

Certificate of Compliance

This certifies that the

East Hawaii 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.

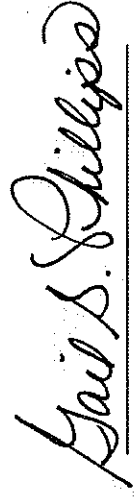
1/29/2010



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® Big Island-East Hawaii 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:
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) <i>This is still being planned</i>
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 <input checked="" type="checkbox"/>
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 type="checkbox"/> If no, why not: <i>not sure - will find out</i> ^{2008 president is no longer NARPM member or has an active license}

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 type="checkbox"/> <i>Both 2010 President + President Elect went to NARPM CONVENTIONS.</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 checked="" type="checkbox"/> N <input 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 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(http://www.narpm.org/chapter-services/): Y <input type="checkbox"/> N <input type="checkbox"/> If no, why not: <i>we are just learning about this and will definitely use it (we are a newer chapter)</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>Looking seriously into this too. Being all new at this we will sure learn alot.</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: <i>Cyndy Starr (808) 935-4152</i>
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)

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

5 - with the new board members we are very eager to keep the chapter going & make it STRONG and

b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, ^{grow} mentoring, etc.) we have our 2010 speakers / dates / locations lined up. we have great planning in increasing awareness ^{about}

c. If answer is 8 or above, what are the cool things the chapter is doing that other chapters might like to hear about? ^{NARPM} and increase membership.

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

Cindy Starr 1/29/10 - 2010 President
Current Certification Year President/Date

Emphala 1-29-10
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.



National Association of Residential Property Managers

Big Island-East Hawaii Chapter
Chapter Meeting / December 17, 2009
Minutes

- The following members were present at the December 17, 2009, Chapter meeting:
Scott Sherley, President
Kevin Aoki, Vice President
Cyndy Starr, President-Elect
Erin Schaefer, Secretary
Sherry Jordan, Treasurer
Kristin Mikami
Shelly Duarte
Cynthia Schimpf
Melissa Kalauli
India Shore - Guest
Tawny Bergman
Ernest Mederios
Allan Perkins
- After calling the meeting to order, President Scott Sherley read and discussed two Codes of Ethics – The Duty to Protect the Public and the Duty to Remain Educated
- This was followed by a discussion from Secretary Erin Schaefer regarding the Standard of Professionalism – Improving the Profession. Erin again encouraged free and open sharing of ideas, forms, information, knowledge and solutions with all NARPM members to improve the profession and the reputation of the profession.
- President Scott Sherley offered his informative Legislative Update and Treasurer Sherry Jordan reminded members that we have a bank account with funds in it.
- The 2010 meeting dates list with anticipated topics/speakers was dispersed along with ballots for voting in 2010's board. Any bona fide member not in attendance of the chapter meeting was mailed a ballot so that every dues-paying member had an opportunity to vote. The tally results in the following board members for the 2010 Big Island-East Hawaii Chapter:
President: Cyndy Starr
President-Elect: Erin Schaefer
Vice President: Kevin Aoki
Secretary: Erin Schaefer
Treasurer: Sherry Jordan
- The meeting concluded and was followed by a free CE course, Class Core A, offered by ERA School of Real Estate, Scott Sherley. Thanks to Scott for making that available to us.

As a reminder, these are the anticipated dates and topics for the 2010 Big Island-East Hawaii Chapter meetings:

- January 21 Plumber
- February 18 Home Inspector
- March 18 County Housing
- April 22 Fair Housing
- May 20 Vice Squad
- June 17 Civil Defense
- July 22 Insurance
- August State/Regional Convention Month
- September 23 Department of Agriculture
- October 21 Catchment (National Convention Month)
- November 18 Building Permits
- December 16 Attorney

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