

Certificate of Compliance

This certifies that the

Southern Nevada 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.

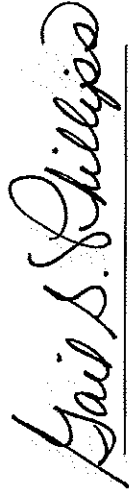
12/1/2009



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® Southern Nevada 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 X <input 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 X <input 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 type="checkbox"/> Other: Specify Immediate as all positions were not filed
6.	Date of fiscal year: Calendar year x Other: Specify
7.	The chapter maintains a minimum membership of seven (7) NARPM® Professional/Support Staff members. Y x 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 X 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 type="checkbox"/> N X <input type="checkbox"/> If not required check here <input type="checkbox"/> Other reason: Not due until 3/31/2010
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 X N <input type="checkbox"/> I participated in 2 since taking over in June 09

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 X 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 X N <input type="checkbox"/> If no, why not:

CHAPTER PLANNING	
15.	Attach a copy of chapter's annual calendar of events for the following year.
16.	The Chapter President-Elect attended the training sessions at the national leadership training session prior to taking office. Y <input type="checkbox"/> N X If no, state why not: VP took over in June when Pres. resigned
17.	Did chapter communicate at least four times during the year with members? Y X 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 X If no, state reason why not: Trying to get Chapter up and running smoothly again.
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 X 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 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 X N <input type="checkbox"/> If no, why not:
20.	The chapter website is kept up to date? Y <input type="checkbox"/> N X If no, when will it be updated? Website was set up and person who set it up moved and left no one with access information. Currently working on new website
21.	The chapter is interested in looking at a website supported by NARPM®: Y X N <input type="checkbox"/> Contact persons name and number: Dennis Flesher is talking to Mr. Embry
22.	The chapter filed for the current year Chapter Grant: Y <input type="checkbox"/> N X 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) 3-4

a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going?
lack of past board doing their duties

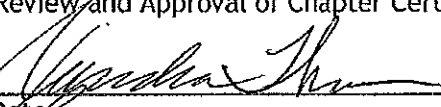
b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.) We would like to request Susan Albern come to one of our Chapter meetings to speak

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:

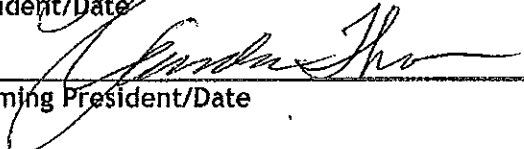
Sandra Thomas from June 09- Dec 09

Current Certification Year President/Date

 11/30/09

Sandra Thomas Jan-Dec. 2010

Current Certification Year Incoming President/Date

 11/30/09

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.

SCHEDULE OF 2010 Chapter Meetings

January 20, 2010- CIC Panel with RMI, CAMCO & TERRAWEST

March 17, 2010- Utility Companies

May 19, 2010- Susan Albern, Lawyers, guns & money?

July 21, 2010- Collection Agencies

September 15, 2010- HUD

November 17, 2010- Judges mock trial

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS

Las Vegas NARPM Chair Meeting Minutes Tuesday, July 14, 2009

PRESIDENT: Sandra Thomas
Vice President: N/A
Treasurer: Jill Mynarcik

Affiliate Chair: Dennis Fletcher
Legislative Chair: Michael Robinson
Secretary: Saghi Robinson

I.) MEETING WAS CALLED TO ORDER

The meeting was called to order at 10:30am by Sandra Thomas.

II.) ROLL CALL:

MEMBERS PRESENT: Jill Childs Mynarcik, Dennis Fletcher, Michael Robinson, Saghi Robinson, Sandra Thomas

III.) TOPICS SPOKEN AT OPEN SESSION

- 1.) Getting new members; do we need to increase price?
- 2.) Have NARPM take over our website
- 3.) Only have 7 vendors currently; need to offer them more so we can get more to sign up
- 4.) Need marketing coordinator to recruit new members
- 5.) Working on getting HUD for October's meeting
- 6.) See if we can change our meetings over to GLVAR
- 7.) Division will be at August 19th meeting; get ready with questions?
- 8.) Website –Mark Dunlap (Chapter website)
- 9.) Present advantages when you join NARPM, try to get non-members to join, questions can only be asked by members at meetings.

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS

**Las Vegas NARPM Chair Meeting Minutes
Wednesday, August 19, 2009**

PRESIDENT: Sandra Thomas
Vice President: N/A
Treasurer: Jill Mynarcik

Affiliate Chair: Dennis Fletcher
Legislative Chair: Michael Robinson
Secretary: Saghi Robinson

I.) MEETING WAS CALLED TO ORDER

The meeting was called to order at 11:06am by Sandra Thomas.

II.) ROLL CALL:

MEMBERS PRESENT: Dennis Fletcher, Michael Robinson, Sandra Thomas,

GUESTS PRESENT: Candice Swanson (Regional Director)

III.) TOPICS SPOKEN AT OPEN SESSION

- 1.) Sending out notes
- 2.) Emails
- 3.) Dates of future meetings – take a vote
- 4.) Leadership of Chapter
- 5.) VP Candidates – George Trembly & Michael Robinson want VP; send out notices for candidates (30 days)
- 6.) Secretary to VP flow
- 7.) Make question cards for HUD speaker for next meeting
- 8.) Website –Mark Dunlap (Chapter website)
- 9.) Present advantages when you join NARPM, try to get non-members to join, questions can only be asked by members at meetings.
- 10.) How much to pay caterer - \$100
- 11.) Executive meeting next month before next meeting
- 12.) Want ideas for speakers for next year

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS

Las Vegas NARPM Chair Meeting Minutes

Wednesday, Sept 23, 2009

PRESIDENT: Sandra Thomas
Vice President: Michael Robinson
Membership Coordinator: Barbara Chess
Education Coordinator: George Trombley
Legislative Chair: Bonnie Barberini

Affiliate Chair: Dennis Fletcher
Treasurer: Jill Mynarick
Secretary: Saghi Robinson
Marketing Director: Joann Munz

I.) MEETING WAS CALLED TO ORDER

The meeting was called to order at 12:20 by Jill Mynarcik.

II.) ROLL CALL:

MEMBERS PRESENT: Bonnie Barberini, Barbara Chess, Dennis Fletcher, Joann Munz, Jill Mynarick, Saghi Robinson, Sandra Thomas, George Trombley

III.) TOPICS DISCUSSED

- 1.) Reading of Chapter Pledges
- 2.) Talked about topics for next year (CIC, HUD, Website Marketing, Collection Agency & Judges
- 3.) Dates of future meetings – take a vote
- 4.) Next Meeting Oct. 21, 2009

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS

Las Vegas NARPM Chair Meeting Minutes
Tuesday, November 10, 2009

PRESIDENT: Sandra Thomas	Affiliate Chair: Dennis Fletcher
Vice President: Michael Robinson	Treasurer: Jill Mynarick
Membership Coordinator: Barbara Chess	Secretary: Saghi Robinson
Education Coordinator: George Trombley	Marketing Director: Joann Munz
Legislative Chair: Bonnie Barberini	

I.) MEETING WAS CALLED TO ORDER

The meeting was called to order at 10:51 am by Sandy Thomas

II.) ROLL CALL:

MEMBERS PRESENT: Barbara Chess, Dennis Flesher, Jill Mynarick, Saghi Robinson, Sandra Thomas

III.) TOPICS DISCUSSED

- 1.) Give vendors another year free
- 2.) Taking passwords off NARPM website
- 3.) \$500 grants for education apply for January 2010
- 4.) Michael Robinson will come up with venues for next year by Dec 16th, 2009
- 5.) 2010 Sponsors:
 - Jan. - CIC-RMI, CAMCO, TERRA WEST
 - March - Utilities company/Commissioner or Mayor
 - May- Susan Alhern
 - July - Collection Agencies
 - Sept. - HUD
 - Nov. - Judges mock trial
- 6.) Press release for RJ *Sandy*
- 7.) Five new members will get free memberships or \$100 discount
- 8.) NARPM meeting e-blasts 2 per meeting
- 9.) Marketing ideas to get new members
- 10.) Members and non-members sign with NARPM (2 people doing sign-in sheet)
- 11.) Agenda about meeting (Saghi)
- 12.) April Member only round table

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS

**Las Vegas NARPM Meeting Minutes
Wednesday, August 19, 2009**

PRESIDENT: Sandra Thomas
Vice President: N/A
Treasurer: Jill Mynarcik

Affiliate Chair: Dennis Fletcher
Legislative Chair: Michael Robinson
Secretary: Saghi Robinson

I.) MEETING WAS CALLED TO ORDER

The meeting was called to order at 9am by Sandra Thomas.

II.) ROLL CALL:

MEMBERS PRESENT:

GUESTS PRESENT: Bruce Allet (Chief Investigator), Linda Chavez (Property Management Specialist), Candice Swanson (Regional Director), Nick Malinski (Rent Marketers), Megan Kelly & Leah Jackson (Home Warranty)

III.) TOPICS:

A.) Investigations: No secret investigations-need substantiation to open investigation; Property Management Company will be called 1st then will get "Opening Letter" if case is open.

Example: Tenant vacates over 30days and has not received security deposit.

B.) Commission Meeting: Can get up to 6 continuing education credits when you attend.

C.) Foreclosure & Security Deposit

D.) NARPM – listsrv – NARPM.com: gives useful information about everything related to property management

E.) Rent Marketers: how to find potential tenants online; advertising

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS

**Las Vegas NARPM Meeting Minutes
Wednesday, Oct 21, 2009**

PRESIDENT: Sandra Thomas
Vice President: Michael Robinson
Membership Coordinator: Barbara Chess
Education Coordinator: George Trombley
Legislative Chair: Bonnie Barberini

Affiliate Chair: Dennis Fletcher
Treasurer: Jill Mynarick
Secretary: Saghi Robinson
Marketing Director: Joann Munz

I.) MEETING WAS CALLED TO ORDER

The meeting was called to order at 9:04 am by Sandra Thomas

II.) GUEST PRESENT

Ed with Southern Nevada Eviction Services

III.) TOPICS DISCUSSED

- 1) Why must we have a lease in place if Judges don't abide by them?
- 2) Attorney or Property Manager going to court what do you need to take with you?
- 3) Time frame for Five Day Pay or Quit?
- 4) Do you forward rent to owner if tenant pays rent and house is foreclosed on?
- 5) Can a Property Manager represent an owner in Small Claims Court?
- 6) On the new 60 day law effective Oct 1, 2009, can a tenant continue their lease?
- 7) Is there a referral fee time frame to get it out to the referring agent?
- 8) Service companies do they need original signatures? SNES doesn't... Why?
- 9) Five Day Non-Performance Notice & Three Day Notice
- 10) When in bankruptcy can a tenant stay in property?

IV.) Next Meeting

Dec 16, 2009 Holiday Party @ Blue Martini 5:30pm-7:30pm; sponsored by Direct Title