



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

Chapter Name:	Monterey Bay
Region (Select from drop down menu.):	Pacific
Chapter Number (http://www.narpm.org/search/search-chapters.htm)	C012
Compliance Received (no tele-compliance by national)	
Has Chapter adopted new model bylaws	YES
Incoming Officers: MUST BE NARPM MEMBERS and are for the following calendar year	
President	Sally Backus
President-Elect	Jan Leasure
Vice President	Rhonda Navarro
Secretary	Audrey Wardwell
Treasurer	Jan Taylor
Past President	Mary Lynn Pinto
Attach additional sheet if needed. Drop down Yes/No	
Incoming Committee Chairs: ONLY LIST THOSE THAT ARE NATIONAL MEMBERS - No local affiliates and are for the coming year	
Education	TBD
Membership	Fred Nohr
Legislative	Jan Leasure
Communications	Rhonda Navarro
Web	Audrey Wardwell
Hospitality/Meetings	TBD
Affiliates	TBD
Attach additional sheet if needed. Drop down Yes/No	
Corporation Status:	
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
State Corporate Registration Report filing. Drop down Yes/No If you are a new Chapter upload articles of incorporation. *Send NARPM® an up to date copy of state corporate annual registration report/renewal (Must be submitted to reach chapter compliance)	
	Yes
Tax return filed? Drop down Yes/No *Attach Copy or if not needed so note	No
If not, why not	
NARPM Compliance Requirements	

President attended leadership training at the Regional Event? Drop down Yes/No.	No
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>	3
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 www.irs.gov/charities). 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
Chapter Operational Practices	
Frequency membership meetings. Select # from drop down menu.	Monthly
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>	8
Meeting Days	Thursday
Meeting Times	11:30-1:30
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>	4
Board Meeting Days	
Board Meeting Times	
Chapter Dues <i>Does your chapter charge dues to members?</i>	\$30.00
Meal included in dues? Drop down Yes/No.	No
Upcoming Year Chapter Plan:	
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) http://www.narpm.org/members/tools/chapter-services/handbook/support-services.htm (bottom of page)	
Please list meeting topics:	
January	Legislative Update
February	no meeting/Broker Owner
March	No Meeting/Cal Narpm
April	Update by CIF PM
May	Video by PG Rentals
June	TBD by Portola PM
July	Building Inspector
August	National Speaker
September	Vendor Fair
October	National
November	TBD
December	Christmas Party
How many newsletters/broadcast emails does Chapter send? (Select # drop down menu) Maximum 12	
Health of Chapter	

On a scale of 1-10, how well do you think your chapter is doing? (Select # from drop down menu.)	6
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Contract Information

Name of person completing this report:	Mary Lynn Pinto
Email address:	homes@bayshoremonterey.com
Date completed:	11/30/2014

FORM MUST BE SUBMITTED ELECTRONICALLY TO NARPM® to:

http://www.internetmemberservices.com/router.php?ASSN=NARPM&NAME=DESIGNATIONS/COMPLIANCE_CP

You may have to log into Internet Member Services and click link again to work

Congratulations on completing the chapter