

# Certificate of Compliance

This certifies that the

## Virginia State Association 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.


12/4/2009



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 State 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: <i>Suntrust</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 (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: <i>We were just commissioned in January of 2009</i>
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"/> <i>SEE ATTACHED COPY</i>

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 checked="" type="checkbox"/> Other reason <i>See below #14</i>
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 <a href="http://www.irs.gov/charities">www.irs.gov/charities</a> ). Did the chapter file notice? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, why not: <i>We did not get Re-Commissioned as our Name officially Changed correctly until January 30, 2009.</i>

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. Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If no, state why not: <i>Chapter Vice President is a previous Local Chapter President and has been to many Leader Symposiums in the past years.</i>
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: <i>NOT IN BUSINESS long enough.</i>
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 type="checkbox"/> If no, state reason why not:
19.	The chapter is using the Chapter Leader section of NARPM.org( <a href="http://www.narpm.org/chapter-services/">http://www.narpm.org/chapter-services/</a> ) : Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:
20.	The chapter website is kept up to date? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, when will it be updated?
21.	The chapter is interested in looking at a website supported by NARPM®: Y <input type="checkbox"/> N <input type="checkbox"/> Contact persons name and number: <i>we currently use this website and love it.</i>
22.	The chapter filed for the current year Chapter Grant: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Check here if you would like more information on grants: <input checked="" type="checkbox"/> The purpose of the grant is to strengthen and grow chapter membership through education and networking opportunities.

**Other items:**

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

a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going?  
*7 We are just trying to get our momentum going to have events throughout the state.*

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?

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

*Tina M. Bradley* 12/3/09  
Current Certification Year President and Incoming President Year/Date

*[Signature]* 12/2/2009  
Current Certification Year and Incoming Year Vice 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.

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*for legibility*

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National Association of Residential Property Managers  
VIRGINIA STATE CHAPTER

(4)

Meeting for Virginia State Chapter February 20, 2009

Present Traci VanCamp, David Gould, Tina Bradley, Steve Stein ( by phone) and  
Chandler Scarborough ( by phone) Judy Brosee

Read minutes to meeting from December 11, 2008 and approved David motion to  
approve July 2<sup>nd</sup>. All in favor. Approved.

Traci to finalize job descriptions and get emailed to everyone for signature.

Committee updates :

Legislative- Steve and Lee Wilkinson

Education- Tina Bradley

Affiliate- Eddie Johnson- Serve Pro Chesapeake/Hampton

Special Events -- VAR Coalition which we will sponsor for \$1000.00

Lem Marshall – April 10, 2009 Bankruptcy and foreclosures

MPM Class in May or November

Motion to adjourn.

*Tina Bradley, president*



Meeting November 11, 2009 at 1130am  
Held at Millilium School of RE in VB

Present: Tina Bradley w/ Home Realty, David Gould w/ C21, Traci Lewis VanCamp w/ RE/MAX Alliance, Kelly Smicknick with Serv Pro, and Tom Hubba with Exit, and Ruthie Lee with Advanced Restoration.

Last meeting Feb 20<sup>th</sup>, 2009 at Home Realty. Meeting minutes read by Tina motion to approve by David, Traci 2<sup>nd</sup>.

Class was held by Lem Marshall 4-10-09

Tina to stay as President until end of 2010, Traci 1<sup>st</sup> and Kelly 2<sup>nd</sup>.

Traci to be VP Tina 1<sup>st</sup> and David 2<sup>nd</sup>

Tom to be Treasurer Tina 1<sup>st</sup> David 2<sup>nd</sup>

Secretary position to be TBD

David Gould to stay at large. Traci 1<sup>st</sup> Tom 2<sup>nd</sup>.

Tina to stay on educational committee. Ruthie Lee to join.

Affiliate Committee Eddie & Kelly

Legislative. Steve? To stay on? Hugh cross was also suggested.

VA State Chapter to be an affiliate for Richmond realtor's event In 2010 2<sup>nd</sup> Qtr.

New class next year at NNews area in March 2010 projected date March 25 & 26<sup>th</sup>

RMP class in 2 days and to be CE approved. JC Cancelei to teach? Chuck and Tina to do Bootcamp.

Affiliates to do classes that are CE approved. Maybe casino night or some fun night.

Plan June event before kids out of school. Event MPM class 1 day? In N.VA or western VA. Like Roanoke. Maybe at VAR. Angela Newman to join state board?

We plan to Reach out to struggling chapters. Mark Dunlap at National to go with us?

Shaffer in Lynchburg, and help us with that. Northern n and central VA. Mike Boignitt

In Fredericksburg. Charles Burnett in Blacksburg.

Get Mark to run member list by cities. So we can target areas.

Check the "AT-Large" in membership.

Cost of coalition is \$1000.00

As of this date State Chapter currently has \$635.28 plus we hope to \$500 grant from national.

Need to buy 50/50 tickets for state chapter. Traci will buy.

Letters for renewals go to affiliates.

We went over Chapter Compliance due by Dec 1<sup>st</sup>.

Meeting adjourned 130pm.