

**Bylaws of
The Atlanta Chapter of
The National Association of Residential Property Managers
April 17, 2013
(Revised 3-11-2021)**

ARTICLE I: Name, Purposes, Powers and Definitions

Section A, Name: The name of this organization shall be the Atlanta Chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

Section B, Purpose: The purposes for which the organization is established are to establish a permanent trade association in the residential property management industry in the Georgia and Alabama area.

1. To promote a standard of business ethics, professionalism, and fair practices among its members.
2. To establish and promote the education of its members.
3. To provide and promote an exchange of ideas regarding residential property management.
4. To educate the membership about and to promote legislative initiatives of concern to the membership in Georgia.

Section C, Powers: The Chapter may exercise all powers granted to it as a corporation organized under the nonprofit corporation laws of the State of Georgia.

1. The Chapter shall be subject to all rules, regulations, ethics, standards, and bylaws of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Association.
2. The Chapter Bylaws shall not conflict with those of the Association.

Section D, Geographical Location: The Chapter's geographical definition shall be: The Atlanta Metropolitan Area plus all other Georgia municipalities for which there is no conflict with another chapter of NARPM, plus municipalities in Georgia's contiguous states, except where there is a conflict with another geographical territory of NARPM.

ARTICLE II: Membership: Professional, Associate, Support Staff, and Affiliate Members

Section A, Professional Member:

1. A Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. This category of member must follow Georgia License Law regarding the duties of a property manager. This member is distinguished from Associate Members in that those in this category have completed a course of instruction covering the NARPM® Code of Ethics.
2. A Professional Member may also be an employee of a company, or employee of a property owner, or employee of an investor that handles many aspects of residential property management. This category of member must follow Georgia license law pertaining to unlicensed assistants as they do not hold an active real estate license.

Section B, Associate Member:

1. An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow Georgia License Law regarding the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, or hold elective office.
2. 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. This category of member must follow Georgia license law pertaining to unlicensed assistants as they do not hold an active real estate license.

Section C, Support Staff:

A Support Staff Member shall be a person acting in an administrative role of support in the office of a Professional Member, and shall not be acting in a capacity requiring licensure according to Georgia License

Law. A Support Staff Member does not vote or hold elective office.

Section D, Affiliate Member:

1. An Affiliate Member shall be an individual or business entity that provides products, services, or expertise to the residential property management industry. Affiliate Members will be required to complete the chapter application form and pay an annual membership fee to the Chapter. Requirements relating to acceptance into Affiliate Membership, or suspension of Affiliate Membership, shall be identical to those specified for members, except that Affiliate Members are not eligible to vote. However, an Affiliate Members can serve as a chairperson, and can serve in advisory positions to the Board of Directors or chairpersons or committee members. An Affiliate Member does not vote or hold elective office.

2. The Chapter shall recognize all NARPM® National Affiliate Members as Affiliate Members of the Chapter.

Section E, Application by Professional, Associate, and Support Staff Members:

1. Acceptance into membership: An applicant for membership in the Chapter shall first be a member of the Association. A member of the 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 NARPM Code of Ethics course of instruction from the Association to become a Professional Member.

2. Voting: Only Professional Members 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 or subcommittees upon which the member serves, if any.

Section F, Application by Affiliate Members:

1. Applicant for affiliate membership in the Chapter must apply to the Chairperson of the Affiliate Committee. The Committee will consider the application and vote for acceptance if the following conditions have been satisfied:

- a. Applicant has paid dues as assessed by the committee and approved by the Board of Directors.
- b. Applicant has been recommended by at least one Professional Member.

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A, Suspension of Membership: Suspension of membership shall result in a member being unable to vote in Chapter matters for a period of time as designated by these or the Association Bylaws or, where such discretion is authorized by the Association, for any of the following reasons:

1. Suspension of membership: Suspension of membership for reasons stated in the Bylaws of the Association.
2. By notification of the Association's Board of Directors as a result of violations of the NARPM Code of Ethics and Standards of Professionalism.

Section B, Termination of Membership: Membership shall be terminated for any of the reasons identified below. Upon termination, a member shall lose all rights and interests in the Chapter and the Association.

1. Resignation:

- a. Members, other than Affiliate Members, may resign at any time by forwarding a letter stating such intent to the Chapter, and to the Association, if applicable. The letter shall indicate the date on which the resignation is to be effective. No refund of dues shall be made for any reason.
- b. Affiliate Members may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is to be effective. No refund of dues shall be made for any reason.

2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual dues within 75 days of the due date. Members may file a letter of appeal to the Executive Committee should an extension be needed to pay obligation.

3. Delinquency in Payments: Any member failing to pay sums due to the Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect until membership is terminated as indicated in Article III Section B Paragraph 2, or until payment is received, whichever occurs first.

4. Code of Ethics Violations: By notification from Association to the Chapter of a violation of the NARPM Code of Ethics and Standards of Professionalism, or for nonpayment of Association annual dues.

Section C, Reinstatement of Membership: A former member still meeting all membership requirements shall be reinstated:

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness has been paid and is current.
3. After a waiting period of one calendar year from the date of termination as a result of an Association Presidential request, or by an action of the Board of Directors of the Association.
4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Committee

Section A, Composition:

1. The Executive Committee shall be comprised of the officers of the Chapter.
2. All officers shall serve a term of one year commencing with the beginning of the calendar year. Each must be a Professional Member of the Chapter during the entire period of service. Only the Secretary and Treasurer may serve consecutive terms, but for not more than 2 consecutive years.

Section B, Responsibilities: The Chapter Executive Committee shall have responsibility for the management of the Chapter and shall exercise all rights and powers not expressly reserved by these Bylaws or the Bylaws of the Association. Such management responsibilities shall include, but not be limited to:

1. Establishing and implementing an organizational framework for the Chapter.
2. Establishing new or modifying existing operating rules that are not inconsistent with these Bylaws, the Bylaws of the Association, or their intent.
3. Annually reviewing the Chapter Bylaws and making recommendations to the Board of Directors for any changes. Changes to these Bylaws, approved by the Chapter Board of Directors, must be submitted to the Association Board of Directors for final approval.
4. Recommending annual Chapter dues assessments, application fees, and special assessments to the Board of Directors. Approved assessments and fees must be approved by the Association Board of Directors.
5. Establishing new committees and dissolving existing committees.
6. Approving all expenditures.
7. Any member of the Executive Committee may call for a meeting of committee to meet at a time and place mutually agreeable by the members.

Section C, Officers Duties and Responsibilities:

1. President: The President shall:
 - a. Be the Chief Executive Officer of the Chapter.
 - b. Preside at all meetings of the Chapter.
 - c. Act as the primary signatory for funds withdrawn from the Chapter account(s).
 - d. Sign all legal documents.
 - e. Undertake responsibility for such other activities as deemed appropriate by the Executive Committee.
 - f. Ensure the completion of all documentation required by the Association.
 - g. Prepare and publish, in advance of meetings, the agenda for board meetings and membership meetings.
 - h. Conduct a strategic planning meeting with the Board of Directors each year with sufficient time to provide planning guidance to the standing committees for the subsequent year and years.
 - i. Serve as an ex-officio member of all standing committees.
 - j. Must be a Professional member of the chapter
 - k. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers

2. President-Elect: The President-Elect shall:

- a. Act as an alternate signatory for funds to be withdrawn from the Chapter account(s).
- b. Fulfill the responsibilities of the President during his/her absence.
- c. Replace the President at the end of the fiscal year.
- d. Automatically succeed to the presidency during a calendar year when the presidency becomes vacant.
- e. Undertake other activities as are deemed appropriate by the President.
- f. Serve as an ex-officio member of all standing committees.
- g. Must be backup for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the president is unable to attend.

3. Secretary: The Secretary shall:

- a. Act as an alternate signatory for funds to be withdrawn from the Chapter account(s).
- b. Maintain current Chapter Membership records to coincide with the Association's membership database.
- c. Record, maintain, and distribute minutes of all regular and special meetings of the Executive Committee and the Board of Directors, as appropriate.
- d. File all federal, state, and local reports as needed.
- e. Serve on the Membership Committee.
- f. Undertake responsibility for such other activities as deemed appropriate by the President.

4. Treasurer: The Treasurer shall:

- a. Serve as chairperson of the Finance Committee.
- b. Distribute annual renewal notices for Chapter dues and special assessments.
- c. Deposit all funds into a federally insured financial institution.
- d. Prepare a financial report for the Executive Committee upon request.
- e. Prepare an end-of-fiscal-year report for the membership, a copy of which shall be forwarded to the Association.
- f. File tax and other financial reports with the appropriate government agencies.
- g. Undertake responsibility for other such activities as deemed appropriate by the President.

5. Past President: The Past President shall:

- a. Serve as chairperson of the Nominating Committee.
- b. Undertake responsibilities as assigned by the President.

Section D, Board of Directors:

1. The Board of Directors shall be comprised of a minimum of 8 and a maximum of 11 members. Two directors shall be elected by the Chapter Membership, and up to 3 directors may be appointed by the succeeding President. The compliment of the board shall be the President, the 4 officers, and the immediate past President.

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

Section A, Eligibility:

To be eligible to serve as a Chapter Officer or Director, an individual shall be a member in good standing with both the Chapter and the Association. Furthermore, the Chapter Member must be willing to fulfill the duties of the office to which he/she is elected or appointed, including those duties relating to the Association. No more than 2 officers may be employed by, or affiliated with, the same company.

Section B, Notification of Members: Chapter Members shall be notified in writing, or electronically if approved by the Board of Directors, of the pending election and nominations of Officers and Directors solicited from Chapter Members at least sixty (60) days prior to the annual meeting in July. Nominations shall be done in two ways:

1. The Nominating Committee Chairperson shall present for review a proposed slate to the membership at least 15 days prior to the annual business meeting in July.
2. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual

so nominated indicating the said individual's willingness to serve if elected and signed by five percent (5%) of the professional Chapter Members. Notice must be delivered to the Nominating Committee at least 7 days prior to the annual meeting in July.

Section C, Elections: Elections shall be conducted at the annual meeting, no later than the September Chapter meeting, or electronically, no later than the month of September, if approved by the Chapter Board of Directors, prior to the end of the calendar year.

1. Presiding Authority: The outgoing President shall conduct the election. The outgoing President can delegate the electoral process to the President-Elect or any other Chapter Member provided that member is not a nominee.

2. Nominating Committee: The past President shall serve as chairperson of the nominating committee. The President shall appoint the other two members of the committee. The recommendation of the nominating committee shall be approved by the Chapter Board of Directors and presented to the membership for a vote.

3. Uncontested Offices: The presiding authority shall identify 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.

4. Contested Offices: In the case of contested offices, each office shall be dealt with through a ballot presented to those who are in attendance at the Chapter Membership meeting, or electronically if approved by the Chapter

Executive Committee. The nominee receiving a simple majority shall be elected to the position.

Section D, Term of Office: No director shall serve for more than 6 consecutive years.

Section E, Vacancy: An office shall be declared vacant when an officer:

1. Resigns that office through written notification to the President or the Secretary.

2. Is no longer eligible for membership in the Chapter or the Association.

3. Is no longer capable of fulfilling duties of the office in question.

Section F, Filling a Vacated Office: In the event that the position of President is vacated, the President-Elect shall automatically fill that position, and shall continue to serve as both President and President-Elect. In the case of other officers, a vacated office shall be filled:

1. When: When more than three calendar months remain before the next election at which time the vacancy would otherwise be filled through standard process.

2. Procedure: By an individual nominated and approved by the Executive Committee.

ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The Board of Directors shall meet with the same frequency as the Chapter meetings, or at some other time approved by the Chapter Board of Directors, which must be no fewer the four (4) meetings annually.

1. Notice of Regular Meeting: With the advice and consent of the President, the Secretary shall notify all members of the Board of Directors of the date, time and place by email addressed to each member of the board.

2. Attendance: All members of the Executive Committee shall attend regularly scheduled membership and board meetings, unless excused by the President. More than 1 unexcused absence or 2 excused absences will be grounds for removal of the officer. Directors that are not officers may also be excused from attendance to meetings by the President and their directorship may be suspended for more than 2 unexcused absences or more than 3 excused absences.

3. Electronic Meetings: If approved by the Chapter Executive Committee, a meeting can be held electronically in order to conduct the business of the Chapter.

Section B, Location: All meetings of the Chapter shall be held within the area of the geographic definition of the Chapter. All meetings of the Executive Committee shall be held within the same area unless otherwise waived by all the members of the Board of Directors.

Section C, Quorum:

1. Executive Committee: A minimum of 4 Officers.
2. Board of Directors: A majority of the Directors shall constitute a quorum.
3. Membership Meeting: A quorum to conduct business by the members shall be 10% of the membership eligible to vote at a regularly scheduled meeting. A Chapter event can be held without a quorum but no official business can be conducted.

Section D, Simple Majority Vote: All actions and decisions of the Board of Directors shall be made official by simple majority vote of the members present at any regular or special meeting of the Board of Directors, unless otherwise precluded by law.

Section E. Email Voting: Email voting is acceptable if the following conditions are met:

1. A proper motion must be made by a director, and seconded by another director.
2. All communications regarding the motion and vote responses must be sent to all officers and directors.
3. The President shall tally the voting and declare the resolution to the board and instruct the Secretary to make a note for the record.
4. At the first Board of Directors meeting following the email vote, the vote will be confirmed and made a permanent part of the record.

ARTICLE VII: Committees

Section A, Appointment: Except as otherwise stated in these Bylaws or the Association Bylaws, the chairpersons and members of all subcommittees shall be appointed by the President with the advice and consent of the Executive Committee.

Section B, Responsibilities: Committees shall undertake such responsibilities as are identified in these Bylaws or as may be assigned to them by the President with the advice and consent of the Executive Committee. No director, not an officer, may take any action on behalf of or representative of the Chapter unless specifically authorized by the Executive Committee.

Section C, Creation and Dissolution: The President, with the advice and consent of the Executive Committee, shall have the authority to create and dissolve subcommittees according to the needs of the Chapter.

Section D, Standing Committees: The Chapter shall have the following standing committees with the duties set forth:

1. Membership Committee:
 - a. Responsible for welcoming new members.
 - b. Monitoring the active database on the Association website.
 - c. Creating plans and programs to grow the membership.
 - d. Assemble and present membership statistical information for consumption of the Board of Directors.
2. Finance Committee:
 - a. Responsible for overseeing fiscal management of all funds of the Chapter.
 - b. Advise the Board of Directors in planning, forecasting, and maintaining good financial management of the Chapter.
 - c. Project expenditures and present the annual operating budget to the Board of Directors each November for the subsequent calendar year.
 - d. Report on the budget at each board meeting.
 - e. Prepare and present a copy of the subsequent year budget at the annual business meeting.
3. Nominating Committee:
 - a. Responsible for training future leadership for the Chapter.
 - b. Present the slate of nominees at the annual business meeting.
4. Program and Event Committee:
 - a. Responsible for planning programs and events for the Chapter Membership.
 - b. Provide event detail information to the Publications Committee at least 30 days in advance of the

event.

c. Prepare and present to the Board of Directors an event schedule no later than November of each year for the subsequent year activities.

5. Publications Committee:

a. Responsible for providing a channel for networking and internal communications within the Chapter.

b. Maintain the Chapter website.

c. Make recommendations to the Board of Directors on ways to enhance and improve, and keep technologically current, all means of communicating with the membership.

Section E, Special Committees: The succeeding President shall form special committees with advice and consent of the Executive Committee. The following committees shall be considered for formulation each year in the strategic planning meeting and the roles of the committees defined by the President: Affiliate, Education and Training, Legislative, Scholarship, and Chapter of Excellence.

ARTICLE VIII: Code of Ethics & Standards of Professionalism Acknowledgment and Enforcement

As a condition of membership all Professional Members must complete a NARPM® Code of Ethics training once within a four year period, beginning January 1, 2012, and each four year period thereafter. Each Professional Member of the Association is required to complete a NARPM® approved ethics training either in classroom or through other means as approved by the Board of Directors of the Association. Failure to satisfy this requirement will result in the Professional Members reverting to an Associate Member until course is completed.

Section A, Acknowledgment: A Chapter charter is granted only upon the acknowledgment that the Chapter Members shall:

1. Read and be familiar with the NARPM Code of Ethics to which continual adherence is mandatory for continuation of a Chapter charter and individual membership.

2. By receipt of the Chapter charter, the Chapter does hereby formally agree to not take any legal action against the Association, its officers, directors, committee chairpersons, committee members or the Chapter, its officers, subcommittee chairpersons, or sub-committee members for any prescribed action identified by these Bylaws or the Bylaws of the Association taken for the purpose of enforcing the Code of Ethics and Standards of Professionalism.

Section B, Enforcement: It is the duty of the President of the Chapter to report all violations to Association's code of ethics and standards of professionalism to the Association's grievance committee.

ARTICLE IX: Financial Considerations

Section A, Calendar Year: The Chapter's financial year shall be a calendar year.

Section B, Chapter Dues: At the annual strategic planning meeting the Board of Directors shall consider dues assessments. If the Board of Directors chooses to assess any dues, such annual and prorated dues are subject to approval by the Association, as outlined below:

1. Payable: Dues for the Chapter shall be payable no later than January 1 of each year.

2. Nonpayment of Dues: Failure to pay the annual Chapter dues within 30 days after the first day of the year shall result in automatic termination of Chapter Membership unless there are extenuating circumstances.

3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the Board of Directors during the budgeting process.

4. Affiliate dues: The amount of Chapter dues for Affiliate Members shall be established annually by the Board of Directors during the budgeting process. The Chapter will not charge dues to Association Affiliate Members.

5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Association Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

Section C, Special Assessments: Special assessments may be established by the Board of Directors and imposed upon its Chapter Members and/or Affiliate Members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting of the Chapter prior to the imposition of such an assessment. No more than one special assessment may be imposed in any calendar year.

Section D, Budget: The Treasurer, in conjunction with the Executive Committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the Chapter's ability to pay the same and shall be approved by the Chapter Board of Directors.

Section E, Nonbinding: The Chapter shall not have any authority to financially obligate or bind the Association for any reason.

ARTICLE X: Proposals and Procedures for Amending

Section A, Proposals: Amendments to these Bylaws may be proposed by any Chapter Member or director of the Association at any time through a letter addressed to the President and presented or mailed to the Secretary. Any proposal shall be studied by the entire Executive Committee, or an officer of the Executive Committee, or by a subcommittee created, and/or assigned for that purpose as appointed by the President.

Section B, Procedure for Amending:

1. The entity assigned for the purpose of reviewing proposed bylaw revisions shall present the proposed amendment to the Board of Directors with its findings and proposed recommendations of actions. A two-thirds majority of the Board of Directors is necessary in order to amend these Bylaws.
2. Once approved by the Chapter Board of Directors, amendments shall be subject to approval by the Board of Directors of the Association prior to their implementation or adoption by the Chapter and a final copy of these Bylaws shall remain on file at the Association's office.

ARTICLE XI: Miscellaneous

Section A, Invalidity: The invalidity of any provision of these Bylaws shall not impair or affect in any manner the validity, enforceability or affect of the remainder of these Bylaws.

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

Section C, Hold Harmless and Indemnify: The Chapter shall hold harmless and indemnify Chapter Officers, directors, chairpersons, committee members, as well as the Association, its Board of Directors, officers, chairpersons, and committee members that are acting within the scope of their responsibilities, duties or these Bylaws.

Section D, State Laws: These Bylaws may be amended to conform and comply with the laws, statues, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these Bylaws be required by Georgia State Law, the Chapter shall notify the Association of said amendments, but no further action will be required.

Section E, Dissolution: Should the membership vote by majority to dissolve the operations of the Chapter, all remaining funds in the treasury will be transferred to the Association.

Section F. Sexual Harassment

Any member of the Association may be reprimanded, placed on probation, suspended or expelled for harassment of an Association employee or Association Officer or Director after a hearing in accordance with the established procedures of the Association. As used in the Section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, and President-Elect and one member of the

Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the Association. If the complaint names the President, or President-Elect, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint.

Bess Wozniak

From: Bess Wozniak
Sent: Friday, March 5, 2021 11:56 AM
To: Robin McIntire
Subject: RE: Atlanta NARPM Taxes

Robin –

Thank you for sending this. Please let us know when you think we'll be able to know that this is resolved.

Are you able to file for an extension for the 2020 taxes for us? I need to submit something to NARPM National on Monday, March 15th showing that we've either filed our taxes or filed for an extension.

What do you need from us? This is my first year handling anything with the NARPM Atlanta Chapter accounting and taxes, so this is very new to me.

Please let me know ASAP.

Thanks,

Bess McCreary Wozniak, CPM®, MPM®

Vice President

Associate Broker

Bess@McCrearyRealty.com

*****Office Hours By Appointment Only*****

*****Now Closed For Lunch from 12 Noon to 1 PM Daily*****



McCreary Realty Management, Inc., AMO®

Street: 390 Roswell Street · Suite 200 · Marietta, Georgia · 30060

Mailing: P.O. Box 6040 · Marietta, Georgia · 30065-0040

(770) 427-5711 · FAX (770) 427-3955

<http://www.McCrearyRealty.com>

<http://www.McCrearyRealtyHOA.com>

How did we do?



[Click to rate your experience with McCreary Realty Management, Inc.](#)

Follow us on:



National Association of Residential Property Managers-Atlanta Chapter

PROFIT AND LOSS

January - December 2020

	TOTAL
Income	
4000 Income	25.00
4102 Meeting Luncheons Income	3,659.95
4104 Meeting Sponsor Income	2,500.00
4105 CE Class Income	838.80
4106 Special Events	8,833.69
4107 Southern States Conf-Income	3,500.00
Southern States Conference Registrations	275.00
Southern States Conference Sponsorships	1,000.00
Southern States Food Pass	99.00
Total 4107 Southern States Conf-Income	4,874.00
4109 Affiliate Member Dues	20,400.00
Total 4000 Income	41,131.44
4500 National NARPM Proceeds	3,114.65
4510 National NARPM Classes	837.25
4520 National Grants Income	500.00
Total 4500 National NARPM Proceeds	4,451.90
Total Income	\$45,583.34
Cost of Goods Sold	
5000 Cost of Goods Sold	
5101 Luncheons-Room Rental & Equipment	537.59
5102 Luncheons-Food & Entertainment	3,259.65
5104 Luncheons-Parking	1,600.00
5110 Luncheon-Other Expense	51.41
5201 CE Class-Paid Instructors	950.00
5202 Special Events	13,105.56
5207 Southern States Conference-Expense	1,602.00
Southern States Food & Beverage	17,911.45
Total 5207 Southern States Conference-Expense	19,513.45
5221 Fees-Square	20.38
5222 Fees-American Express	440.01
5223 Fees-Sterling Payments	4,177.26
Total 5000 Cost of Goods Sold	43,655.31
Total Cost of Goods Sold	\$43,655.31
GROSS PROFIT	\$1,928.03
Expenses	
6200 Public Relations	1,251.23
6209 Advertising & Business Promotions	780.95
6220 Conventions & Meetings	2,000.00
6223 Dues and Subscriptions-Sect.of State GA.	130.00

National Association of Residential Property Managers-Atlanta Chapter

PROFIT AND LOSS

January - December 2020

	TOTAL
6230 Gifts & Scholarship Awards	615.20
6265 Meals & Entertainment - President	285.00
Total 6200 Public Relations	5,062.38
6500 Operating Expenses	
6507 Accounting	375.00
6510 Computer & Software Expenses	645.00
6567 Miscellaneous	338.25
6570 Office Supplies	40.82
6590 Taxes and licenses	100.22
6591 Website	18.17
Total 6500 Operating Expenses	1,517.46
QuickBooks Payments Fees	1,219.85
Total Expenses	\$7,799.69
NET OPERATING INCOME	\$ -5,871.66
Other Income	
7000 Non-Operating Income	
7010 Interest Income	1.05
Total 7000 Non-Operating Income	1.05
Total Other Income	\$1.05
NET OTHER INCOME	\$1.05
NET INCOME	\$ -5,870.61

National Association of Residential Property Managers-Atlanta Chapter

BUDGET OVERVIEW: 2021 BUDGET - FY21 P&L

January - December 2021

	TOTAL
Income	
4000 Income	
4101 Member Dues	2,740.00
4102 Meeting Luncheons Income	15,000.00
4104 Meeting Sponsor Income	9,000.00
4105 CE Class Income	5,000.00
4106 Special Events	32,000.00
4107 Southern States Conf-Income	
Southern States Conference Registrations	41,250.00
Southern States Conference Sponsorships	59,000.00
Southern States Food Pass	990.00
Southern States Social Event Tickets	990.00
Total 4107 Southern States Conf-Income	102,230.00
4109 Affiliate Member Dues	11,000.00
Total 4000 Income	176,970.00
4500 National NARPM Proceeds	3,500.00
4510 National NARPM Classes	2,500.00
4520 National Grants Income	500.00
Total 4500 National NARPM Proceeds	6,500.00
Total Income	\$183,470.00
Cost of Goods Sold	
5000 Cost of Goods Sold	
5101 Luncheons-Room Rental & Equipment	2,000.00
5102 Luncheons-Food & Entertainment	15,000.00
5103 Luncheons-Paid Speakers	2,000.00
5104 Luncheons-Parking	3,000.00
5105 Luncheons-Sales Taxes	500.00
5110 Luncheon-Other Expense	1,000.00
5120 Directors Orientation	500.00
5201 CE Class-Paid Instructors	2,500.00
5202 Special Events	32,000.00
5207 Southern States Conference-Expense	
Southern States AV	8,000.00
Southern States Conference Speakers	12,000.00
Southern States Food & Beverage	34,554.00
Southern States Marketing Expenses	1,000.00
Southern States Misc Expense	5,000.00
Southern States Printing	2,500.00
Southern States Social Event	25,000.00
Total 5207 Southern States Conference-Expense	88,054.00
5221 Fees-Square	500.00
5222 Fees-American Express	750.00
5223 Fees-Sterling Payments	3,000.00

National Association of Residential Property Managers-Atlanta Chapter

BUDGET OVERVIEW: 2021 BUDGET - FY21 P&L

January - December 2021

	TOTAL
Total 5000 Cost of Goods Sold	150,804.00
Total Cost of Goods Sold	\$150,804.00
GROSS PROFIT	\$32,666.00
Expenses	
6200 Public Relations	
6209 Advertising & Business Promotions	2,000.00
6220 Conventions & Meetings	1,000.00
6223 Dues and Subscriptions-Sect.of State GA.	50.00
6230 Gifts & Scholarship Awards	3,000.00
6240 Lodging Expense-President	2,000.00
6241 Lodging Expense-Vice President	1,500.00
6265 Meals & Entertainment - President	500.00
6266 Meals & Entertainment - Vice President	300.00
6291 Travel - President	2,250.00
6292 Travel - Vice President	1,000.00
6295 Travel - Other	5,400.00
6296 Travel - National Day on the Hill	600.00
Total 6200 Public Relations	19,600.00
6500 Operating Expenses	
6507 Accounting	500.00
6510 Computer & Software Expenses	2,650.00
6565 Marketing Expense	550.00
6567 Miscellaneous	500.00
6570 Office Supplies	250.00
6573 Postage and Delivery	50.00
6575 Printing and Reproduction	1,000.00
6591 Website	500.00
Total 6500 Operating Expenses	6,000.00
QuickBooks Payments Fees	1,500.00
Total Expenses	\$27,100.00
NET OPERATING INCOME	\$5,566.00
NET INCOME	\$5,566.00



Lisa Wooten <lwooten@visionwestgeorgia.com>

NARPM (Atlanta)- March Newsletter

1 message

NARPM- Atlanta Chapter <trent@all3realty.com>

Reply-To: trent@all3realty.com

To: lwooten@visionwestgeorgia.com

Wed, Mar 4, 2020 at 4:38 PM



Register Open For Events

Meeting/Luncheon - March 19th, 2020

March 19th 11:30am - 1:00 pm

DoubleTree (Roswell)
1075 Holcomb Bridge Road
Roswell, GA 30076



Speaker:

Lynn Dempsey- GA Real
Estate Commissioner

Agenda:

- Lynn Dempsey speaks about the State of the Industry
- Update from the first NARPM- Atlanta "Day Under the Gold Dome"

- Weighing in on the Atlanta Council's Voucher Decision

Preregister Luncheon Price: **\$35.00**

\$45 at the Door

**Non-refundable

[Register here to join us!](#)

For more information contact Venis Sims
at venis@edgewoodrealtygrp.com

Sponsors:

- [Anytime: Heating, Cooling, and Plumbing](#)



- [Second Nature : Formerly Filter Easy](#)



ANNOUNCEMENT: We have a new pricing.

If you are planning to attend both Class and Luncheon, we have a combo rate that saves you \$10.



March CE Course

Date: March 19th

In conjunction with the NARPM Luncheon.

Time: 9:30- 2:30PM

(Split 9:30-11AM / 1-2:30PM) Lunch Between

"Mock Trial"

Course Description: This 3HR CE will be in the format of a Mock Trial. Join the experts as they process through many Property Management Situations in a court setting.

[Register Here](#)



Instructor:
Monica Gilroy
The Gilroy Firm



DAY UNDER THE GOLDEN DOME (ATLANTA) MARCH 18th

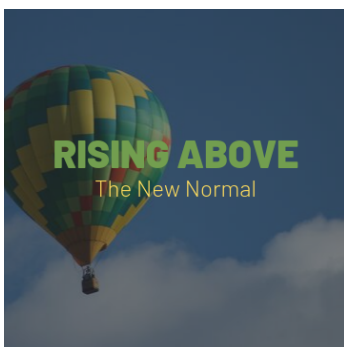
The Atlanta Chapter of NARPM is having their 1st Day Under the Gold Dome on March 18th where we will be meeting with our local lawmakers, talking about legislation and letting them know who we are, what we represent and how we can work together in the future. We hope that you can join us on March 18th to make this a successful event that we can build on for years to come. **Registration is now open on the website**, so please register yourself to attend. The event is free to attend, but we need all parties to be **registered no later than March 6th** if you plan to attend so that we can begin scheduling the meetings with our representatives. Please note on the registration form that you will be asked to provide your HOME ADDRESS as part of the

sign-up. This is to help us determine what district you are located in so we can set the right appointments.

Registration Link

Video Message from Todd Ortscheid

Jen Tolley, Todd Ortscheid, and Adam Hinman are organizing this event (click name to email). Meeting Location and times will be determined closer to the event.



SOUTHERN STATES CONFERENCE June 23-26th

We're excited to announce that the registration is now OPEN for NARPM Southern States 2020 Conference! We are bringing it home to Atlanta, GA and Early Bird Pricing is only available until May 22nd!

We will be announcing our lineup of AMAZING speakers as we finalize our education and breakout sessions, stay tuned to our **SSC Website** for all the details!

In the meantime - head on over to our Atlanta NARPM site to get registered and make sure you don't miss out! **Registration Link**

Early Bird Pricing: \$275 (Member), \$325 (Non-Member) - until May 22, 2020

www.narpmssouthernstatesconference.com

**#NARPMSSC2020 #NARPMSouthernStates #NARPM
#NARPMSmart**



- **CertaPro Painters of
Alpharetta**



New Website

Starting in 2020, NARPM Atlanta will be transitioning to the National NARPM Website.

<https://NARPMAtlanta.com/>

or

<https://atlanta.narpm.org/>



President Spotlight: Jen Tolley

Thank you to everyone that joined us for our January Luncheon – we did kick off 2020 with a BANG! We got great feedback on the location, tradeshow and networking opportunities and we hope that you too enjoyed it. We will be back at the Crowne Plaza this summer for our Southern States Conference so don't miss it. For those that attended our Porsche Networking Event – we hope that you had fun networking in the fast lane with your fellow NARPM Members and Realtors!

Coming up in March we have 2 events. Save the Date for our first *Day Under the Gold Dome* on March 18th. More information will be coming soon. This will be our first ever State Legislative Day and although we are starting small, I hope that this event will be built

upon for years to come so we can begin to get our name heard and make a difference for our industry. Please consider joining us for this event! On March 19th we will have our March luncheon where we will re-cap our Legislative Day, get to hear from the Real Estate Commissioner, Lynn Dempsey, and spend a little bit of time talking about the recent legislation in Atlanta regarding Housing Vouchers and Income Source Discrimination. I am looking forward to seeing you soon!



JANUARY MEETING SCHOLARSHIP WINNERS:

- Patrick Beugnon- Aramis Realty
- Regina Ingram- Results Property Management
- Donna Littleton- PMI Georgia



Article 3: RESPONSIBILITY TO CLIENT

The Property Manager shall serve the Client and act in the best interests of the Client.

View the latest of Residential Resource

STANDARDS OF PROFESSIONALISM

- 3-1 The Property Manager shall use written agreements, and written extensions, if required, outlining all responsibilities and fees, if any. The Client will be provided a copy of all signed agreements and extensions, and the Property Manager will retain a copy.
- 3-2 The Property Manager shall communicate regularly with the Client, either orally or in writing and shall provide the Client with written reports as needed and as agreed between all parties. In the event of any dispute, the Property Manager shall provide a written accounting as soon as practical.
- 3-3 On behalf of the Client, the Property Manager shall review and verify all Tenant applications to determine the applicant's ability to pay rental fees and to assess the likelihood that the applicant will comply with all provisions of the rental agreement.
- 3-4 The Property Manager shall accept no commissions, rebates, profits, discounts, or any other benefit which has not been fully disclosed to and approved by the Client.
- 3-5 The Property Manager shall not mislead a potential Client about the rental market value of a property in an attempt to secure a rental listing.
- 3-6 The Property Manager shall disclose to his or her Client all pertinent facts relating to any transaction.



National Association of Residential Property Managers

A T L A N T A C H A P T E R

2020 Nominations for NARPM Atlanta Board of Directors

President: Jen Tolley

President Elect: Bess Wozniak

Vice President: Gary Lee

Secretary: Megan Zellers

Treasurer: David Lightfritz

Past President: DD Lee

Directors:

***Trent Ratliff, Venis Sims, Tal Kramer, Robert Gilstrap,
Clint Setser***

Events: Venis Sims/Megan Zellers

SouthernStates: Bess Wozniak/ DD Lee

Membership: Patrick Beugnon

Publications: Trent Ratliff

Scholarship: Jennifer Whaley

Education: David Lightfritz

Affiliates: Tal Kramer

Chapter Excellence: Lisa Wooten/ Joe Levio

Designation/ Nominating: DD Lee

Legislative Chair: Todd Ortscheid/ Ad



FREE LUNCH!

***Invite a Prospective Property Manager to the Luncheon
and their lunch is Free!***

Requirements:

- 1) Real Estate Sales Professional or Property Manager
- 2) Affiliates are not eligible
- 3) You Must attend with your guest
- 4) The guest must register in advance
- 5) First time attendee only

Email: jen@backyardrealty.com

Offer Stipulation: Limit one time only





Support our Affiliates that support our Chapter. Find their contact information on the [**Affiliate Directory.**](#)



Join the NARPM Atlanta Listserv.
Link to Join (Insert)

Join Our Mailing List



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

NARPMGA | 6065 Barfield Road NE, Atlanta, GA 30328-4402

Unsubscribe lwooten@visionwestgeorgia.com

[Update Profile](#) | [About Constant Contact](#)

Sent by trent@all3realty.com in collaboration with



Try email marketing for free today!



Lisa Wooten <lwooten@visionwestgeorgia.com>

NARPM (Atlanta)- May Newsletter

1 message

NARPM- Atlanta Chapter <trent@all3realty.com>

Fri, May 1, 2020 at 2:51 PM

Reply-To: trent@all3realty.com

To: lwooten@visionwestgeorgia.com



Virtual Meeting- May 14th, 2020

May 14th 10am - 11:45am
Virtual Meeting



Past President Panel:

Join us on May 14th for our first Virtual Luncheon from 10am – 11:30am. Although we cannot serve you a hot meal virtually, you will however, still enjoy some of the great things our membership luncheons have to offer. We will be featuring a Panel of Atlanta Chapter Past Presidents to help bring you knowledge about our new normal and how businesses are changing for the future. We will break into roundtable “hang out rooms” to get small group mastermind networking and best practice sharing. This isn’t another webinar... We think that you will find this very useful and practical in today’s world. Our meeting will be offered via zoom and we ask that you at least have audio to be able to interact but of course would love to see your faces as well on video! This event will be free and we hope to see you in

"zoomland". Registration information will be coming out soon, you will be required to register to attend the event. Be on the lookout for more information as we expect the registration to fill up fast!

[Register here to join us!](#)

Sponsors:

- [Anytime: Heating, Cooling, and Plumbing](#)



- [Second Nature : Formerly Filter Easy.](#)



May CE Course

Date: Thursday May 14th
VIRTUAL CE CLASS
Time: 1- 4PM

Yes, this is CE
Yes, this is on Zoom
Yes, this will cover your license law requirements.
Yes, it is free

"License Law Class"

[Register Here](#)



Instructor:
Judge Parker



It is with great sadness that we inform you that **Earlene Gardner** passed away on March 26th, 2020. As most of you know, Earlene was a valued member of our Metro South family. Her career spanned over 45 years. Some of Earlene's many accomplishments include being a past president of Metro South, Georgia Real Estate Educators Association and the Local Chapter of the Women's Council of REALTORS. Some of her designations are GRI, ABR, PMN, CRS, SRES and REPRO. She used to say she started in real estate when "God was a boy and dirt was new."

Earlene started four real estate companies in her career, retiring from the last company in 2018. Along with her husband Chris, she worked with HUD, U.S. Marshals Service, property management, sales, and even teaching along the way. Earlene taught many of us our license and brokers courses. We would not be where we are today, without the expertise, guidance and care provided by Earlene.

Please keep her family in your thoughts and prayers as they go through this difficult time. There will be a celebration service arranged once gatherings are allowed again. Details will be forthcoming.



New Website

Starting in 2020, NARPM Atlanta will be transitioning to the National NARPM Website.

<https://NARPMAtlanta.com/>

or

<https://atlanta.narpm.org/>





President Spotlight: Jen Tolley

On behalf of the Chapter we hope that you are doing well, staying safe and businesses are running well despite the national crisis. I wanted to start by thanking all of our members, affiliates as well as the Board that has come together during this time and has shared best practices, created webinars and Facebook Live events to help educate members, explained the CARES act, helping to re-plan our in-person events, among many other things. We hope that you were able to join us on our first ever Virtual Happy Hour last week, we had a great time just being light-hearted and networking with our friends that we miss! Mark your calendar for our next Virtual Event, our May “luncheon” on May 14th as well as a Virtual CE Course. We are happy to be able to offer these events for Free in the month of May!

We are very saddened about the cancellation of our 2020 Southern States Conference that was set to be held in Atlanta in June 2020. The committee, being led by Bess Wozniak and DD Lee, had a fantastic educational program put together for us and we are happy that we will still be able to participate in some of it virtually. We are hard at work changing things around and we will have more information about that coming soon. We have secured new dates for the Southern States Conference for 2021 for June 22-25, 2021 at the same location we were scheduled to be at this year.

We hope to see you soon, virtually, and keep doing great things for our industry!

Thank you,

Jen



JANUARY MEETING **SCHOLARSHIP WINNERS:**

- Patrick Beugnon- Aramis Realty

- Regina Ingram- Results Property Management
- Donna Littleton- PMI Georgia



[View the latest of Residential Resource](#)



Article 10: TRUTH IN ADVERTISING

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

STANDARDS OF PROFESSIONALISM

- 10-1 Regardless of the type of media used, advertising content shall be truthful and honest at all times.
- 10-2 No property shall be offered as "For Rent" without the actual permission of the Client. If an unlisted property is offered, permission must be obtained from the owner.
- 10-3 Disclosure must be made to all parties if information gathered through electronic advertising media

may be sold to an outside party.

- 10-4 All marketing materials, whether printed or electronic, shall comply with applicable laws and licensing requirements.



FREE LUNCH!

***Invite a Prospective Property Manager to the Luncheon
and their lunch is Free!***

Requirements:

- 1) Real Estate Sales Professional or Property Manager
- 2) Affiliates are not eligible
- 3) You Must attend with your guest
- 4) The guest must register in advance
- 5) First time attendee only

Email: jen@backyardrealty.com

Offer Stipulation: Limit one time only



Support our Affiliates that support our Chapter. Find their contact information on the [**Affiliate Directory.**](#)

Join the NARPM Atlanta Listserv.
Link to Join (Insert)

Join Our Mailing List



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

NARPMGA | [6065 Barfield Road NE, Atlanta, GA 30328-4402](#)

[Unsubscribe](#) lwooten@visionwestgeorgia.com

[Update Profile](#) | [About Constant Contact](#)

Sent by trent@all3realty.com in collaboration with



Try email marketing for free today!



National Association of Residential Property Managers

Atlanta Chapter NARPM Membership Luncheon

September 17, 2020 - Virtual Meeting

10:00 – Welcome (Jen Tolley)

10:05 – Say Hello New Members/Vendors

- Type your name and company in the chat so that we can all say Hello

10:15 – Introduce Lunch Sponsor (Second Nature)

10:20 – Ethics Moment (Megan Zellers)

10:21 – Robert Gilstrap – STROAGA and upcoming legislation

10:26 – Election (Jen Tolley)

- Introduce Proposed Slate and do vote by typing in the chat approved or not approved.

10:35 – Monica / Matt – New Legislation Regarding Evictions and Best Practices. If time permits, can do a couple questions.

10:50 – Go into Round Tables (want to do groups of 7-9 – like as if they were sitting at a table at an event)

Ideas for Roundtable discussions:

- How are you handling evictions / nonpaying tenants in your office? Are you doing cash for keys? What does that look like for you?
- What is one thing you want to change/implement in your business in 2021?
- What is the best takeaway that you have for 2020?
- Share a can of crazy

11:10 – Come back as a large group & ask for volunteers to share some takeaways from their roundtables

11:20 – Announcements:

- Nationals is now virtual
- November Luncheon is November 19th
- How to get onto the class zoom at 1pm

11:25 - Scholarship Drawings (Jen Tolley) – using random number generator

11:30 – Adjourn meeting



Lisa Wooten <lwooten@visionwestgeorgia.com>

NARPM (Atlanta)- September Newsletter

1 message

NARPM- Atlanta Chapter <trent@all3realty.com>

Tue, Sep 1, 2020 at 2:16 PM

Reply-To: trent@all3realty.com

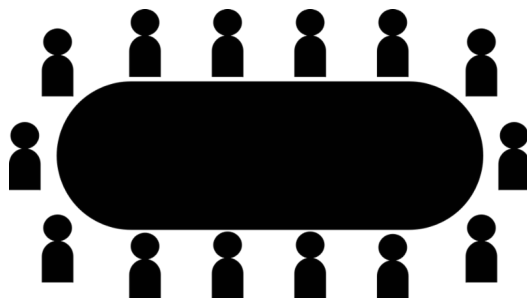
To: lwooten@visionwestgeorgia.com



Chapter Meeting- September 17th, 2020

September 17th 10AM- 11:45AM

Virtual Event



Round Table Networking and Masterminds:

"Reunited on ZOOM and it feels so good!"

We are so excited to Zoom and reconnect with our NARPM friends! Join us for some much needed networking and round table discussions with Monica Gilroy and Matthew Totten. With all of the changes in our Property Management world, there is no better time to catch up with everyone as well as pick the brains of our Legal Experts with what we can anticipate moving forward. If you have a

specific topic that you would like considered,
please email Megan Zellers at
megan@rmsteam.com. We can't wait to see you!

Cost \$10.

[Register here to join us!](#)

Sponsors:

- **[Second Nature : Formerly Filter Easy](#)**



- **[Point Central- SMART HOMES](#)**



September CE Course (VIRTUAL)

Date: Thursday September 17th

Where; Roswell

Time: 1PM-4PM

Cost: Free- Must Register

"Mock Trial"

[Register Here](#)



Instructor:
Monica Gilroy



32nd Annual Convention and Trade Show **VIRTUAL EVENT**

After much discussion, NARPM has made the difficult decision to cancel the in-person Convention and transition to a fully virtual event still being held October 20-22, 2020. We are in the process of finalizing details for this virtual convention. In the coming weeks you will be receiving communication from us regarding the details of the event and your registration options. NARPM is very excited to be able to still offer you the same innovative and timely content from presenters, impactful networking with industry peers, and the space to connect with sponsors and exhibitors from across the country.

The Value for Your Business

Sharing the same great content in a digital space, we're proud to offer the virtual convention at discounted rates. With your virtual registration, you'll receive the following benefits:

- **The virtual conference** will include our regular offerings, including both live and recorded sessions, interactive Q&As with presenters and "office hour" interactions, town hall-style meetings, virtual happy hour and informal "chat" sessions, and discussion forums.
- **In-depth Access to Educational Content** – Spend more time with the information provided by the virtual conference. View the educational content at your own pace and revisit sessions as needed. You'll even have access to the session recordings after the conference concludes!
- **No Travel Expenses** – The virtual ticket cuts out travel expenses. No need to worry about airfare, hotel expenses, meals, or even Uber trips.
- **More Time to Focus on Your Business** – Without travel involved, you'll have extra time to dedicate to your business. Take what you've learned in our sessions and immediately implement new tactics.
- **As we continue to add details** in the coming days and weeks, stay up-to-date with recent developments on our website. Soon we'll be sharing the updated agenda and schedule.

Our FAQ page provides detailed information to address your concerns about the cancellation and our transition to a virtual convention. [Please visit our FAQ page here.](#)

Stay tuned for more information as it becomes available. We look forward to hosting you virtually for the 2020 NARPM Convention!

32nd Annual Convention- Rewired (Virtual Conference)- More Info



2021 NARPM Atlanta Officers

President: Bess Wozniak

Past President: Jen Tolley

President Elect: Megan Zellers

Secretary: Venis Sims

Co Treasurers: David Lightfritz

Todd Ortsheid

Directors: Tal Kramer, Cameron McCaa, Lisa Wooten,

Patrick Beugnon, DD Lee



IN MEMORY OF JUDY COOK



We are deeply saddened by the loss of one of the biggest smiles in the Atlanta Chapter. On Monday, Judy Cook passed away fighting lung cancer.

Judy worked with DD Lee and her team at Skyline Properties. She always had an infectious smile, was always the first person in line to help, and had an inspiring attitude. We will all miss this classy lady, that rode Harleys, and would make you feel like you mattered. We Love

You Judy.



- Atlanta Passes Legislation Requiring Landlords to Accept Housing Vouchers
- Listerv News: Craig Coffee agrees with Property Manager's interpretation of Bank Provider Requirements. Banks just need a be licensed to do business in GA, and it does not have be brick and mortar operation.
- 5 Tips on ADA Compliance for your Website
- COVID-19 Information (Member Shared Resources)



New Website

Starting in 2020, NARPM Atlanta will be transitioning to the National NARPM Website.

<https://NARPMAtlanta.com/>

or

<https://atlanta.narpm.org/>





President Spotlight: Jen Tolley

Happy almost Fall! It is hard to think that summer is just about over and we are heading into Fall already. Before getting into business, I want to say Thank You to our membership. In a year where things have been unconventional and difficult I have seen our industry Rise Above this New Normal thanks to our membership. Networking and collaboration look different but we weren't afraid, we jumped right into Zoom calls and video messages and helping each other navigate this. Our affiliates jumped in to help, some sent masks, others helped facilitate zoom meetings to keep us connected, some provided education, some provided tips to get your team set up remotely, webinars, and the list goes on and on. I truly believe that the Atlanta Chapter houses some of the best affiliates and members around and I thank you for making our Chapter and our Industry Better!

We were really hoping to do an in-person event for the September luncheon but we have agreed to move it to a virtual event. It is important that our membership join us on September 17th for our September luncheon as we vote in our 2021 Board! The board is very excited as we got a lot of new volunteers for the board and committees for next year and are looking forward to start planning for 2021 soon.

We are still hopeful to have an in-person event soon. Hope to see you soon (virtually or otherwise)!



Announcement:

All Scholarship won in 2020 will be extended through 2021 to account for the lack of live events in 2020.



**View the latest of
Residential Resource**



Article 4: OBLIGATIONS TO TENANTS

The Property Manager shall treat all Tenants honestly and professionally when they are applying for, living in, and/or vacating a managed residence, including through the deposit refund process.

STANDARDS OF PROFESSIONALISM

- 4-1 The Property Manager shall offer all prospective Tenants a written application.
- 4-2 The Property Manager shall provide all Tenants with a copy of the signed rental agreement and extensions with all addendums attached.
- 4-3 The Property Manager shall make all disclosures as required by state and local

laws and provide the Tenant an opportunity to complete a written condition report within 7 days of moving in.

- 4-4 The Property Manager shall respond promptly to requests for repairs.
- 4-5 The Property Manager shall provide a written deposit refund determination to the Tenant within the time prescribed by law after the Tenant has vacated a property. The Property Manager shall not cause any undue delay in refunding or accounting for the security deposit.



FREE LUNCH!

***Invite a Prospective Property Manager to the Luncheon
and their lunch is Free!***

Requirements:

- 1) Real Estate Sales Professional or Property Manager
- 2) Affiliates are not eligible
- 3) You Must attend with your guest
- 4) The guest must register in advance
- 5) First time attendee only

Email: jen@backyardrealty.com

Offer Stipulation: Limit one time only





Support our Affiliates that support our Chapter. Find their contact information on the [**Affiliate Directory.**](#)



Join the NARPM Atlanta Listserv.
Link to Join (Insert)

Join Our Mailing List



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

NARPMGA | 6065 Barfield Road NE, Atlanta, GA 30328-4402

Unsubscribe lwooten@visionwestgeorgia.com

[Update Profile](#) | [About our service provider](#)

Sent by trent@all3realty.com powered by



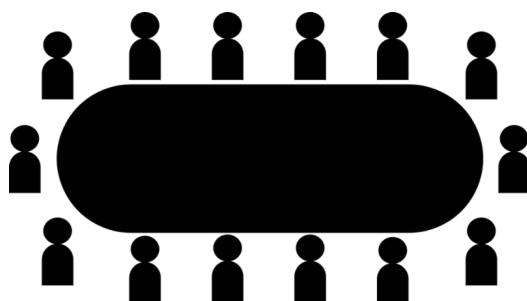
Try email marketing for free today!



Chapter Meeting- November 19th, 2020

November 19th 10AM- 11:45AM

Virtual Event



Round Table Networking :

"Zoom with your fellow NARPM Members!"

We are so excited to Zoom and reconnect with our NARPM friends! Join us for some much needed networking and round table discussions with the Board of Directors. With all of the changes in our Property Management world, there is no better time to catch up with everyone. We will also be swearing in the 2021 Board of Directors.

If you have a specific topic that you would like considered, please email Megan Zellers at megan@rmsteam.com. We can't wait to see you!

SAVE: LINK to ZOOM MEETING

Sponsors:

- [Georgia Natural Gas](#)



- [Showing Hero](#)



- [Global Strategic](#)



DECEMBER SOCIAL
December 10th at Red Sky Tapas Bar
[Registration Link](#)


Invitation:

Who: All NARPM Atlanta Chapter Members and Affiliates are invited

What: 2020 NARPM Atlanta Holiday Social and Toy Drive



When: December 10, 2020 5:30 pm—9:30pm

Where: Red Sky Tapas Bar 1255 Johnson Ferry Road Suite 16 Marietta, GA 30068

Cost: Free to attend! Just pay your own food and drinks

Details: Join your Atlanta NARPM family for a night of great food, drinks, and live music!

Please bring unwrapped toy to donate to Toys for Tots



NARPM Education Classes 2021

We would love to hear your thoughts about the types of education classes we could provide to the Atlanta Chapter of NARPM in 2021!

For owners and managers: are there some topics your staff could benefit from?

Please consider choosing some topics that you would like for your staff to attend.

Please feel free to forward this survey to your staff and fellow NARPM members (or non-NARPM members -- all are welcome to attend these courses). Just send them

this link: [Google Form](#)



[2021 NARPM Atlanta Officers](#)

President: Bess Wozniak
Past President: Jen Tolley
President Elect: Megan Zellers
Secretary: Venis Sims
Co Treasurers: David Lightfritz
Todd Ortsheid
Directors: Tal Kramer,
Cameron McCaa, Lisa Wooten,
Patrick Beugnon, DD Lee



Articles



Landlord Denied Injunction against CDC

Landlords are People Too

Washington Post Article on Moratorium



New Website

Starting in 2020, NARPM Atlanta will be transitioning to the National NARPM Website.

<https://NARPMAtlanta.com/>

or

<https://atlanta.narpm.org/>





President Spotlight: Jen Tolley

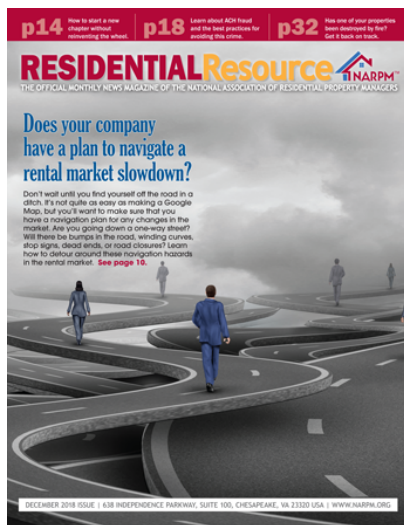
Thank you for a great year! We just finished up the NARPM National Convention Virtually, we hope that you were able to attend as there was a lot of really great content. Now, we are wrapping up 2020 – wow! We hope to see you at our last 2020 event – our November Luncheon Meeting coming up on November 19th. At the meeting, we will have time for networking and discussions about a variety of topics affecting the Property Management industry. Normally at our November luncheon, we collect canned goods for the Atlanta Community Food Bank. 2020 has been a hard year for so many and many are in need of food. With our community non-profit organizations not being able to have their traditional in person fundraising events this year, they are really hurting for donations and supplies. I would like to challenge you to remember those in need, by donating canned goods to a local food bank near you.

I cannot believe that this is my last President's Letter of the year! I enjoyed starting this year seeing all of your faces at a new hotel location in Midtown at our Tradeshow, seeing you all over zoom from the many virtual events this year and I hope to see you in person soon! I would like to thank all of our members for being on this journey together, our Board of Directors and Committees for their hard work with pivoting and changing this entire year and our affiliates for all the value that they have provided to our members during a challenging year. Behind the scenes a lot of work goes into putting together events for our chapter and our volunteers are what make it all happen! Thank you again, we would have not been able to get through 2020 without all of you!



Announcement:

All Scholarship won in 2020 will be extended through 2021 to account for the lack of live events in 2020.



[View the latest of Residential Resource](#)



Amended Article 9 and Standards of Professionalism:

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

STANDARDS OF PROFESSIONALISM

- 9-1 The Property Manager shall conduct dealings with other property managers in an honest and professional manner and shall not knowingly engage in any practice or take any action against a property manager in an un-businesslike manner.
- 9-2 The Property Manager shall not knowingly interfere with other property managers' contract rights, including by

taking actions inconsistent with exclusive agreements that other property managers have with their clients. This does not preclude the Property Manager from otherwise soliciting potential Clients or making general announcements about his or her own services. For purposes of this Code, a general announcement may be defined as a general telephone canvass or a general mailing or distribution addressed to all prospects in a given geographical area or in a specific profession, business, club, organization, or other classification or group. This Code does not restrict fair and reasonable competition among property managers.

- 9-3 In the event of a controversy or dispute with a property manager at a different Firm, the Property Manager shall use best efforts to resolve the dispute prior to litigation.
- 9-4 The Property Manager shall not obtain or use the proprietary materials or work of a competing management Firm without the express written permission of that Firm.
- 9-5 The Property Manager shall cooperate with other property managers when it is in the best interests of the Client or Tenant to do so.



National Association of Residential Property Managers

A T L A N T A C H A P T E R



FREE LUNCH!

Invite a Prospective Property Manager to the Luncheon and their lunch is Free!

Requirements:

- 1) Real Estate Sales Professional or Property Manager
- 2) Affiliates are not eligible
- 3) You Must attend with your guest
- 4) The guest must register in advance
- 5) First time attendee only

Email: jen@backyardrealty.com

Offer Stipulation: Limit one time only



Support our Affiliates that support our Chapter. Find their contact information on the [**Affiliate Directory.**](#)



Join the NARPM Atlanta Listserv.
Link to Join (Insert)

Join Our Mailing List



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

[Unsubscribe {recipient's email}](#).

[Update Profile](#) | [Customer Contact Data Notice](#)

Sent by trent@all3realty.com powered by



Try email marketing for free today!

Atlanta NARPM Board Meeting
February 12, 2020

Executive Committee (Voting Members)

President: Jen Tolley	President Elect: Bess Wozniak	Vice President: Gary Lee
Secretary: Megan Zellers	Treasurer: David Lightfritz	Past President: DD Lee
Director: Trent Ratliff	Director: Venis Sims	Director: Tal Kramer
Director: Robert Gilstrap	Director: Clint Setzer	

Committee Chairs

SSC: Bess Wozniak & DD Lee	Program & Events: Megan & Venis	Membership: Patrick Beugnon
Nominating: DD Lee	Publications: Trent Ratliff	Scholarship: Jenn Whaley
Education: David Lightfritz	Affiliate: Tal Kramer	Chapter of Excellence: Lisa & Joe
Designation: DD Lee	Legislative: Todd Ortscheid	

Quorum: Minimum of 4 Officers and 51% of Directors Present (3 Directors)

1. Establish Quorum, Call to Order, Approve Minutes
2. Presidents Report – Jen
3. President Elect Report - Bess
4. Treasurer Report - David
 - a. Gilroy Firm and Global - pay affiliate dues?
5. Secretary Report - Megan
6. Program & Events Report – Venis & Megan
 - a. Porsche Event
 - b. Upcoming Luncheons
 - c. Feedback on January Luncheon
7. Education – David Lightfritz
 - a. Feedback on January course
 - b. Upcoming CE Courses
8. Membership – Patrick Beugnon
 - a. Total Members:
9. Affiliate – Tal Kramer
 - a. Total Paid Affiliates
 - b. Sponsorship updates
10. Publications – Trent Ratliff
 - a. New Website
11. Legislative – Todd
 - a. Day on the Hill Date
12. Scholarship – Jenn Whaley
 - a. How many given out
 - b. How many used
13. Chapter of Excellence – Lisa & Joe
 - a. Deadline approaching

14. Southern States Conference – Bess & DD
 - a. 2021 Locations
15. Old Business
16. New Business
 - a. Grievance Committee - email from Dan Wilhelm
 - b. Scholarship idea for CE Classes - Trent
 - c. Owner Investors wanting to attend events
17. Adjourn

NARPM Atlanta BOD Meeting Minutes

Date: 6/17/2020

Attendees:

*DD Lee
*Bess Wozniak
*David Lightfritz
*Jen Tolley
*Megan Zellers
Patrick Beugnon
*Trent Ratliff
Lisa Wooten
Jennifer Whaley
Todd Ortscheid
Gary Lee
Clint Setser
Venis Sims
Joe Levio
Adam Hinman
Bryan Jenkins
Sarah Turocy

**voting members*

Call to order:

Jen called meeting to order 10:09am

Approval of last BOD meeting minutes: Approved; Gary made the motion and Bess second

President's Report – Jen

- Elections in September-need to start asking for Volunteers; DD will be heading up the Nominating committee
- Bess added that people can nominate themselves-they don't have to wait to be nominated
- Convention registration is open
- Joe can't go to convention because his first baby boy is due at that time 😊
- Jen wants to begin thinking about Strategic Planning. Right now in keeping with the schedule, it would fall on Veteran's Day. Jen wants to know if the BOD wants to move the meeting to 11/4/2020 (after Election Day). Jen is going to double check the calendar to make sure there are no conflicts. Jen will confirm the meeting space with GAR
- Wants BOD to consider continuing doing more virtual events after things open back up. New member orientation? Support staff event? She feels that we were able to engage more members of the Chapter. In this case, we would need to budget for Zoom purchase

President-Elect's Report – Bess

- Bess has no updates

Treasurer's Report –David

- Sent yesterday; other than that, nothing to report
- Jen requested that David follow up with CPA for tax information. We need to find someone else to do our taxes. Looking for someone who can help with upper level Accounting stuff
- Megan's dad is a CPA and will get his contact info to David

Secretary Report – Megan

- Megan has nothing to report

Legislative – Todd and Adam

- Not a lot of meetings happening with everything shut down due to Covid and riots
- Afraid this is going to be a lost year trying to get any major legislation done
- Has a meeting today discussing things on the federal level dealing with Covid relief

Program & Events – Venis & Megan

- Megan received email requesting deposit for November meeting; Jen wants to clarify if the deposit is refundable before committing
- Bess added that part of the reason they worked with us in moving Southern States with no penalty is because we had meetings lined up at the hotel.
- Jen instructed to go ahead and send in the deposit but confirm what the cancellation policy would be
- Venis wanted to thank those Board members who contributed to Promise Place; Bess suggested changing their Facebook marketing to allow Promise Place to be a charitable organization. Venis informed BOD that if you purchase through smile.amazon rather than just amazon, donations can be made to Promise Place. DD thanked Venis for being our representative with Promise Place and looking for ways to help. She requested a list of items that Promise Place might need throughout the year so that everyone in the Chapter can contribute. Shelter is at full capacity right now (people are allowed to stay for 30 days).
- Jen suggested that for our September meeting, we can collect donations/supplies for Promise Place and then November will be the food drive for Promise Place if we are able to meet in person.
- September meeting-we are going to proceed as planned; David and Monica will be teaching a course. David suggested update on Covid. Jen asked if we should try to schedule a speaker or do a sort of round table discussion. Trent suggested that people are going to want to discuss new office policies and procedures. Megan offered that members will want to network since they haven't seen each other in a while. We should have round table discussion and members can also come up with questions for Matt and Monica.

Education & Training – David

- September class-mock trial with Matt and Monica? November will be National class

Membership- Patrick

- Set goal to contact members that have not renewed to find out why

- Also set the goal to come up with new material to email and pass out to potential members
- Decided that they do not need the assistance of VA; Jenn and Patrick will handle
- Marketing material sending out to PM's that are not members of NARPM
- We have seen a lot of new members join and this is very encouraging; Patrick has been scheduling times to talk
- Jenn wants to know where these new members are coming from? Jen confirmed that they are finding us through NARPM National but asked Bryan if he knows where they are finding National? Bryan does not know the answer to that but will work on getting that information
- DD wants to start tracking how they have heard of us; Patrick stated that so far, everyone has found us through the internet
- National presenting a motion at National BOD meeting (member services) looking to provide more details and accountability. Sarah stated that they are working on a 10 month structural scripture for new members

Affiliate – Tal

- Tal not present
- Jen said she knows he is working on filling up sponsorships for next year's Southern States
- Bess is working on social media presence for affiliates and Jen is getting great feedback from affiliate members; she said that they were able to feature an affiliate every day for 4 weeks based on what they provided to her.
- Venis suggested having a designated person/committee to handle social media; has that ever been discussed? Bess stated that it falls under the publications committee and she had volunteered this year to help Trent-she said that we need a whole team to come up with content and actually post.
- Jen suggested that if the BOD members have topics, ideas, articles, etc that would be great for social media, please share with Bess. She is posting every day to every other day. Megan suggested each BOD member send/forward articles, posts, etc, to Bess to help with content. Jen stated that video is really engaging for members. Bess suggested polls would be fun as well and doesn't necessarily have to be PM related but just "to get to know you". Jen suggested reaching out to Vendors to see if they can also contribute.

Publications – Trent

- Trent working on July newsletter; looks like we only have one sponsor according to Tal's sheet
- He will add information about the round table and class
- Adding Convention info
- Jen has a spotlight
- Judy Collins won the May scholarship and Trent wanted to know who that was...Patrick offered that she works for him
- Bess suggested putting in a link to National page discussing Covid
- Jen suggested highlighting needs from Promise Place to add in the newsletter
- Trent said he is receiving several emails regarding website and ADA compliance so asked if he should include something about that and BOD agreed it couldn't hurt.
- Bess will also work on Facebook donation for Promise Place and send info over to Trent

- Jen asked if there is a way to imbed a video into the newsletter-Bess said that we do...it is typically a Youtube video; Bess remembers doing it with SSC blasts. Jen is going to make a video for our need of volunteers outlining the different positions and what they do.
- Call for Nominations needs to be added to newsletter

Scholarship-Jenn Whaley

- Jenn doesn't have a lot to say; nobody is really using their scholarships
- Trent chimed in that he did use one and appreciated the email that Jenn is using-came off really professional
- Jen asked if we are going to extend the scholarships usage to a year rather than the six months due to Covid and people not being able to use them.
- Trent put out a motion to extend the scholarships; Bess second; BOD approved
- Jen asked Jenn W. to send out an email to those people who have won in 2020 to inform them of the extension.

Chapter Excellence – Lisa & Joe

- Everything is in and accepted
- It was a team effort and pretty much everything went smoothly
- Jen suggested creating folder on desktop to store information as it comes in for now while she works with Robert on getting the Google Drive working again so that we have a centralized location moving forward.
- Bryan stated that we need to work on being very meticulous for 2020 because it is not going to be a normal tracking year. He suggested that we begin thinking about what might be required. Jen will get with Second Nature since they handled our Zoom call to get the registration list for our meetings.

Southern States Conference – Bess

- Bess and DD have worked out a half day networking/mastermind virtual event.
- They are having a call with Tyler and Andrew with Second Nature to hammer out details
- Sponsors who have registered and paid for 2021 will be included in the event.
- Two mastermind tracks-Property Manager/Support Staff and then Broker/Owner/Decision Makers; Vendors to be with Broker/Owner
- 2-5:30 pm on Thursday, June 25th
- Second Nature is heading up the registration-we had 60 people sign up in three hours!!! We now have over 100.
- National classes currently in session-being done virtually. Bess will reach out to National on Friday to get final numbers and if they need anything from us.

New Business-Jen Tolley

- Jen wanted to take a minute to thank everyone for their flexibility this year. It has definitely been a challenge!

- Rent foundation that we discussed last BOD meeting-found that there isn't as big of a need that we thought we were going to need. A Board was formed along with guidelines, applications, etc. but has been tabled for the time being.

Meeting Adjourned: 11:24 am

Atlanta NARPM Board Meeting Agenda

August 19, 2020

Executive Committee (Voting Members)

President: Jen Tolley	President Elect: Bess Wozniak	Vice President: Gary Lee
Secretary: Megan Zellers	Treasurer: David Lightfritz	Past President: DD Lee
Director: Trent Ratliff	Director: Venis Sims	Director: Tal Kramer
Director: Robert Gilstrap	Director: Clint Setzer	

Committee Chairs

SSC: Bess Wozniak & DD Lee	Program & Events: Megan & Venis	Membership: Patrick Beugnon
Nominating: DD Lee	Publications: Trent Ratliff	Scholarship: Jenn Whaley
Education: David Lightfritz	Affiliate: Tal Kramer	Chapter of Excellence: Lisa & Joe
Designation: DD Lee	Legislative: Todd Ortscheid/Adam	

Quorum: Minimum of 4 Officers and 51% of Directors Present (3 Directors)

1. Establish Quorum, Call to Order, Approve Minutes
2. Presidents Report – Jen
 - a. National Course - November
3. President Elect Report - Bess
4. Treasurer Report - David
 - a. Update on Taxes
5. Secretary Report - Megan
6. Nominating Committee - DD Lee
 - a. Review and vote on proposed 2021 Slate
7. Program & Events Report – Venis & Megan
 - a. September Luncheon
 - b. November Luncheon
 - c. Social?
8. Education – David Lightfritz
9. Membership – Patrick Beugnon
 - a. Total Members:
10. Affiliate – Tal Kramer
 - a. Total Paid Affiliates
 - b. Sponsorship updates if any
11. Publications – Trent Ratliff
12. Legislative – Todd
13. Scholarship – Jenn Whaley
 - a. How many given out
 - b. How many used
14. Chapter of Excellence – Lisa & Joe
15. Southern States Conference – Bess & DD
16. Old Business
17. New Business
18. Adjourn

NARPM Atlanta BOD Meeting Minutes

Date: 10/14/2020

Attendees:

Tal Kramer
*Bess Wozniak
Joe Levio
Robert Gilstrap
*Jen Tolley
*Megan Zellers
Patrick Beugnon
*Trent Ratliff
Lisa Wooten
Jennifer Whaley
Todd Ortscheid
Clint Setser
Venis Sims
*DD Lee
Gary Lee

**voting members*

Call to order: 10:05am

Jen called meeting to order

Approval of last BOD meeting minutes: Approved

President's Report – Jen

- National courses coming up in November-the week before the luncheon. Classes are spread over two days and information has been sent to Trent. Brian Birdy will be teaching the classes.
- National is next week so make sure to sign up.
- Jen attended RVP call-trying to focus on legislative aspect and PAC. They are going to be representing chapters PAC goal 1837.00-we were around \$1500. NARPM Advocacy fund goal is \$1837.00-we were at \$860. National wants us to get to 125% of our goal.

President-Elect's Report – Bess

- Strategic planning meeting on November 4th at the GAR-Bess wanted to know who would be attending in person to get an idea for a headcount. Jen Tolley, Megan Zellers, Trent Ratliff, Robert Gilstrap, DD Lee, Clint Setser, Lisa Wooten, Patrick Beugnon, Todd Ortscheid, Jennifer Whaley, & Tal Kramer will be attending in person. (Venis, Gary, & Joe will attend virtually).
- Bess wants to have a call prior to the meeting to go over a few items. She will send out an email to those she wants to attend.
- Megan to pick lunch for Strategic planning-budget is around \$300 but nothing firm that Jen is aware of.

Treasurer's Report –David

- David was not at the meeting. Jen spoke with him earlier and he will email financial report

- Taxes finalized-Jen signed off and mailed

Program & Events – Venis & Megan

- November luncheon-BOD want to hold it virtual or in person. If we decide to cancel, we are out \$3000 food and beverage. Location is the midtown event. We are not sure if there will be valet at this point. Megan has tried to contact the hotel for more clarification but has gotten no response.
- Another concern is liability-Chapter is not insured and Jen has been speaking with Monica regarding this. She is waiting on answers from Monica Gilroy.
- Tal made a motion to cancel the in person luncheon-he asked Megan if the hotel will work with us at all. Megan stated that the last correspondence that she had with the hotel is that they were still holding in person events and following safety protocols so we would be responsible for the full \$3000 deposit. She has inquired whether or not they will allow us to postpone the meeting like we did for Southern States. The hotel has not been responsive. Megan looked up contract and did not find a clause that would allow us out. She also reviewed the safety protocols with the BOD.
- Bess is going to send out a quick survey monkey to see whether or not people would attend in person.
- Megan and Jen will continue to seek answers from the hotel.
- We will bring info back to the BOD to ultimately vote via email.
- Tal will get with sponsors to make sure they are paid up.
- As far as a speaker-we were going to have the Commissioner come out and talk. If we have the event in person, Round Table would be preferable so that we can discuss and visit with each other. If the meeting is going to be done via Zoom, we will look into possibly reserving a speaker.
- BOD is going to start with the survey (Bess to send out). By then hopefully Megan and Jen will have some answers from the hotel and then we can work on the program (lining up a speaker or round table format).
- Jen brought up her concern regarding our Chapter's need for liability insurance. Robert said we may not need it. Todd cautioned that the insurance may not cover "pandemics" so we will need to look closely at the policy. Jen will continue discussion with Monica.
- Gala-what is our financial exposure if we have/not have it? Doubletree Roswell has been easier to work with as far as cancelling our events. We will revisit the Gala at Strategic Planning

Meeting Adjourned: 10:50am

2020 Atlanta NARPM Board Meeting Agenda November 3, 2020

Executive Committee (Voting Members)

President: Jen Tolley	President Elect: Bess Wozniak	Vice President: Gary Lee
Secretary: Megan Zellers	Treasurer: David Lightfritz	Past President: DD Lee
Director: Trent Ratliff	Director: Venis Sims	Director: Tal Kramer
Director: Robert Gilstrap	Director: Clint Setzer	

Committee Chairs

SSC: Bess Wozniak & DD Lee	Program & Events: Megan Zellers & Venis Sims	Membership: Patrick Beugnon
Nominating: DD Lee	Publications: Trent Ratliff	Scholarship: Jenn Whaley
Education: David Lightfritz	Affiliate: Tal Kramer	Chapter Excellence: Lisa Wooten & Joe Levio
Designation: DD Lee	Legislative: Todd Ortscheid & Adam Hinman	

Quorum: Minimum of 4 Officers and 51% of Directors Present (3 Directors)

1. Establish Quorum, Call to Order, Approve Minutes
2. Presidents Report – Jen
 - a. National Course – November
3. President Elect Report – Bess
4. Treasurer Report – David
 - a. Financial Overview
5. Program & Events Report – Venis & Megan
 - a. November Luncheon
 - b. Gala
6. Old Business
7. New Business
8. Adjourn

2021 Atlanta NARPM Strategic Planning Meeting Agenda November 3, 2020

Executive Committee (Voting Members)

President: Bess Wozniak	President Elect: Megan Zellers	Secretary: Venis Sims
Treasurer: David Lightfritz & Todd Ortscheid	Past President: Jen Tolley	Director: DD Lee
Director: Cameron McCaa	Director: Lisa Wooten	Director: Tal Kramer
Director: Patrick Beugnon		

Committee Chairs

SSC: DD Lee	Program & Events: Tyler Nichols & Marcus Clemons	Membership: Patrick Beugnon & Jonathan Cook
Nominating: Jen Tolley	Publications: Trent Ratliff	Scholarship: Jenn Whaley
Education: David Lightfritz & Michael Grue	Affiliate: Tal Kramer	Chapter Excellence: Lisa Wooten & Joe Levio
Designation: DD Lee	Legislative: Todd Ortscheid	

Quorum: Minimum of 4 Officers and 51% of Directors Present (3 Directors)

1. Establish Quorum & Call to Order
2. President's Report – Bess Wozniak
 - a. Goal of the meeting
 - b. Theme
 - c. Important Dates
 - d. Roles & Responsibilities
3. Budget & Financials – David Lightfritz & Todd Ortscheid
 - a. Rough Draft for 2021 based on 2020's budget
 - b. Final Budget due to National by November 30th
4. Programs & Events – Tyler Nichols & Marcus Clemons
5. Education – David Lightfritz & Michael Grue
6. Membership – Patrick Beugnon & Jonathan Cook
7. Affiliates – Tal Kramer
8. Publications – Trent Ratliff
9. Legislative – Todd Ortscheid
10. Scholarships – Jenn Whaley
11. Chapter Excellence – Lisa Wooten & Joe Levio
12. Designations – DD Lee
13. Southern States Conference – DD Lee
14. New Business
15. Adjourn

The Atlanta Chapter of
The National Association of Residential Property Managers
2021 Officers and Directors

President: Bess Wozniak

Immediate Past President: Jen Tolley

President Elect: Megan Zellers

Secretary: Venis Sims

Co-Treasurer: David Lightfritz

Co-Treasurer: Todd Ortscheid

Director: Tal Kramer

Director: Cameron McCaa

Director: Lisa Wooten

Director: Patrick Beugnon

Director: DD Lee

*** Please note that prior to 2021 beginning, we lost Patrick Beugnon and the BOD did a special vote to replace him with Clint Setser ***