



2012-2013 CALNARPM Board of Directors
Deanna Hansen, RMP®, President
Robert Thomas, RMP®, President-Elect
Michelle Horneff-Cohen, MPM® RMP®, Treasurer
Carol Griggs, RMP®, Secretary
Jennifer Newton, Director
Roger Cornette, Director
Ellen Purdy, Director
Cristy Boucher, Director
Debra Loffman, Director
Alex Osenenko, Affiliate Director
Keith T. Becker, RMP®, 2011-2012 Past President
Maherah Silmi, Executive Director

Minutes
Wednesday, January 23, 2013
2012-2013 CALNARPM Board of Directors Meeting
2:30 – 3:30 p.m.

Teleconference - Phone number: 605-475-4800 - Access code: 717633

- I. **Call to Order/Introductions** – Hansen 2:33 p.m.
Present: D. Hansen, R. Thomas, M. Horneff-Cohen, R. Cornette, E. Purdy, K. Becker
Not Present: J. Newton, D. Loffman, A. Osenenko
Staff: M. Silmi

II. **NARPM Code of Ethics** – Hansen

Article 12: RESPONSIBILITY TO NARPM® AND THE PROFESSION

12-1 The Property Manager shall strive to improve the property management profession and NARPM® by sharing with others their lessons of experience for the benefit of all.

12-2 The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.

12-3 The Property Managers shall maintain their real estate license by meeting continuing education requirements as set out by the state in which they work.

12-4 NARPM® members shall abide by NARPM®'s bylaws and any other guidelines approved by the Board and shall do no harm to the organization.

12-5 NARPM® members shall ensure that all electronic communications and marketing they prepare are professional with respect given to the recipients.

III. **Secretary's Report** – Silmi
November 2012 Minutes

MSC Purdy/Thomas
To accept the minutes as presented

6/0/0



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Deanna Hansen, RMP®, President
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Cristy Boucher, Director
Debra Loffman, Director
Alex Osenenko, Affiliate Director
Keith T. Becker, RMP®, 2011-2012 Past President
Maheerah Silmi, Executive Director

IV. **Treasurer's Report** – Horneff-Cohen
Treasurers Report of June 2012 - December 2012 presented

MSC Purdy/Thomas
To accept the report as presented

6/0/0

V. **Executive Director's Report** – Silmi
510 invoices were sent out
Dues have come in from 250+ members
ED continuing to send out dues invoices
Constant Contact listings being updated as well

VI. **Committee Chairs**
Conference Chair – B. Thomas
E. Purdy is confirming classes with Tiffany at National
Exhibitor brochures will be mailed out this week- M. Silmi
Registration brochure in progress, need to confirm speakers
A. Osenenko will continue to help with exhibitor follow up
Contract with hotel has been booked, confirmed, deposit sent
Email blasts regarding conference to go out weekly

Communication – C. Boucher (not on call)
D. Hansen requested that articles continue to go to Cristy for newsletter

VII. **Old Business**
None

VIII. **New Business**
BOD duties/responsibilities- on hold for now
NARPM has suggested formatting changes to bylaws. Exec committee looking into.

IX. **Upcoming Meetings**
Full Board Conference Call – February 27, 2013 – 2:30 p.m.

X. **Adjournment** 2:50 p.m.



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Minutes
Wednesday, February 27, 2013
2012-2013 CALNARPM Board of Directors Meeting
2:30 – 3:30 p.m.

Teleconference - Phone number: 605-475-4800 - Access code: 717633

- I. **Call to Order/Introductions – Hansen** 2:33 p.m.
Present: D. Hansen, M. Horneff-Cohen, R. Cornette, E. Purdy, A. Osenenko
Not Present: J. Newton, D. Loffman, K. Becker, R. Thomas
Staff: M. Silmi

II. **NARPM Code of Ethics – Hansen**

Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC

1-1 The Property Manager shall endeavor to eliminate in the community, through the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.

1-2 The Property Manager shall assist the governmental agency charged with regulating the practices of Property Managers.

1-3 The Property Manager shall comply with all local and state ordinances regarding real estate law, licensing, insurance, and banking. and state ordinances regarding real estate law, licensing, insurance, and banking.

1-4 The Property Manager shall not knowingly, during or following their professional relationships with their clients or their tenants, reveal confidential information of the clients or tenants. The Property Manager must take all precautions in keeping information in regard to owners and tenants reasonably secured to prevent identity theft.

III. **Secretary's Report – Silmi**
January 2013 Minutes

MSC Horneff-Cohen/Purdy
To accept the minutes as presented

5/0/0



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Debra Loffman, Director
Alex Osenenko, Affiliate Director
Keith T. Becker, RMP®, 2011-2012 Past President
Maherah Silmi, Executive Director

- IV. **Treasurer's Report** – Horneff-Cohen
Treasurers Report of July 2012 – January 2013 presented
Approximately \$12,000 in bank
Hotel, graphic designer paid to date
- V. **Executive Director's Report** – Silmi
Dues have come in from 260+ members
Only sending invoices to new NARPM members and as follow up to inquiries about membership
- VI. **Committee Chairs**
Conference Chair – B. Thomas not on call. Update will be given during Conference
Committee call on Thursday, February 28
M. Silmi- brochure proof should be ready by February 28. Will forward for review
E. Purdy- Tiffany is working on flyer. Should be ready end of day.
- Communication – Currently do not have a chair
D. Hansen and her office are working on newsletter
- VII. **Old Business**
None
- VIII. **New Business**
None
- IX. **Upcoming Meetings**
Full Board Conference Call – March 27, 2013 – 2:30 p.m.
- X. **Adjournment** 2:48 p.m.



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Alex Osenenko, Affiliate Director
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Minutes
Wednesday, March 27, 2013
2012-2013 CALNARPM Board of Directors Meeting
2:30 – 3:30 p.m.

Teleconference - Phone number: 605-475-4800 - Access code: 717633

- I. **Call to Order/Introductions** – Hansen 2:32 p.m.
Present: D. Hansen, M. Horneff-Cohen, R. Cornette, E. Purdy, D. Loffman, K. Becker, R. Thomas
Not Present: J. Newton, A. Osenenko
Staff: M. Silmi

II. **NARPM Code of Ethics** – Hansen

Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC

1-1 The Property Manager shall endeavor to eliminate in the community, through the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.

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III. **Secretary's Report** – Silmi
February 2013 Minutes

MSC Becker/Horneff-Cohen
To accept the minutes as presented

5/0/0



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Maherah Silmi, Executive Director

IV. **Treasurer's Report** – Horneff-Cohen
Treasurers Report of July 2012 – February 2013 presented

MSC Becker/Purdy 5/0/0
To accept the treasurer's report as presented

V. **Executive Director's Report** – Silmi
Dues slowly coming in. Sent invoices to new NARPM members only.

VI. **Committee Chairs**
Conference Chair – B. Thomas
34 exhibitors now registered.
Hotel: majority of rooms are booked for Tuesday night. Not as many for Sunday & Monday.
Food for vendor reception is being discussed with hotel.
D. Hansen, E. Purdy & Bob's wife will set up centerpieces.

Richard Vierra has approached M. Horneff-Cohen about combining the 2014 California conference with Pacific Regional and making it a cruise.
Possibility of Friday-Monday, \$400, would include conference.
M. Horneff-Cohen to email Richard to follow up.
Someone from CALNARPM would have to be on the committee.
We can poll members and affiliates/vendors at the upcoming conference.
Brad/someone should be looking at other options as well.

D. Hansen stated that her office is slow and staff is available to help with conference.

VII. **Old Business**
Secretary position still open- Joi Walker may be interested. Christine Goodin is Rotary President therefore can not commit.

VIII. **New Business**
None

IX. **Upcoming Meetings**
No board calls in April due to conference. Next call in May.

X. **Adjournment** 2:56 p.m.



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Maherah Silmi, Executive Director

Minutes
California State Chapter Meeting
Napa Valley Marriott, Napa Valley, CA
Tuesday, April 23, 2013
1:00 p.m.

- I. Call to Order/Introductions – Hansen 12:50 p.m.
- II. Secretary's Report – Thomas
 - **VOTING ACTION REQUIRED** - Approval of the Minutes from the March 28, 2012 State Chapter Meeting
MSC Christine Goodin/Ellen Purdy to approve the minutes
- III. Treasurer's Report – Horneff-Cohen
 - **VOTING ACTION REQUIRED** - Approval of the July 1, 2011- June 30, 2012 Financials
MSC Wayne Metz/Deborah Bailey to approve the financials
- IV. New Business
- V. Old Business
 - Seeking Committee Members at all levels – get involved
- VI. Adjournment 12:55 p.m.



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Roger Cornette, Director
Ellen Purdy, Director
Debra Loffman, Director
Alex Osenenko, Affiliate Director
Keith T. Becker, RMP®, 2011-2012 Past President
Maherah Silmi, Executive Director

Minutes
Wednesday, May 22, 2013
2012-2013 CALNARPM Board of Directors Meeting
2:30 – 3:30 p.m.

Teleconference - Phone number: 605-475-4800 - Access code: 717633

- I. **Call to Order/Introductions** – Hansen 2:33 p.m.
Present: D. Hansen, M. Horneff-Cohen, E. Purdy, K. Becker, R. Thomas, J. Newton, A. Osenenko
Not Present: D. Loffman, R. Cornette
Staff: M. Silmi

- II. **NARPM Code of Ethics** – Hansen
Article 5: CARE OF MANAGED PROPERTIES
The Property Manager shall manage all properties in accordance with safety and habitability requirements of the local jurisdiction.

STANDARDS OF PROFESSIONALISM

5-1 The Property Manager shall not manage properties for Clients who refuse, or are unable, to maintain their property in accordance with safety and habitability requirements of the local jurisdiction.

5-2 Property Manager shall terminate management of property if client does not comply with habitability requirements.

- III. **Secretary's Report** – Silmi
May 2013 Minutes

MSC Becker/Horneff-Cohen 7/0/0
To accept the minutes as presented

- IV. **Treasurer's Report** – Horneff-Cohen
Report presented. J. Newton inquired about "Use of CC" on statement. M. Horneff-Cohen and M. Silmi explained – credit card machine used by other association.
Conference wrap up still in progress.

- V. **Executive Director's Report** – Silmi
Nothing to report.



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VI. **Committee Chairs**

Conference Chair – B. Thomas

Conference went great. Wrap up still in progress. Tiffany to send call tag for materials. M. Silmi to follow up for tag and info needed for class reimbursement. Lots of positive feedback from vendors. \$200 sponsorship check has come in from San Diego chapter. Surveys to be tallied and info sent out by end of week.

2014- either a cruise or return to Napa. Napa rate will be \$149, not \$119.

VII. **Old Business**

None

VIII. **New Business**

Nominations: Exec committee has approved slate, pending conversation with Jennifer Newton after board call.

IX. **Upcoming Meetings**

Full Board Conference Call – June 26, 2013 – 2:30 p.m.

X. **Adjournment**

3:15 p.m.



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Roger Cornette, Director
Ellen Purdy, Director
Debra Loffman, Director
Alex Osenenko, Affiliate Director
Keith T. Becker, RMP®, 2011-2012 Past President
Maherah Silmi, Executive Director

Minutes

Wednesday, June 26, 2013

2012-2013 CALNARPM Board of Directors Meeting

2:30 – 3:30 p.m.

Teleconference - Phone number: 605-475-4800 - Access code: 717633

I. **Call to Order/Introductions** – Hansen

Present: D. Hansen, R. Thomas, M. Horneff-Cohen, J. Newton, R. Cornette, D. Loffman, K. Becker, C. Lightfoot, S. Carrell
Not Present: E. Purdy, A. Osenenko
Staff: M. Silmi

II. **NARPM Code of Ethics** – Hansen

Article 7: CHARGE TO DISCLOSE EXPERTISE

The Property Manager must provide accurate information within his area of expertise, but refrain from the unauthorized practice of any other profession that may require a separate license, such as law, accounting, and financial planning, construction, and contracting.

STANDARDS OF PROFESSIONALISM

7-1 Members shall undertake only those areas of expertise that they can reasonably be expected to perform with professional competence

III. **Secretary's Report** – Silmi

- May 2013 Minutes
- MSC to approve minutes as presented Horneff-Cohen/Thomas 5/0/0

IV. **Treasurer's Report** – Horneff-Cohen

- Full financials ending May 2013 not available at this time
- M. Silmi still working on reconciling conference
- Currently \$8000+ on hand

V. **Executive Director's Report** – Silmi

- Currently working on dues and Chapter Excellence

VI. **Committee Chairs**

Conference Chair – B. Thomas

EC has decided not to work on a cruise for 2014. Will work on Napa, possibly between April 23-28. Date changes may change rate- currently agreed on \$149.



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Maherah Silmi, Executive Director

Other Chair discussion:

C. Lightfoot possibly interested in Affiliate or Communications

D. Hansen to email committee chair info to board

VII. **Old Business**

None

VIII. **New Business**

None

IX. **Upcoming Meetings**

Full Board Conference Call – July 24, 2013 – 2:30 p.m.

X. **Adjournment**

2:47 p.m.



2013-2014 CALNARPM Board of Directors

Robert Thomas, RMP[®], President
Jennifer Newton, President-Elect
Michelle Horneff-Cohen, RMP[®], Treasurer
Susan Carrell, Secretary
Roger Cornette, Director
Ellen Purdy, Director
Collin Lightfoot, Director
Debra Loffman, Director
Alex Osenenko, Affiliate Director
Deanna Hansen, RMP[®], 2012-2013 President
Maherah Silmi, Executive Director

Minutes

Wednesday, July 24, 2013

2013-2014 CALNARPM Board of Directors Meeting

2:30 – 3:30 p.m.

Teleconference - Phone number: 605-475-4800 - Access code: 717633

- I. **Call to Order/Introductions** – Thomas
Present: R. Thomas, J. Newton, M. Horneff-Cohen, S. Carrell, R. Cornette, E. Purdy, D. Loffman, A. Osenenko
Not Present: D. Hansen, C. Lightfoot
Staff: M. Silmi

II. **NARPM Code of Ethics** – Thomas

Article 8: COMMITMENT TO FIRM

The Property Manager shall act in the best interests of their Employer/Broker.

STANDARDS OF PROFESSIONALISM

8-1 The Property Manager shall not have any undisclosed conflict of interest with their Employer/Broker. If a conflict should arise, the member shall notify their Employer/Broker immediately.

8-2 The Property Manager shall not receive any form of compensation, rebates, or any other benefits without full disclosure to Employer/Broker.

8-3 The Property Manager may not take or use any proprietary documentation, or client/tenant lists, during or after relationship with Employer/Broker without express written consent from Employer/Broker.

III. **Secretary's Report** – Silmi/Carrell

- June 2013 Minutes
MSC Newton/Horneff-Cohen to approve minutes 8/0/0

IV. **Treasurer's Report** – Horneff-Cohen

- Financials ending June 2013 presented. \$12k + in account, (per reports). Full report to be presented to Executive committee on July 30 at in person meeting.



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Deanna Hansen, RMP[®], 2012-2013 President
Maherah Silmi, Executive Director

V. **Executive Director's Report** – Silmi

- M. Silmi currently working on dues & Chapter Excellence.

VI. **Committee Chairs**

Conference Chair – J. Newton & R. Thomas reported that Jeremy at the Marriott does not have our preferred dates available. Also, the room rate may go as high as \$179. Will continue to work with him to see if we can get better rate, preferred dates.

Marketing & Membership – no chair at this time

Affiliate – A. Osenenko – no report

Long Range Planning- Executive Committee

Communication – no chair at this time

Education – E. Purdy- no report. Looking forward to 2014 conference, classes.

R. Thomas: Sacramento NARPM has agreed to contribute to 2014 classes.

Legislative – TBD

Nominating Committee – D. Hansen

Committee Task Lists

- Draft Committee Mission Statement
- Draft Job Description for Committee Chair with time commitment
- Draft Job Description for Committee Member with time commitment
- Draft possible budget requirements and/or fiscal impact on the CALNARPM
- Draft possible ED duties related to Committee with time commitment
- Brainstorm three (3) new member benefits generated by Committee
- Recruit three (3) Committee Members
- Draft Committee Report and submit to the CALNARPM Board of Directors on Committee Report Form Provided Bi-Monthly

VII. **Old Business**

No old business

VIII. **New Business**

No new business

IX. **Upcoming Meetings**

Full Board Conference Call – August 28, 2013 – 2:30 p.m.

X. **Adjournment**

2:48 p.m.



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Colin Lightfoot, Director
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Alex Osenenko, Affiliate Director
Deanna Hansen, RMP®, 2012-2013 President
Maherah Silmi, Executive Director

Minutes

Wednesday, August 28, 2013
2012-2013 CALNARPM Board of Directors Meeting
2:30 p.m. – 3:00pm
Telephone Conference Call

- I. **Call to Order/Introductions** – Thomas 2:33 p.m.
Present: D. Hansen, R. Thomas, S. Carrell, J. Newton, C. Lightfoot, D. Loffman
Not Present: M. Horneff-Cohen, R. Cornette, E. Purdy, A. Osenenko
Staff: M. Silmi

- II. **NARPM Code of Ethics** – Thomas
The Property Manager shall not engage in the improper act of price fixing, anti trust, or any anti-competitive practices with other Property Managers.

STANDARDS OF PROFESSIONALISM

10-1 Unless the Property Manager is purchasing another property management company, fees, commissions, and compensations, shall not be discussed with other Property Managers. The Property Manager shall always see to avoid the appearance of impropriety in these matters.

10-2 The Property Manager's fees, commissions, and compensations shall be determined by the Property Manager, or the Property Manager's Broker, based upon, but not limited to, expertise, experience, and the cost of service or expense.

10-3 Members shall not be party to any discussions that would lead to potential antitrust issues such as boycotting, price fixing, collusion, market allocation, or any other items as addressed in the Sherman Anti-Trust Act.

- III. **Secretary's Report** – Silmi/Carrell
- July 24, 2013 Minutes
MSC Hansen/Loffman to approve the minutes as presented 5/0/1
 - S. Carrell complimented Maherah on the help and consideration she has been given in learning the new "job" as Secretary.

- IV. **Treasurer's Report**
- M. Horneff-Cohen on vacation. Roughly \$22,000 in the bank with more dues money coming in regularly. M. Silmi was directed to send out a second Dues Notice



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Reminder. J. Newton requested M. Silmi to contact R. Vierra to ask about adding new names from National Website.

V. **Executive Director's Report** – Silmi

- No updates other than what was reported during Treasurer's Report

VI. **Committee Chairs:**

Conference Chair – R. Thomas & J. Newton

- J. Newton able to confirm she executed the agreement with Hyatt Regency Conference Services in Monterey for March 2014 Conference on the Del Monte Golf Course.
- M. Silmi sent email to Jeremy at Napa Marriott about March 2015 dates. They are going through an overhaul and he would touch base in September.
- R. Thomas has phone meeting with Jessica (graphic designer) tomorrow re Theme and Logo drafts in order to create and mail out "Save the Date" cards. They should be shipped to J. Newton no later than October 10.

Marketing and Membership – R. Thomas to connect with D. Loffman soon and discuss.

Affiliate - A. Osenenko (Not on call)

Communication – C. Lightfoot has agreed to chair communication and will work on the newsletter. Board agreed that getting the newsletter out quarterly would be acceptable.

Long Range Planning - Executive Committee (No Report)

Education - Ellen Purdy (Not on call)

Legislative - Roger Cornette (Not on call)

Nominating Committee- D. Hansen won't start activity for a couple of months

VII. **Old Business**

- No Old Business

VIII. **New Business**

- J. Newton raised issue for discussion re Members of NAR/CAR/Local RE Boards Broker Owners requirement that they have to have their PM's join. Dues are costly.
- S. Carrell agreed it is an issue that needs to be given opportunity for a wider discussion, perhaps at the next convention?

IX. **Upcoming Meetings**

Full Board Conference Call – September 25, 2013 – 2:30 p.m.

Executive Committee Call – September 25, 2013 – 11:00 a.m.

X. **Adjournment**

3:10 p.m.



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Colin Lightfoot, Director
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Alex Osenenko, Affiliate Director
Deanna Hansen, RMP[®], 2012-2013 President
Maherah Silmi, Executive Director

Minutes

Wednesday, September 25, 2013
2013-2014 CALNARPM BOD
Telephone Conference Call
2:30 pm to 3:10 pm

- I. **Call to Order/Introductions** – R.Thomas 2:33 p.m.
Present: D. Hansen, R. Thomas, S. Carrell, J. Newton, M. Horneff-Cohen, E. Purdy, D. Loffman, A. Osenenko, K. Becker
Absent: C. Lightfoot, R. Cornette
Staff: M. Silmi

- II. **NARPM Code of Ethics** – R. Thomas
Article 12: RESPONSIBILITY TO NARPM AND THE PROFESSION
The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.

STANDARDS OF PROFESSIONALISM

12-1 The Property Manager shall strive to improve the property management profession and NARPM by sharing with others their lessons of experience for the benefit of all.

12-2 The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.

12-3 The Property Managers shall maintain their real estate license by meeting continuing education requirements as set out by the state in which they work.

12-4 NARPM members shall abide by NARPM bylaws and any other guidelines approved by the Board and shall do no harm to the organization.

12-5 NARPM members shall ensure that all electronic communications and marketing they prepare are professional with respect given to the recipients.

- III. **Secretary's Report** – Carrell
- Presentation of Minutes from August 28, 2013
MSC Hansen/Newton to approve 8/0/1
M. Horneff-Cohen abstained due to absence during August call



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IV. **Treasurer's Report** – Horneff-Cohen

- \$21,000 in the Bank
- Waiting for Tiffany for receipt of funds from classes at Regional Meeting.

V. **Executive Director's Report** – Silmi

- Second batch of Dues Notices sent out to Membership
- Logo and Theme presented to Jessica two weeks ago. Discussion about getting "Save the Date" cards to San Diego and SF. Michelle to drive them to Conference.
- Spoke to Mike Anderson from Hero PM about website. Should go live soon.

VI. **Committee Chairs:**

Conference – B. Thomas & J. Newton

- J. Newton to organize a conference call to begin planning for Conference in Monterey. Need to set up preliminary budget. S. Carrell and E. Purdy volunteered to be on the call.

Marketing and Membership – No Chair, report at this time

Affiliate – A. Osenenko

- To confer with M. Silmi and M. Horneff-Cohen in phone conference call.

Communication - C. Lightfoot (absent)

- A. Osenenko to check on "Google Hang-out" for future calls
- M. Horneff-Cohen asked about having statewide webinars on pertinent topics. Question whether to charge for these or not. A. Osenenko suggested we contact National (Gail) before setting up the *Go to Meeting Account* for these. Need to promote at least a month ahead of webinar to get attendance.
- Request for everyone to submit something to C. Lightfoot for the next newsletter.

Long Range Planning – EC

- Next face to face EC meeting?

Education – E. Purdy

- Nothing to report right now

Legislative- R. Cornette

Nominating Committee- D. Hansen

VII. **Old Business**

- No Old Business



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Ellen Purdy, Director
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Debra Loffman, Director
Alex Osenenko, Affiliate Director
Deanna Hansen, RMP®, 2012-2013 President
Maheerah Silmi, Executive Director

VIII. New Business

- Jeremy from Napa Marriott called to offer \$149 rate for 2015; Committee agreed to set it up for April 20-24 2015.
- R. Thomas said that Marijuana Advocates are trying to work with Property mgrs. In Sacramento.

IX. Upcoming Meetings

- State Chapter Meeting in San Diego at National Conference October 15, 2013

X. Adjournment

3:10 p.m.



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Minutes

Wednesday, October 23, 2013
2013-2014 CALNARPM BOD
Telephone Conference Call
2:34 pm to 3:05 pm

- I. **Call to Order/Introductions** – R.Thomas 2:34 p.m.
Present: D. Hansen, R. Thomas, S. Carrell, J. Newton, M. Horneff-Cohen, E. Purdy, D. Loffman, A. Osenenko, K. Becker
Absent: C. Lightfoot, R. Cornette
Staff: M. Silmi

- II. **NARPM Code of Ethics** – R. Thomas
Article 12: RESPONSIBILITY TO NARPM AND THE PROFESSION
The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.

STANDARDS OF PROFESSIONALISM

12-1 The Property Manager shall strive to improve the property management profession and NARPM by sharing with others their lessons of experience for the benefit of all.

12-2 The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.

12-3 The Property Managers shall maintain their real estate license by meeting continuing education requirements as set out by the state in which they work.

12-4 NARPM members shall abide by NARPM bylaws and any other guidelines approved by the Board and shall do no harm to the organization.

12-5 NARPM members shall ensure that all electronic communications and marketing they prepare are professional with respect given to the recipients.

III. **Secretary's Report** – Carrell

- Presentation of Minutes from September 23, 2013
MSC Hansen/Horneff-Cohen to approve

7/0/0

IV. **Treasurer's Report** – Horneff-Cohen



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- \$18k + in the Bank
- Profit & Loss \$6200.00
- Alex suggested we need more help with membership growth; Sac has brochure, maybe do that; more value for members
- Bob -need new chapters to join CALNARPM; need committee chair, maybe Keith or someone from his office, Bob to follow up with Keith

V. Executive Director's Report – Silmi

- Web site to launch soon

VI. Committee Chairs:

- Conference call Wednesday @ 1:30 10/30; everyone encouraged to participate and recruit new people

Conference – B. Thomas & J. Newton

- J. Newton to organize a conference call to begin planning for Conference in Monterey. Need to set up preliminary budget. S. Carrell and E. Purdy volunteered to be on the call.

Communication

- Bob - Colin - help with website
- New newsletter - early December; Bob and others to send articles; chapters are welcome to submit
- MHC - change business cards etc DRE → BRE → CABRE
- National put on lots of new programs; what courses? send out CFP?

Legislative-

- charges for illegal drugs
- smoking ban
- Deanna → chapter excellence



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- MHC chapter of the year - should be category - maybe next year
- Bob to request to Richard

X. **Adjournment**

3:05 p.m.

CALNARPM BOD Conference Call Minutes - 11/20/13

2:30 pm

Michelle Bob Leslie Jennifer Roger Ellen Deanna Colin Lightfoot

Debbie Sue Alex not in

Bob call to order 2:35

NARPM Code of Ethics – Thomas

Treasury Report – MHC Money in the bank \$15k +

Have we sent new invoices? Not since Leslie started

Intro Leslie Trade Association

Minutes approved from 10/23 MHC Motion; Deanna 2nd all in favor 7/0/0

Committee Chair – Jennifer

- 2nd draft finished on exhib. Brochure
- MJDL going to site 12/3-4 for visit
- Ellen working with national on designation/ 2 courses confirmed/ marketing and tenancy pending Ray confirmation f/u Ray rec'd email from Tiffany and is reviewing the dates
- Bob -- Is comm with Tiffany better than last year? – YES unanimously
- Ellen? did we get money from last year - MHC no. Ellen to work on that

Communications – Colin

- Newsletter going out first week of December. Any questions? Bob to give presidents letter by noon 11/25 COB.
- Deanna – do you want our office to send it out or will you? Colin- thinks he can do it.
- Who is the best person to talk to for help? Deanna or Meghan.

Education – Ellen

- Call for presentations expected...

Legislative – Roger

- Nothing to report – Bob
- MHC input from bay area—Ellis Act – working to change
- Bob – smoking ban in single family homes?
- Keith – Sacramento; have to participate in inspection program or you cannot engage in an unlawful detainer against the resident? Bob is waiting for feedback
- Roger thinks it is that if you fail the inspection you cannot unlawfully detain
- Matrix being created to map out unincorporated areas that have rules about owner growing

Adjournment

2:52 pm