

**From:** [Wendi Dana](#)  
**To:** [Michael Robinson](#); [Sandra Thomas](#); [Bonnie](#); [Wendi Dana](#); [Dennis Flesher](#); [Bruce Weissich](#); [ken@ravagogr.com](#); [Tim Kuptz](#)  
**Subject:** SOUTHERN NEVADA CHAPTER OF NARPM-BOARD Member Meeting  
**Date:** Tuesday, January 15, 2013 11:22:04 AM

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SOUTHERN NEVADA CHAPTER OF NARPM-BOARD Member Meeting  
MEETING MINUTES  
DATE: 1-15-2013

PRESENT AT MEETING: Tim, Mike, Sandy, Bonnie, Dennis, Bruce, Ken, Wendi

MEETING STARTED: 9:00 am

**DISCUSSED:**

Michael submitted the compliance package to National. Have not heard back as to whether there were any problems with it.

Bank account is reconciled with Mike, Sandy and Wendi as signer. Bank of George.

Wendi added her name to President Elect position of 2013.

Handy man work is our biggest liability

Get someone from the contractors board.

Get someone from the Attorney Generals office to explain the law. Wendi to look into the AG office for April Meeting.

April 9 June 11 August 13 Oct 8, Dec 10th

Denis to put together of vendor affiliates that are lic properly and fall under the contractor board.

Email flyer for next meeting

Tim will create an email template for all our email flyers.

Information-look at this. Sandy uses this system for sending all emails flyers.

**MOTIONS PASSED:**

MOTION PRESENTED BY:

MOTION SECOND BY:

MEETING ADJOURNED: 10:41 am

bonnie Baberini seconded the minutes

Sent from my iPad

Wendi Dana  
Dana Realty Group  
[www.buysellrent702.com](http://www.buysellrent702.com)

## Michael Robinson

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**From:** Wendi Dana <wendidana1@gmail.com>  
**Sent:** Thursday, October 03, 2013 2:29 PM  
**To:** Sandra Thomas; Michael Robinson; Bruce Weissich  
**Subject:** Oct NARPM Board Meeting 2013

Oct NARPM Board Meeting 2013  
SOUTHERN NEVADA CHAPTER OF NARPM  
MEETING MINUTES  
DATE: 10-3-2013

PRESENT AT MEETING: Mike Robinson, Sandy Thomas, Bruce Weishich, Wendi Dana

MEETING STARTED: 11:55

**DISCUSSED:**

We are correctly filed with the IRS for the southern chapter.  
Sandy is applying for a grant with National to cover the cost of the tax accounting.  
We are in compliance with our chapter filings Wendi to contact Brian Birdie for forms for next weeks meeting.  
Forms-non-compete form  
Taking a property sight unseen  
Pet Rent document  
Accepting a Duites Owed from a leasing agent-Sandy to do.

Survey Monkey for next years board members-filling and voting top 4 position Wendi-Pres Michael-Treasure Sandra-VP  
Bonnie or Bonnie P for Secretary

THIS IS MUST BE DONE IN NOVEMBER

For the Pacific conference coming up in Feb 2014, it is proposed that we sponsor an event that is our chapter specific.

For first meeting next year-technology for PM. Tech ideas.  
Fly in Core Logic Head guy for mls and the new app for Fusion. Do this cuz January 2014 there will be no more MLS so  
get Kathy who is at GLVAR. She will be good for teaching this class.

Can we shoot out an email to all the members a month before the meeting asking questions that specifically the speaker  
will be able to answer.

MOTIONS PASSED: Election to be held by Nov 1

MOTION PRESENTED BY: Sandy

MOTION SECOND BY: Bruce

MEETING ADJOURNED: 2:27 pm

Sent from my iPad

Wendi Dana

Dana Realty Group

[www.buysellrent702.com](http://www.buysellrent702.com)

NARPM Board Meeting.  
Nov. 12, 2013  
Yardhouse  
Sandy, Dennis, Bonnie and Wendi Present

NRS-Things you didn't know....  
trash cans

Questions for Jan Holly...  
Hold over tenant  
Duties owed for agent who places tenant. Is is needed?

Email to all members asking for anyone who wnts to run for a position-Sandy to send the email-  
tomorrow, give 1 week for response  
Wendi to create the survey Monkey-2 day vote

Mike to start working on compliance.  
Wendi to get all meeting notes to mike & board members for compliance  
Set a date for December Mixer Meeting, place & time. Dec 11th. Place to be determined.  
Members get one coupon for drinks & appetizers are to be paid for by NARPM. Find a classy  
place.

No motions passed  
Adjourned at 1:39 PM

JANUARY 2013

NARPM LOCAL CHAPTER MEETING

NARPM January Meeting 2012

I. Meeting called to order

II. Richard Hart-Specializes in IRS US tax law

He is an enrolled agent with IRS

Specializes in Foreign Investors

W-9 for all clients even if not foreign must be renewed every 3 years. \$50 fine per w-9 not renewed or incorrect. 1099 must match everything that is on the w-9

Don't use electronic signature on W-9

LLC with more than 2 members than it is a partnership you can use the EIN #. 2 partners you have to use their Social Security #, IRS does not recognize LLC. That is only a state level.

Foreign investor owns an LLC-cant use a W-9 must use a W-8ECI form. If a the investor does not have an SS# use it, but if they don't, use this form. As a PM, i no longer have to hold the 30% withholding. We do not have to have section 7 filled out. But must have the section 6 filled out. ITIN # must be given by a foreing. Always starts with a 9.

Individual-w9 or w-8ECI,

LLC with 1 member must be w-8 and "disregard entity"

if they don't have a tax id # you must start withholding the 30% of GROSS rent. They will hold me a SPM responsible for the \$. IRS will take it right out of my account.

He can get my investor a tax ID # for \$100.

\*\*\*target Canadian owners via twitter\*\*\*

if you are late in getting the itin #, the IRS will fine you 1% of the amount per month.

1042-s is the form due to your foreign investor by March 15th and filed with the IRS by March 31st. This is different than the 1099.-Fill this form out perfectly. Income code for us is always 13. box 5 will be zero or 30%.

You will need an exemption code.

Important box is 14-

16 is country code that the IRS uses.

Things that will target an audit

Auto expenses-must have .50 standard milage rate.

Depreciate your vehicle must show the receiptof the purchase

Proof of milage is by the smog check when you register your car.

Have your log book-prove your use. If you get audited don't even think of showing up without this log book.

\*\*\*Check the apps for this log\*\*\*\*

Meals andexpense-who and purpose of the meal. you can only expense 50% of meal

Travel expense is 100% except for the meals.

Board Meetings

Web site-[www.lv.narpm.org](http://www.lv.narpm.org)

III Affiliate Membership dues would be completely refundable if they are not getting their \$ worth. Need to recruit new affiliates. They get their company posted on the website.

IV change of meeting location

FEBRUARY 2013

NARPM LOCAL CHAPTER MEETING

NARPM Local Chapter Meeting  
SOUTHERN NEVADA CHAPTER OF NARPM  
MEETING MINUTES  
DATE: 2-12-2012

PRESENT AT MEETING:

MEETING STARTED: 10:33 am

DISCUSSED:

Michael Robinson Presented

Fair Housing Violations and How to avoid them

Background screening USA is the company the Mike uses.

Not just a race issue.

Disabilities-it is someone you hire that is working in your company that is usually the ones that will get you in trouble.

Sexual preference and transgender.

Most of the time the issue is simple and the agent just doesn't know.

Modifications for disability-they put it in writing. Send a contractor and decide who shall pay for it. Security deposit for cost to change back.

Make sure that you use a general contractor to make these repairs cuz if they are not done properly.

**DON'T ASK WHAT THEIR DISABILITY IS!!!**

That can be a cause for a discrimination.

You can ask how you can help them.

Just listen, don't try to solve their problems.

Animals-There is no certificate that is required for a service animal. KEY POINT-Prepare your owner. Let them know that even if they do not want a pet, they maybe required to have one if the tenant says it is a service animal.

Doggy door for service animal? is it reasonable? yes.

Screening Applicants-uses GLVAR application plus a 4 page addendum.

Telling your fees-they liked that he used a third party screening service. 1. someone else is doing the evaluation 2. complete or incomplete-u r less involved

His addendum states that he has the right to run multiple applications at the same time. and he makes them initial that part of the addendum. Use the same analogy of selling your house, do you take the first offer or do you wait a little time and see if you get better offers???

GET A LOG BOOK FOR APPLICANT CHECK IN.

His addendum is on his web site.

DO YOU HAVE A POLICY & PROCEDURES BOOK ON HOW TO RUN YOUR APPLICATIONS-MANUAL

HAVE EVERYONE IN YOUR OFFICE SIGN IT.

Letting owner to make the decision on substandard scores. In the standards, make a standard fee on what the security deposit would be based on credit score.

Mitigating factors-long days on market, owner in distress.

Showing box with the Supra box. print out of the log that was able to show the time of when the applicants saw the property.

Adverse Action Letter-when you reject someone you must send this to the applicant. Cuz he would have accepted all 3 of the applications, he did not



send an adverse action letter. Just sent an email that "we have accepted another application"

They will ask for the last 3 months of applications in our office. He saves that applications.

When do you take a persons DL?

We need exact policies on how we accept the applications.

Date and time as to when it is received

Sign in Log showing what time they were there

All correspondence with applicant hand written on the application.

They print all the screening reports at the same time. This is what saved him!!!!

If a tenant is missing documents, do you call them? Email the applicant.

We want everything in writing.

His case was a dismissed: He had the evidence to support everything he did with his poilicies.

MOTIONS PASSED: none

MOTION PRESENTED BY: none

MOTION SECOND BY: none

MEETING ADJOURNED: 12:00 pm

IDEA FOR FUTURE MEETINGS-HAVE MIKE'S HUD INVESTIGARTOR FLY IN FOR A MEETING.

APRIL 2013

NARPM LOCAL CHAPTER MEETING

April Chapter Meeting  
SOUTHERN NEVADA CHAPTER OF NARPM  
MEETING MINUTES  
DATE: April 9, 2013

PRESENT AT MEETING:

MEETING STARTED: 10:37

DISCUSSED: H2O Enviromental, discussion for next months meeting on the 22 of May

Danny and Perry-Grow Houses, pay for a whole year of rent upfront. They literally reconstruct the entire home to be able to the electrical system to not be detected. They do 10-20 weed houses a month. /always at night. They have to completely industrial clean the entire house. The PM has to dictate what they want done. 99% of the properties they do, are rented properties. approx 1500 sqft house \$2500-25,000 just in clean up. to industrial clean the house. With crime scene, insurance typically wont cover it. If it is a crime scene, the health dept will contact the homeowner. Or if it is dangerous they will clean it and the Health Dept will go after the owner. Septic under the house-if there is a spill, the house will have to be cleaned before the plumber can fix the water issue. Nevada Health Dept will come out if you request them to check on a situation that you are concerned about for free. But they will follow up to see how you remediated it. Republic Services will take your used paint for free at Gowan and Commerce at their recycling center. Up to 5 gallons of paint per week. They instructed us on how to find bed bugs in a vacant home as they are on the rise with the summer months.

\*\*\*\*Bed bugs is a big issue with Las Vegas. Maybe we should get someone to come in and talk on this issue.

\*\*\*\*\*Metro police on what they would advise PMs

MOTIONS PASSED:

MOTION PRESENTED BY:

MOTION SECOND BY:

MEETING ADJOURNED:

MAY 2013

NARPM LOCAL CHAPTER MEETING

NARPM MAY CHAPTER MEETING  
SOUTHERN NEVADA CHAPTER OF NARPM  
MEETING MINUTES  
DATE: 5-22-2013

PRESENT AT MEETING: LINDA RHINBARGER-  
Political Update-all 9 of the laws that affect our business  
maybe we should have the attorney generals office come in explain these  
new laws  
michelle Robertson's David Corbetts office  
Michelle handles commercial-renters policy \$250 per year. They will send  
out a blast monthly to the tenants for updated  
Brokers need office policies-non-owned auto when they are running around  
in their car less than \$100 per year. 1-10 employees also covers 1099  
employee.

MIKE ROBINSON-Discussed his meeting trip to the Boise chapter meeting  
1. online applications-the time it takes having applicants come into the  
office. Applicants have so many ??? that it is  
Task Manager software system that works with appfolio  
Announced annual convention.

MEETING STARTED: 10:10 AM

DISCUSSED:

MOTIONS PASSED:

MOTION PRESENTED BY:

MOTION SECOND BY:MEETING ADJOURNED:

# **National Association of Residential Property Managers Southern Nevada Chapter**

*Presents*

**Kimberly A. Arguello**  
**Senior Deputy Attorney General**  
[KArguello@ag.nv.gov](mailto:KArguello@ag.nv.gov)

## **NEW LEGISLATION FOR 2013**

Her main client is the NRED. She prosecutes RE professionals. Goes after unlic ppl. Must file a complaint to get these unlic ppl off the streets.

she has prosecuted 10 PM for misappropriations of trust funds. Any unauthorized transaction 10k fine. per violation. They supena bank records. Anything going in or out of the account is documented. trust accounting is the best way to get your lic taken away. Turned in every year. This will be tracked more regularly.

General failure to respond to the division. 10k fine for not responding.

### **AB No. 74**

AN ACT relating to public affairs; requiring that document preparation services be registered with the Secretary of State; establishing qualifications for registration; requiring the filing of a bond; regulating the business practices of document preparation services; authorizing disciplinary action and other remedies in specified circumstances; providing civil and criminal penalties; revising provisions relating to the Notary Public Training Account in the State General Fund; and providing other matters properly relating thereto.

(notes)

### **AB No. 194**

AN ACT relating to crimes; clarifying that a person who holds a leasehold interest in the real property of another person may be criminally liable for the destruction or injury of that real property; and providing other matters properly relating thereto.

(notes)

Oct 1, 2013 Not all damage is willful and malicious. Statutes are never retroactive unless they state they are. The report needs to be written with the law enforcement issue.

2

#### **AB No. 225**

**AN ACT relating to business brokers; revising the definition of the term "business broker"; limiting the application of the term to the performance of certain acts; and providing other matters properly relating thereto.**

(notes)

#### **AB No. 284**

**AN ACT relating to residential leasing; providing for the early termination of certain rental agreements by victims of domestic violence under certain circumstances; and providing other matters properly relating thereto.**

(notes)

Allows for the victim to terminate with 30 days notice. EX entitled to their full security deposit. With cleaning and repairs still able to affect the deposit.

They need to do to terminate—provide documentation of domestic violence, order of protection, report of an agency or police report of DV, or a written affidavit a qualified 3d party that the person is a victim of DV. The qualified person is defined as DR, psych, social work registered nurse or anyone that is employed by an agency that counsels DV or a person who is board of directors of these agencies or a clergy member.

Does the wife forfeit the security deposit? May want to put it in your office policy as to how the security deposit is to be distribute the deposit.

The abuser could be sued for expenses incurred by the owner for the exit of the abused person. The victim that provides this notice, requires install new lock and cost for it by landlord. Not permit the abuser back into the proeprty, nor disclose the where about of the victim. Can't give info about tenant for their future landlord.

#### **AB No. 334**

**AN ACT relating to contractors; exempting certain licensed real estate brokers and salespersons from provisions relating to contractors; requiring certain licensed real estate**

brokers and salespersons to maintain certain records; and providing other matters properly relating thereto.

Contractors board having a problem with Pms working with more than 2 different persons. Carves out an exception for PMs, this is not good until Oct 1, 2013

Allows a PM with a PM agreement assist a client in hiring any number of contractors to perform the work. Contractors were not being hired to do the work. If you use an unlicensed person on these tasks, you are in violation of this.

There is no such lic as a handyman. They may have a business lic, but no handyman. It is our responsibility to know whether a permit is required to perform the work. Can do the work if it is under \$1000 and he has a city lic.

This statute will be open for interpretation in the future. 10K as a fix term over the term of the PM agreement. That would be in the initial agreement. Not said addendums extending the term of the agreement. Once you hit the 10K mark, you need to call a contractor if it is within a 6 month period of time and all work needs to be kept in a file. This exemption only applies if a permit is not needed to be pulled or for the health and welfare of the general public.

Don't split a \$1,000 job into 2 as it will be caught.

If the client chooses to use cousin Joe instead of your recc. Lic contractor, draft a letter to the client to protect yourself.

#### **AB No. 404**

AN ACT relating to time shares; amending provisions relating to licensing and registration of sales agents, representatives, managers, developers, project brokers and time-share resale brokers; revising provisions relating to permits to sell time shares; amending provisions relating to time-share instruments; revising provisions governing public offering statements; amending provisions governing the sale and resale of time shares; revising provisions governing the management and development of time-share plans and timeshare projects; revising provisions governing certain fees relating to time shares; prohibiting certain acts; amending various other provisions relating to time shares; providing penalties; and providing other matters properly relating thereto.  
(notes)

2013 Ombudsman Legislation-See 5 page hand out

#### **SB 383**

AN ACT relating to time shares; revising provisions governing the public offering statement provided to prospective purchasers; revising provisions concerning the renewal of a permit to

sell a time share; requiring certain persons to notify the Real Estate Division of certain convictions; authorizing the Real Estate Commission to take certain actions against certain people in certain circumstances; prohibiting certain people from working in certain time-share related professions without a proper license; making various other changes relating to time shares; providing a penalty; and providing other matters properly relating thereto.

(notes)

#### SB 402

AN ACT relating to real estate; revising provisions concerning the late renewal of licenses and permits of certain real estate professionals; and providing other matters properly relating thereto.

(notes)

Basic clean up bill- They replaced it with an actual fine. \$100 fine for renewal and \$20 for the PM. This is in addition to the fees you have to pay for your renewal.

645.85-

Allows for a 1 year period for late renewal of PM permit.

Effective July 1, 2013

#### AB No. 194

Clarifies that a person who holds a leasehold interest in the real property of another person may be criminally liable for the destruction or injury of that real property.

(BDR 15-654)

(notes)