

minutes

Monthly Chapter In Formation			
1.15.2014		8:00	Foxy's Restaurant - Glendale
Meeting called by	Neena Dorigo Called to Order 8:15 AM Adjourned 9:30 AM		
Type of meeting	Chapter in Formation - Monthly Meeting		
Facilitator	Neena Dorigo		
Note taker	Kimberly Fairbrother		
Timekeeper	Kimberly Fairbrother		
Attendees	Vanessa Ginn, Wayne Hartigan, Neena Dorigo, Kimberly Fairbrother, Michael Sirk, New member Irma Vargas		
Monthly Items			
Discussion			
1. Recitation of Article Two (Discrimination) of NARPM 2012 Code of Ethics and Standards of Professionalism.			
2. Approval of Meeting Minutes of December 18, 2013.			
Conclusions			
Vanessa read Article 2.			
Meeting Minutes Approved - Motion by Michael Sirk, Second by Wayne Hartigan.			
Action Items	Person Responsible	Deadline	
Open Issues			
Discussion			
March Speaker - Vanessa.			
Vendor Fees - Wayne			
Conclusions	- Vanessa meeting with Workers Comp. Atty to see about setting up for March Speaker.		
- Wayne will check with Richard with regards to when we start charging fee (information VS Chapter) & having funds, process for an account			
- Neena has started conversations with flooring vendor who would be interested in joining us.			
Action Items	Person Responsible	Deadline	
March Speaker -	Vanessa	Feb 19, 2014	
More Vendor Info	Wayne	Feb 19, 2014	
New Business			
Discussion	February Speaker - Larry Enos / Mold - Distribute Flyers		
Conclusions	Distribute Flyers and invite others as potential future NARPM and Chapter members.		
Action Items	Person Responsible	Deadline	
Call AppFolio Rep. that had some people interested in joining	Vanessa will call		

minutes

NARPM Los Angeles (Chapter in Formation) Monthly Meeting		
2.19.2014	8:00	Foxy's Restaurant - Glendale
Meeting called by	Neena Dorigo Called to Order 8:38 AM Adjourned 9:25 AM	
Type of meeting	Chapter in Formation - Monthly Meeting	
Facilitator	Neena Dorigo	
Note taker	Kimberly Fairbrother	
Timekeeper	Kimberly Fairbrother	
Attendees	Vanessa Ginn, Wayne Hartigan, Neena Dorigo, Kimberly Fairbrother, Michael Sirk, Bonnye Sirk, Irma Vargas, New Attendee - Michael Shaar. VENDORS: All Clear, Aabby Plumbing	
Monthly Items		
Discussion		
1. Recitation of Article Three: Responsibility to Client		
2. Approval of Meeting Minutes of January 15, 2014.		
Conclusions		
Vanessa read Article 3.		
Meeting Minutes Approved - Motion by Wayne Hartigan, second by Irma Vargas.		
Action Items	Person Responsible	Deadline
Open Issues		
Discussion		
Introduction of Vendors Aabby Plumbing - Jorge, All Clear - Larry Enos (speaker this month on Mold/remediation).		
Vendor Fees - Wayne - No new info.		
Conclusions	- Vanessa meeting with Workers Comp. Atty to see about future speaker date.	
- Wayne will check with Richard with regards to when we start charging fee (information VS Chapter) & having funds, process for an account		
- Neena has started conversations with flooring vendor who would be interested in joining us.		
Action Items	Person Responsible	Deadline
March Speaker already set. Vanessa set up for future Mtg.	Vanessa	
More Vendor Info - Process to open account when we start getting funds	Wayne	March Mtg
New Business		
	[Presenter]	
Discussion	Irma handed out info about Alternative to Compensating Resident Mgrs in California	
We have speakers lined up through April 2014.		
Discussed changing meeting day.		
Conclusions	Distribute Flyers and invite others as potential future NARPM and Chapter members and vendors.	
Meeting day left as third Wednesday of every month.		
Action Items	Person Responsible	Deadline
Call Apfolio Rep. that had some people interested in joining (Rachel)	Vanessa will call	

minutes

NARPM Los Angeles (Chapter in Formation) Monthly Meeting		
3.19.2014	8:00	Foxy's Restaurant - Glendale
Meeting called by	Neena Dorigo Called to Order 8:46 AM Adjourned 10:05 AM	
Type of meeting	Chapter in Formation - Monthly Meeting	
Facilitator	Neena Dorigo	
Note taker	Kimberly Fairbrother	
Timekeeper	Kimberly Fairbrother	
Attendees	See Sign In Sheet - WINNER OF GIFT CARD FOR BRINGING THE MOST GUESTS - MIKE SHAAR	
Monthly Items		
Discussion		
1. Recitation of Article four (Obligations to Tenants) of NARPM 2012 Code of Ethics and Standards of Professionalism.		
2. Approval of Meeting Minutes of 2/19/14.		
Conclusions		
Vanessa read Article 4.		
Meeting Minutes Approved - Motion by Bonnye Sirk, Second by Kimberly Fairbrother.		
Action Items	Person Responsible	Deadline
Open Issues		
Discussion		
Introduction of Vendors: Aller Clean - Bruce & Stephanie, Landlord Services - Elliott Soloman, Seacoast Commerce Bank - Allison Dissaro		
Vendor Fees - Wayne / Vanessa: Work Comp Atty, Apfolio Rep: Rachel / Booth at CAR Convention		
Conclusions	(Chapter in Formation can collect vendor fees).	
Vanessa talked to Rachel (Apfolio) who will check if she knows anybody that may be interested in joining us. Bonnye will see if CAA has someone that can come and talk about Workers Comp.		
Neena - Booth expense is too costly. Will think about other options / work with another chapter possibly and split expense.		
Action Items	Person Responsible	Deadline
April Speaker - Pamela Strickland - CalBRE Audits and You! - Flyer to handout	Neena	
Create Affiliate Registration Form and contact Vendors.	Vanessa	
New Business		
Discussion	June 19 th - Official chapter date.	
New Committee Chair - Head: Bonnye Sirk (Website, Quarterly Newsletter, Member Survey).		
Wayne (Foxy's Embassador - traffic control, seating). / Handed out forms for 1 st Designation to officers		
Conclusions	Distribute Flyers and invite others as potential future NARPM and Chapter members.	
New NARPM and LA Chapter Member Bruce Jay.		
Action Items	Person Responsible	Deadline
Make up a directory of our members and vendors contact info until we get website up and running	Kimberly	

minutes

NARPM Los Angeles (Chapter in Formation) Monthly Meeting		
4.16.2014	8:00	Foxy's Restaurant - Glendale
Meeting called by	Neena Dorigo Called to Order 8:40 AM Adjourned 9:45 AM	
Type of meeting	Chapter in Formation - Monthly Meeting	
Facilitator	Neena Dorigo	
Note taker	Kimberly Fairbrother	
Timekeeper	Kimberly Fairbrother	
Attendees	See Sign In Sheet	
Monthly Items		
Discussion		
1. Recitation of Article five (Care of Managed Properties) of NARPM 2012 Code of Ethics and Standards of Professionalism.		
2. Approval of Meeting Minutes of 3/19/14.		
Conclusions		
Vanessa Ginn read Article 5.		
Meeting Minutes Approved - Motion by Vanessa Ginn, Second by Kimberly Fairbrother.		
Action Items	Person Responsible	Deadline
Open Issues		
Discussion		
Introduction of Vendors: Club Local - Derrick Blanchette, Aabby Plumbing - Jorge.		
Vendor Registration & Fees, Booth at CAR Convention		
Conclusions	(Chapter in Formation can collect vendor fees).	
No bank acct until we are official chapter but we can run through National. Vendor fees now \$100.00 later \$125.00. Vanessa to talk to vendors for registration.		
Neena - Car Convention Anaheim October, National & Cal NARPM have a booth maybe we can go with them. Pending answer from Richard.		
Action Items	Person Responsible	Deadline
May Speaker - Attorney Raymond Zakari - Evictions for Non-Payment	Neena	
Vendors to sign up: Elliott Solomon, Allison (Seacoast), Jorge (Aabby Plumb), Bruce (Allerclean).	Vanessa	
New Business		
Discussion		
New Committee Chair - Head: Bonnye Sirk (Website, Quarterly Newsletter, Member Survey). Website when we become Official Chapter - On Schedule for June.		
This year speakers are all set except for maybe August.		
Conclusions	Distribute Flyers and invite others as potential future NARPM and Chapter members.	
Action Items	Person Responsible	Deadline
Contact Melissa Prandy to see if she can speak for us next year.	Neena	

minutes

NARPM Los Angeles (Chapter in Formation) Monthly Meeting		
5.21.2014	8:00	Foxy's Restaurant - Glendale
Meeting called by	Neena Dorigo Called to Order 8:28 AM Adjourned 9:30 AM	
Type of meeting	Chapter in Formation - Monthly Meeting	
Facilitator	Neena Dorigo	
Note taker	Kimberly Fairbrother	
Timekeeper	Kimberly Fairbrother	
Attendees	See Sign In Sheet	
Monthly Items		
Discussion		
1. Recitation of Article six (Protection of funds) of NARPM 2012 Code of Ethics and Standards of Professionalism.		
2. Approval of Meeting Minutes of 4/16/14.		
Conclusions		
Vanessa Ginn read Article 6.		
Meeting Minutes Approved - Motion by Neena Dorigo, Second by Mike Sirk.		
Action Items	Person Responsible	Deadline
Open Issues		
Discussion		
Introduction of Vendors: No Vendors		
Speaker was Ray Zakari of Zakari Law - Evictions for Non-Payment		
Conclusions		
Action Items	Person Responsible	Deadline
June Speaker - Marlene Sanchez, Fair Housing Compliance	Neena	
New Business		
Discussion		
No pending items discussed, deferred until next month.		
Conclusions	Distribute Flyers and invite others as potential future NARPM and Chapter members.	
Action Items	Person Responsible	Deadline

minutes

NARPM Los Angeles (Chapter in Formation) Monthly Meeting			
6.18.2014		8:00	Foxy's Restaurant - Glendale
Meeting called by	Neena Dorigo Called to Order 8:45 AM Adjourned 9:51 AM		
Type of meeting	Chapter in Formation - Monthly Meeting		
Facilitator	Neena Dorigo		
Note taker	Kimberly Fairbrother		
Timekeeper	Kimberly Fairbrother		
Attendees	See Sign In Sheet		
Monthly Items			
Discussion			
1. Recitation of Article seven (Protection of funds) of NARPM 2012 Code of Ethics and Standards of Professionalism.			
Conclusions			
Wayne Hartigan read Article 7.			
Action Items		Person Responsible	Deadline
Open Issues			
Discussion			
Introduction of Vendors: No Vendors			
Speaker - Marlene Sanchez - Fair Housing Compliance			
Conclusions			
Action Items		Person Responsible	Deadline
July Speaker - Kathryn Owen - Credit Reports De-Mystified		Neena	
Melissa Prandy speaker for next year. Needed to confirm Date, Location, Cost \$25 per person. Santa Clarita Chapter to possibly participate with us.		Neena	
New Business			
Discussion			
Items to work on once we are official: Website - Bonnye, Vendors to join - Vanessa (Keith Raynes, Paul Halford, Aabby Plumbing).			
Conclusions			
Distribute Flyers and invite others as potential future NARPM and Chapter members.			
Action Items		Person Responsible	Deadline
Would need to Join Glendale Board to advertise on their website ?			
Speakers for next year. (Police person, Hoarders, Additional Insured)		Everybody	
Ways for sponsorship funds from National.		Vanessa & Wayne	

minutes

NARPM Los Angeles (Chapter in Formation) Monthly Meeting			
7.16.2014		8:00	Foxy's Restaurant - Glendale
Meeting called by	Neena Dorigo Called to Order 8:40 AM Adjourned 10:00 AM		
Type of meeting	Chapter in Formation - Monthly Meeting		
Facilitator	Neena Dorigo		
Note taker	Kimberly Fairbrother		
Timekeeper	Kimberly Fairbrother		
Attendees	See Sign In Sheet		
Monthly Items			
Discussion			
1. Recitation of Article #8 (Commitment to Firm) of NARPM 2012 Code of Ethics and Standards of Professionalism.			
Conclusions			
Vanessa Ginn read Article 8.			
Action Items	Person Responsible	Deadline	
Open Issues			
Discussion			
Introduction of Vendors: Aabby Plumbing, Serviz Inc., Raynes Construction, Seacoast Commerce Bank, CIC.			
Speaker was Kathryn Owen of Contemporary Information Corp, (Credit Reports)			
Conclusions			
Action Items	Person Responsible	Deadline	
August Speaker - Deanna Miller - Social Media Boot Camp as pertains to PropertyMgmt	Neena		
Sept. 10 Melissa Prandy workshop, \$25 incl box lunch. Advertising, cost for room.			
New Business			
Discussion	Documents for National for NARPM Los Angeles Chapter, in order to get us set up with a bank account		
To process money for September 10 workshop.			
Requirement to obtain sponsorship funds from National.			
Conclusions	Room fees for workshop 50 per hr (200), cleaning fee 100 refundable, audio visual equip 75.		
Get cost to advertise on Board Web Site. (NARPM has to be a member of Glendale Board).			
Distribute Flyers and invite others as potential future NARPM and Chapter members.			
Action Items	Person Responsible	Deadline	
Send in the completed docs/budget to Gail Phillips.	Neena	asap	
Still working on info for sponsorship funds.	Wayne/Vanessa		

NARPM Los Angeles Chapter

Meeting Minutes

September 17, 2014

8:30 AM – 10:00 AM

Location: Magpie's Grill

1438 Foothill Blvd

La Canada, CA 91011

Type of Meeting: Monthly Chapter Meeting

Meeting Facilitator: Neena Dorigo, President

- I. Call to order
- II. Mike Sirk read NARPM Ethic Point #10 (9:15AM)
- III. Breakfast - (50/50 Raffle postponed to start next month).
- IV. Vendor Introductions – Joe Pardy (Locksmith), Katie & Jeremiah (Serve Pro).
- V. Introduce Speaker – Laura Logan – Workers Comp (9:20AM).
- VI. Distribute Flyers for next month (9:48).
- VII. Call to order Board Meeting: Neena, Kimberly, Vanessa, Wayne (9:55AM).
- VIII. Open issues:
 - a) Minutes of Last Meeting: No Minutes for last month.
 - b) Treasurer's Report, Bank Account: Vanessa - Everybody Paid for last week's workshop, Vanessa will contact Allison (Seacoast) to get Online Banking & Card.
 - c) Sponsorship Funds from National: Vanessa will work on Grant to pay for Prandi Workshop. (send flyer with application, include Inland Empire Chapter (1 attendee), and Long Beach Chapter (4 attendees).
 - d) Chapter Affiliate Memberships: Vanessa setting up Affiliate Application, we will contact vendors to join.
 - e) Old Business: Prandi Workshop was good. We should plan another workshop for next year.
 - f) New Business: At monthly meeting we should mention benefits of NARPM Membership. Neena will attend Glendale Caravan, our flyer in packet.
- IX. Adjournment (10:09 AM).

NARPM Los Angeles Chapter

Meeting Minutes

October 15, 2014

8:30 AM – 10:00 AM

Location: Magpie's Grill

1438 Foothill Blvd

La Canada, CA 91011

Type of Meeting: Monthly Chapter Meeting

Meeting Facilitator: Neena Dorigo, President

- I. Call to order
- II. Mike Sirk read NARPM Ethic Point #11 (9:15AM)
- III. Breakfast -
- IV. Vendor Introductions – Joe Pardy (Locksmith), Jeremiah (Serve Pro),
Stan Clark (CRES Insurance), Armen Narinyan (ARM Electric).
- V. Introduce Speaker – Michael Gregerson – City of LA Housing Dept
- VI. Raffle – Mike Sharr won raffle, \$20.50 income for our chapter.
- VII. Distribute Flyers for next month (9:45), In addition to speaker - Vanessa & Wayne to speak 5 min on National Event attended in Minnesota.
- VIII. Call to order Board Meeting: Neena, Kimberly, Vanessa, Wayne (10:00 AM).
- IX. Open issues:
 - a) Treasurer's Report, Bank Account: Vanessa will contact Allison (Seacoast) to set up remote deposit capability. Vanessa will send us Income/Expense stmt.
 - b) Sponsorship Funds from National: Wayne will follow up with National about our grant applications.
 - c) Chapter Affiliate Memberships: Affiliate application received from Stan Clark.
 - d) Old Business: Still looking for a Spring Event with education credits and monthly speakers.
 - e) New Business: At monthly meeting we should mention benefits of NARPM Membership. Neena will attend Glendale Caravan, our flyer in packet.
- X. Adjournment (10:30 AM).

NARPM Los Angeles Chapter

Meeting Minutes

November 19, 2014
8:30 AM – 10:00 AM

Location: Magpie's Grill
1438 Foothill Blvd
La Canada, CA 91011

Type of Meeting: Monthly Chapter Meeting

Meeting Facilitator: Neena Dorigo, President

- I. Call to order
- II. Vanessa Ginn read NARPM Ethic Point #12 (9:05AM)
- III. Breakfast -
- IV. Vendor Introductions – CRES Insurance (Stan Clark), San Marino Lock (Joe Pardy), Serve Pro (Jeremiah), Larry's Hauling (Larry Hodges), Rently (Rachel). Passed around our NARPM website showing the featured vendor.
- V. Vanessa & Wayne discuss National Event they attended in Minnesota.
- VI. Introduce Speaker – Allison Disarro from Seacoast Commerce Bank – Broker Trust Accounts.
- VII. Distribute Flyers for next month.
- VIII. Call to order Board Meeting: Neena, Kimberly, Vanessa, Wayne (10:15AM).
- IX. Open issues:
 - a) Minutes of Last Meeting: Email to Board Members on 10/15/14.
 - b) Nothing new on Treasurers Report.
 - c) Sponsorship Funds from National: Wayne will check on status of our grant applications.
 - d) Chapter Affiliate Memberships: 3 new vendor chapter memberships – CRES Insurance, Rently, Steve Lee Painting.
 - e) Old Business: Wayne will follow up on pending Vendor Affiliates. Board Members to be sure and make calls to increase attendance at monthly meetings. Wayne working on Chapter Compliance documents to get them sent in on time. Vanessa working on form for Tax (postcard).
 - f) New Business: Ask Chapter Affiliate Members for other vendor referrals.
- X. Adjournment (10:40 AM).