



CHAPTER COMPLIANCE 2023

C022 ORLANDO CENTRAL FLORIDA CHAPTER

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

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

Levels of Chapter Recertification

Full recertification

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

Chapter in Review (Amended 2022)

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

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

De-certification

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



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

C022 ORLANDO/CENTRAL FLORIDA

Compliance Question:

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

June 15, 2022 Attendee(s): Jessica A. Foster

October 11, 2022 Attendee(s): Tracy Jackson

November 8, 2022 Attendee(s): Jessica A. Foster

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

October 20, 2022 Attendee(s): Darcie Englert; Christy Lake

November 16, 2022 Attendee(s): Darcie Englert



National Association of Residential Property Managers

ORLANDO/CENTRAL FLORIDA CHAPTER

Bylaws of The Orlando/Central Florida Chapter of The National Association of Residential Property Managers, Inc.

ARTICLE I: Name, Purpose, Powers and Geographic Area

Section A: Name

The name of this organization shall be the "Orlando/Central Florida Chapter of the National Association of Residential Property Managers, Inc.", hereinafter referred to as the Chapter.

Section B: Purpose

The purposes for which the organization is established are to:

- Establish a permanent trade association in the residential property management industry in the Metropolitan Central Florida area.
- To promote a standard of business ethics, professionalism and fair practices among its members.
- To establish and promote education of its members.
- To provide and promote an exchange of ideas regarding residential property management.
- To educate and promote legislative initiative in the Metropolitan Central Florida area.

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 Florida.
- The chapter shall be subject to all rules, regulations, ethics, and standards and bylaws of the National Association of Residential Property Managers, Inc.
- 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: Geographic Area

This chapter's geographical definition shall be Orange, Osceola, Seminole, Volusia, Brevard, Sumter, and Lake Counties in Central Florida.

ARTICLE II: Membership: Professional, Associate, Support Staff and Preferred Partner

Section A: Professional Member

A 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 Member

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 aka in Orlando/Central Florida Chapter as "Preferred Partner"

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

The Chapter shall not recognize NARPM® National or Florida State Affiliate Members as Preferred Partners of this Chapter.

Section E: Application Process

- 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 the initial Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
- 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 Resignation and Reinstatement 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:

- Suspension of membership: Suspension of membership for reasons stated in the Bylaws of the National Association.
- 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.

- Resignation:
 - Any member, other than Preferred Partner, may resign at any time by forwarding a letter stating such intent to the Orlando / Central Florida 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.
 - Preferred Partner 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.
- Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
- 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.
- Code of Ethics Violation: 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:

- Upon request, if such request is received during the calendar year during which a resignation occurred.
- Upon request, provided that all financial indebtedness incurred has been paid and is current.
- 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.
- 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 and Duties

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.

Section B: The Executive Committee

All Chapter Executive Committee members should faithfully attend all Chapter Executive Committee meetings and regular Chapter meetings. Executive Committee members can only miss one board meeting per 6-month time period and one chapter meeting per 6-month time period, to be excused by the President. Missing more than this amount will require a simple majority vote from the remaining members of the Committee to either excuse the absence or discuss removal of the board member for failure to faithfully attend all functions.

- President: The President shall:
 - Be the Chief Executive Officer of the Chapter.
 - Preside at all meetings of the Chapter.
 - Attend all Chapter Executive Committee and regular Chapter meetings.
 - Act as an alternate signatory for funds withdrawn from the Chapter account(s).
 - Sign all legal documents.
 - Undertake responsibility for such other activities as deemed appropriate by the Committee.
 - Shall ensure the completion of all documentation required by the National Association Annual Chapter Compliance Report.
 - Coordinate and prepare with the board members the Chapter of Excellence Award checklist and application to include supporting documents.
 - Serve a term of one year commencing with the beginning of the new calendar year.
 - Participate in mandatory conference calls held by the National Regional Vice President.

- Attend Leadership Training at National Convention or Regional Conferences.
 - Notify Membership Chair of new members upon notification from National office.
 - Must be a Professional Member of the Chapter.
 - Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.
- President-Elect: The President-Elect shall:
 - Be elected to a three-year term as an officer (one year as President-Elect, one as President and one as Past-President).
 - Attend all Chapter Executive Committee and regular chapter meetings.
 - Act as an alternate signatory for funds to be withdrawn from the Chapter account(s).
 - Fulfill the responsibilities of the President during his/her absence.
 - Undertake other activities as are deemed appropriate by the President.
 - Replace the President at the end of the fiscal year.
 - Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
 - Serve a term of one year commencing with the beginning of the calendar year.
 - Coordinate chapter meeting venue, banquet event orders and equipment needed for scheduled speakers and workshops, sign Banquet Event Order and verify with Communications Chair and venue for the number of expected attendees.
 - Archive all needed documents for Chapter of Excellence Award to pass on to incoming President-Elect.
 - Participate in mandatory conference calls held by the National Regional Vice President.
 - Attend Leadership Training at National Convention or Regional Conferences
 - Must be a Professional Member of the Chapter.
 - Notify all Chapter members of upcoming meetings
 - Coordinate speakers and lecturers that are relevant to the residential industry for Chapter meetings.
 - Undertake responsibility for such other activities as deemed appropriate by the Committee.
 - Oversee the submission of Chapter reports including Chapter of Excellence submission
 - 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.
- Past President: The Past-President shall:
 - Attend all chapter executive committee and regular chapter meetings.
 - Undertake responsibilities as assigned by the President.
 - Shal serve as Chairman of the Nominating Committee.
 - Fulfill the responsibilities of the President during the absence of the President and President-Elect.
 - Serve a term of one year commencing with the beginning of the calendar year.
 - Must be a professional Member of the Chapter.
- Secretary: The Secretary shall:
 - Attend all Chapter Executive Committee and regular Chapter meetings
 - Maintain current Chapter membership records to coincide with the National Association's membership database.
 - Record, maintain and distribute minutes of all regular and special meetings of the Committee as appropriate.
 - File all federal, state and local reports, as needed.

- Undertake responsibility for such other activities as deemed appropriate by the Committee.
 - Serve a term of one year commencing with the beginning of the calendar year.
 - Coordinate raffles, prizes and donations for meetings and charity events.
 - Must be a Professional Member of the Chapter.
- Treasurer: The Treasurer shall:
 - Attend all Chapter Executive Committee and regular Chapter meetings
 - Be a signatory for all funds withdrawn from Chapter account(s).
 - Distribute annual renewal notices for Chapter dues and special assessments.
 - Deposit all funds into a federally insured financial institution.
 - Prepare a financial report for the Committee at each meeting and upon request.
 - Prepare an end-of-fiscal year report for the National Association.
 - File all federal, state and local reports, as needed, along with tax and other financial reports with the appropriate government agencies.
 - Undertake responsibility for other such activities as deemed appropriate by the Committee.
 - Serve a term of one year commencing with the beginning of the calendar year.
 - Retain in safe keeping the post office box key and retrieve mail from the box weekly.
 - Prepare and submit applications for chapter grants too National.
 - Must be a Professional Member of the Chapter.

ARTICLE V: Committee Eligibility, Nominations, Elections, Term of Office and Filling 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 considered for the President or President-Elect position, that candidate must have previously served the Chapter on the Executive Committee as the President, President-Elect, Vice President, Secretary, Treasurer.
- To be considered for the Vice President, Secretary or Treasurer position, that candidate must have served as a former Executive Committee Member, Committee Chairman for one year or Committee Member for at least 2 years.
- If there are no candidates that meet the qualifying criteria for a position, the current Executive Committee, by majority vote, may grant an exception to the qualifying criteria of that candidate.

Section B: Notification of Members and Nominations

Chapter members shall be notified in writing, or electronically by email through the Chapter email system of the pending election and nominations solicited from Chapter Members at least thirty (30) days prior to the date of the election. Nominations shall be done in either of two ways:

- 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. Nominee will then need to submit a Consent to Serve form to the presiding authority for an interview.
- Member Self Nomination – All members can submit their own Consent to Serve form to the Nominating Committee to be interviewed and considered for each board position.

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.
- Presiding Authority: The immediate Past President shall conduct the election. The immediate Past President can delegate the electoral process to the President-Elect or any other Past President Member provided that member is not a nominee.
- 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 slate of candidates and recommendation of the Nominating Committee shall be approved by the Orlando Central Florida chapter Executive Committee for approval to be on the ballot and then final slate of candidates will be presented to the membership for final vote.
- Uncontested Offices: The Presiding Authority shall identify to the Executive Committee those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
- Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the Chapter meeting, or electronically if approved by the Chapter Executive Committee. The nominee receiving a simple majority shall be elected to the position.
- The Chapter shall not allow nominations from the floor of the chapter meeting. If electronic elections take place write-in candidates must be solicited. Write-in candidates shall be added to the slate if said candidates' names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signature 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 Chapter's calendar year and conclude at the end of the same year, unless stated otherwise in these bylaws.

Section E: Vacancy

An office shall be declared vacant when an officer:

- Resigns that office through written notification to the President or the Secretary.
- Is no longer eligible for membership in the Chapter or the National Association.
- 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 President-Elect shall automatically fill that position and shall continue to serve as both President and President-Elect. In the case of other officers, a vacated office shall be filled when more than three (3) calendar months remain before the next election at which the vacancy shall be filled.

- Procedure: By an individual nominated and approved by the executive committee to fill the remaining year of term. At the next election, the remainder of the term for the office must be filled through the nomination process.

ARTICLE VI: Meetings, Locations and Majority Rules

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

- Notice of Regular Committee 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 electronic mail with a read receipt, to each member of the Committee.
- 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.
- Electronic or Conference Call Meetings: If approved by the Chapter Executive Committee, meeting can be held electronically or by conference call 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

- A majority of the Executive Committee officers in attendance shall constitute a quorum.
- Quorum: A quorum to conduct business by the members shall be 10% of the members 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 meetings 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 committee may take any action on behalf of or representative of the Chapter, unless specifically authorized by the Executive Committee. Committee chairs shall not miss more than 1 board meeting per 6-month period and more than 1 chapter meeting per 6-month period. Missing more than this may result in President removing chairperson from their position and duties and appointing new chairperson

Section C: Committee Chairs Duties:

Preferred Partner Chair: The Preferred Partner Chair shall:

- Solicit and welcome participation of Preferred Partner members in the Chapter.
- Arrange for Preferred Partner member spotlights at chapter meetings and in the Chapter newsletter.
- Coordinate annual Preferred Partner members' dues structure and benefits package with approval of the Committee.
- Select the best quality Preferred Partner members for beneficial relationships with the Chapter.
- Send membership renewal invoices no later than November 1st each year. Notify Executive Committee of any Preferred Partner dues in arrears and remove from promotional material as required.
- Notify Communications Chair of all new and prospective Preferred Partner members.
- Leverage Preferred Partner member benefits (i.e., Preferred Partner discounts, preference services to Chapter members).
- Attend all Chapter Board Meetings.
- Must be a Professional Member of the Chapter. Certification

Chair: The Certification Chair shall:

- Promote NARPM classes and designations to members.
- Convey information about the value and benefit of NARPM® classes and promote class attendance in the chapter area and at state, regional and national events.
- Convey information about the benefit of professional designations including CSS®, RMP®, MPM®, CRMC®.
- Coordinate and arrange for NARPM classes continuing education credit, if possible.
- Attend all Chapter Board Meetings.
- Must be a Professional Member of the Chapter.

Communications Chair: The Communications Chair shall:

- Attend all Chapter Board Meetings to assist with chapter events and planning of meetings with all members of the Board.
- Assist President and the Board with regular notifications to the Chapter members.
- Coordinate with Marketing Chair to update Chapter website <http://cflorida.narpm.org> and all social media, as applicable.
- Add all new members to the chapter email list and the Constant Contact database.
- Coordinate with all other Chairpersons to promote the Chapter.
- Report to Chapter President and other Board members as President deems appropriate.
- Must be a Professional Member of the Chapter.

Legislative Chair: The Legislative Chair shall:

- Be the focal point for the Legislative related topics and issues for the Chapter.
- Keep abreast of local laws and ordinances and report to the Board and the members on proposals and legislation that affects those in property management roles.
- Be primarily concerned with legislative developments and changes that affect the local or regional real estate market but should also be aware of some similar issues and proposals at the state and federal levels.
- Subscribe to and maintain a list of pertinent websites at various levels of government to share with Chapter members who wish to become more aware and knowledgeable on various legislative topics.
- Develop relationships with the local apartment association(s) and Realtor Board(s).
- Attend all Chapter Board meetings.
- Must be a Professional Member of the Chapter.

Membership Chair: The Membership Chair shall:

- Maintain current Chapter membership records to coincide with the National Association's membership database at <http://cflorida.narpm.org/members.htm>.
- Review National at-large members list, at least quarterly, for Florida at-large members that are located within the geographic area of the Orlando / Central Florida Chapter, inform National to add them to the Orlando / Central Florida Chapter list; then contact said new member and welcome them to our chapter.
- Notify Communications Chair of all new members and prospective members.
- Present report at Board meeting of current membership in the Chapter.
- At Chapter Meetings: Introduce all new members and first-time attendees and welcome them to the meeting and the Chapter.
- Promote membership through networking.
- Coordinate with National HQ for Member Applications available at each Chapter event.
- Assist prospective members with application process, have prospect submit application to National HQ for processing, follow through with new member and ensure they email National to be added to the Orlando Chapter.
- Handle all membership related inquiries.
- Attend all Chapter Board meetings.
- Must be a Professional Member of the Chapter.

Education Chair: The Education Chair shall:

- Attend all Chapter Executive Committee and regular Chapter meetings.
- Seek out and coordinate speakers and lecturers that are relevant to the residential industry for at least five (5) Chapter meetings per year, submit planned speakers to executive Committee for approval.
- Notify Communications Chair of speaker's biographies and topic description for promotional purposes.
- Undertake responsibility for such other activities as deemed appropriate by the Committee.
- Serve a term of one year commencing with the beginning of the calendar year.
- Attend Leadership Training at National Convention or Regional Conferences.
- Must be a Professional Member of the Chapter.

Community Awareness Chair: The Community Awareness Chair shall:

- Locate various charity event opportunities to present at the first scheduled Board Meeting to participate throughout the year and present to the Board for approval.

- Upon the direction of the Board, schedule the events with the applicable venues, notify the Communications Chair of the events, and track attendance of members.
- Attend all Chapter Board meetings.
- Must be a Professional Member of the Chapter.

Marketing Chair: The Marketing Chair shall:

- Prepare and publish a regularly scheduled newsletter for distribution at Chapter meetings.
- Post provided information to the Chapter website: <http://cflorida.narpm.org>
- Post and promote Chapter Facebook page: <https://www.facebook.com/NarpmCFlorida>
- Maintain and renew the redirect from <http://OrlandoNARPM.com>
- Attend all Chapter Board m meetings.
- Must be a Professional Member of the Chapter.

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 the association will: Result in the membership of the Conditional Member being suspended. If a Conditional Member has not taken the new member ethics class during their first year (12 months) of application, they will be terminated and will need to reapply for new membership.

Section A. Acknowledgment:

Each applicant for membership in the Association shall read and be familiar with the Association Code of Ethics and Standards of Professionalism. Continual adherence to the Code is mandatory for membership in the Association. Professional Members shall have successfully completed a course of instruction on the NARPM Code of Ethics.

Section B. Enforcement:

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

Section C: Chapter Charter

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

- 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.
- 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:

- Payable: Dues for local chapters are payable no later than January 1 of each year.
- Non-payment of Dues: Failure to pay the annual Chapter dues within thirty (30) days after the first day of the year shall result in automatic termination of Chapter membership, unless there are extenuating circumstances.
- 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.
- Affiliate/Preferred Partner dues: The amount of local Chapter dues for Preferred Partner dues shall be established annually by the Board of Directors during the budgeting process. The Chapter will charge dues to National and Florida State Affiliate members.
- Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. 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 Preferred Partners 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 Orlando 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 of Residential Property Managers Inc., 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 prior to their implementation or adoption by the Chapter and a final copy of these Bylaws are to remain on file at National's office.

ARTICLE XI: Miscellaneous

Section A: Invalidity

The invalidity of any provision of these Bylaws shall not impair or affect in any manner the validity, enforceability or affect 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 Florida state law, Chapter shall notify the National Association of said amendments, but no further action will be required.

Section E: Dissolution

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

Section F: 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.

Department of the Treasury
Internal Revenue Service

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

2022

Open to Public Inspection

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

B Check if available

☐ Terminated for Business☒ Gross receipts are normally \$50,000 or lessC Name of Organization: NATIONAL ASSOCIATION OF
RESIDENTIAL PROPERTY MANAGERS ORLANDO CENTRAL
253 Plaza Drive Suite D,
Oviedo, FL, US, 32765

D Employee Identification

Number 59-3334113

E Website:

F Name of Principal Officer: Darcie Englert253 Plaza Drive Suite D,
Oviedo, FL, US, 32765

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.

[illegible]

[1] Reimbursement from the Hotel. Never ended up using the Hotel due to Medical Emergency.

[2] 2021 Holiday Party

NARPM Orlando/Central Florida Chapter

Profit and Loss

January - December 2022

	TOTAL
Income	
Harry Heist Sponsorship	15,000.00
Lunch/Event Income	18,215.15
Harry Heist Member Registration Fee	27,629.15
Harry Hiest Non Member Registration Fee	1,873.64
Total Lunch/Event Income	47,717.94
PM Prime Income	
PM Prime Membership Registration	13,916.00
PM Prime Sponsorship	76,475.76
Total PM Prime Income	90,391.76
Preferred Partner Bronze	3,500.00
Preferred Partner Gold	3,000.00
Preferred Partner Platinum	20,000.00
Preferred Partner Silver	7,500.00
Social Registration	849.50
Uncategorized Income	1,500.00
Total Income	\$189,459.20
GROSS PROFIT	\$189,459.20
Expenses	
Advertising & Marketing	
Constant Contact	1,155.00
Total Advertising & Marketing	1,155.00
Bank Charges & Fees	25.00
Service Charges	15.00
Pay Pal Fees	6,717.78
Total Service Charges	6,732.78
Total Bank Charges & Fees	6,757.78
Dues & subscriptions	1,905.00
Quickbooks Online	575.00
Total Dues & subscriptions	2,480.00
Holiday Party	3,609.15
Insurance	1,275.64
Licenses and Permits (annual report)	70.00
Lucheon Exp (Venue & Catering)	18,666.65
Harry Heist Venue & Catering	30,473.40
PM Prime Venue & Catering	67,763.71
Strategic Meeting Expenses	100.00
Total Lucheon Exp (Venue & Catering)	117,003.76
Membership Orientation	42.91
Name Badge and Trophies	1,771.38

NARPM Orlando/Central Florida Chapter

Profit and Loss

January - December 2022

	TOTAL
Office Supplies	208.07
Social Expenses	3,627.77
Speakers	3,500.00
Speakers for PM Prime	29,029.49
Total Speakers	32,529.49
Travel	
Travel Executive Board Nat'l Conv	13,800.00
Total Travel	13,800.00
Total Expenses	\$184,330.95
NET OPERATING INCOME	\$5,128.25
NET INCOME	\$5,128.25

Registration Status Report

Creating Raving Fans

Thursday, February 10, 2022 from 11:30 AM to 1:30 PM EST

Last Name	First Name	Email Address	Registration Date	Registration Status	Payment Status	Registered By
Ahearn	Meghan		Feb 08, 2022	Registered	Paid	Stacey McKay
Aznar	Carlos	carlos@onerew.com	Feb 01, 2022	Abandoned	Incomplete	
Beaman	Timothy	trbeaman21@gmail.com	Jan 31, 2022	Registered	Paid	
Cheslak	Wayne	wayne@onsightpros.com	Feb 07, 2022	Registered		
Crim	Nicolle	nicollecrim@watsonrealtycorp.com	Feb 07, 2022	Registered		
Davis	Brendon	brendon.davis@taskeasy.com	Feb 08, 2022	Registered	Paid	
Drawdy	David	teamdrawdy@teamdrawdy.com	Feb 02, 2022	Registered	Paid	
Eiermann	Cooper		Jan 31, 2022	Registered		Vern Morris
Englert	Darcie	ddnsenglert@hotmail.com	Jan 31, 2022	Registered	Paid	
Foster	Jessica	jfoster@atriummanagement.com	Feb 02, 2022	Registered	Paid	
Gold	Chris	chrisgold@wmgi.net	Feb 08, 2022	Registered	Paid	
Grana	Gustavo	gus@mykeypm.com	Feb 08, 2022	Registered	Paid	
Grim	Trisha		Feb 03, 2022	Registered		Annette Threlfall
Guest1	Guest1		Feb 08, 2022	Registered	Paid	Brendon Davis
Hebert	Lionel	lionelhebert@wmgi.net	Feb 07, 2022	Registered	Paid	
Hickey	Paul	phickey@performancerroofingusa.com	Feb 03, 2022	Registered		
Jensen	Carrie	sparklenshine@mail.com	Feb 06, 2022	Registered		

Last Name	First Name	Email Address	Registration Date	Registration Status	Payment Status	Registered By
Klein	Adrienne	info@azurefloridahomes.com	Feb 08, 2022	Registered	Paid	
Kuchenbecker	Kent	kent@wmgi.net	Feb 05, 2022	Registered	Paid	
Lake	Christy	clake@watsonrealtycorp.com	Feb 04, 2022	Registered	Paid	
McClung	Marissa	marissavalle@yahoo.com	Feb 04, 2022	Registered	Paid	
McKay	Stacey	stacey@renthomefl.com	Feb 08, 2022	Registered	Paid	
McNelis	Ryan		Feb 04, 2022	Registered	Paid	Rebecca Tharp
Morris	Vern	vkpestservices@gmail.com	Jan 31, 2022	Registered		
Ortega	Renato		Feb 04, 2022	Registered		Ryan Paul
Pacheco	Karla		Feb 03, 2022	Registered	Paid	Jennifer Tribou
Parish	Brad	brad@acmechamix.com	Feb 04, 2022	Abandoned	Incomplete	
Paul	Ryan	ryan@beaconrestoration.com	Feb 04, 2022	Registered		
Reed	Chris	chris@allamericanwaterrestoration.com	Jan 31, 2022	Registered		
Roman	Jim	jimroman@jimromanonline.com	Feb 04, 2022	Registered		
Shaffer	Cindi	cindi@russellproperties.com	Feb 07, 2022	Registered	Paid	
Simpson	Steven	ssimpson@cflpropmanagement.com	Feb 04, 2022	Registered	Paid	
Spano	Amy	amy@wmgi.net	Feb 04, 2022	Registered	Paid	
Tharp	Rebecca	rtharp@atriummanagement.com	Feb 04, 2022	Registered	Paid	
Threlfall	Annette	annette@carpetsblinds.com	Feb 03, 2022	Registered		
Torres	Brittney		Feb 04, 2022	Registered	Paid	Rebecca Tharp
Tribou	Jennifer	jen@citruspm.com	Feb 03, 2022	Registered	Paid	
Velez	Joseph		Jan 31, 2022	Registered	Paid	David Wilson
Vogel	Laura	lauravogel@watsonrealtycorp.com	Feb 07, 2022	Registered	Paid	

Last Name	First Name	Email Address	Registration Date	Registration Status	Payment Status	Registered By
Weberman	Shaya		Feb 08, 2022	Registered	Paid	Adrienne Klein
Wilson	David	davidwilson@wmgi.net	Jan 31, 2022	Registered	Paid	
Wilson	Stacy		Jan 31, 2022	Registered	Paid	David Wilson
Zweydoff	Alex	alex@amgrents.com	Feb 07, 2022	Registered	Paid	

Registration Status Report

Operation Leadership

Thursday, March 24, 2022 from 10:15 AM to 12:45 PM EDT

Last Name	First Name	Email Address	Registration Date	Registration Status	Payment Status	Registered By
Ahearn	Meghan		Mar 22, 2022	Registered	Paid	Stacey McKay
Beaman	Timothy	trbeaman21@gmail.com	Mar 17, 2022	Registered	Paid	
Crim	Nicolle	nicollecrim@watsonrealtycorp.com	Mar 21, 2022	Registered	Paid	
DiCarlantonio	Ernesto	locksmith@athomekeys.com	Mar 22, 2022	Abandoned	Incomplete	
Englert	Darcie	ddnsenglert@hotmail.com	Mar 21, 2022	Registered	Paid	
Foster	Jessica	jfoster@atriummanagement.com	Mar 21, 2022	Registered	Paid	
Galvez	Shaun		Mar 21, 2022	Registered	Paid	Michael Krause
Grana	Gustavo	gus@mykeypm.com	Mar 22, 2022	Registered	Paid	
Grumoli	Gary	gary.grumoli@servprowp.com	Mar 22, 2022	Registered	Paid	
Guest1	Guest1		Mar 17, 2022	Registered	Paid	Adrienne Klein
Husse	Chelsea	chelseas@askanadjuster.com	Mar 14, 2022	Registered	Paid	
Jensen	Carrie	sparklenshine@mail.com	Mar 22, 2022	Registered	Paid	
Jett	Sandra	sandrajett@watsonrealtycorp.com	Mar 17, 2022	Registered	Paid	
Klein	Adrienne	info@azurefloridahomes.com	Mar 17, 2022	Registered	Paid	
Krause	Michael	mkrause@atriummanagement.com	Mar 21, 2022	Registered	Paid	
Lake	CHristy	shakylakey@aol.com	Mar 21, 2022	Registered	Paid	
McClung	Marissa	marissavalle@yahoo.com	Mar 22, 2022	Registered	Paid	

Last Name	First Name	Email Address	Registration Date	Registration Status	Payment Status	Registered By
McKay	Stacey	stacey@renthomefl.com	Mar 22, 2022	Registered	Paid	
Morris	Vern	vkpestservices@gmail.com	Mar 14, 2022	Registered	Paid	
Parkinson	Clif	vic@scottsair.com	Mar 23, 2022	Registered	Paid	
Pennell	Renato	renato_pennell@hphd.store	Mar 22, 2022	Abandoned	Incomplete	
Reed	Chris	chris@atriummanagement.com	Mar 21, 2022	Registered	Paid	
Roman	Jim	jim@boiva.com	Mar 11, 2022	Registered	Paid	
Rothrock	Daniel	daniel@eatonrealty.com	Mar 22, 2022	Registered	Paid	
Singleton	Chelsea	chelseel@askanadjuster.com	Mar 14, 2022	Registered	Paid	
Smith	Brittany		Mar 21, 2022	Registered	Paid	Jessica Foster
Tharp	Rebecca		Mar 21, 2022	Registered	Paid	Jessica Foster
Threlfall	Annette	annette@carpetsblinds.com	Mar 21, 2022	Registered	Paid	
Torres	Brittney		Mar 21, 2022	Registered	Paid	Jessica Foster
Wilson	David		Mar 14, 2022	Registered	Paid	Stacy Wilson
Wilson	Stacy	stacywilson@wmgi.net	Mar 14, 2022	Registered	Paid	

Registration Status Report

Coffee, Connections, and Cultivating Culture with Rhianna Campbell

Thursday, June 16, 2022 from 10:00 AM to 11:30 AM EDT

Last Name	First Name	Email Address	Registration Date	Registration Status	Payment Status	Registered By
Adelhelm	Dan		Jun 15, 2022	Registered	Paid	Jessica Foster
Ahearn	Meghan		Jun 12, 2022	Registered	Paid	Stacey McKay
Beaman	Timothy	trbeaman21@gmail.com	Jun 13, 2022	Registered	Paid	
Carr	Steven		Jun 15, 2022	Registered	Paid	Brittney Torres
Celis	Joanna	rentals@changinglatitudesfl.com	Jun 10, 2022	Registered		
Cheslak	Wayne	wayne@onsightpros.com	Jun 08, 2022	Registered		
Crim	Nicolle	nicollecrim@watsonrealtycorp.com	Jun 13, 2022	Registered	Paid	
Englert	Darcie	ddnsenglert@hotmail.com	Jun 15, 2022	Registered	Paid	
Foster	Jessica	jfoster@atriummanagement.com	Jun 15, 2022	Registered	Paid	
Galvez	Shaun		Jun 15, 2022	Registered	Paid	Jessica Foster
Grana	Gus	gus@mykeypm.com	Jun 15, 2022	Registered	Paid	
Guest3	Guest3		Jun 15, 2022	Registered	Paid	Brittney Torres
Husse	Chelsea	chelseas@askanadjuster.com	Jun 07, 2022	Registered	Paid	
Lake	Christy	shakylakey@aol.com	Jun 14, 2022	Registered	Paid	
McKay	Stacey	stacey@renthomefl.com	Jun 12, 2022	Registered	Paid	
Morris	Vern	vkpestservices@gmail.com	Jun 07, 2022	Registered		
Reed	Chris	chris@allamericanwaterrestoration.com	Jun 09, 2022	Registered		

Last Name	First Name	Email Address	Registration Date	Registration Status	Payment Status	Registered By
Root	Kristi		Jun 09, 2022	Registered		Annette Threlfall
Threlfall	Annette	annette@carpetsblinds.com	Jun 09, 2022	Registered		
Toro	Sandy		Jun 15, 2022	Registered	Paid	Jessica Foster
Torres	Brittney	btorres@atriummanagement.com	Jun 15, 2022	Registered	Paid	
Weber	Doug		Jun 15, 2022	Registered	Paid	Brittney Torres
Wilson	David		Jun 08, 2022	Registered	Paid	Stacy Wilson
Wilson	Stacy	stacywilson@wmgi.net	Jun 08, 2022	Registered	Paid	
Zweydoff	Alex	alex@amgrents.com	Jun 07, 2022	Registered	Paid	

Registration Status Report

Relationship Marketing Workshop and Happy Hour at Keg Social!

Wednesday, August 31, 2022 from 4:00 PM to 6:30 PM EDT

Last Name	First Name	Email Address	Registration Date	Registration Status	Payment Status	Registered By
Adelhelm	Dan		Aug 31, 2022	Registered	Paid	Kelley Rike
Ahearn	Meghan	meghan@renthomefl.com	Aug 29, 2022	Registered	Paid	
Beaman	Timothy	trbeaman21@gmail.com	Aug 23, 2022	Registered	Paid	
Bundy	Liz	lizbundy@kw.com	Aug 31, 2022	Registered	Paid	
Carter	Gail	gail@illuminareenergy.com	Aug 31, 2022	Registered	Paid	
Cheslak	Betty		Aug 16, 2022	Registered	Paid	Wayne Cheslak
Cheslak	Wayne	wayne@onsightpros.com	Aug 16, 2022	Registered	Paid	
Crim	Nicolle	nicollecrim@watsonrealtycorp.com	Aug 30, 2022	Registered	Paid	
Davi	Frank	frank@deanadjusters.com	Aug 30, 2022	Registered	Paid	
Dean	Justin	justin@deanadjusters.com	Aug 31, 2022	Registered	Paid	
Devia	Lydia	jimroman@jimromanonline.com	Aug 19, 2022	Registered	Paid	
Foster	Jessica	jfoster@atriummanagement.com	Aug 31, 2022	Registered	Paid	
Galvez	Shaun		Aug 31, 2022	Registered	Paid	Jessica Foster
Goodwin	Alex	alexgoodwinelectric@gmail.com	Aug 17, 2022	Registered	Paid	
Howarth	Chante	chante.howarth16@ax101-7.gemmasmith.co.uk	Aug 30, 2022	Abandoned	Incomplete	
Jensen	Carrie	sparklenshine@mail.com	Aug 14, 2022	Registered	Paid	
Lanno	Christine	christine@stcloudpropertygroup.com	Aug 30, 2022	Registered	Paid	

Last Name	First Name	Email Address	Registration Date	Registration Status	Payment Status	Registered By
Lee	Bobby	bobby@floridaplumbernearme.com	Aug 31, 2022	Registered	Paid	
Levins	Christopher	chris@beaconrestoration.com	Aug 23, 2022	Registered	Paid	
Lugo	Ana		Aug 31, 2022	Registered	Paid	Kelley Rike
Molina	Vannesa		Aug 29, 2022	Registered	Paid	Meghan Ahearn
Negron	Kayla		Aug 31, 2022	Registered	Paid	Kelley Rike
Owen	Erica	ericaowen8@gmail.com	Aug 30, 2022	Registered	Paid	
Owen	Jacob		Aug 31, 2022	Registered	Paid	Jesse Owen
Owen	Jesse	jesseowen4@gmail.com	Aug 31, 2022	Registered	Paid	
Parker	Lee-Kirby	leekirbyparker@bosshardtpm.com	Aug 22, 2022	Registered	Paid	
Reed	Chris	chris@allamericanwaterrestoration.com	Aug 17, 2022	Registered	Paid	
Rike	Kelley	krike@atriummanagement.com	Aug 31, 2022	Registered	Paid	
Rivkin	Brittany		Aug 30, 2022	Registered	Paid	Elizabeth Sirolly
Roman	Jim	jim@boiva.com	Aug 15, 2022	Registered	Paid	
Scates	Eileen	eileenscates@gmail.com	Aug 22, 2022	Registered	Paid	
Sirolly	Elizabeth	elizabethgelder@hotmail.com	Aug 30, 2022	Registered	Paid	
Smith	Brittany	bsmith@atriummanagement.com	Aug 23, 2022	Registered	Paid	
Tharp	Rebecca		Aug 31, 2022	Registered	Paid	Jessica Foster
Torres	Brittney		Aug 31, 2022	Registered	Paid	Jessica Foster
Velez	Joseph	josephvelez@wmgi.net	Aug 30, 2022	Registered	Paid	
Ward	Carol	carol.ward@payprop.com	Aug 22, 2022	Registered	Paid	
White	Ashley	ashleyw@nuworldtitle.com	Aug 31, 2022	Registered	Paid	
Zweydoff	Alex	alex@amgrents.com	Aug 30, 2022	Registered	Paid	



National Association of Residential Property Managers
ORLANDO/CENTRAL FLORIDA CHAPTER

Board of Directors Meeting Minutes
January 13, 2022
10:30 AM – 12:00 PM
Sihle Insurance

-Meeting Called to Order at 10:47am

-Motion and Approval of 8-26-2021 minutes

Jessica Foster	President	P
Darcie Englert	President-Elect	P
Alex Zweydoff	Past President	P
Christy Lake	Vice President	P
Christine Bennett	Treasurer	P
Nicolle Crim	Secretary	P
Sandra Jett	Communications/Recognition Chair	P
Adrienne Klein	Communications/Recognition Co-Chair	P
David Drawdy	Communications/Recognition Committee Member	P
Stacy Wilson	Community Awareness Chair	P
Rajia Ackley	Community Awareness Co-Chair	P
Natalie Barrentine	Community Awareness Committee Member	P
Laura Vogel	Designation/Education Chair	P
Francisco Nieves-Taranto	Designation/Education Co-Chair	P
David Wilson	Legislative Chair	P
Steve Simpson	Legislative Co-Chair	A, excused
Michael Krause	Legislative Committee Member	P
Gus Grana	Marketing Chair	A, excused
Ryan Craft	Marketing Co-Chair	P
Marissa McClung	Membership Chair total members	P
Keiera Roberts	Membership Co-Chair	A, excused
Jim Roman	Membership Committee Member	P
Nicole Rice	Preferred Partner Chair	P
Brittany Smith	Preferred Partner Co-Chair	P

1. Treasurer's Report – Christine Bennett (Christy Lake transitioning everything to Christine)
 - a. 2022 Budget – Completed in 2021 by Previous Board
 - b. Corporate Filing & Tax Filing – Pending
 - c. Signatory Transfers at Wells Fargo – Need to Schedule
 - d. Money in Bank/Bank Balance \$50,313.21
 - e. Motion to change banking account address to new address for Wells Fargo account. Approved
New Address: 548 Copley Lane
Orlando, FL 32806
2. President's Report – Jessica Foster
 - a. Introduction of new Board and committees
 - b. Everyone should read the Rules and regulations, discuss attendance and participation expectations.
 - c. Go over the calendar of events for the year.
 - i. First event will be January 27th Kick-Off Social, Charity Informational Presentation-Seasons 52.
 - ii. First speaker event will be "Creating Raving Fans" Beau Beery and Blaine Strickland-Dubsdread
Azalea Building Feb 10th. Bring a guest, share the LOVE!
 - d. Miles To Go- Charity for 2022 They provide supplies and support to the local homeless. \$5 from every ticket sold will go to the charity.Watched video about charity.
 - e. Need volunteers to make calls to members who have not renewed 2020-present and personally invite them to an event. (designation points-contact Membership Committee)
3. President Elect's Report – Darcie Englert-
 - a. Share info on FL State Conference. - Sep.12-14, 2022. Saint Augustine. Theme is Believe.
 - b. Discuss due dates for Chapter Compliance and Chapter of Excellence.
 - c. Grants? Apply for a \$1,000 grant toward a local trade show and decide on one to participate in.
4. Vice President's Report – Christy Lake
 - a. Help with leadership deadlines (chapter compliance and chapter of excellence)
 - b. Help with additional grants
 - c. Vendor Appreciation Event
5. Past Presidents Report – Alex Zweydoﬀ
 - a. Share information regarding the Charity Donation to The Barber Fund from last year. We donated \$6,068.00!!
6. Secretary's Report – Nicolle Crim
 - a. update contact list
 - b. committee reports should be sent before each meeting electronically via email.
7. Committee Reports:
 - a. Communications/Recognition – Sandra Jett-
 - i. Send Sandra any items you would like shared in the newsletter, she has started drafting the first one.
-Copy sent to Jessica for review.
 - ii. Ideas for video/podcast topics
 - iii. Working closely with the marketing committee this year.

- b. Community Awareness – Stacy Wilson
 - i. Share info about what items are needed for bags
 - ii. Share info about bag stuffing and giving event options
 - iii. Charity 5K
- c. Designation/Education - Laura Vogel
 - i. Virtual Designation Class Feb 23 - Developing Rewarding Owner Relationships - Need Marketing to Chapter ASAP
 - ii. Destination Workshop/Round Table “SMART” Goals - #1 - March 24 - Time & Loc TBD
 - iii. In-person Designation Class March 31-NARPM 101- need location and brunch/lunch sponsor
 - iv. ORRA Affiliate Info - \$50 Appl Fee, \$250 Dues, Link to application:
<https://www.orlandorealtors.org/affiliates>
- d. Marketing - Gus Grana
 - Currently working with Platinum Vendors to continue to push out content via Social Media.**
 - i. Making videos for the Platinum sponsors and sharing on social media accounts.
Reached out to Platinum Sponsors in the past requesting video media but few participated. If they provide media we will be happy to post it for them
 - ii. Make a shared folder for all photos from events throughout the year.
Created Group with access to NARPM Event Photos and Videos via Amazon Photos. Invite to Group sent to Sandra Jet and Jessica Foster as beta testers for access.
- e. Legislative – David Wilson
 - Missed Tyler Craddock’s final legislative meeting on 12/30/2021 due to illness, so nothing to report from that.**
 - i. February Legislative Event in Tallahassee-need participation **- planning on attending**
 - ii. Current Legislation and updates. -
-Signed up for both the 2022 Government Affairs State/Local Sub-Committee & Government Affairs Advocacy Sub-Committee. First meetings are 01/13/2022 & 01/14/2022 respectively. Will have more to report after those meetings.
- f. Membership – Marissa McClung
 - i. Total Number of Members
248 total members. (according to chap resources @NARPM) at the website under Orlando We have 5 active members that have not been assigned, I am in the process of converting them to our chapter.
 - ii. Personalizing the “Welcome” process.
Propose to send more emails after the initial welcome email to stay connected with new members.
 - iii. Goal: 322 in 2022-
In order to make our goal possible, we are making connections with different organizations that pertain to PM: in communication with Osceola County Board of Realtors, Education Department, Will Santiago, we are in the process of setting up a meeting to see how we can bring awareness to the Osceola Board. As well as Valencia Community College, Eldon W. Warfield, CPM® Professor, Program Chair, Property Management, He has referred me to Ms. Suly Cruz, he has recommended I join a club that she leads for PMs, awaiting to hear back from Ms. Cruz.
 - iv. ideas to bring more engagement at upcoming events- at events have a special booth for Membership. social media opportunity by doing a frame prop for picture opportunity and hashtags to social media.

v. Identifying new members and guests at events - **providing color stickers**

g. Preferred Partners – Nicole Rice –

- i. Platinum
- ii. Gold
- iii. silver
- iv. Bronze

8. New Business

- a) NARPM T-Shirts
- b) NARPM Name Badges
- c) NARPM “Passport” Books



National Association of Residential Property Managers
ORLANDO/CENTRAL FLORIDA CHAPTER

Board of Directors Meeting Minutes

April 14, 2022

10:30 AM – 12:00 PM

Call Meeting to Order at 10:34 am – Jessica Foster

Roll Call, establish quorum & Approval of Previous Minutes – Nicolle Crim

Jessica Foster	President	P
Darcie Englert	President-Elect	P
Alex Zweydoff	Past President	P
Christy Lake	Vice President	P
Christine Bennett	Treasurer	P
Nicolle Crim	Secretary	P
Sandra Jett	Communications/Recognition Chair	P
Adrienne Klein	Communications/Recognition Co-Chair	P
David Drawdy	Communications/Recognition Committee Member	P
Stacy Wilson	Community Awareness Chair	P
Rajia Ackley	Community Awareness Co-Chair	E
Laura Vogel	Designation/Education Chair	E
Francisco Nieves-Taranto	Designation/Education Co-Chair	A
Chelsee Camero-Lintz	Designation/Education Committee Member	P
David Wilson	Legislative Chair	P
Steve Simpson	Legislative Co-Chair	A
Michael Krause	Legislative Committee Member	P
Gus Grana	Marketing Chair	P
Open	Marketing Co-Chair	
Marissa McClung	Membership Chair	P
Keiera Roberts	Membership Co-Chair	E
Jim Roman	Membership Committee Member	E
Brittany Smith	Preferred Partner Chair	P

Treasurer's Report – Christine Bennett

Account Balance -\$1862.22

Feb has been reconciled. Working on March

President's Report – Jessica Foster

Upcoming Events- April 27th PM PRIME Tickets on sale now please register, May 12th Rhianna Campbell Culture and Branding
Volunteers Needed For PM PRIME - Sign sheet passed around
PM PRIME is Hybrid.
Committee Meetings/Reports
Harry moved to August 11th
New Chapter VA- Will be training through June. Currently helping with Membership items. Only SE chapters testing out using a VA at the moment.

President Elect's Report – Darcie Englert

- a) Working on Chapter of Excellence. Due June 12th

Vice President's Report – Christy Lake

- a) Vendor Appreciation moved from October to July
- b) Looking for a location , and deciding if it will be family orientated

Past Presidents Report – Alex Zweydoeff

Secretary's Report – Nicole Crim – Please email reports.

Committee Reports:**Communications/Recognition – Sandra Jett**

-Spring 2022 Chapter Newsletter is schedule to go out on Monday, April 18th.
-Brittany Smith provided an article titled, "How to Deal with Difficult Customers," which we will be included in the newsletter as the Feature Article.
The article includes:

- Vendor Spotlight
- Designation Spotlight
- Featured Article
- NARPM Corporate info and/or Featured Event/Summit (ie Prime Expo)
- Calendar Events

-Contacted NARPM Nationals to request 'PIVOT Into the Future' logo to add to this year's newsletters.
-Rebecca will research and get back to me. Contacted Victoria with Scott's Heating & Air regarding this issue's Vendor Spotlight.

Community Awareness – Stacy Wilson

-Work is progressing on planning the NARPM 5k run/walk event benefitting Miles To Go Event
Date: Sept 24, 2022 - Place: Bill Frederick Park -Time: 8am-12pm (rough estimate)
- Sponsorship Levels have been decided at \$5000/\$2500/\$1000/\$500/\$250.
-Emails will be going out hopefully this week to NARPM affiliate vendors/MilesToGo previous donors/Wilson Management Group vendors. Social media posts regarding sponsorship opportunities will be coordinated with Gus this week. WMG will also be posting on our social media pgs.

- Funds are due to the park to reserve the date, so sponsorships are first order of priority to cover that cost.
- NARPM/MTG joint planning committee met yesterday to outline event plan and delegate tasks. Made good headway toward covering all bases.
- Setting up online registration page, and attracting sponsorships are current priority items.

Marketing - Gus Grana

- Continuing to work on Social Media Presence.
- Pushing Prime Event info on social media.

Legislative – David Wilson

- Orange COunty tabled rent control until June 2022.

Membership – Marissa McClung

- 243 Members
- May 26 New member orientation

Preferred Partners – Brittany Smith

- -Total Current Partners- 25
- Partners vs Goal
- Platinum- 12 vs 15
- Gold- 6 vs 12
- Silver- 2 vs 8
- Bronze- 5 vs 5
- Total Money Raised- \$33,000
- Total collected to date = \$33,000 Goal = \$60,500

-Would like for anyone who can to try to help us find more vendors. I have sent 6 new vendor info packets to inquiries received through the Florida State website in the last 3 weeks.

Upcoming Events –

- April 27 –PM PRIME-Please arrive 7am for set up (VIP mix and mingle 4/26 5:30pm-7:30pm all of BOD invited). MEMBERSHIP DRIVE
- May 12nd – Rhianna Campbell-Culture and Branding-Azalea Lodge 11:15am-1:30pm
- May 26th – New Member Orientation TBD
- June 16 –BOD Meeting 10:30am-12pm Sihle Insurance

Old Business

- DNO Insurance-renewed and paid
- Chapter Compliance Approved

New Business-PM PRIME

- tickets sold vs goal- 67 sold, need 105 to break even.
- hotel room block

- c) Early Bird Pricing extended until end of registration
- d) Originally planned 25 sponsors and 10 local vendors currently have 21 (19 paid-2 comps) should we allow 3 more (we have interest) Funds collected vs. funds pending- Voted No
- e) Sponsor Contracts- Need Petscreening (sent with check), Buildium paid and sent back blank contract-resent, Task Easy (sent with check-christine shows it was paid via paypal need to confirm) Leadsimple-paid pending contract. Are any others missing?
- f) Review speakers list, panel topics and moderators and panelists, review schedule
- g) Volunteers NEEDED please sign up for what you can commit to. Sign up sheet passed around.
- h) Zoom call 4/21 time?

Adjourn Meeting 12:47 pm



National Association of Residential Property Managers
ORLANDO/CENTRAL FLORIDA CHAPTER

Board of Directors Meeting Minutes
June 15, 2022
10:00 AM – 11:30 AM
Zoom

Call Meeting to Order – Jessica Foster

Roll Call, establish quorum & Approval of Previous Minutes – Nicolle Crim

Jessica Foster	President	p
Darcie Englert	President-Elect	p
Alex Zweydoff	Past President	p
Christy Lake	Vice President	p
Christine Bennett	Treasurer	E
Niccole Crim	Secretary	p
Sandra Jett	Communications/Recognition Chair	p
Adrienne Klein	Communications/Recognition Co-Chair	p
David Drawdy	Communications/Recognition Committee Member	E
Stacy Wilson	Community Awareness Chair	p
Rajia Ackley	Community Awareness Co-Chair	E
Open Seat	Designation/Education Chair	
Francisco Nieves-Taranto	Designation/Education Co-Chair	A
Shaun Galvez	Designation/Education Committee Member	P
Chelsee Camero-Lintz	Designation/Education Committee Member	A
David Wilson	Legislative Chair	E
Steve Simpson	Legislative Co-Chair	A
Michael Krause	Legislative Committee Member	E
Gus Grana	Marketing Chair	
Dan Adelhelm	Marketing Co-Chair	P
Marissa McClung	Membership Chair	A
Keiera Roberts	Membership Co-Chair	A
Jim Roman	Membership Committee Member	E
Brittany Smith	Preferred Partner Chair	E
Open seat	Preferred Partner Co-Chair	

Treasurer's Report – Christine Bennett (Excused) -report given by Jessica Foster

33,590 beginning balance

Outstanding credit from Hilton

Outstanding credit from Production team

12688.71 PayPal balance

President's Report – Jessica Foster

Upcoming Events- Volunteers needed for NARPM booth at FAR convention

Need partners

Open seats on BOD

President Elect's Report – Darcie Englert

- a) Chapter of Excellence Submitted

Vice President's Report – Christy Lake

- a) Vendor Appreciation moved July discuss in "new business"

Past Presidents Report – Alex Zweydoff

- Nomination Committee
- 2023 BOD Elections

Secretary's Report – Nicolle Crim – Please email reports.

Committee Reports:

Communications/Recognition – Sandra Jett

Summer 2022 Chapter Newsletter is scheduled to go out on the 1st day of Summer (6/21/22).

Jim Roamn provided an article titled, "How to Succeed in Every Economy," which will be included in the newsletter as the Feature Article.

The article includes:

- Vendor Spotlight – Ask An Adjuster or Sparkle n Shine

- Designation Spotlight – Stacey McKay CE Course
- Featured Article by Jim Roman
- May 2022 Membership drive & photos
- Calendar Events up until September 30th

Contacted Laurie Lindsey regarding assistance getting a link inserted for the Designation spotlight with Stacey McKay CE course.

Will reach out to Gus to retrieve photos from our last Membership Drive to include in this Summer Chapter Newsletter.

Community Awareness – Stacy Wilson

Miles To Go 5K run/walk fundraiser planning well underway.

- Location reservation secure
- 18A Public permit for event underway, waiting county response
- Will still need to pay for all park entries related to event at least 2 weeks out from the event @ \$1.88/entry. Already covered by sponsorship monies.
- T-shirt for run has been designed
- Sponsorships are rolling in. (To Date: 2 x \$2500 sponsors, 3 x \$1000 sponsors, 1 x \$500 sponsor, 2 x \$250 sponsors = \$9000 in sponsorship so far)
- Need event awareness and participants - request assistance of NARPM and NARPM board members to post materials on FB & IG and help spread the word
- Need sponsors - We are shooting for a \$30,000 goal in sponsorships. We are nearly a 1/3 of the way there already!

Marketing - Gus Grana

- Continuing to post media for platinum partners who provide content.

- The only platinum partner providing content on a consistent basis is AAWR.
- Pushing Miles to Go 5K taking place on Saturday, September 24, 2022 info on social media.

Education/Designation-Jessica Foster

June 22-Virtual Designation Course “Tenancy”

June 29-Virtual Designation Course “Marketing for Residential Property Managers”

Legislative – David Wilson

- Discussed upcoming Orange County Rent Control bill.

Membership – Marissa McClung

Preferred Partners – Brittany Smith

- Current platinum partners – 12 partners total collected \$22,000 need 3 more

Current gold partners – 7 partners total collected \$10,500 need 5 more

Current silver partners – 3 partners total collected \$3,000 need 7 more

Current bronze partners – 6 partners total collected \$3,000 do not need any more

Welcome new gold partner Cohen Law Group and new silver partner Baxter Restoration.

-Total collected to date = \$33,000 Goal = \$60,500

-Would like for anyone who can to try to help us find more vendors. I have sent 6 new vendor info packets to inquiries received through the Florida State website in the last 3 weeks.

Upcoming Events –

a.June 16-Rhianna Campbell “Branding Basics and Cultivating Culture” 10am-11:30am

b.June 21-23 Southern States Conference (South Carolina)

c.June 22-Virtual Designation Course “Tenancy”

d.June 29-Virtual Designation Course “Marketing for Residential Property Managers”

e. July 13-TBD Dubsdread

F. August 11 Harry Heist-Need Venue

Old Business

- a) Need speaker July 13
- b) Need Venue Aug 11
- c) Register FL State conference Sept 12-14 St. Augustine

New Business

- a) FAR Convention
- b) Partner Appreciation-Christy and Chelsee
- c) Update the financials by end of month

**BOD Minutes
August 18, 2022
10:30 AM – 12:00 PM
Sihle Insurance**

Call Meeting to Order @ 10:34 AM

Roll Call, establish quorum & Approval of Previous Minutes – Nicolle Crim

Jessica Foster	President		P
Darcie Englert	President-Elect		P
Alex Zweydoft	Past President		E
Christy Lake	Vice President		P
Christine Bennett	Treasurer		P
Nicolle Crim	Secretary		P
Sandra Jett	Communications/Recognition Chair		P
Adrienne Klein	Communications/Recognition Co-Chair		A
David Drawdy	Communications/Recognition Committee Member		E
Stacy Wilson	Community Awareness Chair		P
Rajia Ackley	Community Awareness Co-Chair		E
Francisco Nieves-Taranto	Designation/Education Co-Chair		E
Shaun Galvez	Designation/Education Co-Chair		P
David Wilson	Legislative Chair		P
Steve Simpson	Legislative Co-Chair		E
Michael Krause	Legislative Committee Member		E
Gus Grana	Marketing Chair		P
Dan Adelhelm	Marketing Co-Chair		P
Marissa McClung	Membership Chair		A
Jim Roman	Membership Committee Member		P
Brittany Smith	Preferred Partner Chair		P
Open seat	Preferred Partner Co-Chair		

Treasurer's Report – Christine Bennett

Beginning balance = \$58,636.98

PayPal balance =

Hilton refund still pending.

President's Report – Jessica Foster

Upcoming Events- New calendar given to everyone. Keg Social with Stacy McKay, FL State Conf, Harry heist and 5k coming up
Need partners
Open seats on BOD

President Elect's Report – Darcie Englert

- a. FL State Conference - Please register!
- a. Strategic Planning? TBD, Will be held at Winter Park Community center
- b. 2022 Holiday Party - December 15th at Dubs Dread

Vice President's Report – Christy Lake

a) Vendor Appreciation vs. Expo (need budget, need date) - Possible date of November 3rd. , possible location, Lake Marry. Kick Ball game with other games, and a cookout.

Past Presidents Report – Alex Zweydoft

- 2023 BOD Elections - Election ballots due end of month

Secretary's Report – Nicolle Crim – Please email reports

(Need to approve all meeting minutes from 2022) - Uploading to cloud and will email BOD for approval.

Committee Reports:**Communications/Recognition – Sandra Jett**

Upcoming Events Newsletter was published on Friday, August 12th.

Next newsletter will be our Fall 2022 Newsletter with an estimated published date of Thursday, September 22nd.

Vendor Spotlight – to be determined

Featured Article – to be determined

Community Awareness – Stacy Wilson

Miles To Go 5k Update:

229 registered participants / \$19,750 in sponsorship funds

Need volunteer to manage water/ice day of event

Next committee mtg Aug 30

Participant Swag Bag packing on Sep 9 and 16

Marketing - Gus Grana

1. We are continuing to push content on social media.

2. Platinum partners are not providing content, so we have to share content from their social media accounts as they share it..

3. We had planned to develop a content release strategy and a set template along with written procedures to set up continuity when marketing chairs rotate in and out but have been unable to make it happen yet

Education/Designation-

Designation Workshop? Info meeting? We need a chairperson replacement if anyone is interested.

-

Legislative – David Wilson

- Went over Orange County Rent Control being on the November ballot. How can we remove?

Membership – Marissa McClung

Preferred Partners – Brittany Smith

We currently have

12 Platinum ...Goal 15

7 Gold...Goal 12

3 Silver...Goal 10

7 Bronze...Goal 5

-\$39,500.00 collected from affiliates. Goal is \$60,500.00

-We have 7 vendors signed up for Harry. The goal is 10.

-August social event paid for by Baxter's and Ask An Adjuster

Old Business

- a. Elections
- b. Register FL State conference Sept 12-14 St. Augustine

- c. FAR Convention- Still need volunteers for NARPM booth

New Business

- a. Harry Heist Event-October 5
- b. New Member Orientation?
- c. Vendor Appreciation day Nov. 3rd, TBD
- d. Sept 29th BOD will be a Zoom meeting

Meeting Adjourned @ 12:15 pm

#12

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, September 27, 2022 12:47:04 PM
Last Modified: Tuesday, September 27, 2022 12:47:46 PM
Time Spent: 00:00:41
IP Address: 104.55.7.93

Page 1: Positions with a * are REQUIRED

Q1

Chapter Name

Orlando/Central Florida

Q2

Chapter President*

Darcie Englert

Q3

President Elect*

Christy Lake

Q4

Past President*

Jessica Foster

Q5

Vice President (if applicable)

N/A

Q6

Treasurer*

Stacy Wilson

Q7

Secretary*

Sandra Jett

Q8

Respondent skipped this question

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

Q9

Respondent skipped this question

Education Chair

Q10

Respondent skipped this question

Membership Chair

Q11

Respondent skipped this question

Legislative Chair

Q12

Respondent skipped this question

Other position(s) not listed

#39

COMPLETE

Collector: Web Link 2 (Web Link)
Started: Thursday, October 06, 2022 2:24:17 PM
Last Modified: Thursday, October 06, 2022 2:25:05 PM
Time Spent: 00:00:47
IP Address: 72.196.62.218

Page 1: Positions with a * are REQUIRED

Q1

Chapter Name

Orlando

Q2

Chapter President*

*

Q3

President Elect*

*

Q4

Past President*

*

Q5

Respondent skipped this question

Vice President (if applicable)

Q6

Treasurer*

*

Q7

Secretary*

*

Q8

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

Marissa McClung

Q9

Respondent skipped this question

Education Chair

Q10

Respondent skipped this question

Membership Chair

Q11

Respondent skipped this question

Legislative Chair

Q12

Respondent skipped this question

Other position(s) not listed

Constant Contact Survey Results

Campaign Name: NARPM Orlando 2023 Leadership Team Survey

Survey Starts: 73

Survey Submits: 30

Export Date: 01/18/2023 03:14 PM

MULTIPLE CHOICE

2023 NARPM Orlando/Central Florida Chapter Secretary (Please Choose One)

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Sandra Jett	<div></div>		26	86%
Christine Malpica Bennett	<div></div>		4	13%
Total Responses			30	100%

MULTIPLE CHOICE

Darcie Englert, 2023 NARPM Orlando/Central Florida Chapter President

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Accept			30	100%
Reject			0	0%
Total Responses			30	100%

MULTIPLE CHOICE

Christy Lake, 2023 NARPM Orlando/Central Florida Chapter President Elect

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Accept	<div></div>		25	83%
Reject	<div></div>		5	16%
Total Responses			30	100%

MULTIPLE CHOICE

Stacy Wilson, 2023 NARPM Orlando/Central Florida Chapter Treasurer

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Accept	<div></div>		30	100%
Reject	<div></div>		0	0%
Total Responses			30	100%