



CHAPTER COMPLIANCE 2023

C004 SACRAMENTO AREA 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**

C004 SACRAMENTO AREA

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 8, 2022 Attendee(s): Kim Prindle

May 10, 2022 Attendee(s): Kim Prindle

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): Robert Thomas

November 16, 2022 Attendee(s): Paul Villaluz Weubbe



National Association of Residential Property Managers

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

Bylaws

Of the

Sacramento Area Chapter

of

The National Association

of

Residential Property

Managers

Revised & Adopted
January 2021

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Article 1 - Introduction

1. Corporate Name

The name of this corporate organization shall be The Sacramento Area Chapter of the National Association of Residential Property Managers, Inc., (NARPM) hereinafter referred to as the Chapter.

The terms “Chapter” and “Corporation” are used in the Bylaws to indicate the differences between administrative versus management and fiscal functions of the entity.

2. Principal Office

The Principal office is located in the County of Sacramento, State of California.

3. Change of Address

The designation of the county of the corporation’s principal office may be changed by amendment to the Bylaws. The Board of Directors may change the principal office from one location to another within the named county. Such changes of address shall not be deemed, nor require, an amendment of these Bylaws.

4. Other Offices

The Corporation may also have offices at such other places within or without its county where it is qualified to do business, as its business and activities may require, and as the Board of Directors may designate.

Article 2 – Purpose of the Organization

5. General

- a) To establish a permanent trade association in the residential property management industry in the Northern California geographical area.
- b) To promote a standard of business ethics, professionalism and fair practices among its members.
- c) To establish and promote the professional education of its members.
- d) To provide and promote an exchange of ideas regarding residential property management.

6. Tax Exempt Status

- a) This Corporation is organized to comply with tax-exempt provisions of the Federal Internal Revenue Code providing such status to trade organizations. IRC section 501(c)(6).
- b) This Corporation is organized as a California nonstick, nonprofit entity under the Nonprofit Corporation Law as embodied in the California Corporations Code beginning at Section 5000. As such, it qualifies as a “business league” under R&TC Section 23071e.

Article 3 – Authority and Geographic Jurisdiction

7. Authority

- a) This Chapter shall be subject to all rules, regulations, ethics and standards, and the Bylaws of the National Association of Residential Property Managers, Inc.
- b) Chapter Bylaws shall be guided by those of the National Association of Residential Property Managers and shall not be in conflict. Variances due to local conditions must be approved by the Board of Directors of the

National Association.

8. Geographic Jurisdiction

The Sacramento Area Chapter of NARPM will have organizational and membership jurisdiction over the territory of Northern California defined as: North to city of Chico, east to Lake Tahoe, south to the city of Stockton and west to the city of Vacaville.

Article 4 – Directors

9. Designation Number of Directors

The Corporation shall have nine (9) Directors and collectively they shall be known as the Board of Directors. The Directors will consist of the following positions. Positions “a” through “e” are also Officers of the Corporation.

- | | |
|----------------------|----------------------|
| a) President | f) Director at large |
| b) President – Elect | g) Director at large |
| | h) Director at large |
| c) Secretary | i) Immediate Past |
| d) Treasurer | |

10. Qualifications of Directors

Directors shall be of the age of majority in this state. Other qualifications of Directors shall be:

- a) Directors shall be licensed under the real estate law of the state of California, except that the Affiliate Director need not be licensed.
- b) Directors shall be members of the National Association of Residential Property Managers and remain in good standing during their term.

11. Terms of Office of Directors

Each Director shall hold office for a period of one year and until his or her successor is elected and qualifies. Directors may serve successive terms.

12. Nominations of Directors and Officers

Chapter members will be notified, in writing **or electronically** of the pending annual election of Directors and Officers. This notification will be at least thirty (30) days prior to the last regularly scheduled Chapter meeting of the calendar year.

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 Sacramento Area Chapter Executive Committee and presented to the membership for final vote.

13. Election and Installation of Directors and Officers

Directors may be:

- a) Elected as Officers of the Chapter.
- b) Elected as Directors at Large by the Chapter membership.
- c) Appointed by the Board of Directors as permitted by these Bylaws.

The President and the President-Elect must be elected by the Chapter members.

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. The immediate Past President will conduct the election or may delegate this duty to another Chapter Officer who is not a nominee.

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.

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.

The Chapter shall not 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.

14. Powers of Board of Directors

Subject to the provisions of the laws of this state and any limitations in the Articles of Incorporation and these Bylaws related to action required or permitted to be taken or approved by the members of this Corporation, the activities and affairs of this Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

15. Duties of Directors

It shall be the duty of the Directors to:

- a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation or by these Bylaws.
- b) Appoint and remove, employ and discharge, and except as otherwise provided in these Bylaws, prescribe the duties and fix compensation, if any, of all agents and employees of the Corporation.
- c) Supervise all agents and employees of the Corporation to assure that their duties are performed properly.
- d) Meet at such times and places as provided by these Bylaws.
- e) Register their address with the Secretary of the Corporation.

16. Compensation of Directors

Directors shall serve without compensation. Directors shall be allowed reasonable reimbursement of expenses incurred in the performance of their duties, with the approval of the Board of Directors.

17. Place of Meeting of Directors

Meetings shall be held at the principal office of the Corporation or at such other place as may be designated from time to time by resolution of the Board of Directors.

18. Date and Time of Regular Meeting of Directors

Regular meetings of Directors shall be held: **Bi-monthly or monthly at a time and location designated by the board of directors.**

19. Special Meetings of Directors

Special meetings of the Board of Directors may be called by the president, any officer of the Corporation, by any two Directors, or if different, by the persons specifically authorized under the laws of this state to call special meetings of the Board. Such meetings shall be held at the principal office of the Corporation or, if different, at the place designated by the person or persons calling the special meeting.

20. Notice of Directors' Meetings

Unless otherwise provided by the Articles of Incorporation, these Bylaws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the Board of Directors:

- a) Regular Meetings: No notice need be given of any regular meeting of the Board of Directors.

- b) Special Meeting: At least one week prior notice shall be given by the Secretary of the Corporation to each Director of each special meeting of the Board. Such notice shall be written, may be given personally, by first class mail, by telephone, or by facsimile machine or email, and shall state the place, date and time of the meeting and the matters proposed to be acted upon at the meeting.
- c) Waiver of Notice: Whenever any notice of a meeting is required to be given to any Director of this Corporation under the provisions of the Articles of Incorporation, these Bylaws or the law of this state, a waiver of notice in writing signed by the Director, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

21. Quorum for Directors' Meetings

A quorum shall consist of five (5) members of the Board of Directors, present, and in attendance.

Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, no business shall be considered by the Board at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

22. Majority Action as Board Action

Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is an act of the Board of Directors, unless the Articles of Incorporation, these Bylaws, or law require a greater percentage or different voting rules for approval of matter by the board.

23. Conduct of Directors' Meetings

Meetings of members shall be presided over by the President, or in his absence, by the President-Elect, or in the absence of these persons, by a Chairperson chosen by a majority of the voting members present at the meeting.

The Secretary of the Corporation shall act as Secretary of all meetings of the Board, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the meeting.

Meetings shall be governed by "Robert's Rules of Order" insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law.

24. Vacancies of Directors

Vacancies on the Board of Directors shall exist: (1) on the death, resignation or removal of any Director, and (2) whenever the number of authorized directors is increased.

Any Director may resign effective upon giving written notice to the Chairperson of the Board, the President, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation.

Unless otherwise prohibited by the Articles of Incorporation, these Bylaws or provisions of law, vacancies on the Board may be filled by approval of the Board of Directors. If the numbers of Directors then in office is less than a quorum, a vacancy on the Board may be filled by a sole remaining Director. A person elected to fill a vacancy on the Board shall hold office until the next election of the Board of Directors or until his or her death, resignation or removal from office.

25. Non-Liability Directors

The Directors shall not be personally liable for the debts, liabilities or other obligations of the Corporation.

26. Indemnification by Corporation of Directors and Officers

The Directors and Officers of the Corporation shall be indemnified by the Corporation to the fullest extent permissible under the laws of this state.

27. Insurance for Corporate Agents

Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Corporation (including

Director, employee or other agent of the Corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws, or provisions of law.

Article 5 – Officers

28. Designation Number of Officers

The Five (5) officers of the Corporation shall be a President, a President-Elect, a Secretary, a Treasurer and **immediate past President**. The Corporation may also have one or more Assistant Secretaries and Assistant Treasurers, and such other Officers with such titles as may be determined from time to time by the Board of Directors. The President shall be the Chief Executive Officer of the Chapter and Corporation. Officers are members of the Board of Directors.

29. Qualification of Officers

Any member in good standing of the Chapter may serve as an Officer of this Corporation.

30. Term of Office of Officers

The term of the President and the President-Elect are for one year, with the President-Elect automatically succeeding the President. The President may not succeed him or herself but remains as a Director for one year after he or she vacates the Presidency.

The Vice President, Treasurer and Secretary may be elected or may be appointed by the Board of Directors. These Officers may be elected or appointed for successive terms.

31. Removal and Resignation of Officers

Any Officer may be removed, either with or without cause, by the Board of Directors, at any time, by simple majority of the entire Board, not including the member to be removed. Any Officer may resign at any time by giving written notice to the Board of Directors or to the President or Secretary of the Corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

32. Filling Vacancies of Officers

Any vacancies caused by death, resignation, removal, disqualification, or otherwise of any Officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. In the event of the presidency, the president-elect shall automatically fill that position. Vacancies in the positions of Treasurer and Secretary may or may not be filled as the Board shall determine.

33. Duties of President

The President shall:

- a) Be the Chief Executive Officer of the Chapter and the Chairperson of the Corporation.
- b) Preside at all meetings of the Chapter.
- c) Act as an alternate signatory for funds withdrawn on the Chapter bank accounts **and provide signatory card by January 1 of the elected year.**
- d) In addition to the Treasurer, sign all checks or approve in writing over \$500.00.
- e) Sign all legal documents.
- f) Undertake responsibility for such other activities as deemed appropriate by the Board of Directors.
- g) Serve a term of one year as Director immediately after vacating the office.
- 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.**

34. President-Elect

The President-Elect shall:

- a) Act as an alternate signatory for funds to be withdrawn from the Chapter bank accounts.
- b) Fulfill the responsibilities of the President during that officer's absences.
- c) Succeed the President at the beginning of the calendar year.
- d) Automatically assume the Presidency in the event the Presidency becomes vacant during a calendar year.
- e) Organize, host and lead a retreat during the month of November to plan the following year's programs, events and budget.
- f) Undertake other activities as are deemed appropriate by the President or the Board of Directors.
- g) **Select and arrange informative and entertaining speakers for general membership luncheon meetings. Topics must be relevant to the residential rental industry.**
- h) **Oversee the submission of Chapter reports including Chapter Excellence submission**
- i) **Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend**

35. Secretary

The Secretary shall:

- a) Certify and keeper the principal office of the Corporation the original of these bylaws as amended or otherwise altered to date.
- b) Keep at the principal office of the Corporation or at such other place as the Board may determine, a book of minutes of all meetings of the Board of Directors and of the Chapter meetings, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of the Directors present and the proceedings thereof.
- c) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- d) Be custodian of the records and of the Seal of the Corporation and affix the Seal, as authorized by law or the provisions of these Bylaws, to duly executed documents of the Corporation.
- e) Keep at the principal office of the Corporation a membership book containing the name and address of each and every member, and, in the case where any membership has been terminated, record such fact together with the date on which termination occurred.
- f) Exhibit at all reasonable times to any Director of the Corporation, or to agents and attorneys, on request there for, the Bylaws, Membership book, and the Minutes of the proceedings of the Directors of the Corporation.
- g) The Secretary may not serve concurrently as President.

36. Treasurer

The Treasurer shall:

- a) Have charge and custody of and be responsible for all funds and securities of the Corporation, and deposit all such funds in the name of the Corporation in such banks, trust companies or other depositories as shall be selected by the Board of Directors.
- b) Receive and give receipt for monies due and payable to the Corporation from any source whatsoever.
- c) Disburse or cause to be disbursed the funds of the Corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursement.
- d) Keep and maintain adequate and correct accounts of the Corporation's property and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

- e) Exhibit at all reasonable times, the books of account and financial records to any Director to the Corporation or to his or her agent or attorney on request thereof.
- f) Render to the Directors and members whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the Corporation.
- g) Prepare and submit an end-of-year report to the Treasurer of the National Association.
- h) With assistance of the Board of Directors, prepare a budget for next calendar year.
- i) File such tax and other financial reports with the appropriate government entities as may be required by law or regulation.
- j) The Treasurer may not serve concurrently as President.

37. Directors at Large

Duties as assigned by the President.

38. Directors at Large

Duties as assigned by the President.

39. Directors at Large

Duties as assigned by the President.

40. Immediate Past President

- a) Shall serve as Chairman of the Nominating Committee
- b) Provide advice based upon experience and continuity to the operation of the Sacramento Chapter
- c) Serve a term of one year commencing with the beginning of the calendar year.

Article 6 – Committee Responsibility and Operation

41. Committees and Responsibilities

The President with the advice and consent of the Board of Directors shall have the authority to create and dissolve Committees according to the needs of the Chapter. The Committee Chairpersons will attend Board of Directors' meetings and report their activities and announce the progress toward meeting the goals of the Chapter. No Committee may take any action on behalf of the Chapter unless authorized by the Board of Directors. Such Committees may be:

- a) The Education Committee. This committee carries out the education program for the members, holds local NARPM certification seminars, supports members in their efforts to earn NARPM designations and seeks ways to promote the public recognition of the PPM and MPM designations. Develop and present to the Board of Directors a schedule of classes for the following calendar year.
- b) The Membership Committee. The committee is responsible for the recruitment and retention of NARPM members. The committee develops and implements strategies to increase membership, accepts and processes applications for new members, and maintains the Chapter Membership Record.
- c) The Publications/Public Relations Committee. This committee writes, prepares for printing, prints and distributes the Chapter publications including the Membership Roster, the Vendor Directory and the Newsletter.
- d) The Website Committee. This committee oversees design, maintenance and operation of the Chapter website. It monitors content and links, ensuring current information.
- e) The Legislation Committee. This committee monitors local and state governmental activities and regulations affecting the residential property management industry and recommends specific actions and strategies to the Board of Directors.
- f) The Affiliate Committee. This committee represents the whole of the Affiliate Membership, promotes the rental management industry, the goals of NARPM and the local Chapter and initiates

and carries on progress towards those ends. It acts as the Affiliate voice at Board of Directors meetings. The Affiliate Committee is chaired by an Affiliate member, who is also a member of the Board of Directors.

- g) The Nominations Committee. This committee seeks qualified members for Chapter office, prepares ballots for the Annual Election of Officer and Directors and assists the Immediate Past President in conducting the Annual Election. Because proven leadership experience and willingness to perform tasks are important to the success of the Chapter, current and past committee chairs should be thoughtfully considered when nominating directors.
- h) Golf and Picnic Committee. This committee organizes the annual golf tournament and picnic. The committee recommends a date and location. This committee arranges volunteers, food and activities.
- i) **Events Committee: This committee organizes events (holiday party, membership events). This committee recommends a date and locations while arranging volunteers, food and activities.**

42. Meetings and Actions of Committees

Because much of the operation of the Chapter takes place in the Committees, their proper functioning is vital to the progress of the Chapter. Committees shall be formed and staffed two months before the end of the year to provide time for planning the activities of the following year. Committee Chairpersons will:

- a) Form and staff their committees for optimum functions to accomplish their goals.
- b) Develop an annual plan to implement their goals and communicate this plan to the Board of Directors at the annual retreat and at regularly scheduled meetings.
- c) Scheduled regular committee meetings and announce this schedule for the Board of Directors Committee and the general membership both at luncheons and in the Chapter newsletter.
- d) Report on plans and progress at each Board of Directors' meeting, at each General Membership meeting and in the Chapter newsletter.
- e) Maintain the Committee's Chapter web page.

Article 7 - Membership Provisions

43. Membership Categories

Professional, Associate, Support Staff, Affiliate Member, Honorary Members and Founding Chapter Members.

- a) **Founding Chapter Member.** A Founding Member is a Chapter member who is one of the founding members of the Chapter. Requirements relating to acceptance into the Founding Membership, suspension of Founding Membership and termination of Founding Membership shall be identical to regular membership.
 - 1) All regular members of record as of August 31, 1993 are Founding Members.
 - 2) A vacancy in the Founding Membership shall not be replaced.

- 3) The founding Members may meet once a year to provide counsel and advice to the Board of Directors regarding future trends in the industry and to lend their membership strength to the chapter.

b) 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.

c) Associate Member

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, or hold elective office. This member has never completed a course 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.

d) 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.

e) Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote; however, affiliate members can be a chairperson and can serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

Affiliate Member. An Affiliate Member shall be a business or individual representing a company who services the Property Management Industry. Affiliate Members may be, but do not have to be, members of the National Association. Annual fees are charged for Chapter Affiliate membership. Affiliate members are charged the same as Regular Members at General Meetings.

- 1) Affiliate Membership does not require a Real Estate License. However the Affiliate should be licensed in their trade, if required by law or regulation.
 - 2) Affiliate Members are not eligible to vote in any matter affecting the Chapter, with the exception of the Affiliate Chairperson.
 - 3) Affiliate Members are carried on the Membership Roster of the Chapter.
 - 4) **The Chapter shall not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.**
- f) Honorary Member. Honorary Membership may be bestowed upon individuals who, in the opinion of the Board of Directors, have rendered or continue to render distinguished service to the Association of the profession of Property Management. Honorary Members pay no dues or other assessments. They are not entitled to core in any matter of the Chapter they may participate in all chapter activities at the same rates as regular members.
- g) **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.**

44. Number of Members

There shall be no limit as to the numbers of members in the Chapter, nor shall there be any limit in the membership of each category.

45. Non-liability for Members

A member of this Corporation is not personally liable for the debts, liabilities or obligations of the Corporation.

46. Non-transferability of Memberships

No member may transfer a membership or any right arising there from. All rights of membership cease upon the member's death.

47. Suspension

Members may be suspended from the Chapter:

- a) By recommendation of and approval of the Chapter Board of Directors.
- b) For reasons stated in Article III of the Bylaws of the National Association.
- c) For failure to pay dues or assessments as levied by the Board of Directors, within 30 calendar days of invoice resentment or failure to pay Chapter dues, if any, in full by January 31.
- d) Suspension from the National Association shall result in automatic suspension from the Chapter.

48. Termination

- a) Resignation. A member may resign at any time by forwarding a letter stating such intent to the Chapter President or Secretary. The letter shall indicate the date on which the resignation is to be effective. No refund of Chapter or National Association dues shall be made for any reason.
- b) Failure to Pay Obligations. Upon approval of the Board of Directors, membership shall terminate when a member fails to pay Chapter dues within Sixty (60) days of invoice presentation. Mitigating circumstances may be reported to the President or Treasurer within the sixty-day period and may be considered by the Board of Directors.

49. Reinstatement

A suspended or terminated member of the Chapter meeting all membership requirements may be reinstated upon approval by the Board of Directors. All past indebtedness must have been paid.

Article 8 – General Membership Meetings and Voting

50. Place of Membership Meetings

Meetings of the members shall be held within the jurisdiction of the Chapter, at such places as may be designated from time to time by resolution of the Board of Directors.

51. Regular Membership Meetings

Regular meetings of the members will be held in January, March, May, July, September and November on the third Tuesday of the month, from 11:30 AM to 1:00 PM.

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.

52. Special Membership Meetings

Special meetings of the membership may be called by the President, Board of directors or by persons specifically authorized under the laws of this state, for the consideration of a matter involving the survival of this Chapter or for an industry-wide emergency.

53. Notice of Membership Meetings

Unless otherwise provided by the Articles of Incorporation, these Bylaws or provisions of law, notice stating the place, day and hour of the meeting and, in the case of a special meeting, the purposes for which the meeting is called, shall be delivered not less than ten (10) days nor more than fifty (50) days before the date of the meeting, either personally, by mail **or electronically**. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the member at his or her address as it appears on the records of the Chapter with postage prepaid. Personal notification includes notification by telephone, facsimile machine **or by email**.

The notice of any meeting of members at which Directors are to be elevated shall also state the names of all those who are nominees or candidates for election to the Board at the time notice is given.

Whenever any notice of a meeting is required to be given to any member of this Corporation under the provisions of the Articles of Incorporation, these Bylaws, or the law of this state, a waiver of notice in writing signed by the member, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

54. Quorum for Membership Meetings

- 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**

55. Majority Action as Membership Action

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.

56. Voting Rights

Each member is entitled to one vote on each matter submitted to a vote by the members.

Meetings of members shall be presided over by the President, or in his/her absence, by the President-Elect or in the absence of these persons, by a Chairperson chosen by a majority of the voting members present at the meeting.

The Secretary of the Corporation shall act as Secretary on all meetings of members, provided that in his/her absence, the presiding Officer shall appoint another person to act as Secretary.

Meetings shall be governed by "Robert's Rules of Order" insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law.

Article 9 – Code of Conduct and Standards of Professionalism

57. Acknowledgement of Code

A Chapter Charter is granted only upon the acknowledgement that the Chapter members shall:

Read and be familiar with the application Code of Ethics and Standards of Professionalism as promulgated by the National Association of Residential Property Managers, and to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership. To this end, the Code of Conduct and Standards of Professionalism are made a part of these Bylaws and are attached thereto.

Formally agree to take no legal action(s) against the National Association, its Officer(s), Director(s), Committee Chairperson(s), Committee member(s), or the Chapter, Sub-Committee Chairperson(s), or Sub-Committee member(s) for any prescribed action identified by these Bylaws or the Bylaws of the National Association for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism-

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), subcommittee chairperson(s) or subcommittee 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.

58. Enforcement

It is the duty of the President of the Chapter to report all violations of the National Association's Code of Ethics and Standards of Professionalism to the National Association.

Article 10 – Financial Considerations

59. Calendar and Fiscal Year

The calendar year and fiscal year of the Chapter shall be the January 1 to December 31.

60. Dues

The Board of Directors, in furtherance of the goals of the Chapter, shall be empowered to levy annual dues upon the Chapter members. Dues shall be payable on January 1 and will be considered late if unpaid after January 31. Late dues may be assessed a late fee in an amount established by the Board of Directors.

61. Annual Budget

The Board of Directors will direct the preparation of the Annual Chapter Budget by the Treasurer. The Budget will not exceed the Chapter's ability to carry out the same. Specific goals and expenditures will be planned, and dues and assessments planned to meet the budget.

The Chapter shall not have any authority to financially obligate or bind the National Association for any reason.

62. Execution of Instruments

The Board of Directors may authorize any Officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances, except as otherwise provided in these Bylaws.

No Officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount, unless authorized by the Board of Directors.

63. Execution of Checks and Notes

Check, drafts promissory notes, orders for the payment of money, and other evidence of indebtedness of the Corporations shall be signed by the Treasurer, except as otherwise instructed by the Board of Directors or as otherwise required by law, Instruments in excess of \$500.00 must ask be signed or approved by the President in writing.

64. Deposits

All funds of the Corporation shall be deposited in a timely manner to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

65. Gifts

The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the nonprofit purposes of this Corporation, subject to full disclosure to the general membership. Funds will be kept in a FDIC account.

Article 11 – Corporate Records and Reports

66. Maintenance of Corporate Records

The Corporation shall keep at its principal office:

- a) Minutes of all meetings the Board of Directors, or committees and all meetings of the general membership. Indicating the time and place of holdings such meetings, whether regular or special, how called, the notice given, and the names of those present (not required for general meetings) and the proceedings thereof.
- b) Adequate and correct books and record of accounts, including accounts of its properties and business transactions, disbursements, gains and losses.
- c) A record of its members, indicating their names and addresses, their class of membership, credentials earned, status of dues and assessment, committee participations, etc. These records may be kept by other than the Secretary, but the Secretary will possess a hard paper copy of such data.
- d) A copy of the Corporation's Articles of Incorporation, Bylaws as amended to date, which shall be open to inspections by the members of the Corporation at all reasonable times during office hours.

67. Corporate Seal

The Board of Directors may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the Corporation. Failure to affix the seal to corporate instrument, however, shall not affect the validity of any such instrument.

68. Director's Inspection Rights

Every Director shall have the absolute right at any reasonable time to inspect and copy all books, record and documents of every kind and to inspect the physical properties of the Corporation.

69. Member's Inspection Rights

Each and every member shall have the following rights, for a purpose reasonably related to such a person's interest:

- a) To inspect and copy the record of the most recent record of all members' names, addresses and voting rights, upon written demand on the Secretary of the Corporation, which demand shall state the purpose for which the inspection is requested. A reasonable fee will be charged for providing said records.
- b) To inspect at any reasonable time the books, records or minutes of proceedings of the members or of the Board or of the Committees of the Board, upon written demand on the Secretary by the member for a purpose reasonably related to such person's interest as a member.
- c) The membership list shall be made available within a reasonable time after the demand is received by the Secretary.

Members shall have such other rights to inspect the books, records, and properties of this Corporation a may be required under the Articles of Incorporation, other provisions of these Bylaws and provisions of law.

70. Right to Copy and Make Extracts

Any inspection under the provisions of this Article may be made in person or by an agent or attorney and shall include the right to copy and make extracts.

71. Periodic Report

The Board shall cause any annual or periodic report required under law to be prepared and delivered to an office of the state or to the members, and delivered within the time limits set by law. This shall include reports required by the National Association.

Article 12-Amendment, Construction and Terms of Bylaws

72. Amendment

Subject to the powers of the membership of this Corporation to adopt, amend or repeal the Bylaws of this Corporation and except as may otherwise be specified under provisions of law, these Bylaws, or any of them, may be altered, amended, or repealed and new Bylaws adopted by approval of the Board of Directors.

73. Construction and Terms

If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of the Corporation, the provisions of this Articles of Incorporation will govern.

Should any of the provisions of portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

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.

These Bylaws may be amended to conform and comply with the law, statutes, rules and regulations of the governing bodies of local, county, state or federal authorities that have jurisdiction and to comply with the tax exempt provisions of the same.

All amendments shall be subject to review and approval by the Board of Directors of the National Association prior to their implementation or adoption by the Chapter.

74. 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.

75. Dissolution

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

Adopted revisions March 14, 2022

Short Form

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

2021

Open to Public Inspection

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form, as it may be made public.

Go to www.irs.gov/Form990EZ for instructions and the latest information.Department of the Treasury
Internal Revenue Service

A For the 2021 calendar year, or tax year beginning , and ending	
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input checked="" type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization SACRAMENTO AREA CHAPTER OF NARPM Number and street (or P.O. box if mail is not delivered to street address) Room/suite 1321 HOWE AVE 101 City or town State ZIP code Sacramento CA 95825 Foreign country name Foreign province/state/county Foreign postal code
D Employer identification number 68-0280193	
E Telephone number	
F Group Exemption Number	
G Accounting Method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify) _____ H Check <input type="checkbox"/> if the organization is not required to attach Schedule B (Form 990).	
I Website: WWW.NARPM.ORG J Tax-exempt status (check only one) — <input type="checkbox"/> 501(c)(3) <input checked="" type="checkbox"/> 501(c)(6) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other _____ L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ \$ 19,805	

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)Check if the organization used Schedule O to respond to any question in this Part I ☒

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	3,705
	2	Program service revenue including government fees and contracts	2	6,911
	3	Membership dues and assessments	3	3,010
	4	Investment income	4	
	5a	Gross amount from sale of assets other than inventory	5a	
	5b	Less: cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	5c	0
	6	Gaming and fundraising events:		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
Expenses	b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	6,179
	c	Less: direct expenses from gaming and fundraising events	6c	
	d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	6,179
	7a	Gross sales of inventory, less returns and allowances	7a	
	b	Less: cost of goods sold	7b	
	c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c	0
	8	Other revenue (describe in Schedule O)	8	
	9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	19,805
	Expenses	10	Grants and similar amounts paid (list in Schedule O)	10
11		Benefits paid to or for members	11	
12		Salaries, other compensation, and employee benefits	12	
13		Professional fees and other payments to independent contractors	13	
14		Occupancy, rent, utilities, and maintenance	14	16,931
15		Printing, publications, postage, and shipping	15	
16		Other expenses (describe in Schedule O)	16	8,328
17		Total expenses. Add lines 10 through 16	17	25,259
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)	18	-5,454
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	-5,454

For Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2021)

Check if the organization used Schedule O to respond to any question in this Part II ☒

Form **990-EZ** (2021)

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V. ☐

	Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O.	33	X
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions	34	X
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	35a	X
b If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O.	35b	
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III	35c	X
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36	X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a		
b Did the organization file Form 1120-POL for this year?	37b	
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a	X
b If "Yes," complete Schedule L, Part II, and enter the total amount involved	38b	
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9	39a	
b Gross receipts, included on line 9, for public use of club facilities	39b	
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ ; section 4912 ▶ ; section 4955 ▶		
b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b	
c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶		
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T.	40e	
41 List the states with which a copy of this return is filed. ▶		
42a The organization's books are in care of ▶ Nick Maionchi Telephone no. ▶ 916-586-7261 Located at ▶ 2717 Cottage Way City Sacramento ST CA ZIP + 4 ▶ 95825		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ▶ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	42b	X
c At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country ▶	42c	X
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here ▶ <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43		
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a	X
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b	X
c Did the organization receive any payments for indoor tanning services during the year?	44c	X
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d	
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a	X
b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions.	45b	X

- 46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I.

	Yes	No
46		X

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

☐

- 47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II

	Yes	No
47		

- 48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

48		
----	--	--

- 49a Did the organization make any transfers to an exempt non-charitable related organization?

49a		
-----	--	--

- b If "Yes," was the related organization a section 527 organization?

49b		
-----	--	--

- 50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Name None				
Title	Hr/WK .00			
Name				
Title	Hr/WK .00			
Name				
Title	Hr/WK .00			
Name				
Title	Hr/WK .00			
Name				
Title	Hr/WK .00			

- f Total number of other employees paid over \$100,000

- 51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
Name None		
City		
Name		
City		
Name		
City		
Name		
City		
Name		
City		

- d Total number of other independent contractors each receiving over \$100,000

- 52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A

Yes ☐ No ☒

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer

Date

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name

MELANIE HIRSCH

Preparer's signature

MELANIE HIRSCH

Date

11/10/2022

Check ☐ if self-employed

PTIN

XXXXXXXXXX

Firm's name ▶ HIRSCH TAX PROS

Firm's EIN ▶ 26-2646471

Firm's address ▶ 5330 PRIMROSE DRIVE SUITE 228, FAIR OAKS, CA 95628

Phone no. (916) 962-1040

May the IRS discuss this return with the preparer shown above? See instructions

Yes ☐ No ☐

**SCHEDULE G
(Form 990)**

Department of the Treasury
Internal Revenue Service

Name of the organization

Supplemental Information Regarding Fundraising or Gaming Activities

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

**Open to Public
Inspection**

SACRAMENTO AREA CHAPTER OF NARPM

Employer identification number

68-0280193

Part I Fundraising Activities. Complete if the organization answered "Yes" on Form 990, Part IV, line 17.
Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- a** ☒ Mail solicitations **e** ☐ Solicitation of non-government grants
b ☒ Internet and email solicitations **f** ☐ Solicitation of government grants
c ☐ Phone solicitations **g** ☒ Special fundraising events
d ☐ In-person solicitations

2a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? ☐ Yes ☒ No

b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
1				0	0	0
2				0	0	0
3				0	0	0
4				0	0	0
5				0	0	0
6				0	0	0
7				0	0	0
8				0	0	0
9				0	0	0
10				0	0	0
Total				0	0	0

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

Part II Fundraising Events. Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

Revenue		(a) Event #1 VARIOUS (event type)	(b) Event #2 (event type)	(c) Other events NONE (total number)	(d) Total events (add col. (a) through col. (c))
		1	Gross receipts	6,179	
Direct Expenses	2	Less: Contributions		0	0
	3	Gross income (line 1 minus line 2)	6,179	0	6,179
	4	Cash prizes		0	0
	5	Noncash prizes		0	0
	6	Rent/facility costs		0	0
	7	Food and beverages		0	0
	8	Entertainment		0	0
9	Other direct expenses		0	0	
10	Direct expense summary. Add lines 4 through 9 in column (d) ▶				(0)
11	Net income summary. Subtract line 10 from line 3, column (d) ▶				6,179

Part III Gaming. Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

Revenue		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))	
		1	Gross revenue			
Direct Expenses	2	Cash prizes				0
	3	Noncash prizes				0
	4	Rent/facility costs				0
	5	Other direct expenses				0
	6	Volunteer labor	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	
7	Direct expense summary. Add lines 2 through 5 in column (d) ▶				(0)	
8	Net gaming income summary. Subtract line 7 from line 1, column (d) ▶				0	

9 Enter the state(s) in which the organization conducts gaming activities: _____

a Is the organization licensed to conduct gaming activities in each of these states? ☐ Yes ☐ No

b If "No," explain: _____

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? . . . ☐ Yes ☐ No

b If "Yes," explain: _____

- 11** Does the organization conduct gaming activities with nonmembers? ☐ Yes ☐ No
- 12** Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? ☐ Yes ☐ No
- 13** Indicate the percentage of gaming activity conducted in:
- | | | |
|--------------------------------------|------------|---|
| a The organization's facility | 13a | % |
| b An outside facility | 13b | % |
- 14** Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ _____

Address ▶ _____

- 15a** Does the organization have a contract with a third party from whom the organization receives gaming revenue? ☐ Yes ☐ No
- b** If "Yes," enter the amount of gaming revenue received by the organization ▶ \$ _____ 0 and the amount of gaming revenue retained by the third party ▶ \$ _____ 0
- c** If "Yes," enter name and address of the third party:

Name ▶ _____

Address ▶ _____

16 Gaming manager information:

Name ▶ _____

Gaming manager compensation ▶ \$ _____ 0

Description of services provided ▶ _____

☐ Director/officer

☐ Employee

☐ Independent contractor

17 Mandatory distributions:

- a** Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? ☐ Yes ☐ No
- b** Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$ _____ 0

Part IV **Supplemental Information.** Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

SCHEDULE O
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

**Open to Public
Inspection**

Name of the organization

SACRAMENTO AREA CHAPTER OF NARPM

Employer identification number

68-0280193

Form 990-EZ, Part I, Line 16, Other Expenses: Meals and entertainment: 2,606

Form 990-EZ, Part I, Line 16, Other Expenses: Fundraising: 3,613

Form 990-EZ, Part I, Line 16, Other Expenses: Conferences, conventions, and meetings: 1,485

Form 990-EZ, Part I, Line 16, Other Expenses: CHARITY: 500

Form 990-EZ, Part I, Line 16, Other Expenses: WEB HOSTING: 124

Form 990-EZ, Part II, Line 26, Liabilities: : Beginning of year: 0, End of year: 17,777

Name of the organization

Employer identification number

SACRAMENTO AREA CHAPTER OF NARPM

68-0280193

Electronic Filing Only

**NARPM Sacramento Area Chapter
2023 Budget**

3/9/2023

Summary of All Program Budgets

Program	2022	2023 Proposed Budget			Variance
	Budget	Revenue	Expenses	Net	
Administration	\$ (16,891)	\$ -	\$ 37,062	\$ (37,062)	\$ (20,171)
Membership	\$ 6,893	\$ 22,950	\$ 600	\$ 22,350	\$ 15,457
E-News	\$ 600	\$ 150	\$ -	\$ 150	\$ (450)
Seminars & Webinars	\$ 5,440	\$ 5,650	\$ 2,934	\$ 2,716	\$ (2,724)
Lunch & Learn Events	\$ 2,373	\$ 13,580	\$ 8,318	\$ 5,262	\$ 2,889
Designation Classes	\$ 1,650	\$ -	\$ -	\$ -	\$ (1,650)
PM Expo	\$ 1,560	\$ 13,425	\$ 7,296	\$ 6,129	\$ 4,569
Mixers	\$ -	\$ 7,440	\$ 4,100	\$ 3,340	\$ 3,340
Bowling Tournament	\$ -	\$ 6,650	\$ 4,710	\$ 1,940	\$ 1,940
Community Service	\$ -	\$ 750	\$ 750	\$ -	\$ -
Total	\$ 1,625	\$ 70,595	\$ 65,770	\$ 4,825	\$ 3,200

**NARPM Sacramento Area Chapter
2023 Budget**

3/9/2023

Program: Administration
Program Responsibility: President, Treasurer

REVENUE

Account	Description	Quantity	Cost	TOTAL
None	None			\$ -
Total Revenue				\$ -

EXPENSES

Accounting	QuickBooks Online subscription, misc	12	\$ 55	\$ 660
Awards	Recognition of volunteers			\$ 300
Bank Fees	Monthly fees	12	\$ 5	\$ 60
Bookkeeping service	To be provided by NARPM National			\$ -
Chapter Administrator	Monthly fee	12	\$ 2,500	\$ 30,000
Corporate Filings	Sec of State, Franchise Tax Board	1	\$ 30	\$ 30
CPA	Tax returns	1	\$ 325	\$ 325
Credit Card Fees	PayPay and Square transaction fees	12	\$ 200	\$ 2,400
Insurance	Directors & Officers insurance policy			\$ 1,107
Meeting Expense	Board mtgs (11 Zoom meeting, retreat \$250)			\$ 250
Misc. Expense	Other expenses (PO Box)			\$ 500
Officer Travel	NARPM meetings			\$ -
Software	Constant Contact email management software	12	\$ 80	\$ 960
Supplies	Office supplies, officer badges	12	\$ 20	\$ 120
Webinar Service	Zoom meeting annual fee			\$ 200
Website Hosting	Wix web hosting service			\$ 150
Total Expenses				\$ 37,062
Net				\$ (37,062)

**NARPM Sacramento Area Chapter
2023 Budget**

3/9/2023

Program: **Membership**
Program Responsibility: Membership Committee (for Professional and Support Staff members)
Affiliates Committee (for Affiliate members)

REVENUE

Account	Description	Quantity	Cost	TOTAL
Dues - Professional Members	Paid by 90% of 133 members + 10 new members	130	\$ 50	\$ 6,500
Dues - Affiliate Members	Local Chapter dues	50	\$ 295	\$ 14,750
NARPM Grant	Chapter Growth Grant (need to apply)	1	\$ 500	\$ 500
NARPM Membership Retention	NARPM payment to chapter for renewals	120	\$ 10	\$ 1,200
Total Revenue				\$ 22,950

Expenses

Printing	Brochures, flyers		\$	100
NARPM Grant expenses	Ads or other expenses		\$	500
Total Expenses				\$ 600

Net	\$ 22,350
------------	------------------

Notes:

NARPM Sacramento Area Chapter
2023 Budget

3/4/2023

Program: E-newsletter (quarterly)
Program Responsibility: President

REVENUE

Account	Description	Quantity	Cost	TOTAL
Advertising	Display ads	1	\$ 150	\$ 150
Total Revenue				\$ 150

Expenses

None				\$ -
Total Expenses				\$ -

Net				\$ 150
-----	--	--	--	--------

3/9/2023

REVENUE

Account	Description	Number	Cost	Subtotal	Seminars	TOTAL
Registration Fees	Legal Q&A - Members	18	\$ -	\$ -	3	\$ -
	Legal Q&A - Non- members	1	\$ 10.00	\$ 10	3	\$ 30
	SHRA Q&A - Members	14	\$ -	\$ -	3	\$ -
	SHRA Q&A - Non-members	4	\$ 10.00	\$ 40	3	\$ 120
	Annual Legal Seminar - Members	35	\$ 49.00	\$ 1,715	1	\$ 1,715
	Annual Legal Seminar - Non-members	5	\$ 79.00	\$ 395	1	\$ 395
	Seminar TBA - Members	20	\$ 59.00	\$ 1,180	1	\$ 1,180
	Seminar TBA - Non-members	5	\$ 79.00	\$ 395	1	\$ 395
	Webinar - Members	30	\$ 29.00	\$ 870	1	\$ 870
	Webinar - Non-members	5	\$ 49.00	\$ 245	1	\$ 245
NARPM Grant						\$ -
Sponsorships	Annual Legal Seminar	2	\$ 150.00	\$ 300	1	\$ 300
	Fair Housing Seminar	2	\$ 150.00	\$ 300	1	\$ 300
	Webinar	1	\$ 100.00	\$ 100	1	\$ 100
Total Revenue						\$ 5,650
Expenses						
Instructor Fee	Legal Q&A attorney	1	\$ -	\$ -	3	\$ -
	Annual Legal Seminar attorneys	2	\$ -	\$ -	2	\$ -
	Seminar - TBA	1	\$ 1,250.00	\$ 1,250	1	\$ 1,250
	Other seminar speaker	1	\$ -	\$ -	1	\$ -
Catering	Refreshments (coffee and tea) - Sponsored					\$ -
Facility Rental	Mack Powell Event Center rental - East Hall	1	\$ 792.00	\$ 792	2	\$ 1,584
Audio-Visual Rental	included with facility rental			\$ -	0	\$ -
Webinar service	Zoom service included in Admin budget					\$ -
Printing	Fliers, handouts	1	\$ 50.00	\$ 50	2	\$ 100
Misc						
Total Expenses						\$ 2,934
Net						\$ 2,716

Program: Lunch & Learn Events
Program Responsibility: Events Committee

REVENUE

Account	Description	Number	Cost	Subtotal	Events	TOTAL
Registration	Professional members	30	\$ 45.00	\$ 1,350	4	\$ 5,400
	Affiliate members	20	\$ 55.00	\$ 1,100	4	\$ 4,400
	Non-members	3	\$ 65.00	\$ 195	4	\$ 780
	Guests	2	\$ -	\$ -	4	\$ -
	Sponsors	2	\$ 150.00	\$ 300	4	\$ 1,200
Sponsorships	1 minute, table, dessert & free lunch	3	\$ 150.00	\$ 450	4	\$ 1,800
NARPM grant		0	\$ -	\$ -	1	\$ -
Total Revenue						\$ 13,580

Expenses

Catering	Food (Hannibal's Catering and Events)	50	\$ 19.83	\$ 992	4	\$ 3,966
	Drinks (Hannibal's Catering and Events)	50	\$ 1.92	\$ 96	4	\$ 384
	Desserts (purchased from store)			\$ 50	4	\$ 200
	Coffee service (Mack Powell Event Center)			\$ 75	4	\$ 300
Facility Rental	Mack Powell Event Center rental (East Hall)	1	\$ 792.00	\$ 792	4	\$ 3,168
Audio-Visual Rental	Included with facility rental	1	\$ -	\$ -	4	\$ -
Speaker Fees or Gifts	None	1	\$ 50.00	\$ 50	4	\$ 200
Raffle Prizes	Donated					\$ -
Printing	Fliers					\$ -
Misc.	Decorations			\$ 25	4	\$ 100
Total Expenses						\$ 8,318

Net **\$ 5,262**

NARPM Sacramento Area Chapter
2023 Budget

3/9/2023

Program: Designation Classes
Program Responsibility: Education Committee

REVENUE

Account	Description	Number	Cost	Subtotal	Seminars	TOTAL
Registration	Commission 25% if full attendance of 25 students is achieved			\$ 825	0	\$ -
Total Revenue						\$ -
Expenses						
Instructor Fee						\$ -
Total Expenses						\$ -
Net						\$ -

**NARPM Sacramento Area Chapter
2023 Budget**

3/9/2023

Program: NARPM Sacramento Property Management Expo
Program Responsibility: Affiliates Committee

REVENUE

Account	Description	Quantity	Cost	Subtotal	TOTAL
Sponsorships	Various sponsorships				\$ 1,000
Exhibitor Fee - Premium space	Table, 2 chairs and 2 employees	3	\$ 500.00	\$ 1,500	\$ 1,500
	Annual sponsor (premium) benefit	3	\$ -	\$ -	\$ -
Exhibitor Fee - Regular space	Table, 2 chairs and 2 employees	16	\$ 400.00	\$ 6,400	\$ 6,400
	Annual sponsor (gold) benefit	3	\$ -	\$ -	\$ -
Total exhibitor sales		25			
Registration	Professional members	75	\$ 25.00	\$ 1,875	\$ 1,875
	Non-members (property managers and staff)	25	\$ 50.00	\$ 1,250	\$ 1,250
	Affiliate members who are exhibitors	40	\$ -		
	Affiliate members who are not exhibitors	2	\$ 200.00	\$ 400	\$ 400
	Non-member vendors	0	\$ 400.00	\$ -	\$ -
	Guests	2	\$ -	\$ -	\$ -
Total registration		144			
NARPM Grant	Chapter Trade Show Grant (need to apply)	1	\$ 1,000.00	\$ 1,000	\$ 1,000
Raffle Tickets	included in Community Service budget				
Total Revenue					\$ 13,425

Expenses

Facility Rental	Mack Powell Event Center	1	\$ 1,436.00	\$ 1,436	\$ 1,436
Audio/visual equipment rental		1	\$ -	\$ -	\$ -
Entertainment	None		\$ -	\$ -	\$ -
Catering	Food	100	\$ 15.00	\$ 1,500	\$ 2,500
Catering	Beverages	150	\$ 4.00	\$ 600	\$ 1,000
Catering	Appetizers	100	\$ 5.00	\$ 500	\$ 500
Catering	Beer, wine, soda, water, coffee	200	\$ 5.00	\$ 1,000	\$ 500
Insurance		1	\$ 250.00	\$ 250	\$ 250
Raffle Prizes	All raffle prizes donated			\$ -	\$ -
Alcohol Permit		1	\$ 100.00	\$ 100	\$ 100
Printing	Signs for sponsors, Affiliate directory, handouts			\$ -	\$ 300
Security	1 guard for 6 hours (9:30 am - 3:30 pm)	6	\$ 35.00	\$ 210	\$ 210
Supplies	Decorations, cups, napkins, utensils, etc.	1	\$ 500.00	\$ 500	\$ 500
Total Expenses					\$ 7,296

Net

\$ 6,129

3/9/2023

REVENUE

Account	Description	Number	Price	Subtotal	Events	TOTAL
Registration - Mixers	Members - Property managers	18	\$ -	\$ -	2	\$ -
	Non-members - Property managers	2	\$ 10.00	\$ 20	2	\$ 40
	Affiliates	20	\$ 50.00	\$ 1,000	2	\$ 2,000
Registration - Holiday Mixer	Professional members	30	\$ -	\$ -	1	\$ -
	Affiliates	40	\$ 50.00	\$ 2,000	1	\$ 2,000
Sponsors	Mixers	3	\$ 150.00	\$ 450	2	\$ 900
	Holiday Mix	5	\$ 250.00	\$ 1,250	2	\$ 2,500
Total Revenue		110				\$ 7,440
Expenses						
Catering - Mixer	Food (for all attendees)	30	\$ 10.00	\$ 300	2	\$ 600
	Drinks (1 free drink for Professional members)	20	\$ 10.00	\$ 200	2	\$ 400
Catering - Holiday Mixer	Food (for all attendees)	70	\$ 40.00	\$ 2,800	1	\$ 2,800
	Drinks (1 free drink for Professional members)	30	\$ 10.00	\$ 300	1	\$ 300
Facility rental						\$ -
Total Expenses						\$ 4,100
Net						\$ 3,340

**NARPM Sacramento
Bowling Tournament**

3/9/2023

		Quantity	Price	Subtotal	Total
Income					
Sponsorships (includes 1 team)	Event (trophy) Sponsor	1	\$ 750.00	\$ 750	
	Ball Sponsor	2	\$ 500.00	\$ 1,000	
	Buffet Sponsor	2	\$ 500.00	\$ 1,000	
	Happy Hour Sponsor	2	\$ 500.00	\$ 1,000	
	Photo Sponsor	1	\$ 500.00	\$ 500	\$ 4,250
		8			
Teams	Teams of 4	15	\$ 300.00	\$ 4,500	
	Less teams included with sponsorships	-8	\$ 300.00	\$ (2,400)	\$ 2,100
Raffle tickets	1 for \$5, 3 for \$10, 10 for \$20	30	\$ 10.00	\$ 300	\$ 300
Subtotal					\$ 6,650
Expense					
Bowling & Food	Buffet, shoes, bowling, soft drink	60	\$ 45.19	\$ 2,711	\$ 2,711
Adult Beverage	Drink ticket	60	\$ 10.00	\$ 600	\$ 600
Trophies	First place	4	\$ 75.00	\$ 300	
	Second place	4	\$ 25.00	\$ 100	
	Third place	4	\$ 25.00	\$ 100	
	Losers	4	\$ 25.00	\$ 100	
	Best Name	4	\$ 25.00	\$ 100	
	Best Costume	4	\$ 25.00	\$ 100	\$ 800
Credit card	Transaction fee (5% of revenue)	6%	\$ 6,650.00	\$ 399	\$ 399
Decorations				\$ 100	\$ 100
Raffle prizes	Donated by Affiliates, min. value \$50	30	\$ -	\$ -	\$ -
Signs	Donated by Dee Avina			\$ -	\$ -
Misc.				\$ 100	\$ 100
Subtotal					\$ 4,710
Net Profit					\$ 1,940

Bowling & Food Fee:

Food	"Bowling Food" package	1	\$ 34.95	\$ 34.95
Sales Tax	Applied to Food + Sales Tax	7.75%	\$ 34.95	\$ 2.71
Service charge	Applied to Food + Sales Tax	20%	\$ 37.66	\$ 7.53
Total				\$ 45.19

Bowling Food package includes fries, chicken strips, mozzarella strips, fish tacos, chips, salad, soft drinks

Schedule:

4:30 - 5:30 pm	Happy Hour (includes registration and shoe pickup)
5:30 - 7:30 pm	Bowling and buffet
7:15 - 7:30 pm	Awards and raffle

Marginal revenue per team: \$300.00 \$ 231.80 \$ 68.20

Cost includes: Bowling & Food, Adult Beverage and transaction fee X 4 people

**NARPM Sacramento Area Chapter
2023 Budget**

3/9/2023

Program: Community Service
Program Responsibility: President

REVENUE

Account	Description	Quantity	Price	Subtotal	TOTAL
Raffle ticket sales	Sales of raffle tickets at events all year				\$ 500
Donation	Cash donations			\$ -	\$ 250
Total Revenue				\$ -	\$ 750

Expenses

Raffle prizes	Prizes awarded at events all year				\$ 250
Contributions	Contribution to charity	1	\$ 500.00	\$ 500	\$ 500
Total Expenses					\$ 750
Net					\$ -

Sacramento Area Chapter of NARPM

Profit and Loss

January - December 2022

	TOTAL
Income	
2020 Affiliate Dues	50.00
2022 Trade Show Sponsor	11,300.00
Affiliate dues income	1,000.00
2022 Annual Dues	8,062.00
2022 Gold Sponsor	2,750.00
2022 Platinum Sponsor	2,000.00
Total Affiliate dues income	13,812.00
Chapter Grant Income	1,180.00
Education income	
2021 Franchise Tax Board Class	315.00
2022 Legal Seminar	2,610.00
2022 Legal Update	3,990.00
Legal Q&A	630.00
November 2022 Lunch n Learn	3,285.00
Puneet Singh Q&A	310.00
Total Education income	11,140.00
Luncheon income	488.00
2022 May Lunch n Learn	2,146.10
July 2022 Lunch n Learn	932.00
March 2022 Luncheon	1,877.00
Total Luncheon income	5,443.10
Management Expo 2022	7,484.00
Special Events	-593.00
2021 August Mixer	120.00
2021 Holiday Mixer	195.00
2022 Fair Housing Seminar	1,271.00
Holiday Brunch 2022	2,515.00
March 2022 Mixer	239.00
Networking Mixer 2022	3,000.00
Virtual Mixer	80.00
Total Special Events	6,827.00
Uncategorized Income	439.18
Total Income	\$57,675.28
GROSS PROFIT	\$57,675.28
Expenses	
Admin Expenses	31,966.79
Education expenses	1,594.00
Events	593.10

Sacramento Area Chapter of NARPM

Profit and Loss

January - December 2022

	TOTAL
Luncheon Meeting expenses	400.00
Catering	9,024.56
Room rental	6,188.50
Total Luncheon Meeting expenses	15,613.06
Meals and Entertainment	434.57
Membership Dues	-100.00
Speaker Gifts or Fees	300.00
Uncategorized Expense	2,395.74
Web Hosting	123.85
Total Expenses	\$52,921.11
NET OPERATING INCOME	\$4,754.17
NET INCOME	\$4,754.17



Chapter Compliance - 2022

3/7/2023

Membership Meetings

The Sacramento Area Chapter of NARPM held four Membership Meetings during 2022. Below are the dates of the membership luncheons (a.k.a. Lunch 'n Learn) and copies of the email marketing for each luncheon.

March 15, 2022

The logo for the National Association of Residential Property Managers (NARPM) Sacramento Area Chapter. It features a stylized house icon with a red roof and a blue chimney, followed by the text "NARPM®" in red, "National Association of Residential Property Managers" in blue, and "SACRAMENTO AREA CHAPTER" in red below a horizontal line.

When
Tuesday, March 15, 2022 from 11:30 AM to 1:15 PM
PDT
[Add to Calendar](#)

Where
Mack Powell Event Center
2003 Howe Avenue
Sacramento, CA 95825

[Driving Directions](#)

Contact
NARPM Chapter Administrator
Sacramento Area Chapter of NARPM
(916) 549-5052
admin@sacnarpn.org

NARPM Lunch 'n Learn

Regional Real Estate Market Update

Drawing upon his wealth of data research and industry knowledge, respected real estate market analyst Ryan Lundquist will explain what's been happening in the Greater Sacramento region and offer his insights on emerging trends, including forecasts of what may lie ahead. Get ready for an in-depth, highly educational and entertaining presentation.

Guest Speaker: Ryan Lundquist

Ryan Lundquist is a certified residential appraiser and housing market analyst in the Sacramento area. Ryan runs the Sacramento Appraisal Blog, which is a top-ranking appraisal blog in the United States. He has been quoted in local and national publications and has been involved with local real estate associations for more than a decade. Ryan is a member of the Real Estate Appraisers Association of Sacramento. His clients include homeowners, real estate agents, governmental agencies, CPAs, and attorneys.

Registration

\$39 for NARPM members

\$49 for non-members

NARPM Professional and Affiliate members need to pay the 2022 local chapter dues to take advantage of the member registration fee. Payment can be made through the chapter website at www.sacramento.narpm.org.

NARPM must provide a headcount for meals in advance, so registration at the door is discouraged and subject to availability of meals. A \$10 late registration fee will be charged.

Thank you to our luncheon sponsor

Central Valley
**Community
Bank**

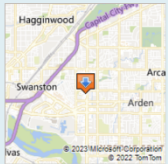
May 17, 2022



National Association of Residential Property Managers SACRAMENTO AREA CHAPTER

When
Tuesday, May 17, 2022 from 11:30 AM to 1:15 PM PDT
[Add to Calendar](#)

Where
Mack Powell Event Center
2003 Howe Avenue
Sacramento, CA 95825



Driving Directions

Contact
NARPM Chapter Administrator
Sacramento Area Chapter of NARPM
(916) 549-5052
admin@sacnarp.org

NARPM Lunch 'n Learn - Rent Control & Eviction Restrictions

State laws and local ordinances that restrict rent and evictions change frequently. The most recent change was the passage of Assembly Bill 2179 which extended the statewide moratorium on most evictions until July 1, 2022. These changes create challenges for property managers and their support team as they struggle to deal with both tenants and clients. Attorney Puneet Singh of the PKS Law Group will explain the current rent control and just cause eviction laws and ordinances affecting rental properties in the Greater Sacramento region. At the conclusion of her presentation, she will answer questions from attendees.



Guest Speaker: Puneet Singh

Puneet Singh is a founding partner of the PKS Law Group and widely recognized speaker on rental property management issues. As a result of her strong leadership and stellar reputation, the PKS Law Group has expanded to serve rental owners and property management companies throughout California. Puneet has extensive knowledge of fair housing, evictions, just cause ordinances, and other landlord/tenant issues. She has received numerous honors from local and statewide associations for her contributions to the rental housing industry.

Registration

\$39 for property managers and staff

\$49 for NARPM Affiliate members

\$59 for non-members

\$150 to sponsor luncheon*

*Sponsorship includes one registration and the opportunity to speak for one minute about your company during the program.

NARPM must provide a headcount for meals in advance, so registration at the door is discouraged and subject to availability of meals. A \$10 late registration fee will be charged.

July 19, 2022

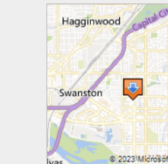


National Association of Residential Property Managers SACRAMENTO AREA CHAPTER



When
Tuesday, July 19, 2022 from 11:30 AM to 1:15 PM PDT
[Add to Calendar](#)

Where
Mack Powell Event Center
2003 Howe Avenue
Sacramento, CA 95825



Driving Directions

Contact
NARPM Chapter Administrator
Sacramento Area Chapter of NARPM
(916) 549-5052
admin@sacnarp.org

NARPM Lunch 'n Learn

Property managers deal with a high degree of stress. Learn how to manage stress and become more productive.

Chill Out Amygdala! - The Neuroscience of Stress Management

Everyone experiences stress, but property managers sense the stress now more than ever. Tenants are stressed about finances and can't pay the rent. Workers feel stress at their jobs and their performance declines. Clients feel stress about new laws affecting their investments and overreact. Friends and family struggle to keep up during these turbulent times and their relationships suffer.

All of this stress messes with our day-to-day activity making it difficult to get things done. Making logical and functional decisions becomes extremely difficult. Thank goodness for neuroscience!

By applying simple activities, we can calm the brain and its amygdala and regain control of our thinking ability, improve productivity, and manage daily challenges with more ease. In this presentation Brain Lady Julie teaches some practical and simple to implement activities to manage the stress in work and life.



Special Guest Speaker

Julie Anderson a.k.a. the Brain Lady

November 14, 2022



National Association of Residential Property Managers
S A C R A M E N T O A R E A C H A P T E R

When

Tuesday, November 15, 2022 from 11:30 AM to 1:30

PM PST

 [Add to Calendar](#)

Where

Mack Powell Event Center
2003 Howe Avenue
Sacramento, CA 95825

[Driving Directions](#)

Contact

Jim Lofgren, NARPM Chapter Administrator
Sacramento Area Chapter of NARPM
(916) 549-5052
admin@sacnarpn.org

NARPM Lunch 'n Learn

Quarterly luncheon and educational program

***Complying with New Inspection Laws for Balconies
and Elevated Structures***



The collapse of a defective apartment balcony that caused several tragic deaths resulted in the passage of two state laws several years ago. The laws enacted by Senate Bill 326 in 2019 and Senate Bill 721 in 2018 require period visual inspections of balconies, stairways, walkways and other exterior elevated structures for residential properties, including HOA communities. The deadline for compliance is approaching, and property managers have lots of questions.

- What are the requirements of these new laws?
- Which types of structures on rental properties are affected?
- Who can perform inspections?
- What is the deadline for completing inspections?
- What types of repairs might be required?
- What are the costs?
- What are the consequences of not complying with the laws?



Chapter Compliance - 2022

3/7/2023

Board of Directors

The Sacramento Area Chapter of NARPM held 12 Board of Directors meetings during 2022. Below are the dates of the Board meetings followed by copies of the minutes for each meeting.

January 12, 2022

February 9, 2022

March 9, 2022

April 13, 2022

May 11, 2022

June 8, 2022

July 13, 2022

August 10, 2022

September 14, 2022

October 12, 2022

November 9, 2022

December 14, 2022



Minutes of Board of Directors Meeting

January 12, 2022

9:30 – 10:45 AM

Via Zoom webinar

Call to order – Kim Prindle called the meeting to order at 9:31 am.

Attendance

Voting Board members:

President:	Kim Prindle
Past President:	Kesha Jenkins
President Elect:	Vacant
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi
Director:	Bob Thomas
Director:	<u>Jeff Slodowitz</u>
Director:	Rodney Luman

Non-voting Board members:

Education Committee:	Aimee Carlson (Chair), Kelli Dodson (Vice Chair)
Membership Committee:	Shelby Challberg (Chair), Jennifer Knighton (Vice Chair)
Legislation Committee:	Michelle Debach (Chair)
Affiliate Committee:	Donovan Flores (Chair), Gabrielle Ayeni (Vice Chair)*, Bev Hoeft (Vice Chair)
Luncheon Sub-Committee:	Bev Hoeft, <u>Michelle Wight</u>
Expo Sub-Committee:	<u>Jason Thompson, Rita Anderson</u>

Staff:

Chapter Administrator and Bookkeeper:	Jim Lofgren
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<u>Guests:</u>	None
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*Members who were late Members who were absent

Introductions – Kim Prindle introduced the new Board and Committee members.

NARPM Code of Ethics – Kim Prindle stated the following NARPM Code of Ethics: Property Managers 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 (see statement at end of agenda)

Approval of minutes – Charissa Pickens presented the minutes.

- Motion: Approve the minutes for meeting on December 8, 2021.
Motion by Kesha Jenkins, second by Rod Luman, passed unanimously.

President's Report – Kim Prindle presented the report:

- Goals for 2022 are 1) professional association management and bookkeeping; 2) implementing local chapter dues for Professional members; and 3) identifying a President-Elect.
- New chapter mailing address is PO Box 162736, Sacramento, CA 95816.
- Newsletter – Reviewed January edition for quality, readership (“open rate”) statistics are positive, and better format for mobile viewing.
- Charity for 2022 – Need to determine purpose and process for selecting charity. Discussed criteria that it should be a local organization. Board suggestions included organizations supporting foster care for pets or emancipated adults. Kim requested suggestions by next board meeting.

Treasurer's Report – Nick Maionchi presented the report:

- December 2021 financial statements: Bank account balances of 12/31/22 were \$8,400 for First Foundation Bank and \$8,200 Central Valley Community Bank for a total of \$16,079.84. In addition, there will be PayPal transfers to CVCB of \$2,369 and \$511 to FFB.
- The goal is to close the FFB bank account after changing recurring bill payments to CVCB, including Zoom, Constant contact, QuickBooks, and GoDaddy accounts.
- Credit card processing via Constant Contact is resolved.
- Requested approval of Chapter Administrator having access to bank account information. Board discussed the need for a fidelity bond and Directors E&O Insurance.
Motion: To add Jim Lofgren to bank accounts as a signer and for use of the debit card for transactions for Chapter use. Motion by Rod Luman, second by Nick Maionchi, passed unanimously.

Affiliate Committee Report – Donovan Flores and Bev Hoeft presented the report:

- Holiday Mixer was held December 6 at Rio Café. Review of event: about 44-46 attendees, including about 22 affiliates, affiliates paid \$1100, and the total bill was \$2412. The Board had approved underwriting the event by \$2,000 but that full amount was not needed.
- Mixer scheduled for February 24 was discussed and postponed until March 31. A location is needed possibly in Placer County, and Milagro Center was mentioned as an option.
- Committee meetings will be held on the first Tuesday of the month at 9:30 am.

Education Committee – Aimee Carlson and Kelli Dodson presented the report:

- Complying with FTB Regulations webinar was held on December 9 via webinar with 23 attendees which should have met budget. There were some technical issues that might require refunds for some attendees.
- Annual Legal Seminar is scheduled for January 13. Changed to webinar, 58 attendees to date so it will achieve budget.
- Legal Q&A on February 18 webinar with attorney Calvin Clements. The marketing will highlight free registration for Professional members who pay local dues. Otherwise, the cost is \$10 for NARPM members and \$20 for non-members.
- Luncheon on March 15 at Mack Powell Event Center. Still seeking speaker(s) for market forecast topic, and COVID regulations may be in effect (masks required).
- NARPM Designation courses (two) still need to be determined including the dates.
- Committee meetings will be held on the third Thursday of month from 1:30 to 2:30 pm with the next meeting on January 20.

Membership Committee Report – Shelby Challberg and Jennifer Knighton reported:

- Professional members – Update on marketing of new local chapter dues, marketing for new members, membership incentive prize, onboarding members with a personal touch, reaching out 3-6 months after joining. Should make renewal process automatic. Planning first year loyalty assessment and a survey of membership, selling association to others, providing programs, and creating younger leadership group.
- Affiliate members – Provided an update on renewals and marketing for new members.
- Membership campaign - Offer incentives for Professional Members paying local chapter dues with drawing at March 15 luncheon for those who joined. Prizes will include wine, gas, coffee, sweets, and meals.
- Committee meetings – Need to determine date and time of committee meetings

Legislation Committee – Michelle DeBach was not present, so Jim Lofgren reported:

- Update on new laws and ordinances – Need to identify issues that will be potential articles for newsletter
- Linking committee with Education Committee to create classes on issues such as new laws or ordinances.

Chapter Administrator Report – Jim Lofgren reported:

- New email address for Chapter Administrator: admin@sacnarpn.org
- Budget management – Need to carefully track revenue and expenses per approved budget.
- Marketing calendar – Need to update Constant Contact and website, and use social media.

New business – Kim Prindle asked if there was any new business to report:

- No new business.

Next Board meeting – Kim Prindle announced the date of the next Board meeting:

- 9:30 – 11 am, Wednesday, February 9 via Zoom

Adjournment

The meeting adjourned at 10:47 am.



Board of Directors Meeting Minutes

February 9, 2022

9:30 – 10:30 AM

Meeting held via Zoom

Call to order and attendance – Kim Prindle called the meeting to order at 9:33am.

Attendance:

President:	Kim Prindle
Past President:	Kesha Jenkins
President Elect:	
Secretary:	Charissa Pickens
Treasurer:	<u>Nick Maionchi</u>
Director:	Bob Thomas
Director:	Jeff Slodowitz
Director:	<u>Rodney Luman</u>
Education Committee:	<u>Aimee Carlson</u> , Kelli Dodson**
Membership Committee:	Shelby Challberg, Jennifer Knighton**
Legislation Committee:	Michelle Debach
Affiliate Committee:	Donovan Flores, Gabrielle Ayeni**, Bev Hoeft
Luncheon Sub-Committee:	Bev Hoeft, <u>Michelle Wight</u>
Expo Sub-Committee:	<u>Jason Thompson</u> , Rita Anderson
Chapter Administrator & Bookkeeper (acting):	Jim Lofgren
Guests:	None

Members who were late** Members who were absent

NARPM Code of Ethics – Kim Prindle advised the Board that Property Managers 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 (see statement at end of agenda)

Approval of minutes – Charissa Pickens

- Approval of minutes for meeting on January 12*
-Motion made by Charissa 2nd Kesha, all in favor

President's Report – Kim Prindle

- Website – Events and membership, leadership photos and contact info
-Jim will create PDF calendar
- Newsletter – Review of February edition (quality, readership statistics)
-Newsletter going out today
- NARPM National grants – Need to apply
-Chapter of excellence due 3/15

Treasurer's Report – Nick Maionchi was not present, so Jim Lofgren presented the report.

- Financial report – Update
- QuickBooks accounting – Project update
- Bank accounts – Signature card update
- Collections – Annual Legal Seminar
- Approval of new payment policy – Pay in advance, limited use of checks, late registration fee
Motion Start charging \$10 late registration fee, 48hr cancellation policy, credit card in advance unless previously approved. 2nd Donovan, all in favor

Affiliate Committee Report – Donovan Flores (Chair), Bev Hoeft (Vice Chair)

- Committee meetings (1st Monday @ 9:30 am) – Next meeting on March 7
- Lunch 'n Learn (March 15 at Mack Powell Event Center) – Update on logistics
 - Hannibal's for catering buffet, more expensive than in the past
 - \$400 speaker, \$40-45 cost of luncheon
 - Start at 11:45
- Mixer (March 31 @ Pete's in Roseville) – Update
 - Increase affiliates to \$40
 - Free for PMs + 1 free drink

Education Committee – Aimee Carlson (Chair), Kelli Dodson (Vice Chair)

- Committee meetings (3rd Thursday of @ 1:30 pm) - Next meeting on February 17
- Annual Legal Seminar (January 13 webinar) – Review of seminar
 - Good attendance webinar, collection issue with checks
- Legal Q&A (February 18 webinar with attorney Calvin Clements) – Update
- Lunch 'n Learn (March 15) – Update on speaker
 - Speaker Brian Lundquist
- NARPM Designation courses – Need to determine courses and dates

Membership Committee Report – Shelby Challberg (Chair), Jennifer Knighton (Vice Chair)

- Committee meetings – Need to determine date/time of meetings, recruit committee members
- Membership lists (new and renewing members)
- Professional members – Update on marketing of new local chapter dues, marketing for new members, membership incentive prize
- Affiliate members – Update on renewals, marketing for new members
 - add to Newsletter

Legislation Committee – Michelle DeBach was not present for this agenda item, so Jim Lofgren reported.

- Update on new laws and ordinances – potential articles for newsletter

Chapter Administrator Report – Jim Lofgren

- Update on chapter administration

New business – Kim Prindle

- No new business

Next Board meeting

- The next meeting will be held 9:30 – 11 am, Wednesday, March 9 via Zoom

Adjournment

The meeting adjourned at 10:55 am.

NARPM antitrust statement - It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive or otherwise illegal.

*Attachment provided



Board of Directors Meeting

Minutes of March 9, 2022

9:30 – 10:30 AM

Via Zoom

Call to order

Past President Kesha Jenkins called the meeting to order at 9:34 pm since Kim Prindle was not present.

Attendance

President:	<u>Kim Prindle</u>
Past President:	Kesha Jenkins
President Elect:	n/a
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi
Director:	<u>Bob Thomas</u>
Director:	Jeff Slodowitz
Director:	Rodney Luman
Education Committee:	<u>Aimee Carlson</u> , Kelli Dodson
Membership Committee:	Shelby Challberg, <u>Jennifer Knighton</u>
Legislation Committee:	Michelle Debach**
Affiliate Committee:	Donovan Flores, <u>Gabrielle Ayeni</u> , Bev Hoeft
Luncheon Sub-Committee:	Bev Hoeft, <u>Michelle Wight</u>
Expo Sub-Committee:	<u>Jason Thompson</u> , Rita Anderson
Chapter Administrator:	Jim Lofgren

Members who were late** Members who were absent

NARPM Code of Ethics

- Jenkins read the following NARPM Code of Ethics statement: Property Managers 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 listed at the end of the agenda.
- Jenkins referred Board members to the following NARPM antitrust statement
 - It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive or otherwise illegal.

Approval of minutes

- Motion: Approve minutes of the Board meeting on February 9, 2022.
- Motion by Hoeft, seconded by Lumen, passed unanimously.

President's Report

- Jenkins reported that Prindle is working on the NARPM National compliance report that is due on March 15 and that Kim also is working on the Chapter of Excellence report.

Treasurer's Report

- Nick Maionchi presented Treasurer's Report
- Update on bank accounts
 - \$27,676.64 total in two accounts.
 - Need checks from Central Valley Community Bank.
 - \$792 check needs to be paid to SAR for room rental for Lunch 'n Learn.
 - Statements will not be ready until the 8th or 9th of month, so he suggested that future Board meetings be held later in the month. Lofgren and Prindle will look at rescheduling.
 - Central Valley Community Bank can set up online banking.
- Outstanding invoices – Submit info to Maionchi.
- 2021 tax return – Update
 - Hirsch Tax pros gave info to Melanie to start taxes.
- New payment policy – Use of discount codes for large companies
 - No checks to membership, only HomeRiver & Sac Delta can use discount code then be invoiced after the event.

Affiliate Committee Report –

- Donovan Flores (Chair) and Bev Hoeft (Vice Chair) presented committee report.
- Committee meetings will be held on the 1st Monday the month at 9:30 am)
 - Next meeting on April 4th.
 - Looking for more people to serve on committee.
- Lunch 'n Learn (March 15 at Mack Powell Event Center) – Update on logistics
 - 40 registered, budget is 50.
 - Membership committee offered to work at registration table
- Mixer (March 31 @ Pete's in Roseville) – Update on logistics
 - 16 registered.
 - Flyer provided to membership.
- Mixer (August 25) – Location needed
 - Change location to another area of Sacramento.
 - Email suggestions to Flores.
- Rental Property Management Expo (September 22) – Subcommittee formed
 - Event will be marketed as an educational conference and trade show.
 - Meeting at SAR to plan the trade show floor setup, seminar locations and location for serving lunch.
 - Working on schedule.
- Affiliate members – Update on renewals and new members
 - 19 affiliate members renewed.
 - Lofgren will send list of non-renewing members to committee.

Education Committee

- Kelli Dodson and Jim Lofgren presented committee report.
- Committee meetings will be held on the 3rd Thursday of the month at 1:30 pm
 - Next meeting on March 17.
- Legal Q&A (February 18 webinar with attorney Calvin Clements) – Review of program
 - 23 registered, 19 attended, exceeded budget.
- Lunch 'n Learn (March 15) – Speaker
 - Ryan Lundquist will be the speaker.
- Lunch 'n Learn (May 17) – Topic and speaker still needed
 - 3 subjects under consideration: PM safety, balcony inspections, ways to make money as a PM.
- Rental Property Management Expo (September 22) – Seminars and workshops
 - Beginning process of finding speakers.
- NARPM Designation courses – Courses and dates selected
 - Date will be added to the website calendar.

Membership Committee Report

- Shelby Challberg (Chair) and Jennifer Knighton (Vice Chair) presented report.
- Committee meetings will be held on the last Tuesday of month at 3pm at Café Bernardo.
 - Next meeting on March 29.
- Membership database - Creating a database of property management companies by county
 - Committee will reach out to PM companies that are not involved in NARPM.
- Professional members – Update on members who paid local chapter dues, membership incentive prize, flyer of upcoming events
- Support staff members – Potential new membership category
 - Currently NARPM professional members must be licensed to be a member of NARPM National.
 - National offers memberships to support staff for educational purposes and to increase membership levels.
 - Create sub list of support staff members.
 - NARPM National membership dues cost \$175 for the first year after a \$50 discount.
 - Local chapter dues might be \$25.

Legislation Committee – Michelle DeBach (5 minutes)

- Update on new laws and ordinances – potential articles for newsletter or seminar topics
 - Add Legislation to Education committee.

Chapter Administrator Report – Jim Lofgren (5 minutes)

- No report.

New business

- None

Next Board meeting

- 9:30 – 11 am, Wednesday, April 13 via Zoom

Adjournment

The meeting adjourned at 10:39 am



Minutes of Board of Directors Meeting on April 13, 2022

Call to order

President Kim Prindle called the meeting to order at 9:35 am via Zoom video conferencing.

Attendance

President:	Kim Prindle
Past President:	Kesha Jenkins
President Elect:	n/a
Secretary:	<u>Charissa Pickens</u>
Treasurer:	Nick Maionchi
Director:	Bob Thomas
Director:	Jeff Slodowitz
Director:	Rodney Luman
Education Committee:	<u>Aimee Carlson</u> , Kelli Dodson
Membership Committee:	<u>Shelby Challberg</u> , Jennifer Knighton
Legislation Committee:	<u>Michelle Debach</u>
Affiliate Committee:	Donovan Flores, <u>Bev Hoeft</u> , Gabrielle <u>Ayeni</u>
Luncheon Sub-Committee:	<u>Bev Hoeft</u>
Expo Sub-Committee:	<u>Jason Thompson</u> , Rita Anderson
Chapter Administrator:	Jim Lofgren

Members who were late** Members who were absent

NARPM Code of Ethics

- Prindle read the following NARPM Code of Ethics statement: Property Managers 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 listed at the end of the agenda.
- Prindle referred Board members to the following NARPM antitrust statement
 - It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive or otherwise illegal.

Approval of minutes

- Motion: Approve minutes of the Board meeting on March 9, 2022.
- Motion by Luman, seconded by Slodowitz, and passed unanimously.

President's Report

- Prindle announced that the key agenda item for today's meeting would be brainstorming seminars at Expo
- The NARPM National compliance report was submitted, and the Chapter of Excellence report due in June

Treasurer's Report

- Lofgren presented the financial report submitted by Treasurer Nick Maionchi.
- The balances as of 3/31/22 for Central Valley Community Bank were \$21,735 and for First Foundation were \$4,799 for a combined total of \$26,534. This amount is less than the previous year's total of \$27,829.
- The 2021 tax return was filed by Hirsch Tax Pros on 3/14/22

Education Committee Report

- Vice Chair Dodson explained that the Education Committee was developing a list of potential topics and speakers for upcoming Lunch 'n Learns and the Rental Property Management Expo.
- Lofgren facilitated a brainstorming session on potential topics and speakers, and a report of the session would be emailed to all Board members
- Dodson reported that the Fair Housing Seminar on April 14 was well received by attendees, but the registration totals were less than budgeted.
- The topic for the Lunch 'n Learn on May 17 would be rent control and eviction restrictions and the speaker would be Puneet Singh of PKS Law Group.
- Education Committee meetings are held on the third Thursday of the month at 1:30 pm via Zoom, but the next meeting would be on April 18.

Affiliate Committee Report

- Chair Flores reported that the Lunch 'n Learn on March 15 was successful. Lofgren explained that the price of registration was not sufficient to cover the cost of meals. The Board discussed the registration fee and agreed that Affiliates registration fees could be increased for the next luncheon on May 17.
- Flores reported on the Mixer held on March 31 at Pete's in Roseville. He said the location and food were very good but attendance by property managers, especially those in the Roseville area, was lower than expected (13 registrations but 10 were no-shows). Fifteen Affiliate members registered with only two no-shows. Raffle prizes were awarded, but advance notice of prizes would be helpful.
- Flores reported that the next Mixer is schedule for August 25, and the location needs to be determined. Another Mixer in June might be added to the calendar.
- Expo Co-Chair Gordon-Anderson explained that the Rental Property Management Expo was developing the budget and agenda for event scheduled for September 22.
- Three companies joined or renewed their Affiliate membership during March: Fletcher's Maintenance Company, InterSolutions Company, and National Tenant Network.
- Affiliates Committee meetings are held on the first Monday of the month at 9:30 am via Zoom, and the next meeting would be on May 2.

Membership Committee Report

- Vice Chair Knighton reported that committee members continue to collect the names of property management companies operating in the various counties in the Sacramento region. The plan is to increase the number of prospective members in the Constant Contact database.

- Lofgren reported that 15 Professional members paid the local chapter dues during March. He will provide the committee with a list of members who have not paid the local dues.
- A new flyer of upcoming events was emailed to all members and distributed by Affiliate members to property managers. Similar flyers for future events would be created for distribution.
- The committee discussed the possibility of creating a new local membership category for support staff with lower dues than professional members.
- Membership Committee meetings are held on the last Tuesday of the month at 3pm at Café Bernardo, and the next meeting on March 26.

Chapter Administrator Report

- Lofgren did not have any updates.

New business

- No new business

Next Board meeting

- Prindle said that the next Board meeting would be held 9:30 – 11 am, Wednesday, May 11 via Zoom.
- The Board discussed the possibility of meeting in person rather than via Zoom. Gordon-Anderson offered to hold future meetings at DH Construction which has the capability of offering remote access for Board members who are not able to meet in person.

Adjournment

- Prindle adjourned the meeting at 10:35 am.



Board of Directors Meeting

May 11, 2022

9:30 – 10:30 AM

Via Zoom

2022 Board and Committee Leadership

President:	Kim Prindle
Past President:	Kesha Jenkins
President Elect:	
Secretary:	Charissa Pickens
Treasurer:	<u>Nick Maionchi</u>
Director:	Bob Thomas
Director:	Jeff Slodowitz
Director:	Rodney Luman
Education Committee:	Aimee Carlson, Kelli Dodson
Membership Committee:	Shelby Challberg, Jennifer Knighton
Legislation Committee:	<u>Michelle Debach</u>
Affiliate Committee:	<u>Donovan Flores</u> , Gabrielle Ayeni, Bev Hoeft
Luncheon Sub-Committee:	Bev Hoeft, <u>Michelle Wight</u>
Expo Sub-Committee:	<u>Jason Thompson</u> , Rita Anderson
Chapter Administrator:	Jim Lofgren
Bookkeeper:	Jim Lofgren
Consultant:	Jim Lofgren

Members were late** Members were absent

Call to order and attendance – Kim Prindle (1 minute) **9:33**

NARPM Code of Ethics – Kim Prindle (1 minute)

- Property Managers 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 (see statement at end of agenda)

Approval of minutes – Charissa Pickens (1 minute)

- Approval of minutes for meeting on April 13, 2022* **Motion by Rod, 2nd Kesha**

President's Report – Kim Prindle (10 minutes)

- Make-A-Wish Foundation as 2022 charity for National
 - 3 Strands human trafficking possible charity, Gabrielle to get more info
 - Sacramento Housing Alliance, local organization
 - Homeaid Sacramento, local organization
 - Criteria for charity: Local impact, something to do with housing, achievable goal, recognition, involve members
 - Shelby will help coordinate
- Virtual assistant funded by NARPM National
 - Taking advantage of 12 hours free Admin support
- NARPM National compliance report completed, Chapter of Excellence report due in June
 - Chapter of Excellence due mid June, working on it now

Treasurer's Report – Nick Maionchi (5 minutes)

- Financial report – Update on bank accounts
 - Financial report as of April 30 \$28,125.53
 - Hannibal's catering has Nick's credit card on file

Education Committee Report – Aimee Carlson (Chair), Kelli Dodson (Vice Chair) (15 minutes)

- Update on topics and speakers for educational programs in 2022
- Email to membership requesting topics and speakers
- Rental Property Management Expo – Need topics and speakers for 2 seminars and 3 workshops
- Lunch 'n Learn (May 17) – Topic: rent control, speaker: Puneet Singh
 - Jim to speak with Puneet about equipment needed for class
- Lunch 'n Learn (July 19) – Need topic and speaker
- Lunch 'n Learn (Nov 15) – Need topic and speaker
- Committee meetings (3rd Thursday of @ 1:30 pm) - Next meeting on May 19
 - Meeting to finalize the rest of the year

Affiliate Committee Report – Donovan Flores (Chair), Bev Hoeft (Vice Chair) (10 minutes)

- Lunch 'n Learn (May 17 at Mack Powell Event Center) – Update
 - Need volunteers for set up and clean up, need registration volunteer, Shelby & Kelli
- Mixer (June 9 @ Pete's @ Howe 'Bout Arden) – Additional mixer added to calendar
 - Large room upstairs with pool table, full bar
- Mixer (August 25) – Location TBA
- Rental Property Management Expo (September 22) – Update on schedule, marketing and budget
- Affiliate members – Update on renewals and new members
- Committee meetings (1st Monday @ 9:30 am) – Next meeting on June 6

Membership Committee Report – Shelby Challberg (Chair), Jennifer Knighton (Vice Chair) (10 minutes)

- Event marketing flyer – Prepared quarterly
 - Shelby will look into marketing calendar, pens, or marketing materials
- Membership database – Update on database of property management companies by county
- Professional members – Update on members who paid local chapter dues
- Professional members – Need brochure to promote membership benefits

- Support staff members – Potential new membership category
- Committee meetings – Last Tuesday of month @ 3pm @ Café Bernardo, next meeting on May 31

Chapter Administrator Report – Jim Lofgren (5 minutes)

- May newsletter
- Researching association management software - Wild Apricot could replace Constant Contact
-Wild Apricot \$190, test software 1 month no charge. Current Constant Contact \$70
- Update on chapter administration
-Looking at use of time past 3 months, look to give work to volunteers and VA

New business – Kim Prindle (1 minute)

- New business (if any)
-NARPM National in Las Vegas October

Next Board meeting (1 minute)

- 9:30 – 11 am, Wednesday, June 8 via Zoom

Adjournment 10:28

NARPM antitrust statement - It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive or otherwise illegal.

*Attachment provided



Minutes of Board of Directors Meeting

June 8, 2022

Via Zoom video conference

Call to order and attendance – Kim Prindle called the meeting to order at 9:33 am.

Attendance:

President:	Kim Prindle
Past President:	<u>Kesha Jenkins</u>
President Elect:	
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi
Director:	Bob Thomas
Director:	Jeff Slodowitz
Director:	Rodney Luman
Education Committee:	Aimee Carlson, Kelli Dodson
Membership Committee:	Shelby Challberg, Jennifer Knighton**
Legislation Committee:	<u>Michelle Debach</u>
Affiliate Committee:	Donovan Flores, <u>Gabrielle Ayeni</u> , Bev Hoeft**
Luncheon Sub-Committee:	Bev Hoeft, <u>Michelle Wight</u>
Expo Sub-Committee:	<u>Jason Thompson, Rita Anderson</u>
Chapter Administrator:	Jim Lofgren
Bookkeeper:	Jim Lofgren
Consultant:	Jim Lofgren

Members were late** Members were absent

NARPM Code of Ethics – Kim Prindle read the code of ethics.

Approval of Minutes – Charissa Prindle

- Approval of minutes for meeting on May 11, 2022 (Motion by Rod, seconded by Jeff, passed unanimously)

President's Report – Report presented by Kim Prindle

- NARPM National compliance reports
- Proposed 2022 charity – Homes for Heroes (www.homesforheroes.com)
Motion to approve Homes for Heroes as charity to support in 2022. (Motion by Rod, seconded by Jeff, passed unanimously)
- Rebuilding Together Sacramento – Shelby suggested NARPM invite members and vendors to support projects in County and City of Sacramento. Shelby will reach out to coordinator a potential plan.

Treasurer's Report – Report presented by Nick Maionchi

- Financial report
-\$27,581.34 total in all bank accounts.
-Need to switch over Quickbooks to new bank.
-Nick will be at mixer with Square device to process any payments.

Education Committee Report – Report presented by Aimee Carlton

- Lunch 'n Learn (July 19) – Speaker: Julie Anderson (Brain Lady); Topic: managing stress
- Legal Q&A (June 17) – Speaker: Jozef Magyar, KTS; Topic: DRE regulations
- Rental Property Management Expo (4 seminars)
 - Topic #1: Rental housing inspection programs
Speakers #1: Officials Sacramento, Citrus Heights, Rancho Cordova and Sacramento County
Topic: #2: Conflict resolution
Speaker #2: Puneet Singh, PKS Law Group
Topic #3: Plumbing & HVAC maintenance for property managers- need name for this seminar
Speaker #3: Kristi Noonan, Independent Plumbing Heating & Air
Topic #4: TBA (potential: revenue/accounting for owner/brokers) Ideas?
Speaker #4: TBA (potential: Profit Coach)
- Lunch 'n Learn (November 15) – Topic and speaker TBA
- Annual Legal Seminar (December 13) – Speakers: attorney members TBA
- NARPM National Designation Courses
 - Aug 31 & Sep 1 – Maintenance: Beyond the Basics
 - Sept 28 & 29 – Risk Awareness
- Webinar - TBA

Affiliates Committee Report – Report presented by Donovan Flores & Bev Hoeft

- Mixer (June 9) – Pete's Restaurant & Brewery @ Howe 'Bout Arden 4:30-6:30
- Mixer (August 25) – location TBA, need suggestions
- Rental Property Management Expo (September 22) – update

Membership Committee Report – Report presented by Shelby Challberg

- Event marketing flyer – flyer for June
- Onboarding new members – gift idea
-Calendar, coffee mug, desk item
- Marketing – brochures from NARPM National
- NARPM Breakfast Club – new event for property managers to be held at 9:00 am on the last Wednesday of each month at Black Bear restaurant on Madison Avenue.

- Database of property managers – work in progress
 - Need to restrict Constant Contact access to PM lists
 - Jim to check with legal counsel to comply with legal restrictions on PM lists

Chapter Administrator Report – Report presented by Jim Lofgren

- Newsletter – May newsletter sent, June newsletter in progress

New Business – Kim Prindle

- New business (if any)

Next Board meeting

- The next Board meeting will be held 9:30 – 10:30 am, Wednesday, July 13 via Zoom

Adjournment

Kim adjourned the meeting at 10:46 am.



Board of Directors Meeting

July 13, 2022

9:30 – 10:30 AM

Via Zoom

Attendance at meeting:

President:	Kim Prindle
Past President:	Kesha Jenkins
President Elect:	
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi
Director:	<u>Bob Thomas</u>
Director:	Jeff Slodowitz
Director:	<u>Rodney Luman</u>
Education Committee:	<u>Aimee Carlson</u> , Kelli Dodson
Membership Committee:	Shelby Challberg, Jennifer Knighton**
Legislation Committee:	<u>Michelle Debach</u>
Affiliate Committee:	Donovan Flores, <u>Gabrielle Ayeni</u> , Bev Hoeft
Luncheon Sub-Committee:	Bev Hoeft, <u>Michelle Wight</u>
Expo Sub-Committee:	<u>Jason Thompson</u> , Rita Anderson
Chapter Administrator:	Jim Lofgren
Guest:	Andrea Coronel - National Remote Professional

Members were late** Members were absent

Call to order and attendance – Kim Prindle called the meeting to order at 9:32 am.

NARPM Code of Ethics

- Kim Prindle read a code of ethics statement: Property Managers 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 (see statement at end of agenda)

Approval of minutes – Charissa Pickens presented the minutes

- Approval of minutes for meeting on May 11, 2022
Motion to approve minutes by Bev, 2nd Donovan

President's Report – Kim Prindle presented her report.

- Introduction of NARPM National remote professional - Andrea “Andy” Coronel
 - NARPM provides virtual assistance, 12 hours per month
 - Helping with chapter grants
 - NARPM staff working with 12 other chapters
- Homes for Heroes charity campaign – Wine raffle
 - Wine rack raffle 23 bottles, donate bottles, sell tickets \$10/each, earn \$1200 for charity, pull ticket at holiday mixer
 - Expenses: \$50 wine rack, \$70 processing fees, \$50 print large check, \$30 miscellaneous expenses.
- Election of 2023 officers – process
 - Kim is willing to remain as President for 2023, if needed, ,but needs a President-Elect.
- Board meeting and get-together – Discuss alternative to Zoom meeting in August in person 3:30-5:30 meeting & mingle
- NARPM Chapter grants
 - VA Andy will complete the applications.

Treasurer's Report – Nick Maionchi (5 minutes)

- Financial report – Update on bank accounts
 - A total of \$27472.22 is in both in bank accounts, and \$342.65 in PayPal
 - Rita will bring additional attendees pay with Square

Education Committee Report – Aimee Carlson (Chair), Kelli Dodson (Vice Chair) (10 minutes)

- Lunch 'n Learn (July 19) – Julie Anderson (The Brain Lady), Stress Management for Property Managers
 - 3 sponsors recruited
- NARPM Expo (September 22) – Four seminars are planned
 - RHIP speakers need to be scheduled, 2 virtual designation classes
- NARPM Designation class (Aug. 31 & Sept. 1) – Maintenance: Beyond the Basics
- NARPM Designation class (September 28 & 29) – Risk Awareness
- Webinar (October 25) – Need topic and speaker
 - none selected yet
- Lunch 'n Learn (Nov 15) – Need topic and speaker
- Annual Legal Seminar (December 13) – Need attorneys
- Committee meetings (3rd Thursday of @ 1:30 pm) - Next meeting TBA.

Affiliate Committee Report – Donovan Flores (Chair), Bev Hoeft (Vice Chair) (20 minutes)

- Lunch 'n Learn (July 19 at Mack Powell Event Center) – Update
 - Deadline Thursday to register, currently 30 attendees
- Mixer (August 25) – Need location
 - Possibly same place as last event (Pete's Pizza at Howe 'Bout Arden)
- Sacramento NARPM Property Management Expo (September 22) – Update
 - 28 booths, basic and premium options \$400-500 cost
 - Registration, lunch, reception, possibly \$39-49 price for members
 - Free lattes 9-10:30, provided by whole lotta latte love?, 4 latte drink types
 - Miniature Cinnabon rolls
 - Lunch provided by Mendocino Farms: sandwich or salad, cookie, chips in a lunchbox, drinks

-Wine, beer, soda, water, pizza- 1 drink & 2 pieces pizza provided by Engine 41 pizza company if terms can be negotiated, bartenders to serve alcohol

-Kim taking ABC course on responsible server

- Holiday Mixer (December 8) – Need location
 - 12/8 Thursday is current date but might be changed to avoid any conflicts with other organizations.
- Affiliate members – Current and new members
 - Need broad range of new affiliates
- Committee meetings (1st Monday @ 9:30 am) – Next meeting on August 1

Membership Committee Report – Report by Shelby Challberg (Chair) and Jennifer Knighton (Vice Chair)

- Professional members – Distribution of brochures from NARPM National, table at Expo
 - Jim ordered new marketing material, and they were given to Jennifer and Donovan for distribution.
 - Membership table at Expo entrance
- Committee meetings – Last Tuesday of month @ 3pm @ Café Bernardo, next meeting on August 30

Chapter Administrator Report – Report by Jim Lofgren

- No update required as info was covered by other reports.

New business

- No new business

Next Board meeting

- 9:30 – 11 am, Wednesday, August 10 via Zoom or, as an alternative, meet in person 3:30 – 5:30 pm for Board meeting and get-together at a location TBA.

Adjournment 10:45

NARPM antitrust statement - It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive, or otherwise illegal.

*Attachment provided



Minutes of Board of Directors Meeting

August 10, 2022

9:30 – 10:30 AM

Via Zoom

Call to order– President Kim Prindle called meeting to order at 9:33am

Attendance:

President:	Kim Prindle
Past President:	Kesha Jenkins
President Elect:	Vacant
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi
Director:	<u>Bob Thomas</u>
Director:	Jeff Slodowitz
Director:	Rodney Luman
Education Committee:	<u>Aimee Carlson, Kelli Dodson</u>
Membership Committee:	Shelby Challberg, Jennifer Knighton**
Legislation Committee:	<u>Michelle Debach</u>
Affiliate Committee:	Donovan Flores, <u>Gabrielle Ayeni</u> , Bev Hoeft
Luncheon Sub-Committee:	Bev Hoeft, <u>Michelle Wight</u>
Expo Sub-Committee:	<u>Jason Thompson, Rita Anderson</u>
Chapter Administrator:	Jim Lofgren
Guest:	Andrea Coronel - National Remote Professional AJ Shepherd, NARPM Regional Vice President

*Members who were late*** *Members who were absent*

NARPM Code of Ethics – Kim Prindle

- Property Managers 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 (see statement at end of agenda)

Approval of minutes – Charissa Pickens

- Approval of minutes for meeting on July 13, 2022. Motion by Kesha & Jeff

President's Report – Kim Prindle

- Charity wine raffle – Update
 - Donation wine to be raffled in December
- Election of 2023 officers and Board membership – Update

Treasurer's Report – Nick Maionchi

- Financial report – July
 - 10 day discrepancy July 1-10, \$141 discrepancy in bank
 - Current bank balance \$27,670.31, this includes \$995 in paypal
- NARPM National membership payment
 - On time payment incentive check, not received from National. Updated mailing address to PO. VA
 - Andrea will follow Friday with National.

Education Committee Report – Jim Lofgren

- Lunch 'n Learn (July 19) – Julie Anderson (The Brain Lady) handouts to be distributed
- Legal Q&A webinar (August 19) – Attorney Puneet Singh, Shelby to host webinar
- NARPM Expo (September 22) – Four seminars
 - Finalizing speakers for RHIP
- NARPM Designation class (Aug. 31 & Sept. 1) – Maintenance: Beyond the Basics
 - 8 attendees
- NARPM Designation class (September 29 & 30) – Risk Awareness (date change)
 - 3 attendees
- Webinar (October 25) – Topic and speaker TBA
- Lunch 'n Learn (Nov 15) – Topic and speaker TBA
- Annual Legal Seminar (December 13) – Attorney speakers TBA
- Committee meetings (3rd Thursday of @ 1:30 pm) - Next meeting to be rescheduled

Affiliate Committee Report – Donovan Flores (Chair), Bev Hoeft (Vice Chair)

- Lunch 'n Learn (July 19 at Mack Powell Event Center) – Recap
 - Good attendance
- Mixer (August 25) – Pete's Pizza and Brewhouse @ Howe 'Bout Arden, trivia game and prizes
 - 5:30 trivia start
- Sacramento NARPM Property Management Expo (September 22) – Update 9-3:30
 - Sponsorships – sold out
 - Trade Show – 7 tabletops left (2 sales pending)
 - Registration – Review pricing and begin registration
 - Early bird pricing before Sept 1 \$49/59 member & non-member pricing
 - After Sept 1 \$69/79
 - After Sept 20 \$79/89
 - Give vendors \$10 promo code
 - Catering – update
 - Mendocino Farms will do lunch and reception
 - Seminars – All set, confirming speakers for inspection seminar
 - Marketing – Emails, flyers
- Holiday Mixer (December 8) – Location TBA but Flatstik Pub is a possibility.

- Affiliate members – New members recruited via Trade Show
- Committee meetings (1st Monday @ 9:30 am) – Next meeting on September 12 due to holiday

Membership Committee Report – Shelby Challberg (Chair), Jennifer Knighton (Vice Chair)

- Membership table at Property Management Expo – staffing needed
-Shelby, Jennifer
- Professional members – Distribution of brochures from NARPM National
- Committee meetings – Last Tuesday of month @ 3pm @ Café Bernardo, next meeting on August 30

Chapter Administrator Report – Jim Lofgren and Andy Coronel

- Update on chapter administration
- Newsletter – Many emails in lieu of June and July, August forthcoming
- NARPM Chapter grants – Application
-Andrea applying for 3 National grants
-Andrea will follow up on National referral designation class credit
- Jim on vacation August 13-21: monitoring emails, limited phone calls

New business – Kim Prindle

- New business - none

Next Board meeting

- 9:30 – 11 am, Wednesday, September 14

Adjournment – The meeting adjourned at 11:05 am.

NARPM antitrust statement - It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive, or otherwise illegal.

*Attachment to the agenda provided



Board of Directors Meeting
Minutes of September 14, 2022 meeting
9:30 – 10:30 AM
Via Zoom

Call to order and attendance – Kesha Jenkins (substituting for Kim Prindle) called the Board meeting to order at 9:33 am.

President:	<u>Kim Prindle</u>
Past President:	Kesha Jenkins
President Elect:	
Secretary:	Charissa Pickens
Treasurer:	<u>Nick Maionchi</u>
Director:	<u>Bob Thomas</u>
Director:	Jeff Slodowitz
Director:	<u>Rodney Luman</u>
Education Committee:	<u>Aimee Carlson</u> , Kelli Dodson**
Membership Committee:	Shelby Challberg**, Jennifer Knighton**
Legislation Committee:	<u>Michelle Debach</u>
Affiliate Committee:	Donovan Flores**, <u>Gabrielle Ayeni</u> , Bev Hoeft
Luncheon Sub-Committee:	Bev Hoeft, <u>Michelle Wight</u>
Expo Sub-Committee:	<u>Jason Thompson</u> , Rita Anderson
Chapter Administrator:	Jim Lofgren
Guests:	None
Members who were late**	<u>Members who were absent</u>

NARPM Code of Ethics – Kesha Jenkins informed the Board of the following NARPM Code of Ethics:

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive, or otherwise illegal.

Approval of minutes – Charissa Pickens

- Approval of minutes for meeting on August 10, 2022
Motion to approve minutes by Jeff, second by Charissa. Motion passed unanimously.

President's Report – Kesha Jenkins (10 minutes)

- Election of 2023 officers and Board membership – Update
-need to send email to membership for volunteers
- Strategic planning – Process
-Need to do strategic planning October, budget planning
-Need more PM involvement

Treasurer's Report – Nick Maionchi (5 minutes)

- Financial report – August
-As of 8/31/2022 there is \$26,508.08 in Central Valley Community Bank, \$1,147.81 in First Foundation, and \$2,161.16 in PayPal account.
-Total \$29,817.05
- NARPM National membership payment - \$1,180 received by chapter

Affiliate Committee Report – Donovan Flores (Chair), Bev Hoeft (Vice Chair)

- Mixer (August 25) – Recap
-Members happy, had great time, 90% positive feedback, liked trivia
- Sacramento NARPM Property Management Expo (September 22) – Update
 - Sponsorships – 9 original sponsorships sold and 2 added
-CRBR name badge sponsor, adding additional sponsorships
 - Trade Show – All 28 spaces sold
 - Registration – Update on registration fees and Realtors price
-62 members registered
 - Catering – Update, ABC license
-working on coordinating pick up of Cinnabon cinnamon rolls
 - Seminars – All speakers confirmed
-RHIP seminar probably will run longer than 1 hour
 - Membership table – Need volunteers
-Nick will help
 - Marketing – Emails, flyers, ads
-Set up Wednesday 11-1, arrival time Thursday 8-8:30
- Holiday Mixer (TBA) – Date and time may change, brunch is an option.
-Bennett's on Fair Oaks/Howe, brunch 9:30-11:30 on 12/15
- Affiliate members – New members recruited via Trade Show
-5 new members
- Committee meetings (1st Monday @ 9:30 am) – Next meeting on October 3

Education Committee Report – Aimee Carlson (Chair), Kelli Dodson (Vice Chair)

- NARPM Designation class (Aug. 31 & Sept. 1) – Maintenance: Beyond the Basics
- NARPM Designation class (September 29 & 30) – Risk Awareness
- Legal Q&A with attorney Puneet Singh (October 21) – Date change
- Lunch 'n Learn (Nov 15) – Topic and speaker options: Balcony inspections or SHRA

- Annual Legal Seminar (December 13) – Attorney speakers TBA
-KTS can present a seminar in January
- Committee meetings (3rd Thursday of @ 1:30 pm) - Next meeting to be rescheduled

Membership Committee Report – Shelby Challberg (Chair), Jennifer Knighton (Vice Chair)

- Membership table at Property Management Expo – Materials
- Committee meetings – Last Tuesday of month @ 3pm @ Café Bernardo, next meeting on September 27

Chapter Administrator Report – Jim Lofgren

- Update on chapter administration
- Newsletter – Many emails in lieu of newsletter for time being
- NARPM Chapter grants – Application

New business – Kesha Jenkins

- No new business

Next Board meeting

- The next Board meeting will be held at 9:30 – 11 am, Wednesday, October 12 via Zoom.

Adjournment

- The meeting was adjourned at 10:41 am.



Minutes of Board of Directors Meeting

October 12, 2022
9:30 – 10:30 AM
Via Zoom

Call to order

Kim Prindle called the meeting to order at 9:30 am.

Attendance

President:	Kim Prindle
Past President:	Kesha Jenkins**
President Elect:	Paul Weubbe
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi
Director:	<u>Bob Thomas</u>
Director:	Jeff Slodowitz
Director:	<u>Rodney Luman</u>
Education Committee:	<u>Aimee Carlson</u> , Kelli Dodson
Membership Committee:	Shelby Challberg**, <u>Jennifer Knighton</u>
Legislation Committee:	<u>Michelle Debach</u>
Affiliate Committee:	Donovan Flores, Bev Hoeft
Luncheon Sub-Committee:	Bev Hoeft
Expo Sub-Committee:	<u>Jason Thompson</u> , Rita Anderson
Chapter Administrator:	Jim Lofgren
Guests:	None

**Members who were late Members who were absent

NARPM Code of Ethics – Kim Prindle

- Property Managers 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 (see statement at end of agenda)

Approval of minutes – Charissa Pickens

- Approval of minutes for meeting on September 14, 2022*

Moton to approve minutes 1st Jeff, 2nd Nick

Special order of business – Kim Prindle

- Approval of Paul Villaluz Weubbe as President-Elect
Motion by Jeff to add Paul Weubbe as President Elect for 2022, 2nd Charissa, all in favor, no opposed

Nominating Committee – Kesha Jenkins

- Past President serves as chair of Nominating Committee with two appointments by President
- Announcement of open positions emailed to members this week
- Deadline to apply is October 31
- Nominating Committee recommends slate of candidates for approval during November 9 board meeting
- Slate of candidates emailed to membership for approval by November 18
- Appointment of two committee members by President:
-Kim appointed Paul & Charissa, approved by board

President's Report – Kim Prindle

- Strategic planning for 2023 – Need to begin work on budget and calendar
- Proposed modification to compensation of Chapter Administrator*
-originally 5hrs/wk, admin \$1733/mo, bookkeeper \$520/mo, paid through July.
Motion by Kim to pay Jim Lofgren \$2250/mo retroactive Jan 2022, all in favor, no opposed

Treasurer's Report – Nick Maionchi

- Financial report – September*
-9/30/2022 we have \$27,391.01 in Central Valley Bank account and
-\$1,064.96 in the First Foundation Bank
-Totaling \$28,455.97
-\$2,206.23 transferred from Paypal, total around \$30,000 as of 10/11/2022
-Wix still in use? \$30 recurring out of First Foundation
-Need to change quickbooks to Central Valley account

Affiliate Committee Report – Donovan Flores (Chair), Bev Hoeft (Vice Chair)

- Sacramento NARPM Property Management Expo (September 22) – Review of event*
-100 property managers attended
-Good feedback from affiliates
- Holiday Brunch (December 15) – Update
-12:15 Bennett's Howe/Fair Oaks
-draft budget 75 ppl \$2100, \$300-400 loss, 3 affiliate sponsors
-\$500 gift card prize
- Affiliate members – Four new members recruited via Property Management Expo
- Committee meetings (1st Monday @ 9:30 am) – Next meeting on November 7

Education Committee Report – Aimee Carlson (Chair), Kelli Dodson (Vice Chair)

- Legal Q&A with attorney Puneet Singh (October 21) – Update
- Lunch 'n Learn (Nov 15) – Topic: Balcony inspection laws, speakers from Lerch Bates
- Annual Legal Seminar (December 13) – Attorney speakers: Puneet Singh and Calvin Clements
- Committee meetings (3rd Thursday of @ 1:30 pm) - Next meeting on October 20

Membership Committee Report – Shelby Challberg (Chair), Jennifer Knighton (Vice Chair)

- Membership table at Property Management Expo – Update
- Committee meetings – Last Tuesday of month @ 3pm @ Café Bernardo, next meeting on October 25

Chapter Administrator Report – Jim Lofgren

- Update on chapter administration
- NARPM National may provide bookkeeping services (3 hours per month)

New business – Kim Prindle

- New business (if any)

Next Board meeting

- 9:30 – 11 am, Wednesday, November 9

Adjournment

- Kim Prindle adjourned the meeting at 10:33 am.

NARPM antitrust statement - It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive, or otherwise illegal.

*Attachment provided



Minutes of Board of Directors Meeting

November 9, 2022

9:30 – 10:45 AM

Via Zoom

Call to order and attendance

President Kim Prindle called the meeting to order at 9:31 am

Secretary Charissa Pickens recorded the attendance.

President:	Kim Prindle
Past President:	<u>Kesha Jenkins</u>
President Elect:	Paul Weubbe
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi
Director:	Bob Thomas
Director:	Jeff Slodowitz
Director:	<u>Rodney Luman</u>
Education Committee:	<u>Aimee Carlson</u> , Kelli Dodson
Membership Committee:	<u>Shelby Challberg</u> , Jennifer Knighton
Legislation Committee:	<u>Michelle Debach</u>
Affiliate Committee:	Donovan Flores, <u>Gabrielle Ayeni</u> , Bev Hoeft
Luncheon Sub-Committee:	Bev Hoeft, <u>Michelle Wight</u>
Expo Sub-Committee:	<u>Jason Thompson</u> , Rita Anderson
Chapter Administrator:	Jim Lofgren

Members were late** Members were absent

NARPM Code of Ethics – Kim Prindle recited the code of ethics.

- Property Managers 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 (see statement at end of agenda)

Approval of minutes – Charissa Pickens

- Approval of minutes for meeting on October 12, 2022

Motion to approve minutes 1st Jeff, 2nd Paul

Nominations Committee – Paul Weubbe

- Recommendation of candidates for officer, Board, and committee chair positions
Committee members: Kesha Jenkins, Paul Villaluz Weubbe, and Charissa Pickens

The Nominations Committee recommends the approval of the following slate of candidates for the 2023 Board of Directors:

President:	Paul Villaluz Weubbe, Braun Property Services
Immediate Past President:	Kim Prindle, KTB Properties
President Elect:	Vacant (to be appointed by Board of Directors at future board meeting)
Treasurer:	Nick Maionchi, Pacifica Properties
Secretary:	Charissa Pickens, Sacramento Delta Property Management
Director (Education Chair):	Krystal Tiner, Tiner Properties
Director (Events Chair)	Mechelle Reasoner, Five Oaks Property Management
Director (Membership Chair):	Tina McCardle, HomeRiver Group
Director (Chair TBA)	Vacant (to be appointed by Board of Directors at future board meeting)
Affiliated Chair:	Rita Gordon-Anderson, DH Construction

- Approval of slate of candidate by membership - Vote via Constant Contact email survey
Motion to approve slate of BOD for 2023 as above 1st Paul, 2nd Kim, Kim called for vote all in favor
- Any remaining vacancies (President-Elect, one Director) - To be approved by Board at future meeting

President's Report – Kim Prindle

- Recognition of 2022 Officers and Board and Installation of 2022 Board - Holiday Brunch
-Marketing sponsorship requests today, then invite to members

President Elect's Report – Paul Villaluz Weubbe

- 2023 Strategic plan, budget, and calendar – To be presented at December meeting
 - Partnering with other trade groups
 - Need Insurance for board, basic general liability and D&O
- Local Chapter dues for 2023 – Input from Board on dues amount
- Committee recruitment – Vice Chairs and members

Treasurer's Report – Nick Maionchi

- Financial report – October
 - October 31, 2022 combined \$28,540.96 in bank accounts, includes \$2,369 transferred from PayPal on October 10th
 - Need to reimburse Jim about \$7,000 for out-of-pocket Expo expenses for catering and other items
 - Paid Jim for August through October for Admin \$6,759
 - Jim not paid yet for retroactive pay approved last month
 - Current funds in bank \$14,781.96

Affiliate Committee Report – Donovan Flores (Chair), Bev Hoeft (Vice Chair)

- Lunch 'n Learn (Nov 15) – Sponsorships and attendance
 - current 50 attendees
- Holiday Brunch (December 15) – Update on sponsorships
 - Emailing to board first, then send out

- Membership – new Affiliate members
-Golden State Handyman
- Committee meetings (1st Monday @ 9:30 am) – Next meeting on December 5

Education Committee Report – Aimee Carlson (Chair), Kelli Dodson (Vice Chair)

- Legal Q&A with attorney Puneet Singh (October 21) – Recap
-20 attendees
- Lunch ‘n Learn (Nov 15) – Topic: Balcony inspection laws, speakers from Lerch Bates
- Annual Legal Seminar (December 13) – Attorney speakers: Puneet Singh and Calvin Clements
-Reaching out to SAR for schedule
-Puneet PKS & Calvin KTS lined up
- Potential topics and speakers for 2023 – Input from Board
- Next committee meeting: TBA

Membership Committee Report – Shelby Challberg (Chair), Jennifer Knighton (Vice Chair)

- New Professional members – Krystal Tiner of Tiner Properties (pending)
-Needs to join National
-Guest introductions at Lunches
- Next committee meeting: TBA

Chapter Administrator Report – Jim Lofgren

- Update on chapter administration
- Association management software research – GrowthZone, Wild Apricot
- Wild Apricot least expensive
- Remote professional for admin and bookkeeping – Status
-Andi is helpful, help is limited

New business – Kim Prindle

- There wasn’t any new business.

Next Board meeting

- 9:30 – 11 am, Wednesday, December 14

Adjournment

- Prindle adjourned the meeting at 10:43 am.

NARPM antitrust statement - It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM’s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members’ ability to advertise for business, provided the advertising is not false, deceptive, or otherwise illegal.

*Attachment provided



Minutes of Board of Directors Meeting

December 12, 2022

Meeting held via Zoom

2022 Board and Committee Leadership

President:	Kim Prindle
Past President:	Kesha Jenkins
President Elect:	Paul Villaluz Weubbe
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi
Director:	Bob Thomas
Director:	Jeff Slodowitz
Director:	Rodney Luman
Education Committee:	Aimee Carlson, Kelli Dodson
Membership Committee:	Shelby Challberg, Jennifer Knighton
Legislation Committee:	Michelle Debach
Affiliate Committee:	Donovan Flores, Bev Hoeft
Luncheon Sub-Committee:	Bev Hoeft, Michelle Wight
Expo Sub-Committee:	Jason Thompson, Rita Anderson
Chapter Administrator:	Jim Lofgren

Call to order

The meeting was called to order by President-Elect Paul Villaluz Weubbe at 9:37am.

- **Attending:** Kesha Jenkins, Paul Villaluz Weubbe, Charissa Pickens, Kelli Dodson, Jennifer Knighton, Donovan Flores, Rita Anderson, Jim Lofgren, Mechelle Reasoner, and Krystal Tiner
- **Late:** Shelby Challberg and Tina McCardle
- **Absent:** Kim Prindle (President), Rodney Luman (Director), Aimee Carlson (Director), Michelle Debach (Legislation Committee), Michelle Wight (Luncheon Sub-committee), and Jason Thompson (Expo Subcommittee)
- **Staff present:** Jim Lofgren

NARPM Code of Ethics

Paul Villaluz Weubbe read the NARPM Code of Ethics

- Property Managers 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 (see statement at end of agenda)

Approval of minutes – Charissa Pickens

- Approval of minutes for meeting on November 9, 2022*
Motion to approve November minutes by Donovan, 2nd Charissa, all in favor (Shelby, Kesha, Donovan)

President's Report – Presented by Jim Lofgren

- Election results for 2023 Officers and Board Members
 - Emailed ballots out, 17% response, 20/120 members
 - All of the following were elected unanimously:

President:	Paul Villaluz Weubbe, Braun Property Services
Immediate Past President:	Kim Prindle, KTB Properties
President Elect:	Vacant (to be appointed by Board of Directors at future meeting)
Treasurer:	Nick Maionchi, Pacifica Properties
Secretary:	Charissa Pickens, Sacramento Delta Property Management
Director (Education Chair):	Krystal Tiner, Tiner Properties
Director (Events Chair)	Mechelle Reasoner, Five Oaks Property Management
Director (Membership Chair):	Tina McCardle, HomeRiver Group
Director (Chair TBA)	Vacant (to be appointed by Board of Directors at future meeting)
Affiliated Chair:	Rita Gordon-Anderson, DH Construction
 - President elect & 1 Director position still open
- Year in review – Kim Prindle was not present to present year in review.

President Elect's Report – Presented by Paul Villaluz Weubbe

- Proposed 2023 calendar*
 - January 20th Lunch & Learn will feature speakers Ryan Lundquist (\$400 fee) and John Tiner who will share marketing tools for property managers.
 - **Motion to approve \$400 expense for Ryan Lundquist to speak at the January 20 Lunch & Learn.
 - Motion by Paul, all in favor (Shelby, Charissa, Kesha, Donovan)**
 - Education Committee initially will meet every 3rd Monday 2:30pm unless a new date is selected by committee during its first meeting.
 - Lunch & Learns moved to Fridays due to conflicts with other dates to reserve Mack Powell Event Center
 - Consider change in date of Board meetings to 3rd Wednesday, 2nd or 3rd Thursday. Sending poll to board to change meeting date/time
 - Bowling tournament tentatively scheduled for March 23rd.
- Preliminary 2023 budget – Update
 - Budget needs to be updated before being presented to the Board for approval.
- Proposed 2023 local Chapter dues for Professional Members (\$50)
 - 120 National members currently, \$345 annual membership (\$295 National + \$50 Local)
 - 3 pricing tiers: Member, Non-member, Broker discount for support staff
 - **Motion to approved 3 tier professional membership pricing professional & support staff, annual membership local chapter dues \$50 per person, Affiliate membership dues \$295 by Paul, all in favor (Shelby, Charissa, Kesha, Donovan, Kelli), no opposed**
- Proposed 2023 local Chapter dues for Affiliate members (\$295)
 - Board approved recommendation to charge \$295 for Affiliate local chapter membership dues in 2023.
- Insurance policies – Update on D&O and GL policies
 - Total cost of both policies will be about \$1100 and will be effective in December

- Future Board meeting dates – 2nd Wednesday or another time? Jim will conduct Doodle poll to select meeting time.

Treasurer's Report – Presented by Nick Maionchi

- Financial report – November
 - As of 11/30/2022 we have \$25,193.97 in the CVCB account and \$887.85 in the First Foundation account. The total here is \$26,081.82
 - SAR paid for the Mack Powell room rental yesterday; the total was \$792
 - Jim was paid \$4,506 for two months' worth of Admin Fees since 11/30/2022
 - Real cash is closer to \$20,500 than \$26,000
 - Additional expenses yet to be deducted from account for past events
- Remote bookkeeping support by NARPM National

Affiliate Committee Report – Presented by Donovan Flores (Chair), Bev Hoeft (Vice Chair)

- Holiday Brunch (December 15) – Update
- Committee meetings (1st Monday @ 9:30 am) – Next meeting on January 9

Education Committee Report – Presented by Kelli Dodson (Vice Chair) and Jim Lofgren

- New Committee Chair for 2023 – Krystal Tiner of Tiner Properties
- Lunch 'n Learn (November 15) – Recap of speaker on balconies and elevated structures
 - Review the balcony topic again later in year
- Annual Legal Seminar (December 13) – Recap
 - Added employment info to seminar this year, could be separate class
 - Lots of new members attended event
- Lunch 'n Learn (January 20) – Real Estate Market Update with Ryan Lundquist and John Tiner
- Next committee meeting: 2:30 pm, Tuesday, February 13
- Proposed future meeting time - 3rd Monday at 2:30 pm
- Recruitment of committee members

Membership Committee Report – Presented by Shelby Challberg

- Shelby successful in getting PM Breakfast club started this year
- New members coming in at the Legal Seminar yesterday
- New Committee Chair for 2023 – Tina McCardle of HomeRiver
- Recruitment of committee members
- Next committee meeting: TBA

Chapter Administrator Report – Jim Lofgren

- Update on chapter administration
 - Promoting 2023 events
 - Fixing bookkeeping/database

New business – Presented by Paul Villaluz Weubbe

- No new business.

Next Board meeting

- 9:30 – 11 am, Wednesday, January 11 – Location TBA (Zoom or in-person?)
-Possibly a hybrid approach, meet in person every quarter?

Adjournment

****Motion to adjourn made by Rita, second by Kesha, all in favor**** The meeting adjourned at 10:42 PM.

NARPM antitrust statement - It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive, or otherwise illegal.

*Attachment provided



2023 Board of Directors

3/9/2023

Officers:

President	Paul Villaluz Weubbe, Braun Properties
President-Elect	Krystal Tiner, Tiner Properties
Past President	Kim Prindle, KTB Property Management
Secretary	Charissa Pickens, Sacramento Delta Property Management
Treasurer	Nick Maionchi, Pacifica Properties

Directors at large:

Director	Mechelle Reasoner, Five Oaks Property Management
Director	Tina McCardle, Home River Group - Sacramento
Director	Tom Manning, Tower Bridge Property Management
Director	Cheryl Muzinich, Recovery Realty

Non-voting members:

Affiliates Committee Chair	Rita Gordon-Anderson, DH Construction
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Chapter Compliance - 2022

3/7/2023

Election of 2023 Officers and Board of Directors

The following timeline and documents explain the election process used by our Chapter to elect its Officers and Board of Directors for 2023.

1. **A Nominations Committee was formed consisting of Past President Kesha Jenkins, President-Elect Paul Villaluz Weubbe, and Secretary Charissa Pickens.**
2. **Announcements of the upcoming election of Board members were made at Chapter events and an application was emailed to eligible members (see below).**



Want to get involved in NARPM in 2023?

Here is your chance.

Please submit your application by Monday, October 31.

The Sacramento Area Chapter of NARPM is looking for volunteers to serve as officers, Board members and committee members in the coming year. Here is your chance to get involved, offer your expertise, make new connections, and learn more about your industry.

Each year the membership of our local chapter elects its officers and Board of Directors. We now are accepting nominations for the various positions on the Board. If you are interested in serving as an officer or member of the Board of Directors, please complete and submit the application below by October 31. Once you apply, a member of the Nominating Committee will contact you. The election of officers and directors will be held in November.

In addition, we are seeking members who wish to serve on one of our committees. Here is your chance to volunteer and benefit from involvement with other members of the chapter. Please complete the application by October 31 to let us know which committee interests you, and the committee chair will contact you.

We look forward to your participation and support in the coming year.

Descriptions of Open Positions for 2023

Officers and Directors

The following positions on the Board of Directors are open. The term of office is one year (January through December 2023) and Board meetings are held monthly. You must be a current Professional Member of NARPM National to serve as an officer or director.

- **President:** Serves as CEO of the chapter; presides over monthly meetings of the Board of Directors and chapter events; interacts with the NARPM National leadership and monitors the annual budget.
- **President-Elect:** Fulfills the duties of the President during that officer's absence; leads the Board in developing programs, budget, and calendar for coming year. Serves as President for following year.
- **Secretary:** Records minutes of meetings of the Board of Director and maintains corporate records.
- **Treasurer:** Responsible for funds of the Chapter including bank accounts, approves expenditures, provides monthly financial reports to the Board of Directors, and ensures

3. The Nominations Committee reviewed the applications received by the deadline, interviewed candidates, and approved a recommendation that was presented to the Board of Directors.
4. The Board of Directors approved a slate of candidates to be presented to the membership for a vote (see below Board minutes regarding this agenda item).

Nominations Committee – Paul Weubbe

- Recommendation of candidates for officer, Board, and committee chair positions
Committee members: Kesha Jenkins, Paul Villaluz Weubbe, and Charissa Pickens

The Nominations Committee recommends the approval of the following slate of candidates for the 2023 Board of Directors:

President:	Paul Villaluz Weubbe, Braun Property Services
Immediate Past President:	Kim Prindle, KTB Properties
President Elect:	Vacant (to be appointed by Board of Directors at future board meeting)
Treasurer:	Nick Maionchi, Pacifica Properties
Secretary:	Charissa Pickens, Sacramento Delta Property Management
Director (Education Chair):	Krystal Tiner, Tiner Properties
Director (Events Chair)	Mechelle Reasoner, Five Oaks Property Management
Director (Membership Chair):	Tina McCardle, HomeRiver Group
Director (Chair TBA)	Vacant (to be appointed by Board of Directors at future board meeting)
Affiliated Chair:	Rita Gordon-Anderson, DH Construction

- Approval of slate of candidate by membership - Vote via Constant Contact email survey
Motion to approve slate of BOD for 2023 as above 1st Paul, 2nd Kim, Kim called for vote all in favor
- Any remaining vacancies (President-Elect, one Director) - To be approved by Board at future meeting

5. An electronic ballot was emailed to Chapter members who were eligible to vote in the election.



NARPM - Sacramento Area Chapter | PO Box 162736, Sacramento, CA 95816

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6. The Board of Directors confirmed the election results during its meeting on December 14, 2022.

President's Report – Presented by Jim Lofgren

- Election results for 2023 Officers and Board Members
 - Emailed ballots out, 17% response, 20/120 members
 - All of the following were elected unanimously:

President:	Paul Villaluz Weubbe, Braun Property Services
Immediate Past President:	Kim Prindle, KTB Properties
President Elect:	Vacant (to be appointed by Board of Directors at future meeting)
Treasurer:	Nick Maionchi, Pacifica Properties
Secretary:	Charissa Pickens, Sacramento Delta Property Management
Director (Education Chair):	Krystal Tiner, Tiner Properties
Director (Events Chair)	Mechelle Reasoner, Five Oaks Property Management
Director (Membership Chair):	Tina McCardle, HomeRiver Group
Director (Chair TBA)	Vacant (to be appointed by Board of Directors at future meeting)
Affiliated Chair:	Rita Gordon-Anderson, DH Construction
 - President elect & 1 Director position still open

7. The new Board of Directors were installed during the membership meeting on January 20, 2023.