

BYLAWS
of
The San Antonio Metropolitan
Area Chapter
of
The National Association of
Residential Property Managers

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ARTICLE I: NAME, PURPOSES, POWERS AND DEFINITIONS

Section A: Definitions:

As used in the Bylaws, unless the context otherwise clearly requires, the words in these Bylaws shall have the following meanings and unless otherwise indicated, all definitions and terms in these Bylaws relate to the San Antonio Metropolitan Area Chapter and are as follows:

Board:	Chapter Board of Directors
Bylaws:	Chapter Bylaws
Chairperson:	Defined as Committee Leader
Chapter:	The San Antonio Metropolitan Area Chapter of the National Association of Residential Property Managers, Inc.
Committee(s):	Chapter Committee(s)
Council:	The Past President's Advisory Council
Director(s):	Board Member(s)
Director At Large:	Non-Executive Committee member that is elected to the Board of Directors
Dues:	Chapter Dues
Election:	Chapter Annual Election
Elective Office:	Director At Large and Executive Committee
Electronically:	Communication means approved by the Chapter Executive Committee
Executive Committee:	Chapter Executive Committee
Geographic Area:	The San Antonio Metropolitan Area of Texas.
Manual:	Chapter Policy and Procedure Manual
Meeting(s):	Chapter Meeting(s)
Member(s):	Chapter Member(s)
Membership:	Defined as Chapter Membership
NARPM:	National Association of Residential Property Managers, Inc.
National Association:	National Association of Residential Property Managers, Inc.
Officer(s):	Chapter Officer(s)
President:	Chapter President
Secretary:	Chapter Secretary
Voting Member:	As defined for each Membership Classification in the Classification Section of the Bylaws Membership Article

Section B: Name:

The name of this organization shall be the San Antonio Metropolitan Area Chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

Section C: Purpose:

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry
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 geographical area as defined by these Bylaws.

Section D: Powers:

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

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. The Chapter Bylaws, shall not conflict with those of the National Association of Residential Property Managers, Inc., hereinafter referred to as the National Association.

Section E: This Chapter's geographical definition shall by:

This Chapter's geographical area definition shall be the San Antonio Metropolitan Area of Texas.

ARTICLE II: MEMBERSHIP

Section A: Classification:

The membership classifications are herein defined and described below:

Professional, Associate, Support Staff, Affiliate Members, Honorary Members, Life Members and Company Membership.

1. 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.

They are Voting Members; are able to Vote on Chapter matters, changes to the Manual, changes to the Bylaws and any position. They are eligible to hold any position.

2. Associate Member:

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

They are not Voting Members.

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.

3. 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.

4. Affiliate Member:

An Affiliate Member shall be an individual or business entity, which providing products, services, or expertise to the residential property management industry. Requirements relating to acceptance into Affiliate membership, suspension of Affiliate membership shall be identical to those specified for Members, except that Affiliate Members are not eligible to vote; however, Affiliate Members can be a Chairperson and can serve in advisory position to

the Executive Committee or Chairpersons or Committee Members. An Affiliate Member does not vote or hold elective office.

The Affiliate Members shall be a resource for the Executive Committee and the Board. The Affiliate Members may select and forward the name(s) of two (2) of its Members to the Nomination Committee to be placed on the ballot for the Board. Once approved by the Chapter; those Member(s) serve on the Board as Non-Voting Directors and undertake responsibilities as assigned by the President.

The Chapter shall recognize all Chapter Affiliates that are also National Association Affiliate Members.

5. Honorary Member

Honorary membership shall be bestowed upon individuals who, are recommended by the chapter board of directors and have rendered distinguished service to the Chapter or to the profession of property management. Honorary members shall pay no dues or other assessments to the Chapter and shall be eligible to participate in the usual activities of the Chapter, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

6. Honorary Members: Chapter Life Professional Members:

All Chapter Past Presidents who have completed a current National Association Code of Ethics course shall be deemed Life Professional Members of the Chapter and exempt in the payment of Chapter dues and shall be eligible to receive all benefits of a Professional Member.

These Members shall be recognized as Professional Members by the National Association.

7. Honorary Members: Chapter Life Associate Members:

All Chapter Past Presidents who have not completed a current National Association Code of Ethics course shall be deemed Life Associate Members of the Chapter and exempt in the payment of Chapter dues and shall be eligible to receive all benefits of an Associate Member.

These Members shall be recognized as Associate Members by the National Association.

8. Life Member

Life members shall be all national past Presidents of NARPM®. Life membership will begin as the President's term is completed. Dues will be waived for Life members. Other members who qualify may apply for Life Member as outlined in the national bylaws and complete the approved application.

Life Members shall not pay dues and are strongly encouraged to complete a course of instruction covering the NARPM® Code of Ethics. They shall be eligible to participate in the usual activities of the Association and its Committees and are eligible to vote and hold office.

- All Past Presidents shall be deemed Life Professional Members of the Association
- Shall be bestowed upon individuals who have retired from the property management business and, in the opinion of the Board of Directors, have rendered, or continue to render, distinguished service to the Association or the property management profession. An application to the NARPM® National Board of Director must be approved in order to hold this membership type.

9. Company Membership

Company Membership is offered to the responsible individual of the company. In order to hold Company Membership, the company must have four (4) members, which is a combination of Professional and Support members, with two (2) out of the four (4) being Professional members. Additional Professional Members, Support Staff and Associate Members may register under the company for an additional fee. Membership categories under the Company will follow the same eligibilities and requirements as outlined above.

Section B: Application:

Application by Professional, Associate, or Support Staff Members:

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.

Section C: Vote:

Voting Member, as defined for each Membership Classification in the Classification Section of the Bylaws Membership Article shall be eligible to vote in person at Meetings and the Election. Any Member shall be eligible to vote at all meetings of Committee(s), upon which the Member serves, if any.

Section D: Denied:

In the event of Affiliate membership denial, the reason(s) shall be explained in writing and/or email, if applicable by the Secretary to the applicant and the applicant shall be given an opportunity for a hearing before the Board. No membership shall be denied based upon race, sex, national origin, religion, age, handicap, or familial status.

Any applicant who is denied shall have the right to reapply at any time provided that the reasons for denial have been satisfied.

Section E: Restrictions:

Members not holding Affiliate Membership shall not solicit other Members for the purpose of promoting services other than residential property management services. Members who wish to promote other businesses must join additionally as an Affiliate Member, at which time all Affiliate Member rights and privileges shall be extended.

ARTICLE III: SUSPENSION, TERMINATION AND RESIGNATION OF MEMBERSHIP

Section A: Suspension of Membership:

Suspension of Membership shall result in a Member not being a Voting Member 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. Notification:

By notification from 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 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 *Chapter* dues, within seventy-five (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 Chapter or National Association within thirty (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. Notification from the National Association:

By notification from the National Association to the Executive Committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of National annual dues.

5. Transferring in a Company membership:

The use of Company membership will enable the transfer of memberships to other people in their company. In order to transfer membership, proof of termination from the licensing division, showing evidence that the person has left the firm, is required. For Support Staff, or in states where licensing is not required, other proof of termination must be submitted.

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 Chapter 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: PAST PRESIDENT’S ADVISORY COUNCIL

The Council, comprised of all Chapter Past Presidents willing and able to serve, shall be a resource for the Executive Committee and the Board. The Council will select and forward the name of one of its Members to the Nomination Committee to be placed on the ballot for the Election. Once approved by the Chapter; that Member will be the Chairperson of the Council, serve on the Executive Committee and undertake responsibilities as assigned by the President.

ARTICLE V: EXECUTIVE COMMITTEE

Section A: Responsibilities:

The **Chapter** Executive Committee shall have responsibility for the management of the Chapter and shall exercise all rights and powers not expressly reserved by these Bylaws or the Bylaws of the National Association. Such management responsibilities, as defined in the Manual and elsewhere in these Bylaws 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 and/or the Manual. 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 Executive Committee members should faithfully attend all Executive Committee meetings. The Executive Committee shall be composed of the Council representative and the six (6) Officers, as follows:

1. President: The President shall:
 - a. Be the Chief Executive Officer of the Chapter.
 - b. Preside at all meetings of the Chapter.
 - c. Act as an alternate signatory for funds withdrawn from the Chapter account(s).
 - d. Sign all legal documents.
 - e. Shall ensure the completion of all documentation required by the National Association.
 - f. Undertake responsibility for such other activities as deemed appropriate by the Executive Committee.
 - 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 calendar year.
 - g. Must be a Professional Member of the Chapter.
 - h. 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. Vice-President:
 - a. The Vice-President shall act as the Chapter's Communications and publications Chairperson.
 - b. Notify all members of upcoming meetings
 - c. Coordinate speakers and lecturers that are relevant to the residential industry for Meetings.
 - d. Act as an alternate signatory for funds withdrawn from the Chapter account(s).

- e. Undertake responsibility for such other activities as deemed appropriate by the Executive Committee.
 - f. Serve a term of one year commencing with the beginning of the calendar year.
 - g. Must be a Professional Member of the Chapter.
 - h. Oversee the submission of Chapter reports including Chapter Excellence submission.
 - i. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers.
4. Treasurer: The Treasurer shall:
- a. Be the Chairperson of the Chapter Finance Committee.
 - b. Be a signatory for all funds withdrawn from Chapter account(s).
 - c. Distribute annual renewal notices for Chapter Dues and special assessments.
 - d. Deposit all funds into a Federally insured financial institution.
 - e. Prepare a financial report for the Executive Committee upon request.
 - f. Prepare an end-of-fiscal-year report for the National Association.
 - g. File tax and other financial reports with the appropriate government agencies.
 - h. Undertake responsibility for other such activities as deemed appropriate by the Executive Committee.
 - i. Serve a term of one year commencing with the beginning of the calendar year.
 - j. Must be a Professional Member of the Chapter.
5. Secretary: The Secretary shall:
- a. Maintain current Membership records to coincide with the National Association's membership database.
 - b. Record, maintain and distribute minutes of all regular, special and electronic meetings of the Meetings, Board and Executive Committee, as appropriate.
 - c. File all federal, state and local reports as needed.
 - d. Act as an alternate signatory for funds withdrawn from the Chapter account(s).
 - e. Undertake responsibility for such other activities as deemed appropriate by the Executive Committee.
 - f. Serve a term of one year commencing with the beginning of the calendar year.
 - g. Must be a Professional Member of the Chapter.
6. Past President; Immediate shall:
- a. 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 calendar year.
 - d. Must be a Professional Member of the Chapter.

ARTICLE VI: BOARD OF DIRECTORS

The Board shall be composed of the Executive Committee and Directors At Large. Non-Executive Committee Members that are elected to the Board from the Membership shall be known as Directors At Large. A Director At Large may be on a Committee or a Chairperson; but, cannot be on the Executive Committee. Board Members may be referred to Directors.

The Board will act as the managing body of the Chapter and shall have general supervision over the Chapter activities, business affairs and the Manual, providing such general powers shall be exercised to further the objectives of the Chapter.

Section A: Directors At Large Membership Determination:

The total number of Members at the End of the Year will determine the number of available Director At Large positions for the following year. There will be two (2) Directors At Large per fifty (50) Members. The total number of Director At Large positions will not exceed six (6) and may include no more than two (2) Affiliate Member(s). Before February 1 each year, the President, with the consent of the Executive Committee will inform the Nominating Committee Chairperson the total number of available Director At Large position(s) for the next year.

Section B: Responsibilities:

Board shall undertake such responsibilities as are identified in these Bylaws and the Manual or as may be assigned to them by the President with the advice and consent of the Executive Committee. No Member of the Board may take any action on behalf of or representative of the Chapter unless specifically authorized by the Executive Committee.

ARTICLE VII: ELIGIBILITY, NOMINATIONS, ELECTIONS, TERMS OF ELECTED POSITION AND VACANCIES

Section A: Eligibility:

To be eligible to serve as a **Chapter** Officer, Director At Large or Council Representative, an individual shall be a Member in good standing with both the Chapter and except for Affiliates Members, the National Association. Furthermore, the Member must have completed a current National Code of Ethics course and be willing to fulfill the duties of the elected position to which he/she is elected, including those duties relating to the National Association, if applicable.

Section B: Notification of Members:

Beginning April 1,

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 election. 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.

Notification of final Nominating Committee recommended slate will be sent to all members in writing, or Electronically, at least ninety (90) days prior to the Elections. A notification of the final slate, including write ins, will be sent to members at least thirty (30) days prior to Elections.

Nominations shall be done by 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

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. Elections will close at 5:00 P.M. Central Standard Time on the last day of September, unless additional balloting is required.

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 Member provided that Member is not a nominee.

2. Nominating Committee:

The Past President shall serve as Chairperson of the Nominating Committee and the President shall appoint the other four (4) Members of the Committee. The recommendation of the Nominating Committee shall be approved by the San Antonio Metropolitan Area Chapter Executive Committee and presented to the Membership for vote at a Meeting or Electronically.

3. Uncontested Elected Position:

The presiding authority shall identify those elected positions for which there is only one nominee. If the election is held at a Meeting; upon a motion to close the nominations for such elected positions, that nominee shall be considered duly elected.

4. Contested Elected Position:

In the case of contested Office(s), each elected position shall be dealt with through a ballot presented to those who are in attendance at the Meeting, or Electronically. The nominee receiving a simple majority shall be elected to the position. Should a tie occur; another ballot will be presented to the Membership until a Member receives a simple majority.

5. Write In Candidates:

The Chapter shall not allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

6. Voting:

A ballot will be sent to the Membership with a blank for write in's for each position that is open in addition to the nominee's and write-in candidates names. If a nominee does not receive a simple majority, the position will remain vacant. The President will notify the Membership and solicit other Members for the position. The Nominating Committee Chairperson will convene the Nominating Committee to address the vacant position and present a nominee. Another ballot will be presented to the Membership until a Member receives a simple majority.

7. Quorum:

If ballots were sent to Members, the Quorum for the election will include the number of collected ballots.

Section D: Term of Elected Position:

An elected position term of office shall commence with the beginning of the Chapters calendar year and conclude at the end of the calendar year.

Section E: Vacancy:

An office shall be declared vacant when an elected position:

1. Resigns that-elected position 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 elected position involved.

Section F: Filling a Vacated Elected Position:

1. President:

If the office of President becomes vacant, the President-Elect shall assume the office of President. 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.

2. Past President:

If the Past President's office becomes vacant, the President can appoint any Past President as successor. If there are no Past Presidents available to serve, then the position will remain vacant.

3. Officer, Director At Large or Council Representative:

- a. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
- b. Procedure: In the case of another Officer, Director At Large or Council Representative vacated office shall be filled: the Nominating Committee shall nominate a replacement or in the case of a Council Representative ask the Past President's Advisory Council to select and forward a name of one of its Members to the Nominating Committee. Special Elections shall be conducted at the next regularly scheduled Meeting, or Electronically. Their term shall be for the remaining term of the elected position being replaced.
- c. When: When less than three (3) calendar months remain before the next election.
- d. Procedure: In the case of another Officer, Director At Large or Council Representative position becoming vacant; then the position will remain vacant.

ARTICLE VIII: MEETINGS, LOCATIONS, AND MAJORITY RULES

Section A: Executive Committee and Board Meetings:

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

1. Notice of Regular Meeting:

With the advice and consent of the President, the Secretary shall notify all Members of the Executive Committee or the Board of the date, time and place Electronically or by regular letter mailed to each Member of the Executive Committee or the Board of all regular and special meetings and whenever practicable, be advised in advance of the of the matters to be considered. All Executive Committee and Board members should faithfully attend all respective Executive Committee or Board meetings and Meetings.

2. Waiver of Notice:

Attendance by any Member of the Executive Committee or Board 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 Executive Committee or Board.

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 or the Board shall be held within the geographic definition of the Chapter unless otherwise waived by all the Members of the Executive Committee. The location of the Chapter Annual Meeting and Installation shall be approved by the Executive Committee.

Section C: Quorum:

1. Executive Committee or Board:

A Majority of the Officers of the Executive Committee or the Directors of the Board in attendance shall constitute a quorum.

2. Meeting or Event:

A quorum to conduct business by the Members shall be 10% of the Member eligible to vote at a regularly scheduled, special or electronic 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 or the Board shall be made official by simple majority vote of the Members present at any regular, special or electronic meetings of the Executive Committee or the Board, unless otherwise precluded by law.

Section E: Electronic:

To the fullest extent permitted by law, the Executive Committee, Board or Membership may conduct communications, notifications and business Electronically.

ARTICLE IX: COMMITTEES

Section A: Appointment:

Any Member may be a member of a Committee, except as otherwise stated in these Bylaws or the Bylaws of the National Association. The Chairpersons and Members of all 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 and the Manual or as may be assigned to them by the President with the advice and consent of the Executive Committee. A Committee Member may vote on any specific Committee issues. No 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 Committees according to the needs of the Chapter. For the purposes of these Bylaws or the Manual the term Committee may be changed to accommodate the necessity of the document.

ARTICLE X: Code of Ethics & Standards of Professionalism.

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 action.

Section C: Chapter Charter

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

1. Be familiar with Code: Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.
2. Be Unopposed to Application: By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal action(s) against the national association, its officer(s), director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), 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 D: 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 XI: FINANCIAL CONSIDERATIONS

Section A: Calendar Year

The chapter's financial year shall be a calendar year.

Section B: Chapter Dues:

A Chapter may charge annual and pro-rated dues, subject to approval by the National Association, as outlined below:

1. Payable:

Dues for local Chapters are payable no later than January 1st of each year.

2. 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.

3. Member Dues:

The amount of the 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 Dues for Affiliate dues shall be established annually by the [Board of Directors](#) during the budgeting process. The chapter will charge dues to National Affiliate members.

5. 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 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 be completed and approved by the Executive Committee sixty (60) days before the end of the year and ready for presentation to the Membership at the Annual Meeting and Installation. The budget shall not exceed the Chapter's ability to pay the same and shall be approved by the [San Antonio Metropolitan Area Chapter](#) 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 XII: 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.

Should a conflict arise with the proposed Bylaws and the National Association Bylaws; the President will forward the conflict to the entity assigned for the purpose of reviewing proposed Chapter Bylaw revisions and the entity will convene to address the conflict between the proposed Chapter Bylaws and the National Association Bylaws and submit its findings and proposed recommendations of actions to start again the Procedure for Amending.

Once approved by the Chapter Executive Committee, the recommendations of all changes to the Bylaws must be submitted to the Members for a first reading at a regular, special Meeting or Electronically; the first reading does not include discussion or a vote. After a period of thirty (30) days at the next regular or special Meeting, the proposed Bylaws amendments will be presented for discussion and voted upon by the Voting Members. Upon the approval of a majority of Voting Members present, the proposed Chapters Bylaws Amendments will be submitted and 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.

Upon receipt of notification from the National Association to the Chapter President, the new Bylaws will be distinguished by the "Last Amendment" date on the cover page as the date approved by the National Association and submitted Electronically to all the Membership.

Final copies of these Bylaws with the final "Last Amendment" date are to be sent and remain on file at National Association's office.

ARTICLE XIII: MISCELLANEOUS

Section A: Invalidity:

The invalidity of any provision of these Bylaws shall not impair or affect in any manner the validity, enforceability or effect 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), Director(s) At Large, Committee Chairperson(s) and Committee Members, Sub-Committees Chairperson(s) and Sub-Committees Members as well as the National Association, its Board of Director(s), Officer(s), Chairperson(s) and Committee Member(s) 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 Texas 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 F: Amendments to Bylaws:

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

Section G: Dissolution:

Should the Membership vote by majority to dissolve the operations of the San Antonio Metropolitan Area Chapter, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers, Inc.



2021 - 990-N (e-Postcard) ACCEPTANCE LETTER

Form 990-N (e-Postcard) Online Filing

Congratulations! Your 2021 tax return has been accepted by the IRS. Thank you for preparing your exempt tax return, IRS Form 990-N, with ExpressTaxExempt. Your return information is listed below and we hope you had a pleasant experience e-filing with ExpressTaxExempt.

FORM INFORMATION

TAX YEAR: 2021

RETURN ID: 4B000592281325-1

IRS SUBMISSION ID: 32101820220592000103

E-FILE TIME STAMP: 2/28/2022 10:26:46 AM

TAXPAYER INFORMATION

NAME: NATIONAL ASSOCIATION OF RESIDENTIAL
PROPERTY MANAGERS

TAX ID: 74-2862188

DBA NAME:

ADDRESS: 18830 STONE OAK PKWY

CITY: SAN ANTONIO

STATE/COUNTRY: Texas

ZIP: 78258-4113

PHONE: (210) 344-3463

EMAIL: kyle@sarents.com

PLEASE PRINT A COPY OF THIS LETTER FOR YOUR RECORDS

Thank you again for your business. If you have any questions or need any assistance, please contact our customer support via live online chat, email at support@expresstaxexempt.com, or by phone at 704-839-2321. We're here to help!

Sincerely,

ExpressTaxExempt Support Team

(704) 839-2321

support@expresstaxexempt.com

Span Enterprises • (704) 839-2321 • 2685 Celanese Road Suite 103 • Rock Hill, SC • 29732

SAMAC 2022 Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Income													
CHAPTER MEETINGS / EVENTS													
Chapter Meetings - Meals (\$25x60)	\$1,500.00		\$1,500.00		\$1,500.00		\$1,500.00		\$1,500.00		\$1,500.00		\$9,000.00
Chapter Meetings - ZOOM													
Christmas Party-Members (\$25x75)												\$1,875.00	\$1,875.00
Christmas Party-Non-members (\$25x25)												\$625.00	\$625.00
50/50 (\$300 in total ticket sales) (DONATION)	\$150.00		\$150.00		\$150.00		\$150.00		\$150.00		\$150.00	\$150.00	\$0.00
Vendors Tables @ Meetings (5 Affiliate Members buying a table)	\$400.00		\$400.00		\$400.00		\$400.00		\$400.00		\$400.00		\$2,400.00
MEMBERS													
Member Dues (\$35x150) + 20 New = 170 total membership	\$5,250.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00		\$5,950.00
Past Presidents Dues (13 PP's - \$35) - To be spent by PPC	\$455.00												\$455.00
AFFILIATES													
Annual Dues (Projected on: 3P,9G,12S,13A - Start) (1P,1G,1S,1A - NEW)	\$20,800.00	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00		\$23,900.00
National Leadership Casino Night & Fundraiser Sponsorships											\$10,000.00		\$10,000.00
MISCELLANEOUS													
National NARPM - Grants, Retention & Education Funds			\$750.00				\$750.00						\$1,500.00
													\$55,705.00
Expenses													
CHAPTER MEETINGS / EVENTS													
Chapter Meetings - Meals/Venue (\$1000) deposit on file w. Old San Fransisco Steak House(Min \$1000)	\$1,500.00		\$1,500.00		\$1,500.00		\$1,500.00		\$1,500.00		\$1,500.00		\$9,000.00
Chapter Meetings - Speaker fee/gift	\$1,000.00		\$1,000.00		\$1,000.00		\$1,000.00		\$1,000.00		\$1,000.00		\$6,000.00
Chapter Meetings - Giveaways	\$200.00		\$200.00		\$200.00		\$200.00		\$200.00		\$200.00	\$250.00	\$1,450.00
Board Meeting Meals	\$200.00		\$200.00		\$200.00		\$200.00		\$200.00		\$200.00		\$1,200.00
SAMAC Socials	\$100.00		\$100.00		\$100.00		\$100.00		\$100.00		\$100.00		\$600.00
SAMAC Local Leadership Meeting												\$750.00	\$750.00
Installation - Christmas Party (Location TBD)												\$6,000.00	\$6,000.00
Installation - Recognition (Awards/Plaques/Badges)												\$1,000.00	\$1,000.00
National Leadership Casino Night & Fundraiser											\$10,000.00		\$10,000.00
MEMBERS													
Marketing / Recruiting	\$300.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200	\$2,500.00
Community Service Committee			\$50.00			\$50.00			\$50.00			\$50.00	\$200.00
Chapter Charity of Choice - Donation												\$1,000.00	\$1,000.00
National Charity of Choice Donation												\$1,000.00	\$1,000.00
NARPM CE Classes (Fee to CE Monitor)	\$300.00		\$300.00	\$300.00		\$300.00	\$300.00	\$300.00	\$300.00		\$300.00		\$2,400.00
NARPM CE Classes (Fee to Texas Realtors for CE credit) \$7.50 per credit	\$75.00			\$75.00			\$75.00			\$75.00			\$300.00
Office Socials		\$150.00		\$150.00		\$150.00		\$150.00		\$150.00			\$750.00
SABOR/TAR/NAR Membership	\$400.00												\$400.00
Professional Development Class												\$1,000.00	\$1,000.00
Bus Legislative Sponsorship		\$750.00											\$750.00
DONATIONS / SPONSORSHIPS													
TREPAC Investment							\$2,500.00						\$2,50

NARPM

SAMAC Chapter Meeting:

January 13, 2021

Minutes for SAMAC

Location of meeting:

Zoom video conferencing and At Norris Center

(Due to COVID-19)

San Antonio, TX

Meeting called to order at 10:00 am by Kyle Hendricks, President

Present at meeting:

Lorena Jauregui de Birdy, Gregg Birdy, Lacy Hendricks, Kyle Hendricks, Joyce Zimdahl, Thomas Zimdahl, Brenda Davila, Adela Nieves, Brian Phelt, Matt Gurniak, James Alderson, Marty Hutchison and Tim Bird.

Moment for -Pledge of Allegiance & Texas Flag

- A. Kyle Hendricks discussed- Opened meeting and asked for executive board reports.
Lorena mentioned Classes with National have been converted to online and will be zoom classes.
Notice of tenant rights has been updated and ordinance will begin soon. 7(C) offense and penalty if form not utilized.
- B. President Elect- Thomas Zimdahl: No Report
- C. Vice President- Brenda Davila: No Report but welcomed everyone back to the meeting in person and spoke to the Zoomers in the meeting to feel free to join in person for future meetings.
- D. Treasurer- Jose Robles: Checking account: \$24,416.39, Savings: \$7022.77.
- E. Secretary- Adela Nieves: No Report.

Directors Reports:

- A. Lacy Hendricks- Updated in about CDC Fed eviction moratorium. Also mentioned PAC Contribution and how important it is to contribute as a member. She names the few that have contribute and invites everyone else to do so.
- B. Amy Taege- Gave report on upcoming classes for Property Manages and reminded everyone about the meetings at SABOR for PM Committee
- C. Matt Gurniak: spoke on the CDC Fed Eviction moratorium and other Govt affairs.

New Business: None

Old Business: None

Next Chapter Meeting will be held:

March 10, 2021 @ 10:00 AM - 1:00 PM

Location:

ZOOM online and Norris Center

Meeting was adjourned @ 1:08 pm by Kyle Hendricks, President.

Minutes submitted by Adela Nieves, Secretary.

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.

Platinum Affiliates



Gold Affiliates



Silver Affiliates

Barton Carpets | Classic Services | Mayday Pest Solutions
One Point Service Group | One Way Pest Control | OnSight PROS
Manuel and Son's A/C HTG & Appliance | 4T Plumbing and Drain
ProMenders | XCalibur Air & Plumbing | Cityline Fence Co.
| Property Meld | Wilson County Country Cuts |

Affiliates

Lonestar Locks | Bowen Partners | Citizen's Home Solutions
Pro Touch | Towery Roofing | UCS Services
Junk King San Antonio | ZipReports |

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National Association of Residential Property Managers
SAN ANTONIO METROPOLITAN AREA CHAPTER

Chapter Meeting

March 10th, 2021

This month's Chance for Charity (50/50)
proceeds will be donated to the
Operation Hope

President - Kyle Hendricks
President Elect - Thomas Zimdahl
Vice President - Brenda Davila
Treasurer - Jose Robles
Secretary - Adela Nieves
Past President - Lorena Jauregui de Birdy
Past President Advisory Council - Brian Birdy



National Association of Residential Property Managers
SAN ANTONIO METROPOLITAN AREA CHAPTER

Pledge of Allegiance

- American Flag
- Texas Flag - "Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

Mission

NARPM provides resources for residential property management professionals, who desire to learn, grow and build relationships

Vision

NARPM will be the recognized leaders in the residential property management industry

Educational Program

Presenter: David Howard
Executive Director of NRHC



David Howard serves as the executive director of the National Rental Home Council, a nonprofit organization representing the interest of the single family rental home industry. In this capacity, Davis is responsible for managing all aspects of NRHC's operating priorities and directing the organization's legislative and public policy objectives.

Chapter Business

Legal update given by Kristopher Bowen - [The Bowen Partners](#)

- I. Approval of Meeting Minutes
A quick word from our Platinum Sponsor - [Tenant Turner](#)
- II. Code of Ethics and Standards of Professionalism
 - A. Article 3: "Responsibility To Client"
 - B. Article 4: "Obligations To Tenants"*A quick word from our Gold Sponsor - [Truckmount Steam Clean](#)*
- III. RMP Designation Presentation - Courtney Rosen
A quick word from our Gold Sponsor - [Second Nature](#)
- IV. Executive Officer Reports
 - A. President - Kyle Hendricks
 - B. President Elect - Thomas Zimdahl
 - C. Vice President - Brenda Davila
 - D. Treasurer - Jose Robles
 - E. Secretary - Adela Nieves*A quick word from our Gold Sponsor - [Rox Roofing & Exteriors](#)*
- V. Director Reports
 - A. Matt Gurniak
 - B. Lacy Hendricks
 - C. Amy Taege
 - D. Melanie Thomas
- VI. Old Business
- VII. New Business
- VIII. Announcements
 - A. Chapter Meeting and Education Events:
 1. [March 10th](#) - Texas Eviction Diversion Program Overview Hosted by Texas REALTORS
 2. [March 15th](#) - Marketing for Residential Property Management (Part 1 & 2)
 3. [March 23rd](#) - Fair Housing Program presented by NARPM Women's Council of Property Managers
 4. [March 26th](#) - Don't let the Bed Bugs Bite Workshop by Mayday Pest Control
- IX. Affiliate Presentations and Giveaways
- X. A Chance for Charity Drawing - Operation Hope

XI. Adjourn

NARPM

SAMAC Chapter Meeting:

May 12, 2021

Minutes for SAMAC

Location of meeting:

Zoom video conferencing and At Norris Center

(Due to COVID-19)

San Antonio, TX

Meeting called to order at 10:02 am by Kyle Hendricks, President

Present at meeting:

Lorena Jauregui de Birdy, Gregg Birdy, Lacy Hendricks, Kyle Hendricks, Joyce Zimdahl, Thomas Zimdahl, Brenda Davila, Adela Nieves, Brian Phelt, Matt Gurniak, Marty Hutchison and Tim Bird.

Moment for -Pledge of Allegiance & Texas Flag

-President, Kyle Hendricks Opened up meeting after main speaker (John Israel) with Kristopher Bowen attorney for legal update.

Current report was released reflecting a back log for applications for rental assistance. Kris reminder members to provide the Notice of the Rights and Resources for tenants along with the Non Payment of rent in both English and Spanish. Failure to provide form is a violation of the FDCPA and a copy should be kept in file. If a CDC Form is received in PM office from tenant different actions are required but can still contest CDC declaration.

Kyle Hendricks also announced The Chapter Banner which is now completed on the recent updates for the last dates. The last Chapter of the Year was in 2019. Kyle mentioned and congratulated Jason Bridgeman who attended the NARPM Designation and Certificate Workshop on Facebook with Brian Birdy. Jason immediately applied and was ready to submit the application and now has his RMP and moving towards the MPM Certification. Next Workshop will be Tuesday May 25th 10am thru Zoom on FB. He moved along on the agenda and requested for Executive Board and directors report.

-President Elect- Thomas Zimdahl reported working on applying for a grant to provide a future event with the main goal of increasing membership. TBD

-Vice President- Brenda Davila thanked the membership for attending thru Zoom and in person. She also mentioned she is the person responsible for SAMAC Source and requested feedback for topics on what members wanted to read about.

- Treasurer- Jose Robles reported Current Checking account balance \$19,939.17 and Savings balance \$7023.31

Secretary Adela Nieves: No Report. Helping at Tickets of Opportunity Table

Director Lacy Hendricks mentioned today was the 2nd round of interviews that SABOR is doing for local office. Also reported on Chapters Current PAC Investment which is now at \$110 PAC Goal is \$817 and PAC Quota is 13.4% NARPM Advocacy Fund Investments at \$212.50 Goal is \$817 Current NARPM Advocacy Fund is 26.02% No Chapter Investment Lever and Participation Rate is at 5.29%

Melanie Thomas, Director is in charge of the SAMAC NARPM Giveaway on Facebook page. She encouraged members to like the page and share for all giveaways. Mentioned who the April winner for the Apple Home Pad Mini and the winner was Cristina Jenerosa. New drawing will be end of May for an Ifly Giftcard.

Teresa Brown- Community Event Chair has coordinated the Food Bank Event for June 25 2021 1:30pm Emails will go out to all members to sign up for the event. We will be Sorting and Packing at the Food Bank Warehouse.

Marty Hustchison presented the members with a copy of the New By Laws for approval.

Announcements for Upcoming Events and Classes:

May 17 Legislative and Educational Conference

May 21 Everything you need to know about FLEAS

May 25 Designation and Certificate Help Class

June 11 San Antonio Food Bank Community Service Event

National Conference will be October 26-29 in Kansas City MO

THANK all of our Affiliates!!!

Old Business: None

Next Chapter Meeting will be held:

July 14, 2021 @ 10:00 AM - 1:00 PM

Location:

ZOOM online and Norris Center

Meeting was adjourned @ 1:06 pm by Kyle Hendricks, President.

Minutes submitted by Adela Nieves, Secretary.

Platinum Affiliates



Tenant Turner



National Association of Residential Property Managers
SAN ANTONIO METROPOLITAN AREA CHAPTER

Gold Affiliates



Silver Affiliates

Classic Services | Mayday Pest Solutions
| One Way Pest Control | OnSight PROS
Manuel and Son's A/C HTG & Appliance | JunkLuggers |
Property Meld | XCalibur Air & Plumbing |

Affiliates

Brown and Brown Insurance dba | The Bowen Partners |
Towery Roofing | UCS Services
Junk King San Antonio | TAP-FCU

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Chapter Meeting

July 14th, 2021

This month's Chance for Charity (50/50)
proceeds will be donated to the
C.A.M. Backpack Drive "Getting Back to School"

President - Kyle Hendricks

President Elect - Thomas Zimdahl

Vice President - Brenda Davila

Treasurer - Jose Robles

Secretary - Adela Nieves

Past President - Lorena Jauregui de Birdy

Past President Advisory Council - Brian Birdy



National Association of Residential Property Managers
SAN ANTONIO METROPOLITAN AREA CHAPTER

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Mission

NARPM provides resources for residential property management professionals, who desire to learn, grow and build relationships

Vision

NARPM will be the recognized leaders in the residential property management industry

Educational Program

Dr. Lorenzo D. Sanchez & Bryan Seely
Disaster Planning & Cyber Security



Chapter Business

- I. Approval of Meeting Minutes
A quick word from our Platinum Sponsor - Tenant Turner
- II. Code of Ethics and Standards of Professionalism
 - A. Article 7: "Areas of Expertise"
 - B. Article 8: "Commitment to Firm"*A quick word from our Platinum Sponsor - The Barton Company*
- III. RMP Designation Presentation - Jason Bridgman
A quick word from our Gold Sponsor - Second Nature
- IV. Executive Officer Reports
 - A. President - Kyle Hendricks
 - B. President Elect - Thomas Zimdahl
 - C. Vice President - Brenda Davila
 - D. Treasurer - Jose Robles
 - E. Secretary - Adela Nieves*A quick word from our Gold Sponsor - Truckmount Steam Clean*
- V. Director Reports
 - A. Matt Gurniak
 - B. Lacy Hendricks
 - C. Amy Taege
 - D. Melanie Thomas
 - E. Brian Birdy (PPC Representative)*A quick word from our Gold Sponsor - Bondoc Roofing*
- VI. Old Business
- VII. New Business
 - A. NARPM National Amended Bylaws - Marty Hutchison
- VIII. Announcements
 - A. Community Service Events:
 1. August 12th - Habitat for Humanity
 2. CAM - Back to School Backpacks (July19-23)
 - B. Chapter Meeting and Education Events:
 1. September 15 - Steve Klein "The Time of our life!"
- IX. Affiliate Presentations and Giveaways
- X. A Chance for Charity Drawing - CAM Backpack drive
- XI. Adjourn

Platinum Affiliates



Tenant Turner



National Association of Residential Property Managers
SAN ANTONIO METROPOLITAN AREA CHAPTER

Gold Affiliates



Silver Affiliates

Classic Services | Mayday Pest Solutions
| One Way Pest Control | OnSight PROS
Manuel and Son's A/C HTG & Appliance | JunkLuggers |
Property Meld | XCalibur Air & Plumbing |

Affiliates

Brown and Brown Insurance dba | The Bowen Partners |
Towery Roofing | UCS Services
Junk King San Antonio | TAP-FCU

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Chapter Meeting

September 15, 2021

This month's Chance for Charity (50/50)
proceeds will be donated to the
StrayDogs.org

President - Kyle Hendricks
President Elect - Thomas Zimdahl
Vice President - Brenda Davila
Treasurer - Shannon Ives (intrum)
Secretary - Adela Nieves
Past President - Lorena Jauregui de Birdy
Past President Advisory Council - Brian Birdy



Pledge of Allegiance

- American Flag
- Texas Flag - "Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

Mission

NARPM provides resources for residential property management professionals, who desire to learn, grow and build relationships

Vision

NARPM will be the recognized leaders in the residential property management industry

Educational Program

Presenter: Steve A Klein
The Time of Your Life



Steve Klein helps organizations that are frustrated with their level of focus or progress and leaders who want to inspire their teams to achieve consistent results. He's helped some of the world's biggest brands transform their culture and re-energize their efforts, becoming relentless in their pursuit of greatness across the entire organization.

Chapter Business

Legal update given by Kristopher Bowen - The Bowen Partners

- I. Approval of Meeting Minutes

A quick word from our Platinum Sponsor - Tenant Turner

- II. Code of Ethics and Standards of Professionalism

- A. Article 9: "Relations With Other Property Managers"
- B. Article 10: "Truth In Advertising"

A quick word from our Platinum Sponsor - The Barton Company

- III. MPM Designation Presentation - Melanie Thomas

A quick word from our Gold Sponsor - Second Nature

- IV. Executive Officer Reports

- A. President - Kyle Hendricks
- B. President Elect - Thomas Zimdahl
- C. Vice President - Brenda Davila
- D. Treasurer - Shannon Ives
- E. Secretary - Adela Nieves

A quick word from our Gold Sponsor - Truckmount Steam Clean

- V. Director Reports

- A. Matt Gurniak
- B. Lacy Hendricks
- C. Melanie Thomas
- D. Brian Birdy (PPC Representative)

A quick word from our Gold Sponsor - Bondoc Roofing

- VI. Old Business

- VII. New Business

- A. 2022 Slate of Officers

- VIII. Announcements

- A. Chapter Meeting and Education Events:

1. October 15th - Social Event - TBD
2. October 26-29 - NARPM National Convention and Trade Show
3. November 17th - SAMAC Chapter meeting
4. December Christmas Party - TBD

- IX. Affiliate Presentations and Giveaways

- X. A Chance for Charity Drawing - StrayDogs.org

- XI. Adjourn

NARPM

SAMAC Chapter Meeting:

November 17, 2021

Minutes for SAMAC

Location of meeting:

Zoom video conferencing and At Norris Center

(Due to COVID-19)

San Antonio, TX

Meeting called to order at 10:02 am by Kyle Hendricks, President

Moment for -Pledge of Allegiance & Texas Flag

-President, Kyle Hendricks Opened up meeting after main speaker Michael Templeton

Platinum Sponsor Tenant Turner not present at meeting.

Thomas Zimdahl read the code of Ethics and Standards of Professionalism

- A. Article 11: "Responsibility to NARPM & the Profession"
- B. Article 12: "Compliance & Enforcement"

Platinum Sponsor The Barton Carpets- Robert gave thanks to all members for the constant business.

Executive Officers Reports:

Kyle Hendricks: "It has been a great year, I've enjoyed being your President". Surveys will be send out to get feedback on what we can do better for upcoming years.

Thomas Zimdahl: Announced Dec 2nd is the Christmas Party for Installation of the new Board Members. He is also asking for volunteers to serve as committee chairs. There are lots of events coming up next year. Such as Broker Owner, it will be held in San Antonio, and we will need all the help we can get.

Brenda Davila: Article for Newslane has been submitted for November any suggestions for topics are welcome.

Shannon: Not present at the meeting but Kyle gave the Treasurers report

Savings:\$7028.32 Checking: \$16,209.51

Adela Nieves: Nothing to report

Gold Sponsor Gaby with Truck Mount talked about the services they offer and how water extractions are handled.

Lacy Hendricks: Citizens in Minneapolis have passed a policy to cap rent increases to 3% applies to all properties not just multi family, cannot bring it up to market value. Therefore the market will be re-established

The amazing event with the Axe Throwing we raised \$1100 for the PAC and gave \$5000 to

The NAF advocacy fund we gave them \$5000 for the Minneapolis Campaign. This was a multimillion-dollar campaign by several multi family association such as NARPM, the Apartment Association etc. By doing this we can get funds cut to our chapter to help with any local issue for our chapter. This could of been a lot of help for the Renter Commission issue we had locally but at that time the NAF was not yet established.

You all have been doing such a great job our investments was \$2010 the goal was \$817. Participation rate 85.72%

Renewal for NARPM Nationals have gone out please remember when renewing to include your investment fee to meet our next years goal.

Melanie Thomas: Not at the meeting but asked to report that Renewals when out for all members.

Brian Birdy: Nothing to report

Gold Sponsor Bondoc Roofing invited everyone to three different parties that they are offering for all clients during the week as a way to thank everyone for their business.

Announcements for Upcoming Events and Classes:

Christmas Party is Dec 2nd

Housing forecast will be January 7th and NARPM has a table for 10. Anyone invited to attend and sit at the table register tickets are \$115

Broker Owner will be next year held here in San Antonio in March 28-30

THANK all of our Affiliates!!!

Meeting was adjourned @ 1:06 pm by Kyle Hendricks, President.

Minutes submitted by Adela Nieves, Secretary.

NARPM

SAMAC Executive Board Meeting:

January 7, 2021 @ 9 AM

Minutes for SAMAC

Location of meeting:

Zoom video conferencing

(Due to COVID-19)

San Antonio, TX

Meeting called to order at 9:08 am by Kyle Hendricks, President

Pledge

Present at meeting:

Kyle Hendricks, Brenda Davila, Jose Robles, Thomas Zimdahl, Lorena Jauregui de Birdy, Matt Gurniak, Gregg Birdy, Lacey Hendricks, Melanie Thomas, Amy Taege, Marty Hutchison, Adela Nieves

Not Present: Teresa Brown

Kyle Hendricks President Discussed:

-Future meeting and getting ready for Norris Chapter Meeting on Jan13. Thomas Zimdahl and Gregg Birdy will help set up all Technology for virtual meeting option

-Article deadline and SAMAC source article assigned to Brenda Davila Vice President

-Melanie Thomas Director assigned and update on Renewals for current members. Adela Nieves will assist as needed to contact members.

Lacy Hendricks Director: Updated all about the latest on the Rental Commission. Lacy explained how its still being decided on how to the Commission would be as stand-alone or considered under Housing Commission before it goes to City Council.

-Lacy will be adding access to Melanie Thomas for SAMAC facebook page. Also requested to have PAC report on top of all meeting agendas.

Amy Taege Director: Kyle Hendricks sent her the link for the list of the NARPM Classes to decide which can be hosted by SAMAC. GOAL Is 4-6 classes. Discussed about how to Sponsor classes at SABOR.

Jose Robles Treasurer: Reported funds as follows: Checking \$22,187.29 Savings \$ 7025.43

Kyle-discussed further on how or what exactly to report at meetings to the members in reference to the budget and funds. No resolution yet and will speak to Brian Birdy further to decide.

Matt Gurniak Director: Second on the GA reports

Last item on Meeting: Texas Style Registration opened up

Next Meeting will be held:

TBD Reminder will go out at a later time.

Location:

ZOOM online

Meeting was adjourned @ 10:30 am by Kyle Hendricks, President.

Minutes submitted by Adela Nieves, Secretary.

NARPM

SAMAC Executive Board Meeting:

February 24, 2021 @ 9 AM

Minutes for SAMAC

Location of meeting:

Zoom video conferencing

(Due to COVID-19)

San Antonio, TX

Meeting called to order at 9:11 am by Kyle Hendricks, President

Pledge

Present at meeting:

Kyle Hendricks, Brenda Davila, Lorena Jauregui de Birdy, Brian Birdy, Lacey Hendricks, Melanie Thomas, and John Chunn, Adela Nieves

Kyle Hendricks President: went over the SA Drive and showed everyone on the meeting where documents and other information can be found.

-Kyle asked Board Members for feedback on continuing to provide hybrid and in person Chapter Meeting. Mostly all agree that both options are a good idea to continue to provide. Brian Birdy suggested to do a short video and share it with Chapter Members as a reminder of upcoming Chapter meeting. This could be done by Kyle or Speaker to invite and remind members not to miss upcoming meeting. The intention of video would be to increase attendance. Everyone thought this was a great idea.

-Current concerns about speaking for upcoming Chapter Meeting since David Howard had not yet confirmed attendance or submitted any information about speech. Hopefully, confirmation would come soon otherwise a panel of PMs could be called in to give tips on how they are managing recent weather challenges.

-In effort to continue to increase membership Kyle asked on feedback and idea on how and who to reach out. John Chunn suggested to make/provide a link that is more user friendly or more accessible to add members to NARPM. As a Broker he would like to send a link to office staff. Lacy will look into the possibility to offer this depending on Apricot Software.

-Vendor Affiliates- Tim not on meeting but pending to talk to him about their feedback on attending meetings.

Executive Officer/Director Reports

Brenda Davila, Vice President- Currently working on Newsletter for publishing.

Adela Nieves, Secretary-Will be attending in person to the Chapter Meeting and will be helping with Tickets of Opportunity. John Garcia should have the tombola and will have it available for meeting.

Lacy Hendricks, Director- Meeting with Teresa Brown in to help out guide her for charity activities. Teresa will may reach out to Adela for help as needed. Also working on applying for the grants that National offers for the Chapters.

Melanie Thomas, Director-Working on a proposal for the Executive Board to review on an idea on how to increase the activity on NARPMS Facebook activity and how to get more LIKES on social media. Incorporating BOM BOM videos on social media is part of the idea.

-Brian suggested to use videos to invite other States to sign up for the education that the SA Chapter is offering to increase attendance. Also looking forward to creating a FB Page for Member to join and talk, discuss and motivate Members for education such as Designations. Also creating Member engagement.

Next Meeting will be March 4 time and email reminder will be emailed to all

Location ZOOM Online

Meeting was Adjourned @ 10:37am By Kyle Hendricks President

Minutes submitted by Adela Nieves, Secretary.

NARPM

SAMAC Executive Board Meeting:

March 3, 2021 @ 10 AM

Minutes for SAMAC

Location of meeting:

Zoom video conferencing

(Due to COVID-19)

San Antonio, TX

Meeting called to order at 10:04 am by Kyle Hendricks, President

Pledge

Minutes approves by Board

Present at meeting:

Kyle Hendricks, Thomas Zimdahl, Brenda Davila, Lorena Jauregui de Birdy, Brian Birdy, Lacey Hendricks, Melanie Thomas, Amy Taege, Brian Phelt, James Alderson, Jose Robles, Marty Hutchison, Wilson Hoppie Teresa Brown and Adela Nieves

Kyle Hendricks President: Speaker for next Chapter Meeting on March 10th was confirmed. David Howard will be attending to the Chapter Meeting virtually. David will be discussing Single Family Housing and its progression.

-Kyle mentioned he will be inviting thru email and or social media videos other chapters to SAMACs meeting to increase attendance. He also expressed how important it is to expose vendors/affiliates on our social media. He would like to have videos in rotation post it on SAMACs FB page allowing vendor to give tips to members in reference to their line of work. Again for exposure but also keep member engage in the chapter.

Executive Officer/Director Reports

Thomas Zindhal, President Elect-Is working on chapter compliance which is due by March 15. Kyle requested for Thomas and Brenda to meet to discuss the requirements and application for Chapter of the Year.

Brenda Davila, Vice President- Is currently finishing the Newline and Newsletter Source Flip Book. She mentioned that the Free Trial for this was almost over and it would cost \$30/mon. If the Board decides to keep it would be something to consider in the Budget. She also brought up a good point. The" Flip Book" in order for compliance for Chapter of the will it need to be printed? Or should it be to store it for

future records? Lacy, requested to include vendors in the Flip Book. Brenda also asked the Board to help her with idea on material for future Newsletter. Ideas on material: Some one mentioned to write about the Judge that shutdown the Eviction moratorium. Another idea to include in Newsletter is Announce Members Birthdays and to have Vendor spotlights.

Jose Roble, Treasurer- Reports Checking \$23,336.47 and SAV \$7022.77

Adela Nieves, Secretary-Will be attending in person to the Chapter Meeting and will be helping with Tickets of Opportunity. During Chapter Meeting she will be promoting Tickets of Opportunity. A new Tombola has been ordered since previous one has not yet appeared. It was discussed how Zoomers will purchase tickets. These members will be ordering thru chat and Jose will be charging to their accounts while Adela emails or texts the ticket numbers for the Winner. No Charity has yet been chosen.

Lacy Hendricks, Director- No NGP the office assign was Brian Phelt and due to the current status of his building its being sold therefore cancelled. Lacy reached out to Braid Bently and asked how their Chapter was doing with GA and he said they hired a lobbyist as part time to help out. He mentioned it was a bit pricy and suggested that possibly SAMAC can do the same and split the cost with Austin. It's a matter of contacting them and finding a Lobbyist and pricing. Then bringing it up to Executive Board. Lacy also mentioned she will be interviewing applicants for City Council and will report back.

-Marty also brought up that the TDHCA Texas Eviction Program webinar will be held right after the SAMACs Chapter Meeting on 3/10 at 2:30pm

-Brian Phelt added to Martys report and mentioned that he knew these programs were running out of funds. He also said he recently learned that the Landlords need to have written consent from the tenants to allow them to apply for funds.

Melanie Thomas, Director-Is working with Hoppie with any classes at SABOR that SAMAC can sponsor (gift card give away). Melanie also Proposed a 90 Day Campaign on SAMAC FB page to engage membership by doing a give away price to participating member that like SAMAC page and tag a friend. From this a participating name will be drawn and will win on the first promotion a I Robot Roomba (Which was donated by Brian Birdy during the meeting). Total Chapter investment is \$237.06

Brian Birdy made the Motion to Melanie's proposal for the Board to vote. Lacy second the motion. There was no discussion and all Board Member voted Yes.

Other gifts will be promoted the first drawing will be a Restaurants Gift Card. Roomba will be included on the following gifts.

Teresa Brown, Community Service Chair- Is working on setting up events and asked for suggestions. And expectations. Three events are needed in order to satisfy compliance with National. Brian Birdy suggested the Food Bank. To engage members, we should do a food drive for those that do not feel comfortable attending to help in person.

Brian Phelt, past president- who is at state level with NARPM reported that he is working on setting up a committee to plan events for NARPM. In the past members are not involved.

Brian Birdy- Is working on creating a FB Page for designations. The purpose is to inform and educate members on how to apply for designations. The group will include a NARPM Members who have designations to share their experience and Members who want to pursue them. Group will be supportive and motivational to the members. This will help with engagement and increasing education for the Chapter.

Wilson Hoppie-Education- Hoppie brought up a recent observation in regards to CE credit for classes. He explained that the Chapter incurs an expense to allow CE credit for the Members. He doesn't think this is necessary since now with the virtual classes offered lots of out of state members join and cannot take the CE credit offered here for Texas members.

James Alderson- Suggested to make a rule to where a certain number of members from Texas need to sign up for the class in order to offer CE credit. A discussion then started about who we have locally that can teach. And we are now down to Adona and Hoppie who are the only ones that are currently certified to teach.

Amy Taege Education- asked on how to pick the classes for the chapter. It was explained that the content and instructors are all done by headquarters. Amy will be contacting Sherri at National to check what courses are available to have them assigned to the Chapter.

Lacy added the link to check on PAC investment. She encourages everyone to participate.

Next Meeting will be April 14 time and email reminder will be emailed to all

Location ZOOM Online

Meeting was Adjourned @ 11:44 am By Kyle Hendricks President

Minutes submitted by Adela Nieves, Secretary.

NARPM

SAMAC Executive Board Meeting:

April 14, 2021 @ 9 AM

Minutes for SAMAC

Location of meeting:

Zoom video conferencing.

(Due to COVID-19)

San Antonio, TX

Meeting called to order at 9:08 am by Kyle Hendricks, President

Pledge

Minutes approves by Board

Present at meeting:

Kyle Hendricks, Brenda Davila, Brian Birdy, Lacey Hendricks, Melanie Thomas, Brian Phelt, Jose Robles, Marty Hutchison, Matt Gurniak, Teresa Brown and Adela Nieves

Kyle Hendricks President: Chapter Compliance was submitted and were also approved for Chapter of the year. Last year for 2020 SAMAC ended with 99 pts

-On another note Robert with Barton Carpets asked to get prorated membership since they want to join SAMAC as affiliate this for next months meeting and did not join at the beginning of the year. Board Members discussed about allowing the prorated membership since its never been done before. A

Motion was proposed and second with no discussion. Motion passed to allow Barton Carpets to prorate membership as a Platinum Affiliate. This will be the procedure if it ever occurs later to allow only at Platinum level to prorate membership.

Executive Officer/Director Reports

Lacy Hendricks- Proposed to board a motion to have SAMAC sponsor Ole 5k TREPAC that SABOR is having. This will not go to our annual contribution but will count as participation. Its important to support SABOR with these types of events just as they support SAMAC and other NARPM event for us.

Motion is passed with not discussion to sponsor the Ole 5k TREPAC at \$200.

-Kyle is planning for Thomas Zindhal to apply for the Grants offered from National. The use of the grants would be to increase membership. Offering a membership drive to allow new members to join at a discounted price. Grant money to host this event is \$500 this is a July or September event in the works.

Brenda Davila-Working on SAMAC Resource. Using the flip book to give affiliate a space is something that can be done. Membership for subscription is \$35/mon. The budget allows up to \$200 in marketing therefore this can be done.

-Other ideas are making short videos to promote them affiliates and share these on FB page and to email to the members. The first to start a video would be the One Platinum Affiliate then go to Gold Members.

Jose Robles- Reported the Checking account with a balance of \$23,336.47 Savings at \$7,023.03

Adela Nieves- Proposed to have T-shirts made for the Board members and/or Volunteer shirts to wear for events. Especially at the community service events. This not only promotes the chapter but it identifies us (members) of a group. Brian Phelt will be passing on the contact information of company previously used. After discussion everyone prefers Polo shirts for Board Members since they are more formal to wear for Conventions and other meetings.

-Kyle also mentions he is working on name tags for Board Members as well.

Melanie Thomas-Awarded the previous FB gift, and reminder everyone to Like the page and tag a friend interested in the PM to increase exposure for page. Brian Birdy suggested to share the page, that would allow more exposure. But after a bit of discussion there rules are to like and tag.

-Kyle for Amy Tagae (absent) all classes are currently taken none available.

Teresa Brown- Food Bank scheduled for June and would like to have a bin for can donations at the meetings and in her office for those that are not able to attend and volunteer. Other events are being planned none yet confirmed.

Brian Birdy- Reported how the first meeting on the Designations FB page went. The turn out was great and he had everyone commit to a date in completing designation by. More meetings to come and will be announced.

Matt Gurniak- Renters Commission is currently on hold. SABOR position on Trevino's district One was not to endorse his campaign. There a discussion on other candidates, other districts have 12 more runners.

Marty Hutchison- Update the recent changes to the Bylaws and before submission these will be presented to the general membership for approval.

Announcements:

-Bedbug class postpone for June

-TREPAC 5K Ole sponsorship at \$200

-New membership drive up

-Broker Owner April 19-21 Uncasville, CT

-SAMAC Chapter Meeting will be at Norris Center and Zoom May 12

Next Meeting will be May 5 time and email reminder will be emailed to all

Location ZOOM Online

Meeting was Adjourned @ 11:05 am By Kyle Hendricks President

Minutes submitted by Adela Nieves, Secretary.

NARPM

SAMAC Executive Board Meeting:

May 5, 2021 @ 10 AM

Minutes for SAMAC

Location of meeting:

Zoom video conferencing.

(Due to COVID-19)

San Antonio, TX

Meeting called to order at 10:11 am by Kyle Hendricks, President

Pledge

Present at meeting:

Kyle Hendricks, Brenda Davila, Jose Robles, Thomas Zimdahl, Lorena Jauregui de Birdy, Matt Gurniak, Lacey Hendricks, Melanie Thomas, Marty Hutchison, Adela Nieves

Not Present: Teresa Brown

Kyle Hendricks President Announced:

-Name tags are in just in time for the Chapter meeting. Also Tenant Turner and Barton Carpets are the Platinum Affiliates and will be the one s on the next videos. Kyle requested for ideas for interview topics to be covered in video.

-Small side discussion: Someone asked if we had a Youtube channel and it turns out we do only one video has been uploaded and this was years ago. We should start using it again and look into it more.

REPORTS:

Melanie Thomas has secured the for SAMAC to sponsor a \$50 gift card from El Chaparral at Champions Real Estate PM Class. This will be held May 20 for 1:30-2pm and the presentation is for 15 min. Spill for 15min about why to Join NARPM and all the benefits that members have. With the goal of increasing membership. One or Two Volunteers to attend for the sponsorship were requested. Adela and Brian B raised their hand to attend. Melanie will be sending them the details for that date and Kyle will provide the gift card.

-Also Amy Kerns sent a list of members that are National Members only but not local members. This list needs to be looked and corrected.

Thomas Zimdahl Is working on the Member Drive thru for possibly the month of September. This event will offer members to sign up for a \$50 off on membership dues.

Brenda Davila continuous to work on Newslane. She paid for the flip format of the Newslane starting May, SAMAC can provide a reimbursement for her later. Videos from affiliates can also be uploaded and she will work on that.

Jose Robles reported current balance on accounts

Checking : \$ 19,939.17 Savings : \$ 7023.31

Had some expensed such as the payment for meeting Speaker. Jose also bought up that Wild Apricot is about to raise prices on the current service SAMAC has. He asked members if we should look into different platforms. Currently SAMAC pays \$90/mon and it will increase to \$110-120/mon for 1 or 2 year commitment if purchased in advance.

-Small discussion: In reference to the increase of Wild Apricot the questions was "Is it worth it to make the change and start on a new platform just for price?" or will it be better to keep it not spend any time on the new changes and pay the increase. Lacy said she would look into it.

Adela Nieves Reported the executive board member shirt pricing from Leapfrog Promotions. Each shirt would be around \$39.98 within the S-L sizes these are the Nike Dri-fit Micro Pique Polo same shirt in 2XL \$41.98 3XL 45.98 4XL 47.98. She stated that she felt it was a bit pricy and ask members for their opinion.

-Thomas agreed that pricing was high even considering the type of shirt which is high quality. However, he offered to request a quote from a vendor he has used before and can surely beat the price. He will communicate later with this estimate.

Lacy Hendricks reported that Brian Phelt is pulling teeth at National to plan more than one convention a year. Also the NAF is setting up a new fund for National to allow individuals to apply for grants to fund GA to support local issues or events that help these issues. Set up is \$500 per event. San Antonio has contributed 26% of the annual goal we need \$817 to meet goal. Florida, Hawaii, Washington, Colorado and others have reached their Major goals to Bronze or Gold. SAMAC needs to step it up. On another note Broker Owner will be held in San Antonio next year and we will suggest to the upcoming president to allow local members to attend more than the current limit. It makes more sense to allow the local chapter to attend without a limit or less limit since its being held locally and the opportunity is there.

-Small discussion: In reference to meeting annual contribution, suggestion to ask or create an event for membership to allow proceeds to apply towards Chapter Goal. Possibly parking lot games like a fair offering games and prizes and charge an entry fee. Lacy clarified that laws do not allow games of chance when deciding the event we should be careful of what games will be offered. Best time to offer Sept/Oct

Brian Birdy will be hosting another Facebook meeting to promote designations and help with applications. The meeting will be in detail about what is required and how to apply points to qualify. Date and time will be announced. It was suggested to announce every designation earned in the next Newline. Such as Jason Bridgeman who applied on the first FB meeting and has now received his Designation. Also the flip snack could be a very nice tool to use and promote to celebrate designees accomplishments.

Marty Hutchison will be presenting the by-laws to the membership during next Chapter Meeting.

Teresa Brown announced the upcoming event at the Food Bank its scheduled for June 11 1:30-4:30pm it will be helping to sort and Pack in the warehouse. Event will be announced, and sign ups will be held thru the SAMAC website.

Next Meeting will be Jun 16 10am

TBD Reminder will go out at a later time.

Location:

ZOOM online

Chapter meeting May 12 10-1pm Norris Center and Zoom available

Meeting was adjourned @ 11:50 am by Kyle Hendricks, President.

Minutes submitted by Adela Nieves, Secretary.

NARPM

SAMAC Executive Board Meeting:

June 16, 2021 @ 10 AM

Minutes for SAMAC

Location of meeting:

Zoom video conferencing.

(Due to COVID-19)

San Antonio, TX

Meeting called to order at 10:03 am by Kyle Hendricks, President

Pledge

Present at meeting:

Kyle Hendricks, Brenda Davila, Thomas Zimdahl, Lorena Jauregui de Birdy, Lacey Hendricks, Melanie Thomas, Marty Hutchison, Adela Nieves

Kyle Hendricks President Announced:

-Thanked everyone who attended to the Food Bank Community Service Event. The turn out was great and Barton Carpets and Bondoc Roofing affiliates were there supporting. Next event is still TBD for the month of August which will be Habitat for Humanity.

-Spot light videos will go out and are scheduled for Bondoc Roofing and Truck Mount. Please provide feedback and ideas for the content of these videos. These videos will be post it to the You tube video channel for SAMAC.

-Website renewal with Wild Apricot is no longer offering MTM and is requesting to sign a year contract. Lacy spoke to other chapters to what they were using for their websites. She shares that they are piecing together the website with different platforms. But she thinks that after doing all the piecing together it may be very likely that the cost would be the same. The annual fee with Wild Apricot would be \$1188

-Amy Teagy sent Kyle a message to let him know that she no longer continues with her commitment with NARPM. In the past there has been a vote to bring another person to the position. But due to the timing and time of the year Brian Birdy feels its not necessary to fill in the position. Kyle and Brian can take care of anything that may be needed.

Thomas Zimdahl-is working on the draft to apply for the grant. \$500 Grant for the membership drive event. Another grant available is for advertising such as T-shirts and giveaways. Idea for giveaways can be

Professional Headshot. Proceeds for the events would be donated to the NARPM PAC the other event is being planned for October season in Birdys parking lot possibly.

Brenda Davila- Paid the annual subscription for the Flip Snack for \$420 she will submit receipt for reimbursement to Jose Robles. She will include pictures of the 5K OLE event from TREPAC.

-Kyle presented Jose Robles report Checking has \$19,045.23 and Savings has a balance of \$7023.03 The donations for the last two charities will go out. Now that all monies were collected from the Tickets of opportunity.

Adela Nieves- Thomas helped getting a second quote for the Polo Shirt that were being looked at to offer to Board members. Pricing was \$25/shirt with embroider NARPM Logo \$35 Polo Niki shirts with embroider. This price is \$10 or so less than the leapfrog estimate presented. It was discussed to also have regular T-shirts with this years slogan for giveaways to members at events. The turn around is about 2-3 weeks to have them ready. At this time once the grant gets approved we can proceed with orders.

Lacy Hendricks-Melanie Thomas had to leave the meeting. Lacy reported for her about sharing and Liking the FB posts on the upcoming giveaway (I-robot) winner will be announced by the end of the month.

Lacy announced Trivia for TREPAC is going for \$40/player Teams of 6 are \$200. SABOR application for PM Committee is June 29. On another note; Its been brought up to State Members about having a lobbyist. If all Chapter cooperated with the expense of hiring a lobbyist to talk on our behalf we would be better represented. Also there is a new housing policy that applies to some new developments which are required to accept Section 8. Also on any AirB&B rentals that evicted tenants during COVID will no longer be able to list the property back as an AirB&B these listing will be removed. Brian Birdy mentioned that During COVID there were a lot of reimbursements from AirB&B rentals.

-Broker owner will be in San Antonio and if we want to do an event then we must get with National Now to get it scheduled.

A Survey Monkey can be sent out to ask members what classes for next year they are interested in to be able to host these local. Ei: Financial Cash Flow Analysis course is a rare class and it must be taken in person. That may be a good suggestion.

Brian Birdy- Reported his next FB page meeting for Designations will be announced and will cover the tools to teach people how to use website to file applications and navigate to schedule classes and know where to find information. Last meeting, he covered the actual application and how to use and apply points to apply for designation. Upcoming meeting will be announced.

Marty Hutchison- Industry Professionals Meeting at the city for the renter's commission is happening. Typically, tenants DO NOT show up for these meeting and we need to make sure that our industry is represented there at all times. We need to consider a seat on the commission with a 6 year term. Preferably 2-3 year seats to fill in as needed if any cant make it at one time or another.

-Hill Country Meeting is tomorrow in person and Brian Birdy will be the speaker. Presenting Pet Screening Topic.

-Announcement July 14 is the next SAMAC meeting at the Norris Center and virtual. UTSA Speaker for Disaster Planning and Cyber Security will be in person

Other announcements Kansas City National Oct 26-29 SW airlines has a sales on flights take advantage to book now.

Meeting was adjourned @ 11:50 am by Kyle Hendricks, President.
Minutes submitted by Adela Nieves, Secretary.

NARPM

SAMAC Executive Board Meeting:

July 7, 2021 @ 10 AM

Minutes for SAMAC

Location of meeting:

Zoom video conferencing.

(Due to COVID-19)

San Antonio, TX

Meeting called to order at 10:07 am by Kyle Hendricks, President

Pledge

Present at meeting:

Kyle Hendricks, Brenda Davila, Thomas Zimdahl, Lacy Hendricks, Melanie Thomas, Tim Bird, Adela Nieves

Kyle Hendricks President Announced:

-The Affiliate videos for Bondoc Roofing and Truck mount will soon be posted to the FB pages. YouTube channel has been set up for SAMAC. A new one has been created since it was too difficult to get access to the old existing one. Thank you Lacy for taking care of that.

-Speakers for next Chapter Meeting will be Dr. Lorenzo D. Sanchez the director of the UTSA Risk & Emergency Management and Bryan Seely who is the world-Famous Hacker and US Marine. So far there are 26 registered members for the meeting.

-Chance for charity tickets; we will try to have a list of the purchases done online to have these ready for the members before Chapter Meeting.

-CAM is backpack Charity Teresa Brown is in charge of this activity. There are three siblings adopted who will need their school supplies and backpacks. One of the siblings still needs adoption and if anyone is interested in adopting please contact Teresa Brown for details and deadlines.

Thomas Zimdahl-Has the application ready for the grant, will be sending it to Kyle for approval to submit. This needs to be submitted within 30 days of the event in which the grant will be used for.

Melanie Thomas- The IRobot give away was announced and Erika German was the winner. This will be posted on FB. Also the IFly gift card was donated back to NARPM by the winner. This may be another gift card that we can use for the upcoming events.

Brenda Davila- Continues working on SAMAC Source. The affiliate videos were not uploading to the SAMAC source But now that we have YouTube Channel we may be able to add the videos there. Also if anyone has pictures from the Ole TREPAC event please send them her to add to the SAMAC Source.

Jose Robles- Reported

Checking \$19543.54 Savings \$7030.66

Adela Nieves- Nothing to report other than just waiting for the Grant to be approved to move forward with ordering T-Shirt.

Lacy Hendricks- PAC Investment is currently at \$110 and the goal is the be at \$817

SAHA has will be having a presentation on how to show landlords to participate and get involved in the SAHA program on July 22. On another note SAMAC signed up for TREPAC Trivia and we need one more team member. Melanie Thomas raised her hand and volunteered. TREPAC Purple Party is coming up and SABOR is looking for sponsors. Leadership training will be held at National in Kansas Oct 26-29 this for Vice President and President Elect.

Kyle announced that Brian Birdy will soon be announcing more Designation Meeting and these will be announced.

Lorena Birdy also was absent for this meeting but asked Kyle to announce that the Nominating Committee needed to be approved by the Executive Board for its members:

Courtney Rosen, Evy Edwards, Gregg Birdy, Joyce Zimdhal and Lorena Birdy.

Motion to approve the Nominating Committee for Executive Board to approve for the members mentioned above. Motion was seconded and passed with no discussion.

No other business or announcements.

Meeting was adjourned @ 10:56 am by Kyle Hendricks, President.
Minutes submitted by Adela Nieves, Secretary.



Executive Board Meeting Agenda 8-11-2021

I. Opening Ceremonies

A. Pledge of Allegiance

1. Texas Pledge: "Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

II. Approval of Minutes

III. Reports of Executive Officers

- President - Kyle Hendricks
- President Elect - Thomas Zimdahl
- Vice President - Brenda Davila
- Treasurer - N/A
- Secretary - Adela Nieves

IV. Board of Directors & Committee Chairperson Reports

A. Director - Lacy Hendricks

1. SAMAC Source, Website, Newsline- Brenda Davila
2. NGP - Brian Phelt

B. Director - Melanie Thomas

1. Member Services - Adela Nieves
2. Member Engagement & Recognition - Kyle Hendricks and Courtney Rosen
3. Welcome and Hospitality - Sara Levens and Jose Robles
4. Community Service- Teresa Brown

C. Director - N/A

1. Education - Hoppie Cantwell and James Alderson
2. Speakers/Professional Events - Kyle Hendricks and Lorena Jauregui de Birdy
3. Designations and Mentorship - Brian Birdy and Amy Taege
4. Chapter Excellence and Certification - Thomas Zimdahl

D. Director - Matt Gurniak

1. Legislative, Parliamentarian, and PAC- Marty Hutchison and Lacy Hendricks
2. Affiliates- Tim Bird and Evan Howard
3. A Chance for Charity- Adela Nieves
4. NGP/Socials- Brian Phelt

V. Old Business

A. NARPM Grants. Done???



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VI. New Business

- A. New Treasurer needed? Too late in the year?
- B. Champion Real Estate School Fall Classes
- C. New Membership Drive Challenge!
- D. October Social Event?
- E. Congratulations Meleanie! Newest MPM recipient !!!

VII. Announcements

- A. Habitat For Humanity Aug 12th
- B. SABOR new member orientation Aug 25th
- C. SAMAC Chapter meeting and membership drive Sept 15th
- D. Kansas City National Convention - Oct 26-29

VIII. Adjourn



Executive Board Meeting Agenda 9-8-2021

I. Opening Ceremonies

A. Pledge of Allegiance

1. Texas Pledge: "Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

II. Approval of Minutes

III. Reports of Executive Officers

President - Kyle Hendricks

President Elect - Thomas Zimdahl

Vice President - Brenda Davila

Treasurer - Shannon McLaughlin Ives

Secretary - Adela Nieves

IV. Board of Directors & Committee Chairperson Reports

A. Director - Lacy Hendricks

1. SAMAC Source, Website, Newslines- Brenda Davila
2. NGP - Brian Phelt

B. Director - Melanie Thomas

1. Member Services - Adela Nieves
2. Member Engagement & Recognition - Kyle Hendricks and Courtney Rosen
3. Welcome and Hospitality - Sara Levens
4. Community Service- Teresa Brown

C. Director - N/A

1. Education - Hoppie Cantwell and James Alderson
2. Speakers/Professional Events - Kyle Hendricks and Lorena Jauregui de Birdy
3. Designations and Mentorship - Brian Birdy and Amy Taege
4. Chapter Excellence and Certification - Thomas Zimdahl

D. Director - Matt Gurniak

1. Legislative, Parliamentary, and PAC- Marty Hutchison and Lacy Hendricks
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3. A Chance for Charity- Adela Nieves
4. NGP/Socials- Brian Phelt

V. Old Business

A.



National Association of Residential Property Managers
SAN ANTONIO METROPOLITAN AREA CHAPTER

VI. New Business

- A. Re-Apply for advertising grant.
- B. 2022 SAMAC Board Elections
- C. TRE-PAC contribution Paid - Crystal R status

VII. Announcements

- A. SAMAC Chapter meeting and membership drive Sept 15th
- B. Kansas City National Convention - Oct 26-29

VIII. Adjourn

NARPM

SAMAC Executive Board Meeting:

October 13, 2021 @ 10 AM

Minutes for SAMAC

Location of meeting:

Zoom video conferencing.

(Due to COVID-19)

San Antonio, TX

Meeting called to order at 10:12 am by Kyle Hendricks, President

Pledge

Present at meeting:

Kyle Hendricks, Lorena Jauregui de Birdy, Adela Nieves, Thomas Zimbdahl and Marty Hutchison

Kyle Hendricks President Announced:

The event for the Axe throwing is looking very good. Currently have 27 people sign up. We have 3 gold sponsors; Mayday Pest Control, Bondoc Roofing and Second Nature.

The rental of the Axe Throwing will be for 2-3 hrs and it was for \$600

The event will be Friday from 5-7pm calculating 45-50 people.

What should we offer for food? And drinks Lorena suggested a food truck. After a bit of discussion the concern would be parking. A food truck would take up parking space and may limit the parking for members.

T-shirts should be ready for next weeks Event, but have not received confirmation yet due to orders being backed up.

The budget for the Axe Throwing is \$2300 we have \$1700 for food and drinks.

As far as November Meeting; Brian Birdy was booked, the thought of having a panel for discussion was an idea. But ended up deciding on a Speaker who is a Profit Coach. He will talk about Business Profitability , finances and audits.

Thomas Zimbdahl- Reporting about the Christmas Party location. He is planning to have it at the Olympia Hills or the rental at Old San Francisco where NARPM meetings were held before. It very affordable, any day of the Mon-Thurs is free Fridays its \$1500 and Sat \$2500. During the week would work best the earlier in the month the better to avoid conflict with holiday vacations and members not attending.

Also on another note Thomas reported that Italia with Bondoc Roofing will take over Affiliate Director next year.

Next year Broker Owner will be held in San Antonio. Marty suggested to make a big “splash” about it.

Brenda Davila- Not present but wanted to report that she continues to work with the SAMAC Source

Treasurer Report not available

Lacy Hendricks- Not present but Kyle reported for her that the 60 Day Notice still on a stand still no changes.

The SABOR Housing Forecast Committee which will be in January has tables available and SAMAC can use one to offer new membership. The price is \$500 and the current grant for advertising can be used for that.

Thomas suggested to split the \$500 cost of the table with Texas Hill Country Chapter and have both Chapter at the table offering for new membership. Marty is in the SABOR Committee and right after this meeting he will attend the SABOR Meeting, he can go ahead and ask them to set a table aside for SAMAC.

Melanie Thomas nothing to report

Matt Gurniak not present

Lorena Jauregui de Birdy nothing to report

Old business none

New business none

Announcements:

Kansas City NARPM Conference Oct 26-29

Next Board Meeting will be 11/10/21 10am

Chapter Meeting November 17 10am-1pm Norris Center and Zoom available

Meeting was adjourned @ 11:08 am by Kyle Hendricks, President.

Minutes submitted by Adela Nieves, Secretary.

NARPM

SAMAC Chapter Meeting:

November 17, 2021

Minutes for SAMAC

Location of meeting:

Zoom video conferencing and At Norris Center

(Due to COVID-19)

San Antonio, TX

Meeting called to order at 10:02 am by Kyle Hendricks, President

Moment for -Pledge of Allegiance & Texas Flag

-President, Kyle Hendricks Opened up meeting after main speaker Michael Templeton

Platinum Sponsor Tenant Turner not present at meeting.

Thomas Zimdahl read the code of Ethics and Standards of Professionalism

- A. Article 11: "Responsibility to NARPM & the Profession"
- B. Article 12: "Compliance & Enforcement"

Platinum Sponsor The Barton Carpets- Robert gave thanks to all members for the constant business.

Executive Officers Reports:

Kyle Hendricks: "It has been a great year, I've enjoyed being your President". Surveys will be send out to get feedback on what we can do better for upcoming years.

Thomas Zimdahl: Announced Dec 2nd is the Christmas Party for Installation of the new Board Members. He is also asking for volunteers to serve as committee chairs. There are lots of events coming up next year. Such as Broker Owner, it will be held in San Antonio, and we will need all the help we can get.

Brenda Davila: Article for Newslane has been submitted for November any suggestions for topics are welcome.

Shannon: Not present at the meeting but Kyle gave the Treasurers report

Savings:\$7028.32 Checking: \$16,209.51

Adela Nieves: Nothing to report

Gold Sponsor Gaby with Truck Mount talked about the services they offer and how water extractions are handled.

Lacy Hendricks: Citizens in Minneapolis have passed a policy to cap rent increases to 3% applies to all properties not just multi family, cannot bring it up to market value. Therefore the market will be re-established

The amazing event with the Axe Throwing we raised \$1100 for the PAC and gave \$5000 to

The NAF advocacy fund we gave them \$5000 for the Minneapolis Campaign. This was a multimillion-dollar campaign by several multi family association such as NARPM, the Apartment Association etc. By doing this we can get funds cut to our chapter to help with any local issue for our chapter. This could of been a lot of help for the Renter Commission issue we had locally but at that time the NAF was not yet established.

You all have been doing such a great job our investments was \$2010 the goal was \$817. Participation rate 85.72%

Renewal for NARPM Nationals have gone out please remember when renewing to include your investment fee to meet our next years goal.

Melanie Thomas: Not at the meeting but asked to report that Renewals when out for all members.

Brian Birdy: Nothing to report

Gold Sponsor Bondoc Roofing invited everyone to three different parties that they are offering for all clients during the week as a way to thank everyone for their business.

Announcements for Upcoming Events and Classes:

Christmas Party is Dec 2nd

Housing forecast will be January 7th and NARPM has a table for 10. Anyone invited to attend and sit at the table register tickets are \$115

Broker Owner will be next year held here in San Antonio in March 28-30

THANK all of our Affiliates!!!

Meeting was adjourned @ 1:06 pm by Kyle Hendricks, President.

Minutes submitted by Adela Nieves, Secretary.



National Association of Residential Property Managers

SAN ANTONIO METROPOLITAN AREA CHAPTER

Congratulations to our 2022 Executive Board of Officers!

Thank you to everyone who took the time to cast your ballot. Please help us welcome your 2022 Executive Board.



National Association of Residential Property Managers

SAN ANTONIO METROPOLITAN AREA CHAPTER

2022 SAMAC Executive Board

President: Thomas Zimdahl
President-Elect: Brenda Davila
Vice President: Adela Nieves
Treasurer: Melanie Thomas
Secretary: Cortney Gill
Past President: Kyle Hendricks

We are still accepting applications for directors and committee chairs.

Please submit an [application](#) or questions to lorena@birdy.com.

Best Regards,

Lorena Jáuregui de Birdy

2020 Past President, Nominating Committee Chair