

# Certificate of Compliance

This certifies that the

## Kansas City 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.

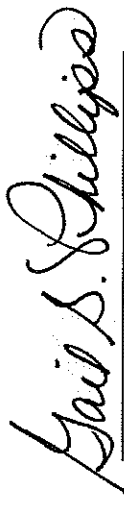
2/3/2010



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® Greater Kansas City Chapter of NARPM Chapter certify that the chapter completed this Certificate of Compliance and submitted the required documents as noted on this certificate.

<b>GOVERNANCE REPORTING</b>	
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. 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 type="checkbox"/> N <input checked="" type="checkbox"/>

<b>CHAPTER FINANCIAL REPORTING</b>	
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 type="checkbox"/> N <input checked="" type="checkbox"/> If no, why not:

<b>CHAPTER PLANNING</b>	
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 checked="" type="checkbox"/> N <input type="checkbox"/> If no, state why not:
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: We did not qualify.
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 checked="" type="checkbox"/> If no, state reason why not:
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 type="checkbox"/> N <input type="checkbox"/> If no, when will it be updated? The Chapter does not have a website
21.	The chapter is interested in looking at a website supported by NARPM®: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Contact persons name and number: Jenny Latta or Leslie Feldcamp @ 816-228-3310
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) 5

- a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going?  
Not having enough people who have the time to devote to the chapter.
  
- b. If answer is 7 or less, what resources would be helpful from national (f.e.: Speakers, mentoring, etc.) unknown
  
- 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:**

Pamela Edsall Year - 2009

Current Certification Year President/Date

Jenny Latta - Year 2010

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  

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G R E A T E R   K A N S A S   C I T Y   C H A P T E R

MEETING OF February 17, 2009

MONTHLY BOARD MEETING  
6900 College Blvd – Room 290  
Overland Park KS 66211

AGENDA

- I. ATTENDEES
  - a. Pamela Edsall, President
  - b. Jenny Latta, Vice President
  - c. Leslie Feldcamp, Treasurer
  
- II. MEETING NOTES
  - a. Leslie is in the process of getting the past officers names off of the checking account and adding the new officers. We will all need to go to the bank and sign signature cards. Rose Ann Younger is no longer an officer of the Chapter and is not a member of the Kansas City Chapter, so she needs to be removed from the checking account completely. The only names to be on the account are: Leslie Feldcamp, Treasurer; Pamela Edsall, President; Jenny Latta, Vice President, Bob Schroeder, Secretary and Lois Severson, Board Member.
  - b. We had two new attendees at our meeting today, so our marketing efforts were somewhat successful.
  - c. We are going to continue to collecting e-mail address' and send Invitations and updates to more Property Managers in an effort to increase attendance and involvement.
  
- III. ADJOURNMENT



National Association of Residential Property Managers  

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G R E A T E R   K A N S A S   C I T Y   C H A P T E R

MEETING OF April 22, 2009

Lilly's Café'  
Marriott Hotel  
200 West 12<sup>th</sup> Street  
Kansas City MO 64105

AGENDA

- I. ATTENDEES
  - a. Pamela Edsall, President
  - b. Jenny Latta, Vice President
  - c. Leslie Feldcamp, Treasurer
  - d. Bob Schroeder, Secretary
  
- II. MEETING NOTES
  - a. We are still working on the issue of the correct names on the checking account. We did not realize that when Pamela, Jenny and Leslie were added, that took Lois Severson off the account and we want her to stay on the account because she is the Registered Agent for the Chapter. Leslie is going to have all of us sign a new signature card.
  - b. The price of the Buffet at Lilly's has increased, but Leslie has compared our cost with our dues and we are still OK with the increased cost.
  - c. We discussed prospecting for new members and getting everyone involved in assisting with compiling a list of Property Managers to prospect to. We are going to ask every member to bring the name and e-mail address of one prospect to each meeting. If everyone brings just one, we can increase our data base quickly.
  - d. We also discussed placing ads in the local Landlords Newsletters. These ads are quite inexpensive and we have the funds to afford it.
  - e. We may be having Stephen Foster, our Region Vice President as guest speaker at our September meeting. We will want to do as

much promotion as possible prior to that meeting and hopefully attract some new members.

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