

Department of the Treasury  
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2020

Open to Public Inspection

**A** For the **2020** Calendar year, or tax year beginning **2020-12-01** and ending **2021-11-30****B** Check if available☐ Terminated for Business☒ Gross receipts are normally \$50,000 or less**C** Name of Organization: **NATIONAL ASSOCIATION OF****RESIDENTIAL PROPERTY MANAGERS TAMPA BAY CHAPT****3900 W Dale Ave, Tampa, FL,****US, 33609****D** Employee IdentificationNumber **59-3415321****E** Website:<https://tampabay.narpm.org/>**F** Name of Principal Officer: **Andrew Dougill****3900 W Dale Ave, Tampa, FL,****US, 33609**

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

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

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

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

# Tampa Bay Chapter of NARPM, Inc. Budget 2022

	Jan - Dec 19	2022 Budget	Comment
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Affiliate Membership Fees	15,000.00	15,000.00	Assume 2019 Levels
Holiday Party Fee	580.00	600.00	
Meeting Fee	11,735.33	6,000.00	Rebuilding
NARPM National Income	1,000.00	1,000.00	
Sponsorship Fees	3,750.00	1,000.00	
Seminar Fees	15,050.00	15,050.00	Assumes HCC w/ Harry
Raffle Fees	597.00	200.00	
<b>Total Income</b>	<b>47,712.33</b>	<b>38,850.00</b>	
<b>Expense</b>			
Advertising and Promotion	3,927.00	4,000.00	
Affiliate Membership Fees Paid	619.00	700.00	
Bank Service Charges	1,230.68	1,000.00	
Charitable Contributions	956.00	1,000.00	
Computer and Internet Expenses	613.53	800.00	
Dues and Subscriptions	1,305.00	2,200.00	Center Club
Equipment Rental	43.39	1,000.00	
Event Fees	19,463.98	20,000.00	
Government Affairs	0.00	2,000.00	
Harry Fest Expenses	4,310.00	5,000.00	
Holiday Party Expenses	2,392.40	3,000.00	
Insurance Expenses	0.00	2,000.00	
Legal and Professional Fees	61.25	61.25	
Meals and Entertainment	1,380.67	2,000.00	
Meeting Expenses	537.32	500.00	
Office Supplies	143.30	200.00	
Other Expenses	1,050.00	1,500.00	Included Promotional Items
Printing and Reproduction	578.00	1,000.00	
Raffle Expenses	335.15	200.00	
Speaker Fees	3,985.73	5,000.00	
Sponsorship Fees Paid	1,000.00	1,000.00	
Travel Expense	2,902.41	4,000.00	
<b>Total Expense</b>	<b>46,834.81</b>	<b>58,161.25</b>	
<b>Net Ordinary Income</b>	<b>-2107.17</b>	<b>-19,311.25</b>	
<b>Net Income</b>	<b>-2107.17</b>	<b>-19,311.25</b>	

**Subject** : How to Make the Most of your Property Mgmt Business (4CE)  
**Date** : Friday, January 24, 2020 11:59 am  
**Linked to** : Info  
**From** : "NARPM Tampa Bay" <[info.narpmtb@gmail.com](mailto:info.narpmtb@gmail.com)>  
**To** : <[daniel@eatonrealty.com](mailto:daniel@eatonrealty.com)>



National Association of Residential Property Managers

T A M P A B A Y C H A P T E R



## How to Make the Most of your Property Management Business (4CE)

*with Cynthia DeLuca*



Real Estate Sales Associates and Brokers are realizing more and more that Property Management is a profitable part of real estate. It helps serve as a constant flow of business and provides a steady source of buyers and sellers. There is a growing need for property management as:

1. Investors are finding alternative ways to invest other than the stock market.
2. Homeowners are relocating to other areas of the country and keeping their homes.
3. Buyers are purchasing homes now, but are not ready to occupy them.

This course was designed for the property manager wanting to grow their business. It will provide you with tips on how to increase your profit by adding income and decreasing your expenses. You will learn about how to make the most of your time and resources, and lower your vacancy rates. In turn, you will be able to better serve your customers, by helping them make more money.

Instructor: Cynthia DeLuca has sold thousands of properties, managed over 135 Realtors, and educated tens of thousands of real estate professionals. After selling her real estate brokerage, Cynthia decided to focus her career on helping other Realtors reach a higher potential.

She has been there, done that, walks the talk and loves to share her experiences with others so they can excel in their career. Cynthia's love of real estate goes beyond her professional career. Cynthia purchased her first rental property in 1999 and as the saying goes, the rest is history. She now manages a portfolio of rental properties along with her husband Jerry.

After being asked a multitude of times how she got started, Cynthia wrote a book called *The High Heels Landlord*, available on Amazon. Cynthia has been featured in both Florida Realtor® Magazine and the National Realtor® Magazine. She has received the prestigious Florida Realtor's Educator of the

Year award along with the Orlando Regional Realtor Association's Educator of the Year award.

Cynthia's passion is property management and investment properties. In her spare time, she collects more rental properties and visits her favorite hangout, Lowe's.

REGISTRATION:

PRO Members (\$25):

Non- Members (\$30):

[Click here to register](#)

Contact: Angela Emerson

Email: [aemerson@tampabayrealtor.com](mailto:aemerson@tampabayrealtor.com)

Phone: 727-216-3007

***When:***

Tuesday, January 28, 2020

12:30 PM - 4:30 PM

***Where:***

PRO

4590 Ulmerton Road

Clearwater FL 33762

REGISTER

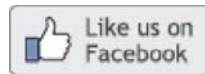
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**Subject** : Feb 18th! "YOU INC." Be the CEO of Your Own Life with Marc Cunningham  
**Date** : Monday, February 15, 2021 1:16 pm  
**Linked to**: Info  
**From** : "NARPM Tampa Bay" <[info.narpmtb@gmail.com](mailto:info.narpmtb@gmail.com)>  
**To** : <[bhague@eatonrealty.com](mailto:bhague@eatonrealty.com)>



National Association of Residential Property Managers

T A M P A B A Y C H A P T E R



"YOU INC." Be the CEO of Your Own Life  
with Marc Cunningham

#### When

Thursday, February 18, 2021  
 from 12:00 PM to 1:30 PM EST  
 Add to Calendar

Are you so focused on your daily tasks and routines that you feel like you are not making any meaningful progress in business or life?

Do you sometimes feel that no matter how hard you work,

## Where

This is an online event.

you can't get to the next level of success?

If you are frustrated with your lack of results, then this session is for you!

Marc shares the 9 necessary, but not so obvious, focus points for success in business and in life including:

WHO - you need to spend time with

WHAT - you need to stop doing

WHERE - to look for the biggest opportunities

WHEN - to start taking Fridays off

WHY - growth is not always good for business

## Register Now!

I can't make it

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The Maintenance Pros

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Marc Cunningham

### WHEN

Thursday, February 18, 2021  
12:00pm - 1:30pm

### WHERE

Zoom Meeting Online

### FEE

NARPM Member \$25  
Non-Member \$35  
Affiliate \$25

Please provide your NARPM member for confirmation during registration. After registering, you will receive a confirmation email containing information about joining the meeting.

Registration is a two-step process. Please register and



pay and you will be asked to register via Zoom to enter the meeting.

CONTACT  
Lori Hendrix  
[lori@dennisrealty.com](mailto:lori@dennisrealty.com)

You do not need a PayPal account to register online. Just choose to pay by Credit or Debit Card.

**Register Now!**

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**Subject** : Register Now! Hot Topics for Fair Housing Month  
**Date** : Monday, April 12, 2021 10:36 am  
**Linked to**: Info  
**From** : "NARPM Tampa Bay" <[info.narpmtb@gmail.com](mailto:info.narpmtb@gmail.com)>  
**To** : <[jlee@eatonrealtyllc.com](mailto:jlee@eatonrealtyllc.com)>



National Association of Residential Property Managers

T A M P A B A Y C H A P T E R



## Hot Topics for Fair Housing Month

### When

Thursday, April 15, 2021 from  
12:00 PM to 1:30 PM EDT  
[Add to Calendar](#)

### Where

This is an online event.

### The 4 Most Important Fair Housing Issues for Florida's NARPM Members:

1. Criminal History Screening Policies
2. Website Accessibility
3. Recent Development Alert - Expansion of Definition of Sex under FHA
4. Tenants Bill of Rights  
Retaliation  
Source of Income

***Presented by Attorney Kathi Williams***

**Register Now!**

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Attorney Kathi Williams has been working exclusively in the area of Fair Housing for over 35 years.

Kathi operates a law firm that handles only defense and representation of housing providers.

[www.fairhousingfirm.com](http://www.fairhousingfirm.com). She also owns a Fair Housing training company, The Fair Housing Institute, Inc. [www.fairhousinginstitute.com](http://www.fairhousinginstitute.com).

Attorney Kathi Williams has been traveling the country for several decades providing Fair Housing training to private companies and housing associations.

**WHEN**

Thursday, April 15, 2021  
12:00pm - 1:30pm

**WHERE**

Zoom Meeting Online

**FEE**

NARPM Member \$25

Non-Member \$35

Affiliate \$25

Please provide your NARPM member for confirmation during registration. After registering, you will receive a confirmation email containing information about joining the meeting.

**CONTACT**

Lori Hendrix

lori@dennisrealty.com

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**Register Now!**

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**Subject** : Reminder! How To Become A HUD/Section 8 Landlord & Hillsborough County's New Tenant Bill of Rights  
**Date** : Monday, May 17, 2021 12:55 pm  
**Linked to** : Info  
**From** : "NARPM Tampa Bay" <[info.narpmtb@gmail.com](mailto:info.narpmtb@gmail.com)>  
**To** : <[bhague@eatonrealtylc.com](mailto:bhague@eatonrealtylc.com)>



**National Association of Residential Property Managers**  
**T A M P A B A Y C H A P T E R**



## How To Become A HUD/Section 8 Landlord & Understanding Hillsborough County's New Tenant Bill of Rights

In Person and Virtual Event

**When**

Thursday, May 20, 2021 from  
12:00 PM to 1:30 PM EDT

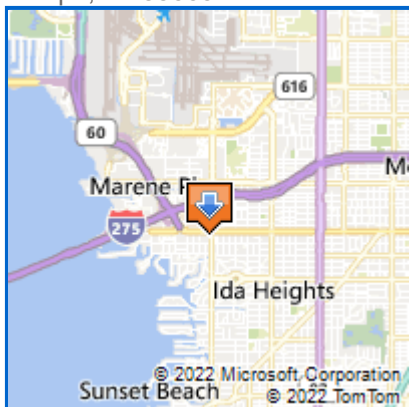
The Assisted Housing Director of the Housing Authority of the City of Tampa will cover the Voucher Program.

Add to Calendar

## Where

### Centre Club or ZOOM

123 South Westshore Blvd 8th Floor  
Tampa, FL 33609



[Driving Directions](#)

**Register Now!**

I can't make it

Hillsborough County has approved their newest ordinance protecting lawful source of income for applicants wishing to rent in any unincorporated areas of Hillsborough County.

Landlords are now required to accept Section 8, other housing programs, and now other legal sources of income. Come learn how to be approved through the housing authority and how to stay in compliance.

*Presented by Margaret Jones*

## WHEN

Thursday, May 20, 2021  
12:00pm - 1:30pm

## WHERE

Centre Club  
123 South Westshore Blvd. 8th Floor  
Tampa, FL 33609

FEE

## In Person Attendance

NARPM Member \$35  
Affiliate \$35  
Non-Member \$45

## Virtual Attendance

NARPM Member \$20  
Affiliate \$20  
Non-Member \$30

Lunch is provided for In Person Attendance

*Please make a meal choice on your registration form*

## Meal Choices:

Italian Chicken Mushroom and Asiago Cream Sauce

OR

Harvest Farro Roasted Heirloom, Carrots, Pumpkin Seeds, Garbonzo, Herb Creme Fraiche

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CONTACT  
Lori Hendrix  
[president@tampabay.narpm.org](mailto:president@tampabay.narpm.org)

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**Subject** : Reducing Liability Now with Harry Heist Live and In-person  
**Date** : Monday, June 07, 2021 11:18 am  
**Linked to** : Info  
**From** : "NARPM Tampa Bay" <[info.narpmtb@gmail.com](mailto:info.narpmtb@gmail.com)>  
**To** : <[bhague@eatonrealtyllc.com](mailto:bhague@eatonrealtyllc.com)>



National Association of Residential Property Managers  
T A M P A B A Y C H A P T E R



## Reducing Liability Now with Harry Heist, Live and In-person

Legal and procedural tips and tricks to make money, keep that money and stay sane in the process

**When**

Thursday, June 17, 2021 from

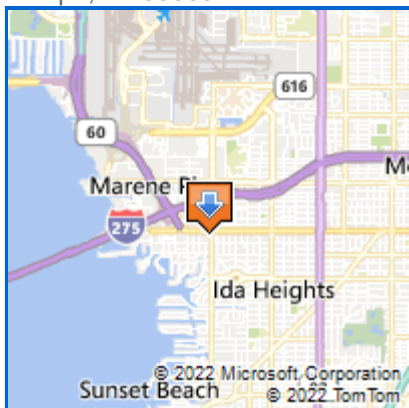
**Harry Heist will be onsite at the Centre Club.  
You will also have the option to attend via zoom.**

11:00 AM to 2:00 PM EDT  
Add to Calendar

### Where

#### Centre Club or ZOOM

123 South Westshore Blvd 8th  
Floor  
Tampa, FL 33609



[Driving Directions](#)

### This is not a CE Class.

**Full property management and even placement only is a minefield of liability for the licensee and danger is at every turn.**

From the application to processing the security deposit and beyond, there is a massive amount of liability that can be minimized or eliminated through proper forms, policies and procedures. Learn how to protect yourself from day one with Property Management Law Attorney Harry Heist of Heist, Weisse & Wolk.

**Liability comes in all shapes and sizes when managing property.** Even before the property manager agrees to take on a property, there are steps that must be taken to protect the manager from liability to the owner and the tenant. Everything from deciding to manage, the initial review of a property, the property management agreement, the application and leasing process and ending the relationship with the tenant and/or owner will be covered in this class. You will be shown how proper forms, notices and procedures can significantly reduce the liability you have while managing a valuable asset.

### Register Now!

I can't make it

**This fast-paced, 2-hour class** will cover the preventative measures and the proactive approaches to everything that is crucial to keeping the property manager out of court and out of trouble with FREC. Tap into over 30 years of experience with our instructor who has trained thousands of property managers and agents who do placement only.

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Harry Heist, Law Offices of Heist, Weisse , Wolk P.A.

#### WHEN

Thursday, June 17, 2021

11:00am - 12:00pm - Networking & Lunch for In-person

12:00pm - 2:00pm - Presentation & Zoom Meeting

#### ATTENDANCE OPTIONS

##### *In Person*

Centre Club

123 South Westshore Blvd. 8th Floor

Tampa, FL 33609

##### *Virtual Via Zoom*

Please check your confirmation email for your Zoom details to enter the meeting. **Zoom participants do not need to log in until 12pm for Harry's presentation.**

#### FEE

##### **In-Person Attendance**

NARPM Member \$50

Non-Member \$75

##### **Virtual Attendance**

NARPM Member - \$50

Virtual Non-Member \$75

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-----  
Lunch is provided for In Person Attendance

Please make a meal choice on your registration form

**Meal Choices:**

Marinated New York Strip Worcestershire, Mushrooms,  
Bleu Cheese

or

Maple Glazed Chicken Mustard Jus

Ice Water, Coffee and Hot Tea Service Included

Entrees are served with Fresh Baked Rolls & Butter and  
Chef's choice of Seasonal Accompaniments.

-----  
Please provide your NARPM member number for  
confirmation during registration. After registering, you will  
receive a confirmation email containing information about  
joining the meeting.

**CONTACT**

Lori Hendrix

[president@tampabay.narpm.org](mailto:president@tampabay.narpm.org)

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choose to pay by Credit or Debit Card.

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**Subject** : Property Management Best Practices - Round Tables  
**Date** : Wednesday, September 01, 2021 2:44 pm  
**Linked to** : Info  
**From** : "NARPM Tampa Bay" <[info.narpmtb@gmail.com](mailto:info.narpmtb@gmail.com)>  
**To** : <[daniel@eatonrealtyllc.com](mailto:daniel@eatonrealtyllc.com)>



National Association of Residential Property Managers

T A M P A B A Y C H A P T E R



## Property Management Best Practices - Round Tables

### When

Thursday, September 16, 2021  
from 11:30 AM to 1:00 PM EDT  
[Add to Calendar](#)

### Where

This is an online event.

### Join Fellow Property Managers in Round Table Style Discussions!

Various property management topics will be provided to every table for all to utilize, participate, share and discuss best practices.

Roundtable discussions are great because they grant the opportunity for all attendees to learn from a group of peers. Instead of hearing one person speak attendees get to swap information as a group!



## A Rising Tide Raises All Ships and sharing is what NARPM is all about!

No matter if you are new to property management or a veteran property manager come prepared to learn something new that may change the way you do business or keep you out of trouble!

### Register Now!

I can't make it

**Thursday, September 16, 2021**

11:30am - 1:00pm

### Location

Virtual Zoom Meeting

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After registering, you will receive a confirmation email containing information about joining the meeting.

### Members/Affiliates

\$25

### Non-Members

\$35

-----  
Please provide your NARPM member number for confirmation during registration.

### CONTACT

Lori Hendrix  
[president@tampabay.narpm.org](mailto:president@tampabay.narpm.org)

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### Register Now!

I can't make it

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**Subject** : Deadline Reminder! FREE FOOD and FUN - Holiday Party and Vendor Appreciation  
**Date** : Tuesday, December 14, 2021 10:07 am  
**Linked to**: Info  
**From** : "NARPM Tampa Bay" <[info.narpmtb@gmail.com](mailto:info.narpmtb@gmail.com)>  
**To** : <[daniel@eatonrealty.com](mailto:daniel@eatonrealty.com)>



National Association of Residential Property Managers

T A M P A B A Y C H A P T E R



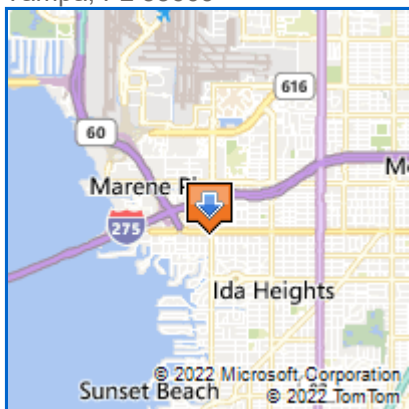
FREE FOOD and FUN  
Holiday Party and Vendor Appreciation

**When**

Thursday, December 16, 2021  
from 11:30 AM to 1:30 PM EST  
[Add to Calendar](#)

**Where****Centre Club**

123 South Westshore Blvd 8th  
Floor  
Tampa, FL 33609



[Driving Directions](#)

Come join the Tampa Bay NARPM Chapter to celebrate the end of the year, the holidays, and to thank our Affiliate Members who have made the 2021 chapter meetings possible!

- Free to our NARPM Members
- PRIZES
- 50-50 Drawing - bring cash!

Proceeds will be donated to NARPM National's Annual Charity on behalf of the Tampa Chapter.

**Thursday, December 16, 2021**

11:30am - 1:30pm

**DEADLINE Wednesday, Dec 15th**

**Location**

Centre Club  
123 South Westshore Blvd 8th Floor  
Tampa, FL 33609

**Register Now!**

I can't make it

**Lunch will be served. Please choose your meal at registration.**

Brown Sugar Soy Salmon with Almonds and Scallions  
OR  
Braised Short Ribs Adobo & Chipotle Cherry

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**Members/Affiliates**

FREE

**Non-Members**

\$30

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Please provide your NARPM member number for confirmation during registration.

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[lori@dennisrealty.com](mailto:lori@dennisrealty.com)

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## **Board of Directors Meeting Minutes**

Name of Chapter: Tampa Bay

Date of Meeting: 1/18/21

Location of Meeting: Zoom virtual meeting

### **List of Officers, Directors, and Staff Present**

Lori Hendrix, President  
Bill Hague, President Elect  
Tim Snelgrove, Secretary  
Daniel Rothrock, Past President

### **List of Guest Present**

None

### **Welcome and Call to Order**

President Lori Hendrix called the meeting of the Tampa Bay Chapter of the National Association of Residential Property Managers to order at 10:07am on January 18, 2021.

### **Roll Call**

Roll Call was given and a quorum was present at the meeting

### **Strategic/Industry Discussion**

Nothing to report

### **Treasurer's Report**

Board of Directors did not review the financial report for the organization. Andrew could not attend.

### **Committee Report**

Calendar post cards are in process. Less have been ordered due to lack of in person events.

PRO events have been attended. Waiting on attendee list for follow up.

GTAR has no events scheduled right now.

### **Consent Agenda**

There being no discussion the Consent Agenda was adopted by acclamation.

### **Unfinished Business**

Discussion was had regarding to continued use of HWW Zoom account for now. National may be looking into.

Reviewed affiliates list and sponsorship opportunities.

### **New Business**

Discussion was made for officer installation for 2021 on a later monthly Zoom meeting. Lori will check on cost of awards.

Bill is working on chapter compliance for 2020

Chib will work on grants

May 17<sup>th</sup> and 18<sup>th</sup> is day on the hill event. Will most likely be virtual.

### **Discussion Items**

Contract is signed with Center Club

Reviewed schedule of monthly meetings and sponsorship opportunities for designation classes.

No further business to come before the directors, the meeting was adjourned at 10:43am.

*Tim Snelgrove*

Tim Snelgrove  
Chapter Secretary



## **NARPM Tampa Board of Directors Meeting Agenda**

Name of Chapter: Tampa Bay

Date of Meeting: 1/18/21

Location of Meeting: Zoom virtual meeting

### **List of Officers, Directors, and Staff Present**

**Welcome and Call to Order**

**Roll Call**

### **Strategic/Industry Discussion**

#### **Treasurer's Report**

TBD

#### **Committee Report**

PRO and GTR Meetings:

### **Unfinished Business**

Continue to Use Harry Heist Zoom account all year?  
i need to practice logging in

<b>2021 Affiliate List</b>
<b>Company Name</b>
<b>Cardinal Roofing</b>
<b>Mr. Appliance of Tampa Bay</b>
<b>Rekey My Lock</b>
<b>DRIRITE</b>
<b>Law Offices of Heist, Weisse, &amp; Wolk P.A.</b>
<b>The Maintenance Pros</b>
<b>Second Nature</b>
<b>Accent American Inc.</b>
<b>Liberty Adjusters</b>

<b>Citrus Carpet And Tile Cleaning</b>
<b>Lightning Restoration of Tampa Bay</b>

Sponsorships - 3 minute opportunity to speak

	January	February	March	April	May	July	Sept	November
<b>DRIRITE</b>	x	x	x	x	x	x	x	x
<b>Law Offices of Heist, Weisse, &amp; Wolk P.A.</b>	x	x	x	x	x	x	x	x
<b>The Maintenance Pros</b>	x	x	x	x	x	x	x	x
<b>Second Nature</b>					x		x	x
<b>Accent American Inc.</b>			x	x	x	x	x	x
<b>Liberty Adjusters</b>			x	x	x	x	x	x
<b>Citrus Carpet And Tile Cleaning</b>								x

### New Business

- Bill Hague to begin working on chapter compliance
- Link was provided to Chib to work on Grants
- May 17 and 18 - DOTH

### Discussion Items

- Contract is signed with Centre Club

<b>January 13-14</b>	<b>12pm-3pm</b>	<b>Designation Class - Virtual w/ Fred Thompson</b>	<b>Risk Awareness</b>	<b>\$0.00</b>
<b>January 21</b>	<b>12pm-1:30pm</b>	<b>Mike Nelson - Virtual</b>	<b>Working With Investor Buyers</b>	<b>\$300.00</b>
<b>February 18</b>	<b>12pm-1:30pm</b>	<b>Marc Cunningham - Virtual</b>	<b>"YOU INC." Be the CEO of Your Own Life</b>	<b>\$500.00</b>
<b>February 24-25</b>	<b>12pm-3pm</b>	<b>Designation Class - Virtual w/ James Alderson</b>	<b>NARPM 101</b>	<b>\$0.00</b>
<b>March 18</b>	<b>12pm-1:30pm</b>	<b>Mike Schraepfer - Virtual</b>	<b>Maintenance</b>	<b>\$500.00</b>

<b>April 15</b>		Attorney Kathi Williams - Virtual	Fair Housing - Protecting PMs from FH Claims	\$500.00
<b>May 20</b>	<b>11:30am-1:30pm</b>	Bryan Jenkins - Centre Club	Creating Stickiness with Residents and Owners	\$0.00
<b>June 17</b>	<b>6hrs</b>	Harry Heist - Event Offsite	Law/PM Best Practices	\$0.00
<b>July 15</b>	<b>11:30am-1:30pm</b>	Liz Cleyman- Centre Club	Business Development	\$500.00
<b>Aug 12-13</b>	<b>All Day</b>	Florida State Conference - Sarasota	-	\$0.00
<b>September 16</b>	<b>11:30am-1:30pm</b>	PM Best Practices Round Table - Centre Club	Table Topics - Experts at Tables	\$1,000.00
<b>October 26-29</b>	<b>All Day</b>	National Convention - Kansas City	-	\$0.00
<b>November - 18</b>	<b>11:30am-1:30pm</b>	Maintenance Best Practices - Centre Club	Table Topics - Vendors at Tables	\$0.00
<b>December - 16</b>	<b>11:30am-1:30pm</b>	Holiday Party and Vendor Appreciation	-	\$0.00
			Budget \$4k - \$5k	
				\$3,300.00

## **Board of Directors Meeting Minutes**

Name of Chapter: Tampa Bay

Date of Meeting: 2/15/21

Location of Meeting: Zoom virtual meeting

### **List of Officers, Directors, and Staff Present**

Lori Hendrix, President  
Bill Hague, President Elect  
Andrew Dougill, Treasurer  
Tim Snelgrove, Secretary  
Daniel Rothrock, Past President

### **List of Guest Present**

None

### **Welcome and Call to Order**

President Lori Hendrix called the meeting of the Tampa Bay Chapter of the National Association of Residential Property Managers to order at 10:34am on February 15, 2021.

### **Roll Call**

Roll Call was given and a quorum was present at the meeting

### **Strategic/Industry Discussion**

See notes in Discussion.

### **Treasurer's Report**

Board of Directors did not review the financial report for the organization.

### **Committee Report**

PRO has no events this month for PM classes.

GTAR has no events scheduled right now.

Lori has someone to fill the affiliate position

### **Consent Agenda**

There being no discussion the Consent Agenda it was adopted by acclamation.

### **Unfinished Business**

Reviewed affiliates list and sponsorship opportunities.

**New Business**

Lori made a motion to approve \$350 for recognition awards. All voted in favor.

Lori needs debit card for purchases. She will check with Wells Fargo.

United Water Restoration is a new affiliate member at the gold level.

Need to reinstitute follow up surveys for meetings.

**Discussion Items**

Lori shared an email from Harry about Source of Income talking points. That lead to a discussion about the Hillsborough legislation issue. Can NARPM at the state level hire someone by crowd sourcing funds. Also waiting on BAAA for update on their meeting tomorrow.

Discussion was had regarding committee members and including at board meetings.

No further business to come before the directors, the meeting was adjourned at 11:34am.

*Tim Snelgrove*

Tim Snelgrove  
Chapter Secretary

## **Board of Directors Meeting Minutes**

Name of Chapter: Tampa Bay

Date of Meeting: 3/15/21

Location of Meeting: Zoom virtual meeting

### **List of Officers, Directors, and Staff Present**

Lori Hendrix, President  
Bill Hague, President Elect  
Andrew Dougill, Treasurer  
Tim Snelgrove, Secretary  
Daniel Rothrock, Past President

### **List of Guest Present**

None

### **Welcome and Call to Order**

President Lori Hendrix called the meeting of the Tampa Bay Chapter of the National Association of Residential Property Managers to order at 10:36am on March 15, 2021.

### **Roll Call**

Roll Call was given and a quorum was present at the meeting

### **Strategic/Industry Discussion**

See notes in Discussion.

### **Treasurer's Report**

Board of Directors did not review the financial report for the organization.

### **Committee Report**

PRO has no events this month for PM classes.

GTAR has Working with Investors on 19th

### **Consent Agenda**

There being no discussion the Consent Agenda it was adopted by acclamation.

### **Unfinished Business**

Bill is completing Chapter Excellence / Compliance. Andrew to forward Bill the 2021 budget.

### **New Business**

None

## **Discussion Items**

Discussion was had on Tenant Bill of Rights and SOI for future training. There does not seem to be any consensus on how to approach. Check with Tampa Housing authority to teach class for NARPM/GTAR. Lori will also talk to the attorney for the April meeting to see if she can discuss.

No further business to come before the directors, the meeting was adjourned at 11:01am.

*Tim Snelgrove*

Tim Snelgrove  
Chapter Secretary

## **Board of Directors Meeting Minutes**

Name of Chapter: Tampa Bay

Date of Meeting: 4/19/21

Location of Meeting: Zoom virtual meeting

### **List of Officers, Directors, and Staff Present**

Lori Hendrix, President  
Tim Snelgrove, Secretary  
Daniel Rothrock, Past President

### **List of Guest Present**

None

### **Welcome and Call to Order**

President Lori Hendrix called the meeting of the Tampa Bay Chapter of the National Association of Residential Property Managers to order at 10:33am on April 19, 2021.

### **Roll Call**

Roll Call was given and a quorum was not present at the meeting

### **Strategic/Industry Discussion**

See notes in Discussion.

### **Treasurer's Report**

Board of Directors did not review the financial report for the organization.

### **Committee Report**

Nothing to report

### **Consent Agenda**

There being no discussion the Consent Agenda it was adopted by acclamation.

### **Unfinished Business**

Nothing new to report

### **New Business**

None

### **Discussion Items**



Discussed options for next event for AV needs for Zoom meeting. Waiting to see if the speaker is able to travel and Lori will check with the Center Club about the cost for OWL equipment.

No further business to come before the directors, the meeting was adjourned at 11:01am.

*Tim Snelgrove*

Tim Snelgrove  
Chapter Secretary

## **Board of Directors Meeting Minutes**

Name of Chapter: Tampa Bay

Date of Meeting: 5/20/21

Location of Meeting: Zoom virtual meeting

### **List of Officers, Directors, and Staff Present**

Lori Hendrix, President  
Bill Hague, President Elect  
Andrew Dougill, Treasurer  
Tim Snelgrove, Secretary  
Daniel Rothrock, Past President

### **List of Guest Present**

Jose, from Eaton Realty

### **Welcome and Call to Order**

President Lori Hendrix called the meeting of the Tampa Bay Chapter of the National Association of Residential Property Managers to order at 10:15am on May 20, 2021.

### **Roll Call**

Roll Call was given and a quorum was present at the meeting

### **Strategic/Industry Discussion**

See notes in Discussion.

### **Treasurer's Report**

Board of Directors did review the financial report for the organization. Bank account balance is solid and we are on budget so far.

### **Committee Report**

Nothing to report

### **Consent Agenda**

There being no discussion the Consent Agenda it was adopted by acclamation.

### **Unfinished Business**

Nothing new to report

### **New Business**

June meeting with Harry, hybrid meeting at Center Club. Need to decide on size, topic and price.

Discussed advertising nationally using the email list for future events and classes.

**Discussion Items**

No further business to come before the directors, the meeting was adjourned at 11:01am.

*Tim Snelgrove*

Tim Snelgrove  
Chapter Secretary

## **Board of Directors Meeting Minutes**

Name of Chapter: Tampa Bay

Date of Meeting: 6/17/21

Location of Meeting: Center Club

### **List of Officers, Directors, and Staff Present**

Lori Hendrix, President  
Bill Hague, President Elect  
Andrew Dougill, Treasurer  
Tim Snelgrove, Secretary  
Daniel Rothrock, Past President

### **List of Guest Present**

Jose, from Eaton Realty

### **Welcome and Call to Order**

President Lori Hendrix called the meeting of the Tampa Bay Chapter of the National Association of Residential Property Managers to order at 10:05am on June 17th, 2021.

### **Roll Call**

Roll Call was given and a quorum was present at the meeting

### **Strategic/Industry Discussion**

Nothing to report.

### **Treasurer's Report**

Board of Directors did review the financial report for the organization presented by the Treasurer.

### **Committee Report**

Chib went over the current grants forms and will submit to National. The membership drive grant will be submitted for today's meeting. The question of whether board members can submit their hotel bill for the state convention needs to be confirmed.

### **Consent Agenda**

There being no discussion the Consent Agenda it was adopted by acclamation.

### **Unfinished Business**

Nothing to report.

### **New Business**

New name tags for board members were distributed.

A pledge of \$1000 will be given in Harry Heists name to start the funds for the GAD business entity on behalf of the chapter. It appears this will be set up as a 501c6 entity.

Liz Cleyman will be out July speaker. Will we be taking her out to dinner the night before?

A motion was made and seconded to change the board member terms from two years to one year. Discussion was had and a vote ensued. The motion carried unanimously.

### **Discussion Items**

No further business to come before the directors, the meeting was adjourned at 10:45am.

*Tim Snelgrove*

Tim Snelgrove  
Chapter Secretary

## **Board of Directors Meeting Minutes**

Name of Chapter: Tampa Bay

Date of Meeting: /15/21

Location of Meeting: Zoom

### **List of Officers, Directors, and Staff Present**

Lori Hendrix, President  
Bill Hague, President Elect  
Andrew Dougill, Treasurer  
Tim Snelgrove, Secretary  
Daniel Rothrock, Past President

### **List of Guest Present**

None

### **Welcome and Call to Order**

President Lori Hendrix called the meeting of the Tampa Bay Chapter of the National Association of Residential Property Managers to order at :05am on September 15th, 2021.

### **Roll Call**

Roll Call was given and a quorum was present at the meeting

### **Strategic/Industry Discussion**

Nothing to report.

### **Treasurer's Report**

Andrew projected we would have a bank balance of around \$30,000 at the end of the year.

### **Committee Report**

Nothing to report.

### **Consent Agenda**

There being no discussion the Consent Agenda it was adopted by acclamation.

### **Unfinished Business**

Nothing to report.

## **New Business**

Bill scheduled Oct 13<sup>th</sup> 1pm as the yearly strategic session meeting on Zoom.

Andrew to check on grants received. Approval received for 3.

Bill is reaching out for board member and committee volunteers for 2022. Offer incentive to pay for National Conference costs for board members Use funds from leadership training for 4 positions next year. Motion was made and vote was made to approve \$1500 per person.

Bill presented Bahama Breeze costs as a new venue possibility.

Daniel presented the idea of a monthly fee for chapter membership.

Need to survey the membership for above ideas.

Bill and Lori discussed outsourcing Treasurer assistance to a service.

## **Discussion Items**

No further business to come before the directors, the meeting was adjourned at 10:05am.

*Tim Snelgrove*

Tim Snelgrove  
Chapter Secretary



National Association of Residential Property Managers

T A M P A B A Y C H A P T E R

## Please Welcome the 2023 Tampa Bay Leadership Team!



### 2023 President: William Hague

Bill was the President of the Tampa Bay NARPM Chapter in 2022 and it thrilled to serve again in 2023. He currently has his RMP designation. He has been a part of NARPM since 2014 and has served on the board or in a committee of some sort of capacity since joining NARPM. He is the owner of Hague Property Management Team and is looking forward to a great year!



### 2023 Past President: Lori Hendrix

We are thrilled to have Lori onboard again as the past president. Lori has been a part of the Tampa Bay NARPM Chapter since 2013. She has earned both the RMP and MPM designations. Lori has served in many roles over the years from the local Chapter, State Chapter, and on the National Level. Lori is with Dennis Realty & Investment Corp. We are excited to have her as a resource!





#### 2023 President-Elect: Roland JeanCharles

Roland is the President Elect for 2023. Roland is working on his designation and is a candidate for his RMP. Roland has been a part of the Tampa Bay NARPM Chapter since 2017. He is the owner of PMI JCM Realty Group. Roland was most recently on the membership committee. With the Leadership Team's guidance, Roland will be set up for success to serve as President in 2024.



#### 2023 Treasurer: Tim Snelgrove

Tim is owner of Checkerboard Realty. He has earned both his RMP and MPM designations. Tim has been a part of NARPM since 2011. He is the 2022 Secretary for the Chapter and is very involved with PRO, Habitat for Humanity, and legislative issues. We are confident Tim will continue to do a great job serving the Chapter.



#### 2023 Secretary: Lori Hermansen

Lori works for Berkshire Hathaway Home Services Florida Properties Group. She has earned her RMP designation. Lori has been a part of NARPM since 2010. She has served as various roles over the years including being President of the West Coast Chapter in Florida! We are thrilled to have Lori on board to help make this Chapter thrive!



#### 2023 Legislative Chair: Andrew Dougill

Andrew is the owner of Hoffman Realty, LLC. He has been a part of the Tampa Bay NARPM Chapter since 2008. Andrew has served on the board for many years as our Treasurer. With his guidance, our chapter has gone from being in the red to having funds to allow the Chapter to bring in National Speakers a few times a year. Andrew's true passion is with the Legislative issues going on around the State. We are confident Andrew will keep the Chapter well informed about upcoming issues.



#### 2023 Events Chair: Monica Hulzing

Monica is a partner at Legacy Properties, LLC. She has been a part of NARPM since 2012. Monica has earned her RMP designation. Monica has served in various roles over the years and we are thrilled to have her as the event chair.



**2022 Board of Directors:**

President: William Hague, RMP

President Elect: Vacant

Past President: Lori Hendrix, MPM RMP

Secretary: Tim Snelgrove, MPM RMP

Treasurer: Andrew Dougill

**NOMINATION & ELECTIONS**

1. On 8/1/2022, Bill the 2022-2023 President of the Tampa Bay Chapter sent Lori Hendrix, current Past president an email to start working on the nominations and Consent to Serve forms for 2023. The Past President presides over the nomination process as described in our Bylaws.
2. Lori Hendrix worked with Laurie Lindsie to create a campaign that was sent to all members of our chapter through Constant Contact. The 2023 Leadership Team - Consent to Serve along with the Bylaws was sent on August 5, 2022 to all 125 members of the chapter with a 55% open rate. The second Consent to Serve email was sent through Constant Contact again to all 125 members on August 12 with a 49% open rate. The 3rd and final time the Consent to Serve was sent was on August 30 with a 52% open rate.

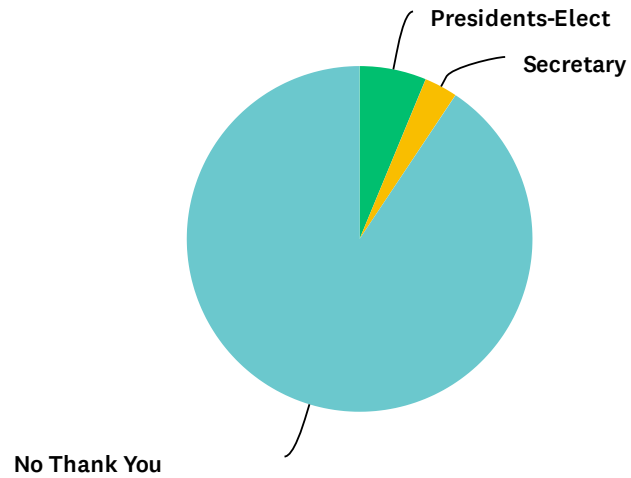
Nominations and Consent to Serve was also mentioned and included on the agenda for the August 18 in person meeting at the Centre Club. Agendas are printed for all guests to take a copy. That meeting was a legislative update, and we had 35 members present.

Lori received interest from two new people not serving on the board to serve. Both applicants are very involved in NARPM and the board happily accepted their applications via email. Some of the current board members agreed to keep serving but in different roles due to term limits.

3. Email communication was sent amongst the current board members with an update on 9/15. Due to only one candidate applied for each position, no role is being opposed and therefore a vote is not necessary.
4. The 2023 Leadership Team was announced to the Chapter via an email on 11/1. PDF is attached as well for reference.

## Q1 I am interested in serving as...

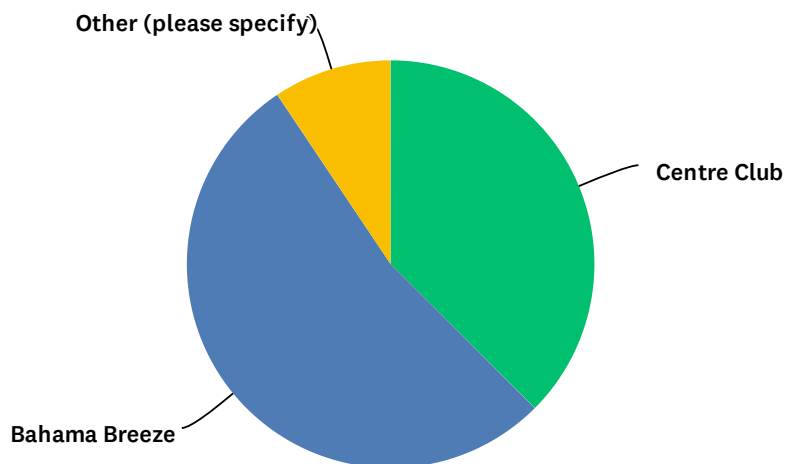
Answered: 32 Skipped: 0



ANSWER CHOICES		RESPONSES	
Presidents-Elect		6.25%	2
Treasurer		0.00%	0
Secretary		3.13%	1
No Thank You		90.63%	29
TOTAL			32

## Q2 The location that I'd prefer to meet at is...

Answered: 32 Skipped: 0

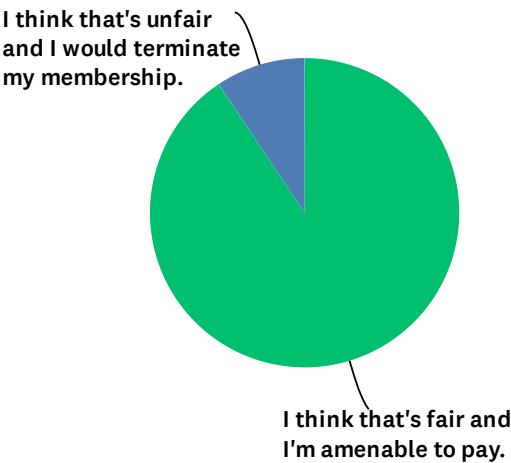


ANSWER CHOICES	RESPONSES	
Centre Club	37.50%	12
Bahama Breeze	53.13%	17
Other (please specify)	9.38%	3
TOTAL		32

#	OTHER (PLEASE SPECIFY)	DATE
1	Im not one to waste time on lunch meetings. I rather have coffee and a continental breakfast. Maggiano's has a reasonable room rate. Breakfast runs like 20 bucks.	9/17/2021 12:50 PM
2	Someplace centralized with easy freeway access.	9/16/2021 3:49 PM
3	Virtual	9/16/2021 10:06 AM

### Q3 How likely are you to pay an annual membership fee?

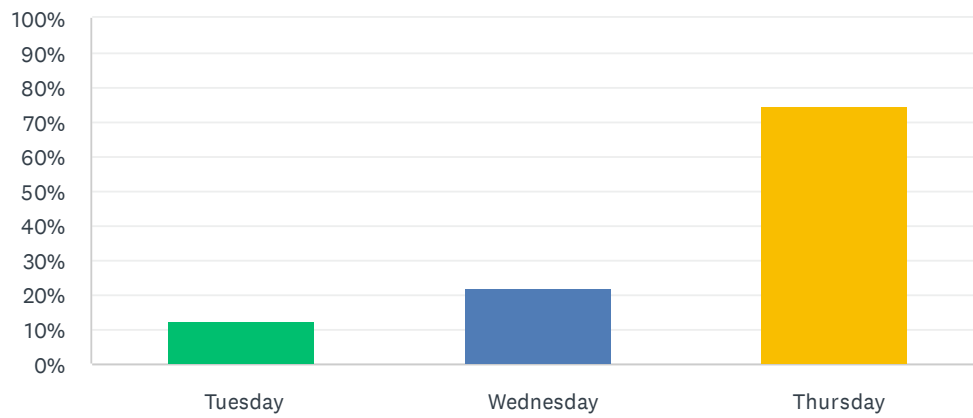
Answered: 32    Skipped: 0



ANSWER CHOICES	RESPONSES	
I think that's fair and I'm amenable to pay.	90.63%	29
I think that's unfair and I would terminate my membership.	9.38%	3
TOTAL		32

## Q4 What day of the week would you prefer to meet?

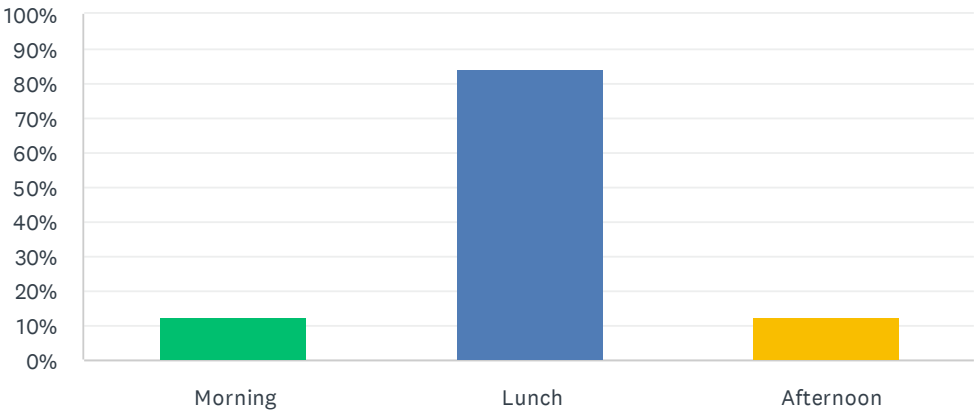
Answered: 32 Skipped: 0



ANSWER CHOICES	RESPONSES	
Tuesday	12.50%	4
Wednesday	21.88%	7
Thursday	75.00%	24
Total Respondents: 32		

Q5 What time of day is best for you?

Answered: 32    Skipped: 0

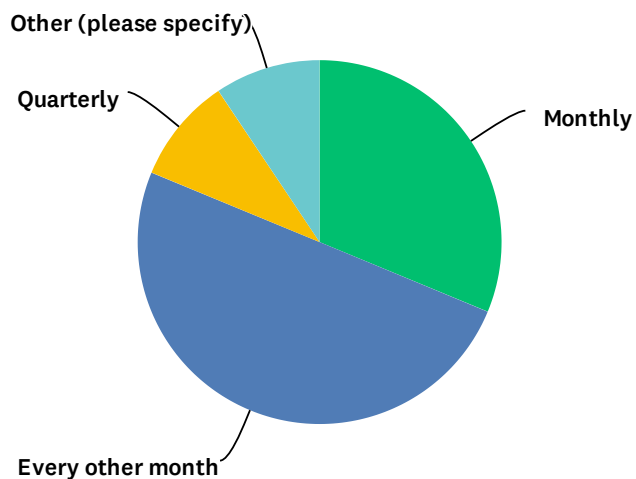


ANSWER CHOICES	RESPONSES	
Morning	12.50%	4
Lunch	84.38%	27
Afternoon	12.50%	4
Total Respondents: 32		



## Q6 What frequency do you feel is appropriate to meet?

Answered: 32 Skipped: 0

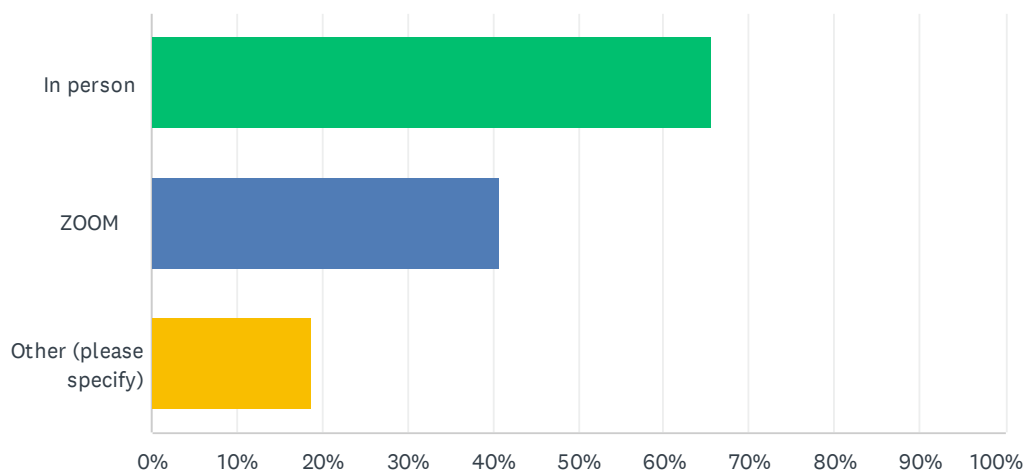


ANSWER CHOICES		RESPONSES	
Monthly		31.25%	10
Every other month		50.00%	16
Quarterly		9.38%	3
Other (please specify)		9.38%	3
TOTAL			32

#	OTHER (PLEASE SPECIFY)	DATE
1	I think frequency is fine	9/23/2021 8:09 AM
2	Meetings been fine as is as long as they are productive.	9/17/2021 12:50 PM
3	That is about right	9/17/2021 10:05 AM

## Q7 How are you most comfortable attending meetings?

Answered: 32 Skipped: 0



ANSWER CHOICES	RESPONSES	
In person	65.63%	21
ZOOM	40.63%	13
Other (please specify)	18.75%	6
Total Respondents: 32		

#	OTHER (PLEASE SPECIFY)	DATE
1	A Combination of both in person and zoom	9/27/2021 1:14 PM
2	in person is preferred, but Zoom or Google Meetings is fine too	9/23/2021 1:38 PM
3	In person is great, I like a productive meeting. get right to the topics and get back to the work.	9/17/2021 12:50 PM
4	Either	9/17/2021 10:05 AM
5	A variety of both zoom & in person.	9/16/2021 11:02 AM
6	I can do either depending on existing conditions but prefer in person.	9/16/2021 10:59 AM



National Association of Residential Property Managers

T A M P A B A Y C H A P T E R

Your NARPM Tampa Chapter  
Needs You!

2023 NARPM Tampa Leadership  
Team - Consent to Serve



Dear NARPM Tampa Bay Members,

As your 2022 NARPM Tampa Bay Past President, it is my honor to serve as the 2023 Nominating Chairman for upcoming election of officers for your chapter. It is time to begin the selection process to determine the other officers who will join the chapter leadership team next year. The Tampa

Chapter is in need and we hope you will consider giving your time!

Click the link below to review the Chapter By Laws describing the Responsibilities and Duties for Officer Positions as well as Eligibility for Candidacy which has been highlighted in yellow.

[Chapter By Laws](#)

Once you have reviewed the Chapter By Laws, please click on the "2023 Leadership Team Consent to Serve" link to retrieve your application, complete and email back to **Lori Hendrix at [lori@dennisrealty.com](mailto:lori@dennisrealty.com) no later than September 9th, 2022** for your application to be considered.

[2023 Leadership Team Consent to Serve](#)

Nominations will be submitted to the current board for ballot approval and the election to be held **September 12-14th, 2022**.

**Please Note: We are also looking for volunteers for the various committees, as noted on the form.**

The Nominating Committee looks forward to receiving your application. Please email me with any questions! Please help our Tampa Bay Chapter continue to thrive and be a leader to other chapters!

Regards,

**Lori Hendrix MPM® RMP®**  
**[lori@dennisrealty.com](mailto:lori@dennisrealty.com)**





National Association of Residential Property Managers

T A M P A B A Y C H A P T E R

Your NARPM Tampa Chapter  
Needs You!

2023 NARPM Tampa Leadership  
Team - Consent to Serve



Dear NARPM Tampa Bay Members,

As your 2022 NARPM Tampa Bay Past President, it is my honor to serve as the 2023 Nominating Chairman for upcoming election of officers for your chapter. It is time to begin the selection process to determine the other officers who will join the chapter leadership team next year. The Tampa

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### [2023 Leadership Team Consent to Serve](#)

Nominations will be submitted to the current board for ballot approval and the election to be held **September 12-14th, 2022**.

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The Nominating Committee looks forward to receiving your application. Please email me with any questions! Please help our Tampa Bay Chapter continue to thrive and be a leader to other chapters!

Regards,

**Lori Hendrix MPM® RMP®**  
**[lori@dennisrealty.com](mailto:lori@dennisrealty.com)**



NARPM Tampa Bay Chapter | 3900 W. Dale Ave, Tampa, FL 33609-4405

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National Association of Residential Property Managers

**TAMPA BAY CHAPTER**

**CONSENT TO SERVE AND CANDIDATE APPLICATION  
2023 Term of Office**

Please fill this form out and email to Nominating Chair – Lori Hendrix, lori@dennisrealty.com

**Deadline to submit application is September 9<sup>th</sup>, 2022. Nominations will be submitted to board approval in August and election to be held September 12-14, 2022.**

**Office Seeking (Check Only One)**

☐ President-Elect

☐ Treasurer

☒ Secretary

If elected, I am willing to serve as a member of the Executive Committee of the TAMPA BAY Chapter of NARPM. I agree to attend all Local, State & National meetings. As President Elect, I also agree to attend the Leadership Meeting in November. I further agree to keep myself informed of current issues affecting NARPM and Property Management and to support all decisions reached by the body as a whole.

Signature: \_\_\_\_\_

Date: 9/3/2022

**ABOUT YOU**

Name: Lori R. Hermansen

Company Name: BHHS Florida Properties Group

Company Address: 9108 US Hwy. 19

City: Port Richey

State: FL

Zip: 34668

Cell Phone: 727-534-4222

Email: hermansen@bhhsflpg.com

Position with your Company: Res. Asset Portfolio Mgr.

Number of Years as a NARPM Member: 12 Number of Years as a Licensee: 19

Is Property Management your Full Time Occupation? Yes

Are you aware that the Local Chapter funds allocated to you sometimes will not cover your actual expenses needed for travel? Yes ☒ No ☐

Are you financially prepared to accept this responsibility and still attend? Yes ☒ No ☐

Do you have any known concerns that could limit your ability to serve? Yes ☐ No ☒

If yes, explain \_\_\_\_\_

## EDUCATION / DESIGNATIONS

List all REALTOR Designations/Certifications Earned:

Do you hold and RMP or MPM Designation with NARPM? Yes ☒ Which one or both? RMP

If not, have you taken any Designation courses towards obtaining those designations?

Yes ☐ Which ones? \_\_\_\_\_

Do you intend to be a Candidate for the RMP or MPM Designations with NARPM in the future? Yes ☒ No ☐

## PROFESSIONAL AWARDS, HONORS AND ACHIEVEMENTS

NALP Certified

## ATTENDANCE

Have you attended all NARPM Tampa chapter meetings in 2021 and 2022? Yes ☐ No ☒

If not, meetings missed & why? distance & scheduling conflicts

Have you attended NARPM National Conventions? Which years? 2010

Have you attended NARPM Florida State Conventions? Which years? \_\_\_\_\_

## NARPM STATE OR NATIONAL LEADERSHIP EXPERIENCE

Chairman of a State or National Committee (please notate which)

Committee: Affiliates Year: 2017 (conference was cancelled)

Committee: \_\_\_\_\_ Year: \_\_\_\_\_

Vice Chairman of a State or National Committee

Committee: Affiliates Year: 2016

Committee: \_\_\_\_\_ Year: \_\_\_\_\_

Committee Member of a State or National Committee:

Committee: NARPM Comm. Committee Year: 2022

Committee: NARPM Strategic Planning Year: 2021-2022

SE Reg. Conf 2012 NARPM Gov't Affairs Committee 2018

Next Generation Professionals 2010

## PLEASE ANSWER ALL 5 QUESTIONS BELOW:

1. What special skills and talents do you have that would benefit the TAMPA BAY Chapter?

Very organized & detail oriented.  
Confident in groups of people. Have had Public  
Speaking training.

2. What has been your most significant contribution to the TAMPA BAY Chapter since you have become a member?

None yet.



3. What opportunities do you envision for the Tampa Bay Chapter in 2023 and in five years?

More virtual attendance to reach At Large Members.

Mentor program for newer members.

Recruiting future leaders from existing membership.

4. If you could institute one change in our Chapter, what would it be?

Clarity on committee roles & involvement.

5. What motivates you to serve in the position you are running for?

I've served on the Board for the FL West Coast Chapter. I want the opportunity to do better with the TB Chapter from the ground up. Effective &

motivated leaders learn from current & former leaders what works & what doesn't. It is my intention to give of

my time & thirst to learn how I can be a better listener & participant for

The Board of the Tampa Bay Chapter sincerely thank you for applying for a position on the next board. We will be there to help you learn about your position and leadership of our great chapter. the TB chapter