



National Association of Residential Property Managers

## NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS

### Chapter Compliance and Monitoring

### 2014 Compliance/2015 Planning

**FORM MUST BE SUBMITTED ELECTRONICALLY TO NARPM®. See instructions at end of form**

|  |                               |
|--|-------------------------------|
| <b>Chapter Name:</b>   | San Antonio Metropolitan Area |
| <b>Region (Select from drop down menu. ):</b>  | South Central                 |
| <b>Chapter Number (<a href="http://www.narpm.org/search/search-chapters.htm">http://www.narpm.org/search/search-chapters.htm</a>)</b>  | C025                          |
| <b>Compliance Received:</b> (to be completed by national)  |                               |
| <b>Has Chapter adopted new model bylaws</b>  |                               |
| <b>Incoming Officers: MUST BE NARPM MEMBERS and are for the following calendar year (2014)</b>   |                               |
| President  | Kerrick Hutchison             |
| President-Elect  | Jason Bridgman                |
| Vice President   | Gregg Birdy                   |
| Secretary  | Ronnah Stabenow               |
| Treasurer  | Wayne Marinik                 |
| Past President   | James Alderson                |
| Attach additional sheet if needed. Drop down Yes/No  | Yes                           |
| <b>Incoming Committee Chairs (2014): ONLY LIST THOSE THAT ARE NATIONAL MEMBERS - No local affiliates and are for the coming year</b>   |                               |
| Education  | Melane Henson                 |
| Membership   | Bill Williamson               |
| Legislative  |                               |
| Communications   | Cortney Gill                  |
| Web  | Kerrick Hutchison             |
| Hospitality/Meetings   | Leticia Zepeda                |
| Affiliates   | Tara Lewis                    |
| Attach additional sheet if needed. Drop down Yes/No  | Yes                           |
| <b>Corporation Status:</b>   |                               |
| Bylaws on file? Drop down Yes/No . If you are a new chapter or you revised bylaws this year please submit. <i>Did you know that you need the approval of the national board to amend your bylaws? If you amended your bylaws this year, and had National approve them, please submit an updated copy. National does not retain when approved by board.</i> | Yes                           |
| <b>Approval of amendment needed? Submit to Executive Director@narpm.org</b>  |                               |
| State Corporate Registration Report filing. Drop down Yes/No If you are a new Chapter upload articles of incorporation. <i>*Send NARPM® an up to date copy of state corporate annual registration report/renewal (Must be submitted to reach chapter compliance)</i>   | Yes                           |
| Tax return filed? Drop down Yes/No <i>*Attach Copy or if not needed so note</i>  | Yes                           |
| If not, why not  |                               |
| <b>NARPM Compliance Requirements:</b>  |                               |
| President attended leadership training at the Regional Event? Drop down Yes/No.  | Yes                           |



|   |   |
|---|---|
| Vice President/President-Elect attended leadership training at Regional Event? Drop down Yes/No.  | No  |
| Number of RVP calls the chapter's president or their representative participated in: (Select from number drop down.) <i>Did you know your chapter president or their representative must attend three of these calls to reach chapter compliance?</i>   | 4   |
| Submit Copy of following calendar year budget: Drop down Yes/No.  | Yes   |
| Did your chapter file the 99-N e-Postcard if not filing taxes. Drop down Yes/No and submit evidence of filing. <i>Small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at <a href="http://www.irs.gov/charities">www.irs.gov/charities</a>). If you are not receiving notification to file this form the chapter may not be a 501 c-6. Check status with the IRS</i> | Yes   |
| <b>Chapter Operational Practices</b>  |   |
| Frequency membership meetings. Select # from drop down menu.  | Every other month                           |
| Number of membership meetings: (Select # from drop down menu.) <i>Did you know there is a minimum requirement of 4 meeting to meet chapter compliance?</i>  | 7   |
| Meeting Days  | Jan,Mar,May,Jul,Sep,Nov,Dec - 3rd Wednesday |
| Meeting Times   | 11AM - 1PM                                  |
| Number of board meetings: (Select # from drop down menu.) <i>Did you know there is a minimum requirement of 4 Board of Directors meetings to reach chapter compliance? *attach copies of minutes</i>  | 12  |
| Board Meeting Days  | J,F,M,A,M,J,J,A,S,O,N,D-2nd Wednesday       |
| Board Meeting Times   | 11:30AM - 1:00PM                            |
| Chapter Dues <i>Does your chapter charge dues to members?</i>   | \$35.00                                     |
| Meal included in dues? Drop down Yes/No.  | No  |
| <b>Upcoming Year Chapter Plan:</b>  |   |
| Don't forget to look at filing a chapter grant for membership drive event. Also can apply for discount on dues for membership drive event (may file one time a year) <a href="http://www.narpm.org/members/tools/chapter-services/handbook/support-services.htm">http://www.narpm.org/members/tools/chapter-services/handbook/support-services.htm</a> (bottom of page)   |   |
| Please list meeting topics:   |   |
| January   | New Forms                                   |
| February  |   |
| March   | TREC Attorney-Beverly Rabenburg             |
| April   |   |
| May   | San Antonio Growth-Marty Wender             |
| June  |   |
| July  | TREC Administrator-Doug Oldmixon            |
| August  |   |
| September   | Bexar County - Kevin Woolf                  |
| October   |   |
| November  | Volunteering-Jackie Van De Walle            |
| December  | 2015 Install, 20th Anni, Christmas          |
| How many newsletters/broadcast emails does Chapter send? (Select # drop down menu) Maximum 12   | 6   |
| <b>Health of Chapter</b>  |   |

|  |   |
|--|---|
| On a scale of 1-10, how well do you think your chapter is doing? (Select # from drop down menu.) | 8 |
|--|---|

**Contract Information**

Name of person completing this report:

James Alderson

Email address:

[JamesAlderson@me.com](mailto:JamesAlderson@me.com)

Date completed:

10/13/14

**FORM MUST BE SUBMITTED ELECTRONICALLY TO NARPM® to:**[http://www.internetmemberservices.com/router.php?ASSN=NARP&NAME=DESIGNATIONS/COMPLIANCE\\_CP](http://www.internetmemberservices.com/router.php?ASSN=NARP&NAME=DESIGNATIONS/COMPLIANCE_CP)**You may have to log into Internet Member Services and click link again to work****Congratulations! It looks like you have some  
good things going! KEEP UP THE GOOD WORK!**

Directors; David Birdy, Melissa Lofton, Alex Guevara, Brenda Davila, Joyce Zimdahl

Events Chair – Evey Edwards

Historical Chair - Lorena Birdy

Welcome – Hoppie Cantwell

Chapter Compliance – Dave Gray

Community Service – Melissa Lofton

Professional Development – John Garcia