

Bylaws of The Pierce County Chapter of **The National
Association of Residential Property Managers**

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Pierce County 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:

1. Establish a permanent trade association in the residential property management industry in Pierce County to include the entire County.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the Local, City and County in the State of Washington.

Section C: Powers

The chapter may exercise all powers granted to it as a corporation organized under the non-profit corporation laws of the State of Washington

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

Property Managers, Inc., hereinafter referred to as the national association.

Section D: This chapter's geographical definition shall be Pierce County to include the entire County.

ARTICLE II: Membership (Professional, Associate, Support Staff, and Affiliate Member)

Section A: Professional Member

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

A Professional Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

Section B: Associate Member - Grandfathered January 1, 2021

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

An Associate Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

Section C: Support Staff

A Support Staff Member shall be a person acting in the role of support in the office of a Professional Member and the Support Staff Member must not be acting in a capacity requiring licensure according to his/her state's regulatory licensing law. A Support Staff Member does not vote or hold elective office.

Section D: Affiliate Member

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

The Chapter shall recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter. National Affiliate Members cannot serve as a chair person on the Pierce County chapter Committee

Section I: Application by Professional, Associate, Support Staff Members:

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
2. Vote: Voting member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

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 designated by these or the national association bylaws or, where such discretion is authorized by the national association, for any one of the following reasons:

1. Suspension of membership: Suspension of membership for reasons stated in the bylaws of the national association.
2. By notification of the National NARPM® Board of Directors as a result of violations of the Code of Ethics and Standards of Professionalism.

Section B: Termination of Membership

Membership shall be terminated for reasons identified below. Upon termination, a member shall lose all rights and interests in the chapter and the national association.

1. Resignation:
 - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the Pierce County Chapter and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
 - b. Affiliate member 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 effective. No refund of chapter or national association dues shall be made for any reason.
2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual 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 National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.

4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non- payment of national 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 incurred has been paid and is current.
3. After a waiting period of one calendar year from the date of termination as a result of a presidential request or by an action of the board of directors of the national association.
4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Committee/Board of Directors

Section A: Responsibilities

The chapter executive committee/board of directors, hereinafter known as the 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 national association. Such management responsibilities shall include, but not be limited to:

1. Establishing and implementing an organization framework for the chapter.
2. Establishing new or modifying existing operating rules that are not inconsistent with these bylaws, the bylaws of the national association or their intent. Changes to the bylaws must be submitted to the board of directors of the national association for approval.

3. Establishing annual chapter dues, application fees and special assessments.

4. Establishing new committees and dissolving existing committees

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of five (5) officers as follows:

1. President: The president shall:

- a. Be the chief executive officer of the chapter.
- b. Present at all meetings of the chapter.
- c. Act as an alternate 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 committee.
- f. Shall ensure the completion of all documentation required by the National Association.
- g. Serve a term of one year commencing with the beginning of the new calendar year.
- h. Must be a Professional Member of the Chapter.
- i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.

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 accede 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 a term of one year commencing with the beginning of the new calendar year.
- g. Must be a Professional Member of the Chapter.
- h. Notify all chapter members of upcoming meetings

- i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
- j. Undertake responsibility for such other activities as deemed appropriate by the committee.
- k. Oversee the submission of Chapter reports including Chapter Excellence submission
- l. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.

3. Secretary: The secretary shall:

- a. Maintain current chapter membership records to coincide with the national association's membership database.
- b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
- c. File all federal, state and local reports as needed.
- d. Undertake responsibility for such other activities as deemed appropriate by the committee.
- e. Serve a term commencing with the beginning of the new calendar year and conclude when they resign or do not get re-elected.
- f. Notify all chapter members of upcoming meetings
- g. Must be a Professional Member of the Chapter.

4. Treasurer: The treasurer shall:

- a. Be a signatory for all funds withdrawn from chapter account(s).
- 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 committee upon request.
- e. Prepare an end-of-fiscal year report for the national association.
- f. File tax and other financial reports with the appropriate government agencies.
- g. File all federal, state and local reports as needed.
- h. Undertake responsibility for other such activities as deemed appropriate by the committee.
- i. Serve a term commencing with the beginning of the new calendar year and

conclude when they resign or do not get reelected.

j. Must be a Professional Member of the Chapter.

6. Past President

a. Shall serve as Chairman of the Nominating Committee

b. Undertake responsibilities as assigned by the President

c. Serve a term of one year commencing with the beginning of the new calendar year.

d. Serve as Membership chair

e. Must be a Professional Member of the Chapter.

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

Section A: Eligibility

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association. To be a nominee for President, the candidate must have served on the Pierce County Board for at least 1 year.

Section B: Notification of Members

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the end of the calendar year. Nominations shall be done in two ways:

- a. 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. b. In Person: Any member who is present during the electoral process can be nominated.

Section C: Elections

Elections shall be conducted no later than the September chapter meeting, or electronically no later than the month of September, if approved by the chapter executive committee, prior to the end of the calendar year.

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 immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Pierce County NARPM. Executive Committee and presented to the membership for final 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 office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
5. The Chapter shall allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude when they resign or do not get reelected.

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 national association.
3. Is no longer capable of fulfilling duties of the office involved.

Section F: Filling a Vacated Office

In the event that the position of president is vacated, the Vice-President shall automatically fill that position and shall continue to serve as both president and Vice-President. In the case of other officers, a vacated office shall be filled:

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.

ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The executive board committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, which must be no fewer than four (4) meetings annually.

1. Notice of Regular Meeting: With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by regular letter mailed to each member of the committee. Or notice by electronic methods.
2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.

3. Electronic Meetings: If approved by the chapter executive committee, 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 geographic definition of the chapter. All meetings of the executive committee shall be held within the geographic definition of the chapter unless otherwise waived by all the members of the executive committee. Annual meeting location of the Chapter shall be approved by the Executive Committee.

Section C: Quorum

1. A Majority of the executive committee officers in attendance shall constitute a quorum.
2. Quorum: A quorum to conduct business by the members shall be 10% of the member eligible to vote at a regularly scheduled meeting. A chapter event can be held without a quorum but no business can be conducted

Section D: Simple Majority Vote

All actions and decisions of the executive committee shall be made official by simple majority vote of the members present at any regular or special meeting of the committee, unless otherwise precluded by law.

ARTICLE VII: Committees

Section A: Appointment

Except as otherwise stated in these bylaws or the bylaws of the national association, the chairpersons and members of all sub-committees 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 sub-committee 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 sub-committees according to the needs of the chapter.

ARTICLE VIII: Code of Ethics & Standards of Professionalism

Acknowledgment and Enforcement

The Code of Ethics and Standards of Professionalism shall be approved by the National NARPM Board of Directors.

As a condition of membership all Professional Members of NARPM must complete a NARPM Code of Ethics training. Each Professional Member of the association is required to complete a NARPM approved ethics training either in classroom or through other means within ninety (90) days of making application, as approved by the board of directors of NARPM. The association shall design a new course of instruction each four-year period to meet the requirement of membership.

Failure to satisfy this requirement within ninety (90) days of making application to the association will result in the membership of the Conditional Member being suspended. If a Conditional Member has not taken the new member ethics class during their first year (12 months) of application, they will be terminated and will need to reapply for new membership.

Section A. Acknowledgement: Each applicant for membership in the Association shall read and be familiar with the Association Code of Ethics and Standards of Professionalism. Continual

adherence to the Code is mandatory for membership in the Association. Professional members shall have successfully completed a course of instruction on the NARPM Code of Ethics.

Section B. Enforcement: The Board of Directors shall be responsible for enforcement of the Code of Ethics and Standards of Professionalism. Should a complaint be filed with the Board, the Board is charged with being fair and equitable to both Complainant and Respondent. The complaint will be turned over to the Professional Standards Sub-Committee to investigate violations. The Committee shall report its findings to the Board; The Board will make a determination on the charges and take appropriate actions.

Section C. Chapter Charter

A Chapter Charter is granted by the National Association of Residential Property Managers, Inc, only upon the acknowledgment that the chapter members shall:

1. Be familiar with Code: Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.
2. Be Unopposed to Application: By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal action(s) against the national association, its officer(s), director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s) or sub-committee member(s) for any prescribed action identified by these bylaws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section B: Enforcement

It is the duty of the President of the chapter to report all violations to national association's Code of Ethics and Standards of Professionalism to the national 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

The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:

1. Payable: Optional Dues for local chapters are payable no later than October 1 of each year
2. Non-payment of Dues: Failure to pay the annual chapter dues within [fill in number] 60 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances. By the first day of October shall result in monthly dues owed at the meeting. Prorated dues may be paid monthly at each meeting.
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 local chapter membership dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will not charge annual dues to National Affiliate members. Monthly meeting dues shall apply.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee may be assessed, at the discretion of the local Board. The 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 executive committee 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 Pierce County NARPM Executive Committee or Board of Directors.

Section E: Non-Binding

The chapter shall not have any authority to financially obligate or bind the national 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 board of director of the National Association of Residential Property Managers, Inc., at any time through a letter addressed to the executive committee 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 sub-committee created and/or assigned for that purpose as appointed by the president.

Section B: Procedure for Amending

The entity assigned for the purpose of reviewing proposed Bylaw revisions shall present the proposed amendment to the executive committee with its findings and proposed recommendations of actions. A two-thirds majority of the Executive Committee is necessary in order to amend these bylaws.

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the National Association of Residential Property Managers, Inc., prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at nationals 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 members of the executive committee, officer(s), sub-committee chairperson(s) and sub-committee members, as well as the national association, its board of directors, officers, chairpersons and committee members who 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, statutes, 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 Washington state law, Chapter shall notify the National Association of said amendments but no further action will be required.

Section E. Sexual Harassment

The National Association of Residential Property Managers (NARPM) has adopted a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including but not limited to sexual harassment. This zero-tolerance policy means that no form of unlawful discriminatory or harassing conduct by or towards any employee, member, vendor, or other person in our workplace and at our events/meetings will be tolerated.

NARPM is committed to enforcing its policy at all levels within the Association. Any officer, director, volunteer, member, or employee who engages in prohibited discrimination or harassment will be subject to discipline, up to and including immediate discharge from employment or dismissal from the association.

Reporting Without Fear of Retaliation: No Association member will be retaliated against for reporting harassment. This no-retaliation policy applies whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded. No Association officer, director, volunteer, or member is authorized, or permitted, to retaliate or to take any adverse action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice.

Section E: Dissolution

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

[Skip Navigation](#)

Information Copy.

Do not send to IRS.

Form **990-N**

Department of the Treasury Internal Revenue Service

Electronic Notice (e-Postcard)

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

OMB No. 1545-2085

2021

Open to Public Inspection

A For the **2021** Calendar year, or tax year beginning **2021-01-01** and ending **2021-12-31**

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**
PO BOX 9038, Tacoma, WA, US, 98490

D Employee Identification Number **91-1704070**

E Website:

F Name of Principal Officer: **Carrie Jakeman Swafford**
PO BOX 9038, Tacoma, WA, US, 98490

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.

4/19/2022

Cash Flow - Last year

1/1/2021 through 12/31/2021

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Category	1/1/2021- 12/31/2021
INFLOWS	
Affiliate Dues	2,406.25
Chapter Incentive	1,000.00
Meeting Income	120.00
Membership Dues	1,766.00
TOTAL INFLOWS	5,292.25
OUTFLOWS	
Uncategorized	221.93
Christmas party	625.00
Education	1,000.00
Entertainment	789.85
Food & Dining	58.08
Gifts & Donations	10.00
Gift	595.00
TOTAL Gifts & Donations	605.00
Lunch Meeting	964.32
Meeting Speaker	750.00
Office	149.90
Shopping	
Electronics & Software	56.88
TOTAL Shopping	56.88
TOTAL OUTFLOWS	5,220.96
OVERALL TOTAL	71.29

Expense	2022 Budget	Actual	
National Convention Fees (1give aways)	\$500.00		
WA State Convention Fees (2)	\$500.00		
National Board Travel	\$500.00		
Regional Board Travel	\$500.00		
Leadership Airfare & Travel			
Charity	\$1,000.00		
Christmas Party/gifts	\$750.00		
Education/Speakers	\$2,000.00		
\$500 RHA Donation	\$500.00		
Luncheon Fees & Guest Visit	\$3,500.00		
Monthly Drawing/ \$25 Gift Card x 4 meetings	\$100.00		
Vendor Fair/ Appreciation	----		
Office Expenses/ advertising - i have never billed for postage or printing.....	\$200.00		
Board Retreat			
Social Event	\$1,000.00		
NARPM Chapter Incentive	\$600.00		
Total:			
Income	2022 Budget	Actual	
Affiliate Membership & Lunch Fees	\$1800 prepaid		
Membership Dues	\$2200 prepaid		
Education			
Social Event			
Grant			
Total:		\$0.00	



National Association of Residential Property Managers

Membership Meeting agenda for 02/18/2021

Location: Zoom

Time: 11:15 Networking, 11:30am - 1:00pm Meeting

Call To Order

Monthly Review of NARPM Code of Ethics

Article 2: DISCRIMINATION

Welcome

- a. Recognize new members/ Affiliates/ Guests

Introductions

Announcements

Board Members:

President: Jodi Williams

President Elect: Jim Henderson

Secretary: Jamie Williams

Treasurer: Carrie Jakeman-Swafford

Membership: Alexis Eykel

Past President: Lyle Crews

Committee Reports:

Vendor Committee: Brian Harding

Legislative: Stephanie Elguera

Education: Stephanie Elguera

Community Outreach: Megan

McCormick & Melissa Culver

TODAYS SPEAKER:

Deb Newell

Coping in our Industry (Mentally)

Reminder Next Membership Meeting is March 18, 2020

Article 2: DISCRIMINATION



National Association of Residential Property Managers

Membership Meeting agenda for 02/18/2021

Location: Zoom

Time: 11:15 Networking, 11:30am - 1:00pm Meeting

The Property Manager shall not discriminate in the management, rental, lease, or negotiation for real property, shall operate consistent with fair housing laws and regulations and shall comply with all federal, state, and local laws concerning discrimination.

STANDARDS OF PROFESSIONALISM

2-1 It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.

2-2 The Property Manager shall not deny service to any person due to race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity.

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.



National Association of Residential Property Managers

Membership Meeting agenda for 03/18/2021

Location: Zoom

Time: 11:15 Networking, 11:30am - 1:00pm Meeting

Call meeting to order: 11:30am

Monthly Review of NARPM Code of Ethics

Article 3: RESPONSIBILITY TO CLIENT

Welcome

Introductions

Name, Company and What is the biggest thing you're looking forward to doing as the weather gets nicer?

Guests -

Announcements

Board Members:

President: Jodi Williams

President Elect: Jim Henderson

Secretary: Jamie Williams -VOTE

Treasurer: Carrie Jakeiman-Swafford- VOTE

Membership: Alexis Eykel

Past President: Lyle Crews

Committee Reports:

Vendor Committee: Lucy Fausto &

Brian Harding

Legislative: Stephanie Elguera

Education: Stephanie Elguera

Community Outreach: Megan

McCormick & Melissa Culver

Old Business

New Business

TODAYS SPEAKER:

Valerie Knight

Rental Assistance in Pierce County.

Next meeting: April 15th.



National Association of Residential Property Managers

Membership Meeting agenda for 03/18/2021

Location: Zoom

Time: 11:15 Networking, 11:30am - 1:00pm Meeting

Article 3: RESPONSIBILITY TO CLIENT

The Property Manager shall at all times act in a lawful manner to protect the best interests of the Client.

STANDARDS OF PROFESSIONALISM

- 3-1 The Property Manager shall use written management agreements, and written extensions, if required, outlining all responsibilities and fees. The Client will be provided a copy of 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 of receipts and disbursements on a regular and agreed upon basis. In the event of any dispute, the Property Manager shall provide a written accounting as soon as practical.
- 3-3 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 of a managed asset.

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National Association of Residential Property Managers

Membership Meeting agenda for 4/15/2021

Location: Zoom

Time: 11:15 Networking, 11:30am - 1:00pm Meeting

Call To Meeting to Order

Monthly Review of NARPM Code of Ethics

Article 4: OBLIGATIONS TO TENANTS

Welcome

Please put your name and company in the chat. This is a way we can track attendees.

Introductions

Name, Company and Question

What is the biggest technology business tool you use?

Guests -

Announcements

Board Members:

President: Jodi Williams

President Elect: Jim Henderson

Secretary: Jamie Williams -VOTE

Treasurer: Carrie Jakeiman-Swofford- VOTE

Membership: Alexis Eykel

Past President: Lyle Crews

Committee Reports:

Vendor Committee: Lucy Fausto &

Brian Harding

Legislative: Stephanie Elguera

Education: Stephanie Elguera

Community Outreach: Megan

McCormick & Melissa Culver

Old Business

New Business

Constantly re-evaluating at this point.

TODAYS SPEAKER:

Todd Ortscheid

Checklists and Processes

Next Meeting: 5/20 - Shawn Mattingly - CPA



National Association of Residential Property Managers

Membership Meeting agenda for 4/15/2021

Location: Zoom

Time: 11:15 Networking, 11:30am - 1:00pm Meeting

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.

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National Association of Residential Property Managers

Membership Meeting agenda for 9/16/2021

Location: Zoom

<https://us02web.zoom.us/j/88117913890?pwd=NGV2c1AveIFpSmZOQU4yNng3Z0ZpQT09>

Time: 11:15am - 1:00pm

Call To Order

Monthly Review of NARPM Code of Ethics

Article 8: COMMITMENT TO FIRM

Welcome

Introductions

Announcements

Board Members:

President: Jodi Williams

President Elect: Jim Henderson

Secretary: Jamie Williams

Treasurer: Carrie Jakeman-Swafford

Membership: Mark Melsness

Past President: Lyle Crews

Committee Reports:

Vendor Committee: Lucy Fausto

Legislative: Stephanie Elguera

Education: Stephanie Elguera

Community Outreach: Megan

McCormick & Melissa Culver

Old Business

- Elections complete

New Business

- National Convention, Oct 26th - 29th. Virtual and In-Person
- Next Months Chapter meeting

TODAYS SPEAKER:

Rhianna Campbell - "Burn Out"

Reminder Next Membership Meeting is October 21st, 2021

Topic TBD



National Association of Residential Property Managers

Membership Meeting agenda for 9/16/2021

Location: Zoom

<https://us02web.zoom.us/j/88117913890?pwd=NGV2c1AvelFpSmZOQU4yNng3Z0ZpQT09>

Time: 11:15am - 1:00pm

Article 8: COMMITMENT TO FIRM

The Property Manager shall act in the best interests of his or her property management Firm.

STANDARDS OF PROFESSIONALISM

8-1 The Property Manager shall not have any undisclosed conflict of interest with his or her Firm. If a conflict or potential conflict should arise, the Property Manager shall notify his or her Firm immediately.

8-2 The Property Manager shall not receive any form of compensation, rebates, or any other benefits without full disclosure to his or her Firm.

8-3 The Property Manager may not take or use any proprietary documentation, including but not limited to Client/Tenant lists, during or after his or her relationship with a Firm without express written consent from the Firm.

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Pierce County Chapter **BOARD MEETING MINUTES**

Date: 2/11/2021

Time: 11:00 AM - 12:00 PM

Location: Zoom Meeting

Members Present

Jodi Williams (Chapter President), Jim Henderson (President Elect), ~~Lyle Crews (Past President)~~, Jamie Williams (Secretary), Carrie Jakeman-Swofford (Treasurer), ~~Alexis Eykel (Membership Chair)~~, Stephanie Elguera (Education Chair), ~~Lucy Fausto (Affiliate Chair)~~, Megan McCormick (Charity & Social Co-Chair for Community Outreach), Melissa Culver (Charity & Social Co-Chair for Community Outreach)

Call to Order

Reports as provided by -

President - Jodi Williams:

Treasurer - Carrie Jakeman-Swofford: 4 members didn't renew (2 retiring), 15 affiliates didn't renew (50% didn't renew).

Secretary - Minutes sent out via email to board members

Old Business:

- WA State Conference May 12 and 13th, Virtual
- Jim Roman seemed a bit high, working on getting a grant. Brad Larson \$500, Scott Brady \$0
- Lyle not present, he's working on chapter compliance
- Alexis not present, working on FB posts
- Ethics - need a blurb each month
- Brad wants to move his presentation to another day due to pending surgery
- Jim will be sending out links to state chapter meetings

New Business:

- Jen Noland updates the website
- Drawings for conference giveaways done for state conference as well as national conference.
- Megan will talk with Melissa about organizations still needing assistance.
- St. Patrick's Day bingo will be set for later in the day or early evening

Meeting Adjourned:

12:00 PM

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Pierce County Chapter **BOARD MEETING MINUTES**

Date: March 11, 2021

Time: 11:00 AM - 12:00 PM

Location: Zoom Meeting

Members Present

Jodi Williams (Chapter President), Jim Henderson (President Elect), Lyle Crews (Past President), Jamie Williams (Secretary), Carrie Jakeman-Swafford (Treasurer), Alexis Eykel (Membership Chair), Stephanie Elguera (Education Chair), ~~Lucy Fausto (Affiliate Chair)~~, Brian Harding (Affiliate Chair), Megan McCormick (Charity & Social Co-Chair for Community Outreach), Melissa Culver (Charity & Social Co-Chair for Community Outreach)

Call to Order

Reports as provided by -

President - Jodi Williams:

- Jodi to speak with Melissa Sharone about capacity to do chapter compliance
- WA State Conference is now August instead of May
- Jim Roman will be speaking in June and we have a grant for \$500 to help. Stephanie has the invoice and will pass that on to Carrie.

President Elect - Jim Henderson: Discussed update on mandatory renewal provision and capital gains

Past President - Lyle Crews: Nothing to report

Secretary - Jamie Williams: Meeting minutes prior to February 2021 approved, Brian motioned Carrie seconded, minutes approved. February 2021 meeting minutes approved, Jodi motioned, Jim seconded.

Treasurer - Carrie Jakeman-Swafford:

- Budget is a bit behind on income vs expenses. Money in the account.
- Board travel removed based off option to do virtual conference.
- Gifts for members will still be available for 2 national and up to 5 Washington state (estimate \$100 ea)
- Shared budget on the screen
- Bingo coming out of gifts line item
- 2021 budget approved

Membership Chair - Alexis Eykel: post boosts are getting bounced back, will be looking into that
Education Chair - Stephanie Elguera: Topics set for general chapter meeting calendar currently as follows - March Valerie Knight, Rental Assistance; April Todd Orscheidt; May Shawn Mattingly; June Jim Roman, need to select from a few topics; July No Meeting; August Brian Harding; September Vendor Fair; October Brad Larson; November Rionna Campbell Marketing, People in Crisis; December Party

Affiliate Chair - Lucy Fausto:

Community Outreach - Megan McCormick and Melissa Culver: St. Patricks Day Bingo Wednesday, winners get \$10 starbucks card, extended to all chapters in WA, will put link to card generator on FB link

Old Business:

Carrie sending \$25 Amazon egift card to winners of drawing to keep it simple. All in attendance eligible

New Business:

Jim Roman presentation:

- Jim Henderson said Thurston County also wants to hire Jim Roman to come speak, so might be worth joining together for the zoom meeting so that they can also use their \$500 grant. If both chapters use \$500 grant, that completely pays Jim Roman's fee.
- Selected the topic: Rise Above the Rest

Exodus housing will give a 5 minute presentation at the next meeting. Carrie and Melissa are able to store collections.

Discussed sequence of general meetings

11:15 networking, 11:30 start time, 11:45 speaker starts

Conversation starters - send ideas to Jodi

Meeting Adjourned:

11:57 PM

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Pierce County Chapter

BOARD MEETING MINUTES

Date: April 8, 2021

Time: 11:00 AM - 12:00 PM

Location: Zoom Meeting

Members Present

Jodi Williams (Chapter President), Jim Henderson (President Elect), Lyle Crews (Past President), Jamie Williams (Secretary), Carrie Jakeman-Swafford (Treasurer), Alexis Eykel (Membership Chair), Stephanie Elguera (Education Chair), Lucy Fausto (Affiliate Chair), Brian Harding (Affiliate Chair), Megan McCormick (Charity & Social Co-Chair for Community Outreach), Melissa Culver (Charity & Social Co-Chair for Community Outreach)

Call to Order

Reports as provided by -

President - Jodi Williams: New member, Clark, had a difficult time getting registered.

President Elect - Jim Henderson: No reports

Past President - Lyle Crews: No reports

Secretary - Jamie Williams: Minutes approved. Carrie motioned. Jim seconded.

Treasurer - Carrie Jakeman-Swafford: There is money. Gift cards all sent out. \$10 and \$25. now have a PC NARPM gift card account.

Membership Chair - Alexis Eykel: Not present

Education Chair - Stephanie Elguera: Stephanie will be out of town, so Jim will give legislative update at general membership meeting.

Affiliate Chair - Lucy Fausto & Brian Harding: No reports. Will reach out to Stephanie Garrison from Country Financial to see if she's still interested. Will also be reaching out to Doug Ava.

Community Outreach - Megan McCormick and Melissa Culver: No reports.

Old Business:

New Business:

Discussed easier ways to make sure only members are in the drawings. Jodi will be asking members to enter their name into chat to be able to verify attendance in a report.

Zoom meetings will continue to be how we meet for now.

Discussed meeting in person, perhaps the August meeting, somewhere outdoors or someplace with large capacity so we are under the 25% threshold, possibly with box lunches.

Meeting Adjourned:

11:33 PM

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Pierce County Chapter **BOARD MEETING MINUTES**

Date: July 08, 2021

Time: 11:00 AM - 12:00 PM

Location: Zoom Meeting

Members Present

Jodi Williams (Chapter President), Jim Henderson (President Elect), ~~Lyle Crews (Past President)~~, Jamie Williams (Secretary), Carrie Jakeman-Swofford (Treasurer), Alexis Eykel (Membership Chair), ~~Stephanie Elguera (Education Chair)~~, Lucy Fausto (Affiliate Chair), Brian Harding (Affiliate Chair), ~~Megan McCormick (Charity & Social Co-Chair for Community Outreach)~~, Melissa Culver (Charity & Social Co-Chair for Community Outreach)

Call to Order

Jodi called the meeting to order

Old Business

Jamie - Minutes for May emailed out, minutes approved

Carrie - New painter and locksmith - all paid. Outgoing expenses for event with 9 RSVPs.

Spinnaker Property Management joining. Housing Connector - affiliate app is needed.

Lucy - vendor fair September 16th, time available, \$1k minimum for food, \$200 deposit to save date. Max 130 guests. Moving Vendor Fair to February 2022 due to cost and attendance.

General membership meeting venue possibilities - Poodle dog, Silver Cloud, Farm 12, Best Western, need capacity for about 50

Melissa - final food & RSVP due by Monday, everyone will get 2 drink tickets. Serving fajitas. At Narrows Plaza

Jim - TPCAR - what can we do to attract realtors?

August board meeting will be in person, 4PM, Bar Bistro

Zoom cost - will check with national for grant to see if that cost can be covered. Jodi will CC Jim

September 16 - need speaker for general membership m meeting - maybe insurance, Ryan?

Ethics class - who needs it? Clock hour class? Jodi will check to see how frequently needed.

Brian - Spokane chapter has a real estate school - Send to Stephanie.

New Business

Carrie to send vendor and member app to Lucy & Alexis

Meeting Adjourned

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Vendor Committee: Lucy Fausto

Legislative: Stephanie Elguera

Education: Stephanie Elguera

Comm. Outreach: Melissa Culver

2022 Board Elections for Pierce County Chapter of NARPM

All Responses

Q1 - President

Q2 - President-Elect

Q3 - Treasurer

Q4 - Secretary

Q5 - Membership Chair

Q6 - Executive

Question 1 has 6 answers (Checkboxes)

“President”



Question 2 has 6 answers (Checkboxes)

“President-Elect”



Question 3 has 6 answers (Checkboxes)

“Treasurer”



Question 4 has 6 answers (Checkboxes)

“Secretary”



Question 5 has 6 answers (Checkboxes)

“Membership Chair”



Question 6 has 6 answers (Checkboxes)

“Education Chair”



Question 7 has 6 answers (Checkboxes)

“Legislative Chair”



Question 8 has 6 answers (Checkboxes)

“Affiliate Chair”



Question 9 has 6 answers (Checkboxes)

“Community Outreach”



Question 10 has 6 answers (Checkboxes)

“Website ”



Question 11 has 1 answers (Open Text)

“I am interested in becoming more involved and have entered my name below. ”

Rebekah Hermansen said:
"Thank you for all that you guys do!"
