



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:	Sacramento
Region (Select from drop down menu.):	Pacific
Chapter Number (http://www.narpm.org/search/search-chapters.htm)	C004
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	Shawn Collins
President-Elect	
Vice President	Derek Clark
Secretary	Michelle McGraw
Treasurer	Janet Regan
Past President	Robert Thomas
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	Alexandra Goldthwaite
Membership	Michelle Wight
Legislative	Leilani Rosenblatt
Communications	Christine Emphasis
Web	Andy Pokorny
Hospitality/Meetings	Bev Hoeft
Affiliates	Amanda Rawls /Milan Milunovich
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.	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 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
Chapter Operational Practices	
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>	6
Meeting Days	Third Thursday
Meeting Times	11:30am
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>	10
Board Meeting Days	2nd Wed
Board Meeting Times	9am
Chapter Dues <i>Does your chapter charge dues to members?</i>	no
Meal included in dues? Drop down Yes/No.	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	Luncheon to host National Pres
February	classes
March	Trulia - Marketing your rentals
April	build dates with Habitate 4 Human
May	Online reputation
June	Evening social
July	Property mgmt expo
August	classes
September	How to network - 1st impressions
October	National convention
November	Rental Housing Director to speak
December	Member appreciation party
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.)	10
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Contract Information

Name of person completing this report:	<i>Shawn Collins</i>
Email address:	<i>scollins@homepointe.com</i>
Date completed:	11/15/2013

FORM MUST BE SUBMITTED ELECTRONICALLY TO NARPM® to:

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! It looks like you have