

**National Association of Residential Property Managers
of
Northeast Florida
Jacksonville, Florida**

MINUTES OF THE BOARD

January 14, 2016

Call to Order: President Tripp Williams called the meeting to order at 9:02 am at Deerwood Country Club in Jacksonville.

Present: Erin Alterman, Dawn Conciatori, Mario Gonzalez, Ed Mercel, Cindy Morgan, Jackie Sullivan, Tiea Vincent, and Tripp Williams.

Treasurer's Report: There is \$36,553 in the bank with paid Affiliate dues of \$10,200. The Treasurer's Report was approved with a first by Cindy, second by Ed; unanimously carried.

Affiliates: So far, the affiliate dues paid are \$10,200. Tiea has told the unpaid that they must have their dues paid to participate in the upcoming "speed dating" meeting.

The following have decided to not renew: Mosquito Joe's and St. John's Insurance.

A Roofing prospect, Stonebridge, has submitted their application for affiliate status. After discussion, their application is approved. Tiea will contact them and let them know.

Membership: Membership is at 82 members, up from previous months. A brief discussion about the REBar Camp and ways to increase membership.

Minutes: The minutes for December 2015 were approved with a 1st by Ed and a 2nd by Mario, unanimously carried.

Education: Discussed the 2016 calendar; Dawn has been busy:

January: Speed Dating between Affiliates and Members.

February: HUD/Fair Housing with speaker Charles E. President

March: Betsy Morgan – Ethics CE class – 3 hours with box lunch

April: DBPR Investigator – presentation with Q & A

May: Judge who will address service animals and lead based paint

Holding off June, July & August until Harry Heist has confirmed his date (also will be the trade show).

September: Tentative Shapiro Insurance

Hospitality: Jackie shared that Deerwood would not be able to accommodate the board meeting for each and every month. She will get us on their schedule but for sure the room is not available in February and we will need to find a different location. Tiea suggested Sippers – located on Gate Parkway. She will contact the owner and have a spot set aside for us.

The Board briefly discussed changing the date of the general luncheon to Tuesday. Mario said it would depend upon what day Orlando is meeting as the idea is to get the Florida Chapter meetings of Tampa, Orlando and Jacksonville on subsequent days in order to make it easier for speakers to hit all chapters. Mario will contact Orlando to determine what day they are meeting.

Adjournment: First by Ed, seconded by Tripp, the board adjourned at 10:30 am.

Respectfully submitted,
Cynthia Morgan, Secretary
January 15, 2016

**National Association of Residential Property Managers
of
Northeast Florida
Jacksonville, Florida**

MINUTES OF THE BOARD

February 12, 2015

Call to Order: President Ed Mercel called the meeting to order at 9:10 am.

Present: Shelley Alterman, Mario Gonzalez, Shelby Heinemann, Greg Kinser, Ed Mercel, Cindy Morgan, Tiea Vincent, and Tripp Williams.

Approval of Minutes for January 2015: Moved to accept after corrections; first by Mario; second by Tripp, unanimously carried.

Treasurer's Report: There is \$37,211.51 in the bank. The Treasurer's Report was approved with a first by Tiea, second by Cindy; unanimously carried.

Membership: We currently have 97 members.

Ed brought up that the official NARPM website is several years out of date in its listing of officers or members. He will contact National to get the member list updated and corrected.

Education: Mario shared that Harry Heist will be available in August. Discussion followed about dates for the Trade Show. It was moved that the Trade Show be in July. 1st by Cindy; 2nd by Mario and the Aye votes carried. The Trade Show will be July 17, 2015. The mixer was a hit in 2014 so we will have another on July 16 at Dave & Busters. Mario will look into a designation class for Thursday, July 16.

- The February program will be the round-table discussion.
- March is Disaster Preparedness and Insurance Protocols when disaster strikes.
- April is the Eastern Regional at One Ocean in Atlantic Beach. Our chapter will host a mixer the night before at a location close to One Ocean. Tiea is looking into venues.
- May and June are open.
- July is the Trade Show.
- August is Harry Heist.
- September might be Gail Moncla and a designation class.
- October – National Convention in Atlanta GA. Our chapter is pondering a bus for members.
- November is open.

Note: With the exception of the Eastern Regional in April and the National Convention in October, the calendar is fluid and could change.

Open Board Positions: The Board needs a Hospitality Chair. Tiea thinks that Lisa Schueneman with Shoe Realty would be a good fit and will approach her at the February luncheon.

Affiliates: New Affiliates – Chris (formerly American Leak Detection) has a new business “Mosquito Joe’s” and has proffered an application. We have also received an application from ServePro. Both businesses applied at Gold level and both were approved.

We are now maxed out at 35 affiliates.

Greg brought up that there are more Platinum members than there are opportunities and so Platinums will need to double-up on sponsorships.

Adjournment: First by Tiea, seconded by Shelley, the board adjourned at 10:28 am.

Respectfully submitted,
Cynthia Morgan, Secretary
February 19, 2015

**National Association of Rresidential Propoerty Managers
of
Northeast Florida
Jacksonville, Florida**

MINUTES OF THE BOARD

May 14, 2015

NOTE: No meeting in April due to Regionals.

Call to Order: President Ed Mercel called the meeting to order at 9:02 am.

Present: Mario Gonzalez, Greg Kinser, Ed Mercel, Cindy Morgan, Tiea Vincent, and Tripp Williams. A quorum was noted.

Approval of Minutes for March 2015: Moved to accept; first by Tiea; second by Mario, unanimously carried.

Treasurer's Report: There is \$37K and change in the bank. The Treasurer's Report was approved with a first by Tiea, second by Mario; unanimously carried.

Membership: Dropped to 76 but accuracy is questionable. Shelly will look into it..

Education: Some changes due to availability of speakers:

- June will feature Harry Heist at the Marriott
- July - Gail Moncla has cancelled; Mario will find another.
- August is Trade Show – theme is The Great Gatsby
- September: NARPM State Convention in Melbourne is 17 & 18th. Our chapter will move our board meeting to the 3rd of September with the general meeting on the 10th.
- October – National Convention in Atlanta GA. Our chapter is pondering a bus for members.
- November is open.

Tripp moved to give his stipend to Ed for use at Nationals; First by Tiea; 2nd by Tripp; carried unanimously.

Chapter Excellence Award: Runs from June to June.

Open Board Positions: Need for grooming the next generation of members to be on the board.

Affiliates: LifeStream has applied; further information is required on application.

Adjournment: First by Tripp, seconded by Mario, the board adjourned at 10:40 am.

Respectfully submitted,
Cynthia Morgan, Secretary
May 15, 2015

**National Association of Residential Property Managers
of
Northeast Florida
Jacksonville, Florida**

MINUTES OF THE BOARD

November 5, 2015

Call to Order: President-Ed Mercel called the meeting to order at 9:16 am at Deerwood Country Club in Jacksonville.

Present: Erin Alterman, Shelley Alterman, Mario Gonzalez, Shelby Heinemann, Greg Kinser, Ed Mercel, Cindy Morgan, Jackie Sullivan, Tiea Vincent, and Tripp Williams.

Minutes: The minutes for October 2015 were approved with a 1st by Tiea and a 2nd by Mario, unanimously carried.

Treasurer's Report: There is \$30.439 in the bank. The Treasurer's Report was approved with a first by Tiea, second by Mario; unanimously carried.

Membership: Membership is at 82 members, down from last year but up from previous months. A short discussion considered that the terrific sales market has pulled many from the property management side of the real estate industry.

Education: Discussed the 2016 calendar and what month would be best for Harry Heist / Trade Show combo.

It is time for an Ethics Class; will look into scheduling for January.

Brian Birdy will do the swearing-in at the November Luncheon in addition to giving a short program. He is not available for a Wednesday night dinner with the board but would like to do so the following Thursday or Friday night. Jackie will look into dates and venues for the dinner.

Affiliates: Greg suggested that we increase the affiliate dues by \$50 across the board for 2016. It was moved with a first by Cindy, second by Tiea and the ayes were unanimous.

Harry Heist sponsorships will be open to 2016 Platinum Affiliates on a "first come; first serve" basis: \$250 for breakfast; \$500 for lunch; \$250 for afternoon snack. With a first by Cindy and a second by Tiea, it was agreed unanimously.

President Ed Mercel bid a fond adieu to both Greg Kinser and Shelley Alterman, thanking them for their years of service to the chapter. Also, special thanks to Shelley for filling her vacancy with her daughter Erin.

Hospitality: Jackie shared that Deerwood would not be able to accommodate our Trade Show / Harry Heist event. She will look into other venues.

Jackie reported that the November luncheon reservation is at the \$25 level (has cake for dessert).

Mario suggested that each board member call 8 to 10 Chapter members to let them know about the November luncheon and swearing-in by Brian Birdy and the exciting new change to the venue. To facilitate, he will break the list down and email call assignments to the board members.

Miscellaneous:

- The NARPM Annual Broker/Owner Retreat is to be revamped with better and more qualified speakers. Should be an improvement.
- Our Chapter was honored with the Chapter Excellence Award – Yay!
- NEFAR ReBAR Camp is Friday, January 8, 2016. The Chapter will have a booth and will need volunteers.
- The NARPM Eastern and Southern Regional Conferences are to be combined into a Southern States Conference, the first being in Savannah, Georgia next year.

Give-Aways: Tiea suggested imprinted Power Boost devices for November luncheon gifts to the members that can also be used as a give-away at the NEFAR ReBAR Camp booth. The cost is \$1,300 for 200 devices. Tiea moved, Cindy seconded, One Nay (Tripp) but the Ayes carried.

Adjournment: First by Cindy, seconded by Tiea, the board adjourned at 10:13 am.

Respectfully submitted,
Cynthia Morgan, Secretary
November 5, 2015

**National Association of Rresidential Propoerty Managers
of
Northeast Florida
Jacksonville, Florida**

MINUTES OF THE BOARD

August 13, 2015

Call to Order: President Ed Mercel called the meeting to order at 9:08 am.

Present: Shelley Alterman, Mario Gonzalez, Greg Kinser, Ed Mercel, Cindy Morgan, , and Tripp Williams. In addition, we welcomed guest Jackie Sullivan (Elite Realty).

Minutes: The minutes for July 2015 were approved with a 1st by Mario and a 2nd by Tripp, unanimously carried.

Treasurer's Report: There is \$37,712 in the bank, about the same as last year at this time. There will be some bills in connection with the trade show but overall we are in good shape. The Treasurer's Report was approved with a first by Cindy, second by Mario; unanimously carried.

Membership: It was noted that there are several "at large" members who live in Jacksonville. Shelley will contact them to remind them to designation Northeast Florida as their chapter

Education: The September board meeting and chapter luncheon will be moved forward a week to accommodate the conflict of the NARPM state meeting in Melbourne. The board will meet on September 3rd and the luncheon will be on September 10.

There will be a board meeting in October at the regular date (October 8th) but no chapter luncheon due to NARPM Nationals the week of October 12 – October 16 in Atlanta.

Trade Show: All is set for the Mixer on August 19 and the Trade Show on August 20. The registration for the trade show is thin and Mario has received several inquiries about the speakers. Mario will ask Laurie to flip the speaker list on the blast so that folks will realize that there are more speakers other than Harry Heist.

Holiday Gala: The Holiday Gala 2014 was a big hit and the Board has decided to do another day-time celebration. A venue has not yet been established but Dave & Buster's and Latitude 360 have been tossed into the ring. Any ideas?

Meeting Venue Change: A change in the venue for the Chapter Luncheons and Board meetings was touched on briefly. Let's think about it.

Nominating Committee: Tabled to September.

Affiliates: Greg will send a reminder to the affiliates about the requirements and set up times for the Trade Show.

The September lunch sponsor is Process Master; November lunch sponsor is Northport A/C.

Adjournment: First by Shelley, seconded by Tripp, the board adjourned at 10:05 am.

Respectfully submitted,
Cynthia Morgan, Secretary
August 13, 2015

NARPM of NE Florida
Jacksonville, Florida

BOARD MINUTES

January 8, 2015

Call to Order: Vice Present Tripp Williams called the meeting to order at 9:08 am

Present: Shelley Alterman, Mario Gonzalez, Cindy Morgan, Tiea Vincent, and Tripp Williams.

Approval of Minutes for November 2014: First by Tiea; second by Mario, unanimously carried.

Treasurer's Report: There is \$35,410 in the bank – a good start to the year. The Treasurers Report was approved with a First by Tiea, second by Tripp; then unanimously carried.

Membership: Shelley has contacted National about a list of those members who have yet to renew for 2015; she also requested new printed materials.

Education: Mario shared the schedule for NEFAR's REBar Camp on Friday. The January presentation will be Rental Inspections and Code Compliance. February / March will be Gail Moncla and Topic Roundtable, depending upon which month Gail is available. April is the Regional meeting in Jax Beach. May is Open; Harry Heist is June or July; Trade Show in August.

Affiliates: New Affiliates – we have 3 new applications: (1) Action 9A Moving & Storage GOLD – Yes; (2) Cannon Plumbing Inc. .SILVER – Yes; and (3) PendoRent Mgmt Software – needs a reference.

We discussed an addendum to the affiliate rules that there is a cut-off date of January 31 to hold a spot on the affiliate roster for an affiliate who has not paid their dues. Tripp moved, Tiea seconded and the board voted Yes unanimously.

There was also discussion about making the Harry Heist event a "mini" trade show with the Platinum members able to set up their booth outside and each able to speak for 3 minutes in the morning before Harry kicks off his class.

Adjournment: First by Cindy, Tiea seconded, the board adjourned at 10:18 am.

Respectfully submitted,
Cynthia Morgan, Secretary
January 14, 2015

**National Association of Rresidential Propoerty Managers
of
Northeast Florida
Jacksonville, Florida**

MINUTES OF THE BOARD

July 9, 2015

NOTE: No meeting in June.

Call to Order: President Ed Mercel called the meeting to order at 9:04 am.

Present: Mario Gonzalez, Shelby Heinemann, Greg Kinser, Ed Mercel, Cindy Morgan, Tiea Vincent, and Tripp Williams. A quorum was noted.

Treasurer's Report: There is \$37K and change in the bank. The Treasurer's Report was approved with a first by Tiea, second by Mario; unanimously carried.

Membership: Is now at 79.

Education: Trade Show on August 21; Designation Class on August 20. Angie McKee is willing to organize the Trade Show. Mario moved that we pay Angie \$500; seconded by Tiea; carried unanimously.

Nomination Committee: Tiea as Past President is head of the Nominating Committee. She will get with Tripp about board positions.

Affiliates: Cole Roofing approached Greg about purchasing the other two openings under roofing. Greg will inform Cole Roofing that this action would violate the chapter's by-laws.

Adjournment: First by Tiea, seconded by Tripp, the board adjourned at 10:04 am.

Respectfully submitted,
Cynthia Morgan, Secretary
July 13, 2015

**National Association of Residential Property Managers
of
Northeast Florida
Jacksonville, Florida**

MINUTES OF THE BOARD

March 12, 2015

Call to Order: President Ed Mercel called the meeting to order at 9:25 am.

Present: Mario Gonzalez, Shelby Heinemann, Ed Mercel, Cindy Morgan, Tiea Vincent, and Tripp Williams. A quorum was noted.

Approval of Minutes for February 2015: Moved to accept; first by Tiea; second by Shelby, unanimously carried.

Treasurer's Report: There is \$37K and change in the bank. The Treasurer's Report was approved with a first by Tiea, second by Mario; unanimously carried.

Membership: We currently have 97 members. Ed has a list of those members who have yet to pay their dues and will give to Shelley Alterman to look into.

Education: Some changes due to availability of speakers:

- March is Disaster Preparedness and Insurance Protocols when disaster strikes.
- April is the Eastern Regional at One Ocean in Atlantic Beach. Our chapter will host a mixer the night before at a location close to One Ocean. Tiea is looking into venues.
- May is open
- June will feature Harry Heist at the Marriott
- July is Gail Moncla.
- August is Trade Show
- September open.
- October – National Convention in Atlanta GA. Our chapter is pondering a bus for members.
- November is open.

Note: With the exception of the Eastern Regional in April and the National Convention in October, the calendar is fluid and could change.

Open Board Positions: Tiea approached Lisa Schueneman with Shoe Realty for the Hospitality Chair position and Lisa accepted.

Affiliates: Action 9A Moving has requested a refund in their dues as they will no longer be able to participate in NARPM.

A valued affiliate has brought up a question about the affiliate categories, the placement of affiliates in their particular business designations, and the cap of three per category.

Adjournment: First by Mario, seconded by Tripp, the board adjourned at 10:40 am.

Respectfully submitted,
Cynthia Morgan, Secretary
March 18, 2015

**National Association of Residential Property Managers
of
Northeast Florida
Jacksonville, Florida**

MINUTES OF THE BOARD

October 8, 2015

Call to Order: President-Ed Mercel called the meeting to order at 8:55 am at Deerwood Country Club in Jacksonville. Prior to Call to Order, the board toured the facility to consider it as our new meeting venue for 2106 for both board and general meetings.

Present: Shelley Alterman, Dawn Conciatori, Mario Gonzalez, Shelby Heinemann, Greg Kinser, Ed Mercel, Cindy Morgan, Jackie Sullivan, Tiea Vincent, and Tripp Williams.

Minutes: The minutes for September 2015 were approved with a 1st by Mario and a 2nd by Tripp, unanimously carried.

Treasurer's Report: There is \$32,348 in the bank. NARPM National sent a check for \$1,200 for the Regionals pay-out. The Treasurer's Report was approved with a first by Mario, second by Tiea; unanimously carried.

Membership: Membership is down. A short discussion considered that the terrific sales market has pulled many from the property management side of the real estate industry.

Education: Tripp brought Dawn Conciatori in as our 2016 Education Chair. Welcome Dawn!

November Luncheon Gala for the swearing in of the board will be held at the Deerwood Country Club on our regular meeting date of November 19th.

- Angie McKee will be invited back to do her magic to create a festive event.
- Tiea will look into a speaker who can swear in the 2016 board.
- The members of the chapter will be invited to donate to an as-yet-to-be-determined local charity.

General Meeting Venue: The board was impressed with the Deerwood Country Club. Tiea moved with a 2nd by Mario that we commit to one year at Deerwood. Jackie will meet with Lisa Cameron, Catering Director, to hammer out the details.

The board will also be using Deerwood for the monthly board meetings.

Nominating Committee: Nominations to the 2016 Board are:

President	Tripp Williams
President Elect	Mario Gonzalez
Secretary	Cindy Morgan
Treasurer	Shelby Heinemann and Tripp Williams
Past President	Ed Mercel
Membership Chair	Shelby Heinemann and Erin Alterman
Education Chair	Dawn Conciatori
Hospitality Chair	Jackie Sullivan
Affiliate Chair	Tiea Vincent

November Board Meeting: The November board meeting will be on the 5th at Deerwood Country Club – 9 am.

Adjournment: First by Cindy, seconded by Tiea, the board adjourned at 10:00 am.

Respectfully submitted,
Cynthia Morgan, Secretary
October 8, 2015

**National Association of Residential Property Managers
of
Northeast Florida
Jacksonville, Florida**

MINUTES OF THE BOARD

September 3, 2015

Call to Order: President-elect Tripp Williams called the meeting to order at 9:19 am.

Present: Mario Gonzalez, Greg Kinser, Cindy Morgan, Jackie Sullivan, Tiea Vincent, and Tripp Williams.

Minutes: The minutes for August 2015 were approved with a 1st by Tiea and a 2nd by Mario, unanimously carried.

Treasurer's Report: There is \$31,277 in the bank. The trade show cost around \$7,000. The Treasurer's Report was approved with a first by Mario, second by Tiea; unanimously carried.

Membership: The Membership Chair was not in attendance.

Education: The September general luncheon's topic is "Horror Stories". Members are invited to share problems that they have encountered and the ultimate outcome and give any insight into how to avoid in the future.

There will be a board meeting in October at the regular date (October 8th) but no chapter luncheon due to NARPM Nationals the week of October 12 – October 16 in Atlanta.

November general luncheon will be the last of the season and will be a "gala" luncheon with the swearing-in of officers. Tiea will look into a venue for this last meeting of the season. Mario will approach Mike Collins to do the honors.

General Meeting Venue: The Ramada has signed a 5-year contract and the ballroom will no longer be available to us. They have offered the StatEROOM but it will not accommodate our group. It was suggested that each board member locate and research one venue to present at the October board meeting. The parameters:

- Central location
- Plenty of parking
- Able to provide buffet lunch
- Affordable (current is \$12.50/pp plus tax & gratuity)

Trade Show Recap: The trade show did not bring in as many participants as the Board would like to see. It was discussed that combining our annual Harry Heist class with the trade-show would bring in a good crowd for the affiliates plus boost new membership, all while saving money for the chapter. The idea was voted on and the vote was unanimous in favor.

Tiea will contact Harry Heist to inform him and to ask if he will give us a firm date at least six months in advance. With the date, we will be able to plan a designation class to precede the trade show if we so desire.

Holiday Gala: A December gathering of the general membership has been tabled this year. A small gathering of the board is being bandied about.

Nominating Committee: Tiea, as Past President, is in charge of vetting participants for board positions. She will get with Tripp to discuss and will report at the October meeting.

Affiliates: Greg proffered the idea of raising the affiliate dues. The idea will be discussed further at the October board meeting.

The Affiliate of the Year will be honored at the November meeting. As affiliates, Mario and Tiea have recused themselves from the nominations so Tripp, Ed and Cindy will vote.

Adjournment: First by Cindy, seconded by Tiea, the board adjourned at 10:25 am.

Respectfully submitted,
Cynthia Morgan, Secretary
September 3, 2015