

MEETING AGENDA

MEETING INFORMATION

Date: 1/23/18
Time: 12:00 – 2pm
Called By: Baltimore/Washington
Timekeeper: Brian Wojcik
Attendees: Joseph Haney, Brian Wojcik, Gino Victoria, Christina King, Lisa White, Kimberly Damewood, Sherri Russell, Gino Victoria, Eleanor Robinson

Location: In Person, Columbia, MD
Meeting Type: Board meeting
Facilitator: Brian Wojcik
Note Taker: Brian Wojcik

ACTION ITEMS FROM PREVIOUS MEETING

AGENDA ITEMS

Item/Presenter/Time Allotted

1. Welcome/Attendance
2. Leadership Training Overview, Brian
 - a. Initiatives for 2018: Follow the models for Chapter Success by National
 - i. Administrative Controls
 - ii. Marketing & Communications (External vs. Internal)
 - iii. Systematize Value (Programming)
3. 2017 transition into 2018
 - a. Roles & Responsibilities
 - i. Executive Leadership
 - ii. Chairs & Committees
 - b. Transitions
 - i. What is a good starting point for each of us?
 - c. Vision: Engagement and Growth through Value!
 - i. Topics: Overview
 1. Feedback from Members
 - ii. What are we setting as Goals for the Chapter? Strategies?
 1. Membership
 2. Affiliate
 3. Marketing
 - iii. Monthly Topics Selection
 - d. Commitment to Leadership Development
 - i. President & President Elect sent to leadership Annually
 - e. Budget

NEW ACTION ITEMS

Maintenance Course

Nominations remain for the following Chair Positions Remain:

- Chapter Marketing/Publications Coordinator
- Affiliate Program Coordinator

OTHER NOTES OR INFORMATION

Meeting Agenda

Baltimore/Washington Chapter of the National Association of Residential Property Managers
Board of Directors Meeting Agenda
February 27th, 2018

Chapter Mission: Engagement and Growth Through Value!

Chapter Vision: **To Be Determined**

MEETING INFORMATION

Location: Virtual, Conference Call

Time: 12:00 – 1pm

Call-In Number: 410-451-9655 ext 9

Call-In Code: 93770

Facilitator: Brian Wojcik

Minutes Keeper: Lisa White

Attendees: Joseph Haney, Brian Wojcik, Gino Victoria, Christina King, Lisa White, Kimberly Damewood, Sherri Russell, Gino Victoria, Eleanor Robinson

	Carried	Failed	Description
1			Call Meeting to order
2			Roll Call determines quorum is present. If quorum is not present cannot hold meeting
3			Strategic/Industry Discussion
			<p>1. Use this time to have a discussion on what is happening in the industry that affects the chapter. Can assign this discussion to a different board members each month to bring a discussion item.</p> <p>BW: As a trade organization, we are silent on legislation. Should we be?</p> <p>Any other topic?</p> <p>Next Board Meeting: All are invited to put a topic on the agenda. Submit NLT Chapter Meeting a week prior.</p>
			2. Sometimes these discussions will lead to a motion by the directors on action that is needed.
4			Treasurer's Report
			1. Review the financial report to assure the board understands details
			2. Make sure when a budget is suggested it shows actual vs forecasted amounts
			3. Reports from any financial advisors or institutions
5			Presidents Report
			<p>1. Report on what information that is relevant to the board of action around chapter</p> <p style="padding-left: 20px;">a. New Monthly Reporting Requirements (See Attachment)</p>
			2. Update on meeting attended as President of the Chapter

			3. Any other pertinent information that should be shared with the Directors
6			President-Elect Report
			1. Review action of committees/work groups/task forces that met who are not in attendance at meeting
			2. Other actions that were assigned by the President
7			Committee Reports
			1. If action is needed have Committees reports given here <ul style="list-style-type: none"> • Membership Chair Report • Education Chair Report • Legislative Chair
			Business Action
8			Consent agenda (items on a consent agenda do not need discussion or formal motion. They are reoccurring monthly items such as below:
			1. Written Committee Reports that are informational only (no action needed)
			2. Minutes of previous meeting if no additions or corrections must be made
			3. Correspondence that does not require voting action <ul style="list-style-type: none"> - Next Months' Virtual Board Meeting will be done via Hangouts or Zoom - April Meeting is in person (New Qtr, as agreed in the last Board Meeting (2 hours with lunch) <ul style="list-style-type: none"> - Interest in rotating location: who would like to host it? - Annual Strategic Planning Session <ul style="list-style-type: none"> • Annual Calendar of Events • Membership Drives • Joint Activities with Suburban, DC and NOVA? • Affiliate Program (Strengthening) - Google email and Drive access complete - Feedback from Chapter Members during January (See Attached)
			**Any item under the consent agenda can be removed by an agreement by the group and moved under discussion item on agenda (below)
9			Unfinished Business

			<ul style="list-style-type: none"> • Take action on any unfinished business from previous meetings • Take action on any items that were tabled at the last meeting • Remember Motions are needed, and seconds are to be made. • Discussion must take place before the vote • If it action has a financial impact, make sure the Treasurer/Finance Committee gives input <ol style="list-style-type: none"> 1. Follow-up to January Board Meeting <ol style="list-style-type: none"> a. Open Administrative Items <ol style="list-style-type: none"> i. Chapter Leader Transition Checklist ii. Chapter Membership Costs <ol style="list-style-type: none"> 1. New Members 2. Affiliate Members 3. (Review National Costs) iii. Annual Plan (Goals, Budget) iv. Standard Procedures: <ol style="list-style-type: none"> 1. New Member Orientation, welcome letter with invoice, etc. v. Membership Reconciliation (Member Count) <ol style="list-style-type: none"> 1. Dues Paid vi. Types of Members, Prospects List vii. Chapter Website / Online Application b. Marketing / Publications Chair c. March Meeting Speaker Update <ol style="list-style-type: none"> i. RSVP and Advance Payment? d. April through December 2. Chapter Compliance & Chapter Excellence Progress/Needs
10			New Business
			1. Bring forward motion for items to come to the floor, followed by second, discussion and vote
			2. Continue this action on all items
11			Discussion Items*
			1. **If an item was pulled from the consent agenda add the items here for the meeting Ethics: All of our members should have taken Ethics, Have they?
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			4. Review Pending Items
12			Adjourn Meeting
			President can adjourn meeting, no need for a motion

Pending Items Date			Explanation of Action Pending from last meeting

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Membership Reporting Requirements

Reported for January

- **Number of PM members end of year 2017:** 36
- **Number of current PM members:** 38 (under review)
- **Number of designees (RMP, MPM, etc.) end of year 2017:** 4
- **Number of current designees:** 4
- **Number of current designee candidates:** 0
- **Have you established an annual plan?** Still Working on it.
- **Date of your education course to be held:** June 12th, 2018
- **Items you feel your chapter needs to focus on.** Getting ahead of the basics to focus on growth. Institute use of templates provided by National to assist running our Chapter more smoothly. Strengthen membership value and affiliate program.

Chapter Member Feedback

- Add survey to e-mail list with brief questionnaire asking who manages properties
- Setup table so waiters can get around outside speaker at the other end of the room
- I would like to see the property managers use vendors that are in the group who are members instead of outside companies, of course within reason pertaining to cost
- I would like to see the meetings start on time. Topics:
 - Handling evictions
 - Maintenance issues
- I would like to see minutes distributed from the meetings
- Email Surveys to attendees - measure effectiveness and value
- It's important to have budget updates consistently, members want to know how their dues are being spent, value vs. cost
- Implement a Facebook landing page and other social media
- Green turtle is a good location. Topics:
 - Designation classes
 - Legal updates
- Creative private Facebook page for members only
- Have a place to share best practices and to ask questions while on the run
- Topics:
 - Legal topics are always good
 - Property maintenance: how to winterize
 - Technology, a software apps good for property management
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- Meeting Venue:
 - Too early
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 - As a property manager and not a realtor, it will be helpful to CVS update of each meeting
- Meetings: Problem/Resolution Session
- Meetings: Problem/Resolution Session, question and answer period at each session
- Meetings: Can remove the meetings from Tuesday's? There is a recurring conflict for this person on Tuesday.

Meeting Agenda

Baltimore/Washington Chapter of the National Association of Residential Property Managers
Board of Directors Meeting Agenda
March 26th, 2018

Chapter Mission: Engagement and Growth Through Value!

Chapter Vision: **To Be Determined**

MEETING INFORMATION

Location: Virtual, Conference Call

Time: 12:00 – 1pm

Call-In Number: 410-451-9655 ext 9

Call-In Code: 93770

Facilitator: Brian Wojcik

Minutes Keeper: Lisa White

Attendees: Joseph Haney, Brian Wojcik, Gino Victoria, Christina King, Lisa White, Kimberly Damewood, Sherri Russell, Gino Victoria, Eleanor Robinson, Reeve Walters

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3			Strategic/Industry Discussion
			1. Use this time to have a discussion on what is happening in the industry that affects the chapter. Can assign this discussion to a different board members each month to bring a discussion item. N/A: Focus time on Chapter Excellence
			2. Sometimes these discussions will lead to a motion by the directors on action that is needed.
4			Treasurer's Report
			1. Review the financial report to assure the board understands details <ul style="list-style-type: none"> - Online Banking Access Issue Resolved - Invoicing will need to be completed
			2. Make sure when a budget is suggested it shows actual vs forecasted amounts <ul style="list-style-type: none"> - Budget submitted for Chapter Compliance, to be voted on...
			3. Reports from any financial advisors or institutions
5			Presidents Report
			1. Report on what information that is relevant to the board of action around chapter <ul style="list-style-type: none"> - After Membership Reconciliation is completed and validated, focus on using the maintenance class as a membership drive - Improve ease of signing up new members, Chapter Page, etc.

			2. Update on meeting attended as President of the Chapter
			3. Any other pertinent information that should be shared with the Directors
6			President-Elect Report
			1. Review action of committees/work groups/task forces that met who are not in attendance at meeting - Chapter Excellence
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Chapter Member Feedback

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 - Designation classes
 - Legal updates
- Creative private Facebook page for members only
- Have a place to share best practices and to ask questions while on the run
- Topics:
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Meeting Agenda

Baltimore/Washington Chapter of the National Association of Residential Property Managers
Board of Directors Meeting Agenda
April 24th, 2018

Chapter Mission: Engagement and Growth Through Value!

Chapter Vision: **To Be Determined**

MEETING INFORMATION

Location: Demco Properties Office
 2126 Espey Ct f, Crofton, MD 21114
 410-451-9655

Time: 9:00am – 11:00am

Facilitator: Brian Wojcik

Minutes Keeper: Lisa White

Attendees: Joseph Haney, Brian Wojcik, Gino Victoria, Christina King, Lisa White, Kimberly Damewood, Sherri Russell, Gino Victoria, Eleanor Robinson, Reeve Walters

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4			Treasurer's Report
			1. Review the financial report to assure the board understands details - Invoicing will need to be completed after there is clarity on membership
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5			Presidents Report

			<ol style="list-style-type: none"> 1. Report on what information that is relevant to the board of action around chapter <ul style="list-style-type: none"> - After Membership Reconciliation is completed and validated, focus on using the maintenance class as a membership drive - Improve ease of signing up new members, Chapter Page, etc. - RVP Call notes, Tri-State Conference, membership applications
			2. Update on meeting attended as President of the Chapter
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- It's important to have budget updates consistently, members want to know how their dues are being spent, value vs. cost
- Implement a Facebook landing page and other social media
- Green turtle is a good location. Topics:
 - Designation classes
 - Legal updates
- Creative private Facebook page for members only
- Have a place to share best practices and to ask questions while on the run
- Topics:
 - Legal topics are always good
 - Property maintenance: how to winterize
 - Technology, a software apps good for property management
 - Process in procedures
 - How to hire the right people
- Meeting Venue:
 - Too early
 - Have in PM near happy hour for social networking
 - Or have a sponsored social networking in addition to meetings
- Topics:
 - That should property managers be real estate agents
- Meetings:
 - Set up tables as four-tops to accommodate more attendees
- Venue good, may need to consider changing as we grow
- Topic: promoting in growing property management business
- Topics: Legislative updates and changes
 - As a property manager and not a realtor, it will be helpful to CVS update of each meeting
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Meeting Agenda

Baltimore/Washington Chapter of the National Association of Residential Property Managers
Board of Directors Meeting Agenda
May 22nd, 2018

Chapter Mission: Engagement and Growth Through Value!

Chapter Vision: **To Be Determined**

MEETING INFORMATION

Location: Virtual, Conference Call

Time: 12:00 – 1pm

Call-In Number: 410-451-9655 ext 9

Call-In Code: 93770

Facilitator: Brian Wojcik

Minutes Keeper: Lisa White

Attendees: Joseph Haney, Brian Wojcik, Gino Victoria, Christina King, Lisa White, Kimberly Damewood, Sherri Russell, Gino Victoria, Eleanor Robinson, Reeve Walters

	Carried	Failed	Description
1			Call Meeting to order
2			Roll Call determines quorum is present. If quorum is not present cannot hold meeting
3			Strategic/Industry Discussion
			1. Use this time to have a discussion on what is happening in the industry that affects the chapter. Can assign this discussion to a different board members each month to bring a discussion item. N/A: Focus on Chapter Health and Membership
			2. Sometimes these discussions will lead to a motion by the directors on action that is needed.
4			Treasurer's Report
			1. Review the financial report to assure the board understands details - Invoicing will need to be completed after there is clarity on membership
			2. Make sure when a budget is suggested it shows actual vs forecasted amounts - Budget submitted for Chapter Compliance, to be voted on...
			3. Reports from any financial advisors or institutions
5			Presidents Report
			1. Report on what information that is relevant to the board of action around chapter - After Membership Reconciliation is completed and validated, focus on using the maintenance class as a membership drive - Improve ease of signing up new members, Chapter Page, etc. - RVP Call notes, Tri-State Conference, membership applications

			2. Update on meeting attended as President of the Chapter
			3. Any other pertinent information that should be shared with the Directors
6			President-Elect Report
			1. Review action of committees/work groups/task forces that met who are not in attendance at meeting - Chapter Compliance/Excellence
			2. Other actions that were assigned by the President
7			Committee Reports
			1. If action is needed have Committees reports given here <ul style="list-style-type: none"> • Membership Chair Report • Education Chair Report • Legislative Chair
			Business Action
8			Consent agenda (items on a consent agenda do not need discussion or formal motion. They are reoccurring monthly items such as below:
			1. Written Committee Reports that are informational only (no action needed)
			2. Minutes of previous meeting if no additions or corrections must be made
			3. Correspondence that does not require voting action <ul style="list-style-type: none"> - Annual Strategic Planning Session <ul style="list-style-type: none"> • Annual Calendar of Events/Topics/Speakers • Membership Drives • Affiliate Program (Strengthening) - Google Hangouts and or Zoom meetings - Discussion on feedback from Chapter Members during January (See Attached) - Future Virtual Meetings using Zoom or Hangouts <p>** Any item under the consent agenda can be removed by an agreement by the group and moved under discussion item on agenda (below)</p>
9			Unfinished Business

			<ul style="list-style-type: none"> • Take action on any unfinished business from previous meetings • Take action on any items that were tabled at the last meeting • Remember Motions are needed, and seconds are to be made. • Discussion must take place before the vote • If it action has a financial impact, make sure the Treasurer/Finance Committee gives input <ol style="list-style-type: none"> 1. Follow-up to March Board Meeting <ol style="list-style-type: none"> a. Open Administrative Items to establish clarity and ease <ol style="list-style-type: none"> i. Chapter Leader Transition Checklist ii. Chapter Membership Enrollment Process & Costs <ol style="list-style-type: none"> 1. New Members 2. Affiliate Members 3. Review National Procedure iii. Annual Plan (Goals, Budget) iv. Standard Procedures: <ol style="list-style-type: none"> 1. New Member Orientation, welcome letter with invoice, etc. v. Membership Reconciliation (Member Count) <ol style="list-style-type: none"> 1. Dues Paid vi. Types of Members, Prospects List vii. Chapter Website / Online Application b. Marketing / Publications Chair c. April through December Speaker Schedule
10			New Business
			1. Bring forward motion for items to come to the floor, followed by second, discussion and vote
			2. Continue this action on all items
11			Discussion Items*
			1. **If an item was pulled from the consent agenda add the items here for the meeting Ethics: All of our members should have taken Ethics, Have they?
			2. If a motion is needed on the item it should be handled at this time
			3. If there are any pending items that need to be discussed from last meeting it should be addressed at this time
			4. Review Pending Items
12			Adjourn Meeting
			President can adjourn meeting, no need for a motion

Pending Items Date			Explanation of Action Pending from last meeting

*Remember to review the code of ethics

Membership Reporting Requirements

Reported for January

- **Number of PM members end of year 2017:** 36
- **Number of current PM members:** 38 (under review)
- **Number of designees (RMP, MPM, etc.) end of year 2017:** 4
- **Number of current designees:** 4
- **Number of current designee candidates:** 0
- **Have you established an annual plan?** Still Working on it.
- **Date of your education course to be held:** June 12th, 2018
- **Items you feel your chapter needs to focus on.** Getting ahead of the basics to focus on growth. Institute use of templates provided by National to assist running our Chapter more smoothly. Strengthen membership value and affiliate program.

Chapter Member Feedback

- Add survey to e-mail list with brief questionnaire asking who manages properties
- Setup table so waiters can get around outside speaker at the other end of the room
- I would like to see the property managers use vendors that are in the group who are members instead of outside companies, of course within reason pertaining to cost
- I would like to see the meetings start on time. Topics:
 - Handling evictions
 - Maintenance issues
- I would like to see minutes distributed from the meetings
- Email Surveys to attendees - measure effectiveness and value
- It's important to have budget updates consistently, members want to know how their dues are being spent, value vs. cost
- Implement a Facebook landing page and other social media
- Green turtle is a good location. Topics:
 - Designation classes
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Introduction of all Attendees – Affiliate members give a quick pitch

NARPM Mission Statement & Review ANTI TRUST POLICY (BELOW)

Chapter business:

- Brian (Pres) and Mary Jo (Pres elect) at leader training today
- New Business – Dec Holiday (Dec 11 – 12 or 13) get together suggestions?
-

ELECTION - We are holding our elections this month, National has mandated the timing. Oct / Nov will be a transition time for you to be a part of our board meeting. This give you plenty of time to meet who you will be taking over for. Your official effective date is Dec 1st to take over duties.

ETHICS - Article 10: TRUTH IN ADVERTISING

The Property Manager shall ensure that all advertising is clear and forthright and includes only accurate and truthful statements about the property or services advertised. (See back)

STANDARDS OF PROFESSIONALISM

10-1 Regardless of the type of media used, advertising content shall be truthful and honest at all times.

10-2 No property shall be offered as “For Rent” without the actual permission of the Client. If an unlisted property is offered, permission must be obtained from the owner.

10-3 Disclosure must be made to all parties if information gathered through electronic advertising media may be sold to an outside party.

10-4 All marketing materials, whether printed or electronic, shall comply with state laws.

Round Table Topic: End Of The Year.
How do you wrap up your 2018 business? checklists, forms

Notes:

Upcoming events Local and National:

- Nov 15th leadership training in St. Louis for President and or President electOffice
- December 11, 2018 9am - 4pm Operations – Policy & Procedures
Location: Frederick Co. Assn. of REALTORS® Classroom, 478 Prospect Blvd, Frederick, MD
- Register & Check NARPM.org for state conferences & Classess
- Feb 25-27 2019 Broker / Owner at Mirage Hotel & Casino in fabulous Las Vegas, Nevada
- For more information visit www.NARPM.org

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Your Baltimore Washington NARPM Chapter Leadership Team
General Chapter email: BaltWashNARPM@gmail.com

Brian Wojcik	President
Gino Victoria	President Elect
Lisa White	Secretary
OPEN	Treasurer
OPEN	Affiliate Chair
	Legislative Chair
Eleanor	Membership Chair

Robinson	
Kim Damewood	Education Chair
OPEN	Marketing Chair
Sherri Russell	Past President
Joe Haney	Past President

Chapter Website: <http://Baltimore.NARPM.org>

President Brian Wojick	Marketing open
President Elect GINO VICTORIA	Education Kim Damewood
Secretary Lisa White	Membership Eleanor Robinson
Treasurer open	Past President Joe Haney Sherri Russell
	Legistrative Brian Gallagher



National Association of Residential Property Managers
BALTIMORE/WASHINGTON CHAPTER

MEETING 2/20/18 - AGENDA

11:30am – 12 noon **Networking & Order Lunch**

12 noon **Introduction of all Attendees**

Members: Name, Company, How Long a member? One thing learned that earned or saved more money?

Guests: Name, Company, attended before? What brought you here today?

Affiliate Members: Give us a 30 second quick pitch of your products or services

NARPM Mission Statement (BELOW)

NARPM ANTITRUST POLICY

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Chapter Business:

- NARPM Class, Education & Designations
- Board Meeting:
 - *Feedback on Input Requests for 2018 Topics
 - Committee Chair Open Position
- Presentation Topic: Revenue, Earn More, Save More**
 - A presentation borrowed from NARPM Broker/Owner Retreat
- *Legislative Update: Baltimore City Licensing/Rent Transparency Bill
- *Problem/Resolution Session

Upcoming events Local and National:

- **Broker/Owner Conference and Expo**
 - Location: Las Vegas, NV
 - Date: April 9-11, 2018 (Education class is April 12)
- **Virginia State Conference**
 - Location: Richmond, VA
 - Date: February 26-27, 2018 (Education class tentatively scheduled for February 28)
- **Chapter Course**
- **In-House Maintenance: How to Run a Successful and Profitable Maintenance Operation Alongside Your Property Management Company**
 - Location: Columbia, MD
 - Date: 06/12/2018, Tue, 9:00am - 4:00pm
- **30th Annual Convention & Trade Show**
 - Location: San Diego, CA
 - Date: October 16-19, 2018 (Education classes are on October 15 & 16)
- For more information visit www.NARPM.org

Baltimore Washington Chapter Mission Statement:

Engagement and Growth Through Value!

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Ethics -

Article 9: RELATIONS WITH OTHER PROPERTY MANAGERS

The Property Manager shall not knowingly or recklessly make false or misleading statements about the competence or professionalism of other property managers or about their business practices, or otherwise attempt to take business from other property managers by deceptive means.

9-3: In the event of a controversy between Property Managers with different Firms, the Property Manager of the Firm shall use best efforts to resolve the dispute prior to litigation.

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Chapter Facebook: [NARPM Baltimore Washington Chapter](#)



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12 noon Introduction of all Attendees

Members: Name, Company, Designations? How long a property manager?

Guests: Name, Company, attended before? What brought you here today?

Affiliate Members: Give us a 30 second quick pitch of your products or services

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Chapter Business:

- NARPM Class, Education & Designations
- Board Meeting:
 - Committee Chair Open Position
 - **Presentation Topic: Baltimore City Licensing Bill 18-0185**
 - *Legislative Update:
 - *Problem/Resolution Session

Upcoming events Local and National:

- **Broker/Owner Conference and Expo**
 - Location: Las Vegas, NV
 - Date: April 9-11, 2018 (Education class is April 12)
- **Virginia State Conference**
 - Location: Richmond, VA
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The Property Manager shall not knowingly or recklessly make false or misleading statements about the competence or professionalism of other property managers or about their business practices, or otherwise attempt to take business from other property managers by deceptive means.

9-4: The Property Manager shall not obtain or use the proprietary materials or work of a competing management Firm without the express written permission of that Firm..

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National Association of Residential Property Managers
BALTIMORE/WASHINGTON CHAPTER

MEETING 1/16/18 - AGENDA

Introduction of all Attendees

Members: Name, Company, How Long a member? Name something of value from your NARPM experience

Guests: Name, Company, attended before? What brought you here today?

Affiliate Members: Give us a 30 second quick pitch of your products or services

NARPM Mission Statement (BELOW)

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Chapter business:

- NARPM Class
- Treasurer Report
- Swearing in of 2018 Board Officers and Committee Chair Positions
- RMP Designation Award Presentation for Joe Haney
- Input Requests for 2018 Topics
- Feedback for NARPM Leadership: What would you like to see for 2018?
- Presentation**
 - **Topic: Active Pending Legal Cases that may affect how you operate your Rental Business.**

Upcoming events Local and National:

- **Broker/Owner Conference and Expo**
 - Location: Las Vegas, NV
 - Date: April 9-11, 2018 (Education class is April 12)
- **Virginia State Conference**
 - Location: Richmond, VA
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Ethics -

Article 9: STANDARDS OF PROFESSIONALISM

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 their clients. This does not preclude the Property Manager from otherwise soliciting potential Clients or making general announcements about his or her 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.

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National Association of Residential Property Managers
BALTIMORE/WASHINGTON CHAPTER

MEETING 7/17/18 - AGENDA

11:30am – 12 noon Networking & Order Lunch

12 noon Introduction of all Attendees

Members: Name, Company, Door Count, One goal that being in NARPM has helped you achieve.

Guests: Name, Company, attended before? What is a goal that you have for your business?

Affiliate Members: Give us a 30 second quick pitch of your products or services

NARPM Mission Statement (BELOW)

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Chapter Business:

- Board Meeting:
 - **Presentation Topic: Home Warranties**
 - Problem/Resolution Session

Upcoming events Local and National:

- Check out NARPM.org for calendar of classes and events
- **30th Annual Convention & Trade Show**
 - Location: San Diego, CA
 - Date: October 16-19, 2018 (Education classes are on October 15 & 16)

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Ethics -

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STANDARDS OF PROFESSIONALISM

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National Association of Residential Property Managers
BALTIMORE/WASHINGTON CHAPTER

MEETING 6/19/18 - AGENDA

11:30am – 12 noon Networking & Order Lunch

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Guests: Name, Company, attended before? What is a goal that you have for your business?

Affiliate Members: Give us a 30 second quick pitch of your products or services

NARPM Mission Statement (BELOW)

NARPM ANTITRUST POLICY

*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's 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.*

Chapter Business:

- NARPM Class Recap and Designations
- Board Meeting:
 - Chapter Member Feedback
 - Elections are upcoming
 - **Presentation Topic: Pest Control**
 - Problem/Resolution Session

Upcoming events Local and National:

- Check out NARPM.org for calendar of classes and events
- **30th Annual Convention & Trade Show**
 - Location: San Diego, CA
 - Date: October 16-19, 2018 (Education classes are on October 15 & 16)

Baltimore Washington Chapter Mission Statement:

Engagement and Growth Through Value!

NARPM National Mission Statement – NARPM® provides resources for residential property management professionals who desire to learn, grow, and build relationships. We are an association designed for real estate professionals who know first-hand the unique challenges of managing single-family and small residential properties. NARPM® offers an effective, professional learning environment for owners of property management companies and their employees.

Ethics -

Article 9: RELATIONS WITH OTHER PROPERTY MANAGERS

The Property Manager shall not knowingly or recklessly make false or misleading statements about the competence or professionalism of other property managers or about their business practices, or otherwise attempt to take business from other property managers by deceptive means.

9-5: The Property Manager shall cooperate with other property managers when it is in the best interests of the Client or Tenant to do so.

Your NARPM Chapter Leadership Team General Chapter email: leadershipteam@bwnarpm.org

Brian Wojcik	President	brian@diyRealty.co	443-812-1484
Gino Victoria	President Elect	info@pmcmaryland.com	410-469-0009
Lisa White	Secretary	lisawhite956@gmail.com	443-336-6686
Christina King	Treasurer	Christina.King@longandfoster.com	703-679-5912
Joe Haney	Past President	NandLpropertymanagement@gmail.com	443-977-9740
Sherri Russell	Past- Past President	SherriDEMCO@gmail.com DEMCO Properties LLC	443-292-8064
Kim Damewood	Education Chair	kimdamewood@dmggroup.net	410-884-5393
Eleanor Robinson	Membership Chair	elarosebud@aol.com	301-938-4223
Reeve Walters	Legislative Chair	RWalters@offitkurman.com	240-507-1768

Chapter Website: <http://Baltimore.NARPM.org>
Chapter Facebook: [NARPM Baltimore Washington Chapter](#)

Chapter Member Feedback

- Add survey to e-mail list with brief questionnaire asking who manages properties
- Setup table so waiters can get around outside speaker at the other end of the room
- I would like to see the property managers use vendors that are in the group who are members instead of outside companies, of course within reason pertaining to cost
- I would like to see the meetings start on time. Topics:
 - Handling evictions
 - Maintenance issues
- I would like to see minutes distributed from the meetings
- Email Surveys to attendees - measure effectiveness and value
- It's important to have budget updates consistently, members want to know how their dues are being spent, value vs. cost
- Implement a Facebook landing page and other social media
- Green turtle is a good location. Topics:
 - Designation classes
 - Legal updates
- Creative private Facebook page for members only
- Have a place to share best practices and to ask questions while on the run
- Topics:
 - Legal topics are always good
 - Property maintenance: how to winterize
 - Technology, a software apps good for property management
- Process in procedures
- How to hire the right people
- Meeting Venue:
 - Too early
 - Have in PM near happy hour for social networking
 - Or have a sponsored social networking in addition to meetings
- Topics:
 - That should property managers be real estate agents
- Meetings:
 - Set up tables as four-tops to accommodate more attendees
- Venue good, may need to consider changing as we grow
- Topic: promoting in growing property management business
- Topics: Legislative updates and changes
 - As a property manager and not a realtor, it will be helpful to CVS update of each meeting
- Meetings: Problem/Resolution Session
- Meetings: Problem/Resolution Session, question and answer period at each session
- Meetings: Can remove the meetings from Tuesday's? There is a recurring conflict for this person on Tuesday.

FORM 990-N

Department of Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)

For Tax Exempt Organizations not Required to File Form 990 or 990 EZ

OMB No. 1545-NNNN

2018

Open To Public Inspection

A For the 2018 calendar year, or tax year beginning 01/01/2018, and ending 12/31/2018

B Check if applicable
 Termination
 Gross Receipts are \$50,000 or less

C Name of Organization
BALTIMORE WASHINGTON CHAPTER OF THE NATIONAL ASSOCIATION OF RESIDENTI

D Employer ID number
46-3468042

Number and Street (or P.O. box, if mail is not delivered to street address)
2126 ESPEY CT STE F

E Website Address

City or town, state or country, and Zip + 4
CROFTON, MD 21114-2425

F Name of Principal Officer
SHERRI RUSSELL

Number of street (or P.O. box, if mail is not delivered to street address) of Principal Officer
2126 Espey Ct Suite F

City or town, state or country, and ZIP + 4
Crofton, MD 21114

Bylaws of
The Baltimore/Washington 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 Baltimore/Washington 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 Greater Baltimore/Washington area.
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 [insert geographic area, such as city, state, or regional area]

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 Maryland.

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: the greater Baltimore/Washington area.

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 can be a chairperson 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 I: Application by Professional, Associate, 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 [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) 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.

4. 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.

5. 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 [Chapter Name] 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 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 30 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 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 [chapter name] 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 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, statues, 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 Maryland 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 [insert chapter name], all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

Budget 2018

Monthly exp \$50 tip for meeting room & a lunch

 \$45 G Suite

 \$27 quickbooks

 \$30 mail chimp

Advertising \$1000 for mailing in Aug for MD state conf

 \$1000 MD Realtor Trade show

 \$400 give aways at Trade show

Holiday party

 \$250

Income for annual membership

 \$1500