



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**

<b>Chapter Name:</b>	Big Island East Hawaii Chapter
<b>Region (Select from drop down menu. ):</b>	Pacific
Chapter Number ( <a href="http://www.narpm.org/search/search-chapters.htm">http://www.narpm.org/search/search-chapters.htm</a> )	C051
<b>Compliance Received:</b> (to be completed by national)	
<b>Has Chapter adopted new model bylaws</b>	Yes
<b>Incoming Officers: MUST BE NARPM MEMBERS and are for the following calendar year (2014)</b>	
President	Kristin Mikami
President-Elect	Amanda Donaldson
Vice President	Erin Schaefer
Secretary	Linda Lodge
Treasurer	Cyndy Starr
Past President	Kevin Aoki
Attach additional sheet if needed. Drop down Yes/No	
<b>Incoming Committee Chairs (2014): ONLY LIST THOSE THAT ARE NATIONAL MEMBERS - No local affiliates and are for the coming year</b>	
Education	
Membership	Erin Schaefer
Legislative	Scott Shirley
Communications	
Web	Amanda Donaldson
Hospitality/Meetings	
Affiliates	
Attach additional sheet if needed. Drop down Yes/No	
<b>Corporation Status:</b>	
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
<b>Approval of amendment needed? Submit to Executive Director@narpm.org</b>	
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>	No
If not, why not	Correcting EIN number
<b>NARPM Compliance Requirements:</b>	
President attended leadership training at the Regional Event? Drop down Yes/No.	No
Vice President/President-Elect attended leadership training at Regional Event? Drop down Yes/No.	No
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>	

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>	Yes
<b>Chapter Operational Practices</b>	
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>	10
Meeting Days	Third Thursday of Month
Meeting Times	11:30 to 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>	4
Board Meeting Days	05/23/13, 06/27/13, 08/22/13, 11/26/13
Board Meeting Times	11:30 to 1:30
Chapter Dues <i>Does your chapter charge dues to members?</i>	No
Meal included in dues? Drop down Yes/No.	No
<b>Upcoming Year Chapter Plan:</b>	
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) <a href="http://www.narpm.org/members/tools/chapter-services/handbook/support-services.htm">http://www.narpm.org/members/tools/chapter-services/handbook/support-services.htm</a> (bottom of page)	
Please list meeting topics:	
January	Website update/Officers swearing in
February	Process Serving
March	Happy Inspector w/joint West Chapter
April	Fair Housing
May	Table discussion: evictions/5day letters etc
June	Pest Control
July	Legislative update
August	Attorney
September	Trade Show
October	Home Inspector
November	Public Works
December	Xmas party
How many newsletters/broadcast emails does Chapter send? (Select # drop down menu) Maximum 12	12
<b>Health of Chapter</b>	
On a scale of 1-10, how well do you think your chapter is doing? (Select # from drop down menu.)	5
<b>Contract Information</b>	
Name of person completing this report:	Kristin L. Mikami
Email address:	kristinm@daylum.com
Date completed:	1/8/2014
<b>FORM MUST BE SUBMITTED ELECTRONICALLY TO NARPM® to:</b>	
<a href="http://www.internetmemberservices.com/router.php?ASSN=NARP&amp;NAME=DESIGNATIONS/COMPLIANCE_CP">http://www.internetmemberservices.com/router.php?ASSN=NARP&amp;NAME=DESIGNATIONS/COMPLIANCE_CP</a>	
<b>You may have to log into Internet Member Services and click link again to work</b>	

**Congratulations on completing the chapter**