

Certificate of Compliance

This certifies that the

Virginia Peninsula 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.

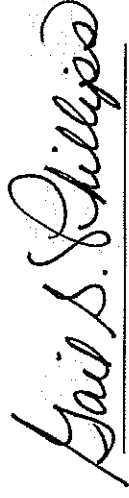
12/1/2009



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® Virginia Peninsula 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? <u>NO</u> 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? <u>NO</u> 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: <u>January 1 X</u>
6.	Date of fiscal year: <u>Calendar year X</u> Other: Specify n/a
7.	The chapter maintains a minimum membership of seven (7) NARPM® Professional/Support Staff members. <u>Yes</u> (Must be maintained to reach chapter compliance)
8.	Does the chapter maintain a FDIC bank account in the chapter's corporate name <u>Yes</u> (Must be submitted to reach chapter compliance) Name of Banking Institution: <u>Wachovia</u>
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 X 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? <u>Yes</u>

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 <input checked="" type="radio"/> Not required <input type="radio"/> 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? NO If no, why not? <input checked="" type="radio"/> Accountant said we did not have to.

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. <input checked="" type="radio"/> Yes If no, state why not:
17.	Did chapter communicate at least four times during the year with members? <input checked="" type="radio"/> Yes 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. <input checked="" type="radio"/> Yes
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. <input checked="" type="radio"/> Yes 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. <input checked="" type="radio"/> Yes If no, state reason why not:
19.	The chapter is using the Chapter Leader section of NARPM.org(http://www.narpm.org/chapter-services/) <input checked="" type="radio"/> Yes If no, why not:
20.	The chapter website is kept up to date? <input checked="" type="radio"/> Yes If no, when will it be updated?
21.	The chapter is interested in looking at a website supported by NARPM®: <input checked="" type="radio"/> Yes Contact persons name and number: <u>Already have one.</u> Traci VanCamp 757-641-1567
22.	The chapter filed for the current year Chapter Grant: <input checked="" type="radio"/> Yes Check here if you would like more information on grants. <input checked="" type="radio"/> yes <i>The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.</i>

Other items:

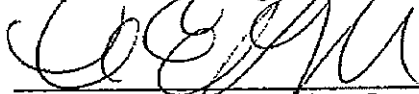
23. Rate the health of the chapter (1 - 10, 10 being highest) 8

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? Educational classes, emails, evites, evening outings & regional events

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



Nov. 30, 2009

Current Certification Year President/Date



Nov. 17, 2009

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.

#9

**National Association of Residential Property Mangers
Minutes of the Board of Directors Meeting
February 24, 2009**

Call to Order:

- Present: Tracy Lewis-VanCamp (2009 President), David Whitley (2009 Vice President) , Eunice Peele (Treasurer), Cory Newell (Marketing Director, Account and Billing Manager), Jeri Walter (Secretary)

Old Business:

- March 17, 8 AM -9AM NARPM meeting with Fred Thompson being present and following meeting Fred will be instructing the RMP class.
- Announcement ref NARPM convention in Florida near Fred's.
- Serve-Pro sponsored with \$75 to Lunch for RMP class.
- Require 11 person for class to qualify... which will be from 9:30-430
- Remind members to wear Green as it will be on St Patrick's Day!

Treasurer Report: \$1025 in acct... last meeting we had to pay \$168 for room, collected only \$150, short \$18

New Business:

- Following meetings have been scheduled ...

Apr	Sheriff Morgan
Apr 24	Chip Dick 12-5pm at VPAR
May	Codes and Commonwealth
Jun	Henderson Tree Care & Langley Housing
Jul	Advance Restoration – Mold
Aug	Glenn Oder
- Local Web site needs photos... see if we can input them
- Work on schedule of who will be working Realtorfest in June
- Fred Thompson will be in our area Jan 2010 with Habit for Humanity... look to see if our local NARPM can also participate.
- Start putting out the info of a food drive in Nov/Dec timeframe
- Get Thank you gift for Fred Thompson

Adjournment: 6:40 pm.

#4

**National Association of Residential Property Mangers
Minutes of the Board of Directors Meeting
March 24, 2009**

Call to Order:

- Present: Tracy Lewis-VanCamp (2009 President), David Whitley is Sick, Eunice Peele (Treasurer), Cory Newell (Marketing Director, Account and Billing Manager), Jeri Walter (Secretary)

Old Business:

- Affiliate renewal letters and applications – tabled... Cory to review and establish when each of the affiliates signed up.

Treasurer Report: \$939.14

- Note Serve-Pro still owes \$75

New Business:

- Need to get Thank You gift for Fred Thompson
- Market and advertise RMP class
- Need to apply for CE for RMP
- Chip Dicks and Lem Marshall on 4/10/09 at VPAR – both qualify for Property Mgt CE.
- Golf Tournament plans changed from Spring to Fall timeframe, looking for golf course.
- Need to confirm speakers for May (Codes and Section 8 speakers).
- Waiting for confirmation for June with Langley and Henderson & Aug. with Rebecca.
- Atlantic Service has questions to be addressed for the 3 divisions of their company.
- Next BOD to be on 5/5/09 not 4/28/09

Adjournment: 6 PM

#4

**National Association of Residential Property Mangers
Minutes of the Board of Directors Meeting
April 28, 2009 rescheduled to May 5, 2009**

Call to Order:

- Present: Tracy Lewis-VanCamp (2009 President), David still sick , Eunice Peele (Treasurer), Cory Newell (Marketing Director, Account and Billing Manager), Jeri Walter (Secretary)

Old Business:

- May meeting confirmed with Commonwealth and Section 8, awaiting June meeting for Codes and July meeting for Atlantic on Mold confirmation
- Cory sending out several reminders for Affiliates renewals

Treasurer Report: no report

New Business:

- Check NARPM for Compliance Report due date
- Wednesday NARPM will have a booth at Port Warwick
- Working on plans for Golf Tournament in Sept/Oct at Woodland course in Hampton
- Remind members to attend Realtorfest June 4 and need volunteers to work the booth
- We were one of the sponsors for Chip Dick on April 10 and we are awaiting response back from NARPM on reimbursement
- Contact all attendee at Chip Dick to invite to attend our meetings, and/or join NARPM

Adjournment: 6:05 PM

#4

**National Association of Residential Property Managers
Minutes of the Board of Directors Meeting
June 23, 2009**

Call to Order:

- Present: Tracy Lewis-VanCamp (2009 President), David Whitley (2009 Vice President), Eunice Peele out of town, Cory Newell (Marketing Director, Account and Billing Manager), Jeri Walter (Secretary)

Old Business:

- Party at the Point put on by Affiliates each Wednesday are a success

Treasurer Report: No Report

New Business:

- We are planning to do a Wine Testing on Aug 20th at Country Grill for NARPM members and affiliates
- July 21 meeting confirmed with Mold attorney
- Looking for a new meeting place as there are scheduling problems with Chatfields/Point Plaza
- Also looking for a place to have Christmas dinner, need to confirm who will be attending and to set a date
- August 18 meeting scheduled for Rebecca Grossman to cover Mediation, awaiting confirmation
- Digest Homes invited to check out their site for Rentals
- Sept and October speakers are awaiting confirmation from Glenn Oder and Section 8
- Reminder Nov/Dec food drive

Adjournment: 6:10 PM

#4

**National Association of Residential Property Managers
Minutes of the Board of Directors Meeting
August 25, 2009**

Call to Order:

- Present: Tracy Lewis-VanCamp (2009 President), David Whitley (2009 Vice President), Cory Newell (Marketing Director, Account and Billing Manager), Jeri Walter (Secretary). Eunice Peele (Treasurer) not able to attend meeting.

Old Business:

- Glen Oder confirmed for Sept 15 meeting.
- Still seeking a place to do Oct-Dec meetings. Reviews options and each BOD member to approach 5 different business to get info for meeting place.

Treasurer Report: No report

New Business:

- Planning to do another NARPM class on 9/14/09
- Leadership Retreat is planned for Set 23 on Southside, check with members to see who is attending.

Adjournment: 5:50 PM

4

**National Association of Residential Property Managers
Minutes of the Board of Directors Meeting
September 29, 2009 meeting rescheduled to October 6, 2009**

Call to Order:

- Present: Tracy Lewis-VanCamp (2009 President), Eunice Peele (Treasurer), Cory Newell (Marketing Director, Account and Billing Manager), Jeri Walter (Secretary). David Whitley (2009 Vice President) not able to attend.

Old Business:

- Meeting scheduled at Holiday Inn for October and Omni for November & December.

Treasurer Report: no report

New Business:

- Compliance Report due December 1, 2009... Submit reports to Traci
- November meeting will be a Round-Table with members and affiliates.
- Traci will be attending NARPM National in Florida and will do a presentation on the convention for the November meeting.
- Jeri Walter will not be available to continue with NARPM as she is planning to move out of the area.
- Eunice Peele has indicated she will not be available to be on the BOD in 2010.

Adjournment: 5:55 PM

#4

**National Association of Residential Property Mangers
Minutes of the Board of Directors Meeting
October 16, 2009**

Call to Order:

- Present: Tracy Lewis-VanCamp (2009 President), Eunice Peele (Treasurer), Cory Newell (Marketing Director, Account and Billing Manager), Jeri Walter (Secretary). Not attending: David Whitley (2009 Vice President) ,

Old Business:

- Tables December meeting plans until after November meeting.

Treasurer Report: No report

New Business:

- Nov 17, 2009 meeting is set for a Round-table with members and affiliates
- Traci Lewis-VanCamp going to NARPM National in Florida and will give a recap of the activities at the November meeting.
- Dec 15 meeting will be at Omni, with a Food Drive.
- Suggestions are needed for new officers for 2010 as Jeri Walter, Secretary is planning to move out of the area in 2010 and Eunice Peele, Treasurer is not available to continue with NARPM.
- Cory to submit names of Affiliates for Renewals to be mailed out.

Adjournment: 5:50 PM

IV. Topics/Speakers

#15

2010

Meeting Topic	Speaker
January 19	Chin. Drywall
February 16	Actv. Rest. (Scott)
March 16	Fire Hazard/Rentor Ins
April 20	Fire Marshall/Kavn
May 18	Mold
June 15	Atlanta Service Group
July 20	Evacuation
August 17	NW Sheriff
September 9	How to prep for a storm - Serv-Pro
October 19	Vendor Roundtable - All Affiliates
November	NARPM inter Membership Drive
December	Chimney/Draper vents + Pest Control
	Glenn Oden / Susan Gorton
	Section 8 / Langley Housing
	Texas + New Affiliates
	Fiscal Drive / Holiday Party + New Board

V. Budget - DREAM FIRST!

Expenses:	
Meeting Expenses (room, food, etc.)	2200.-
Marketing Expenses (newsletter, etc.)	
Education Expenses (speaker, equipment, etc.)	
Legal & Accounting Expenses (tax return, corporation fees)	100.00
Officer Travel (to national event(s))	
REACTOR FEST	300.00
TOTAL	2,600.-