



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® KITSAP COUNTY - WA Chapter certify that the chapter completed this Certificate of Compliance and submitted the required documents as noted on this certificate.

GOVERNANCE REPORTING	
1.	Attach a list of the names and positions of the upcoming Board of Directors and committee chairs for the Chapter (Must be submitted to reach chapter compliance)
2.	Have chapter bylaws changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
3.	Have chapter articles of incorporation changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes. (Must be submitted to reach chapter compliance)
4.	Attach copies of minutes for each Board of Directors meeting. Chapters are required to meet and maintain corporate minutes and other records as designated by state law and chapter bylaws. (Must be submitted to reach chapter compliance)
5.	Chapter officers assume their respective offices: January 1 <input 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"/> (Must be maintained to reach chapter compliance)
8.	Does the chapter maintain a FDIC bank account in the chapter's corporate name Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (Must be submitted to reach chapter compliance) Name of Banking Institution: <u>KITSAP BANK</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 <input type="checkbox"/> 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? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

CHAPTER FINANCIAL REPORTING	
11.	Attach copy of financial statement for current year. (Must be submitted to reach chapter compliance)
12.	Attach copy of proposed annual budget for the following year. (Must be submitted to reach chapter compliance)
13.	Attach copy of federal tax return. (Must be submitted to reach chapter compliance) If no return attached: Not required <input type="checkbox"/> Other reason
14.	Beginning in 2008, small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at www.irs.gov/charities). Did the chapter file notice? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, why not: IRS HAS 2 EIN'S - MUST RESOLVE PRIOR TO REPORTING

CHAPTER PLANNING	
15.	Attach a copy of chapter's annual calendar of events for the following year. <i>TO BE DETERMINED</i>
16.	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"/> <i>ATTENDED LEADERSHIP IN PORTLAND</i> If no, state why not:
17.	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 type="checkbox"/> N <input checked="" type="checkbox"/> If no, state reason why not:
18.	Did chapter sponsor/participate in effective educational programs for NARPM® members affiliated with the chapter during certification year. This can be designation class or local classes that have special speakers. For state/regional chapters, education can be part of their state/region convention. Y <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 type="checkbox"/> N <input checked="" type="checkbox"/> If no, state reason why not:
19.	The chapter is using the Chapter Leader section of NARPM.org (http://www.narpm.org/chapter-services/): Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, why not: <i>NOT EDUCATED</i>
20.	The chapter website is kept up to date? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, when will it be updated? <i>TO BE DEVELOPED THIS YEAR</i>
21.	The chapter is interested in looking at a website supported by NARPM®: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Contact persons name and number:
22.	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 checked="" type="checkbox"/> <i>The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.</i>

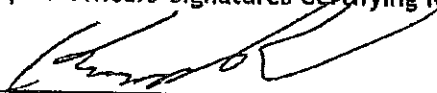
Other items:

23. Rate the health of the chapter (1 - 10, 10 being highest) 6

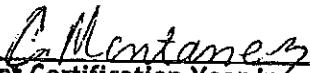
- a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going?
MEMBERSHIP IS STABLE, BUT LEADERSHIP WAS LACKING DUE TO SEVERAL OFFICERS WERE NEW TO NARPM AND PREVIOUS PRESIDENT DIED AT BEGINNING OF YEAR
- b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.) MENTORING

c. If answer is 8 or above, what are the cool things the chapter is doing that other chapters might like to hear about?

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



Current Certification Year President/Date



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.

**Kitsap County Chapter of NARPM
General Meeting
January 21, 2010**

The meeting was held at Whiskey Creek in Keyport, Washington.

The meeting was called to order by President Kevin Rose. NARPM members present were Jennifer Ellis, Meredith Anderson, Tammy Allen, Sherry Hallmark, Liz Mastrorocco, Denise Moore, Jodi Rose, Kevin Rose, Elaine Turso, Susan Pendt, Misty Tally, Chrysztyna Montanez, Tamie Bettendorf, Gabrielle Griffith, Shana Smith, Heidi Hartmen, Renee Chester, Kate Bode, Jim Pickett, and Debbie Pickett. Affiliate member present was Michael Horn and special guest was Julie Johnson, RHA.

Julie Johnson, RHA discussed RHA's 2010 Legislative Agenda, along with handouts in regards to the bills being discussed at this years legislative session; along with the January 28, 2010 Legislative Day on the Hill.

Nominations for officers were opened again from the floor. As there were no additional nominations, the slate of officers presented at the December meeting was unanimously approved. The new board officers were sworn in by Meredith Anderson, MPM. The officers for 2010:

Chrysztyna Montanez: President
Allison Janowski: President-elect
Kate Bode: 2nd Vice-President
Shana Smith: Secretary
Jim Pickett, MPM: Treasurer.

The split the pot raffle was \$22.50 and the meeting was adjourned at 1:16pm; and a huge thanks to Jim Pickett for taking the minutes.

Respectfully Submitted by,

Shana Smith

**Kitsap County Chapter of NARPM
Board Meeting
February 26, 2009**

The meeting was held at the Yacht Club Broiler in Silverdale, WA.

The meeting was called to order at 1:00 p.m. by President Kevin Rose. NARPM members present were Kevin Rose, Allison Janowski, Brett Warner, Kathryn Fairweather and Chrysztyna Montanez.

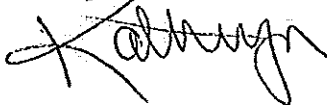
The minutes were read and approved for the board meetings on November 7, 2008 and January 22, 2009.

Kevin announced that all necessary paperwork was submitted and approved and our NARPM Chapter is in compliance.

Future guest speakers were discussed and it was suggested that possibly Attorney John Mitchell or Landlord Solutions be asked to speak at the next meeting about evictions. Kevin would also like each of the committees to be prepared at the next general membership meeting to announce some upcoming events.

The meeting was adjourned at 1:10 p.m.

Respectfully submitted,



Kathryn Fairweather
NARPM Secretary

**Kitsap County Chapter of NARPM
Board Meeting
January 22, 2009**

The meeting was held at the Yacht Club Broiler, Silverdale, WA.

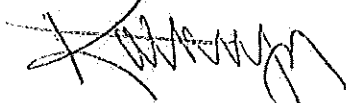
The meeting was called to order at 12:45 p.m. by President Kevin Rose. NARPM members present were Kevin Rose, Allison Janowski, Chrysztyna Montanez and Kathryn Fairweather.

The minutes of the August 28, 2008 and the November 7, 2008 meetings were read and approved.

The next board meeting will be held after the membership meeting on February 26, 2009. On the agenda will be reviewing the financials, discuss future speakers, possible community service projects and address any questions about the compliance letter.

The meeting was adjourned at 12:50 p.m.

Respectfully submitted,



Kathryn Fairweather
NARPM Secretary

**Kitsap County Chapter of NARPM
General Membership Meeting
March 23, 2009**

The meeting was held at the Yacht Club Broiler in Silverdale, WA.

The meeting was called to order at 11:20 a.m. by President Kevin Rose. NARPM members present were Meredith Anderson, Kate Bode, Jerusha Bookhamer, Donna Doney, Kathryn Fairweather, Gabrielle Griffith, Pat Groves, Heidi Hartman, Allison Janowski, Karin Harkness, Liz Mastrorocco, Chrysztyna Montanez, Debbie Pickett, Jim Pickett, Kevin Rose, Jodi Rose, Andrea Surachi, Brett Warner. Affiliate members present were Bob Simonoff, Sandra Henderson, and Katie Phelan. Guests included Rod Blake and Elaine Torso. Guest speaker was John Mitchell.

The minutes of the February 26, 2009 membership meeting were approved as written.

Treasurer's report was given and approved.

The next meeting will be on April 23, 2009.

The guest speaker was John Mitchell who talked about the eviction process. Washington State follows statutory and common law in evictions. Evictions have to be done correctly in order to be successful as the law is usually in the tenants favor. If anything is done incorrectly during the process then the decision is in the tenants favor and usually dismissed. Once notice is served if you accept any type of payment, including a partial payment, the process is halted and must be started over no matter how far along you are. One problem that frequently occurs in the notice phase is not giving the tenant enough time to correct the problem. They must be given adequate time to make the correction before proceeding with the eviction. An eviction can take up to three weeks from start to finish. At this time there are currently 1600 foreclosures in Kitsap County.

The State NARPM meeting was attended by Jim Pickett and Meredith Anderson. They reported that conference registrations are being mailed out. There are not any clock hours available at the conference, but they are hopefully available for the RMP and MPM classes. They are waiting to hear back about those clock hours.

The State chapter is sponsoring a three hour landlord/tenant law class with Chris Benes on June 17th. The cost should be approximately \$50.00 but they are waiting for verification. Clock hours are getting difficult to get approved for property management classes. Rebecca is now approved for her "Red Flag" class.

National NARPM will pay for the president and first vice-president to take the leadership class at the convention. Kitsap County chapter of NARPM will pay for the remaining board members.

Rob Blake with Beyond the Studs was a guest vendor. He spoke a few minutes about the company and their services.

Washington Multi Family Housing Association is offering a trade show and classes on April 23rd.

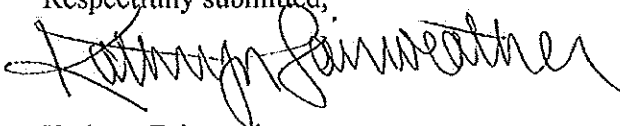
There were no reports available from either the community service committee or the speaker committee.

Kevin went around the room and gave everyone the chance to introduce themselves and the vendors a chance to say a few words about their services.

Next general meeting was scheduled for April 23, 2009 at the Yacht Club Broiler in Silverdale, WA at 11:30 a.m.

The meeting was adjourned at 12:30 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kathryn Fairweather". The signature is written in a cursive, flowing style.

Kathryn Fairweather
NARPM Secretary

Kitsap County Chapter of NARPM
General Membership Meeting
April 23, 2009

The meeting was held at the Yacht Club Broiler in Silverdale, WA.

The meeting was called to order at 11:30 a.m. by President Kevin Rose. NARPM members present were Kate Bode, Jerusha Bookhamer, Kathryn Fairweather, Gabrielle Griffith, Pat Groves, Heidi Hartman, Allison Janowski, Karin Harkness, Chrysztyna Montanez, Kevin Rose, Jodi Rose, Brett Warner. Affiliate members present were Michael Horn and Katie Phelan. Guests included John Parker, Roy Gadley and Elaine Turso. Guest speaker was Donald Depee with A&M Heating.

The minutes of the March 26, 2009 membership meeting were approved as written.

Treasurer's report was given and approved. Brett made a motion that he has his accountant take a look at the taxes and get them done properly as he is not receiving much guidance in the proper way to file and the deadline is approaching. Allison seconded and the motion was approved. Brett will talk to his accountant to see how much it would cost and will report back that price. He also asked if the members wanted him to track down "no show" members and collect money from them. He said he didn't have time to do that and asked for a volunteer to help out. Chrysztyna will track down members if Brett will let her know who still owed. Also, it was mentioned that associate members were supposed to be paying \$20.00 per meeting and they had only been paying \$16.00. He will start collecting the \$20.00 from now on.

Kevin announced there is a 3.5 clock hour class on June 17th with Chris Benis. The subject is Advances Landlord/Tenant Law. Kevin will fax the information to anyone who is interested but did not receive the flier.

Kevin also reminded everyone of the Regional Conference in Portland, May 16th, with extra classes available the 3 days prior to the conference.

Chrysztyna talked about volunteer opportunities with Habitat for Humanity and a tutoring program for students whose parents are in jail.

Allison gave a report on scheduled subjects for the meetings throughout the year. She has planned for Indigo Design and Hemley's to talk about septic systems, someone from Navy Housing to talk about their plans for the year, property management 101 and how to deal with difficult people. There will also be a round table forum, and a picnic get together at Island Lake. She is also going to have two "Top This" sessions throughout the year. Rebecca is scheduled to give her "Red Flag" class in September.

The guest speaker was Donald Depee with A&M Heating who talked about the various furnaces and how important servicing furnaces and changing air filters is. Air filters are the number one offense by tenants. It is very important to change air filters to keep the furnace running efficiently and to avoid costly repairs. It will also save tenants money in their power/gas bill. Dirty filters can shut down a furnace and run up power bills. A&M Heating services all kinds of furnaces. Just not oil, but they can decommission oil tanks if needed. Heat pumps are the most efficient way to heat a home. They also have air conditioning and need to have the refrigeration checked annually to keep it running correctly. They do also have an electric furnace for backup heat. A&M Heating will go to a home and go over the heating system with a new tenant so they know the correct way to use their system and where the filters are. They do also service and work on water heaters. CO detectors are very important to have in homes with any type of gas heat. They do only last about a year before they need to be replaced or recalculated. Washington State Legislatures passed a law and it will take affect about July that it will be required to have CO detectors in rental homes.

John Parker talked about some state bills that have been brought to the legislature this past session. Most bills did not pass, such as the hand carrying of credit reports from office to office, landlords having to give 60 days notice but tenants only giving 30 days notice (it was changed to 30 days each and failed), however they do expect them to be back next year. John suggests getting involved with Day on the Hill and also letting owners know about some of these proposed bills and suggesting they email their representatives.

Roy Gadley with Excel Real Estate and Property Management also owns a real estate school and is working on getting classes approved with the Department of Licensing for clock hours. If anyone is a licensed instructor and has an idea for a class let him know and he can start the process of getting it approved. They are focusing on classes for property managers instead of real estate sales.

Mike Horn spoke a few minutes about a new "green" product they have which is a soy based product and is recyclable. It has a barrier to protect padding and floors from pet urine and other spills from getting into the flooring. Another upcoming product is an "odor eating carpet"!

Katie Phelan mentioned that they have some new products coming up, however at this time they are still in the planning stages so might not come out in the near future.

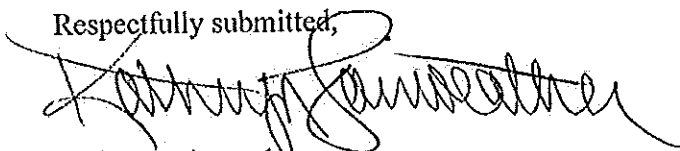
Craig's List scams were brought up. Everyone has had some type of experience with one. It has come to everyone's attention that scammers are becoming bolder and smarter. They are using property manager's pictures, with and without watermarks, and they are looking up public records and using owner's names to set up fake email accounts. It was suggested that we just have to be diligent in looking through Craig's List on a daily basis to see if any of our homes are being used in a scam.

Next month's speaker will be Indigo Design and a septic company to talk about the new regulations on septic systems and pumping.

Next general meeting was scheduled for May 28, 2009 at the Yacht Club Broiler in Silverdale, WA at 11:30 a.m.

The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Kathryn Fairweather', written over a horizontal line.

Kathryn Fairweather
NARPM Secretary