



## CHAPTER COMPLIANCE 2022 NOTES

### C038 BIG ISLAND HAWAII CHAPTER

Awarded Chapter in Review/Conditional Compliance 2022 for the following reasons:

- Chapter has not submitted paperwork for an extension to file nor filed a tax return for 2021
- Chapter held no membership meetings in 2021
- Missing Board of Directors meeting minutes for three of the four board meetings held in 2021.
- 2022 Slate of Officers with New Member Mentor listed
- Pending final updated bylaws. Choices need to be made in bylaws document and resubmitted.

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### Levels of Chapter Recertification

#### **Full recertification**

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

#### **Chapter in Review (Amended 2022)**

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

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

#### **De-certification**

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



## National Association of Residential Property Managers

### 2021 Budget (Estimated Income and Expense)

#### **INCOME:**

Lunches:	\$1,500.00	(15 attendees X \$25 pp x 4 Mtgs.)
Vendor Dues:	\$1,000.00	
<b>Total Income:</b>	<b>\$2,500.00</b>	

#### **EXPENSES:**

Lunches:	\$1,200.00	(15 attendees X \$20.00 pp X 4 Mtgs.)
BOD Mtg Lunches:	\$100.00	(5 BOD x 1 meetings)
Charity Donations	\$200.00	
Education Location	\$300.00	
Misc Admin Costs	\$200.00	
<b>Total estimated Expenses</b>	<b>\$2,000.00</b>	

**Balance: \$500.00**

**From:** Margaret Steacy <msteacy1956@gmail.com>  
**Sent:** \* Tuesday, December 7, 2021 4:05 PM  
**To:** Tracy Leverone; Ritchie Henderson; Ritchie Henderson; MichelleK@pmrhawaii.com  
**Cc:** Margaret Steacy  
**Subject:** Executive Board Meeting (West Side)

(Minutes)

Aloha..

The executive board, consisting of Tracy Leverone, (Past President and Ambassador), Michelle Kahakalau ( Treasurer) and Margaret Steacy (Current President) met via a phone call on Wednesday, December 7, 2021.

Tracy motioned and Michelle seconded to "Adopt the NARPM National Standard Chapter Bylaws.

We discussed the process of the East Side Chapter of NARPM dissolving and Tracy will email Gail at NARPM National and cc AJ to confirm the process.

Michelle motioned and Tracy seconded to "Adopt the NARPM East Side Chapter members to become "NARPM Big Island Chapter".

Since our bank account and our business name is set up as "National Association of Big Island Chapter, we felt it is beneficial to keep the same bank account at Bank of Hawaii and the same PO Box in Kona, since Michelle has offered to stay on as Treasurer for 2022.

Once the new board is sworn in January 2022, the President, Secretary and Treasurer will need to sign a new signature card at a BOH location.

Tracy will contact Holly Algood to see if she is interested in staying on as the Education Chair.

Margaret will contact Phil Freed to see if he wants to continue as the affiliate chair, and Ilene Harrington to see if she would like to continue as the membership chair.

We need to see how the East side chapter communicates with their members and do we want to create a new Gmail account when we combine the chapters.

Please confirm receipt.

thanks..

*Margaret Steacy RB 23262*

*Owner- Principal Broker*

*Oceanview Property Management and Sales, LLC-23261*

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## CHAPTER COMPLIANCE REQUIREMENTS

**All chapters are required to answer questions 1-8 BY THE March 15.**

1. Has your chapter made any changes to your bylaws since last year's compliance submission? [ ] Yes  No

If yes, please upload bylaws here. You must obtain approval from national NARPM® to amend your bylaws. For a copy of current bylaws go to <http://www.narpm.org/members/documents-forms/chapter-documents/>.

2. How many Chapter Leader Calls, hosted by the RVP, did the chapter president, or their representative, participate in? 2

Your chapter president, or their representative, must attend at least two of these calls to obtain chapter compliance.

3. Upload copy of Chapter filed tax return, or e-post card (99N) filed with the IRS.

See attached email from IRS - they have delays.

4. Upload copy of the year-end financial report and following year budget.

See attached annual 2021 BIW Budget and Actual year end.

5. Upload fliers/agendas for Membership Meetings your Chapter held last year?

Your Chapter must hold at least 4 Membership Meetings during the year to obtain chapter compliance. Covid precluded in person meetings and as such none were held.

6. Upload minutes from the Board of Directors/Executive Committee meetings held last year?

See attached minutes from last BoD/ExeCom meeting of year. 3 others were held but no secretary so minutes are just notes.

Your Chapter must hold at least 4 Board of Directors/Executive Committee meetings during the year to obtain chapter compliance.

7. Upload a document with the names and positions of each elected Board of Directors/Executive Committee positions as outlined in your bylaws.

See attached officers list.

8. Upload a document that substantiates the chapter held an election in accordance with their bylaws. This past year was a two year hold over term.

Examples: Copy of electronic elections results, meeting minutes, ballot, etc.

Submitted by Richard Henderson II, current President of new Big Island (Hawaii) Chapter, which combined Big Island West and East Hawaii Chapters.

/s/ Richard Henderson II, 3/15/2022

## *Levels of Recertification*

### **The levels of recertification are:**

#### **Full recertification**

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

#### **Chapter in Review**

2. The chapter submittal displays lack of submission of any of items on the certificate of compliance. Chapters will have 6 months to restore their certification. NARPM Board of Directors must confirm that a chapter can be taken off Chapter in Review status.

#### **De-certification**

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