

**CRC-NARPM EXECUTIVE BOARD MEETING
PHONE CONFERENCE
January 27, 2014**

Present: Thad Gantt, Bob Abbott, Ben Kincel, Michele Rogers

Meeting was called to order at 10:03am

Emails:

- Michele asked that each Board Member confirm their email address for proper correspondence
- Thad = tgantt@trlawing.com; Bob = bob.abbott@alarca.com; Ben = bkincel@hendersonproperties.com; Michele – michele@selecthomeswnc.com

Minutes:

- Thad suggested that we waive approving the previous minutes because they are so old. All Agreed.

Meeting Details & Information:

- Thad reviewed that current Executive Board is: Thad Gantt, President; Bob Abbott, VP; Ben Kincel, Treasurer; Michele Rogers, Secretary
- Vice President oversees the Membership & Communication Committee
 - Louise Norton will no longer serve as she will no longer attend the NARPM Meeting – she is working strictly in sales now
 - Bob said that Mandy Wilson with Alarca can take on communications and handle the e-vite for now
 - Bob suggested that the Membership & Communication Committees be split
 - Thad agreed that this is a good thing to explore
 - Michele suggested we ask at the February Meeting if there is someone willing to chair the Membership Committee
 - After discussion all agreed that Membership & Communication would be split and we would as for a volunteer for the membership committee at the February meeting
 - Communications Committee Role
 - Bob clarified that the Communications Committee Chair is responsible for the NARPM website and we need work in this area
 - The CRC Facebook page was also discussed. Michele suggested that this fall under communications instead of secretary and Bob agreed
 - We all agree that FB Page will be part of communications
- Treasurer oversees the Vendor/Affiliate Committee
 - Thad confirmed that Pete Harrison with the Glass Doctor will continue to head the Vendor/Affiliate Committee
- Secretary oversees the Education Committee
 - Thad thought Kimberly Evans might have agreed to head the Education Chair. Michele said she's not sure about this and commented that as the Education Chair last year she had a difficult

time because she is so far from the Charlotte area. Michele thinks this could be a challenge for Kimberly as well.

- All agreed to ask at February meeting if there was someone who is willing to head the Education Committee (Michele will check with Kimberly in the meantime)
- February Meeting
 - Thad asked about lining up a speaker for February
 - Michele suggested that we not have a speaker, instead have a “General Meeting” and let the program consist of introducing the new Executive Board Members, Committee Chairs and seeking Chairs for unfilled Committee Chair slots
 - All agreed because we really need to get organized
- Meeting Location & Date/Time for February Meeting
 - Thad explained that because we have been exploring other locations, we did not book Rock Bottom Brewery for the 3rd Wednesday of the month at 1pm (our regular meeting time)
 - Rock Bottom has the space available the 3rd Wed. (Feb 19th) at 2:00 or the last Wed. of the month
 - Bob expressed his interest in us finding an alternative location because of the cost (including parking) of having our meetings at Rock Bottom
 - Bob also passed on something he learned from someone at National Convention which is to have a formal meeting every other month and a social on the other months
 - Michele noted that if we have the meeting too late in the day, it may prevent people like herself and Kimberly Evans from attending because of the distance
 - We agreed that the February Meeting will remain the 3rd Wednesday and the time would change to 2:00pm
 - Ben suggested appetizers in lieu of a full lunch since the time is later and to save on money. All agreed this is a good idea.
 - Thad will talk to his contact at Rock Bottom and explore this option
 - Mandy will send out “Save the Date” e-vites for Feb Meeting
 - There were some members who said they have not been getting the e-vites in the past
 - Thad Suggested the Exec Board be copied on the master email list so we can scan for errors
 - Michele suggested that we have everyone sign in with name, company and email address at the meeting so we can compare this to database. It will take several meetings to get it current
- Treasury Issues
 - Thad will meet with Ben before the next meeting to turn over the Treasurer Information and familiarize him with everything
 - Thad will prepare the Agenda for the next meeting and this will include the Treasurer’s Report
 - There are funds that Jennifer Stoops has that Thad will get with her to collect to replenish the account
 - This includes a check from National for \$400
 - This includes a grant (Thad thinks \$500)
 - This includes sponsorship money from the December event
 - Vendor/Affiliate Members – Thad pointed out that he has 3 different forms with 3 different amounts listed as the annual dues for Vendor/Affiliates. All agreed that we need to have one

amount to charge Vendor/Affiliate Members and be consistent. We discussed the difference between belonging to the Charlotte Chapter and National

- National Rate for Vendors is \$295 and this allows Vendors to have booths and attend conventions
- In the past, we have not required Vendors to join National – they can just join Charlotte Chapter
 - Bob suggested \$200 for Vendor/Affiliate dues to belong to the Charlotte Chapter
 - All agreed to set the Vendor/Affiliate Annual Dues at \$200 and be consistent
- Tax Status Concerns
 - If Thad's records are correct, our Chapter has not filed a tax return in over 3 years which means we have lost our non-profit status
 - Without our non-profit status, we are not in National Chapter Compliance
 - To regain non-profit status, we must start fresh with the proper paperwork, Thad explained it is too late to simply be re-instated
 - Ben asked if the Chapter is liable for past filings and Thad does not believe we are
 - Thad has printed off documents from the IRS website and will go over these with Ben
 - We would like to be able to file properly and regain our non-profit status without having to pay \$400 for professional assistance
 - There is someone with National who can assist with this process and Thad believes that Jennifer Stoops knows who we need to contact and he will discuss with her ASAP
- Chapter Compliance
 - All agreed that the tax status needs to be handled ASAP so we will be in chapter compliance
 - Ben asked if there was anything else we need to do or needed to do to remain in chapter compliance
 - Thad will check with Jennifer Stoops because he believes that there was paperwork that needed to be filled out and filed by December
 - It is possible that Jennifer may have already submitted the proper paperwork
 - Thad will find out what needs to be done so this can be handled ASAP
- Closing Remarks/Concerns
 - Thad will do his best to contact Jennifer Stoops because she hold so much information and money to be deposited.
 - It has been a challenge to reach Jennifer
 - Michele suggested if Thad is not successful in contacting Jennifer that he reach out to John Bradford since he served as the Regional VP
 - Thad clarified that he will speak with his contact at Rock Bottom and keep the Exec Board in the loop via email
 - No other concerns were raised
 - The meeting was adjourned at 10:58am

NARPM Meeting 2/19/2014

- Election of New Officers: Approved
- Swearing in New Officers: Unable to complete due to Phil Henderson's absence
- NARPM Ethics: Review of Article 2: Discrimination
- Treasurer's report:
 - \$1,735.42 current balance. There are no outstanding bills. Balance includes a grant for the December event and small proceeds from current members' online education.
- Committee Chairs:
 - Education: Karen from Carolina Metro Realty has volunteered to set up speakers. Karen.saintlot@carolinasmetro.com
 - Membership: Leslie Burns (Reo Flooring) is holding the position until a Professional member is elected. Per NARPM Standards, we need to have a professional member (rather than an affiliate) hold the position
 - Communication: Mandy Wilson from Alarca Realty
 - Affiliate Membership: Pete from Glass Doctor
- Old Business:
 - IRS Tax Status: We have lost our tax-exempt status due to not filing tax returns in 4 years. Ben has the application completed and is working with National to be able to reinstate our status. He has also applied for a grant through NARPM to help cover the cost of the application
 - Chapter Compliance: Committee elections
 - Affiliate Renewal Invoices: All affiliate members need to have their annual dues paid asap
 - Website Updates: Communication Chair will be working towards a new local Chapter website with more up to date info this year
- New Business:
 - Review of upcoming conferences
 - Realtor Care day- NARPM team on the website if interested in signing up
 - Future meetings:
 - Alternate between South Charlotte, Uptown, and North Charlotte locations
 - Alternate every other month between scheduled speakers and affiliate member speakers

Suggestions for Future Meeting Topics

- Economic Status of Rentals (Pete recently heard a Wells Fargo rep give a presentation on the expectation of the rental market over the next few years)
- Tenant/landlord Law changes coming in July (Possibly have a Real estate Commission rep speak again)
- Attorney (Real estate or eviction)
- Alternative ways to add revenue to your property management company

The next meeting will most likely be at Rock Bottom. Karen is taking suggestions on speakers, and Thad is taking suggestions on restaurants.

- Meeting Opened: Thad Gantt
- NARPM Ethics: Review of Article 5: Bob Abbott
- Introduction of all attendees
- Treasurer's report:
 - \$1,741.76 current balance. Includes payment to License Logic (helping us with the tax status) & reminder to affiliates that annual dues are past due.
- No April Meeting due to overlap with NARPM conference
- Suggestions for May:
 - South Charlotte Location
 - Auditor from the Realtor Commission?
- Committee Updates:
 - Education: Always open to suggestions
 - Membership: Encouragement to invite other PMs
 - Communication: Evite list updates. We will be sending out an evite asking you to respond if you would like to stay on the mailing list.
 - Affiliate Membership: Encouragement to Vendors to bring others
- Old Business:
 - IRS Tax Status: Still in process.
 - Value add to the different NARPM conferences
 - Website Updates: Communication Chair will be working towards a new local Chapter website with more up to date info this year
- New Business:
 - Upcoming Survey to be sent out and accept suggestions for speakers/topics

Introduction of Speakers: Jared Schmidt & Stephanie (from Loeb sack & Brownlee)

- Recent change in law to allow tenant only 7 days after padlock date to retrieve personal items
 - Landlord must notify tenant in writing and offer to schedule a time to meet tenant so they can remove items or notify them that they will have only 7 days to retrieve the items. Notice can be given in advance
- Magistrates can no longer continue a case more than 5 days without consent from all parties.
- To Dismiss an appeal, the following criteria must be met
 - Defendant did not raise a defense in court or did not show up
 - Defendant did not post rent
- Partial Payments & Evictions
 - Lease must include a non-waiver clause for a partial payment
 - Best not to accept any partial payments after court date
 - If tenant drops off payment in a drop box after-hours, and you choose not to accept, it must be returned--you cannot hold the payment.
 - Filing for possession does not show up on credit
- Death of Tenants
 - You can now file an affidavit to move forward with an eviction without an executor of the estate being named.
- Bankruptcy
 - If Tenant files bankruptcy and is current on lease- find out if they plan to assume or reject the lease
 - If tenant files bankruptcy and is not current- you cannot send any late notices or eviction notices

**CRC-NARPM EXECUTIVE BOARD MEETING
PHONE CONFERENCE
April 2, 2014**

Present: Ted Gantt, Ben Kincel, Bob Abbott, Michele Rogers

Meeting was called to order at 10:02am

Minutes:

- Michele made a motion that the board meeting minutes from 1/27/14 be approved – all agreed
- Ted made a motion that the minutes from the general meeting 3/19/14 be approved – all agreed

Old Business:

- Taxes update
 - Ben had cc'd all board members on his correspondence with Shayna Desai of LicenseLogix
 - Ben explained that we can use future budgets as opposed to needing actual past budgets
 - This is a benefit because we do not really have past budgets
 - We need to pass a budget for this year and a proposed budget for the next 2 years
 - We did not have status for 2013, so we are trying to establish status
- Per Ted, we will readdress the taxes, status, budget and compliance last in “New Business”

New Business:

- Unpaid Members
 - National sends out a list by region and chapter of unpaid members
 - We need to maintain 85% of members to maintain our chapter status
 - Ted read the names of unpaid members to see if any of us knew if they planned to continue their membership. Some have “left the business” and will be taken off the list
 - Ted volunteered to contact the unpaid members to try to get them to pay their membership dues
- General Meeting
 - Next General Meeting will be Wednesday, May 21, 2014
 - Ben thinks that Karen (Education Chair) has been in contact with an auditor (Gary Caddell) who used to be with NCREC to line him up as speaker. Michele will follow up with Karen on this
 - Ted is working on a location in South Charlotte and asked for suggestions
 - Maggiano's was suggested as well as Buca di Beppo's
 - Bob and Ted will both research for a suitable location
- Designation Classes
 - Ted contacted NCAR about hosting a class that would count as CE as well as NARPM Designation credits but has found that this is a very slow process
 - Bob noted that the last class held in Asheville counted toward NARPM Designation but not CE
 - It was pointed out the Jennifer Stoops is on the NCAR-PMD Board and perhaps she could assist with this

- It was noted that the Raleigh Chapter is hosting a class May 15th
 - Bob suggested we contact the Raleigh Chapter after the class to see how attendance was
- We all agree that we should pursue our chapter hosting a class and if we cannot get it formulated for this year, we can at least have a class early next year
- Michele suggested that we canvass our Professional Members at the next General Meeting to get an idea of the interest and prospective participation if we were to host a class
- Membership
 - We need to increase membership, especially if we want to retain and increase our affiliate members
 - Ted asked how many Affiliate Members have signed up and paid this year
 - Ben reported 3 have signed up and paid
 - Ted suggested our goal be 5 more to be able to add to the budget
 - Ted started pulling a list of Property Managers who belong to CRRA who are not members of NARPM or CRC
 - Ted has this list in a spreadsheet
 - Ted will distribute this list amongst board members and we will reach out to the agents and/or BIC's to try to increase our membership
 - Ben, Bob & Michele agreed to help with this initiative
 - Renting a booth at the REALTOR® Fish Fry can really help increase membership
 - Michele plugged NARPM (and CRC) at a Property Management Continuing Ed class last week in Asheville
 - Ted also plugged NARPM (and CRC) at a Bill Gallagher class he attended
- Leadership Training for Compliance
 - At a minimum, the President & Vice President need to take the NARPM Leadership Training for compliance
 - Ted attended the Leadership Training at the last Regional Conference in Nashville and Gail Phillips has said that will count
 - No one on the Executive Board is able to attend this year's Regional in Baltimore
 - Bob & Ben are both planning to attend this year's National Conference and both will attend the Leadership Conference
 - Michele is not sure to date if she will be able to attend National, but if she does, she will attend Leadership Training as well
- BUDGET & Financial Report
 - Ben reported that to keep matters simple, we have three categories of income: Professional Member Dues, Affiliate Member Fees, Charter Grants
 - Professional Member Dues consist of the monthly lunch fee paid by our professional members
 - Affiliate Members Fees are the fees our Vendor or Affiliate Members pay
 - We all agree that back to referencing Membership – we need to maintain our Affiliate Members and hope to increase them
 - Chapter Grants are grants that we can apply for through National for events such as membership drives or participation in a NCAR event and possible Education
 - Ben and Ted are investigating other sources of income such as online course proceeds, Regional Conference proceeds as sub-categories under Chapter Grants

- Our Expenses are: Lunch Cost, Fee to LicenseLogix, Bank Charges and expense related to hosting a class or to participate in an event such as the REALTOR Fish Fry
 - Lunch – we average about 15 attendees to our monthly lunch meetings
 - Feb Lunch Expense: \$306.56
 - March Lunch Expense:\$352.17
 - Michele asked if we ever had difficulty collecting Professional Members Lunch Fees and Ben & Ted both reported that we do not
 - Ted asked if we make a profit on the lunch and Ben reported that we do make a very small profit, but we generally break even
 - Fee for LicenseLogix = \$700
 - This includes the filing fee for the IRS
 - Bank Charges \$10 service fee per month
 - We will have to consider a budget amount for the expense of participating in an event such as renting a booth at the upcoming REALTOR® Fish Fry
 - REALTOR® Fish Fry is in September
 - Ted will get the info on the cost of a booth and will also get with Gail at National about the possibility of obtaining a grant for this
- Ben reported that effective March 31, 2014 we have \$1,939.69 in the bank
 - We have received a \$400.00 grant from NARPM Nat'l for our tax filing
- Ben reported that we started the year with \$555.87 in the bank
- Budget Breakdown and Detail
 - Ted advised that we really need two budgets – one for the IRS and one for NARPM Compliance
 - Ben recommends that once this year's budget is complete, we use a 10% increase for the next 2 years – all agreed
 - Ben will email Ted the budgeted once complete and Ted will upload this to NARPM for compliance
 - Goal: to be able to announce at next general meeting that we are in compliance
 - Ben advised that our current budgeted income is \$6000
 - Membership Dues
 - Affiliate Members
 - National Grant
 - Projected income amount for this year \$1400
 - \$400 already received for IRS Filing
 - \$500 projected to receive for Fish Fry
 - \$500 projected to receive for Year End Event/Membership Drive
 - Ben Advised our current budgeted expense is \$5937
 - Lunch Expense
 - Bank Charges
 - Tax Filing
 - REALTOR® Fish Fry
 - Proposed Amount For the Budget = \$600
 - Year End Event/Membership Drive
 - Proposed Amount For the Budget = \$1500 (Last year's event was \$1100)

- RECAP of Board Member Follow-Ups
 - Michele will follow up with Karen regarding the confirmation of a speaker for our next general meeting
 - Ted and Bob will check on confirming a venue for the next general meeting
 - Ted will email each Board Member his spreadsheet so we can start trying to recruit more members
 - Ted will contact REALTOR® group to get details on Fish Fry
 - Ted will contact Raleigh & NARPM regarding designation class info
 - Ben will work on budget to distribute

Meeting adjourned at 11:25am

8/20/2014

Board Meeting:

- Tax Status: Completed
- Sponsorship of booth at CRRRA Realtor Event: follow up for materials needed. Need to apply for membership grant for membership drive (takes membership to \$195)
- Sponsorship of NARPM RMP designation class:
 - Can be hosted at AfterDisaster 11/19 or 11/12.
 - We need to reach out to Real Estate schools for CE credit.
 - NARPM Instructor must teach class
- New Business
 - 2014 Budget overview
 - Meeting venue for Sept Meeting (northlake? conflict with fish fry?)
 - Speaker for May 21 meeting-Samborsky confirmed (topic: working with out of country investors)
- Other
 - Brief 5 minute info from affiliates each meeting?
 - Discussions of relevant social issues
 - Local Issues
 - Section 8 as protected class?
 - Survey Monkey for topics
 - Round table meetings vs. Meeting with a speaker
 - Constant Contact program? Multiple emails for meetings and option to pay via PayPal with RSVP
- Suggestions from Tracy
 - Plan meetings out (every 3rd Wed) email often, and Friday, Monday, and Tuesday before.
 - Use chapter website to email members
 - Grant Received for Realtor Fish Fry
 - Options for grants for Trade Shows, State Events
 - New "Atlantic" Region
 - Raffles @ meeting including gift cards, coupons from vendors
 - Edit featured affiliates on website

NARPM Meeting:

- Membership: encourage others of the benefits of NARPM
- Affiliates: new member!
- First time: Superior Choice Properties
- Annual Convention discussed
- Fish Fry: requested volunteers for the booth
- Discussed designation class

- Speaker: Traci (Regional VP of NARPM SouthEast)
 - Intro to experience
 - Encouragement to participate in meetings, events, etc.
 - New Website enhancements, discussion groups
 - Nation + Local level involvement
 - List Serve
 - Promotional Materials available on NARPM site
 - More people in an office that are members, the lower the dues are for those members
 - Referrals (giving clients back when ready to sell)
 - National site for info on ethics
 - Free Webinars-on website if you miss the live date
 - Designations (RMP, MPM)
 - National Convention in Minnesota (discounts for offices)
 - Broker-Owner conference in February
 - Eastern Regional Conference in April
 - Affiliate Benefits
 - Benefits to members (OfficeMax, Sherwin Williams, etc as national partners)
 - FormShare meeting (share documents with other offices)
 - Put meetings on schedule immediately, so we do not over book.

September 15, 2014 NARPM Board Meeting Minutes

The meeting was called to order at 10:00am by Thad Gantt. In attendance via conference call were President, Thad Gantt; Vice President, Bob Abbott; Treasurer Ben Kincel and Affiliate Membership Committee Chair, Pete Harrison.

The following items were discussed -

The next chapter meeting will be held at Zapata's University on Wednesday, Sep 17. The agenda was discussed and approved.

Our Chapter will host a booth at the CRRRA Realtor Fish Fry on Thursday, Sep 18 from 4-7. Thad will call Cheryl Gardner to verify she has received the materials from NARPM. We tentatively agreed to the following schedule for working the booth:

4-5 Bob and Mandy

5-6 - Thad

6-7 Ben

The Designation class was discussed and it was agreed that we would not pursue getting CE credits this year, but would proceed with offering the course. We agreed to offer sponsorship opportunities to our affiliate vendors for snacks, etc.

It was agreed that Bob would put together a draft Plan for 2015 outlining the meeting schedule and other events. This will be completed by December 1, 2014.

It was also moved and agreed that we'd hold the following meetings:

October 15th - social meeting TBD. Bob to have recommendation for this week's meeting

November 19th - Regular Lunch at Longhorn in Pinevill (Thad to call and make reservations)

December 17th - regular lunch meeting to vote and swear-in new officers

January - Social meeting/event TBD

February or March - Vendor Showcase Event. Need to start planning asap.

The meeting was adjourned at 10:33 am.

NARPM Board Meeting

11/25/14 2pm

Those in attendance: Thad Gantt, Bob Abbott, Ben Kincel, Mandy Wilson (filling in for Michele Rogers)

Called to order by Thad Gantt

NARPM Anti-trust statement read by Thad Gantt

1. Chapter Compliance Checklist is completed
 - Minutes, Bylaws, Budget are uploaded
 - Waiting for direction from National on the tax return (990N card) that need to be uploaded (not able to file taxes until next year due to tax status issues earlier in the year--now resolved)
 - Waiting for direction from National on an educational flyer that needs to be uploaded?
2. Sponsorship of Education Class in November
 - Review on thoughts by members who attended
 - Expecting to receive some sort of money from National for hosting the class
 - Recognition of Claude @ AfterDisaster for hosting the event.
 - Plaque?
 - Public thanks and 10 minute platform to speak at next meeting?
 - Affiliate of the year?
 - Needs Criteria
 - Idea for 2015 year
 - Discuss with members at December Meeting
3. December Meeting: 12/17
 - Formal lunch vs. Party- Formal lunch agreed upon
 - Thad Gantt to find venue
 - Election of new board members for 2015
 - Bob Abbott-Pres, Ben Kincel-VP, David Kennedy-Treasurer, ???-Secretary
 - Thad willing to act as Secretary until Mandy can become Professional member.
 - Opening up to other members for Secretary position (including in evite for December meeting)
4. Service Project
 - Thad has submitted our chapter to Purple Hearts Homes for a service project in 2015
 - Thad willing to be committe chair for this project
 - ~\$500 worked into budget for this project
 - Project will included modifying a home to accommodate a disabled veteran
5. Reminder of Vendor event discussed for 2015
 - To be discussed further at 12/17 meeting
 - Hoping for a Spring event, will try to establish a committee for this event

6. Other Items:

- Free lunch for non-NARPM member's first meeting
 - Need to have a cap. How many? To be decided over the next week.
 - Motion made by Bob Abbott, 2nd by Thad Gantt
- Chapter Rosters: Several firms represented on our Chapter's roster, but few are represented at meetings.
 - Will be dividing the list between board members and calling members to invite to meetings.
 - Members-at-large list: Discussion of contacting these members to invite them to be associated with our Chapter.