



CHAPTER COMPLIANCE 2023

C002 HOUSTON CHAPTER

Congratulations! Your NARPM 2023 Chapter Compliance Application form has been approved!

The chapter has met all recertification requirements and is fully certified.

Levels of Chapter Recertification

Full recertification

The chapter has met all recertification requirements, indicated by compliance with items listed on the certificate of compliance. Only fully certified chapters are eligible for Chapter Excellence Awards. Once recertified, an email will be sent.

Chapter in Review (Amended 2022)

Should the Chapter submittal displays lack of submission of any items on the certificate of compliance. Chapters will have six (6) months from compliance deadline to restore their certification. NARPM® Board of Directors must confirm that a Chapter can be taken off Chapter in Review status.

A Chapter will be placed in **Chapter in Review/Conditional Compliance** if documents are not submitted by compliance deadline. Members of the chapter will not be notified when a Chapter is placed in conditional compliance. The chapter must meet the chapter compliance deadline for the following year.

De-certification

De-certification must be preceded by a period of Chapter in Review and indicates continued non-compliance of recertification requirements. NARPM Board of Directors must approve all de-certification of chapters.



**CHAPTER COMPLIANCE 2023
ATTENDANCE REQUIREMENTS MET in 2022**

C002 HOUSTON

Compliance Question:

How many Chapter Leader Calls, hosted by RVPs, did the chapter president, or their representative, participate in? Your chapter president, or their representative, must attend at least two of these calls to obtain chapter compliance.

February 3, 2022 Attendee(s): Jay Mac Sanders & Rebecca Roeber

June 1, 2022 Attendee(s): Jay Mac Sanders

Chapter Bylaws Requirements for President and/or President-Elect to attend Chapter Leadership Training at Annual Convention on October 20, 2022 AND/OR Nuts and Bolts Virtual Sessions on November 16, 2022.

October 20, 2022 Attendee(s): **NONE**

November 16, 2022 Attendee(s): Elias Camhi; Ashley Ferrier; Patricia Ferrier

A For the **2022** Calendar year, or tax year beginning **2022-01-01** and ending **2022-12-31**

B Check if available
☐ **Terminated for Business**
☒ **Gross receipts are normally \$50,000 or less**

C Name of Organization: **HOUSTON AREA CHAPTER OF THE NATL ASSOC OF RESIDENTIAL PROPERTY MANAGERS**
13803 Jarvis Rd, Cypress, TX, US, 77429

D Employee Identification Number **80-0703742**

E Website:

F Name of Principal Officer: **Patricia Ferrier**
13803 Jarvis Rd, Cypress, TX, US, 77429

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

NARPM - HOUSTON 2023 GOALS

[illegible]

NARPM Houston

Profit and Loss by Tag Group

January - December 2022

	TOTAL
Revenue	
Monthly Luncheon	15,723.00
NARPM Contributions	1,150.00
Sponsorship	0.00
Gold Sponsorship	3,285.00
Silver Sponsorship	5,529.60
Total Sponsorship	8,814.60
Total Revenue	\$25,687.60
GROSS PROFIT	\$25,687.60
Expenditures	
Bank Charges	115.73
Charitable Contributions	1,000.00
Dues & Subscriptions	2,523.81
Monthly Meeting Expense	26,067.76
Total Expenditures	\$29,707.30
NET OPERATING REVENUE	\$ -4,019.70
NET REVENUE	\$ -4,019.70



HOUSTON CHAPTER AGENDA
January 20th 2022

11:30 – Welcome

11:45 – Intro & Prayer – Camp Hope

- **Welcome First-Time attendees**
- **Reading the Code of NARPM standards – Paula**
- **Legal Update – Mike Mengden**
- **Introduction – Gold Vendors**
- **Introduction – Silver Vendors**

SPEAKER: Hygientech Solutions – Ed Kampf

ANNOUNCEMENTS: Broker Owner



HOUSTON CHAPTER AGENDA
July 21st 2022

11:30 – Welcome

11:45 – Intro & Prayer – Camp Hope

- **Welcome First-Time attendees**
- **Reading the Code of NARPM standards – Kelly**
- **Introduction – Gold Vendors**
- **Introduction – Silver Vendors**

Speaker: Mike Mengden

ANNOUNCEMENTS:

- **National Conventions**
- **Upcoming Elections**
- **Next month – Constables**



Chapter Meeting Agenda

August 18, 2022

Meeting Kickoff:

- 11:00 Welcome – (Jay Mac)
- Intro – Camp Hope- Prayer – Christopher Burges
- 11:10 Current Affiliates -see attached lists
- Gold – Gets 1-2 minutes each
 - Silver – Gets recognition and chance to say hello
- 11:15 NARPM Standards of Professionalism (On Reverse)- (Randy)
- 11:20 Serve Food and Introduce Michael Mengden - (Jay Mac)
- He holds the Master Property Manager (MPM®), Residential Management Professional (RMP®), Texas Residential Leasing Specialist (TRLS), Texas Residential Property Manager (TRPM), Texas REALTOR Leadership Program (TRLP), and the Graduate, REALTOR® Institute (GRI®) designations
 - Mike served as the 2002 National President of NARPM®, the 2011 Property Management Committee Chair for TAR, and currently serves on numerous committees at HAR, TAR and NARPM specializing in the legislative, forms and risk management arenas.
- 12:45 Final Announcements/Reminders
- Upcoming Events – (Jay Mac)
- September 15th – NARPM Meeting at Willie G's
 - October 17-20- NARPM Annual Convention Trade Show
 - October 20th- Meeting Willie G's

You can sign up for any event or learn more about NARPM at
NARPMHouston.com

Article 12: COMPLIANCE AND ENFORCEMENT

The Property Manager shall comply with this Code and shall participate in and/or cooperate with any investigation and/or hearing conducted by NARPM® pursuant to this Code.

STANDARDS OF PROFESSIONALISM

- **12-1** The Property Manager shall review and shall take all necessary action to understand and to comply with this Code.
- **12-2** The Property Manager shall not interfere with any NARPM® action to investigate a violation of or to enforce this Code.
- **12-3** The Property Manager shall promptly supply any information requested by NARPM® during any investigation or enforcement action pursuant to this Code.
- **12-4** The Property Manager must take and pass an ethics course, which shall include discussion of this Code, every four years as a condition of continued professional membership.

AGENDA – November 30th 2022

1. **CHRISTMAS PARTY:**

- a) Decorations – Received
- b) Joint MC – Paula will start
- c) Games / Giveaways- Jan free lunch, booze, gift card
- d) Sound equipment - Received

2. **COMMITTEE CHAIRS:** Pete- Vendors, Amber-Communication, Mike-Legal, Greetings-Randy

3. **OBTAINING NEW MEMBERS:**

Partnering with HAR – Rita to help promote our meetings and classes.
Taking advantage of the NARPM marketing grant....maybe for February.

4. **VENDORS** – 1095 – Gold – 100 discount if paid by Jan -need at least 10

- a) Will need two sponsors for breakfast and lunch on May class (one should be Ozark) – VA to prepare a flyer for Pete
- b) Vendors can get extra exposure with zoom classes through HAR

5. **2023 SPEAKERS / CLASSES**

Brad Larson – **Jan** – Ask Brad to reduce his fee- Offered Mike house for rooming

Brian Birdy – **Feb**

Amy Karns Hanson – **Mar**

Jim Roman - **April**

Mike Mengden / Trish – **May**

Advanced Risk Management – **May 25th** (maybe offer 1-2 tuition grants)

Steve Rozenberg - **June**

July – open

Judges - **Aug**

Vendor Appreciation lunch – **Nov**

2023 Christmas party – **Dec**

PAULA's zoom classes: \$30 per office

Security deposits – Jan 26th

Move-ins / Move outs July 27th

Violations – Oct 26th

6. **LOCATION** – Do we have a contract? – Ashley to make down payment



Houston Chapter
Board Meeting » Conference Call Minutes
January 18, 2022 | 10:00 a.m. CDT

10:08 am Call to Order Jay Mac Sanders
Roll Call to, Certify Quorum (four or more)
Attendees – Paula Cleveland, Past President
 Jay Mac Sanders, President
 Rebecca Roeber, President Elect

Welcome Jay Mac Sanders

First Order of Business: Approve November minutes, Paula Cleveland motioned to approve, 2nd by Jay Mac. Approved.

Second Order of Business: Discuss Chapter meeting, RentVine owners to be given a few minutes to talk at beginning, need extra batteries for microphones,

Lead generation post Covid – everything is different
Application challenges
Human nature challenges

Third Order of Business: Education Class 8/24, in conjunction with HAR PM Sub. Signing up for other Education classes throughout the summer. Need to find available classes.

Fourth Order: February Chapter mtg, 2/17 at 11am. Discuss increasing membership, funds and bringing in new and old affiliates.

Fifth Order : Carbon monoxide detectors. When required? Where to install? Who installs (liability)?

Financial: Jay Mac Sanders, Rebecca Roeber, Vicky Upmann and Paula Cleveland, Past President to meet at Bank of America to have the signing privileges changed from Paula Cleveland to Jay Mac Sanders as President 2022 with additional signing privileges to Rebecca Roeber as President Elect. Paula Cleveland to release signing privileges as of December 2021.

Next Chapter Meeting on February 17, 2022.

Legislative Updated: No Legislative at this time.

Meeting Adjourned at 10:55 am

Paula Cleveland, past president

March 24, 2022

NARPM Houston Board Meeting Minutes

Attendees: Rebecca Roeber, Vicky Upmann, Paula Cleveland, Randy Standly, Mike Mengden, Elias Cahmi, Trish Ferrier

Zoom meeting called to Order by Rebecca

April Chapter Meeting (April 21, 2022) – Training: TXR Form Updates to be taught by Mike Mengden. Additional topics to include Broker/Owner Updates and upcoming training opportunities and designation information. Location – Willie G's

Chapter Planning and Membership Outreach & Awareness

Trish to reach out to Jay Mac and express concern for chapter health. Also to contact members and invite them to upcoming activities/meetings.

Houston chapter membership needs to be updated. Rebecca to send list to Paula and Elias to see about auto connecting membership with National for auto updates.

Elias is working on website and asking for pictures for posting as the year progresses at events and meetings.

Paula to send the current list of Affiliates to board meeting attendees for review.

Leaders will reach out to other leaders, trainers, speakers and network for speakers and training for the Houston Chapter at Broker/Owner and bring the information back for our next meeting and discussion.

Elias to post upcoming events, board meetings and NARPM activities on the NARPMhouston.com website.

Financial

Vicky gave the chapter bank balance.

A motion was made by Randy and seconded by Vicky to pass signing rights from Paula Cleveland, Past President to Rebecca Roeber as President Elect. Motion passed. Vicky, Paula and Rebecca to meet at Bank of America to transfer signing rights for chapter to Rebecca.

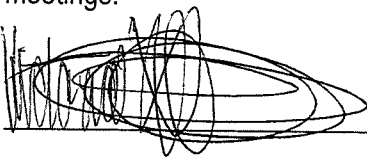
Chapter Requirements

Rebecca and Paula to complete Chapter Compliance and submit to national.

Board Meetings – Zoom

Next board meeting is April 21, 2022

All board meetings are set for the 2nd Thursday of each month. Past Presidents are included in all upcoming board meetings.



03-24-2022

Vicky Upmann, Treasurer

Date

NARPM Houston Chapter Board Meeting Minutes

August 11, 2022

Attendees:

Trish Ferrier – Acting President Elect
Jay Mac Sanders – President
Paula Cleveland – Past President

Called to Order 10:10

Discussion:

- Board elections for 2023
 - August Chapter meeting to allow for nominations or volunteers with voting
 - New board members election results due to NARPM national in September
- Treasurer's position has been transferred to Ashley Ferrier
 - Need to get signing authority for Ashley Ferrier at Bank of America as Treasurer
 - Need to get signing authority for Trish Ferrier at Bank of America as President Elect
 - Paula Cleveland to continue to hold signing authority for the Houston Chapter
- Next year's meeting location and cost negotiating for best price
 - Jay Mac charged with finding a new meeting location for 2023 and negotiating for the chapter the fee after communicating options with the board
- August Chapter Meeting
 - Mike Mengden main speaker – Forms update
 - Webinar through HAR – Jay Mac to promote
 - Sign in at the meeting. Ashley, Kelly and Paula to work on sign in at 10:30 am prior to start of meeting
 - All equipment owned by NARPM will be at the August chapter meeting and is always at the meeting as needed.
- Updates to logins and access information
 - Jay Mac to update latest changes to spreadsheet in google docs
 - Need to grant access to Trish and Ashley to Google drive and docs

Adjourned: 10:40 am

Jay Mac Sanders, President NARPM Houston Chapter 2022

NARPM Houston Chapter Board Meeting Minutes

November 30th – Planning Meeting

Attendees:

Trish Ferrier – 2023 President
Jay Mac Sanders – 2022 President
Paula Cleveland – 2023 Secretary
Elias Camhi – 2023 President Elect
Ashley Ferrier - Treasurer

Called to Order 6:30 pm

Discussion:

- 2023 Speakers
 - Speakers are set for Jan/Feb/Mar/April/May/June
 - Working to get Judges for August
- Venue
 - Elias to get a contract to move to Low Tide Kitchen
 - New prices set for \$25.00
- Affiliates
 - Pete will serve as committee chair.
 - A list of prospects has been provided to Pete.
- Christmas Party
 - Everything is set for Harold's
 - Since JayMac is not attending all past presidents will share in the MC position
 - Jason Wagoneer is set to handle the music
 - All equipment owned by NARPM has been transferred to Trish
- Committee Chairs
 - All chair positions have been assigned by Trish for 2023

Adjourned: 8:00 pm



National Association of Residential Property Managers

H O U S T O N C H A P T E R

Houston Board Members 2023

Trish Ferrier – **President**

Elias Camhi – **Vice President**

Paula Cleveland – **Secretary**

Jay Mac Sanders – **Past President**

#5

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, September 23, 2022 6:40:02 AM
Last Modified: Friday, September 23, 2022 6:44:18 AM
Time Spent: 00:04:15
IP Address: 98.44.4.29

Page 1: Positions with a * are REQUIRED

Q1

Chapter Name

Houston

Q2

Chapter President*

Trish Ferrier

Q3

President Elect*

Elias Camhi

Q4

Past President*

Jay Mac Sanders

Q5

Respondent skipped this question

Vice President (if applicable)

Q6

Treasurer*

Ashley Ferrier

Q7

Secretary*

Paula Cleveland

Q8

New Member Mentor* In June 2020, NARPM National adopted the motion that all chapters are required to identify a New Member Mentor for their chapter each year. It is not an elected position, but is a duty that a volunteer member or board member should be completing. The program is in the Chapter Success Guide, starting on page 148.

Trish Ferrier

Q9

Education Chair

Paula Cleveland

Q10

Membership Chair

Pete Neubig

Q11

Legislative Chair

Mike Mengden

Q12

Other position(s) not listed

Social Events Chair - Amber Ferrier

#10

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, September 26, 2022 1:05:53 PM
Last Modified: Monday, September 26, 2022 1:06:29 PM
Time Spent: 00:00:36
IP Address: 98.44.4.29

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Chapter Name

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Chapter President*

Trish Ferrier

Q3

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Elias Camhi

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Past President*

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Paula Cleveland

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Membership Chair

Pete Neubig

Q11

Legislative Chair

Mike Mengden

Q12

Respondent skipped this question

Other position(s) not listed



HOUSTON CHAPTER PAST PRESIDENTS MEETING
June 22nd 2022

Call To Order: 6:00 pm

ATTENDANCE: Past Presidents of the Houston Chapter – Mike Mengden, Paula Cleveland, Elias Camhi, Trish Ferrier & Randy Standly.

PURPOSE: To rebuild the Houston chapter

- Due to the vacancies of board members and lack of volunteers in the chapter, Paula Cleveland asks the Past Presidents to come together to lay out a plan to rebuild the chapter.
- The Treasurer, President Elect, and Secretary position were vacant.
- Paula motioned for each President to run for a vacant position for the 2023 year and ask if 2 people would step in to finish out this year.
- The group nominated Paula to run for 2023 Secretary, Elias for president Elect, Trish for President.
- The group also voted to ask Ashley Ferrier to come back as Treasurer both to finish out 2022 but also to run for 2023.
- Randy Standly agreed to be in charge of helping to find new members to serve for 2024.
- Mike Mengden would remain as Legislative Chair.
- Potential speakers were discussed
- Group discussed how to approach the current President with this plan and how the members in attendance would still be able to run or nominate another member for any of these positions.
- Group agreed to have regular Past President meetings to act as a support group for the upcoming and future boards of the Houston Chapter.

Chapter Meeting Agenda August 18, 2022

Meeting Kickoff:

- 11:00 Welcome – (Jay Mac)
- Intro – Camp Hope- Prayer – Christopher Burges
- 11:15 Current Affiliates -see attached lists
- Gold – Gets 1-2 minutes each
 - Silver – Gets recognition and chance to say hello
- 11:20 NARPM Standards of Professionalism (Below)- (Paula)
- 11:25 Appointed Board Vacancy 2022 & Uncontested Board Election 2023
- Trish Ferrier – Remaining 2022 Pres-Elect
 - Ashely Ferrier – Remaining 2022 Treasurer

 - Trish Ferrier – President 2023
 - Elias Camhi – President Elect 2023
 - Paula Cleveland – Secretary 2023
 - Ashley Ferrier – Treasurer 2023
 - Jay Mac Sanders – Immediate Past President 2023
- 11:30 Serve Food and Introduce Michael Mengden - (Jay Mac)
- He holds the Master Property Manager (MPM®), Residential Management Professional (RMP®), Texas Residential Leasing Specialist (TRLS), Texas Residential Property Manager (TRPM), Texas REALTOR Leadership Program (TRLP), and the Graduate, REALTOR® Institute (GRI®) designations
 - Mike served as the 2002 National President of NARPM®, the 2011 Property Management Committee Chair for TAR, and currently serves on numerous committees at HAR, TAR and NARPM specializing in the legislative, forms and risk management arenas.