



## Argus CPA Inc.

### Bookkeeping to Tax

3075 Citrus Circle Suite 175 Walnut Creek CA 94598

(Ph) 925 354 5488 (Fx) 925) 265 2359

Johnmaocpa@gmail.com (web) bookkeeping-taxprep.com

Mar 13, 2019

To Whom It May Concern,

I reviewed your balance sheet and P&L of 2019, find that 2018 ending Equity \$ 9,438.06 is different from 2019 beginning Equity \$ 9,918.88. They should be same. Please correct it.

If you send me the correct Financial Statement for next 2 business days, I can finish it by 3/24/2020.

Regards,

John Mao, CPA

Argus CPA Inc.

Phone: 925-354-5488

Email: [johnmaocpa@gmail.com](mailto:johnmaocpa@gmail.com)

**NARPM Alameda Contra Costa Chapter  
Balance Sheet**

As of December 31, 2018

Cash Basis

|                                       | Dec 31, 18      |
|---------------------------------------|-----------------|
| <b>ASSETS</b>                         |                 |
| Current Assets                        |                 |
| Checking/Savings                      |                 |
| Mechanics Bank                        | 8,163.06        |
| PayPal Account                        | 675.00          |
| Total Checking/Savings                | 8,838.06        |
| Other Current Assets                  |                 |
| Undeposited Funds                     | 600.00          |
| Total Other Current Assets            | 600.00          |
| Total Current Assets                  | 9,438.06        |
| <b>TOTAL ASSETS</b>                   | <b>9,438.06</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                 |
| Equity                                |                 |
| Retained Earnings                     | 20,000.20       |
| Net Income                            | -10,562.14      |
| Total Equity                          | 9,438.06        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>9,438.06</b> |

# NARPM Alameda-Contra Costa Chapter

## BALANCE SHEET

As of December 31, 2019

|                                     | TOTAL              |
|-------------------------------------|--------------------|
| <b>ASSETS</b>                       |                    |
| Current Assets                      |                    |
| Bank Accounts                       |                    |
| Checking                            | 7,404.10           |
| <b>Total Bank Accounts</b>          | <b>\$7,404.10</b>  |
| Accounts Receivable                 |                    |
| Membership Dues - Affiliate         | 5,625.00           |
| Membership Dues - Property Manager  | -1,200.00          |
| <b>Total Accounts Receivable</b>    | <b>\$4,425.00</b>  |
| <b>Total Current Assets</b>         | <b>\$11,829.10</b> |
| <b>TOTAL ASSETS</b>                 | <b>\$11,829.10</b> |
| <b>LIABILITIES AND EQUITY</b>       |                    |
| <b>Total Liabilities</b>            |                    |
| Equity                              |                    |
| Opening Balance Equity              | 9,918.88           |
| Retained Earnings                   | 0.00               |
| Net Income                          | 1,910.22           |
| <b>Total Equity</b>                 | <b>\$11,829.10</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b> | <b>\$11,829.10</b> |

# NARPM Alameda-Contra Costa Chapter

## TRANSACTION LIST BY DATE

January - December 2019

| DATE       | TRANSACTION<br>TYPE | NUM  | POSTING | NAME                                    | MEMO/DESCRIPTION | ACCOUNT                        | SPLIT                                 | AMOUNT        |
|------------|---------------------|------|---------|-----------------------------------------|------------------|--------------------------------|---------------------------------------|---------------|
| 01/01/2019 | Deposit             |      | Yes     |                                         | Opening Balance  | Checking                       | Opening Balance Equity                | 9,918.88      |
| 01/01/2019 | Invoice             | 1046 | Yes     | Mike Connolly                           |                  | Membership Dues -<br>Affiliate | Member Dues Income - Prof<br>Prop Mgr | 150.00        |
| 01/01/2019 | Payment             |      | Yes     | Fritz Rhinesmith                        |                  |                                | Membership Dues - Affiliate           | 0.00          |
| 01/03/2019 | Deposit             |      | Yes     |                                         |                  | Checking                       | -Split-                               | 400.00        |
| 01/03/2019 | Invoice             | 1009 | Yes     | Peter Tea                               |                  | Membership Dues -<br>Affiliate | Member Dues Income - Affiliate        | 375.00        |
| 01/07/2019 | Expense             |      | Yes     | E-3 Services                            |                  | Checking                       | Legal & Professional Services         | -500.00       |
| 01/22/2019 | Deposit             |      | Yes     | Luncheon Attendees                      |                  | Checking                       | Luncheon - Guest                      | 4,090.00      |
| 01/23/2019 | Expense             | 1434 | Yes     | Faz Catering                            |                  | Checking                       | Meals & Entertainment                 | -<br>1,429.61 |
| 01/28/2019 | Expense             |      | Yes     | Franchise Tax Board                     |                  | Checking                       | Legal & Professional Services         | -20.00        |
| 01/31/2019 | Expense             |      | Yes     | Mechanics Bank                          |                  | Checking                       | Bank Charges & Fees                   | -2.00         |
| 02/02/2019 | Expense             |      | Yes     | Mechanics Bank                          |                  | Checking                       | Bank Charges & Fees                   | -2.00         |
| 02/02/2019 | Deposit             |      | Yes     | Lynn Kneizeh                            |                  | Checking                       | Membership Dues - Affiliate           | 375.00        |
| 02/02/2019 | Invoice             | 1008 | Yes     | Lynn Kneizeh                            |                  | Membership Dues -<br>Affiliate | Member Dues Income - Affiliate        | 375.00        |
| 02/25/2019 | Expense             | 1435 | Yes     | ZioFraedo's Restaurant                  |                  | Checking                       | Meals & Entertainment                 | -<br>1,410.00 |
| 03/11/2019 | Check               |      | Yes     | Faz Catering                            |                  | Checking                       | Meals & Entertainment                 | -700.00       |
| 03/18/2019 | Deposit             |      | Yes     |                                         |                  | Checking                       | -Split-                               | 490.00        |
| 03/18/2019 | Deposit             |      | Yes     |                                         |                  | Checking                       | -Split-                               | 1,650.00      |
| 03/18/2019 | Invoice             | 1002 | Yes     | Charles Lassey                          |                  | Membership Dues -<br>Affiliate | Member Dues Income - Prof<br>Prop Mgr | 300.00        |
| 03/18/2019 | Invoice             | 1003 | Yes     | Curt Bulloch                            |                  | Membership Dues -<br>Affiliate | Member Dues Income - Affiliate        | 375.00        |
| 03/18/2019 | Invoice             | 1004 | Yes     | Daisy Borba                             |                  | Membership Dues -<br>Affiliate | Member Dues Income - Affiliate        | 300.00        |
| 03/18/2019 | Invoice             | 1005 | Yes     | Jordan Johnson Property<br>Management   |                  | Membership Dues -<br>Affiliate | Member Dues Income - Prof<br>Prop Mgr | 300.00        |
| 03/18/2019 | Invoice             | 1007 | Yes     | Kimball, Tyrie, & St. John<br>(deleted) |                  | Membership Dues -<br>Affiliate | Member Dues Income - Affiliate        | 375.00        |
| 03/25/2019 | Expense             |      | Yes     | Faz Catering                            |                  | Checking                       | Meals & Entertainment                 | -<br>1,645.82 |
| 03/29/2019 | Expense             |      | Yes     | Mechanics Bank                          |                  | Checking                       | Bank Charges & Fees                   | -2.00         |
| 04/05/2019 | Expense             | 1436 | Yes     | Action 1 Property Management            |                  | Checking                       | Legal & Professional Services         | -25.00        |
| 04/22/2019 | Expense             |      | Yes     | ZioFraedo's Restaurant                  |                  | Checking                       | Meals & Entertainment                 | -<br>1,164.24 |
| 04/30/2019 | Expense             |      | Yes     | Mechanics Bank                          |                  | Checking                       | Bank Charges & Fees                   | -2.00         |
| 05/01/2019 | Deposit             |      | Yes     | Julie Rathbun                           |                  | Checking                       | Membership Dues - Affiliate           | 375.00        |
| 05/01/2019 | Deposit             |      | Yes     |                                         |                  | Checking                       | -Split-                               | 210.00        |
| 05/01/2019 | Invoice             | 1006 | Yes     | Julie Rathbun                           |                  | Membership Dues -<br>Affiliate | Member Dues Income - Affiliate        | 375.00        |
| 05/13/2019 | Expense             |      | Yes     | E-3 Services                            |                  | Checking                       | Legal & Professional Services         | -500.00       |
| 05/16/2019 | Check               | 1437 | Yes     | Faz Catering                            |                  | Checking                       | Meals & Entertainment                 | -<br>1,679.39 |
| 05/17/2019 | Check               | 1438 | Yes     | Argus CPA Inc                           |                  | Checking                       | Legal & Professional Services         | -800.00       |
| 05/17/2019 | Check               | 1439 | Yes     | Water Damage Recovery                   |                  | Checking                       | Other Business Expenses               | -364.93       |
| 05/17/2019 | Deposit             |      | Yes     |                                         |                  | Checking                       | -Split-                               | 185.00        |
| 05/31/2019 | Expense             |      | Yes     | Mechanics Bank                          |                  | Checking                       | Bank Charges & Fees                   | -2.00         |
| 06/01/2019 | Invoice             | 1011 | Yes     | Lee Sherwood                            |                  | Membership Dues -<br>Affiliate | Member Dues Income - Affiliate        | 375.00        |
| 06/01/2019 | Invoice             | 1012 | Yes     | Sheila Stokley                          |                  | Membership Dues -<br>Affiliate | Member Dues Income - Prof<br>Prop Mgr | 300.00        |
| 06/01/2019 | Invoice             | 1013 | Yes     | Laurie Oungouliau                       |                  | Membership Dues -<br>Affiliate | Member Dues Income - Prof<br>Prop Mgr | 300.00        |
| 06/01/2019 | Invoice             | 1014 | Yes     | Marvin A Remmich                        |                  | Membership Dues -<br>Affiliate | Member Dues Income - Prof<br>Prop Mgr | 300.00        |
| 06/01/2019 | Invoice             | 1016 | Yes     | Robert Ventura                          |                  | Membership Dues -<br>Affiliate | Member Dues Income - Prof<br>Prop Mgr | 300.00        |
| 06/01/2019 | Invoice             | 1017 | Yes     | Christian Vickery                       |                  | Membership Dues -<br>Affiliate | Member Dues Income - Prof<br>Prop Mgr | 300.00        |
| 06/01/2019 | Invoice             | 1018 | Yes     | Patricia Manzi                          |                  | Membership Dues -<br>Affiliate | Member Dues Income - Prof<br>Prop Mgr | 300.00        |
| 06/01/2019 | Invoice             | 1019 | Yes     | Deanna Hansen                           |                  | Membership Dues -<br>Affiliate | Member Dues Income - Prof<br>Prop Mgr | 300.00        |
| 06/01/2019 | Invoice             | 1020 | Yes     | Ken Bradley                             |                  | Membership Dues -<br>Affiliate | Member Dues Income - Prof<br>Prop Mgr | 300.00        |
| 06/01/2019 | Invoice             | 1021 | Yes     | Steven Mehlman                          |                  | Membership Dues -              | Member Dues Income - Affiliate        | 375.00        |

| DATE       | TRANSACTION<br>TYPE | NUM  | POSTING | NAME                                 | MEMO/DESCRIPTION                                 | ACCOUNT                                     | SPLIT                                 | AMOUNT   |
|------------|---------------------|------|---------|--------------------------------------|--------------------------------------------------|---------------------------------------------|---------------------------------------|----------|
| 06/01/2019 | Invoice             | 1022 | Yes     | Daisy Borba                          |                                                  | Affiliate<br>Membership Dues -<br>Affiliate | Member Dues Income - Prof<br>Prop Mgr | 291.00   |
| 06/01/2019 | Invoice             | 1023 | Yes     | Walt Welti                           |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 300.00   |
| 06/01/2019 | Invoice             | 1024 | Yes     | Rick Callaway                        |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 300.00   |
| 06/01/2019 | Invoice             | 1025 | Yes     | Curt Bulloch                         |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Affiliate        | 375.00   |
| 06/01/2019 | Invoice             | 1026 | Yes     | Charles Lassey                       |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 300.00   |
| 06/01/2019 | Invoice             | 1027 | Yes     | Clay Selland                         |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Affiliate        | 375.00   |
| 06/01/2019 | Invoice             | 1028 | Yes     | Russ Cowley                          |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 300.00   |
| 06/01/2019 | Invoice             | 1029 | Yes     | Michelle Cowley                      |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 300.00   |
| 06/01/2019 | Invoice             | 1030 | Yes     | John M. Moulding Real Estate         |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 300.00   |
| 06/01/2019 | Invoice             | 1031 | Yes     | Kirk Schulz                          |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 300.00   |
| 06/01/2019 | Deposit             |      | Yes     | Maria Neumann                        |                                                  | Checking                                    | Luncheon - Guest                      | 140.00   |
| 06/01/2019 | Invoice             | 1034 | Yes     | Nate Moran                           |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Affiliate        | 375.00   |
| 06/01/2019 | Invoice             | 1035 | Yes     | Jacqueline Ferriera                  |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 300.00   |
| 06/01/2019 | Invoice             | 1037 | Yes     | Matthew Herz                         |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 300.00   |
| 06/01/2019 | Invoice             | 1038 | Yes     | Deborah Bailey                       |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 300.00   |
| 06/01/2019 | Invoice             | 1039 | Yes     | Wayne Metz                           |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 300.00   |
| 06/01/2019 | Invoice             | 1040 | Yes     | Rebecca Sa                           |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 300.00   |
| 06/01/2019 | Invoice             | 1041 | Yes     | Joe Stokley                          |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 300.00   |
| 06/01/2019 | Invoice             | 1042 | Yes     | Michelle McNamara                    |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 300.00   |
| 06/01/2019 | Invoice             | 1043 | Yes     | Fritz Rhinesmith                     |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Affiliate        | 375.00   |
| 06/01/2019 | Invoice             | 1044 | Yes     | Elyas Daud                           |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Affiliate        | 375.00   |
| 06/01/2019 | Invoice             | 1045 | Yes     | Jody Stowers                         |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 300.00   |
| 06/01/2019 | Invoice             | 1049 | Yes     | Karen Bergendahl                     |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 300.00   |
| 06/01/2019 | Invoice             | 1053 | Yes     | Michelle McNamara                    |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Affiliate        | 75.00    |
| 06/20/2019 | Expense             | 1440 | Yes     | ZioFraedo's Restaurant               |                                                  | Checking                                    | Meals & Entertainment                 | -960.00  |
| 07/01/2019 | Invoice             | 1032 | Yes     | Maria Neumann                        |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Affiliate        | 375.00   |
| 07/18/2019 | Check               | 1441 | Yes     | Faz Catering                         |                                                  | Checking                                    | Meals & Entertainment                 | -        |
| 07/19/2019 | Deposit             |      | Yes     |                                      |                                                  | Checking                                    | -Split-                               | 105.00   |
| 07/24/2019 | Expense             | 1442 | Yes     | Action 1 Property Management         |                                                  | Checking                                    | Legal & Professional Services         | -185.00  |
| 07/31/2019 | Deposit             |      | Yes     |                                      |                                                  | Checking                                    | -Split-                               | 1,555.00 |
| 07/31/2019 | Invoice             | 1001 | Yes     | Mike Eckelkamp                       |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Affiliate        | 375.00   |
| 07/31/2019 | Invoice             | 1010 | Yes     | Shaun Brown                          |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 300.00   |
| 08/01/2019 | Invoice             | 1052 | Yes     | Rick Callaway                        |                                                  | Membership Dues -<br>Affiliate              | Member Dues Income - Prof<br>Prop Mgr | 75.00    |
| 08/20/2019 | Payment             |      | Yes     | Mike Eckelkamp                       | Created by QB Online to link credits to charges. |                                             | Membership Dues - Affiliate           |          |
| 08/20/2019 | Payment             |      | Yes     | Charles Lassey                       | Created by QB Online to link credits to charges. |                                             | Membership Dues - Affiliate           |          |
| 08/20/2019 | Payment             |      | Yes     | Curt Bulloch                         | Created by QB Online to link credits to charges. |                                             | Membership Dues - Affiliate           |          |
| 08/20/2019 | Payment             |      | Yes     | Daisy Borba                          | Created by QB Online to link credits to charges. |                                             | Membership Dues - Affiliate           |          |
| 08/20/2019 | Payment             |      | Yes     | Jordan Johnson Property Management   | Created by QB Online to link credits to charges. |                                             | Membership Dues - Affiliate           |          |
| 08/20/2019 | Payment             |      | Yes     | Julie Rathbun                        | Created by QB Online to link credits to charges. |                                             | Membership Dues - Affiliate           |          |
| 08/20/2019 | Payment             |      | Yes     | Kimball, Tyrie, & St. John (deleted) | Created by QB Online to link credits to charges. |                                             | Membership Dues - Affiliate           |          |
| 08/20/2019 | Payment             |      | Yes     | Lynn Kneizeh                         | Created by QB Online to link credits to          |                                             | Membership Dues - Affiliate           |          |

| DATE       | TRANSACTION<br>TYPE | NUM    | POSTING | NAME                         | MEMO/DESCRIPTION                                             | ACCOUNT                     | SPLIT                              | AMOUNT   |
|------------|---------------------|--------|---------|------------------------------|--------------------------------------------------------------|-----------------------------|------------------------------------|----------|
| 08/20/2019 | Payment             |        | Yes     | Peter Tea                    | charges.<br>Created by QB Online to link credits to charges. |                             | Membership Dues - Affiliate        |          |
| 08/20/2019 | Payment             |        | Yes     | Shaun Brown                  | Created by QB Online to link credits to charges.             |                             | Membership Dues - Affiliate        |          |
| 08/30/2019 | Deposit             |        | Yes     |                              |                                                              | Checking                    | -Split-                            | 738.82   |
| 09/03/2019 | Check               | 1443   | Yes     | E-3 Services                 |                                                              | Checking                    | Legal & Professional Services      | -500.00  |
| 09/24/2019 | Check               | 1444   | Yes     | Faz Catering                 |                                                              | Checking                    | Meals & Entertainment              | -        |
|            |                     |        |         |                              |                                                              |                             |                                    | 1,865.99 |
| 09/26/2019 | Payment             |        | Yes     | Rick Callaway                |                                                              | Checking                    | Membership Dues - Affiliate        | 75.00    |
| 10/17/2019 | Expense             | 1446   | Yes     | Sheila Stokley               |                                                              | Checking                    | Meals & Entertainment              | -784.00  |
| 10/18/2019 | Expense             | 1445   | Yes     | Christian Vickery            |                                                              | Checking                    | Luncheon - Speaker                 | -250.00  |
| 10/21/2019 | Deposit             |        | Yes     | NARPM National               |                                                              | Checking                    | Uncategorized Income               | 480.00   |
| 10/21/2019 | Payment             | 31018  | Yes     | Lee Sherwood                 |                                                              | Checking                    | Membership Dues - Affiliate        | 375.00   |
| 10/21/2019 | Payment             | 6901   | Yes     | Sheila Stokley               |                                                              | Checking                    | Membership Dues - Affiliate        | 300.00   |
| 10/21/2019 | Payment             | 8967   | Yes     | Laurie Oungouliau            |                                                              | Checking                    | Membership Dues - Affiliate        | 300.00   |
| 10/21/2019 | Payment             | 12658  | Yes     | Marvin A Remmich             |                                                              | Checking                    | Membership Dues - Affiliate        | 300.00   |
| 10/21/2019 | Invoice             | 1015   | Yes     | Ron Ventura                  |                                                              | Membership Dues - Affiliate | Member Dues Income - Prof Prop Mgr | 300.00   |
| 10/21/2019 | Payment             | 3526   | Yes     | Ron Ventura                  |                                                              | Checking                    | Membership Dues - Affiliate        | 300.00   |
| 10/21/2019 | Payment             | 21342  | Yes     | Robert Ventura               |                                                              | Checking                    | Membership Dues - Affiliate        | 300.00   |
| 10/21/2019 | Payment             | 219    | Yes     | Christian Vickery            |                                                              | Checking                    | Membership Dues - Affiliate        | 300.00   |
| 10/21/2019 | Payment             | 448    | Yes     | Patricia Manzi               |                                                              | Checking                    | Membership Dues - Affiliate        | 300.00   |
| 10/21/2019 | Payment             | 32103  | Yes     | Deanna Hansen                |                                                              | Checking                    | Membership Dues - Affiliate        | 300.00   |
| 10/21/2019 | Payment             | 5969   | Yes     | Ken Bradley                  |                                                              | Checking                    | Membership Dues - Affiliate        | 300.00   |
| 10/21/2019 | Payment             | 115665 | Yes     | Steven Mehlman               |                                                              | Checking                    | Membership Dues - Affiliate        | 375.00   |
| 10/22/2019 | Payment             |        | Yes     | Charles Lassey               |                                                              | Checking                    | Membership Dues - Affiliate        | 300.00   |
| 10/22/2019 | Payment             |        | Yes     | Daisy Borba                  |                                                              | Checking                    | Membership Dues - Affiliate        | 291.00   |
| 10/22/2019 | Payment             |        | Yes     | Walt Welti                   |                                                              | Checking                    | Membership Dues - Affiliate        | 300.00   |
| 10/22/2019 | Payment             |        | Yes     | Rick Callaway                |                                                              | Checking                    | Membership Dues - Affiliate        | 300.00   |
| 10/22/2019 | Payment             |        | Yes     | Curt Bulloch                 |                                                              | Checking                    | Membership Dues - Affiliate        | 375.00   |
| 11/21/2019 | Deposit             |        | Yes     |                              |                                                              | Checking                    | -Split-                            | 350.00   |
| 11/21/2019 | Payment             | 5078   | Yes     | Clay Selland                 |                                                              | Checking                    | Membership Dues - Affiliate        | 375.00   |
| 11/21/2019 | Payment             | 1985   | Yes     | Russ Cowley                  |                                                              | Checking                    | Membership Dues - Affiliate        | 300.00   |
| 11/21/2019 | Payment             | 1985   | Yes     | Michelle Cowley              |                                                              | Checking                    | Membership Dues - Affiliate        | 300.00   |
| 11/21/2019 | Payment             | 1820   | Yes     | John M. Moulding Real Estate |                                                              | Checking                    | Membership Dues - Affiliate        | 300.00   |
| 11/21/2019 | Payment             | 11260  | Yes     | Kirk Schulz                  |                                                              | Checking                    | Membership Dues - Affiliate        | 300.00   |
| 11/25/2019 | Expense             | 1447   | Yes     | Faz Catering                 |                                                              | Checking                    | Meals & Entertainment              | -        |
|            |                     |        |         |                              |                                                              |                             |                                    | 2,447.12 |
| 12/19/2019 | Expense             | 1448   | Yes     | ZioFraedo's Restaurant       |                                                              | Checking                    | Meals & Entertainment              | -        |
|            |                     |        |         |                              |                                                              |                             |                                    | 1,704.00 |

# NARPM Alameda-Contra Costa Chapter

## PROFIT AND LOSS

January - December 2019

|                                    | TOTAL              |
|------------------------------------|--------------------|
| Income                             |                    |
| Luncheon - Guest                   | 5,700.00           |
| Luncheon Sponsorship - Monthly     | 250.00             |
| Member Dues Income - Affiliate     | 6,363.82           |
| Member Dues Income - Prof Prop Mgr | 8,916.00           |
| Uncategorized Income               | 480.00             |
| <b>Total Income</b>                | <b>\$21,709.82</b> |
| GROSS PROFIT                       | <b>\$21,709.82</b> |
| Expenses                           |                    |
| Bank Charges & Fees                | 10.00              |
| Legal & Professional Services      | 2,530.00           |
| Luncheon - Speaker                 | 250.00             |
| Meals & Entertainment              | 17,169.67          |
| Other Business Expenses            | 364.93             |
| <b>Total Expenses</b>              | <b>\$20,324.60</b> |
| NET OPERATING INCOME               | <b>\$1,385.22</b>  |
| Other Income                       |                    |
| Charity Donations Collected        | 25.00              |
| Luncheon Sponsorship - Annual      | 500.00             |
| <b>Total Other Income</b>          | <b>\$525.00</b>    |
| NET OTHER INCOME                   | <b>\$525.00</b>    |
| NET INCOME                         | <b>\$1,910.22</b>  |

## Alameda-Contra Costa Counties

National Association of Residential Property Managers, Inc. #C2127404



National Association  
of Residential  
Property Managers

### Board Meeting “Minutes” January 17, 2019

**Call to Order at: 10:50 am @ Four Points Sheraton Banquet Lobby, Pleasanton, CA**  
**“Be it resolved”** to call the January 17, 2019 meeting of the board to order. **Moved, Seconded and Carried.**

**Directors present at the meeting:** President- Christian Vickery; President-Elect- Vincent Deorio; Past-President- Nathan Hitchcock (Via Phone); Secretary: Rebecca Sa; Treasurer: Patty Manzi

**Directors Absent:**

**Guests Present were Committee Members:** Maria Nuemann- Name Tags; Joe Stokley; Curt Bulloch-Affiliate Chair; Kirk Schulz- Mentor

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#### 1. Treasures Report:

- Patty Manzi-Treasure is meeting Sheila Stokley-past Treasure at Mechanics Bank to update new signature cards.
- Documents unavailable for review, Treasurer Patty will obtain Documents from the Hired Bookkeeping Firm. **“Be it resolved”** Nathan will facilitate that for Patty and make introductions and contact info for the Hired Bookkeeping Firm. **Moved, Seconded and Carried.**

#### 2. Other Board Member and/or Committee Reports: None at this time.

#### 3. Finished Business:

- Annual Vendor Sponsorship for 2019 is decided, they are the following; Water Damage Recovery, National Tenant Network & Water Heaters Only. **“Be it resolved”** Nathan will get them invoiced for the sponsorship in the amount of \$500. **Moved, Seconded and Carried.**

#### 4. Unfinished Business:

- Still working on CRM & online payment software. **“Be it resolved”** Nathan will work on the possibilities for communication software; options are Mail Chimp & Evite. **Moved, Seconded and Carried.**
- 

#### 5. New Business:

- **“Be it resolved”** The board has voted to remove Nathan Hitchcock from the Mechanics Bank checking account # 041204077, and add Patricia Manzi as an authorized signer effective as of the date of the minutes. **Moved, Seconded and Carried.**
- Curt Bulloch will reach out to the Affiliates to see if they would be open to rotating greeting and check-in of the members at every meeting.
- South Bay NARPM wants to share speakers; they will reach out to us and discuss further.
-



**Alameda-Contra Costa Counties**

National Association of Residential Property Managers, Inc. #C2127404



National Association  
of Residential  
Property Managers

**Board Meeting "Minutes" January 17, 2019**

- **"Be it resolved"** The board has agreed to the Room Charge at Four Points Sheraton at the discounted rate of \$150 per meeting. **Moved, Seconded and Carried.**
- **"Be it resolved"** The board has agreed to 12 Membership meetings for the 2019 year. One (1) meeting in July will be a Fundraiser Ideas include A's Game or Card Tournament and a portion of proceeds can go to charity such as Habitat For Humanity. **Moved, Seconded and Carried.**
  - a. **"Be it resolved"** Joe Stokley will research possible options and venues to have the July meeting **Moved, Seconded and Carried.**
  - b. **"Be it resolved"** Vince will find out how to have Habitat for Humanity as our Charity for the event. **Moved, Seconded and Carried.**
- The board would like a legal forms update for Rental Agreements and Addendums, Kirk will reach out to Steven Mehlman from the Law Offices of Kimball Tirey & St. John LLP to see if this can be added to the February Legal Update.
- **"Be it resolved"** Past-President- Nathan Hitchcock will get the Google Drive and Gmail accounts switched to President- Christian Vickery. **Moved, Seconded and Carried.**

There being no further business to come before the board **"Be it resolved"** to adjourn the meeting at 11:25 AM. The next Board Meeting is scheduled for March 21, 2019 10:30 am @ Four Points Sheraton Banquet Lobby, Pleasanton, CA

Respectfully Submitted,

Rebecca Sa  
Signature of Secretary

## Alameda-Contra Costa Counties

National Association of Residential Property Managers, Inc. #C2127404



National Association  
of Residential  
Property Managers

### Board Meeting "Minutes" March 21, 2019

**Call to Order at: 10:45 am @ Four Points Sheraton Banquet Lobby, Pleasanton, CA**  
**"Be it resolved"** to call the 3/21/19 meeting of the board to order. **Moved, Seconded and Carried.**

**Directors present at the meeting:** President- Christian Vickery; President-Elect- Vincent Deorio; Secretary: Rebecca Sa; Treasurer: Patty Manzi

**Directors Absent:** Past-President- Nathan Hitchcock

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**Guests Present were Committee Members:** Maria Nuemann- Name Tags; Curt Bulloch- Affiliate Chair; Kirk Schulz- Mentor

.....  
1. Treasures Report:

- Currently have \$12,860.27 in accounts
- Patti- still needs to become a signer on the bank accounts;
  - a. Sheila Stokley is still a signer **"Be it resolved"** Patti Manzi will work on this
- Need to re-apply for corporation, need to get suspension lifted
  - a. NARMPACC (corporation filing suspended) **"Be it resolved"** Patti Manzi will work on this
- We are caught up on the tax returns & statements
  - a. Still working with accountant to balance account
- Still need to get PNL, on members
- We pay \$2000 for bookkeeping service, not sure we really need service. **"Be it resolved"** Patti Manzi will take over bookkeeping duties for NARPMACC

2. New Business:

- Table chapter excellence this year **"Be it resolved"** Board has agreed to table the chapter excellence this year
- Presented to do an Insurance panel for one of our meetings. **"Be it resolved"** March 2019 meeting will have Curt Bullock host an insurance panel.
- New Speakers
  - a. Fair Housing
  - b. Round table discussions
  - c. Fundraiser Habitat for Humanity

There being no further business to come before the board **"Be it resolved"** to adjourn the meeting at 11:28 The next Board Meeting is scheduled for May 16, 2019 10:30 am @ Four Points Sheraton Banquet Lobby, Pleasanton, CA

Respectfully Submitted,

Rebecca Sa  
Signature of Secretary



National Association  
of Residential  
Property Managers

## Board Meeting "Minutes" May 16, 2019

Call to Order at: 10:42 am @ Four Points Sheraton, Pleasanton, CA

**"Be it resolved"** to call the 5/16/19 meeting of the board to order. **Moved, Seconded and Carried.**

**Directors present at the meeting:** President- Christian Vickery; President-Elect- Vincent Deorio; Secretary: Rebecca Sa; Treasurer: Patty Manzi

**Directors Absent:** Past-President- Nathan Hitchcock

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**Guests Present were Committee Members:** Maria Nuemann- Name Tags; Treasures Report:

- Currently have \$10,396.21 in accounts
  - Patti- still needs to become a signer on the bank accounts;
    - a. Sheila Stokley is still a signer **"Be it resolved"** Patti Manzi will work on this
    - b. Corporation, still not approved, app was done.
      - a) NARMPACC (corporation filing suspended) **"Be it resolved"** Patti Manzi will still work on this
    - o Still need to get PNL, on members, and outstanding invoices & member lists to Patty.
2. Finished Business
- Patty to take over bookkeeping service as of 7/1/19
3. Unfinished Business:
- Habitat for humanity, get fundraiser set up, **"Be it resolved"** Vincent will handle
4. New Business:
- A's game Christian will look into
  - Set up speaker for June meeting
  - Legislative updates, **"Be it resolved"** to Have KTS give update
    - a. New Bills and statewide rental control.

There being no further business to come before the board **"Be it resolved"** to adjourn the meeting at 11:14 The next Board Meeting is scheduled for July 18, 2019 10:30 am @ Four Points Sheraton Banquet Lobby, Pleasanton, CA

Respectfully Submitted,



Rebecca Sa  
Signature of Secretary

## Alameda-Contra Costa Counties

National Association of Residential Property Managers, Inc. #C2127404



National Association  
of Residential  
Property Managers

### Board Meeting "Minutes" Nov 21, 2019

**Call to Order at: 10:42 am @ Four Points Sheraton, Pleasanton, CA**

**"Be it resolved"** to call the 11/21/19 meeting of the board to order. **Moved, Seconded and Carried.**

**Directors present at the meeting:** President- Christian Vickery; President-Elect- Vincent Deorio; Secretary: Rebecca Sa; Treasurer: Patty Manzi

**Directors Absent:** Past-President- Nathan Hitchcock

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**Guests Present were Committee Members:** Maria Nuemann- Name Tags; Sheila Stokley- incoming Treasurer; Curt Bulloch- Affiliate Chair; Kirk Schultz0 Mentor

.....  
1. Treasures Report:

- Currently have \$12,889.22 in accounts
- Patti- still needs to become a signer on the bank accounts;

2. Finished Business

- Vincent went to leadership retreat & training got good ideas for 2020
  - a. How to grow membership
  - b. How to add value to our members
- Patty got access to the NARPM website for updates

3. Unfinished Business:

- Still have not ended contract/relationship with E3, can we do that as of 11/30/19
  - a. Transferring to QuickBooks, **"Be it resolved"** Sheila will use in the new year for 2020.
- Maria willing to drop off NARPMACC brochure to PM Co's for exposure and to grow chapter membership.

4. New Business:

- Help with vendor membership. **"Be it resolved"** Maria will assist Curt
- Could we get a membership chair, help with growing chapter
  - o Membership drive- gain new membership
- Do we like luncheon locations? Do we like luncheons?
  - o Kirk- would like the meeting to start on time, better speakers, streamline meetings
- Help with vendor membership. **"Be it resolved"** Maria will assist Curt
- Should we do surveys? **"Be it resolved"** Vincent will send out electronic surveys after meetings through survey monkey to get feedback.
- Vincent proposes to re-write our mission statement as a chapter, **"Be it resolved"** Vincent will work on new mission for our chapter
- he would like to add value to our members and increase membership
- We would like better speakers we can share with Santa Clara, share the cost
  - o NARPM offers grants to assist with cost for speakers

**Alameda-Contra Costa Counties**

National Association of Residential Property Managers, Inc. #C2127404



National Association  
of Residential  
Property Managers

**Board Meeting "Minutes" Nov 21, 2019**

- Could we have a mini-legislative update at each meeting, SF does 15 minutes.

There being no further business to come before the board **"Be it resolved"** to adjourn the meeting at 11:20 The next Board Meeting is scheduled for January 16, 2020 10:15 am @ Zio Fraedos, Pleasant Hill CA

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Rebecca Sa", is written over the printed name.

Rebecca Sa  
Signature of Secretary

## Alameda-Contra Costa Counties

National Association of Residential Property Managers, Inc. #C2127404



National Association  
of Residential  
Property Managers

### Board Meeting “Minutes” Nov 21, 2019

Call to Order at: 10:42 am @ Four Points Sheraton, Pleasanton, CA

“Be it resolved” to call the 11/21/19 meeting of the board to order. **Moved, Seconded and Carried.**

**Directors present at the meeting:** President- Christian Vickery; President-Elect- Vincent Deorio; Secretary: Rebecca Sa; Treasurer: Patty Manzi

**Directors Absent:** Past-President- Nathan Hitchcock

---

**Guests Present were Committee Members:** Maria Nuemann- Name Tags; Sheila Stokley- incoming Treasurer; Curt Bulloch- Affiliate Chair; Kirk Schultz- Mentor

.....  
1. Treasures Report:

- Currently have \$12,889.22 in accounts
- Patti- still needs to become a signer on the bank accounts;

2. Finished Business

- Vincent went to leadership retreat & training got good ideas for 2020
  - a. How to grow membership
  - b. How to add value to our members
- Patty got access to the NARPM website for updates

3. Board of Director Election Results

- The following Board members have been voted in. President Vincent Deorio; President-Elect Charles Lassey; Treasurer: Sheila Stokley; Secretary: Rebecca Sa “Be it resolved” that all Board of Directors positions for 2020 are filled.

4. Unfinished Business:

- Still have not ended contract/relationship with E3, can we do that as of 11/30/19
  - a. Transferring to QuickBooks, “Be it resolved” Sheila will use in the new year for 2020.
- Maria willing to drop off NARPMACC brochure to PM Co’s for exposure and to grow chapter membership.

5. New Business:

- Help with vendor membership. “Be it resolved” Maria will assist Curt
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- Help with vendor membership. “Be it resolved” Maria will assist Curt
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**Alameda-Contra Costa Counties**

National Association of Residential Property Managers, Inc. #C2127404



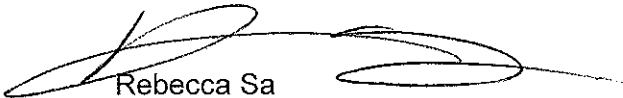
National Association  
of Residential  
Property Managers

**Board Meeting "Minutes" Nov 21, 2019**

- Vincent proposes to re-write our mission statement as a chapter, "**Be it resolved**" Vincent will work on new mission for our chapter
- he would like to add value to our members and increase membership
- We would like better speakers we can share with Santa Clara, share the cost
  - NAPRM offers grants to assist with cost for speakers
- Could we have a mini-legislative update at each meeting, SF does 15 minutes.

There being no further business to come before the board "**Be it resolved**" to adjourn the meeting at 11:20 The next Board Meeting is scheduled for January 16, 2020 10:15 am @ Zio Fraedos, Pleasant Hill CA

Respectfully Submitted,



Rebecca Sa  
Signature of Secretary

Bylaws of  
The Alameda/Contra Costa Chapter of  
The National Association of Residential Property Managers

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Alameda Contra Costa Chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in the Alameda and Contra Costa Counties of the East Bay in the San Francisco Bay Area of California.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the Alameda and Contra Costa Counties of the East Bay in the San Francisco Bay Area of California.

Section C: Powers

The chapter may exercise all powers granted to it as a corporation organized under the non-profit corporation laws of the State of California..

1. The chapter shall be subject to all rules, regulations, ethics, and standards and bylaws of the National Association of Residential Property Managers, Inc.
2. Chapter bylaws shall not conflict with those of the National Association of Residential Property Managers, Inc., hereinafter referred to as the national association.

Section D: This chapter's geographical definition shall be: Alameda and Contra Costa Counties of the East Bay in the San Francisco Bay Area of California.

ARTICLE II: Membership

Professional, Associate, Support Staff, Affiliate Member,, and Honorary Members

Section A: Professional Member



Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

A Professional Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

#### Section B: Associate Member

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, or hold elective office.

An Associate Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

#### Section C: Support Staff

A Support Staff Member shall be a person acting in the role of support in the office of a Professional Member and the Support Staff Member must not be acting in a capacity requiring licensure according to his/her state's regulatory licensing law. A Support Staff Member does not vote or hold elective office.

#### Section D: Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote; However, affiliate members [choose one: can or can not] be a chairperson and [choose one: can or can not] serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

The Chapter shall recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

#### Section I: Application by Professional, Associate, or Support Staff Members:

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.

2. Vote: Voting member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

### ARTICLE III: Suspension, Termination and Resignation of Membership

#### Section A: Suspension of Membership

Suspension of membership shall result in a member being unable to vote in chapter matters for a period of time designated by these or the national association bylaws or, where such discretion is authorized by the national association, for any one of the following reasons:

1. Suspension of membership: Suspension of membership for reasons stated in the bylaws of the national association.
2. By notification of the National NARPM® Board of Directors as a result of violations of the Code of Ethics and Standards of Professionalism.

#### Section B: Termination of Membership

Membership shall be terminated for reasons identified below. Upon termination, a member shall lose all rights and interests in the chapter and the national association.

1. Resignation:
  - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the Alameda Contra Costa Chapter and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
  - b. Affiliate member may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

#### Section C: Reinstatement of Membership

A former member still meeting all membership requirements shall be reinstated:

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness incurred has been paid and is current.
3. After a waiting period of one calendar year from the date of termination as a result of a presidential request or by an action of the board of directors of the national association.
4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

#### ARTICLE IV: Executive Committee/Board of Directors

##### Section A: Responsibilities

The chapter executive committee/board of directors, hereinafter known as the committee, shall have responsibility for the management of the chapter and shall exercise all rights and powers not expressly reserved by these bylaws or the bylaws of the national association. Such management responsibilities shall include, but not be limited to:

1. Establishing and implementing an organizational framework for the chapter.
2. Establishing new or modifying existing operating rules that are not inconsistent with these bylaws, the bylaws of the national association or their intent. Changes to the bylaws must be submitted to the board of directors of the national association for approval.
3. Establishing annual chapter dues, application fees and special assessments.
4. Establishing new committees and dissolving existing committees.

##### Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of six officers as follows:

1. President: The president shall:
  - a. Be the chief executive officer of the chapter.
  - b. Preside at all meetings of the chapter.
  - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
  - d. Sign all legal documents.
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - f. Shall ensure the completion of all documentation required by the National Association.
  - g. Serve a term of one year commencing with the beginning of the new calendar year.
  - h. Must be a Professional Member of the Chapter.

- I. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers. ]
2. President-Elect: The president-elect shall:
  - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
  - b. Fulfill the responsibilities of the president during his/her absence.
  - c. Replace the president at the end of the fiscal year.
  - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
  - e. Undertake other activities as are deemed appropriate by the president.
  - f. Serve a term of one year commencing with the beginning of the calendar year.
  - g. Must be a Professional Member of the Chapter.
  - h. Notify all chapter members of upcoming meetings
  - i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
  - j. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - k. Oversee the submission of Chapter reports including Chapter Excellence submission
  - l. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend. **[REQUIRED]**
3. Secretary: The secretary shall:
  - a. Maintain current chapter membership records to coincide with the national association's membership database.
  - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
  - c. File all federal, state and local reports as needed.
  - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - e. Serve a term of one year commencing with the beginning of the calendar year.
  - f. Must be a Professional Member of the Chapter.
4. Treasurer: The treasurer shall:
  - a. Be a signatory for all funds withdrawn from chapter account(s).
  - b. Distribute annual renewal notices for chapter dues and special assessments.
  - c. Deposit all funds into a federally insured financial institution.
  - d. Prepare a financial report for the committee upon request.
  - e. Prepare an end-of-fiscal year report for the national association.
  - f. File tax and other financial reports with the appropriate government agencies.
  - g. Undertake responsibility for other such activities as deemed appropriate by the committee.
  - h. Serve a term of one year commencing with the beginning of the calendar year.
  - i. Must be a Professional Member of the Chapter.
6. Past President
  - a. Shall serve as Chairman of the Nominating Committee
  - b. Undertake responsibilities as assigned by the President
  - c. Serve a term of one year commencing with the beginning of the calendar year.

## ARTICLE V: Eligibility, Nominations, Elections, Terms of Office and Vacancies

### Section A: Eligibility

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association.

### Section B: Notification of Members

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the end of the calendar year. Nominations shall be done in two ways:

- a. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and signed by five percent (5%) of the professional chapter members.
- b. In Person: Any member who is present during the electoral process can be nominated.

### Section C: Elections

Elections shall be conducted no later than the September chapter meeting, or electronically no later than the month of September, if approved by the chapter executive committee, prior to the end of the calendar year.

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Alameda/Contra Costa Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify to the membership those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
5. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
6. The Chapter shall allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating

Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

#### Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude at the end of the same.

#### Section E: Vacancy

An office shall be declared vacant when an officer:

1. Resigns that office through written notification to the president or the secretary.
2. Is no longer eligible for membership in the chapter or the national association.
3. Is no longer capable of fulfilling duties of the office involved.

#### Section F: Filling a Vacated Office

In the event that the position of president is vacated, the president-elect shall automatically fill that position and shall continue to serve as both president and president-elect. In the case of other officers, a vacated office shall be filled:

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.

### ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The executive committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, which must be no fewer than four (4) meetings annually.

1. Notice of Regular Meeting: With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by regular letter mailed to each member of the committee.
2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.
3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

#### Section B: Location

All meetings of the chapter shall be held within the geographic definition of the chapter. All meetings of the executive committee shall be held within the geographic definition of the chapter unless otherwise waived by all the members of the executive committee. Annual meeting location of the Chapter shall be approved by the Executive Committee.

#### Section C: Quorum

1. A Majority of the executive committee officers in attendance shall constitute a quorum.
2. Quorum: A quorum to conduct business by the members shall be 10% of the member eligible to vote at a regularly scheduled meeting. A chapter event can be held without a quorum but no business can be conducted

#### Section D: Simple Majority Vote

All actions and decisions of the executive committee shall be made official by simple majority vote of the members present at any regular or special meeting of the committee, unless otherwise precluded by law.

### ARTICLE VII: Committees

#### Section A: Appointment

Except as otherwise stated in these bylaws or the bylaws of the national association, the chairpersons and members of all sub-committees shall be appointed by the president with the advice and consent of the executive committee.

#### Section B: Responsibilities

Committees shall undertake such responsibilities as are identified in these bylaws or as may be assigned to them by the president with the advice and consent of the executive committee. No sub-committee may take any action on behalf of or representative of the chapter unless specifically authorized by the executive committee.

#### Section C: Creation and Dissolution

The president, with the advice and consent of the executive committee, shall have the authority to create and dissolve sub-committees according to the needs of the chapter.

### ARTICLE VIII: Code of Ethics & Standards of Professionalism.

#### Acknowledgment and Enforcement

As a condition of membership, all Professional Members of NARPM® must complete a NARPM® Code of Ethics training once within a four year period, beginning January 1, 2012, and each four year period thereafter. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means as approved by the board of directors of NARPM® National.

Failure to satisfy this requirement will result in the professional members reverting to an associate member until course is completed.

## Section A: Acknowledgment

A Chapter Charter is granted by the National Association of Residential Property Managers, Inc, only upon the acknowledgment that the chapter members shall:

1. Be familiar with Code: Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.
2. Be Unopposed to Application: By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal action(s) against the national association, its officer(s), director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s) or sub-committee member(s) for any prescribed action identified by these bylaws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

## Section B: Enforcement

It is the duty of the President of the chapter to report all violations to national association's Code of Ethics and Standards of Professionalism to the national association's grievance committee.

## ARTICLE IX: Financial Considerations

### Section A: Calendar Year

The chapter's financial year shall be a calendar year.

### Section B: Chapter Dues

A The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:

1. Payable: Dues for local chapters are payable no later than January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual chapter dues within 45 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
4. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter [choose one] will/will not charge dues to National Affiliate members.



5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

#### Section C: Special Assessments

Special Assessments may be established by the executive committee and imposed upon its chapter members and/or affiliate members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting of the chapter prior to the imposition of such an assessment. No more than one special assessment may be imposed in any calendar year.

#### Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the Alameda Contra Costa Chapter Executive Committee or Board of Directors.

#### Section E: Non-Binding

The chapter shall not have any authority to financially obligate or bind the National Association of Residential Property Managers, Inc., for any reason.

### ARTICLE X: Proposals and Procedures for Amending

#### Section A: Proposals

Amendments to these bylaws may be proposed by any chapter member or board of director of the National Association of Residential Property Managers, Inc., at any time through a letter addressed to the executive committee and presented or mailed to the secretary. Any proposal shall be studied by the entire executive committee or an officer of the executive committee or by a sub-committee created and/or assigned for that purpose as appointed by the president.

#### Section B: Procedure for Amending

The entity assigned for the purpose of reviewing proposed Bylaw revisions shall present the proposed amendment to the executive committee with its findings and proposed recommendations of actions. A two-thirds majority of the Executive Committee is necessary in order to amend these bylaws.

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the National Association of Residential Property Managers, Inc., prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

### ARTICLE XI: Miscellaneous

#### Section A: Invalidity

The invalidity of any provision of these bylaws shall not impair or affect in any manner the validity, enforceability or effect of the remainder of these bylaws.

#### Section B: Waiver

No provision of these bylaws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, regardless of the number of violations or breaches which may have occurred.

#### Section C: Hold Harmless and Indemnify

The chapter shall hold harmless and indemnify members of the executive committee, officer(s), sub-committee chairperson(s) and sub-committee members, as well as the national association, its board of directors, officers, chairpersons and committee members who are acting within the scope of their responsibilities, duties or these bylaws.

#### Section D: State Laws

These bylaws may be amended to conform and comply with the laws, statutes, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by [insert state name] state law, Chapter shall notify the National Association of said amendments but no further action will be required.

#### Section E. Sexual Harassment

Any member of the Association may be reprimanded, placed on probation, suspended or expelled for harassment of an Association employee or Association Officer or Director after a hearing in accordance with the established procedures of the Association. As used in the Section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, and President-Elect and one member of the Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the Association. If the complaint names the President, or President-Elect, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint.

#### Section F: Dissolution

Should the membership vote by majority to dissolve the operations of the Alameda Contra Costa, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

## NARPMACC Monthly Luncheon & Meeting

**Host** NARPM Alameda Contra Costa Chapter

**Phone** 925-884-3844

**When** Thursday, June 20 at 11:30 AM

**Where** Zio Fraedo's  
611 Gregory Lane  
Pleasant Hill, CA 94523



### Message From Host

This month's speaker will be Angie Watson-Hajjem from ECHO Housing regarding all things Fair Housing.

ATTENTION AFFILIATES: Feel free to bring a donation for our door prize drawing. Don't forget to attach your business card!

LOOKING FOR A VOLUNTEER to fill our vacant Membership Chair Position. This person works closely with Treasure to ensure all members are current on dues and member list is updated on an ongoing basis.

*Thank you to our Monthly Room Sponsor for June: Kimberly Niemiste, NTN Online.*

**Thank you to our Annual Room Sponsors for 2019: Water Damage Recovery, NTN-National Tenant Network, & Water Heaters Only.**

Members lunch is No Charge, guests or non-members are \$35.00. In the event you confirm your reservation and do not cancel within 72 hours, you may be billed for the luncheon cost as we guarantee the headcount the day prior to the event.

This message is an invitation to purchase or participate in programs and services of the National Association of Residential Property Managers. It is our policy not to share or sell email addresses. If you do not want to receive these emails, or any other emails associated with your membership benefits, please contact us at [narpmacc@gmail.com](mailto:narpmacc@gmail.com)

### Guest List

| Name  | Email/Phone | Number In Party |
|-------|-------------|-----------------|
| ✓ YES |             | 35              |

## NARPMACC Monthly Luncheon & Meeting



**Host** NARPM Alameda Contra Costa Chapter

**Phone** 925-884-3844

**When** Thursday, July 18 at 11:30 AM

**Where** Four Points Sheraton Hotel  
5115 Hopyard Road  
Pleasanton, CA 94588

### Message From Host

This months program will be a presentation by  
**JEFFREY LIANG**

Senior Programs Specialist with Stopwaste.org.

Did you know you can receive up to \$5000 per unit to make energy efficient improvements? The Bay Area Regional Energy Network administers a number of rebate programs to help property owners answer the questions of, 'what should I do, and where should I start?'

Stopwaste.org is an Alameda County public agency, and is part of the Bay Area Regional Energy Network, a collaboration of nine counties that make up the San Francisco Bay Area which provides regional scale energy efficiency programs, services and resources.

**ATTENTION AFFILIATES: Feel free to bring a donation for our door prize drawing.  
Don't forget to attach your business card!**

LOOKING FOR A VOLUNTEER to fill our vacant Membership Chair Position. This person works closely with Treasure to ensure all members are current on dues and member list is updated on an ongoing basis.

*Thank you to our Monthly Room Sponsor for July: Peter Tea,  
Appliance Leaders. Thank you Peter!*

**Thank you to our Annual Room Sponsors for 2019: Water Damage Recovery,  
NTN-National Tenant Network, & Water Heaters Only.**

Lunch is Buffet-Style

Members lunch is No Charge, guests or non-members are \$35.00. In the event you confirm your reservation and do not cancel within 72 hours, you may be billed for the luncheon cost as we guarantee the headcount the day prior to the event.

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### Guest List

| Name  | Email/Phone | Number In Party |
|-------|-------------|-----------------|
| ✓ YES |             | 29              |

## NARPMACC Monthly Luncheon & Meeting



**Host** NARPM Alameda Contra Costa Chapter

**Phone** 925-884-3844

**When** Thursday, September 19 at 11:30 AM

**Where** Four Points Sheraton Hotel  
5115 Hopyard Road  
Pleasanton, CA 94588

### Message From Host

This months program will be a presentation by  
Shannon Anfindsen of Second Nature *(formerly FilterEasy)*

*Shannon Anfindsen is the Regional Sales Manager for the West Coast and Pacific Northwest for Second Nature. She lives in Charlotte North Carolina and is a graduate of the University of South Carolina. A few things she is passionate about are; Gamecocks football, the New York Giants, Pumpkin Spice Lattes, her adorable dog Odell, and her new fiance, Christopher. As a fun fact, she can recite the entire Remember the Titan's Movie by heart.*

*Second Nature, formerly FilterEasy, is a company focused on overall home wellness and is the NARPM National Affiliate of the year. Right now, Second Nature partners with hundreds of property managers across the united states to solve the problem of getting tenants to change air filters on time. Our program is proven to reduce 44% of maintenance tickets while increasing revenue and bottom line profit for property managers. Additionally, Second Nature is a huge value add for homeowners and a competitive differentiator for Property Management Companies.*

***ATTENTION AFFILIATES: Feel free to bring a donation for our door prize drawing. Don't forget to attach your business card!***

### ANNUAL BLOOD DRIVE!!!

Stokley Properties is hosting its annual Blood Drive on Tuesday, September 10th, 10:00am-2:3pm at the Bloodmobile, 2300 Contra Costa Blvd, Pleasant Hill, CA. To book an appointment please visit **Vitalant.Org** and click 'Donate'. Use the Sponsor Code:

**Stokley Properties**

**Thank you to our Annual Room Sponsors for 2019: Water Damage Recovery, NTN-National Tenant Network, & Water Heaters Only.**

Lunch is Buffet-Style

Members lunch is No Charge, guests or non-members are \$35.00. In the event you confirm your reservation and do not cancel within 72 hours, you may be billed for the luncheon cost as we guarantee the headcount the day prior to the event.

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### Guest List

| Name  | Email/Phone | Number In Party |
|-------|-------------|-----------------|
| ✓ YES |             | 32              |

## NARPMACC Monthly Luncheon & Meeting

**Host** NARPM Alameda Contra Costa Chapter

**Phone** 925-884-3844

**When** Thursday, October 17 at 11:30 AM

**Where** Zio Fraedo's  
611 Gregory Lane  
Pleasant Hill, CA 94523



### Message From Host

This months program will be a presentation by

#### **OLIVIER EGLI of Why Story LLC**

Olivier is a Business Therapist that helps companies step out of transactional mindset and move towards becoming inspirational and reach new levels of success and focus, and stop spending on pointless marketing.

Olivier Egli was born in Zurich, Switzerland and is the co-founder of Why Story LLC. After co-managing Switzerland's biggest film production company and serving over 300 high-profile clients as a director and producer, he became creative director for Red Bull Europe where he developed a new strategy for innovation and content, and spearheaded the launch of several startup accelerator programs. Recognizing the downfall of traditional marketing and the need for new and more impactful and honest story-telling, he went on to found the coaching agency "Why Story" with his wife, who at the time was division marketing director for FIFA. Over the past 4 years, Why Story has helped companies ranging from 2 to over 2000 employees across the field of retail, air travel, luxury goods, insurance services, entertainment, and automotive to build better businesses and work environments.

**OUR BOARD IS STILL IN NEED OF VOLUNTEERS FOR TREASURER AND PRESIDENT-ELECT FOR THE 2020 BOARD. IF INTERESTED, PLEASE CONTACT VINCENT DEORIO AT [Vincent.Deorio@mynd.co](mailto:Vincent.Deorio@mynd.co)**

***ATTENTION AFFILIATES: Feel free to bring a donation for our door prize drawing. Don't forget to attach your business card!***

**Thank you to our Annual Room Sponsors for 2019: Water Damage Recovery, NTN-National Tenant Network, & Water Heaters Only.**

Lunch is Buffet-Style

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### Guest List

| Name  | Email/Phone | Number In Party |
|-------|-------------|-----------------|
| ✓ YES |             | 26              |
|       |             |                 |

## NARPMACC Monthly Meeting & Luncheon

**Host** NARPM Alameda-Contra Costa Chapter  
**Phone** 925-884-3844  
**When** Thursday, November 21 at 11:30 AM  
**Where** Four Points Sheraton Hotel  
5115 Hopyard Road  
Pleasanton, CA 94588



### Message From Host

**This months program will be a presentation by  
Steven Mehlman of Kimball, Tirey, & St. John LLP**

#### Summary of Presentation:

AB1482 passed imposing rent caps and just cause throughout the State of California, despite the overwhelming voter turn out against prop 10 last year. This course will go over the rent caps and their exemptions, the just cause eviction protections including the tenant fault and non-fault evictions; relocation requirements under 1482, and the new disclosure requirements. While the law is relatively new and there is missing direction from the legislature on some issues, this presentation will be a good overview of the new restrictions and requirements.

Additionally, the program will also address SB 329 which amends the definition of source of income to now include Section 8 vouchers, VASH vouchers, and other government assistance. If you are not already subject to a local ordinance protecting Section 8, beginning January 1, 2020, you will no longer be permitted to advertise that you do not participate in the Section 8 program.

*Steven Mehlman is a Partner with the Law offices of Kimball, Tirey & St. John LLP, where he manages the Business Real Estate Group for Northern California. Steve has been in practice for over 35 years and has successfully represented business clients and individuals in a wide variety of civil lawsuits in both the California state and federal courts, as well as arbitration. His practice emphasizes real estate and business matters, and in addition to litigation, he drafts all types of contracts and transactional documents in his practice areas, drawing on his litigation experience. Steve also handles employment and labor matters including employment and independent contractor agreements, disputes between employees and management, and hearings before the Labor Commissioner. Steve forms small closely held business entities for his clients. Steve frequently represents commercial investors/owners and rental housing owners and managers (landlords) in landlord tenant disputes. He also has substantial experience involving neighbor disputes, including property line and easement disputes, harassment injunction / workplace violence restraining order proceedings, disputes between property owners and disputes between business owners. Steve also has substantial experience in land use and zoning issues, both as an attorney and as a planning commissioner for Contra Costa County and the City of Walnut Creek.*

**Attention Affiliates: Feel free to bring a donation for our door prize drawing. Don't forget to attach your business card!**

**Thank you to our Annual Room Sponsors for 2019:**  
**Fire & Water Damage Recovery**  
**NTN - National Tenant Network**  
**Water Heaters Only.**

### Guest List

| Name  | Email/Phone | Number in Party |
|-------|-------------|-----------------|
| ✓ YES |             | 59              |