



National Association of Residential Property Managers

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS

Chapter Compliance and Monitoring

2013 Compliance/2014 Planning

FORM MUST BE SUBMITTED ELECTRONICALLY TO NARPM®. See instructions at end of form

Chapter Name:	Oahu
Region (Select from drop down menu.):	Pacific
Chapter Number (http://www.narpm.org/search/search-chapters.htm)	C073
Compliance Received: (to be completed by national)	
Has Chapter adopted new model bylaws	No
Incoming Officers: MUST BE NARPM MEMBERS and are for the following calendar year (2014)	
President	Elaine Saigusa
President-Elect	Bradley Isa
Vice President	
Secretary	Primrose Leong Nakamoto
Treasurer	Laurene Young
Past President	Scherry Webb
Attach additional sheet if needed. Drop down Yes/No	No
Incoming Committee Chairs (2014): ONLY LIST THOSE THAT ARE NATIONAL MEMBERS - No local affiliates and are for the coming year	
Education	Jason Yotsuda
Membership	Brandi Oshiro
Legislative	Amanda Frazier
Communications	
Web	Alan Lam
Hospitality/Meetings	
Affiliates	Becky Gustafson
Attach additional sheet if needed. Drop down Yes/No	No
Corporation Status:	
Bylaws on file? Drop down Yes/No . <i>Did you know that you need the approval of the national board to amend your bylaws? If you amended your bylaws this year, and had National approve them, please submit an updated copy. National does not retain when approved by board.</i>	Yes
Approval of amendment needed? Submit to Executive Director@narpm.org	
State Corporate Registration Report filing. Drop down Yes/No <i>*Send NARPM® an up to date copy of state corporate annual registration report/renewal (Must be submitted to reach chapter compliance)</i>	Yes
Tax return filed? Drop down Yes/No <i>*Attach Copy or if not needed so note</i>	Yes
If not, why not	
NARPM Compliance Requirements:	

President attended leadership training at the Regional Event? Drop down Yes/No.	Yes
Vice President/President-Elect attended leadership training at Regional Event? Drop down Yes/No.	Yes
Number of RVP calls the chapter's president or their representative participated in: (Select from number drop down.) <i>Did you know your chapter president or their representative must attend three of these calls to reach chapter compliance?</i>	3
Submit Copy of following calendar year budget: Drop down Yes/No.	Yes
Did your chapter file the 99-N e-Postcard if not filing taxes. Drop down Yes/No and submit evidence of filing. <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 receiving notification to file this form the chapter may not be a 501 c-6. Check status with the IRS</i>	No
Chapter Operational Practices	
Frequency membership meetings. Select # from drop down menu.	Monthly
Number of membership meetings: (Select # from drop down menu.) <i>Did you know there is a minimum requirement of 4 meeting to meet chapter compliance?</i>	
Meeting Days	2nd Tuesday of every month
Meeting Times	11:30-1:30
Number of board meetings: (Select # from drop down menu.) <i>Did you know there is a minimum requirement of 4 Board of Directors meetings to reach chapter compliance? *attach copies of minutes</i>	12
Board Meeting Days	Friday before monthly meeting
Board Meeting Times	Noon
Chapter Dues <i>Does your chapter charge dues to members?</i>	No
Meal included in dues? Drop down Yes/No.	
Upcoming Year Chapter Plan:	
Don't forget to look at filing a chapter grant for membership drive event. Also can apply for discount on dues for membership drive event (may file one time a year) http://www.narpm.org/members/tools/chapter-services/handbook/support-services.htm (bottom of page)	
Please list meeting topics:	
January	New Credit Reporting Regulations
February	Landlord Tenant Info/Consumer
March	NET Metering, PV, Solar
April	Section 8 New Rules
May	Homeland Security
June	Dept of Health/Noise Complaints
July	Dealing with upset owners/Clients
August	Yearly Seminar
September	Hawaii State Civil Defence Crisis
October	Military Housing Referral Network
November	Cesspool & Septic Tanks
December	Installation of officers/Christmas
How many newsletters/broadcast emails does Chapter send? (Select # drop down menu) Maximum 12	12
Health of Chapter	

On a scale of 1-10, how well do you think your chapter is doing? (Select # from drop down menu.)	8
Contract Information	
Name of person completing this report:	Scherry Webb
Email address:	scherry@hawaii.rr.com
Date completed:	12/3/2013
<p>FORM MUST BE SUBMITTED ELECTRONICALLY TO NARPM® to:</p> <p>http://www.internetmemberservices.com/router.php?ASSN=NARP&NAME=DESIGNATIONS/COMPLIANCE_CP</p> <p><i>You may have to log into Internet Member Services and click link again to work</i></p>	
<p>Congratulations on completing the chapter compliance report! It looks like you might</p>	