

Board of Directors Minutes

Alameda/Contra Costa Counties Chapter of NARPM

December 6, 2016

Stokley Properties Conference Room, 2300 Contra Costa Blvd, Pleasant Hill, CA

Directors & Officers Present

Kurt Schulz, Patti Manzi, Nathan Hitchcock, Curt Bulloch, Chad Shepard, Steve Mehlman, Sheila Stokey, Joe Stokley, Maria Newman

Guests Present:

Ellen Purdy (past Treasurer)

Welcome & Call to Order

President Joe Stokley called the meeting of the upcoming 2017 Board of Directors of the Alameda/Contra Costa Counties Chapter of the National Association of Residential Property Managers to order at 2:15pm on December 6, 2016.

Roll Call

Roll call was given and a quorum was present at the meeting.

Treasurer's Report

Board of Directors Reviewed the November 2016 financial report for the organization.

Committee Reports

No committees had anything to report

Consent Agenda

There being no discussion the Consent Agenda was adopted by acclamation.

Discussion Items

Each board/committee member introduced themselves, their backgrounds, and stated their position(s).

Sheila reviewed each board/committee member's responsibilities for the coming year.

Past Treasurer Ellen Purdy reviewed for incoming Treasurer Sheila how financials were tracked. Pros and cons of online vs local installation (current method in use) of QuickBooks was discussed. Ellen will give to Sheila the QuickBooks file.

Possible 2017 goals were discussed.

2017 membership meeting calendar and speaker list was discussed.:

Jan 19 – Steve M. KTS on new laws.

Feb 16 – David Stark on rent control and market.

March 16– Round Table

April 20 - TBD

May 18 - TBD

June 15– Round Table

July 20 - TBD

August 17– Vendor/Affiliate Fair

Sept 21- Round Table

Oct 19 - TBD

Nov 16 - TBD

Dec 21– Round Table/Holiday Party

Motion was made, seconded and carried to purchase a projector and microphone/amplifier

Motion was made, seconded and carried to no longer hold chapter membership meetings at Holiday Inn in Pleasanton due to poor food and to instead hold all meetings at Zio Fraedo's in Pleasant Hill until a new Alameda location can be selected.

No further business to come before the directors, the meeting was adjourned.

Sheila Stokley

Temp Acting Chapter Secretary for Russ Cowley (absent)

National Association of Residential Property Managers Contra Costa CHAPTER
NARPM MEETING February 16, 2017

LUNCHEON MEETING AGENDA:

11:30- 11:45 Registration and Networking

11:45 - 12:00 Welcome & Introduction of NARPM members and Guests –
introduce table by table

Purpose and overview

Mission:

NARPM@ provides resources for residential property management professionals,
who desire to learn, grow and build relationships

Vision:

NARPM@ will be the recognized leaders in residential property management
industry

Code of Ethics: Rebecca #2

Leadership and/or Committee reports- Ask if any Boar Member have anything to
report

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust
laws prohibit, among other things, any joint conduct among competitors that
could lessen competition tin the marketplace. NARPM@ membership is
composed of competitors; they must refrain from discussing competitively
sensitive topics, including those related to pricing (such as rates, fees, or costa),
individual competitors or specific business transactions, or controlling or
allocating markets. Further NARPM@ shall not restrict members' ability to solicit
competitors; clients or to advertise for business in any way that is not false,
deceptive or otherwise illegal. –

12:00- 12:30 Lunch

12:15- 12:45 – Curt Bulloch – 5 min 1st then Speaker & Q&A 20 min

12:45 – 1:00

Door Prize

Next meeting – March 16th – We will be in Mexico – Need a Board Meeting- need education chair – Deanna or Carolyn – need the Treasurer to get signature to bank account and Quick books

National Association of Residential Property Managers Contra Costa CHAPTER
NARPM MEETING June 15, 2017

LUNCHEON MEETING AGENDA:

11:30- 11:45 Registration and Networking

11:45 - 12:00 Welcome & Introduction of NARPM members and Guests –
introduce table by table

Purpose and overview

Mission:

NARPM@ provides resources for residential property management professionals,
who desire to learn, grow and build relationships

Vision:

NARPM@ will be the recognized leaders in residential property management
industry

Code of Ethics: Rebecca #6

Leadership and/or Committee reports- Ask if any Board Member have anything to
report.

Joe – We lost Jackie our Marketing member who sent meeting invitations and
kept payment list and was the door receptionist.

Next Month July 20th Speaker is Allison Disarro from Seacoast Bank speaking on
Trust Account Banking !

Sheila – Dues and Upcoming Maintenance Class

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could lessen competition in the marketplace. NARPM@ membership is
composed of competitors; they must refrain from discussing competitively
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individual competitors or specific business transactions, or controlling or
allocating markets. Further NARPM@ shall not restrict members' ability to solicit

competitors; clients or to advertise for business in any way that is not false, deceptive or otherwise illegal. –

12:00- 12:30 Lunch

12:15- 12:45 – Round table – Q & A

12:45 – 1:00

Door Prizes

National Association of Residential Property Managers Contra Costa CHAPTER
NARPM MEETING August 17, 2017

LUNCHEON MEETING AGENDA:

11:30- 11:45 Registration and Networking

11:45 - 12:00 Welcome & Introduction of NARPM members and Guests –
introduce table by table – Introduce Chapter Leaders

Purpose and overview

Mission:

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Vision:

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Joe:

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Code of Ethics: Rebecca #8

Leadership and/or Committee reports- Ask if any Board Member have anything to report.

Curt Vendor Table Top September

Sheila – Dues, Upcoming Maintenance Class, P&L and Balance Sheet

Joe – Thank you to Michelle MacNamura-for stepping up as our hostess and Welcome Committee. -

Next Month's meeting is September 21st – Vendor Table Top.

12:00- 12:15- Get Lunch

12:15- 12:45 – J.J. Mallein – Joe will introduce then Round Table

12:45 – 1:00 - Door Prizes

Jean Claude (J.J.) B. Mallein, Jr – Attorney, Syntero Group
J.J. Specializes in helping families who own rental properties. There is a short PowerPoint presentation for estate planning, followed by a roundtable discussion surrounding the issue of the lifecycle of owning investment properties. The discussion will cover methods of holding title, to 1031 exchanges, to succession planning and related issues.

National Association of Residential Property Managers Contra Costa CHAPTER
NARPM MEETING July 20, 2017

LUNCHEON MEETING AGENDA:

11:30- 11:45 Registration and Networking

11:45 - 12:00 Welcome & Introduction of NARPM members and Guests –
introduce table by table – Introduce Chapter Leaders

Purpose and overview

Mission:

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Joe:

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Code of Ethics: Rebecca #7

Leadership and/or Committee reports- Ask if any Board Member have anything to report.

Curt Vendor Table Top September

Sheila – Dues, Upcoming Maintenance Class, P&L and Balance Sheet

Joe – Thank you to Michelle MacNamura-for stepping up as our hostess and Welcome Committee.

Jackie's Designation -

Next Month's meeting is August 17th.

12:00- 12:15- Get Lunch

12:15- 12:45 – Allison Disarro Seacoast Bank Trust Fund Banking – Sheila will introduce

12:45 – 1:00 - Door Prizes- 50/50 opportunity drawing

National Association of Residential Property Managers Contra Costa CHAPTER
NARPM MEETING October 19, 2017

LUNCHEON MEETING AGENDA:

11:30- 11:45 Registration and Networking

11:45 - 12:00 Welcome & Introduction of NARPM members and Guests –
introduce table by table – Introduce Chapter Leaders

Purpose and overview

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Joe:

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Code of Ethics: Rebecca #10

Leadership and/or Committee reports- Ask if any Board Member have anything to report.

Next Month's meeting is November 16th –

12:00- 12:10- Get Lunch

12:10- 12:15- Joe Introduce Speaker:

Our guest speaker will be Brook Bovo, Co-Founder of Bove-Tighe, LLC

Brooke Bovo's human development work has improved leadership and team productivity globally, in Kazakhstan, Dubai, China, Tanzania, the United Kingdom and the United States. Her practical, enlightening approach has received rave reviews from the world's largest firms including: Shell Energy, Blue Cross, Schlumberger, BP and the City of Palo Alto. Brooke has helped numerous smaller companies in a wide variety of industries with approaches and tools that have rapidly increased sales by 50% or more in a little as 90 days, simply by unlocking all the latent potential each team member brings to work.

Brooke improves the performance of the one company resource that ultimately controls the fate of any business — its people. Operational leaders who work with Brooke understand that today's employee has been downsized, rightsized, prioritized, reorganized, reallocated and reengineered. Her clients have discovered that they cannot save their way to profitability any more than they can nag their way to productivity; they need to engage people in the mission to achieve it.

Brooke's approach offers effective, fast-working solutions to motivate disenchanted employees, and provide more sustainable leadership paths for overstressed middle and executive managers who are challenged to meet the increasing performance demands of shareholders.

Brooke will be discussing **“How are you complicit in creating the conditions you say you do not want.”**.

12:15- 12:45 – Speaker

12:45 – 1:00 - Door Prizes

Joe Asked for Nominees for next year's board

Joe, Sheila, Maria, Patty, Nathan, Curt, voted to hire outside contract to do the bookkeeping and the invoicing for yearly dues. The decision will be reviewed next year in October to decide if we continue or change. All 6 were in favor.

National Association of Residential Property Managers Contra Costa CHAPTER
NARPM MEETING December 21, 2017

LUNCHEON MEETING AGENDA:

11:30- 11:45 Registration and Networking

11:45 - 12:00 Welcome & Introduction of NARPM members and Guests –
introduce table by table – Introduce Chapter Leaders

Purpose and overview

Mission:

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Code of Ethics: Rebecca

Leadership and/or Committee reports- Swear in the New Board

Next Month's meeting is January 18 –

12:00- 12:10- Get Lunch

12:10- 12:15- Round table – Holiday Giving Report:

12:15- 12:45 – Round Table

12:45 – 1:00 - Door Prizes



Confirmation

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Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** ALAMEDA-CONTRA COSTA COUNTIES NATIONAL ASSN OF RESIDENTIAL
- **EIN:** 680426344
- **Tax Year:** 2016
- **Tax Year Start Date:** 01-01-2016
- **Tax Year End Date:** 12-31-2016
- **Submission ID:** 10065520170590872861
- **Filing Status Date:** 02-28-2017
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS



STATE OF CALIFORNIA
Franchise Tax Board

Session expires in 19:54

199N e-Postcard - Confirmation

Print this page for your records. The Confirmation Number below is proof that you successfully filed your e-Postcard.

We received your FTB 199N California e-Postcard on February 28, 2017 03:55 PM.

Confirmation Number: 212740405905

Entity Information

Entity ID:	2127404
Entity Name:	ALAMEDA - CONTRA COSTA COUNTIES
NATIONAL ASSOCIATION OF RESIDENTIAL	
Account Period Beginning:	JANUARY 01, 2016
Account Period Ending:	DECEMBER 31, 2016
This is not your entity's first year in business.	
Your entity has not terminated or gone out of business.	
Your entity has not changed the account period.	
Gross Receipts:	\$19,046
This is not an amended return.	
An IRS Form 1023/1024 is not pending.	
Date IRS Form 1023/1024 Filed:	N/A
FEIN:	680426344
Doing Business As:	ALAMEDA-CONTRA COSTA COUNTIES
Website Address:	

Entity's Mailing Address

885 ISLAND DR 201

ELLEN PURDY
ALAMEDA, CA 94502

Principal Officer's Information

Name: ELLEN PURDY
885 ISLAND DR 201
ELLEN PURDY
ALAMEDA, CA 94502

Contact Information

Name: ELLEN PURDY
Phone: 510.814.4804

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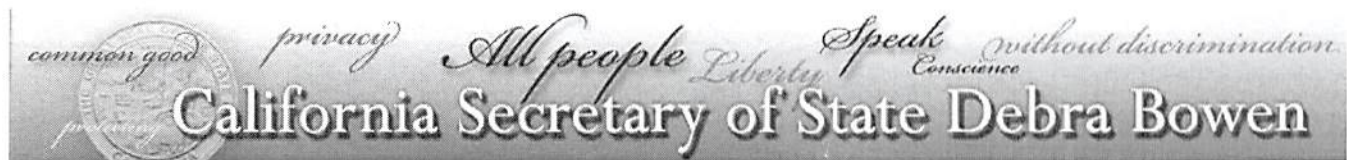
2:23 PM

02/28/17

Accrual Basis

NARPM Alameda Contra Costa Chapter
Profit & Loss
 January through December 2016

	<u>Jan - Dec 16</u>
Ordinary Income/Expense	
Income	
Donation	-1,985.00
Incentive (NARPM)	800.00
Meeting Income	4,470.00
Membership	13,040.83
Total Income	<u>16,125.83</u>
Expense	
Bank Expense	179.00
Charitable Contributions	600.00
Supplies	90.74
Travel Expense	953.88
Total Expense	<u>1,823.62</u>
Net Ordinary Income	14,302.21
Other Income/Expense	
Other Income	
Meeting Deposit	244.00
Total Other Income	<u>244.00</u>
Other Expense	
Meeting Expense	16,158.61
Total Other Expense	<u>16,158.61</u>
Net Other Income	<u>-15,914.61</u>
Net Income	<u><u>-1,612.40</u></u>

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Business Entity Detail

Data is updated to the California Business Search on Wednesday and Saturday mornings. Results reflect work processed through Tuesday, December 17, 2013. Please refer to **Processing Times** for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity.

Entity Name:	ALAMEDA - CONTRA COSTA COUNTIES NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS, INC.
Entity Number:	C2127404
Date Filed:	12/08/1998
Status:	SUSPENDED
Jurisdiction:	CALIFORNIA
Entity Address:	885 ISLAND DR., #201
Entity City, State, Zip:	ALAMEDA CA 94502
Agent for Service of Process:	ELLEN PURDY
Agent Address:	885 ISLAND DR., #201
Agent City, State, Zip:	ALAMEDA CA 94502

* Indicates the information is not contained in the California Secretary of State's database.

- If the status of the corporation is "Surrender," the agent for service of process is automatically revoked. Please refer to California Corporations Code [section 2114](#) for information relating to service upon corporations that have surrendered.
- For information on checking or reserving a name, refer to [Name Availability](#).
- For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to [Information Requests](#).
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NARPM Alameda Contra Costa Chapter

Profit & Loss Budget Overview

January through December 2018

Cash Basis

	Jan - Dec 18
Ordinary Income/Expense	
Income	
Donation	1,200.00
Meeting Income	4,800.00
Membership	14,210.00
Total Income	20,210.00
Cost of Goods Sold	
Meeting Expense	13,500.00
Total COGS	13,500.00
Gross Profit	6,710.00
Expense	
Accounting & Legal	2,000.00
Bank Expense	144.00
Charitable Contributions	2,500.00
Supplies	420.00
Travel Expense	500.00
Total Expense	5,564.00
Net Ordinary Income	1,146.00
Net Income	1,146.00

**National Association of Residential Property Managers
Alameda/Contra Costa Counties Chapter**

2018 Board of Directors & Committee Chairs

President - Nathan Hitchcock

President Elect - Christian Vickery

Past President - Joe Stokley

Secretary - Chad Shepard

Treasurer - Sheila Stokley

Marketing Chair - Patty Manzi

Member Mentor Chair - Kirk Schulz

Legislative Co-Chair - Rebecca Gunderson

Legislative Co-Chair - Steven Mehlman

Affiliate Co-Chair - Maria Neumann

Affiliate Co-Chair - Curt Bulloch

Election & Installation of 2018 Officers Meeting Minutes

Alameda/Contra Costa Counties Chapter of NARPM

December 21, 2017

Zio Fraedo's Restaurant, 611 Gregory Lane, Pleasant Hill, CA

The election of the 2018 Alameda/Contra Costa Counties Chapter of NARPM was held during the regular membership meeting on December 21, 2018 at 11:30 am and was presided over by current 2017 President Joe Stokley.

The vacant positions were President Elect and Secretary.

Sheila Stokley will continue as Treasurer in 2018. President Joe Stokley will transition to Past President in 2018. President Elect Nathan Hitchcock will transition President in 2018.

Christian Vickery was elected uncontested as President Elect for 2018.

Chad Shepard was elected uncontested as Secretary for 2018.

2017 Board Members/Committee Chairs Patty Manzi, Kirk Schulz, Rebecca Gunderson, Steven Mehlman, Maria Neumann, and Curt Bulloch will continue as 2018 Board Members/Committee Chairs.

Installation of Officers was conducted by 2017 President Joe Stokley.

Russ Cowley

2017 Chapter Secretary

Board of Directors Minutes

Alameda/Contra Costa Counties Chapter of NARPM

September 21, 2017

Zio Fraedo's Restaurant, 611 Gregory Lane, Pleasant Hill, CA

Directors & Officers Present

Kurt Schulz, Patti Manzi, Nathan Hitchcock, Curt Bulloch, Chad Shepard, Steve Mehlman, Sheila Stokey, Joe Stokley, Maria Newman, Russ Cowley

Guests Present:

None

Welcome & Call to Order

President Joe Stokley called the meeting of the 2017 Board of Directors of the Alameda/Contra Costa Counties Chapter of the National Association of Residential Property Managers to order at 10:30 am on September 21, 2017.

Roll Call

Roll call was given and a quorum was present at the meeting.

Treasurer's Report

Board of Directors Reviewed the August 2017 financial report for the organization.

Committee Reports

No committees had anything to report.

Consent Agenda

There being no discussion the Consent Agenda was adopted by acclamation.

Discussion Items

Vacant committee positions and prospective board member nominations for 2018 were discussed.

Acquisition of permanent NARPM logo'd name tags for members was discussed.

Sheila presented discovery that books have not reconciled since 2009.

Motion was made, seconded and carried to hire professional bookkeeping firm E3 Services in Ohio.

Motion was made, seconded and carried to hold a board member meet and greet mixer that will include horderves and drinks compliments of Chapter at Wise Girl in Pleasant Hill on evening of October 12. Joe to plan event and invite prospective board/committee members and prospective new professional/affiliate members.

No further business to come before the directors, the meeting was adjourned.

Russ Cowley
Chapter Secretary

Board of Directors Minutes

Alameda/Contra Costa Counties Chapter of NARPM

October 12, 2017

WiseGirl Restaurant, 1932 Oak Park Blvd, Pleasant Hill, CA

Directors & Officers Present

Kurt Schulz, Patti Manzi, Curt Bulloch, Chad Shepard, Steve Mehlman, Sheila Stokley, Joe Stokley, Maria Newman

Guests Present:

None

Welcome & Call to Order

President Joe Stokley called the meeting of the 2017 Board of Directors of the Alameda/Contra Costa Counties Chapter of the National Association of Residential Property Managers to order at 5:00 pm on October 12, 2017.

Roll Call

Roll call was given and a quorum was present at the meeting.

Treasurer's Report

Board of Directors Reviewed the September 2017 financial report for the organization.

Committee Reports

No committees had anything to report.

Consent Agenda

There being no discussion the Consent Agenda was adopted by acclamation.

Discussion Items

Vacant committee positions and prospective board member nominations for 2018 were discussed.

Possible Alameda County locations for membership meetings were discussed.

No motions were made/carried/defeated.

No further business to come before the directors, the meeting was adjourned.

Sheila Stokley

Temp Acting Chapter Secretary for Russ Cowley (absent)

Board of Directors Minutes

Alameda/Contra Costa Counties Chapter of NARPM

December 5, 2017

Stokley Properties Conference Room, 2300 Contra Costa Blvd, Pleasant Hill, CA

Directors & Officers Present

Kurt Schulz, Patti Manzi, Nathan Hitchcock, Curt Bulloch, Chad Shepard, Steve Mehlman, Sheila Stokey, Joe Stokley, Maria Newman, Russ Cowley

Guests Present:

None

Welcome & Call to Order

President Joe Stokley called the meeting of the 2017 Board of Directors of the Alameda/Contra Costa Counties Chapter of the National Association of Residential Property Managers to order at 3:00 pm on December 5, 2017.

Roll Call

Roll call was given and a quorum was present at the meeting.

Treasurer's Report

Board of Directors Reviewed the October through November 2017 financial report for the organization.

Committee Reports

No committees had anything to report.

Consent Agenda

There being no discussion the Consent Agenda was adopted by acclamation.

Discussion Items

President Elect Nathan Hitchcock reviewed what occurred at St. Louis NARPM Leadership Meeting, and how this chapter compares to others.

2018 membership meeting calendar and possible speakers were discussed. Steve M. with KTS Law for Jan meeting to review new 2018 laws. David Stark for Feb 2018 to review rent control.

Possible new Alameda County membership meeting locations were discussed.

Motion was made, seconded and carried to make two equal holiday donations totalling \$2500 to foster family charities, one each in Alameda and Contra Costa counties.

No further business to come before the directors, the meeting was adjourned.

Russ Cowley
Chapter Secretary

Board of Directors Minutes

Alameda/Contra Costa Counties Chapter of NARPM

March 28, 2017

Stokley Properties Conference Room, 2300 Contra Costa Blvd, Pleasant Hill, CA

Directors & Officers Present

Kurt Schulz, Patti Manzi, Nathan Hitchcock, Curt Bulloch, Chad Shepard, Steve Mehlman, Sheila Stokey, Joe Stokley, Maria Newman

Guests Present:

Ellen Purdy (past Treasurer)

Welcome & Call to Order

President Joe Stokley called the meeting of the 2017 Board of Directors of the Alameda/Contra Costa Counties Chapter of the National Association of Residential Property Managers to order at 12:20pm on March 28, 2017.

Roll Call

Roll call was given and a quorum was present at the meeting.

Treasurer's Report

Board of Directors Reviewed the January through February 2017 financial report for the organization.

Committee Reports

No committees had anything to report.

Consent Agenda

There being no discussion the Consent Agenda was adopted by acclamation.

Discussion Items

Each board/committee member introduced themselves and stated their position(s).

Possible 2017 goals were discussed.

2017 membership meeting calendar and speaker list was discussed.

Obtaining official logo'd NARPM name tags for members was discussed. Concerns about tags being lost were raised.

Possible Alameda membership meeting locations were discussed. Patty to check with some locations.

No motions were made/carried/defeated.

No further business to come before the directors, the meeting was adjourned.

Sheila Stokley

Temp Acting Chapter Secretary for Russ Cowley (absent)