

User: tleverone@clarkhawaii.com

2016 Chapter Compliance

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

Chapter: Big Island (West)

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

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

Bylaws Upload

2. Fill in number of RVP calls the chapter's president or their representative participated in: 6

3. Upload a copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS. img-223113833-0001.pdf

4. Upload a copy of your current year budget: img-223120936-0001.pdf

5. List number of membership meetings: 9

Flier Upload Luncheon Flyer2016-01.docx

Flier Upload Luncheon Flyer2016-02.docx

Flier Upload Luncheon Flyer2016-03.docx

Flier Upload Luncheon Flyer2016-05.docx

Flier Upload Luncheon Flyer2016-06.docx

Flier Upload Luncheon Flyer2016-07.docx

Flier Upload Luncheon Flyer2016-09.docx

Flier Upload Luncheon Flyer2016-10.docx

Flier Upload Luncheon Flyer2016-11.docx

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6. List number of board meetings: 4

Copy of Minutes 010716BIW-BODmin.pdf

Copy of Minutes 040716BIW-BODmin.pdf

Copy of Minutes 072816BIW-BODmin.pdf

Copy of Minutes 092916BIW-BODmin.pdf

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7. Does your chapter charge dues? No

8. If yes, how much are the dues?

9. If yes, are meals at meetings included? No

10. On a scale of 1-10, how well do you think your chapter is doing? 4

Do you want to apply for Chapter Excellence as well? Yes



National Association of Residential Property Managers

2016 Chapter Excellence Award Application

Covers 12 month period January 1 through December 31 of the award year

Chapter Number and Name: Big Island (West)

Is this a New Chapter formed within the last 18 months? No

Number of chapter members at time of Application (excluding affiliates): 18

Total Points from Application:

Chapters must have 30 or more points to submit an application.

Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members.

The NARPM® **Chapter Excellence Award** is earned by the activities a chapter accomplishes. It is requested, but not required, that all chapters complete and submit this application annually and that the President-Elect do this.

To qualify the application MUST be received no later than the last day of February, following the award year, (no extensions will be granted). Chapter Excellence awards will be presented at the Annual Convention the following year of award period.

**E-mail questions to one of the volunteers: kdm@partnersmgmt.com
Or phone: 404-876-8700 (Eastern Time Zone)**

The following reports are to be used as back-up and attached to this application and are available from the National website, <http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>.

New Member Recruiter list; list of CRMC® Candidate and CRMC® designees; PAC Contributors; Leadership Conference attendee list; Convention Attendee list

Notes to All Applicants:

1. All questions cover the period from January 1, through December 31, unless specified otherwise.
2. Back-up information/documentation should be underlined or highlighted appropriately, marked in upper corner with the corresponding question number, and included in numerical order. Zip files, or one PDF attachments can be used as uploads rather than individual documents.
3. *Be sure that highlights are clearly visible in scanned documents for upload. All information must be legible and any items that are not legible will be subtracted from the total points*
4. *The Chapters who apply and are qualified for the award with 30 or more points will be announced to all members in the second quarter after the award year. The Top Awards will presented at the Annual Convention. The Award for "Chapter of the Year" will be presented to two chapters, depending on size, with the highest point total after review. Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members. New Chapters are eligible to receive Chapter Excellence and the New Chapter of the Year Award.*
5. Provide accurate and specific back-up supported information. Points will be deducted for incorrect information/back-up/totals. For all answers, be prepared to explain back-up information.
6. Review of the application is usually done within 14 days of the deadline for Award. Sometimes the reviewer(s) of applications has questions or needs clarification about the back-up information, please be sure that the person who is knowledgeable about the application is readily available. In any event, if adjustments are needed, the reviewing person will make appropriate adjustments and these adjustments will be final.
7. Information relating to points on applications is confidential and is not available to people other than the Chapter Excellence volunteers, National staff, and a limited number of NARPM® leadership.
8. Whenever points are claimed, be sure that the back-up information shows clearly that the chapter is entitled to the points claimed.
9. All reviews, revisions, deductions, adjustments, interpretations and other determinations relating to this application are at the sole discretion of NARPM® and are not controvertible.
10. This application is for chapter related activities, not for the efforts of individual chapter members.
11. References to "*members*" in this application shall mean Professional, Associate, Support Staff, and Life members of individual chapters as listed in back-up information from question 1.
12. Submit backup documents for each question number as listed on the upload site. If a conflict between paper application and upload exists, follow upload instructions.
13. Broker/Owner Retreat is not counted in Chapter Excellence Awards as it is not open to all members.

Application Questions:

MEMBERSHIP: Fifty-Five (55) points available in this category.

1. Enter the number of the following types of members as of December 31st of the award year:

Professional Members:

11

Associate Members: 5
 Support Staff Members: 2
 Life Members:
 Combined Total Number of Members: 18

Attach lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/chapters/member-roster/>.) Ensure that the lists contain type of membership for each member. Enter the number of affiliate member's as of December 31, of the award year. Attach a complete list. If the lists are not attached this application will be disqualified

Members List Upload CE-01.pdf

Does the state in which the chapter is located have continuing education requirements for licensing? Yes

2. Provide a list of all new members for your chapter as of December 31, of the award year. A list of new members can be obtained on the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-joined-since-yyyy-mm-dd/>). Chaper numbers can be found in column U. Earn points for the percentage of new members compated to existing (take number of new members and divide by prior year member numbers which will give you the perscentage of growth).

Total Points: 5
 Number of New Members added to Chapter: 8
 New Member Growth: 5=25%+
 New Members Upload CE-02.pdf

3. **Three (3) points** for your chapter meeting 90% retention of membership after national dues billing (March 10). See spreadsheet and highlight your chapter name and goal that was met

Total Points: 3
 Membership Retention: 3
 Membership Retention Upload CE-03.pdf

4. **Five (5) point** if as of December 31, does your Chapter have an active affiliate program that encourages vendors to join chapter. If yes, please supply a list of local affiliates.

Total Points: 5
 Affiliate Members: 5
 Affiliate Members Upload CE-04.pdf

5. **Six (6) points** each for starting and mentoring a new chapter and three (3) points for mentoring a struggling chapter. Include letters from the leader(s) of the chapter(s) mentored detailing your efforts. Mentoring means substantial on-going effort that results in starting a chapter and/or helping a struggling chapter succeed. Twelve (12) points available.

Total Points: 0

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Chapter Mentored Upload

Chapter Mentored Upload

6. **Two (2) points** per service for providing a community service project as a group effort. Provide a copy of evidence of the event and the service provided. This does not include just raising money for a donation, but rather a project that involved chapter members. Six (6) points available.

Total Points: 0

Number of Community Service
Projects Provided:

Evidence of Community Service
Upload

Evidence of Community Service
Upload

Evidence of Community Service
Upload

7. **One (1) point** for each member who participated in the New Member Recruitment program during the application year. Obtain list from the website and highlight their name(s)

(<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) Five (5) points available.

Total Points: 0

Number of Participating Members:

Participating Members Upload

8. **Up to ten (10) points.** Percentage of members who attended the NARPM Annual Convention during the award year. Obtain a copy of convention attendees from the website and highlight names of those in attendance (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>)

Total Points: 6

Percentage of Members in Attendance: 6=25-30%

Membership Attendance CE-08.pdf

Membership Attendance

9. **Up to ten (10) points** based on percentage of members who attended a NARPM State(s) Conference(s) during the award year. Submit a copy of conference attendees list and highlight the names of those in attendance. Name and date of conference must be on the attendee list.

Total Points: 0

Percentage of Members in Attendance:

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

10. **Three (3) points** per grant a chapter applied for and used. Information on chapter grants can be obtained at (<http://www.narpm.org/members/tools/chapter-services/handbook/support-services/>). Provide evidence of use. Nine (9) points available.

Total Points: 0

Number of Grants Applied for and Used:

Evidence of Grant Upload

Evidence of Grant Upload

Evidence of Grant Upload

11. **Up to four (4) points** if your chapter has instituted the New Member Mentor program at the Chapter level. Upload copies of all completed checklist from mentor program in the upload slot(s) to show all new members in this program. (<http://www.narpm.org/join/membership-benefits/>).

Total Points: 0

Percentage of New Members

Mentored:

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

EDUCATION: Fifty (50) points available in this category.

12. **Two (2) points** for each chapter-sponsored NARPM 6/8 hour educational course. Provide a copy of course flyer. Not applicable if points are taken with other questions within the application. Twenty (20) points are available.

Total Points: 2

Number of Chapter-Sponsored Educational Course(s): 2

Course Flyer Upload CE-12.pdf

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

13. **Two (2) points** for each chapter-sponsored educational course that is not a NARPM 6/8 hour educational course. **Award three (3) points** if the course is approved for required state continuing education (CE) hours for license renewal. **Award three (3) points** if state has no Continuing Education requirements and provide documentation from state licensing division that shows no CE or license is required. Provide a copy of course flyer and mark CE information. Not applicable for points if education is used with other questions within the application. Minimum course length - 1 hour. Twenty (20) points available.

Total Points: 3

Number of Chapter-Sponsored Educational Course(s): 2

Chapter-Sponsored Educational Course Upload CE-13.pdf

Chapter-Sponsored Educational Course Upload

Chapter-Sponsored Educational Course Upload

Chapter-Sponsored Educational Course Upload

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Chapter-Sponsored Educational Course Upload

Chapter-Sponsored Educational Course Upload

Chapter-Sponsored Educational Course Upload

Chapter-Sponsored Educational Course Upload

14. **Three (3) points** for each function arranged and performed with another chapter and/or another real estate related association such as educational courses or other business related opportunity. Provide copy of applicable flyer or other demonstrative information. Not applicable points if education is used with other questions within the application. Six (6) points available.

Total Points: 3

Number of Function(s) Arranged and Performed with Another Chapter and/or Real Estate Related Association: 3

Applicable Flyer/ Other Demonstrative Information Upload CE-14.pdf

Applicable Flyer/ Other Demonstrative Information Upload

15. **One (1) point** for each regular membership meeting that discussed/ reviewed the NARPM Code of Ethics. A meeting must include speaker, panel, or round-table, be held for a special purpose or other educational/ business opportunity, and is not a "course" as referred to in questions #6, #7, or #9. **One (1) point** per meeting. Submit a copy of each meeting agenda showing ethics discussion item and meeting topic. Six (6) points available.

Total Points: 6

Number of Regular Membership Meetings that Discussed NARPM Code of Ethics:	6
Copy of Meeting Agenda Upload	CE-15.pdf
Copy of Meeting Agenda Upload	2016CE-14.2.pdf
Copy of Meeting Agenda Upload	2016CE14-3.pdf
Copy of Meeting Agenda Upload	2016CE14.4.pdf
Copy of Meeting Agenda Upload	2016CE-14.5.pdf
Copy of Meeting Agenda Upload	2016CE14.6.pdf

16. **Up to three (3) points** based on percentage of Members who are candidates for the RMP and/or MPM designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Chapters can only count a member once, regardless of the number of designation candidacies held. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidates have a C after designation and column U lists chapters where member belongs.

Total Points:	2
Percentage of Candidates as of December 31:	2=7-14%
RMP MPM Designations Upload	CE-16.pdf

17. **Up to six (6) points** based on percentage of member companies who are candidates for the CRMC designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>).

Total Points:	0
Percentage of Candidates as of December 31:	
CRMC Designations Upload	

18. **Up to six (6) points** based on percentage of members who hold the RMP and/or MPM designations as of December 31, of the award year. One (1) point per member, regardless the number of designations held. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website and mark names in column U where member belongs (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>).

Total Points:	5
Percentage of Members with RMP/ MPM Designations:	5=25-29%

Member List with RMP/ MPM CE-18.pdf
Designations Upload

19. **Up to six (6) points** based on percentage of member companies who hold the CRMC designation as of December 30, of the award year. One (1) point per company. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and mark the names.

Total Points: 0

Percentage of CRMC Companies
as of December 31:

Member Companies who hold
CRMC Designation Upload

20. **Up to five (5) points** based on percentage of members who hold the CSS, CMC, and/or CRMB certification as of December 31, this year. One (1) point per member who hold certifications. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-members/members-with-designations/>) and mark names. Column U lists chapters where member belongs.

Total Points: 0

Percentage of Members holding
certifications as of December 31:

List of CSS, CMC, CRMB
Certified Members Upload

21. **Up to three (3) points** percentage of members who are candidates for the CSS, CMC, and/or CRMB certification as of December 31, of the award year. Applicants must have officially applied for the certification and paid the required fee. Chapters can only count a member once, regardless of the number of candidacies held (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidacies have a C after certification and Column U lists chapters where member belongs.

Total Points: 0

Percentage of Candidates as of
December 31:

Members who are Candidates for
the CSS, CMC, CRMB Upload

MARKETING: Twenty (20) points available in this category.

22. **Two (2) points** for each sponsoring and staffing a NARPM booth at a non-NARPM trade show. Provide copy of applicable flyer and/or other demonstrative information. Not applicable points if event is used with other questions within the application. Four (4) points available.

Total Points:	4
Number of Sponsoring/ Staffing a NARPM booth at a non-NARPM Trade Show:	4
Name of Event	West Hawaii Landlord Summit
Date of Event	03/09/2016
Copy of Applicable Flyer/ Other Demonstrative Information	2016CE-21.1.pdf
Name of Event	Fair Housing
Date of Event	04/06/2016
Copy of Applicable Flyer/ Other Demonstrative Information	2016CE-21.2.pdf

23. **One (1) point** per newsletter (electronic or printed). Provide copies with dates printed on front page. Maximum twelve (12) points).

Total Points:	1
Number of Newsletters:	1
Newsletter Upload	CE-23.pdf
Newsletter Upload	
Newsletter Upload	
Newsletter Upload	
Newsletter Upload	
Newsletter Upload	
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Newsletter Upload	
Newsletter Upload	

24. **Three (3) points** for each marketing effort the Chapter has made to promote membership in the Chapter. This program shall be an outreach promoting chapter growth. (Examples of programs can include emails, postcards, fliers, etc. that promote membership in the chapter). Provide copies of all marketing material and documents along with date of activity. Six (6) points available.

Total Points: 0

Number of Marketing Efforts:

Program Outreach Upload

Program Outreach Upload

25. Four (4) points for each Chapter Committee who has a Chair AND Vice Chair. Total of twenty (20) points and upload a copy of the committee agenda.

Total Points: 0

Membership Committee:

Membership Committee Upload

Education/Designation
Committee:

Education/Designation Committee
Upload

Legislative/Governmental Affairs
Committee:

Legislative/Governmental Affairs
Committee Upload

Meeting/Program Committee:

Meeting/Program Committee
Upload

Community Service Committee:

Community Service Committee
Upload

GOVERNMENTAL AFFAIRS/LEGISLATION: Fifteen (15) points are available per category.

26. **Two (2) points** per issue when members join together in an attempt to pass or defeat a legislative issue on a state, county, or city measure. Provide a copy of the issue and any related petitions and/or letters signed by chapter members or any other documentation substantiating this effort. Six (6) points available.

Total Points: 0

Number of Efforts to Pass or
Defeat a Legislative Issues:

Copy of Issue/ Other
Documentation Upload

Copy of Issue/ Other
Documentation Upload

Copy of Issue/ Other

Documentation Upload

27. **Five (5) points** based on percentage for members who contribute at least \$25 for the NARPM PAC. Obtain list of contributors at (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

Total Points: 0

Percentage of Members who
Contribute at Least \$25 to the
NARPM PAC

List of Contributors Upload

28. **Two (2) points** per chapter hosting, or participating in, a NARPM State Day on the Hill. Submit flyer or information that exhibits promotion of event.

Total Points: 0

Hosted or Participated in NARPM
State Day on the Hill:

Flyer/ Information Promoting the
Event Upload

LEADERSHIP: Ten (10) points are available per category.

29. **One (1) point** for each member who actively served on a State, or Local Chapter Committee and/or as a State or Local Chapter Officer or Director. Provide list of Volunteers. Chapters can count one point for each volunteer position held by a member. Submit list of volunteers and convert to percentage of membership.

Total Points: 4

Percentage of Members
Volunteering: 4=25-29%

List of Volunteers Upload CE-29.pdf

30. **Up to five (5) points** based in percentage of members who attended this year's Leadership Training Class in November. Obtain a copy of attendee list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

Total Points: 1

Percentage of Members in
Attendance: 1=1-8%

Attendee List Upload CE-30.pdf

31. Please answer the following question in 100 words or less to receive additional consideration, in case of a tie, for the "Chapter of the Year" and "New Chapter of the Year" award: (NOTE: Last year's Chapter of the Year recipient is NOT eligible this year)

What has the Chapter done during the award year that promotes the growth, ethics and professionalism of NARPM® within its membership?

Living on an (outer) island has unique challenges. We do not have the population or the resources that big cities/ large land areas have. Still, Big Island (West) chapter grew over 50% in 2016. 25% of our chapter members attended the National Convention in Maui. 10% became RMP Designee candidates. Going into 2017, the number of members volunteering in leadership rolls will increase by 50%. Our chapter has taken great strides in promoting and achieving greater interest and involvement. Our meeting immediately following the National Convention benefited our members with the new shared knowledge from attended workshops.

Total Points from Application:

52

Form Completed By:

T Leverone

Chapter Title:

President

Phone Number:

808-329-5300

E-mail Address:

TLeverone@clarkhawaii.com



National Association of Residential Property Managers

Board Meeting was held at El Maguey 1/7/2016

Meeting called to order at 12:55 by President Tracy Leverone

Attending were Tracy Leverone, Beth Ivey, Sharon Madsen, & Melva Albone,

No minutes were read

No treasurers report presented.

There was a recap of 2015 in the newsletter that was emailed to everyone.

Business: Carl Frazier will be our Guest Speaker at our January General Meeting on the 21st. To be held at The Royal Kona Resort. There will be a drawing of a \$25 gift certificate from Walmart?

Discussion on the National Conference to be held in Maui in October. Conference dates are October 18th to October 21st, 2017. Everyone should try to attend!!!

Banking will be turned over to Tracy and Beth.

Each Board Member will be asked to find 2 guest speakers for the year. April's Meeting will be at Fair Housing. No meeting in October due to Conference.

Meeting Adjourned:



National Association of Residential Property Managers

Board Meeting was held at _____ Annies Burgers _____ Date _____ April 7, 2016 _____

Meeting was called to order at

Attending were Tracy Leverone, Beth Ivey, Sharon Madsen, & Melva Albone, and Guest Margaret Steacy

Minutes were read and approved

Treasures report \$7072.16 which included the purchase of Quickbooks.

Committee reports

Announcements

Old Business: We discussed the community help projects we could have. A food drive was suggested. Also donations to womens shelters. Was anyone planning on going to the Leadership Training? National covers all expenses except airfare.

New Business: Updating the by-laws?

Possible joint meeting with the Hilo Chapter. October possible round-table discussions? Maybe Home Depot. Have the affiliates give a quick talk?

The plus's to obtaining the designations from NARPM. A holiday party in November?

There will be a drawing at the May General Meeting.

Meeting Adjourned: 2:02



National Association of Residential Property Managers

Board Meeting was held at _____ Honderos _____ Date 7/28/2016

Meeting called to order at 1:00 pm

Attending were Tracy Leverone, Beth Ivey, Sharon Madsen, & Melva Albone,

Minutes were passed out and approved

Treasures report as of last meeting \$7042.47. We paid for our Post Office Box and the Quickbooks Program. We also paid \$50.00 to state for getting approval on the CE class.

Committee reports

Announcements

Old Business: Possibly revisiting Coqui frogs for November? The information from Oahu has some good ideas for topics.

We need to end someone seminar in Oahu August 16th.

The National convention was discussed. Who is going?

The CE Class is moving ahead. To be held August 23rd. It is a 6 hour class.

Know anybody who wants to be on the board?

New Business:

Meeting Adjourned: 1:55 pm