the next few months.
May 21 at Chill's in Tampa, Dale Mabry – round table discussion, Lawyers, Guns & Money. Everyone is to bring their favorite form to share.
June 18, at GTAR, 9:30 Board Meeting, 10:30 Robbie Tarter with Florida Rental Ads will present "Property Management Marketing 101".

Joe will arrange room with GTAR, and ask if they know caterers in the area. Florida Rental Ads will sponsor lunch after the presentation.

Elizabeth checking with Glen to see if he would sponsor beverages.

July – invite vendors

August – It was decided there would be no meeting in August.

September - Try to get Cathy Lucrezi to do her Fair Housing seminar for us.

October – NARPM Convention. Motion was made by Kym Ottaviani, and seconded by Carolyn Rilling, that the chapter would pay convention registration for Board Members who have **served on the Board for at least 2 years, and who have never had registration fees comped or paid by chapter** to convention/leadership, etc. Convention fees will be paid for Elizabeth Miller, Joe Worrell, Kym Ottaviani and Carolyn Rilling. It was also agreed that Elizabeth Miller's hotel room will be paid for by the chapter.

November, we'll have a year-end social.

Joe Worrell offered to get a copy of his "Red Flag" procedures to everyone.

Board Meeting adjourned.

Presentation by Diane Bouse with Resident Data.

Subj: Minutes of May 21, 2009 meeting
Date: 5/29/2009 12:12:50 P.M. Eastern Daylight Time
From: carolyn@tampabayapartments.net
To: andrew@allcountyprop.com, bmorgan@prutropical.net, elizmiller1@aol.com,
joe.worrell@century21.com, paul@arricorealty.com, info@rexrentals.com

Tampa Bay Chapter of NARPM
Board of Directors Meeting

Minutes May 21, 2009
Noon – 1:30 p.m.

Attended by Board Members: Kym Ottaviani, Joe Worrell, Paul Arrington & Carolyn Rilling
Members: Dean Doulou, Barbara Doulou

There was a lively round-table discussion of several topics, including Section 8 housing, banking, forms that are used, and advertising.

Regarding the June NARPM meeting, Joe is checking into lunch options for catering after the meeting.

Carolyn Rilling
HOME LOCATORS
3910 Northdale Blvd, #204
Tampa, FL 33624
813-908-8555 ext 102

Subj: Minutes of Board Meeting, June 18, 2009
Date: 6/25/2009 6:07:32 P.M. Eastern Daylight Time
From: carolyn@tampabayapartments.net
To: andrew@allcountyprop.com, bmorgan@prutropical.net, carolyn@tampabayapartments.net,
elizmiller1@aol.com, joe.worrell@century21.com, paul@arricorealty.com, info@rexrentals.com

Tampa Bay Chapter of NARPMs
Board of Directors Meeting
GTAR, Tampa
June 18, 2009 9:30-10:30 a.m.

Attended by Board Members Elizabeth Miller, Kym Ottaviani, Joe Worrell, Paul Arrington and Carolyn Rilling. Member Chuck Leibensperger also attended.

Discussions of the rest of 2009 calendar:

July – no meeting
August – 20th, Board Meeting to finalize plans for holiday social
September – Kathy Lucrezi will speak on Fair Housing
October – no meeting (members attending NARPM Convention)
Dec 4 – tentative date for holiday social and installation, location to be determined

Elizabeth Miller and Kym Ottaviani will meet to do certification of chapter.
Joe Worrell is working on filing tax paperwork.

Duties for Board Members were discussed.

Elizabeth Miller will handle sign ups for events, as well as event coordination.

Kym Ottaviani will do the newsletter and update website

Joe Worrell will book meeting rooms and handle finances

Paul Arrington will recruit new members

Carolyn Rilling will keep minutes of Board Meetings and assist Elizabeth with event coordination

Attendance for Board Members is mandatory. Members must attend at least three out of four Board Meetings.

Board Meeting was followed by a great presentation from Robbie Tartar, with Florida Rental Ads, and Tiffany Stevens with Rentals.com. Robbie provided lunch.

Subj: **Minutes of August 20, 2009 Board of Directors Meeting**
Date: 8/24/2009 5:48:15 P.M. Eastern Daylight Time
From: carolyn@tampabayapartments.net
To: bmorgan@prutropical.net, carolyn@tampabayapartments.net, elizmiller1@aol.com,
joe.worrell@century21.com, paul@arricorealty.com, info@rentals.com

Tampa Bay Chapter of NARPM
Board of Directors Meeting

Minutes August 20, 2009
Sam Seltzer's Restaurant
Tampa
11:30 a.m. to 1:30 p.m.

Attended by Elizabeth Miller, Kym Ottaviani, Joe Worrell, Paul Arrington and Carolyn Rilling

President Elizabeth Miller called the meeting to order

Treasurer's report was reviewed

Discussed details of Sept 24 program:

- Toured meeting room
- Sampled possible menu options

Prizes:

- Must wear jersey to be eligible for football drawing
- Will have drawing for a NARPM membership
- Speakers will have a prize drawing also
- Vendors to be invited

It was decided that we would have a networking hour after the program.

We discussed how to get more vendors, more members and how to get them more involved. We also discussed how to

- Make the meetings vital to the business of members

It was decided that the Chapter would pay the tuition for Leadership for Paul Arrington.

We will have a Board of Directors Meeting November 12th, 2009, at 11:30 at Maggiano's Restaurant at Westshore Mall.

Paul Arrington will share the training from Leadership, as well as have copies of material for Board Members.

The holiday social will be held on December 5, 2009 at Bella Brava Restaurant.

Calendar programming was discussed for 2010:

January 21	Regift
February	Harry Heist seminar
March	Tax, IRS, Financial Planner program
April	Paul Arrington will share his Leadership training with the membership
May	Round table
June	Board Meeting

Meeting was adjourned at 1:30 p.m.

Monday, August 24, 2009 AOL: Elizmiller1

Subj: **Board Minutes**
Date: 11/12/2009 5:11:11 P.M. Eastern Standard Time
From: info@rexrentals.com
To: carolyn@tampabayapartments.net, elizmiller1@aol.com, bmorgan@prutropical.net,
joe.worrell@century21.com, paul@arricorealty.com

November 12, 2009
Tampa Bay Chapter of NARPM Board Meeting

Held @ Maggiano's Little Italy West Shore Tampa

Meeting brought to order by Madam President Elizabeth Miller @ 12:15

Present:
Elizabeth Miller
Paul Arrington
Joe Worrell
Kym Ottaviani

1. Completing the needed documentation for the Chapter Certificate of Compliance
2. Open discussion on the structure of the chapter for growth and policy of membership
3. The confirmation of Harry Heist for the February Continuing Ed program. Try to commit on either Feb 11th, 18th or 25th.
 - a. **After meeting NOTES: Paul from Tucson's has the dates above still open**
4. Working that we still have slots open for meetings July, September & November, however we are having national speaker Tony Drost in December
5. Confirmed that we will donate this year \$500.00 to Hillsborough Habitat for Humanity at our Holiday Social
6. Holiday Social is December 5th, 5:30 PM @ Bella Brava. All members are invited including 1 guest, cash bar.
7. Discussion on how to a lot funds for Board Members to go to national conferences & other costs associated. Tabled with some recommendations

Meeting called to a close @ 2:15 PM

Kym A. Ottaviani
Broker/President
Rex Rentals & Realty, Inc.

727-867-3767 Office/FAX
www.rexrentals.com
Tampa Bay Chapter President of NARPM
www.narpm.org/chapters/C018/