



## National Association of Residential Property Managers

Fort Worth/Mid-Cities Chapter

Executive Board Meeting Minutes

Thursday, January 10, 2013

Noon @ Pappadeaux Restaurant, Arlington, TX

Members Present: Buddy White, Tony Sims, Mohamed Sulthar, Tracye Gorman, Steven Frye, John Hashem, Amanda Fowler, Joseph Cottrell, Erika Hashem, John Hashem, Donna Housden

### I. Call to order

- a. Mohamed called the meeting to order.

### II. Review of Chapter Goals set at November 2013 Strategic Planning meeting. Changes, additions, and revisions listed below:

- a. Marketing/Membership-Tracye and Jay to contact local boards for contact information for potential professional members. Information will be used to send promotional emails for NARPM events, as well as for personal contacts.
- b. Vendors/Affiliates-Amanda and Joe to reach out to potential affiliate members. Mohamed suggested looking at salespeople at companies such as Sherwin-Williams, Home Depot, etc. to broaden our affiliate base. The committee discussed the possibility of having underwriting opportunities (at different price levels) for vendors to help fund chapter lunch meetings and educational offerings.
- c. John and Erika reported that the March lunch program with Mark Kreditor has been booked. The time will be determined as lunch plans are finalized.
- d. The proposed June date for the NARPM on the River party at the home of Tony Sims has been tentatively changed to April 27, 2013, pending confirmation from Tony.

### III. Finance and Budget 2013

- a. Steven will turn over books to Jay on January 31, 2013. The delayed handoff is due to late receipt of bills from Christmas party.

### IV. Officers and Committee Chair Reports

- a. Programs-Erika Hashem has set tentative schedule for 2013 programs. As programs are confirmed, she will let the board know so the monthly meeting topic can be publicized via website and newsletter.
- b. Designation & Education-Tony Sims/no report
- c. Government & Legislative-Tony Sims/no report
- d. Website and Documents-Mohamed Sulthar has been updating website. John Hashem has also added information and photos to the local site, but is unable to access all areas due to password restrictions. Mohamed will talk to website administrator about this problem. Mohamed will work on getting a group document site for board members (Google Drive or something comparable)
- e. Events-John Hashem (see above)
- f. Marketing-Tracye Gorman/no report

- g. Membership-Jay Hartley/no report
- h. Awards & Spotlight-Donna Housden will let presenters know the format for talking to NARPM members at monthly meetings (4-6 minutes of speaking time allotted). Committee discussed spotlighting companies that are less well known this year to encourage participation and involvement from these members.
- i. Pictures & Video-Perry Alan/no report
- j. Newsletter-Buddy and Judy White will continue to produce the monthly newsletter. Upcoming events and dates will be added to the newsletter.

### III. Upcoming Events/Dates

- a. January 31, 2013-Monthly meeting at Ol' South Pancake House. TOPIC-LEGAL SHIELD
- b. February 7, 2013-Board Lunch Meeting at Chadra Restaurant at NOON
- b. March 28, 2013-Lunch meeting at GFWAR featuring Mark Kreditor, time TBD

### IV. Meeting was adjourned by Mohamed Sulthar.



## National Association of Residential Property Managers

Fort Worth/Mid-Cities Chapter  
Executive Board Meeting Minutes  
Thursday, February 7, 2013  
Noon @ Chadra Restaurant, Fort Worth, TX

Members Present: Mohamed Sulthar, John Hashem, Erika Hashem, Tracye Gorman, Jay Hartley, Steven Frye, Perry Alan, Amanda Fowler, Joseph Cottrell, Donna Housden

### 1. Call to Order

- a. Mohamed called the meeting to order
- b. Steven moved that the January Board Meeting minutes be approved as posted in GOOGLE Drive. Jay seconded motion. Minutes approved.

### 2. Chapter Compliance Issue

- a. Mohamed explained that the chapter has lost its non-profit status due to an oversight. The documents/forms required by the IRS were not filed and the chapter had no system in place to safeguard against this type of situation. Mohamed and Buddy were made aware of the situation by Bart Sturzl, who suggested that we enlist the help of a CPA to get the matter resolved. Mohamed made a motion to hire a CPA (with \$1,800 fee limit). Erika stated that she had recently become aware of the IRS situation and had been looking into ways to resolve it. She suggested that we NOT hire a CPA, as she believed the situation could be rectified in a timely manner without accruing the costs of a CPA. Erika offered to take charge of the effort to get our chapter back into compliance. The motion to hire a CPA was tabled until Mohamed and Erika speak further with Bart to determine the best course of action, as acceptable to National.
- b. Board members agreed to use the physical address of Quest Property Services as the chapter's permanent physical address until further notice to help safeguard against situations like the one we are dealing with now. Erika is listed as the Agent of Record for our chapter with the State of Texas, as well.

### 3. Officer and Committee Chair Reports

- a. Programs-Erika Hashem
  - i. Erika provided a 2013 Calendar of Events/Programs to the board. The schedule is complete filled for the year.
- b. Events-John Hashem
  - i. The March Luncheon event featuring Mark Kreditor has been finalized and promotional materials will be emailed to members and prospective members in the coming weeks.
  - ii. The NARPM on the River event tentatively scheduled for April 27, 2013 has been cancelled. The board agreed that due to the varied locations of our members, a more central venue would be preferred for our next social event. John will investigate a late summer event at Joe T. Garcia's instead.

- iii. John is creating an Affiliate Sponsorship Program with various levels. The program will help raise funds for our chapter and allow affiliate members the opportunity for advertising and promotion within our chapter.
- c. Marketing-Tracye Gorman
  - i. Tracye provided a list of prospective members culled from the GFWAR Property Management Forum attendees. The list was forwarded to Erika for use in future emails promoting NARPM events and membership.
  - ii. Tracye will work on creating a marketing flyer detailing benefits of membership for prospective members.
- d. Membership-Jay Hartley
  - i. Mohamed reported that a grant of \$500.00 is available from National and board agreed to pursue it. Jay moved that we apply for the grant, Steven seconded, and the motion was approved. Jay will follow up on next steps for obtaining the grant.
- e. Website and Documents-Mohamed Sulthar
  - i. GOOGLE Drive has been set up for the board to use for current and archived documents. Mohamed has shared the login with board members
  - ii. Mohamed is in touch with National regarding local website updates. He is making them aware of needed changes and is monitoring the site.
  - iii. John has been working to keep the local site current as well, and has added new information about meetings and current chapter events.
- f. Awards and Spotlight-Donna Housden
  - i. Feedback for the February Vendor and Manager Spotlight was good. Donna will continue to work with participants on length/format of the their presentations.
- 4. General Discussion
  - a. Tracye suggested using a microphone system at our Ol South meetings, due to noise level at restaurant. Members agreed and John will bring system to our February meeting.
  - b. John moved that our local chapter donate a \$75.00 gift card to be raffled at the NARPM Texas Style Meeting in Austin. Jay seconded and motion was approved. Darryl Kazan will purchase and deliver the gift card at the meeting and be reimbursed upon his return.
- 5. Upcoming Events/Dates
  - a. February 28, 2013-General Meeting at Ol South at 8:30 a.m.
  - b. March 7, 2013-Board Meeting at NOON, location TBD
  - c. March 28, 2013-Luncheon Meeting at GFWAR at 9:00 a.m.
- 6. Meeting Adjourned by Mohamed Sulthar



## National Association of Residential Property Managers

Fort Worth/Mid-Cities Chapter  
Executive Board Meeting Minutes

Thursday, March 7, 2013

Noon @ Pappadeaux Restaurant, Fort Worth, TX

Members Present: Mohamed Sulthar, John Hashem, Erika Hashem, Tracye Gorman, Jay Hartley, Perry Alan, Amanda Fowler, Joseph Cottrell, Donna Housden

1. Call to order and Approval of minutes
  - a. Minutes were approved as posted on Google docs.
2. Progress Update on Chapter Compliance and Tax filing
  - a. Erika stated that we will need to provide financial documents from 2008 to present as part of process to gain compliance and tax exempt status . She will work with Jay to get needed documents.
3. Fort Worth and Arlington Board Membership
  - a. Mohammed will apply for affiliate membership for our chapter at GFWAR. Jay will apply for affiliate membership for our chapter at ARBOR.
4. Website Update
  - a. Mohammed is in contact with National regarding updating of our webpage. He is aware of the incorrect listings on the page, and has made National aware, as well. He will continue to monitor the page to make sure corrections and additions are made as requested.
5. Grant from National for Membership Drive
  - a. Mohammed moved that we proceed to apply for this grant. Motion was seconded by Buddy, and approved by board. Mohammed will apply for the grant.
6. Officer and Committee Chair Reports
  - a. Programs-Erika reported that 2013 program calendar is full. Erika also noted that she and John had found member marketing materials in our NARPM archives which she would utilize at meetings and events.
  - b. Websites & Documents-see above
  - c. Designation & Education-Tony (not present) Mohammed suggested that we pursue an Ethics Course offering before June 2013, to be presented by Darryl Kazan. He will talk to Gail at National to see if there is time to make this happen.
  - d. Events-John reported that the March event has been firmed up and the menu has been finalized with Chadra. He will send a more detailed timeline for board members as event date nears. Also, board discussed the use of a PAYPAL or similar service as a payment option for events. Board will explore this possibility.

- e. Marketing-no report
- f. Membership-Jay is working to determine an actual membership (professional, affiliate, & support) roster. He will create a document which can then be forwarded to future boards. Additionally, Erika suggested looking at accounting programs such as QuickBooks Online to use to track our chapter finances.
- g. Awards & Spotlight-no report
- h. Pictures & Video-no report

7. Venue Options

- a. Board discussed that with the increased attendance, Ol' South may not be the best meeting place in the future. The board will begin exploring other meeting place options.

8. Adjournment



National Association of Residential Property Managers

**NARPM Fort Worth / Mid-Cities Chapter Board Meeting  
04/04/2013 12:00 PM @ Olenjack's Grille, Arlington, TX**

**MINUTES  
(in bold blue)**

- Mohamed Sulthar – President - present
  - Buddy White – Past President - present
  - John Hashem – President Elect - present
  - Erika Hashem – Vice President - present
  - Tracye Gorman – Secretary (Will not be in due to Root canal) - excused
  - Jay Hartley – Treasurer - absent
  - Perry Alan – Director at Large - present
  - Joseph Cottrell – Affiliate Representative - present
  - Amanda Fowler – Affiliate Representative - present
  - Donna Housden – Awards Committee Chair - present
1. Call to order and roll call 12:15PM (President Elect Hashem opened the meeting as President Sulthar was running late)
    1. Reading of minutes - unnecessary as all had read them
    2. Approval of minutes - motion made, seconded and passed

Note: Sulthar arrived at this point.
  2. Discuss the progress of chapter compliance and tax filing. Grant app sent - Erika? Application still needing current copy of signed bylaws of chapter and financial records. Sulthar gave copy of signed bylaws to Hashem, E; however, after the meeting had ended, Hashem, E. realized these were not the bylaws adopted by the chapter. Hartley is still working on the financials.
  3. March meeting – Low attendance – What can we do in the future to increase attendance? Board members opinion? Noted that this was a special 3-hour plus meeting, not a general membership meeting. Suggestions for better-attended special event meetings included:
    - Schedule special-event meetings in the middle of a month instead of the end of the month (very difficult for PMs to be out of their offices for 3 - 4 hours at the end of the month)
    - Extend a breakfast to allow for a longer program (would need larger venue to do this)
    - Keep such meetings centrally located in Tarrant County (being mindful of major construction areas as much as possible)
    - Keep it clear of holidays and school breaks (This one was just after Spring Break such that some PMs may have already been away from their offices for a week and cannot get away the next week. This one was also the day before Good Friday and Easter weekend, which some who wanted to attend said is why they could not attend, as they were going to be out of town Thursday - Sunday)

4. Ethics class – arrangements and sign ups – discussion - Fort Worth – 7, Dallas – 14 - National to send out invitation/ registration. RSVP deadline for the 7 minimum is 4/22/2013
  1. Perry Alan – Specialized – Fort Worth
  2. Rachel Edwards – Specialized– Fort Worth
  3. Erin Landis –Red Team real estate– Fort Worth
  4. Dan Odom –Award Property Management– Fort Worth
  5. Jennifer Rhoads –Specialized– Fort Worth
  6. Mike Stevenson –DFW Texas Homes - Fort Worth
  7. Carolyn Weaver – Weaver Property Management - Fort Worth
  8. Pat Bell – Nathan Bell Realtors – Dallas
  9. Ann Black – First Avenue Realty – Dallas
  10. Monte Brown – BA Realty – Dallas
  11. William Butler – Butler Property Company LLC - Dallas
  12. Anthony Campagna – Campagna Associates, REALTORS - Dallas
  13. Rick Ellis – ELLIS Home Source - Dallas
  14. Karen Gibson – ONEprop, Inc. - Dallas
  15. Laura Hughes – ONEProp, Inc. – Dallas
  16. Jim Kearby – 1<sup>st</sup> Consolidated Asset Management – Dallas
  17. J C Posey – Posey Property Management, Inc - Dallas
  18. Virgil Prather – Efurd Properties, LLC - Dallas
  19. Sandra Robinson – Lochhead Property Management – Dallas
  20. Jerry Ryan – Resource Property Management - Dallas
  21. Katrina Swindle – Local Dwelling Property Management - Dallas
5. Chapter compliance / progress document to national? July is deadline to submit the Chapter Excellence application/ Chapter Compliance submission is due at the end of the calendar year.
6. Chicago – T-Shirt? Unnecessary. Just wear Chapter logo blue shirt.
7. NARPM Docs, pictures, website updates, vendor info - Update - Sulthar is still researching best online option to which photos should be uploaded and archived. Sulthar also went line-by-line with Tiffany from National HQ (OMG) through the national website's officers and leaders' page for our chapter. Final updates are pending.
8. Accepting credit cards for lunch and other programs – Status? Costs from Paylease and PayPal were reviewed and considered. Based on the most cost-effective and technology-advanced method, a motion was made, seconded and passed to, (motion) "Set-up a chapter account with PayPal to enable online payment by bank account or credit/ debit card."
  - After Hartley is able to get the financials in order, he will be tasked to set-up the PayPal account for the chapter

- It was agreed that this need to be in place at least 1 month prior to our annual chapter dues billing so we can make sure we know the best method of utilizing the online pay option, upload the PayPal to our chapter website, etc.

#### 9. Officers and Committee Chair Reports

1. Programs – Erika Hashem – Any updates - requested that Sulthar select former chapter leaders (3 - 5 max) to create an ad-hoc committee to research other possible venue changes for the 7 general membership breakfast meetings each year. Sulthar agreed that he would do this and that we would make it a priority in the May Board Meeting to review and discuss the findings of the ad-hoc committee so that we could plan for a possible dues increase and venue change. Ol' South is fine, but we are outgrowing it.
2. Designation & Education – Tony Sims
  - i. Ethics class – May 7th, 9 to 12 PM at Arlington board - see #4 above, Darryl Kazen, MPM® to teach
  - ii. Designation class – What, when, who, where? - no report
  - iii. Las Vegas, Chicago, San Diego – Announcement & Attendance
  - iv. Government & Legislative – Tony Sims - no report
  - v. Any updates?
3. Website & Documents – Mohamed Sulthar
  - i. Update website to bring it current - in progress
  - ii. Upload pictures?
4. Events – John Hashem
- Per Texas law (Attorney General's office), the 50/50 raffles (or any raffle for a cash prize) is unlawful. Two raffles (selling tickets) for non-cash prizes are acceptable each year, but only after we regain our 501(c) 6 status and all proceeds of tickets sales must go to the chapter or a charity selected by the chapter. Raffles (not requiring purchase of tickets or chances) are acceptable for door prizes.
- 8/22/2013 - Joe T's might be difficult due to their minimum requirements of attendees and alcohol sales; Hashem, J. will check with La Playa Maya and Los Vaqueros (both in Stockyards)
5. Marketing – Tracey Gorman - no report
6. Membership – Jay Hartley - no report
  - i. Count – Professional - ? Affiliates - ?
  - ii. New members?
7. Awards & Spotlight
  - i. Property Management Company of the year – Criteria doc? - in progress
  - ii. ~~March~~ April 2013 vendor spotlight - ? Ideal Floors (Brian Acuff & Patrick Norwood)
  - iii. ~~March~~ April 2013 property management spotlight - ? - unsure/ in progress
8. Pictures & Videos – Perry Alan - waiting/ saving until we have an online location in which to store them (see item #7 above)

- i. Do we have any pictures or videos from the past to put on our website?
- ii. Discuss with Mohamed to start storing videos

10. Newsletters – Buddy White - Judy White can put one together, if needed. Sulthar will check the ability to post a newsletter within the chapter website.

- 1. Please add calendar to newsletter – Someone else take over?
- 2. Newsletter for this month?

11. Other –

- 1. Overworked board – Need volunteers - all were encouraged to be observant and to seek out chapter members to volunteer for small projects... our future leaders
- 2. Ol south pancake house / need a new place? - see item 9(1) above

Adjourned 1:38PM



National Association of Residential Property Managers

### **NARPM Fort Worth / Mid-Cities Chapter Board Meeting**

**05/02/2013 12:00 PM @ La Playa Maya South, Fort Worth, TX 76110**

#### **Minutes (in bold blue)**

- Mohamed Sulthar – President - present
  - Buddy White – Past President - present
  - John Hashem – President Elect - present
  - Erika Hashem – Vice President - present
  - Tracye Gorman – Secretary - present
  - Jay Hartley – Treasurer – present - present
  - Perry Alan – Director at Large - absent
  - Joseph Cottrell – Affiliate Representative - absent
  - Amanda Fowler – Affiliate Representative - present
  - Donna Housden – Awards Committee Chair - present
1. Call to order and roll call at 12:15 pm
    1. Reading of minutes – unnecessary as all had read them
    2. Approval of minutes – motion made, seconded and passed
  2. Discuss the progress of chapter compliance and tax filing. Grant app sent – Erika / Jay? April 30<sup>th</sup> deadline? Jay is working on required P & L statements. It may take some time as there are no statements since 2006. Bank will provide old statements, and Jay will recreate the needed P & L statements for tax filing purposes. Jay will need 2 weeks at a minimum. The 4 chapters who are non-compliant will have a conference call with Bart re: compliance status. Jay will let us know a tentative timeline after the call.
  3. Paypal credit card sign up – Status? On hold until tax status situation is resolved.
  4. Chicago convention – Gift? \$50.00 gift card will be provided for the convention.
  5. Finalized member list – Running out of time.
    1. I need to update website
    2. I need this info for chapter excellence document submission Tracye offered to help Jay with this task, if necessary.

6. Red Team Real Estate – Angela – ready to make phone calls and help us with things we need. Membership will gratefully accept any and all assistance from Red Team Real Estate/Angela Gonzales.
7. Membership fees – Going up? How much? \$90? Tabled until next meeting. Mohamed will form an ad hoc committee to consider changes.
8. April meeting – Board members opinion / discussion? Roundtable format was terrific, and Erika was a great facilitator.
9. Ethics class – arrangements and sign ups – discussion – 9 signed up so far (May 8<sup>th</sup> 9AM to 12 PM) Class scheduled for 5/8/2013 at the Arlington Board of Realtors. Next year the chapter will consider having a designation class along with the Ethic offering.
10. Chicago – T-Shirt Board decided to wear the current NARPM polos for convention.
11. NARPM Docs, pictures, website updates, vendor info – Update Mohamed has created a Picasa account within our Google Docs site. Links can be mailed to membership for picture viewing.
12. Officers and Committee Chair Reports
  1. Programs – Erika Hashem – Any updates no report
  2. Designation & Education – Tony Sims no report
    - i. Ethics class – May 8<sup>th</sup>, 9 to 12 PM at Arlington board
    - ii. Designation class – What, when, who, where?
    - iii. Las Vegas, Chicago, San Diego – Announcement & Attendance
  3. Government & Legislative – Tony Sims no report
    - i. Any updates?
  4. Website & Documents – Mohamed Sulthar see #11
    - i. Update website to bring it current
    - ii. Upload pictures?
  5. Events – John Hashem Christmas Party will be held at Petroleum Club. Theme is “A Classic Christmas”
  6. Marketing – Tracye Gorman no report
  7. Membership – Jay Hartley no report
    - i. Count – Professional - ? Affiliates - ?
    - ii. New members?
  8. Awards & Spotlight
    - i. Property Management Member of the year – Criteria doc?
    - ii. Vendor spotlight - ?
    - iii. Property management spotlight - ? Century 21/Stariyn Smith
  9. Pictures & Videos – Alan Perry no report

- i. Do we have any pictures or videos from the past to put on our website?
- ii. Discuss with Mohamed to start storing videos

**Meeting Adjourned at 2:00 pm**



National Association of Residential Property Managers

**NARPM Fort Worth / Mid-Cities Chapter Board Meeting  
06/06/2013 12:30 PM @ Piccolo Mondo, Arlington, TX 76102**

**Minutes (in bold blue)**

- Mohamed Sulthar – President-present
  - Buddy White – Past President-present
  - John Hashem – President Elect-present
  - Erika Hashem – Vice President-present
  - Tracye Gorman – Secretary -present
  - Jay Hartley – Treasurer-present
  - Perry Alan – Director at Large-present
  - Joseph Cottrell – Affiliate Representative-absent
  - Amanda Fowler – Affiliate Representative-present
  - Donna Housden – Awards Committee Chair -present
1. Call to order and roll call at 12:30 pm
    1. Reading of minutes-unnecessary as all had read them
    2. Approval of minutes-motion made, seconded and passed
  2. Discuss the progress of chapter compliance and tax filing. Grant app sent – Erika / Jay?
    1. We are the only chapter that has not filed yet. Erika reported that the process is almost complete and she hopes to submit filing next week. Mohamed suggested that, due to the complexity of the position of treasurer, it be a two year term. Jay agreed that it would be beneficial for treasurer to serve two years, but that it may be hard to find volunteer willing to commit to that time length. Jay volunteered to serve as treasurer for an additional year, due to the challenges the chapter has faced in the past year. He also suggested that the chapter purchase QuickBooks online, with access granted for the Chapter President and Registered Agent. Jay also provided a Profit and Loss report, including current bank statement through 5/31/2013.
  3. Paypal credit card sign up – Status – On Hold Mohamed is exploring another option, Chase Paymentech. He will report at next board meeting.
  4. Finalized member list – Running out of time.
    1. I need to update website
    2. I need this info for chapter excellence document submission

5. Chapter excellence document – I am working on it. May need help.
6. May meeting – Board members opinion / discussion? Excellent turnout, speaker was well received. At future meetings, Mohamed will direct visitors and prospective members to Tracie for applications and follow up.
7. Ethics class – SUCCESSFUL.
8. NARPM Docs, pictures, website updates, vendor info – Mohamed requested pictures from Perry and all board members to post to website.
9. Officers and Committee Chair Reports
  1. Programs – Erika Hashem – Any updates-no report
  2. Designation & Education – Tony Sims-no report
    - i. San Diego – Announcement & Attendance
  3. Government & Legislative – Tony Sims-no report
    - i. Any updates?
  4. Website & Documents – Mohamed Sulthar see 8 above
    - i. Update website to bring it current
    - ii. Upload pictures?
  5. Events – John Hashem-The member social event for August is being finalized. The date will be moved to August 22, 2013 so as not to conflict with the Labor Day holiday. John has spoken with La Playa Maya (Stockyards location) and is negotiating a menu. Board discussed possibility of vendor sponsors-BIIG Inspections has shown interest and vendors who sponsored the March event will be allowed to put cards/ literature on sponsor table. Attendees will be required to pay in advance and there will be a check in table. Christmas Party-a planning committee has been formed with the following members: Angela Gonzales, Erin Landis, Sylvia Arrambide, Brandon Bradford, & Buddy White. The party will be held on December 5, 2013 at the Petroleum Club. Theme-A Classic Christmas.
  6. Marketing – Tracie Gorman-The GFWAR Casino Night will be held on Thursday, August 16, 2013. There are various sponsorship opportunities available, ranging from \$300-\$1000. The board discussed the options and agreed that it was a good opportunity to support and network with area Realtors. Motion to sponsor event in the amount of \$300 was made, seconded and passed. Tracie will follow up with Tony Sims.
  7. Membership – Jay Hartley
    - i. Count – Professional - ? Affiliates - ?
    - ii. New members? Two new members (1 professional & 1 affiliate)
  8. Awards & Spotlight
    - i. Property Management Member of the year – Criteria doc? Donna reported that she and Barbara McMasters were having difficulty establishing criteria for

this award. Board discussed and found that it might be redundant due to the existing Barbara Debenport Award. John suggested a “new member” award for a company that is new to our chapter. Donna will explore this idea and report back to board.

ii. Vendor spotlight - ?

iii. Property management spotlight – Starlyn Smith will present at June meeting.

9. Pictures & Videos – Alan Perry

i. Do we have any pictures or videos from the past to put on our website? Perry will send the pics he has to Mohamed.

ii. Discuss with Mohamed to start storing videos

10. Newsletters Board discussed the need for newsletters as part of our bid for Chapter Excellence.

11. Adjournment at 2 pm.



National Association of Residential Property Managers

**NARPM Fort Worth / Mid-Cities Chapter Board Meeting  
07/11/2013 12:00 PM  
@ Pappadeaux, 2708 West Freeway, Fort Worth, TX 76102**

**Meeting Minutes-In bold blue**

- Mohamed Sulthar – President present
  - Buddy White – Past President present
  - John Hashem – President Elect present
  - Erika Hashem – Vice President present
  - Tracye Gorman – Secretary present
  - Jay Hartley – Treasurer present
  - Perry Alan – Director at Large absent
  - Joseph Cottrell – Affiliate Representative present
  - Amanda Fowler – Affiliate Representative present
  - Donna Housden – Awards Committee Chair present
  - Angela Gonzales – Ad Hoc Committee Chair present
1. Call to order and roll call at 12:15 pm
    1. Reading of minutes-unnecessary as all had read them
    2. Approval of minutes-motion made, seconded and passed
  2. Chapter compliance and tax filing –Filing was completed thanks to Jay and Erica. Chapter will need to file 1120s from 2011 (partial), 2012, and 2013 (partial). This must be filed due to loss of non-profit status for this period. The Chapter Compliance report is due in December. Mohammed opened discussion on steps our chapter might take to avoid a similar situation occurring in the future. Jay suggested creating a master calendar with important dates that could be maintained on our website. Jay also suggested hiring a CPA to take care of the 1120s form which must be filed by year end. Buddy has a possible CPA and will forward her name to Jay.
  3. Credit card sign up – Status – Chase / Paypal – Jay has a scheduled conference call today with Chase to discuss online pay options. Erika will forward the PayPal information she has compiled to Jay for comparison. Jay will have one of the options set up by end of July.
  4. Chapter excellence document –Mohammed is working on document and will have it ready to submit before he leave on his trip to India at the end of July. Buddy will scan last year's document to Mohammed for reference.
  5. Property management issues – Panel? Committee?-Mohammed brought up the idea of having a panel or committee where members could discuss issues and problems they encounter in

their businesses. Board decided to encourage members to use existing NARPM resources, such as the email groups for managers, brokers, and owners, as well as the TAR legal hotline.

6. Regional Call update – Mohammed will contact other Texas chapters to see if they want to share the cost of a booth to promote NARPM membership at the TAR conference in Dallas, September 7-10. The booth cost is \$875 and grant money may be available from National. If we proceed, the booth will be staffed with members from participating chapters.
7. June meeting – Board members opinion / discussion-Bart Sturzl attended the meeting and presented new designees with certificates. The speaker from FW Code was well received.
8. Membership dues & Location –Angela Gonzales reported on new venue possibilities. She provided a handout detailing amenities/food choices/costs of different venues. Costs will likely rise with a nicer, more professional venue. The committee will continue research with hopes of finding a viable option in very near future so that dues can be determined for 2014.
9. Officers and Committee Chair Reports
  1. Programs – Erika Hashem – no report
  2. Designation & Education – Tony Sims-not present/no report
    - i. San Diego – Announcement & Attendance
  3. Government & Legislative – Tony Sims-not present/no report
  4. Website & Documents – Mohamed Sulthar-no report
  5. Events – John Hashem-Looking as sponsorships for August event, which may lower price for attendees. BIIG has expressed interest in sponsorship. Rental Homes Plus is also interested in sponsoring a future meeting or event.
  6. Marketing – Tracye Gorman-Tracye will contact new national members (from Resource magazine) regarding membership in our local chapter.
  7. Membership – Jay Hartley-no report
  8. Awards & Spotlight-Donna Housden
    - i. Vendor spotlight - ?
    - ii. Property management spotlight – Angela Gonzales/Red Team Realty to present at next general meeting
  9. Pictures & Videos – Alan Perry-no report

Meeting Adjourned at 1:30 pm



**NARPM Fort Worth / Mid-Cities Chapter Board Meeting  
08/08/2013 08:00 AM to 9:30 AM  
Woodhaven Country Club  
913 Country Club Ln, Fort Worth, TX 76112  
817-457-5150**

Minutes-in bold blue

Mohamed Sulthar – President-absent	Jay Hartley – Treasurer-present
Buddy White – Past President-present	Perry Alan – Director at Large-present
John Hashem – President Elect-present	Joseph Cottrell – Affiliate Representative-absent
Erika Hashem – Vice President-present	Amanda Fowler – Affiliate Representative-absent
Tracye Gorman – Secretary-present	Donna Housden – Historian-absent

1. Call to order and roll call-John Hashem called meeting to order at 8:30 am
  - I. Reading of minutes
  - II.Approval of minutes-approved as provided
2. July general meeting
  - I. Count-29 present
  - II.Feedback-good speaker, well received
3. Chapter excellence document – Done-Erika Hashem will check to make sure that the document was received by National.
4. Credit card sign up – Status – Chase / Paypal –Erika reported that Paypal has been set up for use on an Android device. Chapter may consider purchasing a phone to use strictly for this purpose in the future.
5. TAR Conference – All five Texas chapters are participating – Need volunteers to man the booth
  - I. TAR conference in Dallas in September 7 to 10-Tracye Gorman to contact National regarding marketing kit/banner for booth.
  - II.Membership drive along with Dallas chapter-Our chapter will bring shirts for local chapter to give to new members at time of sign-up.
  - III. \$500 grant from National applied-Erika checking with National to make sure of timeline for application for grant so our chapter doesn't miss any deadlines.
6. Tax filing – Registered Agent Solutions-Erika will contact this provider for more details on how program works for state and federal filings.

7. 2014 Board – Need to select/ review nominees-Jay Hartley will email Mohamed to see who is on this committee so we can get moving on next year's slate.
8. 2013 National Convention
  - i. Prize for Raffle-\$100 gift card will be provided from our chapter.
  - ii. Chapter Shirt Day-Local chapter shirts will be worn at the convention on Thursday, October 17, 2013.
9. Officers and Committee Chair Reports
  - I. Programs – Erika told board that setting programs in advance for 2014 was responsibility of the 2013 board. She is looking for speakers and hopes to have 3-4 in place for next year. Marcie Roggow was mentioned as a possibility for an educational offering, as well.
  - II. Designation & Education – Tony Sims-no report
    - i. San Diego – Announcement & Attendance
  - III. Government & Legislative – Tony Sims-no report
  - IV. Website & Documents – Mohamed Sulthar-no report
    - i. Update website to bring it current
    - ii. Upload pictures
  - V. Events – John Hashem
    - i. August Social-Social at La Playa Maya is booked, invitations have been sent, and members will be able to pay on-line for event. Amanda Fowler/Garage Door Magic is the vendor sponsor for this event. John is planning the schedule for the evening, and will include icebreaker games.
    - ii. Christmas Party-Theme: Classic Christmas, Location: Petroleum Club. John is working on program and budget for the party. He is considering hiring a Santa for photos and carolers in period dress. Buddy provided handout with items he has available for use for decoration for the event.
  - VI. Marketing – Tracey Gorman-no report
  - VII. Membership – Jay Hartley-no report
    - i. Count of Professionals and Affiliates
    - ii. New members
  - VIII. Awards & Spotlight-no report
    - i. Affiliate spotlight
    - ii. Affiliate of the Year Nominees
10. Membership dues & Meeting Location-The board was favorably impressed with the location and food at Woodhaven Country Club. Final decisions regarding venue/dues will be made as soon as possible.
11. Meeting Adjourned by John at 10:00 am.



National Association of Residential Property Managers

**NARPM Fort Worth / Mid-Cities Chapter Board Meeting**  
**09/05/2013 12:00 PM to 1:30 PM**  
**Olenjack's Grille**  
**770 Road to Six Flags East, Suite 100, Arlington, TX 76011**  
**817-226-2600**

Minutes-in bold blue

- Mohamed Sulthar – President -present
  - Buddy White – Past President-present
  - John Hashem – President Elect-present
  - Erika Hashem – Vice President-present
  - Tracye Gorman – Secretary -present
  - Jay Hartley – Treasurer-present
  - Perry Alan – Director at Large-present
  - Joseph Cottrell – Affiliate Representative-absent
  - Amanda Fowler – Affiliate Representative-present
  - Donna Housden – Awards Committee Chair-present
1. Call to order and roll call-at 12:05 pm
    1. Reading of minutes-unnecessary as all had read them
    2. Approval of minutes –motion made, seconded and passed
  2. TAR Conference – All five Texas chapters are participating – Need volunteers to man the booth
    1. TAR conference in Dallas in September 9, 10:30 AM to 6 PM-Setup will be on Monday from 8:30-9:30. Ari Lund, Dallas chapter president, has reserved marketing kit from National. Mohammed will make sure booth is manned with volunteers. New local members will receive shirts.
    2. Membership drive along with Dallas chapter.
    3. \$500 grant from National applied-Check should be on the way from National. Each participating Texas chapter will send a check for \$75.00 to Jay.
  3. August meeting – Board members opinion / discussion-The Social was well received. Board members liked the format (central location, set time frame). Paypal system was efficient.
  4. Tax filing – Registered Agent Solutions – -Erika discovered that the company only will work for state level filings, not federal (IRS) filings. Erika will continue as our chapter's registered agent, as the process only takes 5-10 minutes annually. The chapter will continue looking for a CPA to handle IRS filing, possible offering a free membership as payment.
  5. 2014 Board – Need to announce to members –Buddy, Jay & John are the nominating committee members. They will discuss options and slate will be determined by the end of next week for distribution to members.

6. National Convention – Discussion and Preparation-no discussion
7. Officers and Committee Chair Reports
  1. Programs – Erika Hashem – Erika is working to have 3-4 programs in place for 2014.
  2. Designation & Education – Tony Sims-no report
    - i. San Diego – Announcement & Attendance
  3. Government & Legislative – Tony Sims-no report
    - i. Any updates?
  4. Website & Documents – Mohamed Sulthar-no report
    - i. Update website to bring it current
    - ii. Upload pictures?
  5. Events – John Hashem-Christmas party Santa and carolers have been booked. City Roofing is providing a sponsorship for the event. Table sponsorships will be made available to membership.
  6. Marketing – Tracey Gorman-no report
  7. Membership – Jay Hartley-no report
    - i. Count – Professional - ? Affiliates - ?
    - ii. New members?
  8. Awards & Spotlight
    - i. Property Management Member of the year – Criteria doc?
    - ii. Vendor spotlight –Board agreed that past winner (City Roofing 2012) would present the 2013 award.
    - iii. Property management spotlight - ?
    - iv. Mohamed opened discussion regarding a special award for Tony Sims to recognize his longtime service support of our local chapter and industry. Mohamed moved that the chapter present Tony with a Special Service Award at the Christmas Party. Tracye seconded the motion, and it was passed.
  9. Pictures & Videos – Alan Perry
    - i. Do we have any pictures or videos from the past to put on our website? Perry provided pictures from the August social event which have been uploaded to chapter website.
    - ii. Discuss with Mohamed to start storing videos
8. Membership dues and meeting location – Board agreed to move monthly meeting from Ol South Pancake House to Woodhaven Country Club (WCC). (WCC will provide a contract with the terms from the October meeting, as well as a contract for 2014 meetings.) The increased price of the breakfast/venue (\$15.00) necessitates a raise in dues. A motion was made to increase the dues as follows: Professional-\$125.00, Vendor-\$225.00, Support Staff-\$105.00. The motion was seconded and passed. Members will be informed of new venue location for the October 2013 meeting.

Meeting adjourned at 1:19 pm.



National Association of Residential Property Managers

**NARPM Fort Worth / Mid-Cities Chapter Board Meeting**

**10/03/2013 12:00 PM to 1:30 PM**

**Chadra Mezza & Grill**

**1622 Park Place Avenue, Fort Worth, TX 76110**

Minutes-in bold blue

- Mohamed Sulthar – President -present
  - Buddy White – Past President-present
  - John Hashem – President Elect-present
  - Erika Hashem – Vice President-present
  - Tracie Gorman – Secretary-present
  - Jay Hartley – Treasurer-present
  - Perry Alan – Director at Large-present
  - Joseph Cottrell – Affiliate Representative-absent
  - Amanda Fowler – Affiliate Representative-present
  - Donna Housden – Awards Committee Chair-absent
1. Call to order and roll call-at 12:15 pm
    1. Reading of minutes-unnecessary as all had read them
    2. Approval of minutes-motion made, seconded and passed
  2. TAR Conference
    1. Feedback-Members agreed that the NARPM booth was excellent promotion, especially for National. We may want to approach the regional vice-president next year regarding support for payment/manning of the booth. Our chapter members were the only ones that manned the booth.
    2. Funds-Jay reported that we have received payment from the Austin and Houston chapters so far. Additionally, the \$500 grant from National has been received.
  3. Membership due billing-Dues will be sent via email in November, after the meeting at Woodhaven Country Club.
  4. Tax filing – Buddy White-Buddy has not made contact, will attempt to do so prior to next meeting.
  5. 2014 Board – Need to announce to members-The slate will be sent via email to members early next week.

6. National Convention – Discussion and Preparation-Mohamed will not be in attendance. John and Erika will serve as chapter representatives as needed.
7. 2014 strategy meeting-The GFWAR conference room is available on 11/15/2013 from 9-4. Board agreed that this would be ideal time/location for the meeting. John will reserve the room and explore lunch ideas.
8. Vendor of the year-The board will vote on this award at the November Board Meeting. Board discussed presenting winner with a plaque and possible nametag.
9. Board change handover-Board discussed need for a master password list so the new members can log in to our google account.
10. Officers and Committee Chair Reports
  1. Programs – Erika Hashem – Erika contacted Marci Roggow regarding coordination of a joint event with the Property Management Forum at the GFWAR for spring 2014. The proposed topic is Policy and Procedure Manuals for Property Management companies and it will be an MCE course. Marci will be getting back with Erika with possible dates that will work. Our October general meeting will be a roundtable review of the National Convention.
  2. Designation & Education – Tony Sims
    - i. No updates
  3. Government & Legislative – Tony Sims
    - i. No updates
  4. Website & Documents – Mohamed Sulthar
    - i. No updates
  5. Events – John Hashem-John is working on a plan to solicit Silent Auction items for the Christmas party.
  6. Marketing – Tracye Gorman
    - i. No updates
  7. Membership – Jay Hartley
    - i. No updates
  8. Spotlight
    - i. No updates
  9. Pictures & Videos – Alan Perry
    - i. No updates

Meeting Adjourned at 1:30 pm.



National Association of Residential Property Managers

**NARPM Fort Worth / Mid-Cities Chapter Board Meeting**

**11/07/2013 12:00 PM to 1:30 PM**

**Piccolo Mondo**

**829 East Lamar Blvd, Arlington, TX 76011**

**817-265-9174**

Minutes- in bold blue

- Mohamed Sulthar – President-present
  - Buddy White – Past President-present
  - John Hashem – President Elect-present
  - Erika Hashem – Vice President-present
  - Tracye Gorman – Secretary -present
  - Jay Hartley – Treasurer-present
  - Perry Alan – Director at Large-absent
  - Joseph Cottrell – Affiliate Representative-absent
  - Amanda Fowler – Affiliate Representative-absent
  - Donna Housden – Awards Committee Chair-present
1. Call to order and roll call
    1. Reading of minutes-provided via email
    2. Approval of minutes-approved as provided
  2. Tax filing – Buddy White-Buddy has not made contact with CPA. Will attempt contact again.
  3. Vendor of the year-To be discussed at Strategic Planning Meeting
  4. October monthly member meeting – Great feedback from members. Suggestions: Add variety of fruit to fruit plate offering, provide coffee pots and water pitchers at each table, consider reconfiguring layout to avoid bottleneck at entrance, check on price/availability of PA system (rather than having to bring our own)
  5. Chapter Compliance-Mohamed will submit the document to National by the end of November. Committee chairs will be determined at the Strategic Planning meeting 11/15/2013.
  6. Suggestions for 2014-
    1. Make a list of annual items to be addressed at board change-over, including
      - i. Changing signors for bank accounts/credit cards
      - ii. Payment of ARBOR/GFWAR dues

- iii. Changing/Sharing Google Drive passwords
- iv. Creating a checklist of important filing dates (local, state, federal, NARPM, etc)

7. Officers and Committee Chair Reports

1. Programs – Erika Hashem –

- i. Erika is working with GFWAR (Leasing/PM Forum) to plan a joint offering with Marci Roggow in 2014 (April?)
- ii. The January general assembly topic will be Affiliate Appreciation meeting.

2. Designation & Education – Tony Sims

- i. No updates

3. Government & Legislative – Tony Sims

- i. No updates

4. Website & Documents – Mohamed Sulthar

- i. No updates

5. Events – John Hashem

- i. John provided Christmas Party program schedule. Tracye will not be in attendance, so John will revise program as needed.
- ii. Donna will provide a bio for the Safe Haven representative to John for introduction at party.
- iii. We will not be having a 50/50 raffle as in the past, but board discussed having a gift card raffle in place of the the 50/50. Erika made a motion for a \$200 gift card raffle, John seconded the motion, and it was approved. Raffle tickets will be created that show the prize to be awarded.

6. Marketing – Tracye Gorman

- i. No updates

7. Membership – Jay Hartley

- i. Erika will send an email regarding the new increased dues.
- ii. Jay will send invoices out before the end of the year.

8. Pictures & Videos – Alan Perry

- i. No updates

Meeting Adjourned at 1:40 pm