

**NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS**  
**Chapter Compliance and Monitoring**  
**2012 Compliance/2013 Planning**

**FORM MUST BE SUBMITTED ELECTRONICALLY TO NARPM**

<b>Chapter Name:</b>	Northern Virginia
<b>Region:</b>	Southeast

<b>Compliance Received:</b> (to be completed by national)	
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**Incoming Officers: MUST BE NARPM MEMBERS and are for the following year**

President	Craig Richey
President-Elect	None
Vice President	David Norod
Secretary	John Bennett
Treasurer	Tim Kirchner
Past President	Betty Best

**Incoming Committee Chairs: ONLY LIST THOSE THAT ARE NATIONAL MEMBERS - No local affiliates and are for the coming**

Education	Craig Richey
Membership	John Bennett
Legislative	n/a
Communications	Craig Richey
Web	David Norod
Hospitality/Meetings	Tim Kirchner
Affiliates	n/a

**Corporation Status:**

Bylaws on file? <i>Did you know that you need the approval of the national board to amend your bylaws? If you amended your bylaws this year, please submit an updated copy. National does not retain when approved by board</i>	Yes
<b>Approval of amendment needed?</b>	Yes
Corporate Annual Registration Report/Renewal for state Chapter is registered. <i>*Send NARPM® an up to date copy of corporate annual registration report/renewal for your state (Must be submitted to reach chapter compliance)</i>	Yes
Tax return filed? <i>*Attach Copy or if not needed so note</i>	No
If not, why not	Not needed

**NARPM Compliance Requirements:**

President attended leadership training	Yes
Vice President/President-Elect attended leadership training	No
Number of RVP calls the chapter's president or their representative participated in: <i>Did you know your chapter president or their representative must attend three of these calls to reach chapter</i>	
Copy of budget submitted:	Yes
Did chapter sponsor/participate in promoting educational programs for NARPM® members affiliated with the chapter during certification year? <i>This can be designation classes or local classes that have special speakers. For state/regional chapters, education can be part of their state/regional convention. Make sure to send a sample flier</i>	No

Did the chapter file the 99-N e-Postcard? <i>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>). If you are not filing this form the chapter is not a 501 c-6. Check status with the IRS</i>	No
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### Chapter Operational Practices

Frequency of membership meetings	Monthly
Number of membership meetings: <i>Did you know there is a minimum requirement of 4 meeting to meet chapter compliance?</i>	
Meeting Days	2nd Wednesday of each month
Meeting Times	11:30am
Number of board meetings: <i>Did you know there is a minimum requirement of 4 Board of Directors meetings to reach chapter compliance? *attach copies of minutes</i>	4
Board Meeting Days	2nd Wednesday, prior to membership mtg
Board Meeting Times	11:30am
Chapter Dues <i>Does your chapter charge dues to members?</i>	Yes
Meal included in dues?	Yes
Does chapter have a web site?	Yes

### Upcoming Year Chapter Plan:

Please list meeting topics:

January	Collections & Attorney
February	Chapter Website
March	Insurance
April	Utility Companies
May	Inspection Tracking
June	CPA Talk
July	Vendor Day
August	Social Event
September	Business Planning
October	Marketing
November	Videos
December	Business Valuation
How many newsletters or broadcast emails does Chapter send? (max 12)	10

On a scale of 1-10, how well do you think your chapter is doing? 5

Name of person completing this report:	Craig Richey
Date completed:	12/31/2012

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**Congratulations on completing the chapter compliance report! It looks like**