

**NARPM**  
**Orlando/Central Florida Chapter**  
**January 10, 2013**

**Roll call:** Corey Van Dyke, President, Francisco Nieves-Taranto, President Elect, Kim Meredith Hampton, Vice President, Michele Brassard, Past President, Marty Roberts, Secretary, Christina Nelson, Treasurer, Dan Lopez, Affiliate Chair, Angel Lopez, Affiliate Vice Chair, Tina Lopez, Communication Chair, Dawn Thomas, Community Awareness Chair, Claire Schwartz, Legislative Chair, Maria Napolitano, Membership Chair, Heidi Crofton, Membership Co-Vice Chair and Kelly Weber, Membership Co-Vice Chair.

**Minutes:** were reviewed and motion to approve by Francisco and second by Claire Schwartz. All approved.

**Treasurer report:** Christina Nelson reported current balance as of January 10, 2013, \$15,231.00. Any new additions to the budget will need to be done the next year (2014). It was agreed that John Bradford's expense for December luncheon should be paid by National.

**Membership:** Maria Napolitano, we now have 185 members. All members and prospects get e-mail for luncheon.

**Legislative:** Claire Schwartz; NARPM PAC no guide lines yet. No local endorsement. Can National ones.

- Legislative Days , April 9-10, 2013, with ORRA
- Florida Legislative Days, stay at Double Tree Hotel
- Which one do we chose to go with?
- Florida is the second largest closing cost in America.

**Marketing:** Dawn Ostovich has declined the position. We need new chair person.

- ❖ Prepare News letter
- ❖ Post to web site face book page
- ❖ Attend regular meetings
- Michele Brassard will try to find someone else to fill the position.
- ✓ **Maria will fill in temporary and Tina web site temporary.**
- It was suggested to send out post cards to new NARPM members.

**Francisco** will contact the Hotel to set up February 14, 2013, luncheon meeting.

**Community Awareness Chair:** Dawn Thomas, Charity event April 7, 2013, MS walk from 8-12 at Baldwin Park.

**Affiliates:** Dan Lopez, \$125.00 for one year to become an Affiliate with Orlando NARPM Chapter.



2 gold sponsors paid,  
Up date website to add ORRA

**Motion:** Christina Nelson made a motion to add ORRA to our Affiliate list FREE! Second by Francisco, all approved.

**Certification: NARPM designation classes; write articles for Residential Resource 15 points for the article towards points. Schedule certification classes in Florida.**

**Education:** Kim Meredith Hampton, Way to Make More Money.

**Schedule for Luncheons:**

- April 18, 2013 Harry Heist
  - June 20, 2013, Breakfast of Champions with Scott Hampton, Donna Beaver, Francisco Nieve-Taronto, Jayci Garna and John Bradford.
- ❖ August 15, 2013, NARPM Designation Class 101 - in progress.

**Old Business:** Web site and Southern Region Conference.

Meeting adjourned.

NARPM  
Orlando/Central Florida Chapter  
March 14<sup>th</sup>, 2013 Board Minutes

**Roll Call:** Corey Van Dyke, Francisco Neives-Taranto, Christina Nelson, Michele Brassard, Tina Lopez, Heather Castro, Maria Napolitano

**Minutes:** were reviewed and motion to approve by Francisco and 2<sup>nd</sup> by Tina. All Approved

**Treasurer report:** Christina reported current balance of \$19,161.41 and verified we still are budgeted to give \$250 to the MS Walk.

**Education:** Corey read notes from Kim regarding upcoming Luncheons.  
April 18<sup>th</sup> We will have a Legal Seminar with Andrew M Fisher and Nishad Khan  
Discussion about how to have the Seminar Flow and Cost-

Registration – 8am-9am, Business Meeting 9am-9:30am, Fisher 9:30am-12pm  
Break for Buffet Lunch in Vendor (Fair) area 12pm-1pm, Kahn 1pm-3:30pm  
\$50 members, \$60 non-members, \$100 vendor tables, Gold Members Free Table  
Vendors may arrive at or before 11:15am to set up and can start breaking down to leave at 1pm.

Aug 15<sup>th</sup> Luncheon - Breakfast of Champions (not sure if we will do this if following week)

August 28<sup>th</sup> Meeting will be held in conjunction with and at ORRA. NARPM 101 Designation and CE credit course taught by Gail Moncla  
Motion by Francisco - apply and use \$500 membership grant from National for a membership drive at ORRA and use the best we can with a drawing. 2<sup>nd</sup> by Maria. All Approved

Oct 24<sup>th</sup> – Fair Housing

**Community Awareness & Charity Events:**

MS Walk Sunday April 7<sup>th</sup> 8am-12noon Baldwin Park 4990 New Broad St

Discussion- Suggested by Corey to approach Dan Lewis to see if he would like to be Chair

**Affiliates:**

Corey read Notes from Dan

6 Gold Affiliates of 22 Affiliates

Motion by Maria- Affiliate After Hours Social planned for April 2<sup>nd</sup> 6pm-8pm at Taps in Winter Park  
2<sup>nd</sup> by Francisco. All Approved

**Membership:**

Maria says we have 187 members

Motion by Francisco – Have Coffee Meet up group 8:30-9:15am at Boston Coffee (Orange City) March 20<sup>th</sup> and Panera (The Loop) March 21<sup>st</sup>. Maria 2<sup>nd</sup>. All Approved

**Legislative:**

Corey read notes from Claire

Realtor Days April 9<sup>th</sup> and 10<sup>th</sup>

**Certification:**

Michele offered help in addition to mentors and will provide a list of all available designation courses being offered in Florida upcoming.

**Old Business:**

We need a Marketing Chair & Web Chair

Maria volunteers to handle the Facebook page

**New Business:**

10:18am meeting adjourned by Corey

**NARPM**  
**Orlando/Central Florida Chapter**  
**May 9, 2013**

**Roll call:** Corey Van Dyke, President, Francisco Nieves-Taranto, President Elect, Kim Meredith Hampton, Vice President, Michele Brassard, Past President, Marty Roberts, Secretary, Christina Nelson, Treasurer, Dan Lopez, Affiliate Chair, Angel Lopez, Affiliate Vice Chair, Claire Schwartz, Legislative Chair and Maria Napolitano, Membership Chair. Dan Lewis, Mr. Rekey joined us.

**Minutes from March 14th:** were reviewed and motion to approve by Christina Nelson and Dan Lopez All approved.

**Treasurer report:** Christina Nelson reported current balance as of May 9, 2013; \$18,035.04 Vendor Fair was a good turnout but do not have the results of expenses as yet for the luncheon. Property Managers were the only ones charged for the luncheon not the Affiliates. Add to next year's budget donate \$150.00 towards State Chapter Booth. Florida Realtors convention is in August 2013.

**Membership:** Maria Napolitano, we now have 161 members. All members and prospects get e-mail for luncheon.

**Legislative:** Claire Schwartz; Claire is promoting a new bill for all Property Managers to be licensed.

**Luncheon June 20<sup>th</sup>:** Breakfast of Champions meeting, registration 8:30, network Breakfast from 8:30 to 9:00 meeting starts at 9:00 am to 11:00. Panel will consist of Francisco Nieves-Taranto, Donna Beaver, JC Garner and John Bradford.

**Affiliates:** Dan Lopez, 23 Affiliates and 7 gold.

August Social: NARPM newsletter note to recognize our Affiliates.

**Education:** Kim Meredith Hampton, August 28, 2013; NARPM & ORRA Designation class 101 CE credit fee \$ 124.00 per, taught by Gail Moncla. Seats only 100 people. Apply for a \$500.00 membership grant.

**Schedule for Luncheons:**

October 24, 2013: Melissa Prandi "How to work with Negatives".

September 18, 2013 Breakfast at ORRA

**Community Awareness Charity Chair:** Lori Bernstein has agreed to accept this position.

**Chapter Excellence due on August 1, 2013.** Corey Van Dyke donated a NARPM to Fort Myers reformat chapter. Orlando chapter will receive 6 points towards meeting the obligations for Excellence.

Meeting adjourned.

**NARPM**  
**National Association of Residential Managers**  
**Homevest Realty**  
**July 11, 2013**

**Attendees:** Tina Lopez, Communication Chair, Christina Nelson, Treasurer, Kim Meredith Hampton, Vice President, Corey VanDyke, President, Francisco Nieves-Tatanto, President-Elect, Angel Lopez, Affiliate Co-chair and Marty Roberts, Secretary. Michelle Brassard (via telephone)

**Minutes:** May 9, 2013, minutes were reviewed it was noted on one change; Banner donated by Homevest Realty and Corey VanDyke was not approved for 6 points towards Chapter Excellence points. Moved by Kim Meredith Hampton and seconded by Francisco Nieves-Tatanto. All approved.

**Treasurer Report:** Christina Nelson reported a balance in NARPM Checking account of \$20,259.58

**Education:** Kim Meredith-Hampton – August 28, 2013 at ORRA, NARPM Class 101, Gail Moncla instructor - CE credits. RSVP on line. NO NARPM Affiliate participation. Scheduled a SOCIAL get together after class at Sam Sneed restaurant on Maitland Blvd and cash bar.

October 24, 2013, Melissa Prandi sponsored by Property Ware \$500.00, Growing Your Business.

**Charitable:** Francisco Nieves-Tatanto December party December 12, 2013, and schedule a food drive for October. Francisco promotes coffee on Tuesday or Thursday. July 30, 2013, coffee at Panera Bread on Orange Ave.

**Affiliates:** Angel Lopez reported we have 23 Affiliate members, Seven Gold, new member All State Safe Harbor Agency from Apopka.

**Old Business:** August 1, 2013, chapter Excellence report is due. Marketing chair is needed.

**Meeting adjourned.**

**Respectfully submitted by Marty Roberts**

# Minutes

NARPM – ORLANDO/CENTRAL FL – Board Meeting

Sept 12th, 2013

Attendees: Corey, Francisco, Michele, Kim, Tina, Dan, Angel

Minutes from last BOD meeting - *Motion to Approve Francisco motion to approve and Michele 2nd*

## Treasurer's Report

Balance is \$21,300.58

2014 Budget Meeting? (need to plan a tele-conference) Michele suggested possibly Oct 11<sup>th</sup> 10:30am?

Tina suggested - Email suggested wish list items

Michele suggested – add line item to budget for ORRA/NARPM

## Education & Upcoming Luncheon Planning

October 24<sup>th</sup> – 3pm-4:30 - Mellisa Prandi (propertyware \$500 sponser)

October 24<sup>th</sup> – 4:30pm- 5:30pm – Social Hour at Lobby Bar

Nov 14<sup>th</sup> – Harry Heist offered to do Legal Seminar – Board unanimously agreed we should have the event. 6 hour event, breakfast & Lunch included, Sponsors will be obtained to offer low rate for attendees

## PM EXPO

## Community Awareness & Charity Events Report

Heart Walk

## Affiliates Report

26

Sam Sneeds – how did it go?

## Membership Report

181-

## Legislative Report

Michele offered info – FAR will regroup and re-clarify what details are in changing FI Stat.

## Certification Report

Michele will present at Oct 26<sup>th</sup> meeting and bring apps

Old Business:

NARPM Class 101 (how did it go?)

Coffee at Panera July 30<sup>th</sup> (how did it go?)

New Business:

PM Expo Oct 2 (should we attend?) Agreed yes we will attend

Chapter compliance by Dec 1<sup>st</sup>

OCT 9<sup>th</sup> Coffee w NARPM Dr phillips

Brag for Buck-Vendor idea

Nominations & Elections – need general announcement



**NARPM**  
**National Association of Residential Property Managers**  
**October 1, 2013,**  
**Phone conference**

Attendees: Corey VanDyke, Francisco Nieves –Taranto, Kim Meredith Hampton, Christina Nelson, Daniel Lewis and Marty Roberts.

5:00 PM October 1, 2013

October 24, 2013, Melissa Prandi event will start at 3:00 PM finish at 5:00 PM. Coffee, tea & water will be available during Melissa's presentation. Happy hour after meeting to be held at the Westin Hotel cost for the event per member \$15.00 and \$30.00 non member.

**Motion: Kim moved, Melissa Prandi meeting including happy hour cost \$15.00 per member and \$30.00 non member including Affiliate members \$15.00. Second by Francisco Nieves-Taranto. Motion passed.**

Corey's vision is to get more of our active members involved to eventually fill our positions one day. Try to make meetings more affordable for them.

Harry: Breakfast & Buffet lunch with Vendors; each person must bring a stuffed toy. Vendors will be set up in a separate room around the buffet.

**Motion: Kim moved \$35.00 per member and \$45.00 non-member, Gold Affiliates no table charge, \$125.00 per table to other Affiliates. Second by Marty, motion passed.**

**Budget meeting October 11<sup>th</sup> at 10:30.**

**Marty Roberts Secretary**

## Budget meeting October 11, 2013 - Minutes

Attendance: Kim M. Hampton, Christina Nelson, Corey Van Dyke, Michele Brassard, Francisco Nieves-Taranto

Absent: Marty Roberts

1. Meeting called to order at 10:34 am
2. Christina provided proposed/actual budget spreadsheet to all.
3. NSF items discussed and Michele gave solution on how to deal with it by reporting to National and make the member a member in non- good standing status. This could help ini collecting in the future.
4. Kim proposed some changes in the affiliates program. Andew David from Recromax has showed interest in working with the board on this. Together with other members it will be revisited soon for a possible restructure of the program.
5. Michele spoke about reinstating the payment for attending National convention to the members of the Excecutive board as well as increasing our charity events/community service involvement.
6. Discussion regarding mutual understanding of reciprocal recognition with ORRA as professional affiliate with no advertising or positioning benefits for either unless based on special events in which both entities are involved in the planning and execution of program.
7. Motion by Francisco seconded by Kim- to increase the budget to actual as per the figures for 9/30/2013 and design a new affiliates program for 2014. (Passed)
8. Motion by Kim seconded by Francisco - to plan a membership drive for the November 14th event an use the \$500 budgeted plus applying for \$500 grant from national. (Passed)
9. Maria Napolitano was called and she is already on it.
10. Motion by Christina seconded by Michele- membership drive program as follows: one \$125 support staff membership give away, 10 \$50 off of professional membership, and 10 \$37.50 certificates towards luncheons or Orlando NARPM events. (Passed)
11. Motion by Francisco seconded by Christina- to adjust line item Lunch Income on budget to equal same as 2013 actual. (passed)
12. Motion by Francisco seconded by Michele- to use the \$600 budgeted for Charity /community service as follows: \$200 towards school supply for Harry's current charity effort, \$200 towards teddy bears for Harry's current charity effort and \$200 towards Holiday party charity TBD. (Passed)
13. Corey is to contact National to get the funds awarded for our participation on Regional conference.
14. Idea by Michele- to start an initiative of chapter T-shirts and sell advertising. This would have to be in place during 1Q 2014.
15. Motion by Francisco seconded by Michele - to reduce the advertising budget to 0 and gifts to \$200. (Passed)
16. Motion by Franciscoco seconded by Christina - to add \$1,250 to Dec 2014 affiliates early renewals. (Passed)
17. Proposed budget reflects a miscellaneous surplus to be provided by Christina after revision.
18. Meeting adjourned at 1:40

# NARPM

National Association of Residential Property Managers  
Orlando/Central Florida Chapter  
November 20, 2013

Time: 8:36 AM

**Conference call:** Corey VanDyke, Tina Lopez, Francisco Naives- Taranto, Kim Meredith-Hampton, Christina Nelson, Claire Schwartz, Dan Lopez, Angel Lopez, Maria Napolitano, Michelle Brassard and Marty Roberts.

**Holiday party:** A New 2013 Charity was decided upon called Loaves and Fishes a local charity in Apopka that helps needy families by donating non-perishable food. They feed more than 500 families on a weekly basis. Every member will be asked to donate one large grocery bag of food and the \$750.00 that was originally budgeted for Toys for Tots will be used to purchase food for Loaves and Fishes Charity. Luncheon \$15.00 per member \$25.00 non member for lunch. Set up scheduled for 9:30 AM. Registrations 10:30 -11:00 AM, lunch 11:00 to 1:00 PM. Amended date for Christmas party December 19, 2013 to be held at the Westin hotel in Lake Mary, Florida.

**Christmas Decorations:** Marty Roberts will purchase the table decorations amount budgeted \$250.00.

**\*\*Motion:** Corey Van-Dyke made a motion to change our charity donations from Baby DJ to Loaves and Fishes Charity. Each member bring one paper bag of food and the excess amount budgeted will be allocated for the Charity. Seconded by Francisco Nieves-Taranto, and Tina Lopez and Francisco have volunteered to do the shopping for the Charity. All approved.

**Christmas Party phone calls:** Personal phone calls will be made to each member informing them to attend the Holiday Christmas party. Each Board member will be issued names to make the calls. Those who agreed: Michelle Brassard, Francisco Nieves-Taranto, Claire Schwartz, Angel Lopez, Dan Lopez, Corey VanDyke, Maria Napolitano, and Marty Roberts.

**Raffle Gifts:** Each board member and Affiliate member bring a \$25.00 raffle gift.

**Election of Officers:** Publish slate of Executive Board to be approved for office for 2014. There are 3 co-chairman vacancies, one is co-chair for Affiliates.

**Motion for 2014 Budget:** Motion made by Claire Schwartz to approve the 2014 budget, seconded by Francisco Nieves-Taranto. All approved.

**2014 Affiliate invoices:** are scheduled to be mailed out. Affiliates may pay for the membership fee of \$125.00 plus the sponsorship fee at the same time.

**\*\* Motion:** Kim Meredith-Hampton suggested assigning an Ad hoc committee to make some changes in our Bylaws. Michelle Brassard mentioned to continue with our arrangement in 2015 then implement new proposals. Dan Lopez seconds the motion. All approved.

**New Business:**

**\*\* Motion:** Tina Lopez suggested too add two more meeting per year and 2 conference calls, total of 10 meetings per year. Michelle Brazzard second the motion. All approved.

**January 2014 meeting:** Francisco Nieves-Taranto 2014 President January 9, 2014 meeting at 8:30 AM to be held at Michelle Brassard's office at Watson Realty, Longwood direction will be e-mailed to all.

**ORRA STRATGY PLAN:** Recommend to have a (STRAT) strategy plan to develop long term plan, direction of the chapter. For a STRAT plan participants don't need to be Board members.

**September minutes:** Michelle Brassard made a motion to approve the September 2013 minutes and Budget for 2014 was approved. Second by Francisco Nieves-Taranto.

Respectfully submitted by  
Marty Roberts, Secretary