

BALT WASH CHAPTER OF NAT'L ASSOC. OF PROPERTY MANAGERS

PROFIT AND LOSS DETAIL

Since July 18, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Ordinary Income/Expenses					
Expenses					
Administrative Expense					
08/03/2020	Expense		Zoom.us	CHECKCARD 0802 ZOOM.US CA 24493980216026913955904 XXXXXXXXXXXX8243 888-799-9666 CKCD 5968	14.99
08/06/2020	Expense		Intuit QuickBooks Online	Montly Quickbooks Subscription	40.00
Total for Administrative Expense					\$54.99
Advertising and Promotion					
08/07/2020	Expense		MailChimp	CHECKCARD 0806 MAILCHIMP *MONTHLY MAILCHIMP.COMGA 24692160219100225755206 RECURRING CKCD 5968 XXXXXXXXXXXXX5690	34.99
Total for Advertising and Promotion					\$34.99
Travel Expense					
08/10/2020	Check	Bill Pay# QM8K3- 0SC19	Mary Jo Whelan	Reimbursement for Aire Fare to Leadership Training	250.00
Total for Travel Expense					\$250.00
Total for Expenses					\$339.98
Net Income					\$ - 339.98

Bylaws of
The Baltimore Washington Chapter of
The National Association of Residential Property Managers
Updated January 2021

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 Maryland.
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 Maryland.

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: [insert geographical description and boundaries for the new chapter. Include all cities and towns]

ARTICLE II: Membership

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

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 – grandfathered January 1, 2021

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, any certification, or hold elective office. This member has never completed a course of instruction covering the NARPM® Code of Ethics.

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

Section C: Support Staff

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

Section D: Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote; However, affiliate members [choose one: can or cannot] be a chairperson and [choose one: can or cannot] 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 and have rendered distinguished service to the Chapter or to the profession of property management. Honorary members shall pay no dues or other assessments to the Chapter, and shall be eligible to participate in the usual activities of the Chapter, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

Section F: Life Member

Life members shall be all national past Presidents of NARPM®. Life membership will begin as the President's term is completed. Dues will be waived for Life members. Other members who qualify may apply for Life Member as outlined in the national bylaws and complete the approved application.

Life Members shall not pay dues and are strongly encouraged to complete a course of instruction covering the NARPM® Code of Ethics. They shall be eligible to participate in the usual activities of the Association and its Committees and are eligible to vote and hold office.

- All Past Presidents shall be deemed Life Professional Members of the Association

- Shall be bestowed upon individuals who have retired from the property management business and, in the opinion of the Board of Directors, have rendered, or continue to render, distinguished service to the Association or the property management profession. An application to the NARPM® National Board of Director must be approved in order to hold this membership type.

Section G: Company Membership (OPTIONAL)

Company Membership is offered to the responsible individual of the company. In order to hold Company Membership, the company must have four (4) members, which is a combination of Professional and Support members, with two (2) out of the four (4) being Professional members. Additional Professional Members, Support Staff and Associate Members may register under the company for an additional fee. Membership categories under the Company will follow the same eligibilities and requirements as outlined above.

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

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
2. Vote: Voting member shall be eligible-to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A: Suspension of Membership

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

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

Section B: Termination of Membership

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

1. Resignation:
 - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the [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. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

Section C: Transferring in a Company membership: (OPTIONAL)

The use of Company membership will enable the transfer of memberships to other people in their company. In order to transfer membership, proof of termination from the licensing division, showing evidence that the person has left the firm, is required. For Support Staff, or in states where licensing is not required, other proof of termination must be submitted.

Section D: 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. 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 4 officers as follows:

1. President: The president shall:
 - a. Serve as 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. **[REQUIRED]**

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 be in attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend. **[REQUIRED]**

3. Secretary: The secretary shall:
 - a. Maintain current chapter membership records to coincide with the national association's membership database.
 - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
 - c. File all federal, state and local reports as needed.
 - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - e. Serve a term of one year commencing with the beginning of the calendar year.
 - f. Must be a Professional Member of the Chapter.

4. Treasurer: The treasurer shall:
 - a. Be a signatory for all funds withdrawn from chapter account(s).
 - b. Distribute annual renewal notices for chapter dues and special assessments.
 - c. Deposit all funds into a federally insured financial institution.
 - d. Prepare a financial report for the committee upon request.
 - e. Prepare an end-of-fiscal year report for the national association.

- f. File tax and other financial reports with the appropriate government agencies.
- g. Undertake responsibility for other such activities as deemed appropriate by the committee.
- h. Serve a term of one year commencing with the beginning of the calendar year.
- i. Must be a Professional Member of the Chapter.

6. Past President

- a. Shall serve as Chairman of the Nominating Committee
- b. Undertake responsibilities as assigned by the President
- c. Serve a term of one year commencing with the beginning of the calendar year.

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

Section A: Eligibility

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

Section B: Notification of Members

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the end of the election. 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. **[REQUIRED]**

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 Baltimore Washington Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify to the membership those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
5. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.

6. The Chapter shall allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude at the end of the same, unless stated otherwise in these bylaws.

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. No longer is eligible for membership in the chapter or the national association.
3. No longer is 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. [REQUIRED]

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. [REQUIRED]

Acknowledgment and Enforcement

The Code of Ethics and Standards of Professionalism shall be approved by the National NARPM Board of Directors.

As a condition of membership all Professional Members of NARPM® must complete a NARPM® Code of Ethics training. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means within ninety (90) days of making application, as approved by the board of directors of NARPM®. The association shall design a new course of instruction each four-year period to meet the requirement of membership.

Failure to satisfy this requirement within ninety (90) days of making application to the association will result in the membership of the Conditional Member being suspended. If a Conditional Member has not taken the new member ethics class during their first year (12 months) of application, they will be terminated and will need to reapply for new membership.

Section A. Acknowledgment: Each applicant for membership in the Association shall read and be familiar with the Association Code of Ethics and Standards of Professionalism. Continual adherence to the Code is mandatory for membership in the Association. Professional Members shall have successfully completed a course of instruction on the NARPM® Code of Ethics.

Section B. Enforcement: The Board of Directors shall be responsible for enforcement of the Code of Ethics and Standards of Professionalism. Should a complaint be filed with the Board, the Board is charged with being fair and equitable to both Complainant and Respondent. The complaint will be turned over to the Professional Standards Sub-Committee to investigate violations. The Committee shall report its findings to the Board; the Board will make a determination on the charges and take appropriate action.

Section C: Chapter Charter

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 60 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 Baltimore Washington Executive Committee or Board of Directors.

Section E: Non-Binding

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

ARTICLE X: Proposals and Procedures for Amending

Section A: Proposals

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

Section B: Procedure for Amending

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

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

ARTICLE XI: Miscellaneous

Section A: Invalidity

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

Section B: Waiver

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

Section C: Hold Harmless and Indemnify

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

Section D: State Laws

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

Section E. Sexual Harassment

The National Association of Residential Property Managers™ (NARPM) has adopted a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including but not limited to sexual harassment. This zero-tolerance policy means that no form of unlawful discriminatory or harassing conduct by or towards any employee, member, vendor, or other person in our workplace and at our events/meetings will be tolerated.

NARPM is committed to enforcing its policy at all levels within the Association. Any officer, director, volunteer, member, or employee who engages in prohibited discrimination or harassment will be subject to discipline, up to and including immediate discharge from employment or dismissal from the association.

Reporting Without Fear of Retaliation: No Association member will be retaliated against for reporting harassment. This no-retaliation policy applies whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded. No Association officer, director, volunteer, or member is authorized, or permitted, to retaliate or to take any adverse action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice.

Section E: Dissolution

Should the membership vote by majority to dissolve the operations of Baltimore Washington Chapter all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.



P.O. Box 15284
Wilmington, DE 19850

Business Advantage

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BALTIMORE WASHINGTON CHAPTER OF THE
NATIONAL ASSOCIATION OF RESIDENTIAL
PROPERTY MANAGERS LTD
2126 ESPEY CT STE F
CROFTON, MD 21114-2425

Your Business Fundamentals Checking

for July 1, 2020 to July 31, 2020

Account number: 4460 3034 9023

BALTIMORE WASHINGTON CHAPTER OF THE NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS LTD

Account summary

Beginning balance on July 1, 2020	\$6,582.41
Deposits and other credits	0.00
Withdrawals and other debits	-89.98
Checks	-0.00
Service fees	-0.00
Ending balance on July 31, 2020	\$6,492.43

of deposits/credits: 0

of withdrawals/debits: 3

of items-previous cycle¹: 0

of days in cycle: 31

Average ledger balance: \$6,506.62

¹Includes checks paid, deposited items & other debits

BANK OF AMERICA BUSINESS ADVANTAGE

Thanks. Your business means a lot to us.

When you're running a small business, a little personal attention can make a big difference. Our small business specialists will work with you to help strengthen your business and plan for the future.

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SSM-01-20-2149.B | 2875325

IMPORTANT INFORMATION: BANK DEPOSIT ACCOUNTS

How to Contact Us - You may call us at the telephone number listed on the front of this statement.

Updating your contact information - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking.

Deposit agreement - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

Electronic transfers: In case of errors or questions about your electronic transfers - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will provisionally credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

Reporting other problems - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you and you agree to not make a claim against us, for the problems or unauthorized transactions.

Direct deposits - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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Bank of America, N.A. Member FDIC and  Equal Housing Lender

Withdrawals and other debits

Date	Description	Amount
Card account # XXXX XXXX XXXX 5690		
07/06/20	CHECKCARD 0705 INT*QuickBooks Online 800-446-8848 CA 24692160187100034372134 RECURRING CKCD 5734 XXXXXXXXXXXXX5690 XXXX XXXX XXXX 5690	-40.00
07/07/20	CHECKCARD 0706 MAILCHIMP *MONTHLY MAILCHIMP.COMGA 24692160188100981273839 RECURRING CKCD 5968 XXXXXXXXXXXXX5690 XXXX XXXX XXXX 5690	-34.99
Subtotal for card account # XXXX XXXX XXXX 5690		-\$74.99
Card account # XXXX XXXX XXXX 8243		
07/03/20	CHECKCARD 0702 ZOOM.US 888-799-9666 CA 24493980185026433239836 CKCD 5968 XXXXXXXXXXXX8243 XXXX XXXX XXXX 8243	-14.99
Subtotal for card account # XXXX XXXX XXXX 8243		-\$14.99
Total withdrawals and other debits		-\$89.98

Service fees

The Monthly Fee on your Business Fundamentals Checking account was waived for the statement period ending 06/30/20. A check mark below indicates the requirement(s) you have met to qualify for the Monthly Fee waiver on the account.

- \$250+ in new net purchases on a linked Business debit card
- \$250+ in new net purchases on a linked Business credit card
- \$3,000+ minimum daily balance in primary checking account
- \$5,000+ average monthly balance in primary checking account
- \$15,000+ combined average monthly balance in linked business accounts
- enrolled in Business Advantage Relationship Rewards

For information on how to open a new product, link an existing service to your account, or about Business Advantage Relationship Rewards please call 1.888.BUSINESS or visit bankofamerica.com/smallbusiness.

BUSINESS ADVANTAGE

Go paperless today!

Reduce the risk of lost or stolen mail. Plus, you can view your statements securely and easily—online or from our mobile app—24/7 from virtually anywhere.¹

You can enroll today by logging in to Online Banking at bankofamerica.com/SmallBusiness and clicking on **Profiles & Settings** (in the upper right, next to Sign Out).

¹Mobile Banking requires that you download the Mobile Banking app and is only available for select mobile devices. Message and data rates may apply. SSM-04-20-0031.B | 3012579

Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)	Date	Balance (\$)
07/01	6,582.41	07/06	6,527.42	07/07	6,492.43
07/03	6,567.42				

NARPM Meeting
 Baltimore/Washington Chapter
 Tuesday, 10/20/2020, 11:30 – 1:30pm
 Agenda

1	Call to Order	
2	Introductions	
3	Code of Ethics	
4	Old Business	
5	New Business	<p>Evictions, what is everyone seeing?</p> <p>Reeve Walter's leaves Offit Kruman for in house council position. Todd Kelting@offitkurman.com, 240-507-1707</p> <p>Board Elections. Sent Google Form to vote. We have officers leaving after their term., Thank you Sheri Wallace, Kim Damewood for all your hard work. Please SELF NOMINATE for any thing you might be interested in. We need volunteers.</p> <p>Convention, many people are online at the annual convention, will get an update from Sherri Russell at next meeting.</p>
6	Round Table Discussion	
7	Tips, Tricks and other cool ideas	NARPM Discussion Boards, Convention. Google Forms.
8	Treasurers Report	Sheri, Savvy Bookeeping will be stepping down and Sherry Russell will step in to that position
10	Other business	
11	Next Meeting	November Meeting, Do we want to do it in person at The Green Turtle
12	Adjourn	

**NARPM
Baltimore/ Washington Chapter
2020 Ballot for Board Members.**

Please circle your vote for candidate:

President	Mary JO Whellan
Vice President	Melissa Marsden
Treasurer	Sherri Wallace
Secretary	Sherri Russell
Write in : name /position	
Chair Positions:(see below descriptions)	Write in.
Affiliate	
Certification	
Legislative	
Marketing	
Membership	

Chair Descriptions:

- [Affiliate Chair](#). Affiliates Committee invites and welcomes the participation of vendor members in the organization.
- [Certification Chair](#). Certification Committee promotes NARPM® classes and designations to members.
- [Education Chair](#). Education Committee selects and arranges for educational topics, speakers, and membership activities.
- [Legislative Chair](#). Legislative Committee keeps abreast of local laws and ordinances that impact members in your chapter.
- [Marketing Chair](#). Marketing Committee promotes chapter events and communicates with members and prospective members.
- [Membership Chair](#). Membership Committee invites and welcomes the participation of prospective members in the organization.

Board Meeting
NARPM
Baltimore/Washington Chapter

Board Members:

Melissa Marsden MelissaMarsden@comcast.net
Sherri Russell sherrirussell@demcorentorsell.com
Sherry Young SherryYoung@remax.net
Marvin E. Holmes, Jr. meholmesllc@aol.com
Brian Gallagher - legal Gallagher@councilbaradel.com
Kim Damewood KimDamewood@dmgroup.net

Board Contact List

Past President	MaryJo Whelan	McGinley Group	maryjo@themcginleygroup.com	
President	Melissa Marsden	A Touch of Class Prop Mgmt	M5Held@aol.com	443-995-2064 cell
Secretary	Sherri Russell	DEMCO Properties LLC	sherridemco@gmail.com	240-305-4007
Treasurer				
Legislative Chair	Brian Gallagher	Council Baradel	Gallagher@councilbaradel.com	
Education Chair	Kim Damewood	Development Mgmt Group	KimDamewood@dmgroup.net	410-884-5393
Legislative Chair	Marvin Holmes	ME Holmes	meholmesllc@aol.com	
Membership Chair	Open	Sherry Young	SherryYoung@remax.net	301-206-9193
Affiliate Chair	Open			

Google Drive

baltwashnarpm@gmail.com
pw: chapter14

Sherri Russell
240-305-4007
sherridemco@gmail.com

Melissa Marsden
443-995-2064 cell
M5Held@aol.com

Group me text 408-837-7761

Topics 2020

January 19	No meeting
February 16	Roundtable Discussion
March 16	Working with Millennials
April 20	Sex trafficking
May 18	Best Practices, Document Sharing
June 15	Legal Update, Delegate Marvin Holmes
July 20	Rhianna Campbell (rhicampbell@gmail.com) My topic is: Enhancing your Marketing Plan with Online Lead Generation
August 17	
September 21	Sept Training National / Elections
October 19	
November 16	
December 14 December 1.	Holiday Party, second Tuesday of Month Compliance Docs must be submitted.
Others:	Best used appliances Credit Reporting, collections Happy Inspector How to negotiate unreasonable bills. Structuring a growing Your company Technology for efficiency Inspections Vendor, Seasonal Inspection Lists, preparing for Fall/Winter/ Spring Security Deposit Disputes/ Architectural Designs. 1.5 Hours Class, Elite Training National Speaker Social Media/ Marketing MD Suburban Chapter Resolve Collections Garnishments

	BNI Baltimore Tenant Issues. Evictions Lead Certifications Debt Collection Insurance Certifications PM software, Opinions, why People like theirs Marketing ideas Residential/Commercial Insurance Evictions/ Section 8 vouchers Leveraging Opportunities Technology Generating Business Referrals Strengthen Leases and Documents Using Metrics to Run your PM Business Working with Group Houses, Multiple unrelated Adults COVID 19 Virtual Tours Growing Portfolios
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OCT	PM software, Opinions, why People like theirs	
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Broker open, Sherri, Sanford and Scott are attending.
1099 Jan 31, and file.

Poor turn out at Happy Hour for Holiday. Possible date change for Holiday Party.
Second Tuesday of December.

Bank Account. Had to open a new bank account and get new name for chapter,
IRS new tax id, and tax exempt and new checking accounts. New online
accounting system for QuickBooks. (QuickBooks online)

Chapter Compliance, how many meetings due we need?
Save old version of Residence Resource.
NARPM website, data information has odd information.

Adjournment

Board Meeting #2 February 3 12, noon

Discussed national Education Class, speaker, location, costs, potential sponsors

Talked about doing programs with Baltimore Washington and DC chapter.
Sharing resources and subject/ content.

Rhianna Campbell (rhicampbell@gmail.com)
My topic is: Enhancing your Marketing Plan with Online Lead Generation
Feel free to email me directly if you want to coordinate a time for me to speak at
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Rhianna
President
District of Columbia Chapter

Other topics discussed from WebinarPlanet.com are:
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7. Choice Vouchers; What are they and How do they Work?
8. Retaining Millennials in Today's Workplace
9. Handling a Chaotic Work Environment Remotely: How to Prioritize Work and Make Good Decisions Under Pressure

Downloaded the applications for some grants from NARPM.

Adjournment

Board Meeting #3 March 25 12, noon

Conference

Discussion Items:

Balt Conf I sent 12k agents

ZipmyFlyer

Agent Flyer to send NARPM information. For NARPM Baltimore Conference.

New attendees to meeting - welcome email, Craft content

April Meeting Agenda, Sanford talk on Accounting

Contact Green Turtle about Dec meeting chg to 2nd Tues

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baltwashnarpm@gmail.com

pw: chapter14

Speakers for meetings.

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Login: baltimore

Password: chap0662

Chapter Number: CO72

MAR conf vs. local Associations

AACo, PG, State, Ocean city

Wednesday, June 4, .

Prince George's County Association of REALTORS, Inc.

It will be \$150 or \$200.

AACo Our Education Day is scheduled for June 19th at the LaFontaine Bleu in Lanham. Information probably won't go until our early May or late April. I'll be glad to send you the information at that time. Aprox \$700 to attend.

Baltimore Conference, create post card to join local chapter for hand out at Maryland Conference.

Washington Location for meeting. **Flip It** Restaurant on Rhode Island Ave.

Bryon Bereano closed his law firm. He is joining another practice. Kevin Kane, eviction assistance. Kane and Associates.

Board Meeting #4 April 22, @ 12, noon
--

Conference Call: present Sherri, Sherry, Mary Jo, Kim

Discussion:

Groupme, confirm we get things via text.

Balt conf. Sherri sent 12k agents, are we getting the emails. 3 of us are not getting the email blasts from Agent Flyer.com. We may try to another service. Last email send, last call, PM can learn more about the conference in Baltimore. Zip Your Flyer is another service provider.

New attendees to meeting - welcome email

May meeting agenda, Bring back things from conference.

Contact Green Turtle about Dec meeting chg to 2nd Tues

Treasurer and on line system (who still owes dues?) /receipt for printing & mailings. Joe Heany paid. Not paid yet..., Drain Pro, Investors Management, Welco, Chandra Blackwell. and ServePro.

Mail chimp...getting 25-30% of people have opened our email blasts.

Use drive for Docs not dropbox
Web site updating & directions
mailings to 12k agents to advertise our meetings
Anything else you all have.

Board Meeting #5 May 27, @ 12, noon
--

Attendees: Sherri, Sherry, Mary Jo, Kim

AGENDA LEADER CALL 5/27

Let's plan on a conference call at noon on the 27th noon call my office [410-451-9655 ext 9](tel:410-451-9655) (not on the menu) the access code is 93770. Call in a few minutes before so we can start at noon.

Discussion Topics:

-New attendees to meeting - welcome email –

-We had 3 new PM members at 5/20 meeting and 1 vendor join. Joseph Duvall, out of Lanham and Atty, Kimberly Danewood, contacted us before conference, John Litniski, Remax, 1 vendor, Belford, restoration. Reahanna from Nest, and William Wheland, Easton Diamondback Property Management.

-June Vendor Fair – allow more than 1 of each kind of vendor?

-Contact Green Turtle about Dec meeting chg to 2nd Tues. I email Green Turtle (ask for new sheet), Confirmed, Moved to Dec 9th.

-Treasurer and on line system (who still owes dues?) – Chaundra of Welco & Belfor call you and pay? Send link for online payment if possible, or mail checks.

-CHAPTER EXCELLENCE DUE 7/28

Get list of members and do our section for submission.

June vendor FAIR and forms (bring 1 or 2 forms to share and email) . Ted of Puro Clean is setting up table. Mr. Appliance of Baltimore, wants to be the only Appliance guy at fair. Move forms to another month.

MAIL chimp regarding with vendors for advertising....will get updated in each email blast.

-Speaker July Chris ARC Environmental lead class CE advertise. (ask DC & MD) - mailings to 12k agents to advertise our meetings – use zip your flyers for CE class

-Mail chimp 25-30% good, 2 or 3 people have asked to be removed of 210 on list.

-Use dropbox – since none of us are using drive

-Web site updating & directions – no one has tried Website:

The web address is <http://baltimore.narpm.org>. You can edit both the website and the databases through the content management system located at <http://baltimore.narpm.org/admin>. Below is your login and password.

Login: baltimore

Password: chap0662

Chapter Number: CO72

-Need to add anti trust to meeting agenda, mission stmt,

-Need to get prev meeting notes approved

-Treasurer report – P&L and brief description of income and expenses make it year to date activity

-Sept 15 & 16 Strategic planning in VA Beach can attend.

-NARPM members 4,568

-New member mentor program on web site

-\$20k raised for special Olympics event in Oct regional

-Anything else you all have.

June meeting review 5-6-7 ethics

Board Meeting #6
June 12, 12, noon

On Call: Sherri, Sherry, Mary Jo, Kim

AGENDA LEADER CALL 6/24

Discussion:

- some one watch the time
- New attendees to meeting - welcome email – adjusted deb's
- June vender FAIR and MAIL chimps regarding with vendors for advertising.
- Another meeting share forms(bring 1 or 2 forms to share and email)
- mailings to 12k agents to advertise our meetings – use zip your flyers for CE class (PG, AA, Balt city area) – hit 2 times
- Web site updating & directions – no one has tried

LOG IN - Baltimore / champ0662 / 072

- Sept 15 & 16 Strategic planning in VA beach can attend.
- Anything else you all have.

TO DO:

- Fall Nat'l speaker/class
- Look at prev attendance - are there low months?
- July meeting review 8 ethic
- change meeting topic need more time to get class together.
- CHAPTER EXCELLENCE DUE 7/28 to Corp. Forward questions to each person to get back to me by 7/15.
- Speaker July Chris ARC Environmental lead class CE advertise. (ask DC & MD) ck min # of people / 5/30 LM & emailed for GBBR Mary to call or email

about details of holding a class. GBBR got back to me and said they can't coordinate classes because Arnudel Mills isn't in there area.

-called and emailed guy from Amerispec and he hasn't got back to me

-Melissa will handle getting prev meeting notes approved

-Sheri will have treasurer rpt – P&L and brief description of income and expenses, for meetings.

June Vendor Fair –ALL PAID VENDORS

- Puroclean - member

- RenterResume joshua@renterresume.co

- Click Notices Inc. / Email: Toyin@ClickNotices.Com

-Mr. Appliance Central Maryland (Greg Williams)mrappliancescentralmd@gmail.com

-Mr Appliance (Micheal)- member

- Servpro [/sales@servproannapolis.com](mailto:sales@servproannapolis.com) / Trish Turner

- EvictionAssistant / MLatta@KaneLawFirm.com / Michelle

--

Board Meeting #7 July 12, noon

Meeting with Maryland Legislative Update.
Update on Sept Meeting by Kim Damewood for Education Class

Board Meeting #8 August 18, 20 12, noon
--

Attendees: Sherri, Sherry, Melissa, Kim, Marvin, Sheri
Conference Call
Call to Order 12:03pm

AGENDA LEADER CALL 8/18
Reports from:

President	Melissa Marsden	<p>Skip next months meeting and focus on membership attending 2 day training class.</p> <p>Need to get ballots prepared for next years officers. Kim Damewood is stepping down from the board. All others will stay on. Have some vacancies to fil.</p> <p>Convention in FL in October. Has online access to sessions, go to NARPM.org for more information</p>
Vice President	vacant	
Treasurer	Sherri Wallace	Report submitted
Secretary	Sherri Russell	Zip flyers will be sent to advertise for the training in Sept. Cost us about \$205 last time we did a big flyer.
Affiliate		
Certification	Kim Damewood	Aug 31 and Sept 1 is our training course, Cindy from Suburban will be the person that verfiys the credit for CE. Sign in log and copy of drivers license will be needed, as well as a release to have the class recorded to verify the participants presence.
Legislative	Marvin	Has been appointed to a National Committee to address COVID, rent moratorium and owens getting paid. Meeting to be held in next few weeks.
Marketing		
Membership		

Chapter Meeting Ideas

1. Make personal telephone calls to encourage meeting attendance.
2. Send announcements to:
 - Property Owner's Associations
 - Boards of REALTORS®
 - Local Property Managers
 - Local Newspapers
3. Use name badges.
4. Have an informative program with a good speaker. Ideas for topics:
 - Fair Housing Issues
 - Local Building Inspector
 - Stress Management
 - Disaster Planning
 - Insurance Adjuster
 - Newspaper Classified Ads Specialist
 - Judge
 - Lead Base Paint Issues
 - State Real Estate Auditor
 - Real Estate Attorney
 - Fire Marshall
 - Technology Speaker
 - Credit Reporting Agency
 - Real Estate commission speaker
5. Emphasize ethics at every meeting. Perhaps read and discuss at least one article from the NARPM® Code of Ethics at each meeting.
6. Have a new member contest. To qualify, you must recruit at least three new members. Include affiliate members in the contest.
7. Have non-members pay more for the meal than members.
8. Put an ad in the local newspaper in the classified section listing the names of the members.
9. Have occasional evening meetings.
10. Have a "pot-luck" holiday meal.
11. Have a holiday banquet and invite affiliate members to attend.
12. Have an affiliate member speak at each meeting for five minutes detailing some of their services.
13. Hold a 50/50 raffle at each meeting. This is a great way to accumulate some money for your treasury.
14. Sponsor a course or seminar for continuing education credits.

15. Develop a local membership directory. Sell ads in the directory to affiliate members to help pay for the printing, etc.
16. Encourage members to bring another property manager to the meeting who isn't a member. Have a "guests eat free" policy.
17. Hold an occasional meeting at a vacant property and invite affiliate members like plumbers, air conditioning contractors, carpet cleaners, etc. to demonstrate common repair situations.
18. Have affiliate members donate one or two door prizes to give away at the meetings.
19. Give recognition and thanks for all of the members who work to organize the meetings.
20. Members can go together for a Yellow Pages ad under the NARPM® logo. (Be sure to follow all logo guidelines found at www.narpm.org.)
21. Form a committee to revise major forms for use of NARPM® members only, such as a Rental Application, Management Agreement, and Lease. Be sure to have an attorney review and finalize. This cost can be shared between the chapter and members wishing to use the forms.

THE ABOVE IS FROM NARPM WEB SITE OR EARLIER

Board Meeting #9
September , 20 12, noon

Attendees: Sherri, Sherry, Melissa, Kim, Sheri, Marvin
Conference Call
Call to Order 12:03pm

President	Melissa Marsden	
Vice President	vacant	
Treasurer	Sherri Wallace	
Secretary	Sherri Russell	
Affiliate		
Certification	Kim Damewood	

Legislative	Marvin	
Marketing		
Membership		

Board Meeting #10
October 28, 20 12, noon

Attendees: Sherri, Sherry, Mary Jo, Kim
Conference Call
Call to Order 12:03pm

Board Meeting #11
November 12, noon

Board Meeting #12
December 12, noon

Ballot:

Please circle your vote or write in your name or candidates name.

President	Melissa Marsden	
Vice President		
Treasurer	Sherri Wallace	
Secretary	Sherri Russell	
Affiliate		
Education	Kim Damewood	
Legislative	Marvin Holmes	
Marketing		
Membership		

Board Meeting
NARPM
Baltimore/Washington Chapter

Board Members:

Melissa Marsden MelissaMarsden@comcast.net
Sherri Russell sherrirussell@demcorentorsell.com
Sherry Young SherryYoung@remax.net
Marvin E. Holmes, Jr. meholmesllc@aol.com
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	BNI Baltimore Tenant Issues. Evictions Lead Certifications Debt Collection Insurance Certifications PM software, Opinions, why People like theirs Marketing ideas Residential/Commercial Insurance Evictions/ Section 8 vouchers Leveraging Opportunities Technology Generating Business Referrals Strengthen Leases and Documents Using Metrics to Run your PM Business Working with Group Houses, Multiple unrelated Adults COVID 19 Virtual Tours Growing Portfolios
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Board Meetings

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NARPM website, data information has odd information.

Adjournment

Board Meeting #2 February 3 12, noon

Discussed national Education Class, speaker, location, costs, potential sponsors

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Get list of members and do our section for submission.

June vendor FAIR and forms (bring 1 or 2 forms to share and email) . Ted of Puro Clean is setting up table. Mr. Appliance of Baltimore, wants to be the only Appliance guy at fair. Move forms to another month.

MAIL chimp regarding with vendors for advertising....will get updated in each email blast.

-Speaker July Chris ARC Environmental lead class CE advertise. (ask DC & MD) - mailings to 12k agents to advertise our meetings – use zip your flyers for CE class

-Mail chimp 25-30% good, 2 or 3 people have asked to be removed of 210 on list.

-Use dropbox – since none of us are using drive

-Web site updating & directions – no one has tried Website:

The web address is <http://baltimore.narpm.org>. You can edit both the website and the databases through the content management system located at <http://baltimore.narpm.org/admin>. Below is your login and password.

Login: baltimore

Password: chap0662

Chapter Number: CO72

-Need to add anti trust to meeting agenda, mission stmt,

-Need to get prev meeting notes approved

-Treasurer report – P&L and brief description of income and expenses make it year to date activity

-Sept 15 & 16 Strategic planning in VA Beach can attend.

-NARPM members 4,568

-New member mentor program on web site

-\$20k raised for special Olympics event in Oct regional

-Anything else you all have.

June meeting review 5-6-7 ethics

Board Meeting #6
June 12, 12, noon

On Call: Sherri, Sherry, Mary Jo, Kim

AGENDA LEADER CALL 6/24

Discussion:

- some one watch the time
- New attendees to meeting - welcome email – adjusted deb's
- June vender FAIR and MAIL chimps regarding with vendors for advertising.
- Another meeting share forms(bring 1 or 2 forms to share and email)
- mailings to 12k agents to advertise our meetings – use zip your flyers for CE class (PG, AA, Balt city area) – hit 2 times
- Web site updating & directions – no one has tried

LOG IN - Baltimore / champ0662 / 072

- Sept 15 & 16 Strategic planning in VA beach can attend.
- Anything else you all have.

TO DO:

- Fall Nat'l speaker/class
- Look at prev attendance - are there low months?
- July meeting review 8 ethic
- change meeting topic need more time to get class together.
- CHAPTER EXCELLENCE DUE 7/28 to Corp. Forward questions to each person to get back to me by 7/15.
- Speaker July Chris ARC Environmental lead class CE advertise. (ask DC & MD) ck min # of people / 5/30 LM & emailed for GBBR Mary to call or email

about details of holding a class. GBBR got back to me and said they can't coordinate classes because Arnudel Mills isn't in there area.

-called and emailed guy from Amerispec and he hasn't got back to me

-Melissa will handle getting prev meeting notes approved

-Sheri will have treasurer rpt – P&L and brief description of income and expenses, for meetings.

June Vendor Fair –ALL PAID VENDORS

- Puroclean - member

- RenterResume joshua@renterresume.co

- Click Notices Inc. / Email: Toyin@ClickNotices.Com

-Mr. Appliance Central Maryland (Greg Williams)mrappliancescentralmd@gmail.com

-Mr Appliance (Micheal)- member

- Servpro [/sales@servproannapolis.com](mailto:sales@servproannapolis.com) / Trish Turner

- EvictionAssistant / MLatta@KaneLawFirm.com / Michelle

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Board Meeting #7 July 12, noon

Meeting with Maryland Legislative Update.
Update on Sept Meeting by Kim Damewood for Education Class

Board Meeting #8 August 18, 20 12, noon
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Attendees: Sherri, Sherry, Melissa, Kim, Marvin, Sheri
Conference Call
Call to Order 12:03pm

AGENDA LEADER CALL 8/18
Reports from:

President	Melissa Marsden	<p>Skip next months meeting and focus on membership attending 2 day training class.</p> <p>Need to get ballots prepared for next years officers. Kim Damewood is stepping down from the board. All others will stay on. Have some vacancies to fil.</p> <p>Convention in FL in October. Has online access to sessions, go to NARPM.org for more information</p>
Vice President	vacant	
Treasurer	Sherri Wallace	Report submitted
Secretary	Sherri Russell	Zip flyers will be sent to advertise for the training in Sept. Cost us about \$205 last time we did a big flyer.
Affiliate		
Certification	Kim Damewood	Aug 31 and Sept 1 is our training course, Cindy from Suburban will be the person that verfiys the credit for CE. Sign in log and copy of drivers license will be needed, as well as a release to have the class recorded to verify the participants presence.
Legislative	Marvin	Has been appointed to a National Committee to address COVID, rent moratorium and owens getting paid. Meeting to be held in next few weeks.
Marketing		
Membership		

Chapter Meeting Ideas

1. Make personal telephone calls to encourage meeting attendance.
2. Send announcements to:
 - Property Owner's Associations
 - Boards of REALTORS®
 - Local Property Managers
 - Local Newspapers
3. Use name badges.
4. Have an informative program with a good speaker. Ideas for topics:
 - Fair Housing Issues
 - Local Building Inspector
 - Stress Management
 - Disaster Planning
 - Insurance Adjuster
 - Newspaper Classified Ads Specialist
 - Judge
 - Lead Base Paint Issues
 - State Real Estate Auditor
 - Real Estate Attorney
 - Fire Marshall
 - Technology Speaker
 - Credit Reporting Agency
 - Real Estate commission speaker
5. Emphasize ethics at every meeting. Perhaps read and discuss at least one article from the NARPM® Code of Ethics at each meeting.
6. Have a new member contest. To qualify, you must recruit at least three new members. Include affiliate members in the contest.
7. Have non-members pay more for the meal than members.
8. Put an ad in the local newspaper in the classified section listing the names of the members.
9. Have occasional evening meetings.
10. Have a "pot-luck" holiday meal.
11. Have a holiday banquet and invite affiliate members to attend.
12. Have an affiliate member speak at each meeting for five minutes detailing some of their services.
13. Hold a 50/50 raffle at each meeting. This is a great way to accumulate some money for your treasury.
14. Sponsor a course or seminar for continuing education credits.

15. Develop a local membership directory. Sell ads in the directory to affiliate members to help pay for the printing, etc.
16. Encourage members to bring another property manager to the meeting who isn't a member. Have a "guests eat free" policy.
17. Hold an occasional meeting at a vacant property and invite affiliate members like plumbers, air conditioning contractors, carpet cleaners, etc. to demonstrate common repair situations.
18. Have affiliate members donate one or two door prizes to give away at the meetings.
19. Give recognition and thanks for all of the members who work to organize the meetings.
20. Members can go together for a Yellow Pages ad under the NARPM® logo. (Be sure to follow all logo guidelines found at www.narpm.org.)
21. Form a committee to revise major forms for use of NARPM® members only, such as a Rental Application, Management Agreement, and Lease. Be sure to have an attorney review and finalize. This cost can be shared between the chapter and members wishing to use the forms.

THE ABOVE IS FROM NARPM WEB SITE OR EARLIER

Board Meeting #9
September , 20 12, noon

Attendees: Sherri, Sherry, Melissa, Kim, Sheri, Marvin
Conference Call
Call to Order 12:03pm

President	Melissa Marsden	
Vice President	vacant	
Treasurer	Sherri Wallace	
Secretary	Sherri Russell	
Affiliate		
Certification	Kim Damewood	

Legislative	Marvin	
Marketing		
Membership		

Board Meeting #10
October 28, 20 12, noon

Attendees: Sherri, Sherry, Mary Jo, Kim
Conference Call
Call to Order 12:03pm

Board Meeting #11
November 12, noon

Board Meeting #12
December 12, noon

Ballot:

Please circle your vote or write in your name or candidates name.

President	Melissa Marsden	
Vice President		
Treasurer	Sherri Wallace	
Secretary	Sherri Russell	
Affiliate		
Education	Kim Damewood	
Legislative	Marvin Holmes	
Marketing		
Membership		