

Certificate of Compliance

This certifies that the

Oahu 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 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® Oahu 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, 2010
6.	Date of fiscal year: January 1 st to December 31 st
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: Bank of Hawaii
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: Filed the form 990.

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 checked="" type="checkbox"/> N <input type="checkbox"/> 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 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(http://www.narpm.org/chapter-services/) : 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 checked="" type="checkbox"/> N <input type="checkbox"/> Contact persons name and number: Elsie Foster at 696-0774.
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 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) 10

- 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? Updating members on any new changes for Condo's or state. Mom & Pop seminar for the General Community & Narpmm members. The President and past Presidents have been doing a Q&A (questions & answers) for our two major newspaper weekly.

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

Yimmo K. Zeong-Nakamoto 11/25/09
Current Certification Year President/Date

Donald Lee 11/25/09
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.

2010

National Association of Residential Property Managers

Oahu Chapter

Calendar of Events

Friday, January 8 th Tuesday, January 12 th	Board Meeting Chapter Luncheon & Officers Sworn In
Friday, February 12 th Tuesday, February 16 th	Board Meeting Chapter Luncheon
Friday, March 12 th Tuesday, March 16 th	Board Meeting Chapter Luncheon
Friday, April 9 th Tuesday, April 13 th	Board Meeting Chapter Luncheon
Friday, May 7 th Thursday - Friday, May 13 th - 14 th	Board Meeting 2-day Conference
Friday, June 11 th Tuesday, June 15 th	Board Meeting Chapter Luncheon
Friday, July 9 th Tuesday, July 13 th	Board Meeting Chapter Luncheon
Friday, August 13 th Tuesday, August 17 th	Board Meeting Property Management Seminar
Friday, September 10 th Tuesday, September 14 th	Board Meeting Chapter Luncheon
Friday, October 8 th Tuesday, October 12 th	Board Meeting Chapter Luncheon
Friday, November 12 th Tuesday, November 16 th	Board Meeting Chapter Luncheon
Friday, December 10 th Tuesday, December 14 th	Board Meeting Chapter Christmas Party

*** Pending Confirmation



OAHU CHAPTER

National Association of Residential Property Managers



Serving the Island of Oahu with Professional Property Management

Chapter Members

Chapter Officers

Affiliate Members

2009 Meeting Schedule

New Member Application

Seminar Announcements

Useful Links

Meetings & Activities

Membership Meetings for the NARPM Oahu Chapter are held on a monthly basis at:
THE JAPANESE CULTURAL CENTER OF HAWAII

Map of Japanese Cultural Ctr

2454 S Beretania St
Honolulu, HI 96826, US

Program from 11:30 to 1:30

Cost is \$25 pre-paid member (\$30 at the door) and \$35 for pre-paid non-member (\$40 at the door)

Members Only

2009 MEETING SCHEDULE

January 13, 2009

Program: "Then, Now and What's Next: Where Have All the Tenants Gone?" by Bill Ramsey

JANUARY LUNCHEON REGISTRATION FORM

February 10, 2009

Program: "Credit-Crunched Hawaii" by Paul Brewbaker

FEBRUARY LUNCHEON REGISTRATION FORM

March 17, 2009

Program: "Highest and Best Use for Your Client's Property - Keep, Sell or CPR?" by Abe Lee

MARCH LUNCHEON REGISTRATION FORM

April 21, 2009

Program: "Tips for the Tap" by Board of Water Supply

APRIL LUNCHEON REGISTRATION FORM

May 12, 2009

Program: "Department of Environmental Services" by James Baginski

MAY LUNCHEON REGISTRATION FORM

June 16, 2009

Program: "Trespassing, Towing, and Reporting Illegal Activity" by HPD

JUNE LUNCHEON REGISTRATION FORM

July 14, 2009

Program: "HECO" by Joanne Ide

JULY LUNCHEON REGISTRATION FORM

August 11, 2009

Program: **PROPERTY MANAGEMENT SEMINAR**

SEMINAR REGISTRATION FORM

September 8, 2009

Program: **"Process Servers - Who are we and what do we do?"** by Daniel Toyama

SEPTEMBER LUNCHEON REGISTRATION FORM

October 13, 2009

Program: **"Medicinal Marijuana"** by Narcotics Enforcement Division

OCTOBER LUNCHEON REGISTRATION FORM

November 10, 2009

Program: **"Department of Planning and Permitting"** by Art Callacombe

NOVEMBER LUNCHEON REGISTRATION FORM

December 15, 2009

Holiday Party

HOLIDAY PARTY REGISTRATION FORM

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NARPM OAHU CHAPTER BOARD MEETING MINUTES

DATE: November 6, 2009 @Sizzler Steak House

I. **CALL TO ORDER:**

Primrose Leong-Nakamoto called the meeting to order at 12:23 pm

II. **MEMBERS PRESENT:** X= Present O=Absent TC=Teleconference

<u>X</u>	Primrose Leong-Nakamoto
<u>X</u>	Darlene Higa
<u>X</u>	Laurene Young,
<u>X</u>	Richard Vierra
<u>X</u>	Cheryl Kunitomo
<u>X</u>	Cathy Matthews
<u>O</u>	Steven Saito
<u>X</u>	Liz Ishimitsu
<u>X</u>	Lurline Johnson
<u>X</u>	Scherr Webb
<u>O</u>	Bill Ramsey

QUORUM PRESENT: YES (Bold Names) **GUEST: NONE**

III. **TREASURER'S REPORT:**

For Period Ending November 6, 2009 Ending Balance: \$21,487.13

IV. **MINUTES OF OCTOBER MEETING:**

X **Approved** **Amended** **Tabled**

V. **PREVIOUS BUSINESS:**

A. Mom and Pop Conference: Everyone needs to send Elaine information about their duties during the conference so Elaine can put the binder together.

B. By Laws: We will vote at the next NARPM lunch meeting, with members present, to update the By Laws to increase to a seven member executive committee.

VI. NEW BUSINESS:

- A.** Board of Directors: Next years board of directors will be: President: Darlene Higa, President Elect: Laurene Young, Treasurer: Pat Young, Secretary: Cheryl Kunimoto, Past President: Prim Nakamoto, Vendors: Scherr Webb, Legislation: Bill Ramsey, Assistant to Treasurer: Liz Ishimitsu
- B.** Speakers: Alan Lam is working on the schedule of speakers for 2010.
- C.** Prepaid Legal: We discussed hiring Pre Paid Legal services for the NARPM board use.
- D.** May 2010 Conference: Continuing education; (Office Operations, Tenancy, Covering Your Assets) The syllabus needs to be sent to the Real Estate Commission for approval so classes can be provided at the May conference.

We discussed having Mary Love fly from the Big Island to teach the Ethics class on the morning of the NARPM lunch.

- E.** Chapter Compliance: Prim is working on submitting information for chapter compliance due November 30th.
- F.** E-Mail blast: Elsie should send an e-mail blast informing all members that if they pay their dues by the Christmas party (December 15th) then they will get a free lunch.

Vendors: If the vendors pay their dues by the 15th they will also get a free lunch.

VI. ADJOURNMENT: 1:36 pm

Respectfully submitted by Cheryl Kunimoto, Secretary NARPM-OAHU CHAPTER

NARPM OAHU CHAPTER BOARD MEETING MINUTES
DATE: October 9, 2009 @Sizzler Steak House

I. CALL TO ORDER:

Vice President, Darlene Higa called the meeting to order at 12:25 pm

II. MEMBERS PRESENT: X= Present O=Absent TC=Teleconference

<u>O</u>	Primrose Leong-Nakamoto
<u>X</u>	Darlene Higa
<u>X</u>	Laurene Young,
<u>X</u>	Richard Vierra
<u>O</u>	Cheryl Kunimoto
<u>X</u>	Cathy Matthews
<u>O</u>	Steven Saito
<u>X</u>	Liz Ishimitsu
<u>O</u>	Lurline Johnson
<u>O</u>	Scherr Webb
<u>X</u>	Bill Ramsey

QUORUM PRESENT: YES (Bold Names) GUEST:

III. TREASURER'S REPORT:

For Period Ending September 4, 2009 Ending Balance: \$21,548.31

IV. MINUTES OF MEETING:

Minutes from July approved, notes from September (no quorum) were reviewed and accepted.

V. PREVIOUS BUSINESS:

A. HAWAII STATE COMMITTEE - The committee is still in it's planning stages. Darlene and Prim will collaborate on a letter to the new outer island Chapters expressing that the Oahu Chapter stands willing to help them succeed.

B. Binder Guildines- Tabled until Elaine Saigusa is present.

VI. NEW BUSINESS:

A. 2010 SPEAKERS – Alan Lam has volunteered to schedule to speakers for the year. Darlene will follow up with his progress.

B. MAY 2010 PROFESSIONAL CONFERENCE – The conference in May will be a two day conference held May 13 & 14, 2010. The first day will offer “Tenancy” a National NARPM class. The second day we will have Brian Andaya teach a Hawaii C/E class in the morning. The afternoon session is to be determined but will utilize the National NARPM speaker.

The BOD will attempt to get the Tenancy class re-certified as a Hawaii C/E class through HAR. Liz and Cathy to coordinate.

C. CHRISTMAS COMMITTEE – The Christmas Committee will be having a meeting

VI. ADJOURNMENT: 1:15 pm

Respectfully submitted by Cathy Matthews, NARPM-OAHU CHAPTER

NARPM OAHU CHAPTER BOARD MEETING MINUTES

DATE: September 4, 2009 @Sizzler Steak House

I. **CALL TO ORDER:**

Primrose Leong-Nakamoto called the meeting to order at 12:25 pm

II. **MEMBERS PRESENT:** X= Present O=Absent TC=Teleconference

<u>X</u>	Primrose Leong-Nakamoto
<u>X</u>	Darlene Higa
<u>O</u>	Laurene Young,
<u>O</u>	Richard Vierra
<u>X</u>	Cheryl Kunitomo
<u>X</u>	Cathy Matthews
<u>O</u>	Steven Saito
<u>O</u>	Liz Ishimitsu
<u>O</u>	Lurline Johnson
<u>X</u>	Scherr Webb
<u>X</u>	Bill Ramsey

QUORUM PRESENT: NO (Bold Names) **GUEST: Elaine Saigusa**

III. **TREASURER'S REPORT:**

For Period Ending September 4, 2009 Ending Balance: \$10,395.70

IV. **MINUTES OF July MEETING:** (no meeting in August)

_Approved _Amended X Tabled

V. **PREVIOUS BUSINESS:**

- A. Computer issues: Elsie's computer is fixed so she is able to send monthly flyers to NARPM members without having to do it manually.
- B. Advertising for the conference: The most successful advertising for the Mom and Pop conference was through Honolulu Board of Realtors, Star Bulletin and the Honolulu Advertiser.
- C. Binder for Guideline: Elaine will put together a binder for the Mom and Pop Conference to be used as a guideline for future conferences.
- D. Forms in Binder: Next year we need to have a forms committee who will review all forms placed in the binder. This year, Ken Lau reviewed the binder but missed some vital things. There were forms that had wrong information. We must avoid this in the future by having a forms committee who will review each form carefully.

- E. Panel/Speakers: For future conferences, we need to inform each panel member and speakers exactly what they need to do. We should let them know how long they should speak and instructions, clearly in writing, on what they are to do so they clearly understand.

VI. NEW BUSINESS:

- A. Honolulu Advertiser: Honolulu Advertiser may want us to write articles a couple times per month. We discussed the idea of using Sentinel (a newsletter from the mainland) as a guideline for additional questions and answers.

- B. C.E. Credits during the May conference: Brian Andaya offered to teach classes for C.E. credits for NARPM members.

We need to check to see if we can get C.E. classes approved, combined with the National Classes.

- C. Speakers for May Conference: We need to get speakers for the May conference and clearly define what we will pay for. Cathy will talk to National about what they think is proper compensation.

VI. ADJOURNMENT: 1:34 pm

Respectfully submitted by Cheryl Kunimoto, Secretary NARPM-OAHU CHAPTER

NARPM OAHU CHAPTER BOARD MEETING MINUTES

DATE: July 10, 2009 @Sizzler Steak House

I. CALL TO ORDER:

Primrose Leong-Nakamoto called the meeting to order at 12:20 pm

II. MEMBERS PRESENT: X= Present O=Absent TC=Teleconference

X **Primrose Leong-Nakamoto**
X **Darlene Higa**
X **Laurene Young,**
O Richard Vierra
X **Cheryl Kunimoto**
O Cathy Matthews
O Steven Saito
X Liz Ishimitsu
X Lurline Johnson
X Scherr Webb
O Bill Ramsey

QUORUM PRESENT: YES (Bold Names) GUEST: NONE

III. TREASURER'S REPORT:

For Period Ending July 10, 2009 Ending Balance: \$12,433.50

IV. MINUTES OF JUNE MEETING:

_Approved XAmended _ Tabled

Carl Fraiser was not at the last board meeting. A motion was made by Prim and seconded by Lurline to remove Carl from the June attendance list as well as take him off the ongoing attendance list. Motion carried.

V. PREVIOUS BUSINESS:

- A. Neighbor Island Chapters and Newsletter: Big Island – Kona side and Maui are starting monthly chapter meetings. Maui has speakers lined up for the entire year.

It was discussed that possibly an Oahu NARPM member would be selected to maintain the newsletter since we have such heavy legislative activity here on Oahu.

- B. Mainland Vendors: Prim called and talked to several vendors such as Promas, Appfolio, and Jean Storms etc and told them about the Regional Conference next year. They showed interest in wanting to participate.

- C. Mom and Pop Seminar: Prim clarified with National that the August Seminar is geared towards the Mom and Pops. She informed them about our upcoming Regional conference next year.

VI. NEW BUSINESS:

- A. Monthly Flyers: Elsie is still having problems with the computer and has to enter the individual email addresses manually each time. National said they could take over sending the monthly flyers. However, Heald College offered to create a website for free so we can send them through the website. The board would like to try and fix the computer problem locally by using Heald College Services. If creating a website doesn't succeed then we'll obtain National's assistance to send the monthly flyer.

- B. Advertising for MOM and POP seminar: We will advertise in these areas: Two half page ads in the Star Bulletin, one advertisement in the Open House Guide and one advertisement in the Realtor Magazine.

We are waiting to hear from Bill Ramsey if we can advertise in the Honolulu Advertiser. Lurline will place all ads.

Darlene will look into advertising in Community Centers, Community Boards and contact them via e-mail or mail flyers.

Darlene will check with KITV to see if we can get a spot on the morning news advertising the seminar. Prim and Darlene agreed to go together.

- C. Special Meeting: Board Members will meet at Laurene's to put together binders and baskets on Saturday, August 1st at 11:00am. 99-553 Hoio Street Aiea.
- D. Introductions of Board Members: Prior to giving out door prizes nearing the close of the seminar, Board members should be together on the side so Prim can introduce Board Members.
- E. Cheryl will bring Diamond Bakery cookies for the table treats.

VI. ADJOURNMENT: 1:53 pm

Respectfully submitted by Cheryl Kunimoto, Secretary NARPM-OAHU CHAPTER

NARPM OAHU CHAPTER BOARD MEETING MINUTES

DATE: June 16, 2009 @Sizzler Steak House

I. **CALL TO ORDER:**

Primrose Leong-Nakamoto called the meeting to order at 12:12 pm

II. **MEMBERS PRESENT:** X= Present O=Absent TC=Teleconference

<u>X</u>	Primrose Leong-Nakamoto
<u>X</u>	Darlene Higa
<u>X</u>	Laurene Young,
<u>X</u>	Richard Vierra
<u>X</u>	Cheryl Kunimoto
<u>X</u>	Cathy Matthews
<u>O</u>	Cori Shimabukuro,
<u>O</u>	Steven Saito
<u>X</u>	Liz Ishimitsu
<u>X</u>	Lurline Johnson
<u>X</u>	Scherr Webb
<u>X</u>	Carl Frazier
<u>X</u>	Bill Ramsey
<u>O</u>	Brett Schenk
<u>O</u>	Patrick Young

QUORUM PRESENT: YES (Bold Names) GUEST: NONE

III. **TREASURER'S REPORT:**

For Period Ending June 12, 2009 Ending Balance: \$13,688.86

IV. **MINUTES OF MAY MEETING:**

XApproved Amended Tabled

V. **PREVIOUS BUSINESS:**

- A. Neighbor Island Chapters: Candy Swanson is doing Electronic Newsletters. She wants to get chapters together. She doesn't want to do the electronic newsletters forever and feels like someone from Hawaii should take over. The outer island chapters are still struggling. Prim told them they could have access to our Oahu NARPM website.

VI. NEW BUSINESS:

- A. NARPM Guests:** People who come to NARPM lunches more than two times need to sign up as members or join as support staff.
- B. By Laws:** Next year we will amend the By-laws to have a seven Member Executive Committee to include: President, Vice President, Past President, Secretary, Treasurer and two additional members to sit on the board.
- C. Mom and Pop Seminar:** Need to clarify with National so they understand what this conference is about and who the seminar is geared toward. Darlene will contact National.

Deadline Registration for Mom and Pop seminar is August 1st.

Cheryl will check with Diamond Bakery to supply cookies.

- D. Burglaries:** Need to bring up at the June luncheon meeting that due to the economy we're seeing an increase in burglaries.

VI. ADJOURNMENT: 1:15 pm

Respectfully submitted by Cheryl Kunimoto, Secretary NARPM-OAHU CHAPTER

NARPM OAHU CHAPTER BOARD MEETING MINUTES

DATE: May 8, 2009 @Sizzler Steak House

I. CALL TO ORDER: *Primrose Leong-Nakamoto called the meeting to order at 12:10 pm*

II. MEMBERS PRESENT: *X= Present O=Absent TC=Teleconference*

<u>X</u>	Primrose Leong-Nakamoto
<u>O</u>	Darlene Higa
<u>X</u>	Laurene Young,
<u>O</u>	Richard Vierra
<u>O</u>	Cheryl Kunimoto
<u>X</u>	Cathy Matthews
<u>O</u>	Cori Shimabukuro,
<u>X</u>	Steven Saito
<u>X</u>	Liz Ishimitsu
<u>X</u>	Lurline Johnson
<u>X</u>	Scherr Webb
<u>O</u>	Carl Frazier
<u>X</u>	Bill Ramsey

QUORUM PRESENT: NO *(Bold Names)* **GUEST: NONE**

III. TREASURER'S REPORT: *The ending balance as of May 8, 2009: \$13,396.92. The annual report to DCCA was filed on April 1, 2009.*

IV. MINUTES OF FEBRUARY MEETING: X **Approved** **Amended**
 Tabled

V. PREVIOUS BUSINESS:

A. August Seminar Agenda: *The Board reviewed the agenda and made necessary corrections, modifications, etc. The theme for this conference is Property Management during the Current Economic Times.*

VI. NEW BUSINESS:

A. Neighbor Island Chapters: *Darlene, Prim, and Richard have had ongoing conference calls with Candi to discuss how we can help the new chapters get on established.*

VI ADJOURNMENT: 1:20PM

Respectfully submitted by Liz Ishimitsu, Secretary Pro tem

NARPM OAHU CHAPTER BOARD MEETING MINUTES

DATE: April 17, 2009 @Sizzler Steak House

I. CALL TO ORDER:

Primrose Leong-Nakamoto called the meeting to order at 12:15 pm

II. MEMBERS PRESENT: *X= Present O=Absent TC=Teleconference*

<u>X</u>	Primrose Leong-Nakamoto
<u>X</u>	Darlene Higa
<u>X</u>	Laurene Young,
<u>X</u>	Richard Vierra
<u>X</u>	Cheryl Kunimoto
<u>O</u>	Cathy Matthews
<u>O</u>	Cori Shimabukuro,
<u>O</u>	Steven Saito
<u>O</u>	Liz Ishimitsu
<u>X</u>	Lurline Johnson
<u>X</u>	Scherr Webb
<u>O</u>	Carl Frazier
<u>X</u>	Bill Ramsey
<u>O</u>	Brett Schenk
<u>O</u>	Patrick Young

QUORUM PRESENT: YES (Bold Names) GUEST: NONE

III. TREASURER'S REPORT:

For Period Ending April 17, 2009 Ending Balance: \$13,164.71

IV. MINUTES OF MARCH MEETING:

XApproved Amended Tabled

V. PREVIOUS BUSINESS:

- A. Board Member Duties:** *Primrose will provide information about what each person's roll is while serving on the Board.*
- B. Star Bulletin Articles:** *Cheryl will contact Connie Wright to get weekly copies of the NARPM Articles. She will keep a binder with all the articles.*
- C. August Seminar:** *Prim may have a speaker on Section 8 for the Mom and Pop Seminar.*
- D. Revise By Laws:** *Establishing a five member Executive Committee to include President, Vice President, Secretary, Treasurer, and Immediate Past President to sit on the board. Lurline will update the By-laws and send to the membership to vote on.*

VI. NEW BUSINESS:

- A. Vendor Renewals: Sher will make a Vendor renewal invoice and bring to the next meeting to vote on for approval. We discussed vendors renewing each calendar year (January) for \$100.00. If they join mid-year they will pay pro-rated the following year. If they drop out for a year and come back then we will pro-rate the year when they return.*
- B. Assisting Outer Island NARPM start-ups: Candi Swansen (Regional) wants to start NARPM chapters on outer islands. We discussed assisting but want expenses paid. Bill will work on a proposal for National and the Board will work on the budget.*
- C. August Seminar: Need to ask for three volunteers at the May meeting. Volunteers will get credit towards their RMP and will get to attend the seminar for free.*

VI. ADJOURNMENT: 1:14 pm

Respectfully submitted by Cheryl Kunimoto, Secretary NARPM-OAHU CHAPTER

NARPM OAHU CHAPTER BOARD MEETING MINUTES
DATE: March 13, 2009 @Sizzler Steak House

I. CALL TO ORDER:

Primrose Leong-Nakamoto called the meeting to order at 12:15 pm

II. MEMBERS PRESENT: *X= Present O=Absent TC=Teleconference*

<u>TC</u>	Primrose Leong-Nakamoto
<u>X</u>	Darlene Higa
<u>X</u>	Laurene Young,
<u>O</u>	<i>Richard Vierra</i>
<u>X</u>	Cheryl Kunimoto
<u>X</u>	<i>Cathy Matthews</i>
<u>O</u>	<i>Cori Shimabukuro,</i>
<u>O</u>	<i>Steven Saito</i>
<u>X</u>	<i>Liz Ishimitsu</i>
<u>X</u>	<i>Lurline Johnson</i>
<u>O</u>	<i>Scherr Webb</i>
<u>O</u>	<i>Carl Frazier</i>
<u>X</u>	<i>Bill Ramsey</i>
<u>O</u>	<i>Brett Schenk</i>
<u>O</u>	<i>Patrick Young</i>

QUORUM PRESENT: NO (Bold Names) GUEST: NONE

III. TREASURER'S REPORT:

For Period Ending March 13, 2009 Ending Balance: \$13026.45

IV. MINUTES OF FEBRUARY MEETING:

XApproved Amended Tabled

V. PREVIOUS BUSINESS:

A. *Board Member Duties: Primrose will provide information about what each person roll is while serving on the Board.*

VI. NEW BUSINESS:

A. *Star Bulletin Articles: Per Connie Wright the newspaper wants only current and past Board Presidents to write the articles. A schedule will need to be made.*

Cheryl will make a binder with all the Newspaper articles.

- B. Legislature:** Bill, Richard and Steve will write the letters of testimony for the legislative bills that we support/oppose.*
- C. August Conference:** Elaine Saigusa wants to chair the August Mom and Pop conference. Need to figure out format before we try to obtain speakers. Cheryl is attending a Landlord Tenant conference in April and will look at format and will report back to Board*
- D. By Laws:** Lurline stated that we need to agree and vote on number of officers and directors for the By-laws.*
- E. Certificate of Compliance:** Per National we have met all the requirements and have received the Certificate of Compliance. Congratulations to all!*

VI. ADJOURNMENT: 1:30PM

Respectfully submitted by Cheryl Kunimoto, Secretary NARPM-OAHU CHAPTER

NARPM OAHU CHAPTER BOARD MEETING MINUTES
DATE: February 6, 2009 @ Sizzler Steak House

I. CALL TO ORDER: Primrose Leong-Nakamoto called the meeting to order at 12:21 pm

II. MEMBERS PRESENT: X= Present O= Absent TC = Teleconference

<u>X</u>	Primrose Leong-Nakamoto
<u>X</u>	Darlene Higa
<u>O</u>	Laurene Young
<u>O</u>	Richard Vierra
<u>X</u>	Cheryl Kunimoto
<u>X</u>	Cathy Matthews
<u>X</u>	Steven Saito
<u>X</u>	Liz Ishimitsu
<u>X</u>	Lurline Johnson
<u>X</u>	Scherr Webb
<u>O</u>	Carl Frazier
<u>X</u>	Bill Ramsey
<u>O</u>	Brett Schenk
<u>O</u>	Patrick Young

QUORUM PRESENT: YES (Bold Names) **GUEST: NONE**

III. TREASURER'S REPORT: For Period Ending February 6, 2009
Ending Balance: \$14,254.51

IV. MINUTES OF JANUARY 2009 MEETING: X **Approved**
__ Amended __ Tabled

V. PREVIOUS BUSINESS:

- A.** Monthly meeting flyer poster schedule: Send notice two to three weeks prior to meeting. Send again one week before the meeting and another Friday reminder.

Still receiving complaints about people not receiving the flyers by e-mail. Prim will address issue at February monthly meeting.

- B.** Complaint about JCC being "cold, dark & uncomfortable": Cheryl checked with five other venues for meeting places. None of the options compared with the costs and physical requirements needed. Cheryl will announce at the February meeting that we've researched this and have found nothing comparable. Will ask members for suggestions or ideas of other meeting places.

Cheryl will contact Sam Choys restaurant to see if they have a meeting room available for our monthly meetings.

VI. NEW BUSINESS:

- A. Board of Directors Duties: Prim will provide information about what each person's roll is while serving on the Board of Directors.
- B. Ways of promoting our organization: Board Members can answer questions for newspapers columns or write about their experiences. Also, we can take sections of The Landlord Tenant Code and create questions and answers. Committee would review all answers. We would need pictures of Board Members.
- C. Participation in Legislation: Steve Saito needs response from members with regards to bills. Steve needs Board Members to read bills and send back our opinion. HAR would like our participation in testifying. One person could come to testify and others send written testimony. Steve suggests that we always be polite and respectful when testifying. Keep written testimony brief: 3 to 4 bullet points. Be ready - sometimes they send out bills on Friday night for a Monday morning session.

Getting private owners involved: Discussed sending potential bills to private owners so we can educate them and get them to testify. Ask owners for e-mail addresses at August seminar to see if they want to be notified of up and coming bills during the legislative session.

- D. Supporting Big Island Chapter: To help support the Big Island chapter we will try to promote Oahu members to go to The Big Island conference in May.
- E. Army housing is actively advertising for new tenants. Many benefits to prospective tenants such as no deposits, pet friendly, central a/c, larger homes.
- F. Inconsistency in By-Laws – Lurline will update who is able to vote.
- G. **Motions:** Cathy Mathews made a motion to donate \$1000 to CASA (Court Appointed Special Advocates), Second by Prim, Motion unanimously carried at 1:40pm.
(CASA is a non-profit organization that trains adults to stand by children when they are taken away from their parents. The trained adult helps children so they don't get lost in the overburdened legal and social service system. It helps avoid children ending up in inappropriate group or foster homes.)

VII ADJOURNMENT: 1:55 PM

NARPM OAHU CHAPTER BOARD MEETING MINUTES

DATE: January 9, 2009

ATTENDANCE KEY: X= Present 0= Absent TC = Teleconference

0 Cathy Matthews
X Laurene Young,
X Richard Vierra,
X Darlene Higa,
0 Cori Shimabukuro,
X Primrose Leong-Nakamoto,
0 Steven Saito
X Liz Ishimitsu
X Lurline Johnson
X Scherr Webb
0 Carl Frazier
X Bill Ramsey
X Brett Schenk
0 Patrick Young

QUORUM PRESENT: YES (Bold Names) **GUEST: NONE**

- I. **CALL TO ORDER:** Richard Vierra called the meeting to order at 12:30PM
- II **TREASURER'S REPORT:** For Period Ending December 31, 2008. Ending Balance: \$13,982.96
- III **MINUTES OF NOVEMBER and DECEMBER 2008 MEETING(S):** X Approved Amended Tabled
- IV **TOPICS DISCUSSED:**

Old Business:

1. Richard- Waiting for written confirmation that State Meetings will qualify for National Conference Credits. Maui Chapter still not responding to inquiries reg. State Chapter.
2. Richard- Charity Recipients Sent a Thank Your Letter
3. IREM/BOMA Forecast meeting-Group Seats Sold Out- general seating still available.

New Business

1. Motion by Prim: Change Signature Card to include 2009 President Primrose Leong-Nakamoto, Vice-President Darlene Higa, Treasurer Laurene Young, 2008 Past President Richard Vierra. Remove Past Treasurer Patrick Young and 2007 Past President Lurline Johnson. Two signatures still required on checks. Second by Richard. Discussion followed. Vote: Four Yes, Zero Nay. Motion Passed.
1. Prim:-2009 Officer Induction Proceedings- passing of the Gavel? (need "Gavel"?)
2. Prim:-Mom and Pop Seminar 2009 to be coordinated by Elaine
3. Monthly Meeting Flyer-posting schedule. First of month, week before, Friday reminder.
4. Prim:-STAR BULLETIN Mid-Week Q & A column. Need new contributor/correspondent to replace Richard (Kudos to Richard for an excellent performance- job well done!!!). Consider forming a Committee to draft a library of Q and A in order to avoid questions that are beyond the scope of a Property Manager (and avoid giving legal advice)

5. Lauren: Complaint about JCC being "Cold, Dark and uncomfortable" Not many options. Existing contract is through 2009.
6. Laurene: requests speaker committee to help with logistics of monthly meetings i.e. projector/screen reservations, (note that Lurline's remote control device is broken) Consider reviewing menus well in advance.
7. Prim: Some members stating that they are not receiving flyers by e-mail. Possible spam blocking by Road Runner. Check with members at January meeting.
8. Richard: Standard of performance of Committee Chairs. Protocol for dismissing chairs due to lack of participation/attendance/non-performance.
9. Darlene Higa: Returning chair of the Speaker Committee due to Jan Kim's non-performance. (time is of the essence so that 2009 schedule is filled before the most desirable speakers are booked elsewhere)

VI ADJOURNMENT: 2:00PM

Respectfully submitted by Brett Schenk, Secretary NARPM-OAHU CHAPTER