

# 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 Colorado
<b>Region:</b>	Southwest

<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	Bryan Potter
President-Elect	Pam Foster
Vice President	Pam Foster
Secretary	Debbie Jackson
Treasurer	Erin Griffin
Past President	Bev Perina

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

Education	Bev Perina
Membership	Jana Pickett
Legislative	Diana Quigley
Communications	Susan Albren
Web	Susan Albren
Hospitality/Meetings	Bev Perina
Affiliates	Laurie King & Harry Pier

**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>	yes
If not, why not	

**NARPM Compliance Requirements:**

President attended leadership training	no
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>	3
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>	yes

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 www.irs.gov/charities). If you are not filing this form the chapter is not a 501 c-6. Check status with the IRS</i>	Yes
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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>	10
Meeting Days	3 Wed of each month
Meeting Times	3:00pm to 5:00pm
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>	6
Board Meeting Days	3 Wed of each month
Board Meeting Times	5:00-6:00
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	Goal Setting
February	Definition of Companion vs Therapy Pet
March	Success is not Accidental
April	Medical Marijuana and our industry
May	Director of Colo Real Estate Commission
June	Collections 101
July	Social
August	Round Table Discussions
September	Power Session
October	Round Table Discussions
November	Fair Housing
December	Holiday Social
How many newsletters or broadcast emails does Chapter send? (max 12)	12

On a scale of 1-10, how well do you think your chapter is doing?	6
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Name of person completing this report:	Bev Perina
Date completed:	11/28/2012

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**Congratulations! It looks like you have some good things going! KEEP UP**