



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>	Central AZ
<b>Region (Select from drop down menu. ):</b>	Southwest
<b>Chapter Number (<a href="http://www.narpm.org/search/search-chapters.htm">http://www.narpm.org/search/search-chapters.htm</a>)</b>	CO78
<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	Diane Tenison
President-Elect	Gina Kowacz
Vice President	Gina Kowacz
Secretary	Cynthia Thomas
Treasurer	Lori Burgan
Past President	Michael Thompson
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	Diane Tenison
Membership	Gina Kowacz
Legislative	Michael Thompson
Communications	Loni Lenahan
Web	Cynthia Thomas
Hospitality/Meetings	Diane Tenison
Affiliates	Gina Kowacz
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>	Yes
If not, why not	
<b>NARPM Compliance Requirements:</b>	

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.	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>	4
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 <a href="http://www.irs.gov/charities">www.irs.gov/charities</a>). 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.	Every other month
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>	4
Meeting Days	3rd Thursday
Meeting Times	11:30-1:00
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	TBD
Board Meeting Times	11:00-Noon
Chapter Dues <i>Does your chapter charge dues to members?</i>	Yes
Meal included in dues? Drop down Yes/No.	Yes
<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	Speakers
February	Speakers
March	Continuing Education
April	Network/AAR
May	Speakers
June	Continuing Education
July	Speakers
August	Speakers
September	Vendor Fair
October	Network Event
November	Continuing Education
December	Holiday Mixer
How many newsletters/broadcast emails does Chapter send? (Select # drop down menu) Maximum 12	8
<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
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**Contract Information**

Name of person completing this report:	<i>Diane Tenison</i>
Email address:	<i>diane@ppmprescott.net</i>
Date completed:	11/25/2013

**FORM MUST BE SUBMITTED ELECTRONICALLY TO NARPM® to:**

[http://www.internetmemberservices.com/router.php?ASSN=NARP&NAME=DESIGNATIONS/MEMBER\\_CP](http://www.internetmemberservices.com/router.php?ASSN=NARP&NAME=DESIGNATIONS/MEMBER_CP)

***You may have to log into Internet Member Services and click link again to work***

**Congratulations on completing the chapter**