



National Association of Residential Property Managers

Board Meeting Minutes for January 8, 2013

Meeting was called to order at 11:30 a.m. on January 8th, 2013 at Denny's on 84th by President, Sue Johnson.

In Attendance:

Sue Johnson, Bekah Hermansen, Dorothy Zarelli, Jim Henderson, Jen Noland

President – Sue Johnson

1. Fair Housing CE Class, March 14th – Tower Lanes, verify the date with Roy for the 13th or 14th. Breakfast style buffet is planned. Price needs to be determined for the flyer.
2. Meeting/Vendor Fair, March 21st – Tower Lanes is booked, pizza buffet at a cost of \$10 per person and a room rental of \$50. Sue will schedule a time for her and Jim to go and look at the space to determine floor plan and how many vendor spaces it can hold.

1st Vice President – Dorothy Zarelli

1. 2013 Calendar update – confirm the 13th or the 14th for Fair Housing class. Calendar will be given out at Jan chapter meeting. Speakers are confirmed for April. Sue will announce at the March meeting that the Utility company reps are coming in April and they will be there to help and not there to hear all the complaints. Dorothy will send an email out prior to the meeting with anyone questions/concerns so we can have TPU prepared. Clock hours are needed for May and August; Dorothy will check on the insurance class and talk with Ryan about possible certification. For August class Dorothy will check with Mike Miller. For November class unable to get a hold of Tony, will look into doing something like a panel of vendors for planned, deferred and regular maintenance topic. Vickie Gasgkill may have something already set up that would work. Check with Ernie to see if there is anything he can do for clock hrs. If Geek Squad won't work for May, might be able to do a taxes topic.

Secretary:

1. Minutes – Presented by Jen Noland. Motion was moved and seconded, November minutes approved.

Treasurer

1. Treasurer's report – Budget for 2013 with final changes was emailed out. 2012 Jan 1- Dec 31 provided and Jan 2013 report was provided.
2. Bekah will purchase 11 gift cards for the chapter meetings.
3. Bekah will contact Terri to get the banners

Past President: Terri Patterson - not in attendance

Committee Reports: Jim Henderson

1. Legislation – Nothing new at this time. Jim will be attending Day on the Hill
2. Affiliates – It was decided the affiliate board will no longer be brought to meetings. Vendor's can market their business with flyers, cards etc at the meetings on the tables and we list them on the website. Jim will introduce new affiliates at the meetings. Would like to do a meeting with the vendors 30min prior to our regular chapter meeting on how to network with the group. Dorothy can go over with them what it takes to be a good vendor and how to get the value out of their membership.

New Business

1. Day on the Hill – reminders have gone out to members.
2. Communication for Introduction of New Members at meetings – Start introducing new vendors and members before the regular introduction are started. Email will be sent prior to each meeting if anyone knows of a new person attending so Sue has that information before hand.
3. Communicating in advance for agendas – Sue will email the board before the meetings if anyone has anything they would like to add to the agenda.
4. Membership Chair – Board needs to put together for guidelines for the member chair. Ask Ellen is she would like to take on the role, or Harold.
5. Chapter Compliance – Due in June, check the checklist so we will have things ready in advance.
6. Chapter Excellence – Due in December, check the checklist so we have things ready in advance.

Old Business

1. Rainiers Game – deposit has been paid.

Meeting adjourned 1:00 p.m.

Next Meeting: January 31st, 2013 at Denny's on 84th at 11:30 am

Respectfully submitted by: Jen Noland



National Association of Residential Property Managers

Board Meeting Minutes for January 31, 2013

Meeting was called to order at 11:30 a.m. on January 31st, 2013 at Tower Lanes by President, Sue Johnson.

In Attendance:

Sue Johnson, Bekah Hermansen, Dorothy Zarelli, Jim Henderson, Terri Patterson, Jen Noland

President – Sue Johnson

1. Reviews of Chapter Leader call on January 16th – Grants are available through National for Advertisement, Membership and Educational Purposes. \$500 for each grant is available. Check to see how long it takes for a grant to go through. IDEAS: Could use for CE Class with sales agents. Possibly at a TPCAR venue and include vendors. Ernie from ServiceMaster is President of TPCAR this year Terri will call Ernie see if there would be any interest and how many sales agents are doing property management.

Chapter leaders need to be on a minimum of 3 of the 6 calls that are scheduled. Chrysztyna Perry and Kellie Tollifson are Leeann's RVP team and can be communicated with if she is not available.

Pierce County is in compliance for 2012 per Leeann (1 of 4 in Region so far).

Vice President – Dorothy Zarelli

1. Progress on additional CE Classes – Working on the marijuana class. Only two TBD classes left: could be one of Vicki's classes, Difficult People vs. Winning Attitudes. Can pass along flyers to nearby Chapters so they can attend.

Secretary – Jen Noland

1. Minutes – Presented by Jen Noland. Motion was moved and seconded, January 8th minutes approved.

Treasurer – Bekah Hermansen

1. No new report same as the one from Jan 8th.
2. Website: Camille is no longer with Park 52 so Bekah will be updating the website. Jim and Julie have been added under affiliate chair and Ellen has been added under Membership. Jen will send Bekah meeting flyers to be posted online. Charity/fundraiser/volunteer opportunities are also online.
3. Elizabeth will be emailing everyone to see if there are any charities or fundraisers that we can contribute to.

Past President: Terri Patterson – Thanked Sue for handling the meetings in her absence and for the gift basket.

Committee Reports: Jim Henderson

1. Legislation – Nothing new at this time. No new topics that haven't already been addressed in the past couple years. Tenant screening bill is not going to go anywhere. Other bills of interest are; dealing with deceased tenants and their property; and unlawful detainers to include at will tenancy.
2. Affiliates – Nothing new at this time. Bekah will ask Jamie if she would be interested in helping with Affiliates.

Vendor Fair – March 21st. Each company will be allowed 2 people at no cost, if they have more they will need to pay for lunch. March 8th deadline for vendors to sign up. March 15th will be hard date for sign ups.

Vendor meeting – Contact Denny's to check when a good day would be to hold the vendor meeting before one of our regular chapter meetings.

4. Membership – A new member joined Dec 14th.

New Business

1. CE Class March 13th, flyers and cost for class – 8:30am – 1:00 pm, Roy will be the speaker. Must have headcount 5 days prior. Send flyers to chapter presidents and post on web. Cost: PC NARPM members \$50 for pre paid, \$60 for non pre paid, \$20 for no clock hours, \$75 for non NARPM members, after early registration deadline increase fees by \$10. Dorothy will put together flyer and price list.
2. NW Regional – Table Sponsor: Bekah has sent in the \$150 fee.

Old Business

1. Chapter Excellence – Due June 30th: Reviewed 2013 application and assigned tasks to each board member. Leeann has requested a copy of how the tasked were assigned so she can share with other chapters.

Sue - #2

Dorothy – 1,6,7,12,17,20,21,22,23,24,

Bekah – 3,4,14,18,19

Jen – 9,10

Jim - 15

2. Chapter Compliance – Dorothy will look over and assign tasks to board members.
3. Rainiers Game – Rainier's has not raised their prices. Bekah proposed to keep prices same as last year. Flyer is done and will be handed out at Vendor Fair. Stick with ballgame food, hotdogs, hamburgers etc.

Meeting adjourned 1:28 p.m.

Next Meeting: February 28th, 2013 at Denny's on 84th at 11:30 am

Respectfully submitted by: Jen Noland



National Association of Residential Property Managers

Board Meeting Minutes for February 28, 2013

Meeting was called to order at 11:30 a.m. on February 28th, 2013 at Denny's on 84th by President, Sue Johnson, RMP.

In Attendance:

Sue Johnson, Bekah Hermansen, Dorothy Zarelli, Terri Patterson, Jen Noland

President – Sue Johnson, RMP

1. WRHIC Contribution – requested by Heidi Hartman for Day on the Hill for Legislation Reception, \$34.73 annually. Motion was moved and seconded; Pierce County Chapter will give \$34.73 annually, must have invoice to pay.

Vice President – Dorothy Zarelli

1. Registrations for CE Class on March 13th – So far there are 18 registered. Jen will send email to other local NARPM chapters regarding the class.
2. CE Class for July – Working with Roy to see if Vicky's class, Working with Difficult People, can be approved. Takes about 3 months to approve.
3. Geek Squad – not very responsive. May swap out to a gentleman from Olympia who did a user group in Vegas.

Secretary – Jen Noland

1. Minutes – Presented by Jen Noland. Motion was moved and seconded, January 31st minutes approved.

Treasurer – Bekah Hermansen

1. No new report – already approved at February 21st chapter meeting.

Past President: - Terri Patterson

1. Nothing new at this time – if anyone needs help with anything please let her know.

Committee Reports: - Jim Henderson – not in attendance

Affiliates –

1. March 21st vendor fair – Only 6 vendors are signed up so far. Bekah will send out an email to all vendors again in case they are not getting the emails via the gmail account.
2. Jamie – Bekah had asked Jamie if she wanted to help with vendors and she said she will.

Charity -

1. Volunteer day – 4 volunteers made it to the FISH Food bank. An email has gone out to see if there are any charities or fundraisers that we can contribute to.

Membership

1. Membership – Ellen might not be able to do membership. Terri is able to participate now so Terri will reach out to Ellen and let her know she can take it on.

New Business

1. Rainier Ticket Sales at March meeting – Bekah will have flyer at vendor fair. \$20 for the 1st 50 then prices will go to \$25. Same as last year.
2. Vendor Fair march 21st – Determine estimate of attendance by March 18th to provide to Towers.

Old Business

1. CE Class for March 13th – Need attendance count by 3/1. So far there are 18 registered. Jen will send email to other local NARPM chapters regarding the class.
2. NW Regional – Need place settings and 1 centerpiece. Changed from 8 to 10 table settings. Dorothy will go to Almond Roca and see what she can get for the table sponsors, gift card for the 50/50. Sue will check with John on 50/50 and centerpiece and if they will be selling raffle tickets.

Meeting adjourned 1:00 p.m.

Next Meeting: March 28, 2013 at Denny's on 84th at 11:30 a.m.

Respectfully submitted by: Jen Noland



National Association of Residential Property Managers

Board Meeting Minutes for March 28, 2013

Meeting was called to order at 11:30 a.m. on March 28th, 2013 at Denny's on 84th by President, Sue Johnson, RMP.

In Attendance:

Sue Johnson, Bekah Hermansen, Dorothy Zarelli, Jim Henderson, Jen Noland

Correction to the February Board meeting minutes – Rainier Ticket Sales is \$25 for the 1st 50 then prices will go to \$35 per ticket. (February minutes had tickets staying at \$25)

President – Sue Johnson, RMP

1. New chapter by-laws were received from Leeanne Ghiglione. Chapters are to incorporate so all chapters are using the same by-laws. Need to determine when these updated by-laws are to be in place by, and how long it takes for National to approve any modifications, can confirm with Leeanne. Bekah will scan a copy of the current by-laws to the board so we can look over the differences. Everyone will bring any proposals for changes to the next board meeting.

Vice President – Dorothy Zarelli, MPM, RMP

1. CE Classes update – still working on CE courses. Dorothy will look at putting Chrysztyna Perry's tool box class in place of Geek Squad.

Secretary – Jen Noland

1. Minutes – Presented by Jen Noland. Motion was moved and seconded, February 28th minutes approved.

Treasurer – Bekah Hermansen

1. Treasurer report - No new report, already approved at March 21st chapter meeting.
2. CE Class held on March 13th – report of income and expenses incurred. Profit was \$441.51
3. Policy for refunds - Make Chapter policy regarding refunds for class registrations. No refunds. Include policy on flyers going forward.
4. Length of time for keeping records – Document Retention and Destruction Policy of NARPM dated Feb 3, 2009 was handed out.
5. NW Regional registrations – The 4 winners of the NW regional registrations have already sent in their copy of receipts. Chapter leaders – email Bekah with receipts as well.

Past President: - Terri Patterson – not in attendance

1. Membership Committee – Talk with Terri and Ellen regarding the role of membership.
2. New members – Rick Brown with Kalles Properties, Eileen Clark-Hahn with Homes Plus Property Management, Jodi Williams with Steady Properties. Bekah will check who has not paid up to date with National and will contact them.

Committee Reports: - Jim Henderson

Affiliates –

1. Feedback from March 21st vendor fair – No feedback yet.

Legislation –

1. Co detector bill does appear to be getting an extension, although wording will be added regarding liability.

New Business

1. Invite Leeann Ghiglione to attend a Chapter meeting

Old Business

1. NW Regional – Dorothy has purchased and been reimbursed for the place settings and centerpiece for NW Regional. Still need the 50/50 raffle.
2. Rainier Game – registration will be available at the April 11 chapter meeting.

Meeting adjourned 1:00 p.m.

Next Meeting: April 25, 2013 at Denny's on 84th at 11:30 a.m.

Respectfully submitted by: Jen Noland



National Association of Residential Property Managers

Board Meeting Minutes for April 25, 2013

Meeting was called to order at 11:30 a.m. on April 25th, 2013 at Denny's on 84th by Vice President, Dorothy Zarelli, MPM, RMP

In Attendance:

Bekah Hermansen, Dorothy Zarelli, Terri Patterson, Jen Noland

President –

1. What to do with open position – Dorothy step up as President. If another board member wants to step up to fill VP role then open elections to vacant position.

Vice President – Dorothy Zarelli, MPM, RMP

1. Proposal to change May 16 from Geek Squad to Review of WAC requirements and forms that have to be given to tenants, or replace with Chrysztyna Perry, motion approved to give \$100 for speaking opportunity. Dorothy will follow up with Chrysztyna.

Secretary – Jen Noland

1. Minutes – Presented by Jen Noland. Motion was moved and seconded, March 28th minutes approved.
2. Send CE class info to other NARPM chapters. Check to see if Julie has a contact with TPCAR to send to local REALTORS.

Treasurer – Bekah Hermansen

1. Treasurer report - No new report, already approved at April's chapter meeting.
2. Discussion of exception for refund of dues – Sue Johnson requested a refund for chapter dues. Board has approved a refund of pro-rated dues, April – Sept, no meeting in July so 5months total. Bekah will send a check.
3. Vendor dues – 14 vendors have paid, 16 are outstanding. 2nd reminder has been sent out.
4. Rainier game ticket sales – 16 sold so far.
5. National Golf Tournament Donations – Board voted and approved donating \$250 to National for the Golf Tournament. Will add to budget for 2014 to be approved at board discretion.

Past President: - Terri Patterson

1. President paperwork from 2012 – Terri provided all files she had from 2012.
2. New members – Laura Gordon joined onsite. Pick up at large members, Dupont, Aspen NW, Lee Rushton - Bekah will email National to see about getting them changed over. Terri will reach out to the individuals.
3. File cabinet – Ellen has a file cabinet with past PC NARPM info – see about going to get the files picked up. Information can now be stored on National's site.

Committee Reports: - Jim Henderson, not present (provided updates via email)

Affiliates –

1. Vendor participation – Dorothy will talk to Jim about doing the vendor orientation. Jim will contact the newest members (Snowman Handyman, Distribu Doors, and Elite) before next chapter meeting to follow up and get feedback on their membership.

2. Affiliate Committee ideas -
 1. Create a follow-up schedule with questions to obtain feedback during the first year of membership. I don't think we need more than five questions per follow-up.
 - a. First 30 days
 - b. Three months
 - c. Six months
 - d. One year
 2. An Affiliate only meeting (30-45 mins) either before or after a chapter meeting. The format would be similar to the "class: Dorothy and Mary used to give to vendors at NW Regional. I would like to have Elizabeth and Dorothy present to discuss:
 - a. Being a successful vendor
 - b. How to marketing yourself
 - c. Setting expectation
 - d. Q & A
3. Invite every new member to join a committee.
4. New affiliate orientation

*Dorothy will follow up with Jim on the vendor orientation.

Legislation –

1. SSB 5568 – Concerning the disclosure of certain information when screening tenants
Position: SUPPORT

This bill has now passed both the House and the Senate and now goes to the Governor for his signature. The bill prevents a screening company from disclosing that the applicant is the victim of domestic violence, sexual assault or stalking. The bill does not impose a penalty on a screening company that violates the law and this omission distressed some legislators. April 23, 2013, signed by the Governor.

2. HB 1647 - Requiring landlords to maintain and safeguard keys to leased premises
Position: SUPPORT

This bill has been amended on the House floor to require landlords to use "**reasonable care**" to safeguard duplicate or master keys to dwelling units. The bill has been brought because of a vicious attack on a resident perpetrated by a staff member at a Washington residential community. The bill has passed the Senate. April 23, 2013, signed by the Governor.

3. HB 1024 - Addressing service animals
Position: SUPPORT

The Human Rights Commission requested this bill. It modifies the state's laws against discrimination by removing the training requirement for service animals in connection with claims involving housing. The goal is to make Washington law "substantially equivalent" to federal law. This will allow the Human Rights Commission to resume investigating discrimination claims made by people with disabilities regarding service, companion or assistance animals. This bill was dead but has been revived as part of the budget process. March 13, 2013, returned to Rules Committee for second reading.

Old Business

1. Incorporation New By-laws – John Parker offered to do the paperwork for the by-laws since he has had previous experience with it. John will provide by-laws in a format we can all look at. No objections from the board.
2. Chapter Excellence Report –
 - #2 – Dorothy will ask Dick about Certificate of Compliance
 - #3 – Bekah will print new list on June 30th
 - #4 – June 30th
 - #5 – Does regional count?
 - #10 – Bekah has clean agendas and will scan
 - #14 – Toys for Tots – send to Dorothy
 - #15 – email from Orca – Check with Jim on the other
 - #17 – Possible – M. Quinn, Jamie, Bill White, Bill and Pat Price, Bekah
 - #19 – probably won't change
 - #22 – Bekah, John, Dorothy, Jen
 - #23 – Email was sent out, ask if anyone had done online classes, need to scan and email or bring copy to next meeting.
 - #24 – conference registrations – get attendee list once completed.

New Business

1. Change August Board meeting – Bekah is on vacation, board approved to change the August meeting to the 21st at 11:30 a.m.

Meeting adjourned 1:00 p.m.

Next Meeting: May 30, 2013 at Denny's on 84th at 11:30 a.m.

Respectfully submitted by: Jen Noland



National Association of Residential Property Managers

PIERCE COUNTY CHAPTER

Board Meeting Minutes for May 30, 2013

Meeting was called to order at 11:30 a.m. on May 30th, 2013 at Denny's on 84th by President, Dorothy Zarelli, MPM, RMP

In Attendance:

Bekah Hermansen, Dorothy Zarelli, Terri Patterson, Jim Henderson, Jen Noland

President –

1. What to do with open Vice President position – is there any current members who may want to join the board.
2. CE class for July – Jen will send flyer out to other local chapters.

Vice President – N/A

Secretary – Jen Noland

1. Minutes – Presented by Jen Noland. Motion was moved and seconded, April 25th minutes approved.

Treasurer – Bekah Hermansen

1. Treasurer report - No new report, already approved at May's chapter meeting.
2. May CE Class update– \$102.28 profit. 10 attendees there for clock hours and 1 guest.
3. Vendor dues – 8 vendors are currently unpaid. Sheila York has joined and 3 Brothers Construction bringing in application in June. Jim will follow up with the 8 unpaid vendors.
4. Rainier game ticket sales – 22 sold so far. Jen will send reminder email out.
5. Web updates – waiting for Sept to try to get someone on board to do the website. Bekah will touch base with Jodi from Steady to see if she has any interest.

Past President: - Terri Patterson

1. New members – Terri will run at large list between May 30-June 6th to see who from Pierce County is on the list and see about getting them added to PC Chapter.

Committee Reports: - Jim Henderson

Affiliates –

1. Vendor Class – Jim will work with Elizabeth on doing the 30min class. Schedule for after the regular chapter meeting. Need to check with Denny's on availability.
2. New vendors – Jim will be following up for the 1st 3 months gauging how they think its going.
3. Guests - Jim will introduce guests but they will not be allowed to solicit their business.

New Business

1. Change October Board meeting – Nationals is Oct 16-18th, board approved to change the October meeting to the 14th at 11:30 a.m.
2. Raffle tickets – Board voted that only members are to get a raffle ticket at the meetings.

3. Registered Agent filings – Gail has secured a new company to set up registered agent filings for existing chapters. They have agreed to charge \$75 annually to be each chapters registered agent. – Board voted to make this optional each year. Bekah will write up instructions on how it is currently done.

Old Business

1. Discuss changes in New By-laws – Updated copy was discussed and Dorothy will write up all changes and bring updated document to next board meeting for approval.
2. Chapter Excellence Report – updates provided

Meeting adjourned 1:14 p.m.

Next Meeting: June 27, 2013 at Denny's on 84th at 11:30 a.m.

Respectfully submitted by: Jen Noland



National Association of Residential Property Managers

P I E R C E C O U N T Y C H A P T E R

Board Meeting Minutes for June 27, 2013

Meeting was called to order at 11:30 a.m. on May 30th, 2013 at Denny's on 84th by President, Dorothy Zarelli, MPM, RMP

In Attendance:

Bekah Hermansen, Dorothy Zarelli, Jim Henderson, Jen Noland

President –

1. CE class update – 10 registered so far. Jen will send out reminder email today and again after the 5th. Food will be muffins, fruit, Danish. Chapter has pop already. Dorothy will check with Elizabeth in regards to coffee.

Vice President – N/A

Secretary – Jen Noland

1. Minutes – Presented by Jen Noland. Motion was moved and seconded, May 30th minutes approved.

Treasurer – Bekah Hermansen

1. Treasurer report - No new report, already approved at June's chapter meeting.
2. Rainier game ticket sales – 38 tickets sold. Bekah will send one last email out from personal email to see if more people respond.

Past President: - Terri Patterson – not in attendance

Committee Reports: - Jim Henderson

Affiliates – no updates to report at this time

New Business

1. Web site change – Board approved to go with the new PC NARPM website and not to continue the pcnarpm.org site.

Old Business

1. Discuss changes in New By-laws – Board agreed to read through the updates and send any corrections to Dorothy for approval at next meeting.
2. Chapter Excellence Report – updates provided. Dorothy will handle the write up for the final paragraph.

Meeting adjourned 1:00 p.m.

Next Meeting: July 25, 2013 at Denny's on 84th at 11:30 a.m.

Respectfully submitted by: Jen Noland



National Association of Residential Property Managers
P I E R C E C O U N T Y C H A P T E R

Board Meeting Minutes for July 25, 2013

Meeting was called to order at 11:30 a.m. on July 25th, 2013 at Denny's on 84th by President, Dorothy Zarelli, MPM, RMP

In Attendance:

Bekah Hermansen, Dorothy Zarelli, Terri Patterson, Jen Noland

President –

1. CE class update – Insurance class profit was \$196.02.

Secretary – Jen Noland

1. Minutes – Presented by Jen Noland. June 27th meeting minutes approved.

Treasurer – Bekah Hermansen

1. Treasurer report – Report through 7/22 approved. Charity still has \$300 in budget. Still have money under gifts, which can be used for 50/50 raffle in San Diego, and possibly doing something for Elizabeth and Ernie for helping with the CE classes.
2. Rainier game ticket sales – 52 tickets were sold. In line with budget.

Past President: - Terri Patterson –

1. New members – Terri is not hearing back from those that she has reached out to so far. Decided that Federal Way will be approached by King County so we don't want to overlap.

Committee Reports: - Jim Henderson – not in attendance

New Business

1. Potential options for group activities – Need to come up with other ideas besides Rainer's game that can be done as a group. Couple options, putt putt golf, tower lanes. Google form can be sent out after August meeting.
2. Next year's topics – Announce at August meeting, we will be looking for suggestions for 2014 calendar year. Google form will be sent out after the meeting.
3. Board members for next year – announcement will be made at August meeting, nominations by October, voting in November.
4. Chapter Compliance – due in November
5. Drawing for National in San Diego paid registrations – We have extra funds in education, it was agreed that we offer 2 more paid registrations to National in San Diego (total of 4). Bekah will send out an email that a drawing for 4 paid registrations will be held at August meeting. For those that can't attend and want to be entered, they can email their name to Bekah. For winners Bekah will reimburse once they submit their paid registration.

Old Business

1. Chapter Excellence Report – Chapter has 50 points, Dorothy has uploaded all documents.

Meeting adjourned 1:00 p.m.

Next Meeting: August 21, 2013 at Denny's on 84th at 11:30 a.m.

Respectfully submitted by: Jen Noland



Board Meeting Minutes for August 21st, 2013

Meeting was called to order at 11:30 a.m. on August 21st, 2013 at Denny's on 84th by President, Dorothy Zarelli, MPM, RMP

In Attendance:

Dorothy Zarelli, Terri Patterson, Bekah Hermansen, Jen Noland

President – Dorothy Zarelli, MPM, RMP

Secretary – Jen Noland

1. Minutes – Presented by Jen Noland. Motion was moved and seconded, July 25th meeting minutes approved.

Treasurer – Bekah Hermansen

1. Treasurer report – Report already approved at August membership meeting.

Past President: - Terri Patterson, RMP

1. New members – Terri is not hearing back from those that she has reached out to so far. Decided that Federal Way will be approached by King County so we don't want to overlap.

Committee Reports: - Jim Henderson – not in attendance

New Business

1. Property managers for panel for Sept. Meeting – suggestions made for who might be willing to participate on the panel. Dorothy will put together questions and have the panel bring in samples.

Old Business

1. Calendar for next year - Tentative 2014 calendar dates and topics were added by the board. Jen will send out a Google form to get members suggestions and ideas for topics. Will discuss responses at September board meeting. In regards to July offsite Dorothy will check with Towers and Terri will check with Paradise.
2. Vendor Fair - Jen will send separate Google form to vendors to see if they would like to continue with the vendor fair or have any other suggestions of things to do instead. Will discuss responses at Sept. board meeting.
3. Nominating people for the Board – possible members to approach would be, Donna, Trina, Jamie, and Kim.

Meeting adjourned 12:30 p.m.

Next Meeting: September 26, 2013 at Denny's on 84th at 11:30 a.m.

Respectfully submitted by: Jen Noland



National Association of Residential Property Managers
P I E R C E C O U N T Y C H A P T E R

Board Meeting Minutes for September 25th, 2013

Meeting was called to order at 11:30 a.m. on September 25th, 2013 at Denny's on 84th by President, Dorothy Zarelli, MPM, RMP

In Attendance:

Dorothy Zarelli, Terri Patterson, Bekah Hermansen, Jen Noland

President – Dorothy Zarelli, MPM, RMP

Secretary – Jen Noland

1. Minutes – Presented by Jen Noland. Motion was moved and seconded, August 21st meeting minutes approved.

Treasurer – Bekah Hermansen

1. Treasurer report – Report already approved at September membership meeting.
2. Gift Cards – Board voted and approved a \$25 gift card for each panel speaker from September meeting. Bekah will get the cards.
3. We are at 49 members. Mia Perryman has joined National and that will bring it to 50.
4. Charity funds 2013 – Bekah will check with Elizabeth regarding remaining funds for 2013.

Past President: - Terri Patterson, RMP

Committee Reports: - Jim Henderson – not in attendance

New Business

1. 2014 Lunch Menu – Board voted and approved to have Bekah change the lunch menu for 2014 without getting votes from members. New lunch options will be tested at the October meeting. Bekah will also take care of purchasing more poker chips for the lunch choices.
2. Marijuana meeting in October. Are we going to have enough room? – Tables can be rearranged and tables used in the back. Will play it by ear based on attendance.
3. 50/50 Raffle at Convention – National asked for us to provide a 50/50 raffle. Board voted and approved on a \$50 Amazon gift card. Bekah will purchase the gift card.

Old Business

1. Calendar for 2014 - Google survey was emailed out to members and affiliates and no responses were received for any topic suggestions. The Board will continue with proposed topics. Dorothy will contact Jamie to see if she can help with speakers for May, June and September. Dorothy will check with Towers and Terri will check with Paradise for the July Meeting. Terri will contact Chrysztyna for the April meeting. Bekah will contact Tina Gordon for February. Dorothy will contact Elizabeth for 2014 Charity dates so those can be added to the calendar. Dorothy will check with Roy to see if Chris Benis is able to teach any other classes.
2. Vendor Fair Suggestions - Jen sent out email to vendors to gather ideas. Received 4 responses. Spreadsheet provided with responses. Look into having a reverse vendor fair / speed dating type event. Check with Jim to see if he can be in charge of the vendor fair.
3. Nominations for the Board – No one has expressed any interest at this time to be on the board. Jamie and Kim said they would help.

Meeting adjourned 1:00 p.m.

Next Meeting: Oct 14th, 2013 at Denny's on 84th at 11:30 a.m.

Respectfully submitted by: Jen Noland



Board Meeting Minutes for October 14th, 2013

Meeting was called to order at 11:30 a.m. on October 14th, 2013 at Denny's on 84th by President, Dorothy Zarelli, MPM, RMP

In Attendance:

Dorothy Zarelli, Terri Patterson, Bekah Hermansen, Jen Noland, Jim Henderson

President – Dorothy Zarelli, MPM, RMP

Secretary – Jen Noland

1. Minutes – Presented by Jen Noland. Motion was moved and seconded, September 25th meeting minutes approved.

Treasurer – Bekah Hermansen

1. Treasurer report – October 14th treasurers report presented. Motion was moved and seconded, report approved.
2. Board voted and approved a \$100 tip to be given to our Denny's waitress for her hard work.

Past President: - Terri Patterson, RMP

1. Terri has a meeting on Wed with Paradise and will provide pricing to Bekah afterwards for budget planning.

Committee Reports: - Jim Henderson

1. Jim will talk with Elizabeth regarding vendor class.
2. Jim will follow up with the guest who attended Sept meeting: Brandon at Cobalt Mortgage

New Business

1. Chapter Compliance paperwork – Due at end of year. Discussed checklist to determine what is still needed.
2. Start on Next Year's Budget – Went over 2013 budget and made adjustments for new budget for 2014. Bekah will present the proposed budget at next board meeting.
3. Haves and Wants – Jim suggested using this as an intro for our meetings. Dorothy will try it for November's meeting.
4. Christmas Party – Bekah will handle the party plans for this year.

Old Business

1. Calendar for 2014 - Went over revised calendar. Tina Gordon is not responding, will check with Hailey at ServiceMaster regarding how to deal with hoarders. For May's topic, might be able to find a speaker from Trends. Jim has a contact to speak on the Civil Relief Act and will follow up with him. For August meeting an option can be regarding a drug addendum that Roy proposed, or if saying with Phrases for Leases could use speakers from different chapters. Jim will check with a speaker who addressed another chapter regarding small claims topic for November.

Meeting adjourned 1:00 p.m.

Next Meeting: November 21st, 2013 at Denny's on 84th at 11:30 a.m.

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