

# Certificate of Compliance

This certifies that the

## Northern Virginia Chapter of NARPM® (#43)

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.

December 17, 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® NORTHERN VIRGINIA 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 <i>ENCLOSED</i>
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 checked="" type="checkbox"/> N <input type="checkbox"/> If yes, attach copy to this report and highlight changes. <i>ALL NEW</i>
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: <i>BBIT</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 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. <i>ENCLOSED</i>
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 <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:

CHAPTER PLANNING	
14.	Attach a copy of chapter's annual calendar of events for the following year. <i>ENCLOSURE</i>
15.	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:
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 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 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:
18.	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:
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 checked="" type="checkbox"/> N <input 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 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?
  
- 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:

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Current Certification Year President/Date

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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.

**NORTHERN VIRGINIA CHAPTER OF NARPPM  
2010 CALENDAR**

	<b>Chapter/Action</b>	<b>Description</b>	<b>Comments</b>
<b>JANUARY</b>			
13	2010 First Quarter BOD Meeting	Open to all Members	
<b>FEBRUARY</b>			
10	2010 Monthly Membership Lunch		
<b>MARCH</b>			
10	2010 Monthly Membership Lunch		
	Taxes to be Prepared		
<b>APRIL</b>			
14	2010 Second Quarter BOD Meeting	Open to all Members	
<b>MAY</b>			
12	2010 Monthly Membership Lunch		
<b>JUNE</b>			
9	2010 Monthly Membership Lunch		
<b>JULY</b>			
14	2010 Third Quarter BOD Meeting	Open to all Members	
<b>AUGUST</b>			
11	2010 Monthly Membership Lunch		
	2011 Budget Preparations		
<b>SEPTEMBER</b>			
8	2010 Monthly Membership Lunch		
<b>OCTOBER</b>			

13	2010	Fourth Quarter BOD Meeting	Open to all Members
		NARPM Cert. of Compliance	
		State Corporation paperwork to be filed	
<b>NOVEMBER</b>			
10	2010	Annual Meeting	
<b>DECEMBER</b>			
8	2010	Monthly Membership Lunch	

# **Northern Virginia Chapter of NARPM**

**December 9, 2009**

**11:30AM**

## **AGENDA**

1. Call to Order
2. Introduction (if any)
3. Secretary's Report
4. Treasurer's Report
5. Guest Speaker
6. Lunch
7. Old Business
8. New Business
  - a. Chapter Reinstatement
  - b. 2010 Dues
  - c. 2010 Guest Speakers
  - d. Meeting Dates
9. Adjournment

# **Northern Virginia Chapter of NARPM**

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**11:30AM**

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**NARPM**  
National Association of Residential Property Managers  
December 9<sup>th</sup>, 2009  
Northern Virginia Chapter  
<http://www.novanarpm.org>

**Meeting Called to Order**

Angela Newman called to order the meeting 11:40am

**Announcements**

- Tim and Angela brought everyone up to speed on progress towards chapter reinstatement
- Announcement of 2010 calendar which was distributed to all in attendance
- John Bennet, as new membership chair, will be preparing to seek out new members in the New Year once the chapter has been reinstated. We have an immediate necessity to bring 3-5 more members to the chapter.

**Survey**

Those in attendance were surveyed about raising dues from the current \$150 per member to \$175 in an effort to cover the shortfall occurring each year. At the end of the meeting all in attendance voted unanimously to allow the \$25 local chapter dues increase.

**Group Discussion Followed**

A group discussion lead by Bob Gering focusing on the new VRTLA lease due out this spring along with announcing a Chip Dix class to be held in April. Pro and cons were discussed as they apply to our daily business and in contrast to the common law NVAR lease which will also be coming along.

Discussion about loss of income insurance for our owners and what can happen when they don't have it.

**Lunch and Networking** 12:20pm-1:00pm

**Meeting Adjourned**

Angela Newman adjourned the meeting at 1:10pm