

Certificate of Compliance

This certifies that the

Central Arkansas 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® Central Arkansas 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 <i>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.
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. <i>Attached</i>
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: <i>Iberia 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 Y <input type="checkbox"/> N <input checked="" 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. <i>Attached ✓</i>
11.	Attach copy of proposed annual budget for the following year. <i>Attached ✓</i>
12.	Attach copy of federal tax return. If no return attached: Not required <input checked="" 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 www.irs.gov/charities). Did the chapter file notice? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:

Other items:

23. Rate the health of the chapter (1 - 10, 10 being highest) 9

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

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?

Good rapport with Affiliate members.
Make time for networking at meetings

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

Sally Cross 11.25.09

Current Certification Year President/Date

Anika Dixon 11.25.09

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.

PROPOSED
2010 CALENDAR

1/15/10	Program - Positive Attitude for the New Year
2/18/10	Speaker - Arkansas Real Estate Commission
3/18/10	Speaker - Warrant Officer - Sheriff's Dept.
4/15/10	Speaker - "What to do to make money after Tax day!"
5/21/10	Continuing Education Class
6/18/10	Speaker - Little Rock Municipal Judge
7/15/10	Proposed visit from National President
8/19/10	Roundtable discussion
9/16/10	Speaker - Arkansas Fair Housing
10/15/10	National Convention
11/18/10	Affiliate Appreciation Meeting
12/16/10	Annual Christmas Party

Central Arkansas Chapter of NARPM
Board Meeting Minutes
January 13, 2009

The meeting was called to order at 10:00 a.m.

In attendance were President Sally Goss, RMP; Secretary Tina Hogan, Treasurer Paul Chmura, Affiliate Liaison Clif Gilliam

Minutes of the last meeting were read and approved.

Committee Reports:

Treasurer's Report - Motion was made, seconded and carried to approve the financials as read.

Membership - Steve Hendrich has a list of prospects he will be contacting.

Education - None

Affiliate - Clif Gilliam has maintained contacts with the Affiliates and will set up 5 minute spotlights for the year.

New Business:

Sally has taken care of the Chapter Compliance with National.

All members have been placed on a committee for this year

We are working with the Apt. Association on a CE date

Meeting was adjourned at 10:45 a.m.

Respectfully Submitted,
Tina Hogan

Central Arkansas Chapter of NARPM
Board Meeting Minutes
April 21, 2009

The meeting was called to order at 10:00a.m.

In attendance were: President Sally Goss, RMP®; Secretary Tina Hogan; Treasurer Paul Chmura, RMP®; Steve Hendrich

Mission statement was read by Sally Goss, RMP®

Minutes of the last meeting were presented. **Motion made, seconded and carried to approve the minutes as read.**

Committee Reports:

Treasurer's Report – **Motion made, seconded and carried to approve the financials as read.**

Membership – Have info packets available – Currently 15 members and 25 affiliates. Pat w/RPM is supposed to come to next meeting.

Education – None

Affiliate –None

New Business:

- Support Staff – need to confirm rate of \$75 or \$125 – Discuss at next meeting
- Tony Drost will be paid by the chapter – Betty sent paperwork to Paul
- CE May 13th at 8:00a.m. – Please be on time
- 5 affiliates have not done a vendor spotlight – Plumb Necessary , Centennial Bank, Coulter HVAC, NM Make Ready, American Leak Detectors
- Need speakers for September and November meetings
- Chapter Excellence must be submitted by July. Daniel will be doing this.

Meeting was adjourned.

Respectfully Submitted,
Tina Hogan

**Central Arkansas Chapter of NARPM
Board Meeting Minutes
July 29, 2009**

The meeting was called to order at 10:30a.m.

In attendance were: President Sally Goss, RMP®; Vice President Daniel Meachum; Secretary Tina Hogan; Treasurer Paul Chmura, RMP®; Steve Hendrich; Betty Fletcher, MPM®

Mission statement was read by Sally Goss, RMP®

Minutes of the last meeting were presented. **Motion made, seconded and carried to approve the minutes as read.**

Committee Reports:

Treasurer's Report – **Motion made, seconded and carried to approve the financials as read.**

Membership – Still working on Pam with RPM, and guest of Charley Reed with Exit Realty to join

Education – None

Affiliate – 3 affiliates have not done a vendor spotlight –Centennial Bank, American Leak Detectors, Allied Waste

Program – Complaints of too many National speakers and people pushing to sell their products. Will leave schedule the way it is this year, but need to inform next program chair that they need to have a diverse schedule.

Old Business:

- Chapter Excellence done.
- How much should the dues be for a support staff person? Motion was made by Steve to change the support staff dues to \$100.00 Betty seconded. Discussion: we do not know how much lunches are and we would like to make sure the change covers any expense. Licensed support staff also has CE paid for them. Tabled until next meeting.

New Business:

- Motion was made that any **unlicensed** staff member employed by a management member may pay the \$10.00 guest fee for each meeting attended and come to unlimited meetings. M/S/C
- Motion was made to donate \$150.00 to the Salvation Army now for the Service Project. M/S/C
- Complaints brought up about Brittney sleeping at the meeting – This has been addressed by Betty. Also conversations at the back table. Will remove chairs from that table - to be a food table only. Also will send memo in email to address this issue.
- Daniel mentioned he thought we should give the affiliate of the year their dues. Wanted discussion. Tabled until next meeting.

Meeting was adjourned.

Respectfully Submitted,
Tina Hogan

**Central Arkansas Chapter of NARPM
Board Meeting Minutes
November 4, 2009**

The meeting was called to order at 10:00a.m.

In attendance were: President Sally Goss, RMP®; Vice President Daniel Meachum; Secretary Tina Hogan; Treasurer Paul Chmura, RMP®; Steve Hendrich

Mission statement was read by Sally Goss, RMP®

Minutes of the last meeting were presented. **Motion made, seconded and carried to approve the minutes as read.**

Committee Reports:

Treasurer's Report – **Motion made, seconded and carried to approve the financials as read.**

Membership – New member Pat Cooper...Many new members. Have contacted previous members.

Education – Sally will talk to Apartment Association to move CE to earlier in the year.

Affiliate – All affiliates have done a vendor spotlight. Will resume next year.

Program – Need Bio on Rental Homes Plus.

Old Business:

- Chapter Compliance will be done by Sally. New President will need to appoint Committee members immediately to get Chapter Compliance done on time.
- **Motion was made to raise the support staff dues to \$125.00 in 2010. M/S/C**
- **Motion was made to raise the Affiliate dues to \$150.00 in 2010. M/S/C**

New Business:

- Will be sending Poinsettia to State Farm for allowing us to use their conference room.
- Will try to book the Christmas Party at Trios the first week in December, either Tuesday or Thursday. Next year we need to look at different locations earlier in the year.
- Will try to have Jason Bolden, Josh Malone, David Cummings & Charlie St Clair to sponsor the Christmas Party. Backups will be Coulter HVAC & Centennial Bank
- Daniel will talk to Susie about Affiliate Appreciation ideas and prices
- Paul will continue working on the officers

Meeting was adjourned.

Respectfully Submitted,
Tina Hogan