

NARPM
National Association of Residential Property Managers
Orlando/Central Florida Chapter
January 9, 2014

8:00 am meeting called to order.

Minutes from November Conference call 2013 were reviewed and approved.

Treasurer report: Balance in account \$18,632.26. Donation in the amount of \$100.00 was received for the Loaves and Fishes Charity. Total income for 2013; \$28,939.76 and total expenses \$24,634.64 in the black of \$4,305.12. Harry's Law Seminar income \$11,160. Hotel bill \$12,769.14 in the red \$1,609.

Business discussions:

1. No motions by e-mail
2. Phone conference
3. More Board meeting to accommodate changes
4. Changes must be voted on by majority Executive Board
5. Registration & RSVP pay at time.
6. Education planned months ahead of time.

February Board meeting: Time and place TBA.

Chapter Excellence: procedures passed on to President elect.

Affiliate Co Chair reported 11 Affiliates have paid their dues for 2014, (3 gold, and 3 new members). Reminder notices have been sent to Affiliate for 2014 dues.

Marketing chair; maintain website and news letter.

Legislative: Tallahassee one day only with Realtors, March 19, 2014. Bus & hotel (double room) \$50.00 each, leave March 18th. Discussion on chapter 475 licenser for Property Management.

Motion: Orlando/Central Florida Chapter to pay for one Executive Board member each year for their application fee, board and room to attend Regional Conference or State Conference. President or appointed Board member according to the budget plan and spend from the reserve.

Amended: Board member will pay when application made, refund total expenses but cap to what we get back from conference.

Regional Conference room rates \$149.00 April 24-25 2014, need volunteers.

Budgeted: Orlando/Central Florida NARPM chapter pays for Executive Board members application fees to attend the National NARPM Conference. Budgeted amount \$1770.

NARPM
National Association of Residential Property Managers
Orlando/Central Florida Chapter
February 20, 2014

12:07 Phone conference called to order.

Minutes: January 9, 2014, minutes were approved.

February Luncheon: 36 members, 12 walk ins.

1. Relocate Affiliates at luncheon meetings to be noticeable.
2. Set up tables inside dining area.
3. Have dietary food menu such as Gluten free.
4. Applicants note on application type of food.

Treasurer report: Income from luncheon, \$1,100.00 hotel costs \$777.00.

Affiliate: 14 members, 5 gold, possibly 3 more,

Marketing: Stacy: Constant Contact is unable to be on face book, registrations online worked very well paying on line. John will have a show & tell for Constant Contact and 4 ½. Marketing material will be forward to Mark Fisher.

Membership: Tina said 5 new members and 5 who were not documented from last year.

Legislative: Claire was not available but sign up for REALTOR Days.

Communication: nothing at this time.

Education: Keep Westin for April. June Dubsdread Golf Course for 20 years celebration.

Heavy Business: T-shirt program – sponsorship \$150.00 for 4 dozen of shirts and spot on shirts. NARPM members only.

Grants: one grant for advertising, join forces with another organization or group in the area, \$500.00.

Members at large: need to see if there are member we could add to our chapter. Tina will check.

Light Business: Coffee with NARPM at Lake NONA Village Place.

OSCAR: Maria is trying to establish a commitment with them to see if they would consider joining NARPM.

Broker visits: Tina Lopez and Ricardo have volunteered to contact Brokers not a NARPM member.

Meeting adjourned.

Respectfully submitted by
Marty Roberts

NARPM
National Association of Residential Property Managers
Orlando/Central Florida Chapter
March 12, 2014

8:59AM Meeting called to order

Minutes: February 20, 2014 minutes were approved.

Treasurer's report: Luncheon brought in around 22,000, financials were in the black but Kristina was on phone for conference and did not have her numbers in front of her.

Affiliate: Affiliates need to be moved inside the conference room for April meeting. Claire suggested survey to affiliates to establish a clear expectation.

Marketing: No Report

Communications: Alex with Four and Half is to merge constant contact list. All email blasts are to be sent out every Tuesday and Friday and every day of the week of event.

Legislative: Great American Realtor days was coming up and Keith is the liason between FR and NARPM. Topic is unlicensed vs licensed property management assistants. Board needs to send Francisco questions to draw up a survey on anything in the field of unlicensed activity so they can agree on sending out the survey.

Communications: April 17th was Happy Hour with NARPM and also Fund raiser for MS

Certification Chair: Designations Classes are available and need to be mentioned

Community Awareness: Feed the Need collection points should be at all events. Mark will send sign to post at the event for the food drop off. Sign was approved by Kim and Claire.

Education: Judge Hitzeman to be at April 24th meeting

Heavy Business: Need to get pricing for April 24th event and who is doing introduction. 8:30am registration, intro starts at 9am, 9:15 to 10:30am Judge speaks and 10:30 to 11 Q & A. Send out survey monkey after event for guest.

June 19th Heist at Lake Mary Westin. Membership drive submitted to National for the grant on August 4th

ORRA –possible designation CE in August Francisco to contact Linda Hitchcock at ORRA.

Maria to talk to National regarding advertising grant

FR Convention August 13-17th. Francisco will send out volunteer form for booth

Chapter of Excellence: Try to hold 3 designation courses in May and July, talk to Gail Moncla

Meeting adjourned

Respectfully submitted by Dawn Ostovich

NARPM
National Association of Residential Property Managers
May 15, 2014

Meeting 8:30 AM: A Quorum was established.

Minutes: February 20, 2014 were approved

Treasurer report: A balance of \$24,577.28 MS sponsorship \$75.00 Production of shirts \$1,300 for 200 shirts, 3 companies paid for sponsorship. One new gold member sponsor.

Affiliates: June 19, 2014 Harry Heist seminar, an area for Affiliates to set up for the Affiliate fair, \$125.00 per table, non affiliate \$250.00 per table, Gold sponsors included in membership (no fee).

Marketing report: Information from constant contact , invite non members in June newsletter, set up at check in a table for new members, non members, new affiliates, and have a membership drive; Regular membership fee \$295.00-\$50.00 from National = \$245.00, \$50.00 from Orlando chapter = \$195.00 sign up same day. Request \$500.00 grant from National for Harry's class.

Motion: Request \$500.00 for Harry's class but if not used we can apply it for ORRA.
Motion approved and seconded.

Legislative: No major changes. NARPM National has approved Pac.

Membership: 212 members. Orlando has retained 80% of members.

Education: NARPM will soon have all of their educational classes approved for CE. We now have three Florida Instructors to teach NARPM Designation classes. New NARPM designation CMC, Certified Maintenance Coordinator. Orlando Chapter needs to have two more designation classes for Chapter of Excellence qualification.

Community awareness: NARPM Orlando has agreed year round donating food at every meeting. Heart walk and Autism Speak walk, in Altamonte contributions are accepted.

Code of Ethics should be talked about at every meeting, include in minutes from each meeting the budget and income from Treasurers report.

Florida Realtors event at Shingle Creek August 14-15th.

Website: creating a link to add information about our meetings, events and programs. Get an estimate from Laurie from Elite.

Motion: use Survey Monkey for 4 different Venues for best location to meet for meetings. All approved and seconded.

Code of Ethics: #3 Responsibility to client, act in best interest of client, written agreement, tenant application and no commission not approved.

Presidential award: Will be named after Thais Soler. Francisco will contact Thais family for protocol.

Meeting adjourned.

NARPM
National Association of Residential Property Managers
Orlando/Central Florida Chapter
Meeting Minutes
September 18, 2014

Attended: Francisco Nieves-Taranto, Kim Meredith-Hampton, Maria Napolitano, Christina Nelson, Claire Schwartz, Corey Van Dyke, Laura Vogel, Andrew David, Mark Fisher, Rick Figueroa

Absent: Dawn Ostovich, Marty Roberts, Michele Brassard, Stacey McKay, Tina Lopez, Daniel Lewis

1:10 PM Meeting called to order

Minutes: May 15, 2014 minutes were approved.

Treasurer's Report: A balance of 24,623. \$700.25 coming from National for Regional Conference participation. \$950 income from NARPM/ORRA. Kim will find out cap for non-profit.

Motion: To correct minutes from January 9th Regional Conference reimbursement to include flight reimbursement. Motion carries.

T-Shirt production cost of \$1361.92 (inv attached) was not budgeted. It was clarified that the cost of production was to be covered by the sales not sponsorships. T-shirt sponsorships were budgeted for other items. Hampton & Hampton covered the discrepancy.

Motion: to reimburse Hampton & Hampton for the discrepancy and to sell the remaining shirts at \$10 each. Motion carries.

Code of Ethics: Article 5 (attached), Care of Managed Properties, and Article 6, Protection of Funds, were covered.

Heavy Business: October education program Wesley Aleshire – Fair Housing charges \$2,000.

Motion: Book Wesley and approve \$2,000 or best offer and try to find sponsors such as Harry. Motion Carries. Maria was able to negotiate to \$1,500 during the meeting. Date: October 30, 2014 Halloween Theme lunch and learn. Venue: TBD by Education Committee. Must go to press no later than Tuesday, September 23, 2014.

Budget Meeting: October 16th, 2014, 8:30 AM, Hampton & Hampton's office.

Elections 2015: Pres elect is set, other positions open for challenge. Nominating Committee: Chair Corey, Michelle, and 2nd position to be appointed by President. Get with Corey for nominations. General membership will vote through something like Survey Monkey. Francisco will find one for free. No motion needed.

Affiliate Sponsorship package: From the strategic planning meeting (attached).

Motion: approve and adopt in 2015 sponsorship package, and raise affiliate membership to \$150. Motion carries.

October 21, 2014 – BOD virtual meeting 8:30 AM

November 13, 2014 – BOD meeting 8:30, location TBD.

November 20, 2014 Education meeting: Affiliate speed dating, round table, maintenance, new technology

December 10, 2014 – Holiday Lunch or Dinner – TBD, venue TBD

Awards: Presidential Thais Soler, Francisco asked to send him photos of Thais that anyone might have. Thais' husband will be invited. Shooting Star Award, both President selected. Francisco will select 2 affiliates to help with selections. Affiliate of the year Award, voted by membership, 3 finalists then winner announced at meeting.

Community Awareness: Fishes and Loaves – same as last year. Francisco will ask Tina and Dan if they would like to do the shopping again.

BOD Name Badges: AAA Trophy, Longwood – Francisco will order after election.

Light Business: Strategic planning meeting provided framework for 2015 including using liasons for committees, who should report to who. New venues considered for next year's meetings include Sheraton Maitland, Crown Plaza downtown, Winter Park Civic Center. Kim will attend National Conference. Executive board will reimburse registration. Francisco will research bylaws to see if hotel and airfare can be reimbursed.

Motion: To reimburse in equal parts for transportation, room and registration to the members of the executive committee attending National Convention as long as there is no conflict with bylaws. Motion carries.

January Education: Kim passed around list of topics. Meeting will be held **January 15, 2015** at the Winter Park Civic Center.

Affiliates: Meeting this week. Andrew will reach out to new affiliates with pro-rate membership fee questions. It was clarified that those who sign up now get an extra 3 months with their yearly membership and no pro-rate for mid-year join.

Marketing: Stacey needs material for newsletter.

Membership: 227. We are 2nd to Atlanta.

Legislative: Unlicensed activity still uphill battle. It was stated that what was written by Public Policy is consistent with FREC views. Juana Watkins has serious questions and will be meeting with FREC.

3:30 PM Meeting adjourned

Respectfully submitted by Laura Vogel



National Association of Residential Property Managers
ORLANDO/CENTRAL FLORIDA CHAPTER

**Executive Committee Budget Meeting Minutes
October 16th, 2014**

Attended: Francisco Nieves-Taranto, Kim Meredith-Hampton, Corey Van Dyke, Christina Nelson

Absent: Marty Roberts, Maria Napolitano

8:40M Meeting called to order

**Review of 2014 BUDGET Proposed vs. Actual
Review of Approved 2015 Affiliates Package**

Motion: To increase the number of SILVER Sponsorships available to 8 and BRONZE to 20. Motion carries.

Motion: To approve the proposed Orlando/CFL NARPM Chapter 2015 Budget. Motion Carries

12:30 PM Meeting adjourned

Respectfully submitted by Francisco Nieves-Taranto

NARPM
National Association of Residential Property Managers
Orlando/Central Florida Chapter
October 21, 2014

Conference call: 8:30 AM

Minutes: Minutes were approved for September 18, 2014.

Treasure report: Deposited amount of \$1,900.00 replacement for a check.

Budget amount: \$ 24,458.25

Expenses: \$ 18,029.35

Balance of: \$ 23,821.33

Affiliates: \$125.00 to rent a table per function.

Marketing: Stacy said she needs articles for her news letter and something about new members.

Membership: Total as of today 230 members

Legislative report: Claire Schwartz nothing to report on at this time.

Communications:

Certification:

Education: Schedule has been setup for year 2015

Community Awareness: Tina and Dan Lopez will be in charge for Fishes & Loaves.

Silver Sponsorship: United Water Restoration Group, Inc. Mark Fisher.

Heavy Business:

October 30, 2014, luncheon speaker Wesley Aleshire, "Cracking the Fair Housing Code".

Registration: 10:30 to 11:00, 11:00 to 11:30 business meeting, 11:30 to 1:00 luncheon and raffle 1:00 to 1:15

PM. Members registered: 25-26 members

Budget 2015- Motion to approve the budget for 2015, one opposed and majority approved. All members will receive a copy of the budget at the last meeting of the year.

Chapter Compliance: Due December 1, 2014

Harry Heist: is asking for donations for computer laptops for his Costa Rica charity and school supplies.

Amount received from sponsors: \$4,700.00 for 2014. Members are working on getting more sponsors.

Affiliate renewal fees: \$150.00 and Bronze membership \$250.00

December 10, 2014: Christmas party from 7:00 PM to 11:00 PM, bring food for Fishes and Loaves and a DJ will be asked.

National Convention: October 22 – 24 2014

Respectfully submitted by, Marty Roberts, Secretary

NARPM

National Association of Residential Managers
November 13, 2014

PHONE CONFERENCE: 8:30 AM

8:30 AM NARPM: Antitrust Statement was read

Minutes: October 16 and 21, 2014, minute's motion was made, approved and second. Minutes approved.

Treasurer report: Bank Balance \$26,968.39, October income, \$7,752.25, Expenses \$4,547.25 and October lunch \$1,775.00 and expenses \$1,988.94.

Communications: Nothing new

Legislative: Legislative days with Board of Realtors 3 days.

Membership: Total members 232

Affiliates: Renewal Affiliate applications have been mailed, reaching out to get new ones, each member send a list of your Vendors.

Heavy Business: Holiday party December 10, 2014 at Westin Hotel, Lake Mary, Florida from 7:00 PM to 11:00PM. Registration fee, \$50.00 per person end of year special for all members & non members. Food, dance, plated dinner and cash bar. Grand ballroom with round tables. Board members to bring holiday raffle gift \$25-\$50.

Community Awareness: Use the Charity line item of \$1,000.00 towards purchase of items for Charity Foundation, Fishes and Loves.

Motion: made to donate money of \$250.00 usually used for Christmas table decorations and \$750.00 for toys for tots for to go toward our Charity foundation Fish and Loves. Motion second and approved.

Election of officers: Vice President, President elect, Secretary and Treasurer. Dawn, Laura, Christina and Maria. Nominating Committee received no other nominations therefore, nominees were confirmed for the position.

Tracy Van Camp NARPM South Eastern President will be present to hand out the Thais Soler award to her family.

National Convention: Orlando NARPM did not get Chapter of the year award, Some of the sessions; Broker Owner, Support Staff, Taking Trouble of Security Deposits, Sales will be increasing, rents depressed and items of value for members. Good attendance.

Chapter of Compliance: is almost done.

Code of Ethics- Article 13 requirement read at each meeting.

Meeting adjourned. Respectfully submitted by Marty Roberts

Certification chair: designations for RMP, MPM and CRMC. Check list at NARPM.org

Committee Awareness: Loaves and Fishes 2014 Charity, bring any can or non perishable food to every Luncheon. Schedule to help communities for Thanksgiving. Suggestion to contact local Sheriff Department to provide Teddy Bears for children.

February 13th Luncheon: Maintenance Panel with (5) members and vendors and round table discussion.

April 17th Luncheon: Judge Heitzman.

April 24-25 Regional Conference

June 19th Luncheon: Harry's Law Seminar.

August 21st Luncheon: Designation 101 program.

September State Conference. Possible Board meeting.

October 16th?

Grants: Conference grants, member Trade Show both State, National and Business network International Trade Show.

OSCAR: Osceola County Association Realtors, trying to start a Property Management division with them.

Coffee with NARPM: January 30th Panera Bread Maitland Blvd and 436 8:30 AM
February 25th Lake Nona Panera Bread 8:30 AM
March 27th Panera Bread Waterford Lake 8:30 AM

Personal visits with non member Property Management offices introduce NARPM.

CE Credit designations courses are in the works at this time.

Meeting Adjourned.