

Certificate of Compliance

This certifies that the

Nashville 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® Nashville, TN 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 checked="" type="checkbox"/> N <input 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.
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: Regions Bank
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:
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:

CHAPTER PLANNING	
14.	Attach a copy of chapter's annual calendar of events for the following year.
15.	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:
16.	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 checked="" type="checkbox"/> N <input type="checkbox"/> If no, state reason why not:
17.	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 checked="" type="checkbox"/> N <input type="checkbox"/> If no, state reason why not:
18.	The chapter is using the Chapter Leader section of NARPM.org(http://www.narpm.org/chapter-services/) : Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:
19.	The chapter website is kept up to date? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, when will it be updated?
20.	The chapter is interested in looking at a website supported by NARPM®: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Contact persons name and number:
21.	The chapter filed for the current year Chapter Grant: Y <input type="checkbox"/> N <input checked="" 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) 9 There is always room for growth!

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

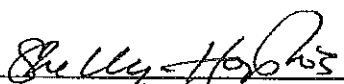
N/A

b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.)

N/A

c. If answer is 8 or above, what are the cool things the chapter is doing that other chapters might like to hear about? A prominent attorney speaks once a year at our luncheon giving us the current legislative update. Everyone always enjoys this speaker.

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

 11/10/09
Current Certification Year President/Date

 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.

NARPM Nashville Chapter Annual Calendar

January- Jack Faris, retired President National Federation of Independent Business

February- Jack Jackson, State Senator, Chairman Commerce Committee

March- Vendor Panel

April- Lurton O'Barr, O'Barr Insurance Agency

May- Kit Garren, Former President NARPM National and CEO IPM Arden N.C.

June- Andre Brinson, Men of Valor

July- Wes Hall, Attorney

August- Jim Hodge, Apex Ventures, Nashville NARPM Chapter Member, Metro City Council Member

September- Vendor Panel

October- no meeting sue to National Convention

November- Round table Discussion

December- no meeting



National Association of Residential Property Managers

**Meeting Minutes for the Nashville Chapter of
The National Association of Residential Property Managers
January 13, 2009**

The meeting of the Board of Directors for the National Association of Residential Property Managers was held at Nero's Grille on January 13, 2009. Those present for the meeting were Beverly Browning, Shelly Hopkins, Alicia Brim, Tracey Peek, Dan Scott, Scott Abernathy, Tracy Taylor, Mark Hill, Megan Truskowski, Chris Harwell and Linda Dillon. The meeting was called to order at 11:10 a.m.

MINUTES

The minutes of the November 11, 2008 meeting were approved.

TREASURER'S REPORT

Dan Scott reported that there is \$3857.56 in the bank account as of 12/31/08.

VENDOR REPORT

Scott Abernathy and Chris Harwell are meeting today for the transition of power. Scott announced that membership dues will be mailed this afternoon.

MEMBERSHIP REPORT

Linda Dillon had nothing to report. Dan Scott is going to provide Linda with a copy of all members who have and have not renewed their membership for 2009.

CHARITY REPORT

Nicki Clark was not present so there was no report.

EDUCATION REPORT

Tracy Taylor received a reimbursement check from NARPM National for hosting the classes in Nashville. Tracy is going to check with a couple of locations regarding our June classes. Tracy is going to see what classes are being offered in Orlando so we don't double up and members can get a variety of classes to count towards their RMP designations.

COMMUNICATION REPORT

Megan Truskowski joined the board this year as communication chair. Megan's role is still being created and at this point we are planning on a monthly newsletter and Megan assisting Tracy Taylor with the Education planning/scheduling. See "New Business" for more information.



National Association of Residential Property Managers

NEW BUSINESS

Ideas for New Membership/Membership Packet: Shelly Hopkins our new President suggested that we put together a packet to send to new prospects. Alicia Brim and Shelly Hopkins are going to check with Susan Albern and Betty Fletcher to see if any other chapters are doing this and if we can get a template. The board also talked about having sponsors pay \$200 toward our luncheon cost in exchange for them speaking at a monthly meeting. We could offer this option if someone did not want to pay the \$120 dues and become a member.

Newsletter: The board has several ideas for the newsletter. It will be a work in progress that we will have to tweak as we go forward. Some ideas were: Letter from the President, birthdays, calendar, company spotlight, vendor spotlight, legislation update, etc.

There being no further business, the meeting was adjourned at 12:01 p.m.



National Association of Residential Property Managers

**Meeting Minutes for the Nashville Chapter of
The National Association of Residential Property Managers
February 10, 2009**

The meeting of the Board of Directors for the National Association of Residential Property Managers was held at Nero's Grille on February 10, 2009. Those present for the meeting were Beverly Browning, Shelly Hopkins, Alicia Brim, Tracey Peek, Dan Scott, Scott Abernathy, Tracy Taylor, Mark Hill, Megan Truskowski, Chris Harwell, Joe Collier and Nicki Clark. The meeting was called to order at 11:00 a.m.

MINUTES

The minutes of the January 13, 2009 meeting were approved.

TREASURER'S REPORT

Dan Scott reported that there is \$5985.80 in the bank account as of 1/31/09.

VENDOR REPORT

Chris Harwell reported that he has signed up Paws and Claws as a new vendor member and is currently working with Turf Management to get them on board.

MEMBERSHIP REPORT

Linda Dillon was not present so there was nothing to report.

CHARITY REPORT

Nicki Clark suggested that our next contribution be The Nashville Rescue Mission. A motion was made. Motion seconded. APPROVED.

EDUCATION REPORT

Tracy Taylor is looking into F. Scotts and Hampton Inn as meeting places for our June class. Tracy is going to go look at both spaces before making a decision. Tracy has requested the course date of June 16th but June 23rd is also an option.

COMMUNICATION REPORT

Megan Truskowski passed out our first Nashville Chapter Newsletter and it was well received. The board decided that Kevco Carpets will be in the Vendor Spotlight this month as they were the first to renew their membership. Megan will send a proof of the newsletter to Shelly Hopkins before sending to all member the last week of each month.



National Association of Residential Property Managers

OLD BUSINESS

Ideas for New Membership/Membership Packet: Shelly Hopkins passed around a new membership package as well as a new vendor membership package for the board to look at. Shelly is still looking for a few more brochures to add to her packets as well as some type of folder to insert the packets into. Shelly asked each board member to write down a benefit of being an affiliate member and bring it to the next BOD meeting. Chris Harwell is going to try to get testimonials from some of our vendor members.

Newsletter: See communication report.

NEW BUSINESS

TREC approved NARPM Courses: Alicia Brim has been researching this and as of now, our approved courses will cover our June class. We are not sure about the convention courses as the requirements may change again.

NARPM Course Update: See education report.

Emailing Bank Statement: Dan Scott will fax the bank statement to Shelly each month and she will send to all board members as a PDF file to print off for their records.

Membership Dues: Dan Scott is going to check with NARPM National to see who has not renewed.

Increase Membership: Shelly Hopkins and Scott Abernathy have recently participated in a conference call with NARPM Presidents and Vice Presidents from around the region. Some ideas: pulling contact information from MLS rental listings, sending email blasts and The Residential Resource Newsletter to potential members, asking members to bring a guest and we will pay for their lunch, or maybe making the meetings more fun like having one outdoors or at a fun venue.

There being no further business, the meeting was adjourned at 12:00 p.m.



National Association of Residential Property Managers

**Meeting Minutes for the Nashville Chapter of
The National Association of Residential Property Managers
March 10, 2009**

The meeting of the Board of Directors for the National Association of Residential Property Managers was held at Nero's Grille on March 10, 2009. Those present for the meeting were Beverly Browning, Shelly Hopkins, Tracey Peek, Dan Scott, Scott Abernathy, Tracy Taylor, Mark Hill, Megan Truskowski, Chris Harwell, Joe Collier, Linda Dillon and Nicki Clark. The meeting was called to order at 11:02 a.m.

MINUTES

The minutes of the February 10, 2009 meeting were approved.

TREASURER'S REPORT

Dan Scott reported that there is \$6587.64 in the bank account as of 2/28/09.

VENDOR REPORT

Chris Harwell reported that he has signed up Molly Maids as a new vendor member and is currently working with Turf Management, Claws and Paws, McClouds Pest Control and Parkers Heating and Air. All will be present at our March 17th meeting.

MEMBERSHIP REPORT

Linda Dillon reported that Summit Property Management has signed up and O'Neill properties will be attending the this months meeting. Linda and Shelly are working together to put Member and Affiliate Member packages together along with a welcome letter.

CHARITY REPORT

Nicki Clark reminded everyone bring their contribution for The Nashville Rescue Mission to the March 17th meeting. Checks need to be payable to The Nashville Rescue Mission

EDUCATION REPORT

Tracy Taylor is still working on the location for our June 23rd CE classes. A motion was made to have the meeting at The Hampton Inn in Green Hills with The Radisson in Donelson as second choice. Motion seconded. APPROVED.

COMMUNICATION REPORT

Megan Truskowski was commended for her excellent work on the Newsletter. Scott is recruiting Megan to get a press release out to several area newspapers including the



National Association of Residential Property Managers

Murfreesboro area. Scott would like to announce the 2009 board of directors. The board took a photo at our meeting to include in the press release.

OLD BUSINESS

Membership Dues: Dan Scott is going to check with NARPM National to see who has not renewed.

Increase Membership: Shelly Hopkins and Linda Dillon will be working on putting a packet together for both Vendor and Affiliate members.

Top 10 List of Benefits of Affiliate Membership: Joe Collier put an extensive list of reasons together and will send a copy to Shelly.

NEW BUSINESS

Rob Massey – Rentals.com: Rob Massey has offered to sponsor a luncheon in exchange for speaking at one of our meetings. Mark will work on getting Rentals.com to provide lunch at our CE meeting in June.

Mike Nelson – Rental Home Pro's: We do not have an open spot for Mike to speak at our luncheon this year. Rental Home Pro's is still working on their website and once they have the kinks worked out, we will schedule a month for Mike to speak at our luncheon.

NARPM Course Location: See Education Report.

Press Release: See Communications Report.

NARPM By-laws: Shelly will forward a copy of the new NARPM by-laws to the BOD.

There being no further business, the meeting was adjourned at 11:50 p.m.



National Association of Residential Property Managers

**Meeting Minutes for the Nashville Chapter of
The National Association of Residential Property Managers
April 14, 2009**

The meeting of the Board of Directors for the National Association of Residential Property Managers was held at Nero's Grille on March 14, 2009. Those present for the meeting were Beverly Browning, Shelly Hopkins, Tracey Peek, Dan Scott, Scott Abernathy, Tracy Taylor, Mark Hill, Megan Truskowski, Alicia Brim, Chris Harwell and Joe Collier. The meeting was called to order at 11:08 a.m.

MINUTES

The minutes of the March 10, 2009 meeting were approved.

TREASURER'S REPORT

Dan Scott reported that there is \$6650.39 in the bank account as of 3/31/09.

VENDOR REPORT

Chris Harwell reported that he is currently working McClouds Pest Control. Fast Handyman contacted Chris and said they will begin attending our meetings again. Chris received some feedback from vendors and they would like for us to use them more frequently.

MEMBERSHIP REPORT

Linda Dillon was not present so there was no report.

CHARITY REPORT

Nicki Clark was not present so there was no report.

EDUCATION REPORT

Tracy Taylor reported that our Continuing Education classes are confirmed for June 23rd at Hampton Inn, Green Hills. Tracy will bring flyers to next Tuesdays Chapter Meeting.

COMMUNICATION REPORT

Megan Truskowski passed out this month's newsletter for everyone to proof. It looks GREAT but a few changes were requested before sending to the chapter.

PROGRAM REPORT

Mark Hill will send the board a revised email with the speakers that are scheduled for the next couple of months.



National Association of Residential Property Managers

NEW BUSINESS

Sympathy card and Donation for The Dillon's and Fred Thompson: Dan Scott has issued a check for \$100 for the Jesse Dillon fund. Tracey Peek will send an email reminder for next weeks chapter meeting and request donations from chapter members as well. The board is sending a \$50 donation to the American Cancer Society on behalf of Fred Thompson.

Chapter Excellence: Shelly Hopkins gave Scott Abernathy all information from the last two years so Scott can get started on the qualifications.

NARPM Class Update: See Education Report.

Updated NARM By-Laws: Beverly Browning, Alicia Brim and Scott Abernathy volunteered to look through the new and old by-laws to see what we need to do.

Folders for New Membership: The board agreed per Shelly Hopkins' suggestion that we have stickers with the NARPM logo printed up instead of folders. This is more cost effective.

OLD BUSINESS

Press Release: The board decided that everyone should be present for a photo before we proceed with the press release. We will try to take a photo at next months BOD meeting, if everyone will be present

Membership Dues: Tracey Peek sent the entire chapter list to Dan Scott for review. Dan is going to review the list and let Tracey know who to remove from the email blast. The board thinks it would not be fair to send invites to non-members as that gives them access to contact information that they could use to their advantage.

There being no further business, the meeting was adjourned at 12:23 p.m.



National Association of Residential Property Managers

**Meeting Minutes for the Nashville Chapter of
The National Association of Residential Property Managers
May 12, 2009**

The meeting of the Board of Directors for the National Association of Residential Property Managers was held at Nero's Grille on May 12, 2009. Those present for the meeting were Beverly Browning, Shelly Hopkins, Tracey Peek, Dan Scott, Scott Abernathy, Tracy Taylor, Mark Hill, Megan Truskowski, Chris Harwell, Nicki Clark, Linda Dillon and Joe Collier. The meeting was called to order at 11:08 a.m.

MINUTES

The minutes of the April 14, 2009 meeting were approved.

TREASURER'S REPORT

Dan Scott reported that there is \$6814.54 in the bank account as of 4/30/09.

VENDOR REPORT

Chris Harwell reported that McClouds Pest Control has signed up. Chris received some positive feedback from the vendors after allowing them to speak about their services before last month's meeting.

MEMBERSHIP REPORT

Linda Dillon reported that she is currently speaking with Kevin Aitken with Real Property Management and Jeremy Pewitt with O'Neill Properties about joining. Allyson Johnson has joined as support staff for Jackie McCormick. The board spoke briefly about the possibility of a member who has not been ethical. We will talk more about that at next month's meeting. Beverly will check with National to see of proper handling of this situation.

CHARITY REPORT

Nicki Clark announced that we will be taking up money at our May meeting for The Nashville Rescue Mission again. Nicki received a Thank You note for our last donations. Nicki is going to call and see if they have any particular needs and then email all members to remind them of our collection.

EDUCATION REPORT

Tracy Taylor is going to check with Cher Ledbetter to see how many people have signed up for our June Marketing Class. Tracey Peek sent the registration flyer to all members via email. Chris Harwell is going to call a couple vendors to see if they will sponsor some or all of our lunch at the class. Tracy is going to let Chris know how much money we spent last year.



National Association of Residential Property Managers

COMMUNICATION REPORT

Megan Truskowski had Shelly Hopkins proof the May newsletter. Shelly approved and Megan will send the newsletter out to all members. Megan is still working on the press release.

PROGRAM REPORT

Mark Hill confirmed our speakers for May, July August and September. The board discussed some options for our November speaker but a decision has not been made.

OLD BUSINESS

Press Release: We are still working on this.

Membership Dues: See Membership Report.

Updated NARM By-Laws: Beverly Browning, Alicia Brim and Scott Abernathy are still working on this. We have a corporate template now to go by.

Chapter of Excellence – Scott Abernathy is working on this.

NEW BUSINESS

NARPM Class Update: See Education Report.

Convention: We will talk about this at next months meeting.

Folders for New Membership: Shelly Hopkins is going to order the NARPM stickers for the folders that we will hand out to prospective members.

There being no further business, the meeting was adjourned at 11:57 a.m.



National Association of Residential Property Managers

**Meeting Minutes for the Nashville Chapter of
The National Association of Residential Property Managers
June 9, 2009**

The meeting of the Board of Directors for the National Association of Residential Property Managers was held at Nero's Grille on June 9, 2009. Those present for the meeting were Beverly Browning, Shelly Hopkins, Tracey Peek, Dan Scott, Scott Abernathy, Tracy Taylor, Mark Hill, Megan Truskowski, Nicki Clark, Linda Dillon and Joe Collier. The meeting was called to order at 11:07 a.m.

MINUTES

The minutes of the May 12, 2009 meeting were approved.

TREASURER'S REPORT

Dan Scott reported that there is \$7105.55 in the bank account as of 5/31/09.

VENDOR REPORT

Chris Harwell was not present so Dan Scott reported for him. Dan reported that Fast Handyman Services still owes \$60.00. Dan reported that Chris had not had any luck with getting any membership vendors to help sponsor our June class lunch (see Education Report for update). Dan reported that the vendors would like more time to speak at our monthly meetings. The board talked about having a vendor panel in November if we do not lock in another speaker.

MEMBERSHIP REPORT

Linda Dillon reported that she is still courting Kevin Aitken with Real Property Management and that Jeremy Pewitt with O'Neill Properties is still interested but has not committed. Linda has membership packages ready to mail. Shelly is going to research other property management companies in outlying areas such as Clarksville, Springfield, Mt. Juliet etc. and forward those leads to Linda so Linda can mail them a NARPM Membership package.

CHARITY REPORT

Nicki Clark announced that she delivered out donations from the May meeting to Nashville Rescue Mission and they were very appreciative.

EDUCATION REPORT

Tracy Taylor is reported that Bread and Company is available to cater our lunch. At the start of the meeting, we had no sponsorship for lunch but Dan Scott called Ron Chenault with Kevco and Ron committed to \$125. Shelly Hopkins will call Chris Parks with



National Association of Residential Property Managers

Drying Specialists to see if they can help. Tracy Taylor is going to call Cher Ledbetter to check on the delivery of the class materials.

COMMUNICATION REPORT

Megan Truskowski passed around the Newsletter for the board to review.

PROGRAM REPORT

Beverly Browning will contact Mike Nelson with Rental Home Pros to see if he can speak at our November meeting and pass the information on to Mark Hill. If not, we may have a vendor panel.

NEW BUSINESS

Ethics Violation: Beverly Browning researched the issue with Cory Wilms and since the ethics violation occurred before he became a member of NARPM, it does not affect his membership.

Chapter of Excellence: Scott Abernathy is working diligently on this with help from various members locating documents, etc.

Convention: Shelly Hopkins, Beverly Browning, Scott Abernathy and Alicia Brim are confirmed. Nicki Clark and Joe Collier are still working out the details. See Education Report.

NARPM Class Update: See Education Report.

New Foreclosure Laws/Tenants: Shelly Hopkins passed around a recent email from NARPM Headquarters outlining the new policies.

2010 New Board Members: Linda Dillon, Mark Hill and Tracy Taylor will be stepping down from the board next year. Tracey Peek would like to stay on the board as Charity Chair if possible. Shelly Hopkins is going to poll all members for interest in board membership. Alicia Brim is going to head up the Nomination Committee.

There being no further business, the meeting was adjourned at 12:15 a.m.



National Association of Residential Property Managers

**Meeting Minutes for the Nashville Chapter of
The National Association of Residential Property Managers
July 14, 2009**

The meeting of the Board of Directors for the National Association of Residential Property Managers was held at Nero's Grille on July 14, 2009. Those present for the meeting were Beverly Browning, Shelly Hopkins, Tracey Peek, Dan Scott, Scott Abernathy, Tracy Taylor, Megan Truskowski, Alicia Brim, Chris Harwell and Joe Collier. The meeting was called to order at 11:07 a.m.

MINUTES

The minutes of the June 9, 2009 meeting were approved.

TREASURER'S REPORT

Dan Scott reported that there is \$6781.08 in the bank account as of 6/30/09.

VENDOR REPORT

Chris Harwell reported that he has updated the website. Chris reported that Jimmy Quirk will be signing up soon and may be at our July Chapter Meeting. Chris has mailed an application to Ray Alley with Titans Restoration.

MEMBERSHIP REPORT

Linda Dillon was not present at the meeting so there is nothing new to report.

CHARITY REPORT

Nicki Clark was not present at the meeting so there is nothing new to report.

EDUCATION REPORT

Tracy Taylor reported that all paperwork from our June class has been sent to NARPM Headquarters for review.

COMMUNICATION REPORT

Megan Truskowski reported that she will list the 2010 Board positions in our July newsletter.

PROGRAM REPORT

Mark Hill was not present for the meeting but sent an email prior to the meeting confirming that Mike Nelson with Rental Home Pro's will be our speaker for November.



National Association of Residential Property Managers

NEW BUSINESS

2010 Board Members/Nominating Committee Members for upcoming Board Members:

Shelly Hopkins reported that she has interest from several members for the 2010 BOD. Tracey Peek will send an email to all chapter members to ask for a volunteer to serve on the Nomination Committee. The Nomination Committee will consist of A. Brim, T. Peek and the volunteer that is chosen. Shelly Hopkins is going to send an email to all chapter members with a listing of the open board positions and responsibilities. Megan Truskowski will also mention the open board positions in this month's newsletter.

Standard Job Duties: Shelly Hopkins passed out each board members job description as well as the duties of all board members, officers and committee chairs.

Chapter of Excellence: Scott Abernathy has completed this project.

TREC CE Courses: Alicia Brim reported about the new requirements for course instructors. All instructors must apply and be approved before a class will be approved. Courses must be submitted 30 days before they expire. Alicia reported that we do not have to pay again for any of the already approved RMP classes. Alicia reported that she has all the RMP classes approved and is still working on the MPM classes. Alicia will email the applications to all instructors and may need help following up with those who don't respond quickly due to the tight deadline. If some don't respond, we will just submit the ones that have responded.

2011 Convention: Dan Scott and Brad Abernathy are going to contact Fred Thompson to express our support and offer any help in bringing the convention to Nashville in 2011. Joe Collier is going to follow up with Betty Fletcher on the information regarding a downtown hotel that he recommended.

Guest Expenses: A motion was made to reimburse expenses to board members who entertain NARPM guests. Motion seconded. APPROVED.

Reimbursement of Convention Expenses: Beverly Browning will research and make a recommendation to the board as to what type of reimbursement will be given to the President and Vice President towards attending the annual convention.

OLD BUSINESS

Press Release: The board thinks we should go ahead and publish a press release even though the photo does not include all board members.

Membership Dues: Chris Harwell reported that everyone is paid. There being no further business, the meeting was adjourned at 12:04 a.m.



National Association of Residential Property Managers

**Meeting Minutes for the Nashville Chapter of
The National Association of Residential Property Managers
August 11, 2009**

The meeting of the Board of Directors for the National Association of Residential Property Managers was held at Nero's Grille on August 11, 2009. Those present for the meeting were Beverly Browning, Shelly Hopkins, Tracey Peek, Dan Scott, Scott Abernathy, Tracy Taylor, Megan Truskowski, Alicia Brim, Chris Harwell, Linda Dillon and Nicki Clark. The meeting was called to order at 11:05 a.m.

MINUTES

The minutes of the July 14, 2009 meeting were approved.

TREASURER'S REPORT

Dan Scott reported that there is \$6874.78 in the bank account as of 7/31/09.

VENDOR REPORT

Chris Harwell reported that he has asked a couple of vendors for feedback. Ann Jackson with Turf Builders reported that although she thinks we are a great group, we may not be a good fit for her services. McClouds Pest Control reported that they have received some business through their membership.

MEMBERSHIP REPORT

Linda Dillon reported that Shelly Hopkins has been helping her recruit new members in Clarksville. Shelly reported that she has one lead from Dove Properties who represent Robertson County.

CHARITY REPORT

Nicki Clark reported that we will be collecting donations at our next meeting for the Nashville Rescue Mission.

EDUCATION REPORT

Tracy Taylor reported that she has been reimbursed from NARPM National for her out of pocket expenses relating to the Continuing Education Class from June.

COMMUNICATION REPORT

Megan Truskowski reported that she will email the Newsletter to us soon.

PROGRAM REPORT

Mark Hill was confirmed our speakers for August, September and November.



National Association of Residential Property Managers

OLD BUSINESS

2010 Board Members/Nominating Committee Members for upcoming Board Members:

A motion was made to combine the board positions of President Elect and Program Coordinator, Motion seconded, APPROVED. Several different discussions were going on regarding the members who are interested in serving on the board next year. Alicia Brim announced that she would send an email next week to confirm everything.

2011 Convention: Dan Scott and Brad Abernathy have contacted several people at NARPM National and have made it known that we really want the convention to take place in Nashville and we have plenty of volunteers eager to help out.

Reimbursement of Convention Expenses: Beverly Browning has done some research and found that some other chapters are reimbursing for the convention registration. A motion was made to reimburse our President and President Elect for the early bird registration as well as the leadership registration. Motion seconded, APPROVED.

NEW BUSINESS

Meeting Space/Noise Level: Chris Harwell is going to call Carrabba's in Green Hills to see if they can accommodate our chapter meeting. Shelly Hopkins is going check into going back to Amerigo's as well as run by Hilton Gardens on Broadway to look at their meeting space. Hilton Gardens looks like it may be too expensive. Beverly Browning is going to check into Logan's on Elliston Place. Hal from Nero's was called into the meeting and asked again if there was anything they could do with their scheduling to reduce the noise level at our chapter meetings. Hal is going to bring this up at his next staff meeting and will contact Tracey Peek if they can do anything to help.

There being no further business, the meeting was adjourned at 12:06 p.m.



National Association of Residential Property Managers

**Meeting Minutes for the Nashville Chapter of
The National Association of Residential Property Managers
September 8, 2009**

The meeting of the Board of Directors for the National Association of Residential Property Managers was held at Nero's Grille on September 8, 2009. Those present for the meeting were Beverly Browning, Shelly Hopkins, Tracey Peek, Dan Scott, Scott Abernathy, Tracy Taylor, Megan Truskowski, Alicia Brim, Chris Harwell, Linda Dillon and Mark Hill. The meeting was called to order at 11:08 a.m.

MINUTES

The minutes of the August 11, 2009 meeting were approved.

TREASURER'S REPORT

Dan Scott reported that there is \$7667.86 in the bank account as of 8/31/09.

VENDOR REPORT

Chris Harwell reported that he is working with 3 potential new vendors. Chris is working with Gabe Klar with 643 Marketing, Jimmy Prophet with Prophet Plumbing and Jimmy Rice with Rice Electric. Chris has talked to Ann Jackson with Turf Builders and she will not be renewing next year, as she is not getting enough business from us.

MEMBERSHIP REPORT

Linda Dillon reported that she is talking with Nick Lowry with Avenue Property Management. Nick will be coming to our September meeting.

CHARITY REPORT

Nicki Clark was not present at the meeting so there is nothing new to report.

EDUCATION REPORT

Tracy Taylor reported that our chapter made \$654 from the June Marketing class.

COMMUNICATION REPORT

Megan Truskowski has put together a press release and passed out a draft for the board to look over. The board made one change regarding national membership and Megan will be forwarding the press release on to several local and surrounding newspapers.

PROGRAM REPORT

Mark Hill has confirmed our speakers for September – Bruce Robins with Robins Insurance and November – Mike Nelson with Rentalhomepros.



National Association of Residential Property Managers

NEW BUSINESS

2010 Board Members: Alicia Brim announced the recommendation for the 2010 board as follows: President – Scott Abernathy, Past President – Shelly Hopkins, President Elect/Program Chair – Dan Scott, Secretary – Megan Truskowski, Treasurer – Larry Bryant, Education Chair – Stephanie Wilson, Vendor Chair – Chris Harwell, New Member Chair – Brian Cole and Communications Chair/Charity Chair – Nicki Clark.

Press Release: See communications Report.

New Restaurant: Chris Harwell is speaking with Carrabba's in Green Hills and needed a price cap. The board confirmed a cap of \$15 to include drinks and asked Chris to see if we can have smaller portions and have a desert included.

There being no further business, the meeting was adjourned at 12:03 p.m.



National Association of Residential Property Managers

**Meeting Minutes for the Nashville Chapter of
The National Association of Residential Property Managers
October 13, 2009**

The meeting of the Board of Directors for the National Association of Residential Property Managers was held at Nero's Grille on October 13, 2009. Those present for the meeting were Beverly Browning, Shelly Hopkins, Tracey Peek, Dan Scott, Scott Abernathy, Tracy Taylor, Alicia Brim, Chris Harwell, Joe Collier, Nicki Clark and Mark Hill. The meeting was called to order at 11:09 a.m.

MINUTES

The minutes of the September 8, 2009 meeting were approved.

TREASURER'S REPORT

Dan Scott reported that there is \$7782.36 in the bank account as of 9/30/09.

VENDOR REPORT

Chris Harwell reported that he is working with R Texts USA for both vendor and affiliate membership. Chris reported that they are interested in coming to our November meeting.

MEMBERSHIP REPORT

Linda Dillon was not present at the meeting so there is nothing new to report.

CHARITY REPORT

Nicki Clark reported that we will be collecting donations for Mercy Ministries at our November meeting. Nicki gave the board some information to review about this charity.

EDUCATION REPORT

Tracy Taylor had nothing to report.

COMMUNICATION REPORT

Megan Truskowski has was not present at the meeting so there is nothing new to report..

PROGRAM REPORT

Mark Hill has confirmed our speaker for November is Mike Nelson with Rentalhomepros. We will also be swearing in the 2010 board of directors.

NEW BUSINESS

Chapter Compliance: Beverly Browning has sent information to Alicia Brim and Alicia will start working on this.



National Association of Residential Property Managers

50/50 Raffle Prize for Convention: Shelly will pick up something with a Nashville theme to take to convention.

OLD BUSINESS

2011 National Convention: Dan Scott looked at The Sheraton Music City and reported his findings to corporate but has not received any response yet.

Convention Reimbursement Clarification: In order for the President and Vice President to be reimbursed for convention registration, a copy of the registration should be sent to the Treasurer. The reimbursement will be for cost of basic registration (of the early bird discounted price) only – no extra events.

2010 Board Members: The 2010 board has been selected and will be announced and sworn in at our November chapter meeting.

Press Release: Chris Harwell reported seeing the press release in a recent publication but was not sure which one.

New Restaurant: Chris Harwell is still working with Carrabba's in Green Hills and will know more by next months meeting.

There being no further business, the meeting was adjourned at 12:00 p.m.