

User: shawn@sjcproperties.com

2016 Chapter Compliance

All chapters are required to answer questions 1-10 BY THE LAST DAY OF February

Chapter: Albuquerque Metro

1. Does your chapter have current bylaws on file with National? Yes

Reminder: Did you know that you need the approval of the national board to amend your bylaws? If you are unsure you can go to <http://www.narpm.org/members/documents-forms/chapter-documents/> and verify bylaws on file. If not on file, please upload bylaws below.

Bylaws Upload Albuquerque Bylaws.pdf

2. Fill in number of RVP calls the chapter's president or their representative participated in: 3

3. Upload a copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS. 2016 Tax Filing.pdf

4. Upload a copy of your current year budget: 2017 Chapter Budget.xlsx

5. List number of membership meetings: 6

Flier Upload Meeting Minutes 01.20.16.pdf

Flier Upload Meeting Minutes 03.17.16.pdf

Flier Upload Meeting Minutes 05.19.16.pdf

Flier Upload Meeting Minutes 07.20.16.pdf

Flier Upload Meeting Minutes 09.21.16.pdf

Flier Upload Meeting Minutes 11.17.16.doc

Flier Upload

Flier Upload

Flier Upload

Flier Upload

Flier Upload

Flier Upload

6. List number of board meetings: 6

Copy of Minutes Meeting Minutes 01.20.16.pdf

Copy of Minutes Meeting Minutes 03.17.16.pdf

Copy of Minutes Meeting Minutes 05.19.16.pdf

Copy of Minutes Meeting Minutes 07.20.16.pdf

Copy of Minutes Meeting Minutes 09.21.16.pdf

Copy of Minutes Meeting Minutes 11.17.16.doc

Copy of Minutes

Copy of Minutes

Copy of Minutes

Copy of Minutes

Copy of Minutes

Copy of Minutes

7. Does your chapter charge dues? Yes

8. If yes, how much are the dues? 60.00

9. If yes, are meals at meetings included? Yes

10. On a scale of 1-10, how well do you think your chapter is doing? 6

Do you want to apply for Chapter Excellence as well? No

Total Points from Application:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points from Application:

**Bylaws of The Albuquerque/Metro Chapter of
The National Association of Residential Property Managers**

Dec 2012

**ARTICLE I:
Name, Purposes, Powers and Definitions**

Section A: Name

The name of this organization shall be the Albuquerque/Metro 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 State of New Mexico.
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 State of New Mexico.

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 New Mexico.

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: Definition

This chapter's geographical definition shall be the entire State of New Mexico.

ARTICLE II: Membership

Professional, Associate, Support Staff, Affiliate Member, Junior, Student, Academic, 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 can be a chairperson and can 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 E: Honorary Member

Honorary membership shall be bestowed upon individuals who, are recommended by the chapter board of directors to the National Association Board of Directors, have rendered or continue to render distinguished service to the Chapter or the profession of property management. Honorary members shall pay no dues or other assessments, and shall be eligible to participate in the usual activities of the association, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

Section F: Junior member

Junior Member must meet all Professional Member qualifications. A Junior Membership is only available for new members between the ages of 18–25. A copy of a valid government issued ID must accompany the application. A Junior Membership is good for two years from join date of application. Junior members receive all the benefits as Professional Members. Dues for these members will be set during budgeting process of the chapter. A Junior member may vote and hold an elective office

Section G: Student Member

Student member must be enrolled in an undergraduate or graduate field of study. The Student Application and subsequent renewal dues must be accompanied with a copy of a valid student ID card and a class schedule from the college/university where they are enrolled. Students who hold an active real-estate license do not qualify and must hold a Professional Membership. Should a Student Member secure employment or work as an independent contractor for a company providing property management services, their Student Membership is terminated and the student will be offered the appropriate Support Staff or Professional Membership. Members shall have the same benefits as a Support Staff Member with the following exceptions: they will not

receive the Residential Resource Magazine but can obtain it through the website. These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the chapter. A Student Member does not vote or hold an elective office.

Section H: Academic Member

Academic Member is an instructor who provides classroom instruction for any real-estate or property management course at any accredited college/university or Real Estate School. The instructor must provide a copy of the course title they teach, which must be real-estate or property management related. The instructor may not be employed or be an independent contractor with any company providing property management services. The Academic Member application will state that all NARPM® materials are to be used for the sole use of classroom instruction and promoting NARPM® and must be signed. Members shall have the same benefits as Support Staff Members with the following exceptions: they will not receive the Residential Resource Magazine but can obtain it through the website. These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the chapter. An Academic Member does not vote or hold an elective office.

Section I: Application by Professional, Associate, Support Staff, Junior, Student, or Academic 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 [name of 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. 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 organization 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 (6)~~ ^{five} 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.
2. Vice-President: The vice-president shall act as the chapter's publications chairperson. In this capacity the vice-president shall:
 - a. Coordinate Meeting Room.
 - b. Fulfill the responsibilities of the President during his/her absence.
 - c. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
 - 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. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
 - g. Must be a Professional Member of the Chapter.
3. Secretary: The secretary shall:
 - a. Notify all chapter members of upcoming meetings.
 - b. Maintain current chapter membership records to coincide with the national association's membership database.

- c. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
- d. File all federal, state and local reports as needed.
- e. Undertake responsibility for such other activities as deemed appropriate by the committee.
- f. Serve a term of one year commencing with the beginning of the calendar year.
- g. 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.

5. 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 in the last regularly scheduled chapter meeting, or electronically 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. Quorum: If due notice was given to all chapter members, a quorum need not be present to make the proceedings official.
3. Uncontested Offices: The presiding authority shall identify 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.
4. 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.

Section D: Term of Office

An officer's term of office shall commence with the beginning of 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.

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.

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

A quorum consists of those members present at a meeting.

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 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

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 75 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 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 Albuquerque/Metro 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 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 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 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 affect 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: Dissolution

Should the membership vote by majority to dissolve the operations of the [insert chapter name], all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.



Confirmation

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

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

- **Organization Name:** ALBUQ-METRO CHAPTER OF THE NATIONAL ASSOC OF RESIDENTIAL PROPERTY
- **EIN:** 223944041
- **Tax Year:** 2016
- **Tax Year Start Date:** 01-01-2016
- **Tax Year End Date:** 12-31-2016
- **Submission ID:** 10065520170480843076
- **Filing Status Date:** 02-17-2017
- **Filing Status:** Pending

Note: [Print](#) a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS

Tips for updating QuickBooks reports in Excel

You can export a report, change certain formatting or add new formulas, and then update it with new QuickBooks data.

QuickBooks will update and keep these changes:

- 1 Renamed report titles
- 2 Font, Fill, and Number formatting (in row & column headers only)

- 3 Resized columns

- 4 Renamed column & row headers

- 5 Inserted rows & columns

You must enter text or a formula in the row to preserve it.

- 6 New Excel formulas

The updated report must contain the row associated with your formula

- 7 Inserted text

Make your new text always appear next to a particular row by entering the text as a formula (e.g. ="inserted text")

| | A | B | C | D | E | F | G | H | I | J |
|----|---|---|---|---|---|-------------------------------------|------------|-----------|-----------|--------------|
| 1 | | | | | | 1 My Company P&L | | | | |
| 2 | | | | | | Profit & Loss | | | | |
| 3 | | | | | | July through August 2012 | | | | |
| 4 | | | | | | | 07/18/12 | Aug 18 | TOTAL | |
| 5 | | | | | | Ordinary Income/Expense | | | | |
| 6 | | | | | | 4 MONEY IN (aka Income) | | | | |
| 7 | | | | | | 40100 - Construction Income | | | | |
| 8 | | | | | | 40110 - Design Income | 3,054.02 | 3,900.00 | 6,954.02 | |
| 9 | | | | | | 40199 - Less Discounts given | 0.00 | -48.35 | -48.35 | * |
| 10 | | | | | | Total 40100 - Construction Income | 3,054.02 | 3,751.65 | 6,905.67 | |
| 11 | | | | | | 40500 - Reimbursement Income | | | | |
| 12 | | | | | | 40520 - Permit Reimbursement Income | 0.00 | 487.00 | 487.00 | |
| 13 | | | | | | Total 40500 - Reimbursement Income | 0.00 | 487.00 | 487.00 | |
| 14 | | | | | | Total Income | 3,054.02 | 29,197.65 | 46,343.45 | |
| 15 | | | | | | 5 * Labor Income less Design Income | 6 3,054.02 | 13,227.00 | 21,596.71 | 7 Labor Diff |
| 16 | | | | | | Cost of Goods Sold | | | | |

QuickBooks will NOT support these changes:

- Font formatting in non-header cells*
- Inserted rows that are left empty
- Moved data cells

- Renamed date columns
- Deleted columns
- Sorted columns

- Inserted columns in between QuickBooks row headers

- User-defined formulas may not be supported in collapsed reports when updated to the same excel sheet

NARPM

Profit & Loss Budget Overview

January through December 2017

| | | | | | | | | | | | | | TOTAL |
|-------------------------------|--------|----------|--------|--------|---------|-----------|-----------|---------|---------|--------|---------|---------|--------------|
| | Jan 17 | Feb 17 | Mar 17 | Apr 17 | May 17 | Jun 17 | Jul 17 | Aug 17 | Sep 17 | Oct 17 | Nov 17 | Dec 17 | Jan - Dec 17 |
| Ordinary Income/Expense | | | | | | | | | | | | | |
| Income | | | | | | | | | | | | | |
| Fees | 440.00 | 1,200.00 | 60.00 | 180.00 | 0.00 | 330.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,210.00 |
| Total Income | 440.00 | 1,200.00 | 60.00 | 180.00 | 0.00 | 330.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,210.00 |
| Expense | | | | | | | | | | | | | |
| Education Classes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,400.00 | 1,245.00 | 950.00 | 0.00 | 0.00 | 0.00 | 360.00 | 4,955.00 |
| Speakers | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 650.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 650.00 |
| Meetings | 247.11 | 343.96 | 0.00 | 0.00 | 134.69 | 0.00 | 155.15 | 0.00 | 140.83 | 0.00 | 109.26 | 0.00 | 1,131.00 |
| Officer Expense Reimbursement | 0.00 | 125.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 502.94 | 627.94 |
| Recruiting | 0.00 | 245.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 245.00 |
| Total Expense | 247.11 | 713.96 | 0.00 | 0.00 | 134.69 | 3,050.00 | 1,400.15 | 950.00 | 140.83 | 0.00 | 109.26 | 862.94 | 7,608.94 |
| Net Ordinary Income | 192.89 | 486.04 | 60.00 | 180.00 | -134.69 | -2,720.00 | -1,400.15 | -950.00 | -140.83 | 0.00 | -109.26 | -862.94 | -5,398.94 |
| Net Income | 192.89 | 486.04 | 60.00 | 180.00 | -134.69 | -2,720.00 | -1,400.15 | -950.00 | -140.83 | 0.00 | -109.26 | -862.94 | -5,398.94 |

Albuquerque/Metro NARPM Chapter Meeting

DATE: Wednesday Jan 20

TIME: 8:30 am to 10:00am

LOCATION: LePeep 125 @ Jefferson

- Welcome and Introduction of New Board
- Venue Change
- Chapter Update – Attendance and Membership Goals
- Treasury Report
- Education Committee – Finalize Instructors/Topics/Location
- Networking Events
- Owner/Broker Conference Las Vegas
April 11-13, 2016 Mirage
- National Convention – October
Hawaii
- ~~Venue Change~~

- August

Developing Rewarding Owner

Chesley Karr

Mold

Tenancy

Res

1st of 2010

Mold
Air / drywall
water

Thank you for your attendance and participation in our Albuquerque Metro NARPM Chapter! We look forward to 2016 and a year of rewarding events to help further educate all in their profession of property management!

Efficient

Barbara Clark

NARPM President, 2016

- Removed mold coverage
800-1200 for remediation

NARPM
Albuquerque Metro Chapter
NEW DATE 3rd Wednesday of Month

Yearly meetings and event schedule

In 2016, in an effort to increase attendance at our meetings, we will be meeting for Breakfast at LePeep off Jefferson and I-25 to accommodate a more central location for our member from Rio Rancho. We will also be offering a FREE Breakfast Buffet! Look forward to seeing you then

Please make note of the meeting and upcoming events that our President Barbara Clark has planned for us in 2016

Member Meetings every 2 months:

January 20, 2016 – Breakfast 8:30am to 10:00am LePeep I25 @ Jefferson
March 16 – Breakfast 8:30am to 10:00am LePeep I25 @ Jefferson
May 18 – Breakfast 8:30am to 10:00am LePeep I25 @ Jefferson
July 20 – Breakfast 8:30am to 10:00am LePeep I25 @ Jefferson
Sept 21 – Breakfast 8:30am to 10:00am LePeep I25 @ Jefferson
Nov 16 – Breakfast 8:30am to 10:00am LePeep I25 @ Jefferson

Networking Events/Membership Development:

Feb 17 - NARPM Happy Hour (member/non-member), Location TBD, 4:30pm to 7pm
June 15 - NARPM Happy Hour (member/non-member), Location TBD, 4:30pm to 7pm
August 17– NARPM Happy Hour (member/non-member), Location TBD, 4:30pm to 7pm

Holiday Functions:

December 21th - Holiday Luncheon, location and time TBD

Owner/ Broker Conference

April 11-13 Las Vegas, Mirage Hotel

CE Education class April 14 – Advanced Risk management

National Conference:

Maui, HI Grand Wailea Resort & Spa

Education begins Oct 17 Convention begins October 19-21, 2016

CE credits Education Events:

TBD

Amended Article 9 and Standards of Professionalism:

Article 9: RELATIONS WITH OTHER PROPERTY MANAGERS

NARPM® Professional Members shall not knowingly or recklessly make false or misleading statements about other property managers or their business practices, or otherwise attempt to take business from other property managers by deceptive means.

STANDARDS OF PROFESSIONALISM

- **9-1** The Property Manager shall treat all property managers in an honest and professional manner and shall not knowingly engage in any practice or take any action against a property manager in an un-businesslike manner.
- **9-2** The Property Manager shall not knowingly interfere with other property managers' contract rights, including by taking actions inconsistent with exclusive agreements that other property managers have with clients. This does not preclude the Property Manager from otherwise soliciting clients or making general announcements about their own services. For purposes of this code, a general announcement may be defined as a general telephone canvass or a general mailing or distribution addressed to all prospects in a given geographical area or in a specific profession, business, club, organization, or other classification or group. This code does not restrict fair and reasonable competition among property managers.
- **9-3** In the event of a controversy between Property Managers with different firms, the Property Managers/owner of firm shall submit the dispute to mediation prior to litigation.



National Association of Residential Property Managers

Antitrust Policy

Association Meetings - To minimize the possibility of antitrust problems at association gatherings, the following guidelines should be followed at all meetings of the Board of Directors and committees, as well as all association-sponsored conventions, trade shows, training seminars, conferences, and task force and working group sessions.

- **DO NOT** discuss your prices or competitors' prices with a competitor (except when buying from or selling to that competitor) or anything, which might affect prices such as costs, discounts, terms of sale, or profit margins.
- **DO NOT** agree with competitors to uniform terms of sale, warranties, or contract provisions.
- **DO NOT** agree with competitors to divide customers or territories.
- **DO NOT** act jointly with one or more competitors to put another competitor at a disadvantage.
- **DO NOT** try to prevent your supplier from selling to your competitor.
- **DO NOT** discuss your future pricing, marketing, or policy plans with competitors.
- **DO NOT** discuss your customers with your competitors.
- **DO NOT** make statements about your future plans regarding pricing, expansion, or other policies with anti-competitive overtones. Do not participate in discussions where other members do.
- **DO NOT** propose or agree to any standardization, the purpose of which is anti-competitive, e.g., to injure your competitor.
- **DO NOT** attend or stay at any informal association meeting where there is no agenda, no minutes are taken, and no association staff member is present.
- **DO NOT** do anything before or after association meetings, or at social events, which would be improper at a formal association meeting.
- **DO NOT** interpret or enforce the association's Code of Ethics without direction from the leadership.
- **DO NOT** regard compliance with the association's Code of Ethics as justification for anti-competitive communications or actions.
- **DO NOT** represent that the association prohibits or limits advertising, marketing or solicitation other than as the law authorizes prohibitions or limitations.
- **DO NOT** issue any document or communication on behalf of the association unless with proper authorization.
- **DO** send copies to an association staff member of any communications or documents sent, received, or developed by you when acting for the association.
- **DO** alert every employee in your company who deals with the association to these guidelines.
- **DO** alert association staff and legal counsel to anything improper.

Albuquerque/Metro Chapter
National Association of Residential Property Managers
Meeting La Peep Restaurant
Wednesday March 16, 2016

Welcome/Call to Order:

Barbara Clark called the meeting to order at 8:40 AM. There were 12 people attending. She asked everyone to introduce themselves.

Guest Speaker:

Gabriel Campos ADA Coordinator and Human Rights Officer for City of Albuquerque talked to the group regarding service and therapy animals. Service animals are dogs and miniature horses only. Any animal can be a therapy animal. For property management both service and therapy-comfort animals have to be treated the same. He also said that the city has a Dispute Mediation Committee that is free for all citizens for disputes between neighbors.

Treasury Report:

Eugena Milliorn reported there was approximately \$1043.31 in the bank account.

Education Committee:

Chesley Karr said he was going to meet with the Real Estate Education Steering Committee today to get the continuing ed class scheduled to be held in August approved for NM CE credits. The classes are Ethics and Developing Owner Relations.

Networking Events:

Sarah Rich discussed having the next networking event at the new Green Jean Farmery Plaza located off of Carlisle and I-40. She also talked about the changes to the Real Estate mandatory CE class. Real Estate licensees will be required to attend one four hour class a year and 4 core classes per three year cycle.

Broker/Owner Conference Las Vegas April 11-13, 2016 Mirage, Colorado Property Management Conference in April –

Barbara asked if anyone was attending the Broker/Owner in Las Vegas. She will be attending the Colorado conference in April.

Meeting Change: Bev Perina an Ambassador for NARPM from Ft. Collins, CO offered to come to the meeting in May and do a class. Barbara will contact her to see when she can come and where/when the meeting in May will be held.

Barbara adjourned the meeting at 10:00AM



enTrustAM Rentals <rentals@entrustam.com>

NARPM albuquerque metro chapter lunch meeting

3 messages

enTrustAM Rentals <rentals@entrustam.com> Sun, May 3, 2015 at 2:25 PM
 To: Richard Small <richard@box133.com>, Bob Gilbert <bob@ammre.com>, Blair Hart <blair@ammre.com>, Jaime Thomas <jaime@ammre.com>, angela@ammre.com, Chesley Karr <chesley@brunikarr.com>, David Steele <cibolarealtyservices@gmail.com>, Seth Kelly <seth.kelly@cblegacy.com>, Tammy Golding <tammy@cornerpostco.com>, Eugena <eugena@cornerpostco.com>, tharris92@msn.com, marijane@swcp.com, Barbara Clark <albuqbarb@live.com>, Sarah Rich <srich@gdrpm.com>, Karen Martin <karen@loehomes.com>, MK Webb <mark@rpmriogrande.com>, Jim Meek <jcmeek@gmail.com>, mandytorbett0082@msn.com, debbie@tcdrlc.com, Bob H <bob@tysonprop.com>, Georgia K Huneycutt <georgia@tysonprop.com>, lizmazzola@realtor.com, marsha@cloudcroftproperties.com, Shawn Johnson <shawn@sjcproperties.com>, Kristin Johnson <kristin@sjcproperties.com>, revolutionrealtyllc@gmail.com, pearlwhite@q.com, ameliachristensen@homespotonline.com, melanie@bluedoorhomes.net, Jennifer Kellogg <jennifer@kelloggagency.com>, Corrine Otero <corrine@kelloggagency.com>, Michelle Poorbaugh <michelle@kelloggagency.com>, patty@kelloggagency.com, Courtney Warnock <courtney@kelloggagency.com>, singquail@aol.com

NARPM Albuquerque Metro Chapter

2nd Quarter meeting

DATE CHANGE

yearly meetings and event schedule

Initially our meeting was scheduled for this coming Tuesday the 5th - but we are going to meet on the 19th at the Cooperage on Lomas @ Louisiana at NOON

Look forward to seeing you then

Please make note of the meeting and upcoming events that our President Seth Kelly has planned for us.

Member Meetings:

Albuquerque / Metro Chapter

National Association of Residential Property Managers
Tuesday, May 19, 2015 Meeting

MEMBERS PRESENT: There were 11 members and 2 guests present

MEETING AGENDA

Meeting called to order by Seth Kelly, President. Mission Statement read. Introduction of attendees

- **Chapter Compliance**
Report due by end of June. Seth is working on report and all points for award
- **TREASURER'S REPORT:** The balance in the chapter's bank account is \$9288.46.
Eugena is working on reconciliation and phone calls to members as follow up.
- **Education Committee**
Additional instructors needed – Marcia Russell is no longer available due to health concerns. Discussion was made to partner with Apartment Association and IREM. Contact Bill Hallett and Jack Sheehan. NARPM can also bring people in to instruct for us.

Courtney will volunteer for June-July education

Goal for year is to set up training for the year and find someone who can instruct or help us.
- **Networking**
Happy Hour get to know networking event – casual attire. Discuss location and possible vendors to help pay for expenses
Suggestions El Patron 4-6 open to members and non-members.

Bigger event – GOLF tournament to raise funds for a charitable organization.
- Meeting Dates – set in stone
- Networking events – TBD
- Discussion for additional meeting space for training classes AVG space for 60 people
Table and chairs and AV hook ups. Email Barb with suggestions.

Thank you for your attendance and participation in our local NARPM chapter! We look forward to a busy year full of rewarding events to help further educate all in their profession of property management.

Seth Kelly, President 2015



enTrustAM Rentals <rentals@entrustam.com>

Albuquerque Metro Chapter NARPM Minutes

1 message

enTrustAM Rentals <rentals@entrustam.com> Thu, May 28, 2015 at 5:26 PM
To: Karen Martin <karen@loehomes.com>, Cathy McKenzie <cathy@loehomes.com>, Dana Barnhill <barnhillbroker@aol.com>, lynette@brunikarr.com, Chesley Karr <chesley@brunikarr.com>, Jennifer Kellogg <jennifer@kelloggagency.com>, robbie@nmia.com, kdeacon24@swcp.com, angela@ammre.com, Courtney Warnock <courtney@kelloggagency.com>, allwestproperty@yahoo.com, David Steele <cibolarealtyervices@gmail.com>, jimstringfield@cableone.net, sam@aqmabq.com, debbie@tcdrlc.com, stefano febi <mazzolain@gmail.com>, Jim Meek <jcmeek@gmail.com>, Eugena <eugena@cornerpostco.com>, Corrine Otero <corrine@kelloggagency.com>, lizmazzola@realtor.com, support@hspmngmt.com, Jaime Thomas <jaime@ammre.com>, Blair Hart <blair@ammre.com>, Bob H <bob@tysonprop.com>, Georgia K Huneycutt <georgia@tysonprop.com>, singquail@aol.com, Tammy Golding <tammy@cornerpostco.com>, marijane@swcp.com, mandytorbettoo82@msn.com, enTrustAM Rentals <rentals@entrustam.com>, MK Webb <mark@rpmriogrande.com>, Andrea Onomoto <andrea@ammre.com>, Chad Parker <chad@ammre.com>, rent@psabq.com, jesse@ammre.com, Michelle Poorbaugh <michelle@kelloggagency.com>, Richard Small <richard@box133.com>, Donna Jones White <info@santafevacationrentals.com>, Sarah Rich <srich@gdrpm.com>, Seth Kelly <seth.kelly@cblegacy.com>

National Association of Residential Property Managers
Albuquerque Metro Chapter

MEMBERS PRESENT: There were 11 members and 2 guests

Meeting called to order by Seth Kelly, President. Mission Statement read.
Introduction of attendees

☐ Chapter Compliance

Report due by end of June. Seth is working on report and all points for award

☐ **TREASURER'S REPORT:** The balance in the chapter's bank account is \$9288.46. Eugena is working on reconciliation and phone calls to members as follow up.

☐ Education Committee

Additional instructors needed – Marcia Russell is no longer available due to health concerns. Discussion was made to partner with Apartment Association and IREM.

Contact Bill Hallett and Jack Sheehan. NARPM can also bring people in to provide instructors for us.

Courtney will volunteer for June-July education

Goal for year is to set up training for the year and find someone who can instruct or help us.

☐ Networking

Happy Hour get to know networking event – casual attire. Discuss location and possible vendors to help pay for expenses

Suggestions El Patron 4-6 open to members and non-members.

Bigger event – GOLF tournament to raise funds for a charitable organization.

☐ Meeting Dates – set in stone☐ Networking events – TBD☐ Discussion for additional meeting space for training classes AVG space for 60 people

Table and chairs and AV hook ups. Email Barb with suggestions.

Thank you for your attendance and participation in our local NARPM chapter! We look forward to a busy year full of rewarding events to help further educate all in their profession of property management.

Seth Kelly, President 2015

cc: Barbara Clark
Secretary 2015

Albuquerque/Metro NARPM Chapter Meeting

DATE: Wednesday July 20th

TIME: 8:30 am to 10:00am

LOCATION: LePeep I 25 @ Jefferson

- Welcome
- Introductions – welcome guests
- Treasury Report
Copy of bank statement and written report with agenda

Charles Kwin

6543 62

- Education Committee Report
 - Metro Chapter Education – August 3 1-4pm
August 4 10a to 5pm

Ethel

Maintenance

- Roundtable topics – Water – who pays ?
Problems and remedies
Final Notices and Shut off

Safety

AC

- Upcoming Election of officers 2017 Albuquerque Metro Chapter

- **Date:** Tuesday, November 15, 2016
- **Time:** Training will take place 8:30 AM to 5:00 PM and dinner will follow on Tuesday evening.
- **Hotel:** The Chase Park Plaza
212 N. Kingshighway Blvd., St. Louis, MO

Grant Application

The purpose of the grant is to assist Chapters financially with travel expenses for their Chapter Leader to attend Chapter Leader Training. Download **Grant Application** form.

Registration

Download **Leadership Registration** form.

(The form, including hotel reservation information, must be returned no later than October 14, 2016. Please be sure to read the registration information carefully.)

- National Convention – October 19-21 Maui, Hawaii

✓ Thank you for attending and your participation

7/20/16 WARM notes

11 people

lease clause - non rent

£80

Issues -

email water (Sarah) 12 month prenotice

turn water off - based on A
chronic late
rent plus utilities

owner pay landscape

safety course - Jack Sheehan

text photo to person you are showing

* Google Voice - private gmail acct *

• Ring Central

AC

Maintenance

Safety

Rooms

Albuquerque/Metro NARPM Chapter Meeting

DATE: Wednesday September 21

TIME: 8:30 am to 10:00am

LOCATION: LePeep I 25 @ Jefferson

- Introductions – welcome guests

Silence Phones

- ✓ Treasury Report

666 Back NARPM

Copy of bank statement and written report with agenda

6115⁰⁰

- ✓ Education Committee Report

Ira Simple

Self-Directed IRA education proposal.

Term White Gov

- ✓ Election of officers 2017 Albuquerque Metro Chapter

IRA innovation

- Vote online

Custodian

SPEAKER

Intro cards with neighbors

emergency preparedness and common winter issue

Sarah Rich

Chesley will set up meetings in Nov

Announce new officers for 2017

- Pres Shawn

- VP - Pam Lynette Field

Sec - TRES Edie Chesley

② membership Seth

Danna

- Elected President will attend

- Date: Tuesday, November 15, 2016

- Time: Training will take place 8:30 AM to 5:00 PM and dinner will follow on Tuesday evening.

- Hotel: The Chase Park Plaza

212 N. Kingshighway Blvd., St. Louis, MO

- New President Registration for Leadership Training must be in by October 9 ASAP)

Download **Leadership Registration** form.

(The form, including hotel reservation information, must be returned no later than October 14, 2016. Please be sure to read the registration information carefully.)

- National Convention – October 19-21 Maui, Hawaii

Thank you for attending and your participation

Albuquerque/Metro Chapter
National Association of Residential Property Managers
Meeting La Peep Restaurant
Thursday November 17, 2016

Welcome/Call to Order:

Barbara Clark called the meeting to order at 8:30 AM. There were 14 people attending. She asked everyone to introduce themselves.

Treasury Report:

Eugena Milliorn reported there was approximately \$5974.23 in the bank account

Education Committee:

Chesley Karr said he had 9 members and one non-member signed up for the class December 6. He asked for help getting more attendees.

Membership:

Seth asked for help from the members to give him names/email addresses of any property managers not members of NARPM that he could contact.

Report on Hawaii:

Pam, Chesley, Shawn, Kristian and Eugena told a little about their experience in Hawaii.

Report from St Louis:

Shawn reported on his leadership training in St Louis. One of the pushes that NARPM national is doing is education. Mike Mumford insisted that Albuquerque Chapter have a designation class in September. More details to follow.

Barbara Clark Installed the following new officers:

President Shawn Johnson
Vice –President Pam Gallo
Secretary Lynette Fields
Treasurer Eugena Milliorn
Membership Chairs Seth Kelly and Davina Lawson
Education Chair Chesley Karr

Barbara adjourned the meeting at 9:30AM

Albuquerque/Metro NARPM Chapter Meeting

DATE: Wednesday Jan 20

TIME: 8:30 am to 10:00am

LOCATION: LePeep 125 @ Jefferson

- Welcome and Introduction of New Board
- Venue Change
- Chapter Update – Attendance and Membership Goals
- Treasury Report
- Education Committee – Finalize Instructors/Topics/Location
- Networking Events
- Owner/Broker Conference Las Vegas
April 11-13, 2016 Mirage
- National Convention – October
Hawaii
- ~~Venue Change~~

- August

Developing Rewarding Owner

Chesley Karr

Mold

Tenancy

Res

1st of 2010

Mold
Air / drywall
water

Thank you for your attendance and participation in our Albuquerque Metro NARPM Chapter! We look forward to 2016 and a year of rewarding events to help further educate all in their profession of property management!

Efficient

Barbara Clark

NARPM President, 2016

- Removed mold coverage
800-1200 for remediation

NARPM
Albuquerque Metro Chapter
NEW DATE 3rd Wednesday of Month

Yearly meetings and event schedule

In 2016, in an effort to increase attendance at our meetings, we will be meeting for Breakfast at LePeep off Jefferson and I-25 to accommodate a more central location for our member from Rio Rancho. We will also be offering a FREE Breakfast Buffet! Look forward to seeing you then

Please make note of the meeting and upcoming events that our President Barbara Clark has planned for us in 2016

Member Meetings every 2 months:

January 20, 2016 – Breakfast 8:30am to 10:00am LePeep I25 @ Jefferson
March 16 – Breakfast 8:30am to 10:00am LePeep I25 @ Jefferson
May 18 – Breakfast 8:30am to 10:00am LePeep I25 @ Jefferson
July 20 – Breakfast 8:30am to 10:00am LePeep I25 @ Jefferson
Sept 21 – Breakfast 8:30am to 10:00am LePeep I25 @ Jefferson
Nov 16 – Breakfast 8:30am to 10:00am LePeep I25 @ Jefferson

Networking Events/Membership Development:

Feb 17 - NARPM Happy Hour (member/non-member), Location TBD, 4:30pm to 7pm
June 15 - NARPM Happy Hour (member/non-member), Location TBD, 4:30pm to 7pm
August 17– NARPM Happy Hour (member/non-member), Location TBD, 4:30pm to 7pm

Holiday Functions:

December 21th - Holiday Luncheon, location and time TBD

Owner/ Broker Conference

April 11-13 Las Vegas, Mirage Hotel

CE Education class April 14 – Advanced Risk management

National Conference:

Maui, HI Grand Wailea Resort & Spa

Education begins Oct 17 Convention begins October 19-21, 2016

CE credits Education Events:

TBD

Amended Article 9 and Standards of Professionalism:

Article 9: RELATIONS WITH OTHER PROPERTY MANAGERS

NARPM® Professional Members shall not knowingly or recklessly make false or misleading statements about other property managers or their business practices, or otherwise attempt to take business from other property managers by deceptive means.

STANDARDS OF PROFESSIONALISM

- **9-1** The Property Manager shall treat all property managers in an honest and professional manner and shall not knowingly engage in any practice or take any action against a property manager in an un-businesslike manner.
- **9-2** The Property Manager shall not knowingly interfere with other property managers' contract rights, including by taking actions inconsistent with exclusive agreements that other property managers have with clients. This does not preclude the Property Manager from otherwise soliciting clients or making general announcements about their own services. For purposes of this code, a general announcement may be defined as a general telephone canvass or a general mailing or distribution addressed to all prospects in a given geographical area or in a specific profession, business, club, organization, or other classification or group. This code does not restrict fair and reasonable competition among property managers.
- **9-3** In the event of a controversy between Property Managers with different firms, the Property Managers/owner of firm shall submit the dispute to mediation prior to litigation.



National Association of Residential Property Managers

Antitrust Policy

Association Meetings - To minimize the possibility of antitrust problems at association gatherings, the following guidelines should be followed at all meetings of the Board of Directors and committees, as well as all association-sponsored conventions, trade shows, training seminars, conferences, and task force and working group sessions.

- **DO NOT** discuss your prices or competitors' prices with a competitor (except when buying from or selling to that competitor) or anything, which might affect prices such as costs, discounts, terms of sale, or profit margins.
- **DO NOT** agree with competitors to uniform terms of sale, warranties, or contract provisions.
- **DO NOT** agree with competitors to divide customers or territories.
- **DO NOT** act jointly with one or more competitors to put another competitor at a disadvantage.
- **DO NOT** try to prevent your supplier from selling to your competitor.
- **DO NOT** discuss your future pricing, marketing, or policy plans with competitors.
- **DO NOT** discuss your customers with your competitors.
- **DO NOT** make statements about your future plans regarding pricing, expansion, or other policies with anti-competitive overtones. Do not participate in discussions where other members do.
- **DO NOT** propose or agree to any standardization, the purpose of which is anti-competitive, e.g., to injure your competitor.
- **DO NOT** attend or stay at any informal association meeting where there is no agenda, no minutes are taken, and no association staff member is present.
- **DO NOT** do anything before or after association meetings, or at social events, which would be improper at a formal association meeting.
- **DO NOT** interpret or enforce the association's Code of Ethics without direction from the leadership.
- **DO NOT** regard compliance with the association's Code of Ethics as justification for anti-competitive communications or actions.
- **DO NOT** represent that the association prohibits or limits advertising, marketing or solicitation other than as the law authorizes prohibitions or limitations.
- **DO NOT** issue any document or communication on behalf of the association unless with proper authorization.
- **DO** send copies to an association staff member of any communications or documents sent, received, or developed by you when acting for the association.
- **DO** alert every employee in your company who deals with the association to these guidelines.
- **DO** alert association staff and legal counsel to anything improper.

Albuquerque/Metro Chapter
National Association of Residential Property Managers
Meeting La Peep Restaurant
Wednesday March 16, 2016

Welcome/Call to Order:

Barbara Clark called the meeting to order at 8:40 AM. There were 12 people attending. She asked everyone to introduce themselves.

Guest Speaker:

Gabriel Campos ADA Coordinator and Human Rights Officer for City of Albuquerque talked to the group regarding service and therapy animals. Service animals are dogs and miniature horses only. Any animal can be a therapy animal. For property management both service and therapy-comfort animals have to be treated the same. He also said that the city has a Dispute Mediation Committee that is free for all citizens for disputes between neighbors.

Treasury Report:

Eugena Milliorn reported there was approximately \$1043.31 in the bank account.

Education Committee:

Chesley Karr said he was going to meet with the Real Estate Education Steering Committee today to get the continuing ed class scheduled to be held in August approved for NM CE credits. The classes are Ethics and Developing Owner Relations.

Networking Events:

Sarah Rich discussed having the next networking event at the new Green Jean Farmery Plaza located off of Carlisle and I-40. She also talked about the changes to the Real Estate mandatory CE class. Real Estate licensees will be required to attend one four hour class a year and 4 core classes per three year cycle.

Broker/Owner Conference Las Vegas April 11-13, 2016 Mirage, Colorado Property Management Conference in April –

Barbara asked if anyone was attending the Broker/Owner in Las Vegas. She will be attending the Colorado conference in April.

Meeting Change: Bev Perina an Ambassador for NARPM from Ft. Collins, CO offered to come to the meeting in May and do a class. Barbara will contact her to see when she can come and where/when the meeting in May will be held.

Barbara adjourned the meeting at 10:00AM



enTrustAM Rentals <rentals@entrustam.com>

NARPM albuquerque metro chapter lunch meeting

3 messages

enTrustAM Rentals <rentals@entrustam.com> Sun, May 3, 2015 at 2:25 PM
 To: Richard Small <richard@box133.com>, Bob Gilbert <bob@ammre.com>, Blair Hart <blair@ammre.com>, Jaime Thomas <jaime@ammre.com>, angela@ammre.com, Chesley Karr <chesley@brunikarr.com>, David Steele <cibolarealtyservices@gmail.com>, Seth Kelly <seth.kelly@cblegacy.com>, Tammy Golding <tammy@cornerpostco.com>, Eugena <eugena@cornerpostco.com>, tharris92@msn.com, marijane@swcp.com, Barbara Clark <albuqbarb@live.com>, Sarah Rich <srich@gdrpm.com>, Karen Martin <karen@loehomes.com>, MK Webb <mark@rpmriogrande.com>, Jim Meek <jcmeek@gmail.com>, mandytorbett0082@msn.com, debbie@tcdrlc.com, Bob H <bob@tysonprop.com>, Georgia K Huneycutt <georgia@tysonprop.com>, lizmazzola@realtor.com, marsha@cloudcroftproperties.com, Shawn Johnson <shawn@sjcproperties.com>, Kristin Johnson <kristin@sjcproperties.com>, revolutionrealtyllc@gmail.com, pearlwhite@q.com, ameliachristensen@homespotonline.com, melanie@bluedoorhomes.net, Jennifer Kellogg <jennifer@kelloggagency.com>, Corrine Otero <corrine@kelloggagency.com>, Michelle Poorbaugh <michelle@kelloggagency.com>, patty@kelloggagency.com, Courtney Warnock <courtney@kelloggagency.com>, singquail@aol.com

NARPM Albuquerque Metro Chapter

2nd Quarter meeting

DATE CHANGE

yearly meetings and event schedule

Initially our meeting was scheduled for this coming Tuesday the 5th - but we are going to meet on the 19th at the Cooperage on Lomas @ Louisiana at NOON

Look forward to seeing you then

Please make note of the meeting and upcoming events that our President Seth Kelly has planned for us.

Member Meetings:

Albuquerque / Metro Chapter

National Association of Residential Property Managers
Tuesday, May 19, 2015 Meeting

MEMBERS PRESENT: There were 11 members and 2 guests present

MEETING AGENDA

Meeting called to order by Seth Kelly, President. Mission Statement read. Introduction of attendees

- **Chapter Compliance**
Report due by end of June. Seth is working on report and all points for award
- **TREASURER'S REPORT:** The balance in the chapter's bank account is \$9288.46.
Eugena is working on reconciliation and phone calls to members as follow up.
- **Education Committee**
Additional instructors needed – Marcia Russell is no longer available due to health concerns. Discussion was made to partner with Apartment Association and IREM. Contact Bill Hallett and Jack Sheehan. NARPM can also bring people in to instruct for us.

Courtney will volunteer for June-July education

Goal for year is to set up training for the year and find someone who can instruct or help us.
- **Networking**
Happy Hour get to know networking event – casual attire. Discuss location and possible vendors to help pay for expenses
Suggestions El Patron 4-6 open to members and non-members.

Bigger event – GOLF tournament to raise funds for a charitable organization.
- Meeting Dates – set in stone
- Networking events – TBD
- Discussion for additional meeting space for training classes AVG space for 60 people
Table and chairs and AV hook ups. Email Barb with suggestions.

Thank you for your attendance and participation in our local NARPM chapter! We look forward to a busy year full of rewarding events to help further educate all in their profession of property management.

Seth Kelly, President 2015



enTrustAM Rentals <rentals@entrustam.com>

Albuquerque Metro Chapter NARPM Minutes

1 message

enTrustAM Rentals <rentals@entrustam.com> Thu, May 28, 2015 at 5:26 PM
To: Karen Martin <karen@loehomes.com>, Cathy McKenzie <cathy@loehomes.com>, Dana Barnhill <barnhillbroker@aol.com>, lynette@brunikarr.com, Chesley Karr <chesley@brunikarr.com>, Jennifer Kellogg <jennifer@kelloggagency.com>, robbie@nmia.com, kdeacon24@swcp.com, angela@ammre.com, Courtney Warnock <courtney@kelloggagency.com>, allwestproperty@yahoo.com, David Steele <cibolarealtyservices@gmail.com>, jimstringfield@cableone.net, sam@aqmabq.com, debbie@tcdrlc.com, stefano febi <mazzolain@gmail.com>, Jim Meek <jcmeek@gmail.com>, Eugena <eugena@cornerpostco.com>, Corrine Otero <corrine@kelloggagency.com>, lizmazzola@realtor.com, support@hspmngmt.com, Jaime Thomas <jaime@ammre.com>, Blair Hart <blair@ammre.com>, Bob H <bob@tysonprop.com>, Georgia K Huneycutt <georgia@tysonprop.com>, singquail@aol.com, Tammy Golding <tammy@cornerpostco.com>, marijane@swcp.com, mandytorbettoo82@msn.com, enTrustAM Rentals <rentals@entrustam.com>, MK Webb <mark@rpmriogrande.com>, Andrea Onomoto <andrea@ammre.com>, Chad Parker <chad@ammre.com>, rent@psabq.com, jesse@ammre.com, Michelle Poorbaugh <michelle@kelloggagency.com>, Richard Small <richard@box133.com>, Donna Jones White <info@santafevacationrentals.com>, Sarah Rich <srich@gdrpm.com>, Seth Kelly <seth.kelly@cblegacy.com>

National Association of Residential Property Managers
Albuquerque Metro Chapter

MEMBERS PRESENT: There were 11 members and 2 guests

Meeting called to order by Seth Kelly, President. Mission Statement read.
Introduction of attendees

☐ Chapter Compliance

Report due by end of June. Seth is working on report and all points for award

☐ **TREASURER'S REPORT:** The balance in the chapter's bank account is \$9288.46. Eugena is working on reconciliation and phone calls to members as follow up.

Additional instructors needed – Marcia Russell is no longer available due to health concerns. Discussion was made to partner with Apartment Association and IREM.

Contact Bill Hallett and Jack Sheehan. NARPM can also bring people in to provide instructors for us.

Courtney will volunteer for June-July education

Goal for year is to set up training for the year and find someone who can instruct or help us.

□ Networking

Happy Hour get to know networking event – casual attire. Discuss location and possible vendors to help pay for expenses

Suggestions El Patron 4-6 open to members and non-members.

Bigger event – GOLF tournament to raise funds for a charitable organization.

☐ Meeting Dates – set in stone

□ Networking events – TBD

☐ Discussion for additional meeting space for training classes AVG space for 60 people

Table and chairs and AV hook ups. Email Barb with suggestions.

Thank you for your attendance and participation in our local NARPM chapter! We look forward to a busy year full of rewarding events to help further educate all in their profession of property management.

Seth Kelly, President 2015

cc: Barbara Clark
Secretary 2015

Albuquerque/Metro NARPM Chapter Meeting

DATE: Wednesday July 20th

TIME: 8:30 am to 10:00am

LOCATION: LePeep I 25 @ Jefferson

- Welcome
 - Introductions – welcome guests
 - Treasury Report
Copy of bank statement and written report with agenda
 - Education Committee Report
 - Metro Chapter Education – August 3 1-4pm
August 4 10a to 5pm
 - Roundtable topics – Water – who pays ?
Problems and remedies
Final Notices and Shut off
 - Upcoming Election of officers 2017 Albuquerque Metro Chapter
- ✓
- **Date:** Tuesday, November 15, 2016
 - **Time:** Training will take place 8:30 AM to 5:00 PM and dinner will follow on Tuesday evening.
 - **Hotel:** The Chase Park Plaza
212 N. Kingshighway Blvd., St. Louis, MO

Grant Application

The purpose of the grant is to assist Chapters financially with travel expenses for their Chapter Leader to attend Chapter Leader Training. Download **Grant Application** form.

Registration

Download **Leadership Registration** form.

(The form, including hotel reservation information, must be returned no later than October 14, 2016. Please be sure to read the registration information carefully.)

- National Convention – October 19-21 Maui, Hawaii
- ✓ Thank you for attending and your participation

7/20/16 WARM notes

11 people

lease clause - non rent

£80

Issues -

email water (Sarah) 12 month prenotice

turn water off - based on A
chronic late
rent plus utilities

owner pay landscape

safety course - Jack Sheehan

text photo to person you are showing

* Google Voice - private gmail acct *

• Ring Central

AC

Maintenance

Safety

Rooms

Albuquerque/Metro NARPM Chapter Meeting

DATE: Wednesday September 21

TIME: 8:30 am to 10:00am

LOCATION: LePeep I 25 @ Jefferson

- Introductions – welcome guests

Silence Phones

- ✓ Treasury Report

666 Back NARPM

Copy of bank statement and written report with agenda

6115⁰⁰

- ✓ Education Committee Report

Ira Simple

Self-Directed IRA education proposal.

Term White Box

- ✓ Election of officers 2017 Albuquerque Metro Chapter

IRA innovation

- Vote online

Custodian

SPEAKER

Intro cards with neighbors

emergency preparedness and common winter issue

Sarah Rich

Chesley will set up meetings in Nov

Announce new officers for 2017

- Pres Shawn

- VP - Pam Lynette Field

Sec - TRES Edie Chesley

② membership Seth

Danna

- Elected President will attend
- Date: Tuesday, November 15, 2016
- Time: Training will take place 8:30 AM to 5:00 PM and dinner will follow on Tuesday evening.
- Hotel: The Chase Park Plaza
212 N. Kingshighway Blvd., St. Louis, MO
- New President Registration for Leadership Training must be in by October 9 ASAP)

Download **Leadership Registration** form.

(The form, including hotel reservation information, must be returned no later than October 14, 2016. Please be sure to read the registration information carefully.)

- National Convention – October 19-21 Maui, Hawaii

Thank you for attending and your participation

Albuquerque/Metro Chapter
National Association of Residential Property Managers
Meeting La Peep Restaurant
Thursday November 17, 2016

Welcome/Call to Order:

Barbara Clark called the meeting to order at 8:30 AM. There were 14 people attending. She asked everyone to introduce themselves.

Treasury Report:

Eugena Milliorn reported there was approximately \$5974.23 in the bank account

Education Committee:

Chesley Karr said he had 9 members and one non-member signed up for the class December 6. He asked for help getting more attendees.

Membership:

Seth asked for help from the members to give him names/email addresses of any property managers not members of NARPM that he could contact.

Report on Hawaii:

Pam, Chesley, Shawn, Kristian and Eugena told a little about their experience in Hawaii.

Report from St Louis:

Shawn reported on his leadership training in St Louis. One of the pushes that NARPM national is doing is education. Mike Mumford insisted that Albuquerque Chapter have a designation class in September. More details to follow.

Barbara Clark Installed the following new officers:

President Shawn Johnson
Vice –President Pam Gallo
Secretary Lynette Fields
Treasurer Eugena Milliorn
Membership Chairs Seth Kelly and Davina Lawson
Education Chair Chesley Karr

Barbara adjourned the meeting at 9:30AM