



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:	San Antonio Metro Area Chapter
Region (Select from drop down menu.):	South Central
Chapter Number (http://www.narpm.org/search/search-chapters.htm)	C025
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	James Alderson
President-Elect	Kerrick Hutchison
Vice President	N/A
Secretary	Gregg Birdy
Treasurer	Wayne Marnik
Past President	Janice Lerma-Lozano
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	Marshall/Brian
Membership	Melissa L./Don
Legislative	Marty/Bill W.
Communications	Ben/Sarah
Web	Ben/Sarah
Hospitality/Meetings	Leticia/Melisa E.
Affiliates	Tara/Amy T./Dominick/Evey
Attach additional sheet if needed. Drop down Yes/No	Yes
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	99N
NARPM Compliance Requirements:	
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.	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>	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	Wednesdays
Meeting Times	11:00 to 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>	12
Board Meeting Days	Wednesdays
Board Meeting Times	11:30 to 1:00
Chapter Dues <i>Does your chapter charge dues to members?</i>	\$35.00
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	Education & Lunch
February	South Central Regional Austin Tx
March	Education & Lunch
April	Office Social
May	Education & Lunch
June	Office Social
July	Education & Lunch
August	Office Social
September	Education & Lunch

October	Office Social
November	Education & Lunch
December	Christmas Party/Office Installation
How many newsletters/broadcast emails does Chapter send? (Select # drop down menu) Maximum 12	6
Health of Chapter	
On a scale of 1-10, how well do you think your chapter is doing? (Select # from drop down menu.)	10
Contract Information	
Name of person completing this report:	Mary Molina
Email address:	marymolina@liberty.pm
Date completed:	November 23 2013
<p style="text-align: center;">FORM MUST BE SUBMITTED ELECTRONICALLY TO NARPM® to:</p> <p style="text-align: center;">http://www.internetmemberservices.com/router.php?ASSN=NARP&NAME=DESIGNATIONS/MEMBER_CP</p> <p style="text-align: center;">You may have to log into Internet Member Services and click link again to work</p>	
<p>Congratulations on completing the chapter compliance report! It looks like you might</p>	