



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

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| Chapter Name: | Monterey Bay |
| Region (Select from drop down menu.): | Pacific |
| Chapter Number (http://www.narpm.org/search/search-chapters.htm) | C012 |
| Compliance Received: (to be completed by national) | |
| Has Chapter adopted new model bylaws | Yes 11/19/13 |
| Incoming Officers: MUST BE NARPM MEMBERS and are for the following calendar year (2014) | |
| President | Mary Lynn Pinto |
| President-Elect | TBD |
| Vice President | Vacant |
| Secretary | William Sterling |
| Treasurer | Jan Taylor |
| Past President | Linda Chatten |
| Attach additional sheet if needed. Drop down Yes/No | |
| Incoming Committee Chairs (2014): ONLY LIST THOSE THAT ARE NATIONAL MEMBERS - No local affiliates and are for the coming year | |
| Education | |
| Membership | Gail Valdez |
| Legislative | Jan Leasure |
| Communications | William Sterling |
| Web | Mary Lynn Pinto |
| Hospitality/Meetings | Jan Taylor/Gail |
| Affiliates | Mary Lynn Pinto |
| Attach additional sheet if needed. Drop down Yes/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> | No |
| If not, why not | n/a see postcard |
| NARPM Compliance Requirements: | |

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| 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> | 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> | Yes |
| 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> | 8 |
| Meeting Days | Thursdays |
| 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> | 4 |
| Board Meeting Days | Thursdays |
| Board Meeting Times | 1:30-2:30 |
| Chapter Dues <i>Does your chapter charge dues to members?</i> | Yes |
| 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 | Inspection Prevention Tips |
| February | n/a Regional/Broker Owner |
| March | n/a Cal Narpm in MTY |
| April | Member Update from meetings |
| May | Tenant Screening/avoiding Lawsuits |
| June | Jean Storms/Get Organized |
| July | Teaching moment w/affiliates |
| August | Guest Speaker - TBD |
| September | Building/Fire code enforcement |
| October | n/a National Convention |
| November | Stress Management |
| December | Christmas Party |
| How many newsletters/broadcast emails does Chapter send? (Select # drop down menu) Maximum 12 | |
| Health of Chapter | |

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| On a scale of 1-10, how well do you think your chapter is doing? (Select # from drop down menu.) | 7 |
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Contract Information

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| Name of person completing this report: | Mary Lynn Pinto |
| Email address: | homes@bayshoremonterey.com |
| Date completed: | 11/29/2013 |

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 on completing the chapter

