

**Alameda Contra Costa Counties
Chapter of NARPM**

2021 Chapter Budget

Income:

Membership Dues	19,600.00
Lunch Meeting/Contributions	800.00
Total Income:	20,400.00

Expenses:

Contributions	1,000.00
Meeting Expense	6,390.00
Operations	
Legal and Professional	1,000.00
Supplies	200.00
Bank Fees	-
Education	-
Total Expenses:	8,590.00

Net Income/Loss:	\$ 11,810.00
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NARPM Alameda-Contra Costa Chapter

Balance Sheet

As of December 31, 2020

		TOTAL
ASSETS		
Current Assets		
Bank Accounts		
Checking		14,316.93
Total Bank Accounts		\$14,316.93
Accounts Receivable		
Membership Dues - Affiliate		8,062.46
Membership Dues - Property Manager		-1,200.00
Total Accounts Receivable		\$6,862.46
Other Current Assets		
Undeposited Funds		0.00
Total Other Current Assets		\$0.00
Total Current Assets		\$21,179.39
TOTAL ASSETS		\$21,179.39
LIABILITIES AND EQUITY		
Total Liabilities		
Equity		
Opening Balance Equity		0.00
Retained Earnings		7,404.10
Net Income		13,775.29
Total Equity		\$21,179.39
TOTAL LIABILITIES AND EQUITY		\$21,179.39

Meet. Eat. Discover. Join us !

Host NARPM Alameda Contra Costa Chapter
Phone 925-884-3844
When Thursday, January 16 at 11:15 AM
Where Zio Fraedo's
 611 Gregory Lane
 Pleasant Hill, CA 94588



Message From Host

Our speaker this month will be:

Daniel Bornstein with Bornstein Law

Property Owners are swimming upstream in a complicated regulatory regime, but proper counsel can help you stay compliant and power through your real estate goals. Attorney Daniel Bornstein focuses his practice on landlord-tenant law and is eager to explain the ever-expanding rules for landlords and professionals who serve them in an easily digestible fashion.

Full Profile can be found here: <https://bornstein.law/daniel-bornstein-real-estate-attorney-profile/>

Lunch is Buffet-style

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

Members lunch is No Charge. Guests or non-members are \$35.00pp and can be paid at the door by cash, check, or via PayPay paypal.me/narpmacc.

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

Guest List

Name	Email/Phone	Number In Party
✓ YES		60
Patricia Manzi	info@action1pm.com	1
Walt Welti	walt@apmproperties.com	1
Daisy Borba	daisy@pleasantonmanagement.com	1
Rochelle Le Flore	sschelle71@gmail.com	1
Sheri Buenz	sherib@pwsei.com	1
Wendy McCormack	wendy@admproperty.com	1
Kirk Schulz	kirk@premiumprop.com	4
Christian Vickery	christian@vickeryproperties.com	1
Ken Bradley	kenatavr@msn.com	1

NARPM Alameda-Contra Costa Chapter Meeting

Host NARPM Alameda Contra Costa Chapter
Phone 9258843844
When Thursday, February 20 at 11:30 AM
Where Zio Fraedo's
611 Gregory Lane
Pleasant Hill, CA 94588



Message From Host

February's Topic: Hiring, Culture & Agility

Cultivating and maintaining a culture in an evolving industry and market can pose its challenges, but it has proven to be a key indicator of company profitability. We have assembled a panel of 4 highly respected Property Management companies from across the country to discuss how they have evolved as a company and handles turbulent times with hiring the right staff. They have each cultivated a culture around their mission which has in turn increased their employee moral, owner retention, and bottom line.

Speakers:

Matthew Whitaker, GK Houses:

Matthew is a student of the book Good To Great and is passionate about building gkhouses to become the best property management company on the planet; and maybe even the universe if Elon Musk will hurry up. To do that, he spent the first seven years of gkhouses in the trenches but now focuses most of his time facilitating growth in other markets. Entrepreneurship runs in the family. His wife runs a successful business called Engaged. You can usually find Matthew at the baseball field with his son, at a dance recital with his daughter or at his favorite restaurant with his wife, when he's not in the office. And if you can't find him any of those places, it probably means he's traveling.
Hometown: Vestavia Hills, Alabama

Duke Dodson, Dodson Property Management

Duke Dodson, RMP, MPM, founded Dodson Property Management, CRMC, in Richmond, VA in 2017. DPM employees 110 folks and now manages over 6,000 units, consisting of Single Family, Multi Family, Commercial and Associations. Dodson's development arm, DDP, focuses on historic rehab and new construction projects in the Scott's Addition, Arts District and Shockoe neighborhoods of Richmond.

Michael Krause, Atrium Management Company

In his 16 years in property management Michael Krause has managed over 15,000 units across 22 different states. Michael has always put a strong emphasis in team building and creating a positive working environment. Through his leadership Michael has helped countless coworkers advance in their fields, and move into leadership roles of their own. During his time in property management Michael has hired 120+ employees and managed 250+ employees. He has conducted over 800 new hire interviews, and has developed a keen eye for spotting new talent. He and his partner Adam are now focused on developing their coworkers to help Atrium Management Company become the best property management company in the state of Florida.

Cliff McCue, GC Realty and Development

Clifford McCue is CEO of GC Realty and Development. Cliff officially joined GC Realty and Development in 2017. Under his leadership GCRD doubled its revenues and now manages over 800 residential units and 1 million sqft of commercial. GC offers property management, brokerage, maintenance and investing services. Prior to joining GCRD, Cliff founded a real estate investing company that eventually offered turnkey investment properties to the public. While running the turnkey investing company, Cliff has flipped over 200 properties and at its peak was flipping 40 properties a year. Cliff is a Chartered Financial Analyst and licensed real estate broker in Illinois.

Please join us for this very informative meeting!

THANK YOU TO OUR MONTHLY ROOM SPONSOR

AMS Inc.

March Speaker Meeting & Luncheon

Host NARPM Alameda Contra Costa Chapter
Phone 925-884-3844
When Thursday, March 19 at 11:30 AM
Where Four Points by Sheraton Pleasanton
5115 Hopyard Road
Pleasanton, CA 94588



Message From Host

PLEASE JOIN US FOR OUR MARCH SPEAKER MEETING AND LUNCHEON.

March's Topic: Creating Wins

In our property management businesses, it's important to create winning programs and systems for the benefit of our owners, tenants and our companies. It is said that a business will survive and thrive if it can create and maintain a win-win philosophy. In this session, we will review winning programs for our owners, tenants and our companies to help attract and retain owners and tenants while creating more business, more income and less stress for us.

Our Guest Speaker: Dave Holt

David Holt is Founder/President of R.P. Management, Inc., in Minneapolis, MN. David started his management career in 1987 managing foreclosure properties for HUD. He served on the board of director of the National Association of Residential Property Managers (NARPM) from 1991 through 1995 and served again in 2004 and served as the National President of NARPM during the 1993-94 term. David holds the Master Property Manager (MPM) the Residential Management Professional (RMP), and the Certified Residential Management Company (CRMC) designations through NARPM and the Certified Property Manager (CPM) designation through the Institute of Real Estate Management (IREM) which is the property management arm of the National Association of Realtors. David is also one of NARPM's national instructors and has taught all over the country and Australia. He has also helped to write several of the NARPM certification courses and wrote a 12 hr on-line risk management course for America's Best. David is licensed Realtor and Broker, licensed general contractor and licensed Property/Casualty Producer and is President of SureVestor, Inc.

Lunch is Buffet-style

Thank you to our March Room Sponsor: Nate Moran & Water Heaters Only!

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

Vince's Book Corner:

Living With A Seal, by Jesse Itzler

The E-Myth, by Michael Gerber

Shoe Dog, by Phil Knight

Traction, by Gino Wickman

5 Dysfunctions of a Team, by Pat Lecioni

The chapter member lunch is included in the cost of their membership. Guests or non-members are \$35.00pp and can be paid at the door by cash, check, or via PayPay (narpmacc@gmail.com).

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

Guest List

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NARPM Alameda-ContraCosta Meeting via ZOOM

Host Vincent Deorio
Phone 9258843844
When Thursday, April 16 at 12:00 PM
Where Online via ZOOM



Message From Host

SAVE THE DATE!!

We will be having a ZOOM Meeting with **Daniel Bornstein, Bornstein Law**, regarding the **COVID-19** issues we are all facing in the property management industry.

Second Nature is donating their Enterprise Zoom License for our meeting purposes. In order to join **you will need to Pre Register (link below), then you will be sent a secure Zoom link to enter the meeting on Thursday.** If you haven't heard about "zoom bombing", the quick registration process ensures that all of you can join and that we won't be interrupted or disrupted by any unscheduled guests.

Please register for free now at <https://forms.gle/9nKZNxL2r8E92do89>, and feel free to share the registration link with other members. You'll receive a calendar invite not long after registering with the meeting link in it.

If you have any questions, please let us know.

Guest List

Name	Email/Phone	Number In Party
 YES		44
Patricia Manzi	info@action1pm.com	1
Rick Callaway	rcallaway@pdins.com	1
Peter Polce	peterpolce@yahoo.com	1
Charles Lassey	lassey@aclrealestate.com	1
Hosein Pedramfard	hpf@pmicontracosta.com	1
Rebecca Gunderson	rebecca@wilsonpm.com	1
Candice Swanson	candi@esteyrealestate.com	1
Debra Bianchi	debra@bayareaescrow.com	1
Russ Cowley	russ@advantagepms.com	1
Elisia Gonzales	elisia.gonzales@mynd.co	1

NARPM Alameda-Contra Costa Chapter ZOOM Meeting

Host NARPMACC & NARPM Santa Clara
Phone 925-884-3844
When Thursday, May 21 at 11:00 AM



Message From Host

Please join us for a joint ZOOM meeting with the SANTA CLARA COUNTY and ALAMEDA/CONTRA COSTA COUNTIES CHAPTERS

WHERE DO WE GO FROM HERE....PART ONE

Please join us May 21, 2020, at 11am to 12:15pm

Here is the link to pre-register for the meeting. Please register and you will be sent a link to join the meeting.

<https://zoom.us/join/zoom/register/tJcscu-rqjMrHNFMoCb9waHY1Jx9sFvQjFID>

Tracey Merrell is the Managing Attorney of Education for Kimball, Tirey & St. John LLP working out of the Los Angeles office. Tracy is an immensely skilled attorney as well as well-versed educator. She has presented at numerous conferences, most recently CALNARPM 2020. We are pleased to have her with us today as we all learn to navigate this horrifically changed industry.

The COVID-19 pandemic has created a lot of legislation on every level of government relating to a landlord's ability to collect rent and assert their rights under the lease. We will have a quick overview of potential concerns and considerations with the laws, regulations, resolutions, rules, and ordinances passed in the last few months. We will provide resources available by Kimball Tirey and St. John and how to access and understand them. We will also discuss legal implications of evictions during the pandemic and the practical abilities of moving forward with cases. After the short informational session, there will be a time for questions and answers.

Please utilize the Zoom chat room to post your questions once Tracey has concluded her presentation which is anticipated to take approximately forty-five minutes. Please note Tracy will be giving an overview of the various eviction moratoriums from the various regulatory entities but if you have a question about a specific property or local entity, you are encouraged to contact your local landlord-tenant attorney.

Guest List

Name	Email/Phone	Number In Party
 YES		26
Patricia Manzi	info@action1pm.com	1
Daisy Borba	daisy@pleasantonmanagement.com	1
Michelle Cowley	michelle@advantagepms.com	1
Hosein Pedramfard	hpf@pmicontracosta.com	1
John Moulding	jmmre@sbcglobal.net	1
Peter Pasquale	peter@homefox.com	1

NARPM Alameda-Contra Costa Chapter ZOOM Meeting



Host Vincent Deorio, President
Phone 9258843844
When Thursday, July 16 at 12:00 PM
Where ZOOM

Message From Host

California Apartment Association
 Please join us July 16, 2020, at 12:00pm to 1:30pm

Login below to Zoom Meeting on the day of the Meeting

[ZOOM MEETING HERE](#)

<https://secondnature.zoom.us/j/5130886358>

Joshua Howard Executive vice president of local public affairs

Leads the association's local public affairs strategy, government advocacy, community relations, and political action programs throughout California. Before joining CAA, he served as vice president of public policy and communications for the San Jose/Silicon Valley Chamber of Commerce and as a senior aide to a former San Jose City Council member. Howard is a registered lobbyist in several Silicon Valley cities. He holds a Bachelor of Arts degree in political science from Santa Clara University and a master's degree in public administration from the University of San Francisco.

Anil Babbar Vice president of public affairs

He manages local public and legislative affairs in Santa Cruz and Santa Clara counties. Prior to joining CAA, he held government-affairs roles for PG&E and the Santa Clara County Association of REALTORS. Babbar holds a Bachelor of Arts degree in political science from San Jose State University and a graduate degree in public administration from Golden Gate University, San Francisco.

Rhovy Lyn Antonio Vice president of public affairs

She manages local public and legislative affairs in San Mateo and Contra Costa counties. Prior to joining CAA, she served as chief of staff for former San Jose Councilman Pete Constant and worked for the city of San Jose for eight years managing land use policies and community development issues. Antonio holds a Bachelor of Arts degree in political science from San Jose State University.

Tenant's the Rent Cap and Just Cause addendum, which explains AB1482 (The California Tenant Protection Act of 2019).

For a tenancy existing prior to July 1, 2020, the notice must be provided in writing to the tenant no later than August 1, 2020, or as an addendum to the lease or rental agreement. For any tenancy commenced or renewed on or after July 1, 2020, the notice must be provided as an addendum to the lease or rental agreement, or as a written notice signed by the tenant with a copy provided to the tenant. For a tenancy existing before July 1, 2020, this notice may, but is not required to, be provided in the rental agreement. For any tenancy commenced or renewed on or after July 1, 2020, this notice must be provided in the rental agreement.

Here is a draft of the addendum from CAR on their website:

<https://www.car.org/-/media/CAR/Documents/Transaction-Center/PDF/Standard-Forms/December-2019-New-Forms-Release/RCJC-VERSION-3-FINAL.pdf?la=en&hash=A27574ACB323EB0C06E7988E987E51BF5807BD6F>

Guest List

Name	Email/Phone	Number In Party

NARPM Alameda-Contra Costa Chapter ZOOM Meeting

Host Vincent Deorio. President
Phone 303-902-4785
When Thursday, August 20 at 12:00 PM
Where Zoom!
 None None



Message From Host

Join us for our August Meeting, featuring Consultant Deb Newell.

(Zoom sponsored by Second Nature)

<https://secondnature.zoom.us/j/98407220365>

Deb Newell, MPM® RMP® REALTOR® started rehabbing investment properties in 1998, turning over 35 properties in 4 years and keeping most of them as rental investments. As a result, in 2001 she began Real-Time Leasing, a leading property management company for almost 20 years in Minneapolis, MN, and in 2009 she became a licensed general contractor and launched her separate maintenance company.

Deb is currently now working full-time, as a PM Consultant with Real-Time Consulting Services which offers expert one-on-one consulting for the Property Management Business Owner/Company; aiding and finding solutions for people, processes and technology, with a focus on systems, policies, procedures, business growth and more. Deb's expertise stems from Six Sigma training and in providing bottom-line results with a lean management style. Her specialty is to identify and provide solutions to pain points for her clients, with a balanced approach to ensure that the root cause of an issue is addressed rather than just 'symptom solving'; she provides strategic planning and solutions, S.W.O.T. analysis, training, management and marketing assistance, revenue opportunities and much more.

Deb has served as a NARPM Regional Vice-President, Governmental Affairs Vice-Chair and Chair both for NARPM and her local Realtor Association, and currently is in her 6th year as a local Board of Director for her local Association, and her 1st year for Minnesota State Realtor Association and NAR's past Property Management Forum Vice-Chair and Chair and current NAR Single-Family Investment Committee Chair.

Hope you can join us!

Guest List

Name	Email/Phone	Number In Party
 YES		28
Patricia Manzi	info@action1pm.com	1
Dustin Ventura	dustinventura@bestproperty4u.com	1
Rochelle Le Flore	sschelle71@gmail.com	1
Jean-Pierre Maeder	jp.maeder@pmisanfrancisco.com	1

NARPM Alameda-Contra Costa Chapter ZOOM Meeting



Host Vincent Deorio. President
Phone 999-999-9999
When Thursday, September 17 at 12:00 PM
Where 4695 Chabot Drive,, Suite 200
 Pleasanton, California 94588

Message From Host

SEPTEMBER MEETING ZOOM LINK:
<https://secondnature.zoom.us/j/5130886358>

September's Guest Speaker is Kellie Tollifson, President of NARPM National.

Kellie will be speaking with us about resilience during Covid-19 and what we have learned, and also an open forum for us to ask anything we'd like about NARPM National.

Kellie Tollifson, MPM®, RMP®

Kellie Tollifson is Executive Vice President and Co-Founder of T-Square Properties in the Greater Seattle area. Kellie began her 26-year career in Property Management as a landlord managing her own investment properties. After developing systems and processes that answered needs in the marketplace for high quality, tech driven and cost-effective property management, she has grown T-Square Properties to over 500 doors and 85 Homeowner Associations.

Kellie holds a bachelor's degree in Behavioral Science from San Jose State University and is currently serving as President of the National Association of Residential Property Managers (NARPM®). Kellie is also a Certified Continuing Education Real Estate Instructor for the State of Washington and a National Instructor for NARPM®.

A big Thank You to Second Nature for sponsoring our Zoom meeting!

Guest List

Name	Email/Phone	Number In Party
 YES		34
Patricia Manzi	info@action1pm.com	1
John Moulding	jmmre@sbcglobal.net	1
Walt Welti	walt@apmproperties.com	1
Sheila Stokley	sheilastokley@stokleyproperties.net	1
Bob Preston	bob@ncpropertygroup.com	1

NARPM Alameda-Contra Costa Chapter ZOOM Meeting



Host NARPM Alameda Contra Costa Chapter
Phone 9258843844
When Friday, October 16 at 12:00 PM
Where ZOOM

Message From Host

PLEASE NOTE THE DAY CHANGE FOR THIS MONTH. MEETING IS ON A **FRIDAY**, NOT OUR USUAL THURSDAY.

OCTOBER MEETING ZOOM LINK:

<https://secondnature.zoom.us/j/93408585092?pwd=NDZEZGErTkhpYmdLZDA4cjF0RksrQT09>
 Zoom link sponsored by Second Nature!

October's Guest Speaker is Eric Preston Head of Business Development at Habitat

Learn all about building an ADU for investment with Habitat!

Join us for an informative webinar on the ins and outs of building an ADU in California. We will cover the new state laws, site feasibility, returns, financing, building process, and the advantages of building with us. We will also have a Q & A session to get your specific questions answered. Hope to "see" you there!

- what can property managers do to get educated on ADU laws and local zoning, process, and different ADU products
- how to best advise clients who are owners vs sellers vs buyers
- ROI on ADU investments
- Habitat referral program

Thank you to our October Sponsor - Water Heaters Only, Nate Moran!

Guest List

Name	Email/Phone	Number In Party
 YES		30
Patricia Manzi	info@action1pm.com	1
Rick Callaway	rcallaway@pdins.com	1
Mara Blanco	mara@gcmrealty.com	1
Krystle Murphy	krystlerents@gmail.com	1

NARPM ACC Chapter ZOOM Meeting with Jim Roman



Host NARPM Alameda Contra Costa Chapter
Phone 9258843844
When Thursday, November 19 at 12:00 PM
Where ZOOM

Message From Host

NOVEMBER MEETING ZOOM LINK:

<https://secondnature.zoom.us/j/5130886358>

Zoom link sponsored by Second Nature!

November's Guest Speaker is

JIM ROMAN - Rise Above The Rest: How to Be the Best

Rise Above the Rest: How to Be the Best

The world has changed so fast in the past couple of months that it's easy to feel like nothing is the same, including the way we do business. While it is true that we have to adapt and be creative in these challenging times, it is also true that some things have not changed: the power of a positive mindset, the importance of relationships, the value of figuring out what works for you. In his talk, Jim will share nine concepts that will change how you work--and how you think--so that you can work smarter instead of harder and keep your business going and growing, even in the most difficult of times

You can find Jim's Bio here: <https://www.jimromanonline.com/about.html>

Please share with anyone you feel may be interested in this important topic.

Thank you, see you on Zoom!

Guest List

Name	Email/Phone	Number In Party
 YES		28
Patricia Manzi	info@action1pm.com	1
Steven Mehlman	steven.mehlman@kts-law.com	1
Peter Pasquale	peter@homefox.com	1
Russ Cowley	russ@advantagepms.com	1
John Moulding	jmmre@sbcglobal.net	1
Maria Neumann	maria@waterdamagerecovery.net	1
Christian Vickery	christian@vickeryproperties.com	1

Alameda-Contra Costa Counties

National Association of Residential Property Managers, Inc. #C2127404

Board Meeting “Minutes” January 16, 2020



National Association
of Residential
Property Managers

Call to Order at: 10:50 am @ @ Zio Freado's Banquet Room , Pleasant Hill, CA
“Be it resolved” to call the January 16, 2020 meeting of the board to order. Moved,
Seconded and Carried.

Directors present at the meeting: President- Vincent Deorio; President-Elect-Charles Lassey;
Past-President- Christian Vickery; Secretary: Rebecca Sa;
Treasurer: Sheila Stokley

Directors Absent:

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

-
1. Treasures Report:
 - Sheila Stokley -Treasure is meeting Patty Manzi -past Treasure to pass paperwork
 2. Other Board Member and/or Committee Reports: None at this time.
 3. Finished Business:
 - Annual Vendor Sponsorship for 2020 Maria will assist Curt. **“Be it resolved”** Maria Nuemann will assist Curt Bullock with vendor membership. **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”** Vincent Deorio the President will propose new dynamic speakers. **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

Board Meeting “Minutes” January 16, 2020



National Association
of Residential
Property Managers

- **“Be it resolved”** The board has agreed to 12 Membership meetings for the 2020 year. One (1) meeting in July will be a Fundraiser TBD. **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 19, 2020 10:30 am @ Four Points Sheraton Banquet Lobby, Pleasanton, CA

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Rebecca Sa", is written over a horizontal line.

Rebecca Sa
Signature of Secretary

Alameda-Contra Costa Counties

National Association of Residential Property Managers, Inc. #C2127404

Emergency Board Meeting “Minutes” March 12, 2020



National Association
of Residential
Property Managers

Call to Order at: 12:00 pm via phone

“Be it resolved” to call the March 12, 2020 emergency meeting of the board to order. **Moved, Seconded and Carried.**

Directors present at the meeting: President- Vincent Deorio; President-Elect-Charles Lassey;
Past-President- Christian Vickery; Secretary: Rebecca Sa;
Treasurer: Sheila Stokley

Directors Absent:

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

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1. Treasures Report:
 - None
2. Other Board Member and/or Committee Reports: None at this time.
3. Finished Business:
 - None.
4. Unfinished Business:
 - None.
5. New Business:
 - **“Be it resolved”** To cancel the upcoming Meeting schedule for March 19, 2020, due to the Global Pandemic concerns the board has decided it is not a good time to meet in person. **Moved, Seconded and Carried.**
 - **“Be it resolved”** To touch base in a few weeks to see if we can meet in April, 2020. **Moved, Seconded and Carried.**

Respectfully Submitted,

Rebecca Sa
Signature of Secretary

Alameda-Contra Costa Counties

National Association of Residential Property Managers, Inc. #C2127404

Board Meeting "Minutes" Amended from March 12, 2020; April 12, 2020



National Association
of Residential
Property Managers

Call to Order at: email

"Be it resolved" to call the April 12, 2020 amended emergency meeting of the board to order.
Moved, Seconded and Carried.

Directors present at the meeting: President- Vincent Deorio; President-Elect-Charles Lassey;
Past-President- Christian Vickery; Secretary: Rebecca Sa;
Treasurer: Sheila Stokley

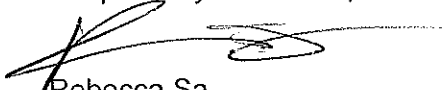
Directors Absent:

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

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1. Treasures Report:
 - None
2. Other Board Member and/or Committee Reports: None at this time.
3. Finished Business:
 - None.
4. Unfinished Business:
 - None.
5. New Business:
 - **"Be it resolved"** To cancel the upcoming in person meeting until State & County had deemed it safe to meet. **Moved, Seconded and Carried.**
 - **"Be it resolved"** To have the April 20, 2020 meeting Via Zoom. **Moved, Seconded and Carried.**

Respectfully Submitted,


Rebecca Sa
Signature of Secretary

Alameda-Contra Costa Counties

National Association of Residential Property Managers, Inc. #C2127404

Board Meeting “Minutes” May 14, 2020



National Association
of Residential
Property Managers

Call to Order at: via Zoom

“Be it resolved” to call the May 14, 2020 meeting of the board to order. **Moved, Seconded and Carried.**

Directors present at the meeting: President- Vincent Deorio; President-Elect-Charles Lassey;
Past-President- Christian Vickery; Secretary: Rebecca Sa;
Treasurer: Sheila Stokley

Directors Absent:

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

.....
1. Treasures Report:

- None

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

3. Finished Business:

- None.

4. Unfinished Business:

- None.

5. New Business:

- General catch up (how is everyone doing, suggestions, roadblocks, etc)
- **Be it resolved**”. Next week speaker situation - For 5/21 I was thinking of giving Steven Mehlman from Kimball Tirey & St John, the opportunity to discuss legal again. It feels most pertinent to have a legal expert talk to our chapter **Moved, Seconded and Carried.**
- **Be it resolved**”.to pan to have our June and July member meetings via zoom **Moved, Seconded and Carried.**

Respectfully Submitted,


Rebecca Sa
Signature of Secretary

Alameda-Contra Costa Counties

National Association of Residential Property Managers, Inc. #C2127404

Board Meeting "Minutes" August 13, 2020



National Association
of Residential
Property Managers

Call to Order at: via Zoom

"Be it resolved" to call the August 13, 2020 meeting of the board to order. **Moved, Seconded and Carried.**

Directors present at the meeting: President- Vincent Deorio; President-Elect-Charles Lassey;
Past-President- Christian Vickery; Secretary: Rebecca Sa;
Treasurer: Sheila Stokley

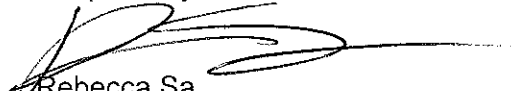
Directors Absent:

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

.....
1. New Business:

- Touch base on how everyone is doing
- BOD officer election for 2021 **Be it resolved"**. To discuss with the Chapter the upcoming BOD officer election. **Moved, Seconded and Carried.**
- **Be it resolved"**.to propose to Host a virtual happy hour with the chapter **Moved, Seconded and Carried.**
- **Be it resolved"**.to propose Charity of the year and fundraiser with the chapter **Moved, Seconded and Carried.**
- **Be it resolved"**.to send out a NARPM rent survey **Moved, Seconded and Carried.**
- **Be it resolved"**.to propose Charity of the year and fundraiser with the chapter **Moved, Seconded and Carried.**
- Affiliates (what are we doing and who is making sure we are staying in touch?). **Be it resolved"**. What if we ask affiliates if they want to promote their services or specials? **Moved, Seconded and Carried.**

Respectfully Submitted,


Rebecca Sa
Signature of Secretary

Alameda-Contra Costa Counties

National Association of Residential Property Managers, Inc. #C2127404

Board Meeting “Minutes” September 16, 2020



National Association
of Residential
Property Managers

Call to Order at: via Zoom

“Be it resolved” to call the September 16, 2020 meeting of the board to order. **Moved, Seconded and Carried.**

Directors present at the meeting: President- Vincent Deorio; President-Elect-Charles Lassey;
Past-President- Christian Vickery; Secretary: Rebecca Sa;
Treasurer: Sheila Stokley

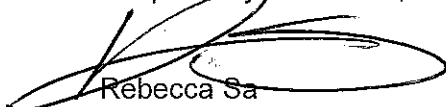
Directors Absent:

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

1. New Business:

- General catch up- how is everyone doing?
- BOD elections. **Be it resolved”**. To vote in Charles Lassey as President, Sheila Stokley as Treasurer, Rebecca Sa and Secretary and Curt Bullock as Affilaite Chair. **Moved, Seconded and Carried.**
- **Be it resolved”**. We still need to find President elect and webmaster (or someone to send out invites, etc) **Moved, Seconded and Carried.**

Respectfully Submitted,


Rebecca Sa
Signature of Secretary

2020/ 2021 Alameda/ Contra Costa County Names and positions of each elected Board of Directors/Executive Committee positions.

President: Charles Lassey

Secretary: Rebecca Sa

Treasurer: Sheila Stokley

Affiliate Chair: Curt Bulloch

Past President: Vincent Deorio

National Association of Residential Property Managers Alameda Contra Costa County CHAPTER NARPM
MEETING Board Meeting AGENDA November 19, 2020

Welcome Incoming and Outgoing Members

Purpose and overview: Transition from Outgoing to Incoming members. Review each board member's job responsibilities for the new members & set 2021 goals.

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: Review

Introductions: Roundtable introduce yourself and your role

Roles: Sheila review Responsibilities then Each Member will review their task and the new member will take notes for their transition

2021 Planning

Next meeting – Jan 19

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 in 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 costs), 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. – **this paragraph MUST always be included in the agenda for both board and chapter**

Minutes for this Meeting:

Attendees:

President: Charles Lassey

Secretary: Rebecca Sa

Treasurer: Sheila Stokley

Affiliate Chair: Curt Bulloch

Marketing/ Web Master- Patti Manzi

Past President: Vincent Deorio

Curt – Affiliate – past and current – invite new affiliates, August is vendor tabletop

Maria Nauman – Hospitality hostess – Affiliate sponsor

Kurt – Mentor, Ambassador, New Members
Education Chair is needed
President Elect is Needed

2021 Goals

Meet in person once virus in check

Promote chapter website

Use NARPM link on our signature lines

Each meeting notice have next month meeting agenda & put it all on the chapter website

Find new or review in person physical venue once outside opens up.

Jan 21 – Danial Borenstien- New COVID 19 related laws

Feb 18 – Pam Strickland—Avoiding Audits

March 18– David Stark- Market Updates

April 15

May 20

June 17–

July 15 – Fair Housing- Angie Watson-Hajjem

August 19–

Sept 16-

Oct 21

Nov 16

Dec 9—No meeting probable

Need to select speakers for the empty months.

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.

NARPM

2020 Tax Return

Final

02/17/2021



Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

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:** 2020
- **Tax Year Start Date:** 01-01-2020
- **Tax Year End Date:** 12-31-2020
- **Submission ID:** 10065520210494343052
- **Filing Status Date:** 02-18-2021
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS



Confirmation

Print this page for your records. The Confirmation Number below is proof that you successfully filed your 199N e-Postcard.

We received your 199N e-Postcard on 2/17/2021 5:41:22 PM.

Confirmation Number: 212740404813

Entity ID:	2127404
Entity Name:	ALAMEDA - CONTRA COSTA COUNTIES NATIONAL ASSOCIATION OF RESIDENTIAL

Account Period Information

Account Period Beginning:	1/1/2020
Account Period Ending:	12/31/2020

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: \$21413

This is not an amended return.

An IRS Form 1023/1024 is not pending.

Entity Information

FEIN:	680426344
Doing Business As:	
Website Address:	WWW.STOKLEYPROPERTIES.NET

Entity's Mailing Address

2300 CONTRA COSTA BLVD SUITE
110
PLEASANT HILL CA 94523

Principal Officer's Information

SHEILA STOKLEY
2300 CONTRA COSTA BLVD SUITE
110
PLEASANT HILL CA 94523

Contact Information

Name: JOHN MAO
Phone: 9253545488

After we process your 199N e-Postcard, you may receive a bill if the three year gross receipt average is greater than the amount allowed for filing a 199N e-Postcard.

[Print](#)[Log Out](#)

NARPM

2020 Financial Statement

Final

02/17/2021

NARPM Alameda-Contra Costa Chapter

Profit and Loss
January - December 2020

	TOTAL
Income	
Luncheon - Guest	805.00
Member Dues Income - Affiliate	9,075.00
Member Dues Income - Prof Prop Mgr	10,578.50
NARPM National	884.37
Services	70.00
Total Income	\$21,412.87
GROSS PROFIT	\$21,412.87
Expenses	
Advertising & Marketing	1,284.00
Legal & Professional Services	1,033.75
Luncheon - Speaker	3,424.83
Meals & Entertainment	1,680.00
Office Supplies & Software	215.00
Total Expenses	\$7,637.58
NET OPERATING INCOME	\$13,775.29
NET INCOME	\$13,775.29

NARPM Alameda-Contra Costa Chapter

Balance Sheet
As of December 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	14,316.93
Total Bank Accounts	\$14,316.93
Accounts Receivable	
Membership Dues - Affiliate	8,062.46
Membership Dues - Property Manager	-1,200.00
Total Accounts Receivable	\$6,862.46
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$21,179.39
TOTAL ASSETS	\$21,179.39
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	0.00
Retained Earnings	7,404.10
Net Income	13,775.29
Total Equity	\$21,179.39
TOTAL LIABILITIES AND EQUITY	\$21,179.39