

Certificate of Compliance

This certifies that the

Sacramento 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.

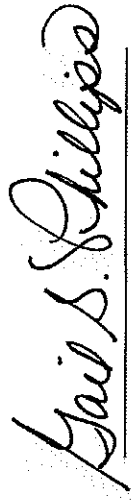
12/28/2009



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® Sacramento 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
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>Judy</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 <i>Calendar Year</i>
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>Bank of Sacramento</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 checked="" type="checkbox"/> N <input type="checkbox"/> If not required check here <input type="checkbox"/> Other reason: <i>Bev</i>
CHAPTER FINANCIAL REPORTING	
10.	Attach copy of financial statement for current year.
11.	Attach copy of proposed annual budget for the following year.
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:

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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?

Boost luncheons (doubled!) by making personal calls. Great affiliate involvement

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

Lissa Wells, 11/10/09
Current Certification Year President/Date

Lissa Wells, 11/10/09
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.

MINUTES
NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
SACRAMENTO CHAPTER
REGULAR BOARD OF DIRECTORS MEETING
September 8, 2009

I. CALL MEETING TO ORDER

The meeting was called to order at 9:00 a.m.

Board Members Present: Leisa Wells, Derek Clark, Stephannie Matsis, Judy Munz, Sarah Laroa, Roger Cornette, Janelle Nord, Kane Wilkins, Administrator, Dimitri Matsis.

Members Absent: Deanna Blanton, Sherry Luttrell, Janet Regan, Bev Hoeft and Kristy Baker.

II. BOARD MINUTES

Upon motion duly made by Stephannie Matsis and seconded by Derek Clark the Minutes of the July 14, 2009 Board Meeting were approved as amended.

III. FINANCIAL REPORT – Stephannie Matsis

Stephannie reported there is a balance of \$9964.61 in the Association bank account. She will be checking into the Double Tree Hotel for the Holiday Party for members and report back to the Board. The Board discussed contributing to the Toys For Tots Drive again this year.

IV. VICE PRESIDENT'S REPORT – Sarah Laroa

There was nothing new to report at this meeting and asked the members for assistance in finding people to help with the newsletter. The newsletter continues to be difficult to produce without an active committee.

V. PRESIDENT ELECT REPORT – Derek Clark

Derek reported that the "Preparing for Small Claims Court" was successful with 20 attendees. He is arranging for speaker from the Franchise Tax Board to speak at the November luncheon on the owner withholding requirements that will be affective January 1, 2010.

VI. AFFILIATE REPORT – Kane Wilkin

Kane reported that the annual Golf Tournament is on scheduled for Friday September 25th. Kane encouraged everyone to sign up and show support for the participating vendors. He announced that Servpro will be the Gold Sponsor this year. There will horse shoes and various games for the children.

VII. MEMBERSHIP REPORT – Roger Cornette

There was nothing new to report at this meeting.

VIII. LEGISLATIVE COMMITTEE – Sherry Luttrell

Sherry was not present.

IX. NEW BUSINESS

There was no new business.

X. ANNOUNCEMENTS

The workshop to discuss an alliance with the Rental Housing Association will be held Tuesday, August 11, 2009 at 9:00 a.m. at Coco's Restaurant.

The next regular Board of Directors Meeting will be held Tuesday, November 10, 2009 at 9:00 a.m. at Coco's Restaurant on Arden Way.

XI. ADJOURNMENT

It was M/S/C to adjourn the meeting at 10:00 a.m.

MINUTES
NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
SACRAMENTO CHAPTER
REGULAR BOARD OF DIRECTORS MEETING
July 14, 2009

I. CALL MEETING TO ORDER

The meeting was called to order at 9:00 a.m.

Board Members Present: Leisa Wells, Deanna Blanton, Derek Clark,
Stephannie Matsis, Judy Munz, Sarah Laroa, Roger
Cornette, Janelle Nord, Kane Wilkins,
Administrator, Dimitri Matsis.
Members Absent: Janet Regan, Bev Hoeft and
Kristy Baker.

Guests Present: Jim Lofgren, Corey Koehler, Barbara _____

II. BOARD MINUTES

Upon motion duly made by Stephannie Matsis and seconded by Sarah Laroa the Minutes of the May 12, 2009 and June 9, 2009 Board Meetings were approved as amended.

III. PRESIDENT'S REPORT-Leisa Wells

Jim Lofgren presented a proposed draft of a strategic alliance program with the Rental Housing Association (RHA). The proposal is an offer for Association Management and to form an alliance between the two organizations for political, educational and other services offered by RHA. Jim informed the Board that they also work with the IREM organization in this same capacity. Members would like to discuss this proposal with NARPM National and IREM and agreed to meet again on August 11, 2009 to continue the dialog.

IV. FINANCIAL REPORT – Stephannie Matsis

Stephannie distributed the Monthly Income and Expense report for May, June and a portion of July. Currently the Association is over budget by \$4,422.68 due to marketing expenses and uncollected income for July. The billing from the Rental Housing Association for the RHA Owner's Expo booth was \$650 instead of \$750.00.

V. VICE PRESIDENT'S REPORT – Sarah Laroa

There was nothing new to report at this meeting.

VI. PRESIDENT ELECT REPORT – Derek Clark

Derek reported that the "Preparing for Small Claims Court" class is scheduled for August 25th. The class will be taught by Pam Marchese and Sid Rosenberg.

VII. AFFILIATE REPORT – Kane Wilkin

The Vendor Fair is set up for the July 21, 2009 luncheon beginning at 10:00 a.m. Kane reported that 24 vendors have signed up to participate. There will be a “To Tell the Truth” game at 11:00 am and the vendor raffle will be held during the luncheon at 11:30.

VIII. MEMBERSHIP REPORT – Roger Cornette

There was some concern regarding the new affiliate banner stating that the affiliates are “approved” by the Association. The Board discussed whether or not there should be additional requirements before approving an affiliate membership. They asked that the licensing information be confirmed and then the application submitted to the Board for approval.

IX. LEGISLATIVE COMMITTEE – Sherry Luttrell

Sherry was not present.

X. MEMBERSHIP COMMITTEE-Kristi Baker & Roger Cornette

Roger reported that there are 3 new property managers bringing the total membership to 102.

XI. NEW BUSINESS

Robert Winger and Janelle Nord volunteered to represent the Association at the RHA Owner’s Expo. Robert will work in the booth in the morning and Janelle in the afternoon. Leisa reported that we will have fortune cookies to hand out to the attendees. Stephannie also showed the Chapter ink pens that will be given away. Leisa will pick up a raffle prize for the Association booth.

XII. ANNOUNCEMENTS

The workshop to discuss an alliance with the Rental Housing Association will be held Tuesday, August 11, 2009 at 9:00 a.m. at Coco’s Restaurant.

The next regular Board of Directors Meeting will be held Tuesday, September 8, 2009 at 9:00 a.m. at Coco’s Restaurant on Arden Way.

XIII. ADJOURNMENT

It was M/S/C to adjourn the meeting at 10:37 a.m.

National Association of Residential Property Managers

Sacramento Chapter

May 12, 2009

I. Call Meeting to Order

The meeting was called to order at 9:00 a.m.

Board Members Present: Leisa Wells, Sarah Laroa, Derek Clark, Stephannie Matsis, Judy Munz, Deanna Blanton, Roger Cornette, Kane Wilkin, Sherry Luttrell, Janelle Nord and Association Administrator Dimitri Matsis.

Board Members Absent: Janet Regan, Bev Hoeft and Kristi Baker.

II. Board Minutes

Upon motion duly made by Stephannie, and seconded by Sarah the Minutes of the March 10, 2009 meeting were approved as presented.

III. President's Report – Leisa Wells

Leisa reported that the March luncheon was a big success with 112 members and affiliates in attendance. She thanked the members for all their support and asked for input on improving the luncheons and recruiting new members. She requested that Donna Hartley, a motivational speaker, be the guest speaker at the June 16, 2009 luncheon. Upon motion by Stephannie, seconded by Sarah and passed unanimously.

RESOLVED: To approve a \$2000 fee for Donna Hartley to speak at the June luncheon.

Leisa requested that the Board meet for a workshop on June 9, 2009 to compile data for the Chapter of Excellence Award. The Board agreed to meet at 9:00 a.m. at Cocoa's Restaurant.

IV. Financial Report – Stephannie Matsis

The expenses were over budget somewhat due to extra guests who were not pre-registered. It was the consensus of the Board that we convey the importance of registering for any chapter events in all promotional media. It was agreed that making last minute accommodations creates an uncomfortable atmosphere for members and guests.

The Board discussed how they wanted to allocate the proceeds from the Easter Basket Auction.

Upon motion duly made by Kane Wilkins, seconded by Judy Munz and passed unanimously.

RESOLVED: To donate 50% of the Easter Basket Auction to Toys for Tots and the balance to the Sacramento Chapter.

Dimitri will send out three "e-vites" prior to luncheon promoting the speaker and include the menu.

V. President Elect Report – Derek Clark

Derek reported that the Ethic Class is scheduled for June 18, 2009 and will be taught by Ray Scarbosia. It will be held at the Bank of Sacramento from 9:00 am to 12:00 noon. Costs will be \$49 for members and \$59 for non-members. There is a fee for the instructor. Upon motion duly made by Derek, seconded by Deanna and passed unanimously.

RESOLVED: To hire Ray Scarbosia to teach the Ethics Class at a cost not to exceed \$500.00.

Derek announced that the class for August will focus on “Preparing for Small Claims Court”. The class is tentatively scheduled for 8/13/09 or 8/20/09. He will confirm the date with Bev to reserve a room at Bank of Sacramento. Registration will begin at 8:00 a.m. and class to start at 9:00 a.m.

December 10, 2009 membership meeting will be the year-end review.

VI. Vice President’s Report – Sarah reported that the monthly newsletter is difficult to produce due to articles being received late in the month. She asked members to send articles as soon as possible.

VII. Committee Reports

1. Affiliate Committee – Kane Wilkin

Kane asked the Board if the affiliates who advertise with a flyer in the newsletter could rotate and speak 2 – 3 minutes at the luncheons and the Board agreed. He will introduce the new affiliates at the luncheons.

The Chapter and Affiliate banners are nearing completion. Kane will e-mail the final proofs to the Board for approval.

The Vendor Home Show will have approximately 12 vendors participating with one member from each specialty.

The Board commented that the affiliate list in the Newsletter has been well received.

2. Membership Committee – Roger Cornette

Roger reported that the Chapter Certificates are done for new members. There are four new property managers and 13 new affiliates. The affiliate membership is \$150 for the first year and the second year’s dues are pro-rated.

VIII. Announcements

The Chapter of Excellence Workshop will be held on June 9, 2009 at 9:00 a.m. at Cocoa’s Restaurant.

IX. Adjournment

It was M/S/C to adjourn the meeting at 10:30 a.m.

May 12, 2009

Board of Directors Meeting

Respectfully Submitted,

Judy Munz, Secretary

MINUTES
NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
SACRAMENTO CHAPTER
REGULAR BOARD OF DIRECTORS MEETING
March 10, 2009

I. CALL MEETING TO ORDER

The meeting was called to order at 9:00 a.m.

Board Members Present: Leisa Wells, Deanna Blanton, Derek Clark, Stephannie Matsis, Judy Munz, Sarah Laroa, Roger Cornette, Sherry Luttrell, Bev Hoeft, Janelle Nord, Kane Wilkins, Administrator, Dimitri Matsis.
Members Absent: Janet Regan, and Kristy Baker.

II. BOARD MINUTES

Upon motion duly made by Stephannie Matsis and seconded by Bev Hoeft the Minutes of the February 10, 2008 Board Meeting were approved as amended.

III. PRESIDENT'S REPORT-Leisa Wells

IV. FINANCIAL REPORT – Stephannie Matsis

The Chapter cell phone will be cancelled in May when the contract expires in order to avoid \$200 early cancellation fees.

Stephannie reported that the Directory printing cost \$1033.00 for 170 copies. Reprinting costs will be \$6.27 per book. Members will be charged \$10.00 for an additional copy. She will order 10 extra copies for new members and affiliates.

Stephannie will submit an up-to-date Income and Expense report in May.

V. VICE PRESIDENT'S REPORT

Upon motion duly made by Leisa Wells, seconded by Judy Munz and passed unanimously.

RESOLVED: To elect Sarah Laroa as Vice President.

VI. PRESIDENT ELECT REPORT – Derek Clark

Derek reported that we are encouraging non-members to attend the classes. He will contact representatives from the Department of Real Estate and California Association of Realtors to speak on the foreclosure market. The next class is tentatively scheduled for June.

VII. AFFILIATE REPORT – Kane Wilkin

The Vendor Home Show is scheduled for May 14, 2009. Sarah may have a vacant home us use for the show. One vendor from each field will be selected by the first vendor to sign up in each category.

VIII. MEMBERSHIP REPORT – Roger Cornette

Roger has created a welcome letter for new members. He and Kristy will also work on a letter for new affiliates. He reported that he checks the National N.A.R.P.M. website weekly for new members.

IX. LEGISLATIVE COMMITTEE – Sherry Luttrell

Sherry will be meeting with the CAA (California Apartment Association) and will update the Board on the forthcoming income reporting to the Franchise Tax Board for absentee owners.

X. MEMBERSHIP COMMITTEE-Kristi Baker & Roger Cornette

Roger suggested and members agreed that we issue a Chapter Membership Certificate to new members.

XI. NEW BUSINESS

The Board discussed the luncheon on March 17, 2009 and that we will have an expert panel format. Doug & Alice Klein will speak on the real estate market trends. Joshua Clark will be available to answer legal questions regarding foreclosures and its effects on property management. Kane Wilkin will speak to the affiliates and members on expediting the bidding process for unit turnovers.

A raffle and Easter Basket auction will be held at the luncheon. The 17th person to sign-in at the luncheon will receive a special St. Patrick's Day prize.

XII. ANNOUNCEMENTS

The next regular Board of Directors Meeting will be held Tuesday, May 12, 2009 at 9:00 a.m. at Coco's Restaurant on Arden Way.

XIII. ADJOURNMENT

It was M/S/C to adjourn the meeting at 10:10 a.m.

MINUTES
NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
SACRAMENTO CHAPTER
REGULAR BOARD OF DIRECTORS MEETING
February 10, 2009

I. CALL MEETING TO ORDER

The meeting was called to order at 9:00 a.m.

Board Members Present: Leisa Wells, Deanna Blanton, Derek Clark, Stephannie Matsis, Judy Munz, Sarah Laroa, Bev Hoeft, Kane Wilkins, Administrator, Dimitri Matsis.
Members Absent: Sherry Luttrell, Janet Regan, and Janelle Nord.

II. BOARD MINUTES

Upon motion duly made by Stephannie Matsis and seconded by Sara Laroa the Minutes of the January 20, 2008 Board Meeting were approved as presented.

III. PRESIDENT'S REPORT-Leisa Wells

Leisa asked members to submit questions to start the open discussion at the next membership luncheon regarding the challenges our industry faces during the economic downturn. Some topics of discussion are marketing properties and our services, how our vendors can assist managers with the bidding process and value added services. Kane will speak the affiliates and their next committee meeting. It was also suggested that one of the attorney and insurance members be available for questions.

Leisa will contact John Tiner to assist with luncheon speakers for May, July and September.

It was decided to separate the sign-in table from the Name Badges and raffle ticket sales. Bev will contact the restaurant to provided a vendor table for the luncheons.

Since the March luncheon is scheduled on March 17, 2009 (St. Patrick's Day) that we give a prize for the 17th person checking into the luncheon.

IV. FINANCIAL REPORT – Stephannie Matsis

Stephannie reported that the Membership Directory is at the printers and will run approximately \$1300 to \$1500 for printing. She said there are 96 members and 159 affiliate members in the directory.

V. PRESIDENT ELECT REPORT – Derek Clark

Derek is organizing the next class "Marketing Your Properties" scheduled for Febuary 19, 2009. He will ask for assistance from the Sacramento Bee, Virtual Tours and Rentals.com. He was also asked to share information from this class at the March luncheon. After discussion and upon motion duly made by Derek and seconded by Judy and passed unanimously.

RESOLVED: To invite non-members to the classes for a fee of \$45 per person. Advanced reservations for members will cost \$30 and unregistered members \$35 at the door.

VI. LEGISLATIVE COMMITTEE – Sherry Luttrell
Sherry was at a legislative conference and was absent.

VII. MEMBERSHIP COMMITTEE-Kristi Baker & Roger Cornette
Roger suggested and members agreed that we issue a Chapter Membership Certificate to new members.

VIII. AFFILIATE COMMITTEE-Kane Wilkins
Kane reported that he needs a home location for the Annual Vendor Home Show. The members also decided that one affiliate from each service be asked to participate in the show.

IX. NEW BUSINESS
Upon motion duly made by Leisa Wells, seconded by Deanna Blanton and passed unanimously.

RESOLVED: To cancel the Association cell phone.

X. ANNOUNCEMENTS
The next regular Board of Directors Meeting will be held Tuesday, March 10, 2009. .

XI. ADJOURNMENT
It was M/S/C to adjourn the meeting at 10:25 a.m.

MINUTES
NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
SACRAMENTO CHAPTER
REGULAR BOARD OF DIRECTORS MEETING
January 20, 2009

I. CALL MEETING TO ORDER

The meeting was called to order at 9:10 a.m.

Board Members Present: Leisa Wells, Deanna Blanton, Judy Munz, Bev Hoefft, Stephannie Matsis, Kane Wilkins, Roger Cornette, Kristi Baker and Sarah Laroa
Board Members Absent: Sherry Luttrell, Janelle Nord, Lambert Munz, and Janet Regan

II. BOARD MINUTES

Upon motion duly made by Stephannie Matsis and seconded by Kristy Baker the Minutes of the December 9, 2008 Board Meeting were approved as presented.

III. FINANCIAL REPORT – Stephannie Matsis

Stephannie reported that all the billings have been mailed out for the Associate dues and advertising for the directory.

IV. PRESIDENT’S REPORT – Leisa Wells

Leisa announced that Michael Krebsbach will no longer be the Association Administrator. After discussion Demetri Matsis offered his assistance to replace Michael. Upon motion duly made by Judy Munz, seconded by Sarah Laroa and passed unanimously.

RESOLVED: To hire Demetri Matsis as the new Administrator. His service will be paid at \$20/hour and he will have the same duties as previously set-forth in the job description.

Leisa also discussed the topic for the March luncheon. She recommended that the members hold an open forum discussing new ideas in marketing rental properties, tenant qualifying standards, handling repairs, etc. during the severe change in the market. The Board members agreed that this is appropriate timing for our industry. The Board was asked to suggest topics for luncheons for the remainder of the year at the February 10th Board meeting.

V. COMMITTEE REPORTS

1. **Demetri Matsis, Administrator** – Demetri informed the Board that he is seeking full-time employment and may not be able to attend the luncheons. The Board agreed to run the luncheon with volunteers.
2. **Affiliate Committee – Kane Wilkins, Chair**
It was discussed that there should be a “vendor table” at the luncheons for their promotional materials. Bev will follow-up with the facility and make arrangements for the table. Upon motion duly made by Deanna Blanton, seconded by Stephannie Matsis and passed unanimously.

RESOLVED: To purchase a "Hire a NARPM Vendor First" Banner from Kinko's with a picture of the State Capitol in the background & NARPM logo for a price not to exceed \$200.00.

It was recommended that we contact NARPM National to obtain electronic logo for use in our advertising, Craigslist and other publications.

3. **Membership Committee – Kristi Baker & Roger Cornette, Co-Chairs**
The Board agreed to send out certificates to new members joining our chapter.
4. **Legislative Committee – Sherry Luttrell, Chair**
Sherry was not present and there was no report.
5. **Publications Committee – Sarah Laroa, Chair**
Stephannie reported that the directory is being finalized. She expressed that the changes have been slow coming in from members and that she has to enforce a cut-off date of the 15th of January.
6. **Education Committee-Janelle Nord, Chair**
Janelle was not present but has agreed to assist with the classes. It was recommended that we contact National to host an Ethics class in Sacramento. It was also recommended that the Board contact Alexandra Machado of Homepointe to serve on the Education Committee.

The subject for the February 19, 2009 class is "Marketing Your Business". It was recommended that Mike Koole of Rentals.com, Bill Mundy of the Sacramento Bee and Lambert Munz for Craigslist be contacted to participate on the panel for this class.

7. **Luncheons – Bev Hoeft, Chair**
Leisa reported that the January luncheon was very successful with 93 attendees.

VI. OLD BUSINESS

VII. NEW BUSINESS-There was no new business

VIII. ANNOUNCEMENTS

The next regular Board of Directors Meeting is scheduled for Tuesday, February 10, 2009 at 9:00 a.m. at Cocoa's Restaurant on Arden Way. After the February meeting, the Board will meet every other month.

IX. ADJOURNMENT

It was M/S/C to adjourn the meeting at 10:30 a.m.

These minutes are unofficial until signed by the Board.

Respectfully submitted by:

Board President or Secretary

Date