

Bylaws of
The Nashville Chapter of
The National Association of Residential Property Managers
Revised October 2021

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

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

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in the Middle TN Area.
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 initiatives in the Middle Tennessee Area.

Section C: Powers

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

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

Section D: This chapter's geographical definition shall be: Middle TN Area

ARTICLE II: Membership

Professional, Associate, Support Staff, Affiliate Member, Honorary Members, and Company Membership

Section A: Professional Member

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

A Professional Member may also be an employee of a company, or employee of a property

owner, or an employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

Section B: Associate Member – grandfathered January 1, 2021

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

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

Section C: Support Staff

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

Section D: Affiliate Member

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

The Chapter shall recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

Section E: 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 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.

Section F: 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.

Section G: Application by Professional, Associate, or Support Staff

Members:

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

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A: Suspension of Membership

Suspension of membership shall result in a member being unable to vote in chapter matters for a period of time designated by these or the national association bylaws or, where such discretion is authorized by the national association, for any one of the following reasons:

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

Section B: Termination of Membership

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

1. Resignation:
 - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the Nashville Chapter and the National Association, if

applicable. The letter shall indicate the date on which the resignation is effective.

No refund or 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 Obligation:**

Membership shall terminate automatically when a member fails to pay annual Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should and extension be needed to pay obligation.

3. **Code of Ethics Violation:**

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

Section C: Reinstatement of Membership

A former member still meeting all membership requirements shall be reinstated:

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness incurred has been paid and is current.
3. After a waiting period of one calendar year from the date of termination as a result of a presidential request or by an action of the board of directors of the national association.
4. Upon request through the normal application procedures if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Committee/Board of Directors

Section A: Responsibilities

The chapter executive committee/board of directors, hereinafter known as the committee, shall have responsibility for the management of the chapter and shall exercise all rights and powers not expressly reserved by these bylaws or the bylaws of the national association. Such management responsibilities shall include, but not limited to:

1. Establishing and implementing an organization framework for the chapter.
2. Establishing new or modifying existing operating rules that are not inconsistent with these bylaws, the bylaws of the national association or their intent. Changes to the bylaws must be submitted to the board of directors of the national association for approval.
3. Establishing annual chapter dues, application fees and special assessments.
4. Establishing new committees and dissolving existing committees.

Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive

committee meetings, the executive committee, hereinafter known as the committee, shall be composed of five (5) officers as follows:

1. President: The president shall:

- a. Be the chief executive officer of the chapter
- b. 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. Undertake responsibility for such other activities as deemed appropriate by the committee.
- f. Shall ensure the completion of all documentation required by the National Association.
- g. Serve a term of one year commencing with the beginning of the new calendar year.
- h. Must be a Professional Member of the Chapter.
- i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.

2. President-Elect: The president-elect shall:

- a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
- b. Fulfill the responsibilities of the president during his/her absence.
- c. Replace the president at the end of the fiscal year.
- d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
- e. Undertake other activities as are deemed appropriate by the president.
- f. Serve a term of one year commencing with the beginning of the calendar year.
- g. Must be a Professional Member of the Chapter.
- h. Notify all chapter members of upcoming meetings.
- i. Coordinate speakers and lectures that are relevant to the residential industry for chapter meetings.
- j. Undertake responsibility for such other activities as deemed appropriate by the committee.
- k. Oversee the submission of Chapter reports including Chapter Excellence submission.
- l. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.

3. Secretary: The secretary shall:

- a. Maintain current chapter membership records to coincide with the national association's membership database.
- b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
- c. File all federal, state and local reports as needed.
- d. Undertake responsibility for such other activities as deemed appropriate by the committee.
- e. Serve a term of one year commencing with the beginning of the calendar year.

- f. Must be a Professional Member of the Chapter.

4. Treasurer: The treasurer shall:

- a. Be a signatory for all funds withdrawn from chapter accounts.
- b. Distribute annual renewal notices for chapter dues and special assessments.
- c. Deposit all funds into a federally insured financial institution.
- d. Prepare a financial report for the committee upon request.
- e. Prepare an end-of-fiscal year report for the national association.
- f. File tax and other financial reports with the appropriate government agencies.
- g. Undertake responsibility for other such activities as deemed appropriate by the committee.
- h. Serve a term of one year commencing with the beginning of the calendar year.
- i. Must be a Professional Member of the Chapter.

5. Past President: The past president shall:

- a. Serve as a 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.

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

Section A: **Eligibility**

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association.

Section B: **Notification of Members**

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

- a. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and signed by five percent (5%) of the professional chapter members.
- b. In Person: Any member who is present during the electoral process can be nominated.

Section C: **Elections**

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

- 1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that the member is not a nominee.

2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved the Nashville Chapter Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify **to the membership** those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
4. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
5. The Chapter shall allow nominations from the floor of the chapter meeting. If electronic elections take place, write-in Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

Section D: **Term of Office**

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude at the end of the same.

Section E: **Vacancy**

An office shall be declared vacant when an officer:

1. Resigns that office through written notification to the president or the secretary.
2. Is no longer eligible for membership in the chapter or the national association.
3. Is no longer capable of fulfilling duties of the office involved.

Section F: **Filling a Vacated Office**

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

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

ARTICLE VI: **Meetings, Locations and Majority Rules**

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

1. Notice of Regular Meeting: with the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by regular letter mailed to each member of the committee.
2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.
3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

Section B: Location

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

Section C: Quorum

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

Section D: Simple Majority Vote

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

ARTICLE VII: Committees

Section A: Appointment

Except as otherwise stated in these bylaws or the bylaws of the national association, the chairpersons and members of all sub-committees shall be appointed by the president with the advice and consent of the executive committee.

Section B: Responsibilities

Committees shall undertake such responsibilities as are identified in these bylaws or as may be assigned to them by the president with the advice and consent of the executive committee. No sub-committee may take any action on behalf of or representative of the chapter unless specifically authorized by the executive committee.

Section C: Creation and Dissolution

The president, with the advice and consent of the executive committee, shall have the authority to create and dissolve sub-committees according to the needs of the chapter.

ARTICLE VIII: Code of Ethics & Standards of Professionalism

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 a 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 the 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 acknowledgement 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 the 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 members(s) or the chapter, its officer(s), sub-committee chairpersons(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 IX: Financial Considerations

Section A: Calendar Year

The chapter's financial year shall be a calendar year

Section B: Chapter Dues

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

1. Payable: Dues for local chapters are payable no later than January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual chapter dues within 45 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 Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
4. Affiliate dues: The amount of local chapter 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 assessment. No more than one special assessment may be imposed in any calendar year.

Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the Nashville 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 X: Proposals and Procedures for Amending

Section A: **Proposals**

Amendments to these bylaws may be proposed by any chapter member or board of director of the National Association of Residential Property Managers, Inc., at any time through a letter addressed to the executive committee and presented or mailed to the secretary. Any proposal shall be studied by the entire executive committee or an office of the executive committee or by a sub-committee created and/or assigned for that purpose as appointed by the president.

Section B: **Procedure for Amending**

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

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the National Association of Residential Property Managers, Inc., prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

ARTICLE XI: **Miscellaneous**

Section A: **Invalidity**

The invalidity of any provision of these bylaws shall not impair or affect in any manner the validity, enforceability or effect of the remainder of these bylaws.

Section B: **Waiver**

No provisions of these bylaws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, regardless of the number of violations or breaches which may have occurred.

Section C: **Hold Harmless and Indemnify**

The chapter shall hold harmless and indemnify members of the executive committee, officer(s), sub-committee chairperson(s) and sub-committee members, as well as the national association, its board of directors, officers, chairpersons, and committee members who are acting within the scope of their responsibilities, duties, or these bylaws.

Section D: **State Laws**

These bylaws may be amended to conform and comply with the laws, statutes, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by Tennessee 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 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:

Dissolution

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

Department of the Treasury
Internal Revenue Service

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

2021

Open to Public Inspection

A For the **2021** Calendar year, or tax year beginning **2021-01-01** and ending **2021-12-31****B** Check if available☐ Terminated for Business☒ Gross receipts are normally \$50,000 or less**C** Name of Organization: **NATIONAL ASSOC OF RESIDENTIAL
PROPERTY MANAGERS****4117 Hillsboro Pike 103-214,
Nashville, TN, US, 37215****D** Employee Identification
Number **90-0522527****E** Website:**F** Name of Principal Officer: **NARPM Nashville Chapter****4117 Hillsboro Pike 103-214,
Nashville, TN, US, 37215**

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

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

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

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

Cash Flow Comparison - 2021

1/1/2020 through 12/31/2021 (Cash Basis)

Category	1/1/2020- 12/31/2020	1/1/2021- 12/31/2021	Amount Difference
INFLOWS			
2020 Affiliate Dues	675.00	0.00	-675.00
2020 Professional Dues	1,342.12	225.00	-1,117.12
2021 Affiliate Dues	0.00	600.00	600.00
2021 Professional Dues	0.00	3,433.62	3,433.62
2022 Affiliate Vendor Dues	0.00	596.89	596.89
2022 Professional Dues	0.00	1,118.78	1,118.78
Chapter Incentive from National	850.00	880.00	30.00
Fifty Fifty Income	100.00	144.30	44.30
Grant From National	400.00	0.00	-400.00
Lunch Income	817.63	1,038.17	220.54
TOTAL INFLOWS	4,184.75	8,036.76	3,852.01
OUTFLOWS			
Bank Charge	0.00	134.34	-134.34
Chapter Meeting Speaker Expense	400.00	500.00	-100.00
Charity	500.00	500.00	0.00
Christmas Party	0.00	2,470.36	-2,470.36
Class Expenses	0.00	320.00	-320.00
Course Approval Costs	60.00	111.75	-51.75
Dues and Subscriptions	163.76	0.00	163.76
Education	0.00	50.00	-50.00
Education Expenses	0.00	145.00	-145.00
Fifty Fifty Expense	100.00	95.00	5.00
Lunch Expense	0.00	906.03	-906.03
Meeting Expenses	0.00	163.76	-163.76
Plaques	0.00	358.64	-358.64
PO Box	288.00	0.00	288.00
Quicken Software	109.74	114.13	-4.39
Reimbursements	0.00	1,933.92	-1,933.92
Subscriptions			
Constant Contact	294.84	294.84	0.00
TOTAL Subscriptions	294.84	294.84	0.00
TN Annual Report	20.46	20.46	0.00
TOTAL OUTFLOWS	1,936.80	8,118.23	-6,181.43

Cash Flow Comparison - 2021
1/1/2020 through 12/31/2021 (Cash Basis)

Category	1/1/2020- 12/31/2020	1/1/2021- 12/31/2021	Amount Difference
OVERALL TOTAL	2,247.95	-81.47	-2,329.42

[illegible]



National Association of Residential Property Managers

N A S H V I L L E C H A P T E R

Nashville Chapter of NARPM Chapter Meeting Agenda– January 19, 2021

Call to Order

Reports:	President	Amy Stone, RMP®
	President Elect	Kyle Lehning
	Past President	Jon Selinger
	Treasurer	Teresa Cole
	Secretary	Grace Ann Pulliam
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Samantha Hibbard
	Membership Chair	Misty Sexton
	Vendor Chair	Gina Miller
	Charity Chair	Angela Root
	Government Affairs Chair	Jim Hodge

Old Business: Govt Affairs-Metro and State Bills status
CDC Eviction moratorium status
Outstanding 2020 Dues

New Business: Roundtable Discussion Topics

- Supreme Court of Tennessee extension of state of ER & suspension of jury-trial and court proceedings – copy of order enclosed
- Recommendations to legally tighten down our application policies – preventing applicants from moving in and immediately handing us an affidavit and also, handling non-payment in the current court climate.
- Attorney Rob Hill to give updates
- CE Course Options
- Additional topics of interest from members for future meetings
- Congrats to Scott Abernathy, our 2021 National President!

2021 Dates of Interest

February Chapter Meeting | Virtual Meeting | February 16, 2021
Broker / Owner Conference & Expo | Uncasville, CT | April 19-21, 2021
2021 NARPM Legislative Conference | Washington, DC | May 17-18, 2021
Southern States Conference | Atlanta, GA | June 23-25, 2021
NARPM Convention & Trade Show | Kansas City, MO | October 26-29, 2021

NARPM ANTITRUST STATEMENT

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

Code of Ethics, Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC

The Property Manager shall protect the public against fraud, misrepresentation, and unethical practices in property management.

STANDARDS OF PROFESSIONALISM

- **1-1** The Property Manager shall endeavor to eliminate, through the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.
- **1-2** The Property Manager shall cooperate with the governmental agency charged with regulating the practices of Property Managers.
- **1-3** The Property Manager shall comply with all relevant local and state ordinances regarding real estate law, licensing, insurance, and banking.
- **1-4** The Property Manager shall comply with all federal and state antitrust laws and shall follow the NARPM[®] Antitrust Policy and any related procedures.
- **1-5** The Property Manager shall not reveal confidential information of Clients, Tenants or others except as required in the course of performing his or her duties or as otherwise required by law. The Property Manager shall take all reasonable precautions to protect confidential information.
- **1-6** The Property Manager shall use reasonable efforts to ensure that information on his or her website, or that of his or her Firm, is current and accurate. If it becomes apparent that information on the website is not current or accurate, then the Property Manager shall promptly take corrective action.
- **1-7** Websites of the Property Manager shall not contain any deceptive metatags or other devices/methods to direct, drive, or divert Internet traffic in a deceptive manner or to otherwise mislead users. The websites shall also not manipulate listing content in any deceptive or misleading way.
- **1-8** The Property Manager shall disclose all details on the availability of rental properties to prospective parties on a regular and timely basis.
- **1-9** The Property Manager shall not exaggerate, misrepresent, misinform, or conceal pertinent facts in the advertising, leasing, and management of property.
- **1-10** The Property Manager shall make reasonable attempts to remove from the Internet listings for rentals that are no longer available.

IN THE SUPREME COURT OF TENNESSEE
AT NASHVILLE

FILED

01/15/2021

Clerk of the
Appellate Courts

IN RE: COVID-19 PANDEMIC

No. ADM2020-00428

**ORDER EXTENDING STATE OF EMERGENCY, SUSPENSION OF JURY
TRIALS, AND SUSPENSION OF IN-PERSON COURT PROCEEDINGS**

On December 22, 2020, the Court extended the State of Emergency and the suspension of jury trials and reinstated the suspension of in-person court proceedings. In light of the continued record number of COVID-19 cases and related hospitalizations and deaths in Tennessee and the Governor's issuance of Executive Order 73 on December 22, 2020, and under the constitutional, statutory, and inherent authority of the Tennessee Supreme Court, the Court adopts the following provisions:

1) The suspension of all jury trials is extended through the close of business on Wednesday, March 31, 2021, subject only to exceptions which may be granted by the Chief Justice on a case-by-case basis.

2) The suspension of all in-person proceedings in all state and local courts in Tennessee, including but not limited to municipal, juvenile, general sessions, trial, and appellate courts, is extended through the close of business on Wednesday, March 31, 2021, subject to the exceptions enumerated in the paragraph 3 of the Court's December 22, 2020 order.

3) All other provisions of the Court's December 22, 2020 order shall remain in full force and effect. http://www.tncourts.gov/sites/default/files/docs/sct_covid-19_order_12-22-2020.pdf

This order applies statewide to all courts and court clerks' offices except administrative courts within the Executive Branch and federal courts and federal court clerks' offices located in Tennessee.

Under the terms of this order, the courts of Tennessee remain open, consistent with the Judicial Branch's obligation to mitigate the risks associated with COVID-19. Judges should work with local law enforcement and other county officials to ensure that, to the extent possible, courthouses remain accessible to carry out essential constitutional

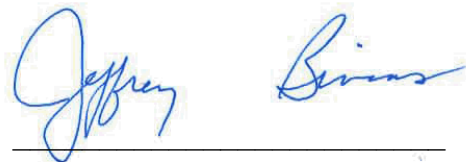
functions and time-sensitive proceedings.

This order is intended to be interpreted broadly for protection of the public from risks associated with COVID-19.

Unless otherwise noted herein, the provisions of this order shall remain in place until further order of this Court.

It is so ORDERED.

FOR THE COURT:



Jeffrey S. Bivins, Chief Justice



Cornelia A. Clark, Justice



Sharon G. Lee, Justice



Holly Kirby, Justice



Roger A. Page, Justice



**Metropolitan Action Commission Rent & Mortgage Recovery Program
NASHVILLE-DAVIDSON COUNTY**

COVID-19 APPLICATION/CHECKLIST FOR CDBG-CV RENT/MORTGAGE ASSISTANCE

To request accommodation or language assistance call: 615-862-8860, Ext 70100

This program is supported by Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). Federal regulations require that we obtain information to document that assistance is being provided to lower-income households. This information is collected for statistical purposes only and is kept in strict confidence. The applicant should complete this form providing income information for all persons residing within their household, regardless of whether or not they are related. Income verification is **MANDATORY** for program participation.

Fill out and return this application and checklist with all required documentation attached. **The application will not be processed unless it is completely filled out AND all supporting documentation is provided. If an item does not apply to you, please write in N/A beside the check box.** If you have questions, please contact us at 615-862-8860. **Submitting this application does not obligate the applicant or Agency in any way.** If it is determined that you qualify for assistance, you will be notified via phone and email.

APPLICATION

- ☐ Completed checklist and application forms for signature and/or initialed include *(signed and dated by applicant, co-applicant)*
 - ☐ Applicant(s) Signature — Income/Asset Self-Certification *Section 10, Page 7*
 - ☐ Duplication of Benefits Questionnaire: *Page 8*
 - ☐ Duplication of Benefits — Repayment Agreement: *Page 9*

IDENTIFICATION

- ☐ Evidence of Permanent Resident Alien Status for applicant or co-applicant, *if applicable*
- ☐ Driver's license or state issued photo ID: *copies for all adult household members*

HOUSING INFORMATION

RENTAL ASSISTANCE:

- ☐ Current Lease in the name of the applicant
- ☐ Late or eviction notice

MORTGAGE ASSISTANCE:

- ☐ Mortgage statement(s): copy of most recent
- ☐ Copy of a utility bill, driver's license, etc. showing applicants name with address matching that of property.

FINANCIAL INFORMATION/INCOME LOSS DUE TO COVID-19:

- ☐ Current bank statements - all checking and savings accounts, applicant, co-applicant.
- ☐ Source documents are required to determine household eligibility and may include, but are not limited to, current pay stubs For applicant, co-applicant, and other household members age 18 or older; most recent social security award letters for all Household members; child support current printout; unemployment statement, etc.
- ☐ Documents proving reduction of income may include, but are not limited to, unemployment filing, letter from employer, prior tax returns and YTD profit and loss statements (self-employed applicants) etc.).

Additional documentation/information may be required upon receipt and review of the information provided.

When Completed Fax, Email, Mail, or Hand Deliver To:

METROPOLITAN ACTION COMMISSION, 800 2ND AVENUE NORTH, NASHVILLE, TN 37201

metro.action@nashville.gov

615-880-2399-fax

The Metropolitan Action Commission does not discriminate against any person in program or client services regardless of race, color, age, national origin, marital status, sex, disability, religion, or any other legally protected status.

CHECK THE BOX FOR THE PROGRAM YOU ARE APPLYING FOR

☐ RENT ASSISTANCE

☐ MORTGAGE ASSISTANCE

SECTION 1: GENERAL INFORMATION

APPLICANT (first and last name): _____

CO-APPLICANT (first and last name): _____

PROPERTY ADDRESS: _____ **CITY:** _____ **ZIP:** _____

IS THIS YOUR PRIMARY ADDRESS? ☐ Yes ☐ No **ARE YOU CURRENTLY LIVING IN THE HOME?** ☐ Yes ☐ No

TELEPHONE NUMBERS: () () ()
Home Telephone Cell Telephone Work Telephone

EMAIL ADDRESS, if applicable: _____

SECTION 2: DEMOGRAPHIC INFORMATION

The information requested below is for statistical purposes only and has no bearing on the approval of your application for assistance. Please check the boxes that apply to the applicant(s).

☐ I CHOOSE NOT TO PROVIDE THIS INFORMATION.

HEAD OF HOUSEHOLD: ☐ Male ☐ Female

ETHNICITY: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

RACE: SELECT ONE OR MORE OF THE FOLLOWING CATEGORIES:

☐ African American ☐ American Indian or Alaska Native ☐ Asian ☐ Caucasian ☐ Native Hawaiian/Other Pacific Island
☐ Other

SECTION 3: RENTAL ASSISTANCE HOUSING INFORMATION

I certify by completing this section that I am or anticipate being behind on my rent and experiencing a housing crisis and facing potential homelessness due to loss of income when COVID-19 restrictions were imposed by the Metro Nashville & the State of Tennessee.

If any item does not apply to your particular situation, list it as N/A

NAME APARTMENT COMPLEX _____

PROPERTY MANAGER/COMPANY NAME _____

TELEPHONE # _____ EMAIL ADDRESS _____

LEASE START/END DATE _____ \$ AMOUNT OF MONTHLY RENT _____

DATE RENT BECAME DELINQUENT _____ \$ AMOUNT OF TOTAL RENT ARREAGE _____

\$ AMOUNT OF LATE FEES/INTEREST CHARGES _____ HAS AN EVICTION NOTICE BEEN RECEIVED? ☐ Yes ☐ No

IF YES, DATE OF NOTICE AND EFFECTIVE DATE OF EVICTION _____

ARE YOU CURRENTLY RECEIVING ANY TYPE OF FEDERAL HOUSING ASSISTANCE? ☐ Yes ☐ No

IF YES, INDICATE WHICH TYPE OF HOUSING ASSISTANCE YOU ARE RECEIVING: PUBLIC HOUSING ☐ Yes ☐ No

HOUSING CHOICE / SECTION 8/OR OTHER VOUCHERS ☐ Yes ☐ No

SECTION 4: MORTGAGE ASSISTANCE HOUSING INFORMATION

I certify by completing this section that I am or anticipate being behind on my mortgage(s) and experiencing a housing crisis and facing potential homelessness due to loss of income when COVID-19 restrictions were imposed by the Metro Nashville & the State of Tennessee.

If any item does not apply to your particular situation, list it as N/A

NAMES OF ALL MORTGAGE COMPANY (IES) LOAN SERVICES _____

TELEPHONE# _____ EMAIL ADDRESS _____

TELEPHONE# _____ EMAIL ADDRESS _____

ACCOUNT #'S ALL LOANS _____

\$ AMOUNT OF MONTHLY MORTGAGE PAYMENT (S) (LIST SEPARATELY IS MORE THAN ONE) _____

\$ AMOUNT OF TOTAL MORTGAGE DELIQUENCY (ALL MORTGAGES(S) (LIST SEPARATELY IS MORE THAN ONE) _____

MONTH/DATE OF 1ST DELINQUENCY _____

HAVE YOU RECEIVED A FORECLOSURE NOTICE FROM YOUR LENDER? ☐ Yes ☐ No

ARE HOA FEES (IF ANY) AND TAXES AND INSURANCE INCLUDED IN YOUR MORTGAGE? ☐Yes ☐No IF NO, ARE THEY CURRENT? ☐Yes ☐No

IS THE PROPERTY LISTED FOR SALE? ☐Yes ☐No

HAVE YOU APPLIED FOR/RECEIVED ANY TYPE OF PAYMENT RELIEF/CONCESSIONS FROM YOUR LENDER? ☐Yes ☐No

IF YES, PLEASE DESCRIBE OR PROVIDE COPIES OF ANY CORRESPONDENCE RECEIVED FROM YOUR LENDER

SECTION 5: FINANCIAL HARDSHIP QUESTIONNAIRE/SCREENING QUESTIONS

EMPLOYMENT — *complete requested information and check all that apply:*

As of January 2020, I was employed full time ☐ (32 hours/week — can be from multiple employers) ☐ part time (less than 32 hours/week) when COVID-19 restrictions were imposed by Metro Nashville & the State of Tennessee. My position at my employer(s) prior to COVID-19 restrictions were put into place was *(describe position)*:

1. ☐ I have already regained employment and have sufficient income to resume making rent/mortgage payments after assistance is provided.
2. ☐ My employer(s) has/have guaranteed my return to employment *once COVID-19 restrictions are fully lifted* and I am currently receiving unemployment compensation and have sufficient income to resume making rent/mortgage payments after assistance is provided.
3. ☐ My employer(s) has/have contacted me to return to work on _____ and has guaranteed return to my previous position and scheduled hours and I anticipate having sufficient income to resume making rent/mortgage payments after assistance is provided until I am able to return to work on the date above.
4. ☐ My employer(s) has/have not guaranteed my return to employment, but I anticipate having sufficient income from other sources to resume making rent/mortgage payments after assistance is provided.
5. ☐ My employer(s) has/have not guaranteed my return to employment and at this time, I do not know if I will be able to resume making rent/mortgage payments after assistance is provided.

COVID-19 has affected my household in the following ways:

SECTION 6: INCOME – SELF-CERTIFICATION

INCOME is defined as the total annual gross income (before taxes) of all family and non-family members 18+ years old living in the household. All sources of income must be counted from all persons in the household based on the income anticipated to be received within the next 12 months.

Please circle your household size (Column A) on the chart below. Then, check your annual household income range (Column B.) based on your household size. For households larger than 6 persons, contact _____.

A. Household Size	B. Total Household Income		
	0-30%	31-50%	51-80%
1	<input type="checkbox"/> 0 - \$17,300	<input type="checkbox"/> \$17,301 - \$28,850	<input type="checkbox"/> \$28,851 - \$46,100
2	<input type="checkbox"/> 0 - \$19,800	<input type="checkbox"/> \$19,801 - \$32,950	<input type="checkbox"/> \$32,951 - \$52,700
3	<input type="checkbox"/> 0 - \$22,250	<input type="checkbox"/> \$22,251 - \$37,050	<input type="checkbox"/> \$37,051 - \$59,300
4	<input type="checkbox"/> 0 - \$26,200	<input type="checkbox"/> \$26,201 - \$41,150	<input type="checkbox"/> \$41,151 - \$65,850
5	<input type="checkbox"/> 0 - \$30,680	<input type="checkbox"/> \$30,681 - \$44,450	<input type="checkbox"/> \$44,451 - \$71,150
6	<input type="checkbox"/> 0 - \$35,160	<input type="checkbox"/> \$35,161 - \$47,750	<input type="checkbox"/> \$47,751 - \$76,400

My annual household income is above the amounts listed on the table. My total household income is _____

SECTION 7: ASSET – SELF-CERTIFICATION

ASSETS are defined as funds available/accessible to the applicant/co-applicant and includes money in savings, checking accounts, bonds, stocks, CDs, IRAs, 401k, surrender value of life insurance, equity in real estate (other than your primary residence), etc. Please check/complete the category below that best describes the value of your assets.

The \$ value of my household assets is:

- ☐ Less than \$5,000
☐ Above \$5,000 with an approximate value of \$ _____
-

SECTION 8: ADULTS OR CHILDREN LIVING IN HOUSEHOLD

TOTAL NUMBER OF PEOPLE LIVING IN THE HOME: _____

List all current household members below. Indicate relationship of each member to the applicant (spouse, sibling, etc.).

Household Member Name	Relationship to Applicant	Gender M/F	Age	Social Security Number

SECTION 9: ANTICIPATED ANNUAL HOUSEHOLD INCOME INFORMATION

PLEASE ENTER THE AMOUNT OF ANTICIPATED GROSS (BEFORE TAXES) ANNUAL INCOME for each household member 18 or older in the appropriate category in the table below:

INCOME SOURCE	APPLICANT	CO-APPLICANT	OTHER HOUSEHOLD MEMBER 18 or OLDER	TOTAL
Salary				
Overtime, Commission, Tips, Bonuses				
Alimony, Child Support				
Social Security				
Pensions, Retirement, etc.				
Unemployment (Include \$600 A week, if receiving) Workers' Compensation				
Business Net Income				
Rental Property Net Income				
Welfare Payments				
Interest and/or Dividends				
COVID-19 Payroll Program Payments - or rent/mortgage assistance				
Other				

SECTION 10: APPLICANT(S) SIGNATURE/CERTIFICATION

By signing below, I/we certify that the information provided in this application is accurate and complete and that we are residents of Nashville-Davidson County. I/we further acknowledge that eligibility for services funded through the CDBG-CV program is based upon having a qualifying annual family income level, and that the income level and/or status I have indicated in this self-certification is subject to further verification by the agency providing services, MDHA and/or HUD. I/we acknowledge that meeting program eligibility requirements does not guarantee assistance will be provided. I/we acknowledge and understand any false statements or false information made on this application will result in immediate denial of my/our application for this program.

I/we will provide documentation of all income sources upon request.

APPLICANT'S SIGNATURE

DATE

CO-APPLICANT'S SIGNATURE

DATE

When Completed Fax, Email, Mail or Hand Deliver To:

METROPOLITAN ACTION COMMISSION, 800 2ND AVENUE NORTH, NASHVILLE, TN 37201

metro.action@nashville.gov

615-880-2399-fax

The Metropolitan Action Commission does not discriminate against any person in program or client services regardless of race, color, age, national origin, marital status, sex, disability, religion, or any other legally protected status.

Warning: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

**NASHVILLE-DAVIDSON COUNTY CDBG-CV
COVID-19 RENT/MORTGAGE EMERGENCY ASSISTANCE PROGRAM
DUPLICATION OF BENEFITS QUESTIONNAIRE**

Date: _____

Applicant Name: _____

Applicant Name: _____

Please mark the box below regarding any prior assistance:

- I/we have **not** applied for or received **any** funding assistance for rent or mortgage from another agency in the past 12 months.
(Initial) _____ (Initial) _____.
- I/we have applied and received funding assistance from the following agencies to assist us with rent or mortgage in the past 12 months. (Initial) _____ (Initial) _____.

Please list name of all organizations and amount received:

Name: _____

Requested\$ _____ Received\$ _____ Date Received: _____

Time Period Supported by \$ Received (i.e., March 2020 – June 2020, etc.) _____

Name: _____

Requested\$ _____ Received\$ _____ Date Received: _____

Time Period Covered by \$ Received (i.e., March 2020 – June 2020, etc.) _____

Name: _____

Requested\$ _____ Received\$ _____ Date Received: _____

Time Period Supported by \$ Received (i.e., March 2020 – June 2020, etc.) _____

- Are there **any** applications pending from other agencies: Yes or No
(If yes Name of Agency, Date Applied and Period to be covered by \$ received (i.e., March 2020 – June 2020, etc.)

Name: _____ Date: _____ Period Covered: _____

Name: _____ Date: _____ Period Covered: _____

Name: _____ Date: _____ Period Covered: _____

CERTIFICATION: I certify that the information that I have provided above is an accurate and complete disclosure.

Applicant Signature: _____

Co-Applicant: _____

Warning: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

**NASHVILLE-DAVIDSON COUNTY CDBG-CV
COVID-19 RENT/MORTGAGE EMERGENCY ASSISTANCE PROGRAM**

AGREEMENT TO REPAY ANY DUPLICATION OF BENEFITS

I/we _____ as Applicant(s)

seeking emergency rent/mortgage assistance residing at: _____

_____ in Nashville-Davidson County agree to

promptly reimburse the Nashville-Davidson County CDBG-CV COVID-19 Rent/Mortgage Emergency Assistance Program

For any over-payments, payments received on my/our behalf from other sources for the same period of time in excess

of the amounts needed to cover arrearage/shortages that I/we received assistance from the Nashville-Davidson County

CDBG-CV COVID-19 Rent/Mortgage Emergency Assistance Program, or errors in payments.

Applicant Date

Witness Date

Co-Applicant Date

Witness Date

**NASHVILLE-DAVIDSON COUNTY
CDBG COVID-19 RENT/MORTGAGE EMERGENCY ASSISTANCE PROGRAM
PARTICIPATING LANDLORD CONDITIONS
INCLUDING
AGREEMENT TO REPAY ANY DUPLICATION OF BENEFITS**

As a landlord seeking emergency rental assistance on behalf of _____
(Tenant(s) Name)
Residing at: _____
_____ in Nashville-Davidson County.

I agree to the following:

- To waive any late fees and/or interest for missed rent payments during the months of CDBG-COVID-19 alone or in combination with other Emergency Housing Assistance programs (EHAP) if a gap exists, is being provided.
- That I will not provide notice to vacate or initiate an eviction proceeding for a nonpayment of rent as long as the Tenant is not otherwise in default of tenant lease and complies with the agreed-upon payment plan.
- That upon receipt of the **full amount of rent** for the time period rent from the CDBG-COVID-19 alone or in combination with other EHAP, if a gap exists, I will rescind any prior notice to vacate and halt any prior eviction proceeding.
- To defer the payment of any shortfall in rent for the same time period not covered by the funds paid by the CDBG-COVID-19 alone or in combination with EHAP, if a gap exists and enter into a payment plan that will allow the Tenant at least six months from the original due date, or until the end of the lease term, whichever is earlier, to pay any such shortfall completely. The payment plan for any deferred amount will not charge additional fees or interest.
- To credit any payments received from the CDBG-COVID-19 alone or in combination with other EHAP, if a gap exists, to the Tenant's account balance within (5) days of receipt.
- To promptly reimburse the CDBG-COVID-19 Emergency Housing Assistance Program for any over-payments, payments received on behalf of the tenant from other sources in excess of funds needed to cure shortage, or errors in payment.
- To provide the following information to facilitate payment:
 - signed W-9 form;
 - bank routing and account information for the processing of direct ACH payments; and
 - electronic copy of a government-issued photo ID for myself or my authorized representative signing this Agreement (driver's license, State ID card, passport, other).
- To provide the following, if/when requested to do so:
 - statements of payments to tenant accounts;
 - records confirming the waiver/removal of fees and interest for tenant; and
 - copy of any payment plan for shortfall in rent above the amount of assistance provided.
- To cooperate as needed in the collection of any records and documents necessary to confirm tenant eligibility.

Landlord and/or Authorized Representative's Signature

Date

Witness



National Association of Residential Property Managers

N A S H V I L L E C H A P T E R

Nashville Chapter of NARPM® Chapter Meeting Agenda for February 16, 2021

Call to Order

Reports:	President	Amy Stone, RMP®
	President Elect	Kyle Lehning
	Past President	Jon Selinger
	Treasurer	Teresa Cole
	Secretary	Grace Ann Pulliam
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Samantha Hibbard
	Membership Chair	Misty Sexton
	Vendor Chair	Gina Miller
	Charity Chair	Angela Root
	Government Affairs Chair	Jim Hodge

Old Business: Metro & State updates – we’re keeping our finger on the pulse
Outstanding 2020 & 2021 dues

New Business Updates to Facebook, Website, & Email – please reach out
Charity donations for first quarter
50/50 raffle & charity donations may be made online

WELCOME Tyler Craddock, NARPM® Governmental Affairs Director

2021 Dates of Interest

March Chapter Meeting | Virtual Meeting | March 16, 2021

Broker / Owner Conference & Expo | Hybrid – Uncasville, CT | April 19-21, 2021

2021 NARPM Legislative Conference | Washington, DC | May 17-18, 2021

Southern States Conference | Atlanta, GA | June 23-25, 2021

NARPM Convention & Trade Show | Kansas City, MO | October 26-29, 2021

NARPM ANTITRUST STATEMENT

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM’s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members’ ability to solicit competitors’ clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

.....

Code of Ethics and Standards of Professionalism for the National Association of Residential Property Managers

Article 2: DISCRIMINATION

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

STANDARDS OF PROFESSIONALISM

- **2-1** It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.
- **2-2** The Property Manager shall not deny service to any person due to sex, race, religion, color, national origin, handicap, family status, or sexual orientation or identity.

Article 3: RESPONSIBILITY TO CLIENT

The Property Manager shall serve the Client and act in the best interests of the Client.

STANDARDS OF PROFESSIONALISM

- **3-1** The Property Manager shall use written agreements, and written extensions, if required, outlining all responsibilities and fees, if any. The Client will be provided a copy of all signed agreements and extensions, and the Property Manager will retain a copy.
- **3-2** The Property Manager shall communicate regularly with the Client, either orally or in writing and shall provide the Client with written reports as needed and as agreed between all parties. In the event of any dispute, the Property Manager shall provide a written accounting as soon as practical.
- **3-3** On behalf of the Client, the Property Manager shall review and verify all Tenant applications to determine the applicant's ability to pay rental fees and to assess the likelihood that the applicant will comply with all provisions of the rental agreement.
- **3-4** The Property Manager shall accept no commissions, rebates, profits, discounts, or any other benefit which has not been fully disclosed to and approved by the Client.
- **3-5** The Property Manager shall not mislead a potential Client about the rental market value of a property in an attempt to secure a rental listing.
- **3-6** The Property Manager shall disclose to his or her Client all pertinent facts relating to any transaction.
-



National Association of Residential Property Managers

N A S H V I L L E C H A P T E R

Nashville Chapter of NARPM® Chapter Meeting Agenda for March 16, 2021

Call to Order

Reports:	President	Amy Stone, RMP®
	President Elect	Kyle Lehning
	Past President	Jon Selinger
	Treasurer	Teresa Cole
	Secretary	Grace Ann Pulliam
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Samantha Hibbard
	Membership Chair	Misty Sexton
	Vendor Chair	Gina Miller
	Charity Chair	Angela Root
	Government Affairs Chair	Jim Hodge

Old Business: Metro & State updates – we’re keeping our finger on the pulse
Outstanding 2020 & 2021 dues

New Business First quarter charity donation – Online 50/50 Raffle Drawing in April!
New Venmo account for dues, meetings & donations
Survey to be sent to membership about future meetings
Chapter Compliance submitted to National
NARPM Federal Fair Housing Law Updates Class

WELCOME Rhianna Campbell of the Baltimore/DC Chapter of NARPM!
“Enhancing your Marketing Plan with Online Leads”

2021 Dates of Interest

NARPM Federal Fair Housing Law Updates & Investigation Class | March 23, 2021

April Chapter Meeting | Virtual Meeting | April 20, 2021

Broker / Owner Conference & Expo | Hybrid – Uncasville, CT | April 19-21, 2021

2021 NARPM Legislative Conference | Washington, DC | May 17-18, 2021

Southern States Conference | Atlanta, GA | June 23-25, 2021

NARPM Convention & Trade Show | Kansas City, MO | October 26-29, 2021

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allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

.....

Code of Ethics and Standards of Professionalism for the National Association of Residential Property Managers

Article 4: OBLIGATIONS TO TENANTS

The Property Manager shall treat all Tenants honestly and professionally when they are applying for, living in, and/or vacating a managed residence, including through the deposit refund process.

STANDARDS OF PROFESSIONALISM

- **4-1** The Property Manager shall offer all prospective Tenants a written application.
- **4-2** The Property Manager shall provide all Tenants with a copy of the signed rental agreement and extensions with all addendums attached.
- **4-3** The Property Manager shall make all disclosures as required by state and local laws and provide the Tenant an opportunity to complete a written condition report within 7 days of moving in.
- **4-4** The Property Manager shall respond promptly to requests for repairs.
- **4-5** The Property Manager shall provide a written deposit refund determination to the Tenant within the time prescribed by law after the Tenant has vacated a property. The Property Manager shall not cause any undue delay in refunding or accounting for the security deposit.

Article 5: CARE OF MANAGED PROPERTIES

The Property Manager shall hold a high regard for the safety and health of those lawfully at a managed property and shall manage all properties in accordance with safety and habitability requirements of the local jurisdiction.

STANDARDS OF PROFESSIONALISM

- **5-1** The Property Manager shall not manage properties for Clients who refuse, or are unable, to maintain their property in accordance with safety and habitability requirements of the local jurisdiction.
- **5-2** The Property Manager shall terminate management of a property if the Client does not comply with habitability requirements.



National Association of Residential Property Managers

N A S H V I L L E C H A P T E R

Nashville Chapter of NARPM® Chapter Meeting Agenda for May 18, 2021

Call to Order

Reports:	President	Amy Stone, RMP®
	President Elect	Kyle Lehning
	Past President	Jon Selinger
	Treasurer	Teresa Cole
	Secretary	Grace Ann Pulliam
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Samantha Hibbard
	Membership Chair	Misty Sexton
	Vendor Chair	Gina Miller
	Charity Chair	Angela Root
	Government Affairs Chair	Jim Hodge

Old Business: Outstanding 2020 & 2021 dues

New Business First quarter charity donation – Online 50/50 Raffle Drawing!
Back to In-Person Meetings in September! (that's the working plan)

WELCOME Matt Tringali!

2021 Dates of Interest

June Virtual Chapter Meeting | June 15, 2021

2021 NARPM Legislative Conference | Washington, DC | May 17-18, 2021

Southern States Conference | Atlanta, GA | June 23-25, 2021

NARPM Convention & Trade Show | Kansas City, MO | October 26-29, 2021

Personnel Procedures Hiring & Firing | November 16, 2021

NARPM ANTITRUST STATEMENT

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Code of Ethics and Standards of Professionalism for the National Association of Residential Property Managers

Article 6: HANDLING OF FUNDS

The Property Manager shall hold all funds received on behalf of others in compliance with state law and shall not commingle the funds with personal or other business funds or use the funds for other than their intended purposes.

STANDARDS OF PROFESSIONALISM

- **6-1** The Property Manager shall keep appropriate records and shall prepare and furnish to the Client accurate and timely financial reports relating to the Client's rental and funds in accordance with the terms of the applicable management agreement.

Article 7: AREAS OF EXPERTISE

The Property Manager must provide competent service within his or her area of expertise, and refrain from the unauthorized practice of any other profession for which he or she is not licensed or qualified.

STANDARDS OF PROFESSIONALISM

- **7-1** The Property Manager shall perform only such services in such locations for which he or she is qualified and can reasonably be expected to perform with professional competence.
- **7-2** The Property Manager shall not perform and shall not represent that he or she can or will perform services outside of his or her area of expertise, particularly services that require a separate license or qualification – such as law, accounting, financial planning, construction, and/or contracting – unless the Property Manager independently possesses such license or qualification.



National Association of Residential Property Managers

N A S H V I L L E C H A P T E R

May 2021 | Newsletter

NARPM NASHVILLE NEEDS A VOLUNTEER

**HELP
WANTED**

Unfortunately, our 2021 Membership Chair has a vacancy on the board and we need someone to take over for the 2021 year.

Expectations:

- Attend Monthly Board Meetings
- Attend Monthly Chapter Meetings and Introduce New Members
- Receive New Member Interest and Invite them to Join NARPM NASHVILLE

If interested please email Kyle@pmcnashville.com



**50/50
RAFFLE IS
BACK IN
MAY**

May Speaker



Matthew Tringali began his real estate career in 2000 managing student housing. In 2002 he began partnering with investors buying, renovating and selling single-family speculation real estate in infill neighborhoods. By 2008 he started his first real estate company focused on single-family property management and sales. Since that time expanded into verticals including multi-family management, commercial sales and management and community management and has been involved in multiple company acquisitions and mergers. He is a nationally recognized speaker and consultant in the property management industry with a focus on business systems, processes and staffin

JOIN THE DISCUSSION



Join our Facebook Group

NARPM Nashville

For 2021 You will find

- Links to upcoming Meetings
- Monthly Newsletters
- Recordings of Previous Chapter Meetings
- News and Updates from National
- List with Contact Information from our Vendor Members

And More.....



National Association of Residential Property Managers
N A S H V I L L E C H A P T E R

Upcoming NARPM NASHVILLE Events

The following is the meetings and speakers for the remainder of 2021 for our Chapter.

As we still work towards returning to inperson meetings times and locations will be announced at a later date.

- | | |
|----------------|---|
| • May 18 | Matthew Tringali |
| • June 15 | TBD |
| • July 20 | Marc Cunningham |
| • August 17 | Volunteer Month |
| • September 21 | Angelita |
| • October | National Conference
No Meeting |
| • November 16 | Education |
| • December | Christmas Party |

MEET THE BOARD



Jon Sellinger
Past President

John has been in the business since 2003 and joined NARPM the same year. Over the years he has served in many positions on the Nashville NARPM Board.

Jon's been married for 23.5 years to Ms. Dudley, a true Southerner; together they have 2 kids in college.

Jon is a Veteran, he served as a Naval Officer for 6 years - Dessert Storm Era -

Thank you for your Service Jon!

Like many of us in this Business, spare time is sparse but Jon still finds time to hit the golf course or cooking on his big green egg



Upcoming NARPM Events

- **Southern States**

June 23 - 25
Atlanta, GA - Crowne Plaza Midtown

- **National Conference**

October 26-29
Kansas City, MO - Loews Kansas City Hotel



National Association of Residential Property Managers

N A S H V I L L E C H A P T E R

Nashville Chapter of NARPM® Chapter Meeting Agenda for June 15, 2021

Call to Order

WELCOME WES HALL!

Reports:	President	Amy Stone, RMP®
	President Elect	Kyle Lehning
	Past President	Jon Selinger
	Treasurer	Teresa Cole
	Secretary	<i>Vacant</i>
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Samantha Hibbard
	Membership Chair	<i>Vacant</i>
	Vendor Chair	Gina Miller
	Charity Chair	Angela Root
	Government Affairs Chair	Jim Hodge

Old Business: Outstanding 2020 & 2021 dues
Membership & Secretary Chair Vacancies

New Business New Board Position for Technology Chair

2021 Dates of Interest

Southern States Conference | Atlanta, GA | June 23-25, 2021

July Chapter Meeting | July 20, 2021

NARPM Convention & Trade Show | Kansas City, MO | October 26-29, 2021

Personnel Procedures Hiring & Firing | November 16, 2021

2021 Christmas Party | December 2021

NARPM ANTITRUST STATEMENT

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Code of Ethics and Standards of Professionalism for the National Association of Residential Property Managers

Article 8: COMMITMENT TO FIRM

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

STANDARDS OF PROFESSIONALISM

- **8-1** The Property Manager shall not have any undisclosed conflict of interest with his or her Firm. If a conflict or potential conflict should arise, the Property Manager shall notify his or her Firm immediately.
- **8-2** The Property Manager shall not receive any form of compensation, rebates, or any other benefits without full disclosure to his or her Firm.
- **8-3** The Property Manager may not take or use any proprietary documentation, including but not limited to Client/Tenant lists, during or after his or her relationship with a Firm without express written consent from the Firm.



National Association of Residential Property Managers

N A S H V I L L E C H A P T E R

Nashville Chapter of NARPM® Chapter Meeting Agenda for July 20, 2021

Call to Order

WELCOME MARC CUNNINGHAM!

Reports:	President	Amy Stone, RMP®
	President Elect	Kyle Lehning
	Past President	Jon Selinger
	Treasurer	Teresa Cole
	Secretary	<i>Vacant</i>
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Samantha Hibbard
	Membership Chair	<i>Vacant</i>
	Vendor Chair	Gina Miller
	Charity Chair	Angela Root
	Government Affairs Chair	Jim Hodge

Old Business: Membership & Secretary Chair Vacancies

New Business 2022 Board Selection – Reach out to Jon Selinger if Interested!

2021 Dates of Interest

August Chapter Meeting | August 17, 2021 | Donk's American Grille

September Chapter Meeting | September 21, 2021 | Angelita Fisher

NARPM Convention & Trade Show | Kansas City, MO | October 26-29, 2021

Personnel Procedures Hiring & Firing | November 16, 2021

2021 Christmas Party | December 7, 2021 | Date Tentatively Set

NARPM ANTITRUST STATEMENT

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Code of Ethics and Standards of Professionalism for the National Association of Residential Property Managers

Amended Article 9 and Standards of Professionalism:

Article 9: RELATIONS WITH OTHER PROPERTY MANAGERS

The Property Manager shall not knowingly or recklessly make false or misleading statements about other property managers or their business practices, or otherwise attempt to take business from other property managers by deceptive means.

STANDARDS OF PROFESSIONALISM

- **9-1** The Property Manager shall conduct dealings with other property managers in an honest and professional manner and shall not knowingly engage in any practice or take any action against a property manager in an un-businesslike manner.
- **9-2** The Property Manager shall not knowingly interfere with other property managers' contract rights, including by taking actions inconsistent with exclusive agreements that other property managers have with their clients. This does not preclude the Property Manager from otherwise soliciting potential Clients or making general announcements about his or her own services. For purposes of this Code, a general announcement may be defined as a general telephone canvass or a general mailing or distribution addressed to all prospects in a given geographical area or in a specific profession, business, club, organization, or other classification or group. This Code does not restrict fair and reasonable competition among property managers.
- **9-3** In the event of a controversy or dispute with a property manager at a different Firm, the Property Manager shall use best efforts to resolve the dispute prior to litigation.
- **9-4** The Property Manager shall not obtain or use the proprietary materials or work of a competing management Firm without the express written permission of that Firm.
- **9-5** The Property Manager shall cooperate with other property managers when it is in the best interests of the Client or Tenant to do so.

Note: The Federal Trade Commission (the "FTC") has conducted an investigation concerning certain provisions in the NARPM® Code of Ethics and Standards of Professionalism ("Code of Ethics"). The provisions of the Code of Ethics that were addressed by the FTC are those that stated: "NARPM® Professional Members shall refrain from criticizing other property managers or their business practices" and "The Property Manager shall not knowingly solicit competitor's clients." The FTC has alleged that these provisions in the Code of Ethics restrict members of NARPM® from competing for clients, thereby depriving clients of the benefits of competition among property managers, in violation of the Federal Trade Commission Act. Without admitting a violation of the law, NARPM® has agreed to the entry of a Consent Agreement and a Decision and Order by the FTC in this matter (the "Order"). The Order requires NARPM® to amend the Code of Ethics by deleting these two provisions; please note that such restrictions on solicitation or advertising by NARPM® members no longer apply.



National Association of Residential Property Managers

N A S H V I L L E C H A P T E R

Nashville Chapter of NARPM® Chapter Meeting Agenda for August 17, 2021

Call to Order

WELCOME THE HILL FIRM!

Reports:	President	Amy Stone, RMP®
	President Elect	Kyle Lehning
	Past President	Jon Selinger
	Treasurer	Teresa Cole
	Secretary	<i>Vacant</i>
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Samantha Hibbard
	Membership Chair	<i>Vacant</i>
	Vendor Chair	Gina Miller
	Charity Chair	Angela Root
	Government Affairs Chair	Jim Hodge

Old Business: Membership & Secretary Chair Vacancies

New Business 2022 Board Selection – Reach out to Jon Selinger if Interested!

2021 Dates of Interest

September Chapter Meeting | September 21, 2021 | Angelita Fisher
NARPM Convention & Trade Show | Kansas City, MO | October 26-29, 2021
Personnel Procedures Hiring & Firing | November 16, 2021
2021 Christmas Party | December 7, 2021 | Date Tentatively Set

NARPM ANTITRUST STATEMENT

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Code of Ethics and Standards of Professionalism for the National Association of Residential Property Managers

Article 10: TRUTH IN ADVERTISING

The Property Manager shall ensure that all advertising is clear and forthright and includes only accurate and truthful statements about the property or services advertised.

STANDARDS OF PROFESSIONALISM

- **10-1** Regardless of the type of media used, advertising content shall be truthful and honest at all times.
- **10-2** No property shall be offered as “For Rent” without the actual permission of the Client. If an unlisted property is offered, permission must be obtained from the owner.
- **10-3** Disclosure must be made to all parties if information gathered through electronic advertising media may be sold to an outside party.
- **10-4** All marketing materials, whether printed or electronic, shall comply with applicable laws and licensing requirements.

Note: The Federal Trade Commission (the “FTC”) has conducted an investigation concerning certain provisions in the NARPM® Code of Ethics and Standards of Professionalism (“Code of Ethics”). The provisions of the Code of Ethics that were addressed by the FTC are those that stated: “NARPM® Professional Members shall refrain from criticizing other property managers or their business practices” and “The Property Manager shall not knowingly solicit competitor’s clients.” The FTC has alleged that these provisions in the Code of Ethics restrict members of NARPM® from competing for clients, thereby depriving clients of the benefits of competition among property managers, in violation of the Federal Trade Commission Act. Without admitting a violation of the law, NARPM® has agreed to the entry of a Consent Agreement and a Decision and Order by the FTC in this matter (the “Order”). The Order requires NARPM® to amend the Code of Ethics by deleting these two provisions; please note that such restrictions on solicitation or advertising by NARPM® members no longer apply.



National Association of Residential Property Managers

N A S H V I L L E C H A P T E R

Nashville Chapter of NARPM® Chapter Meeting Agenda for September 21, 2021

Call to Order

WELCOME ANGELITA FISHER!!!

Reports:	President	Amy Stone, RMP®
	President Elect	Kyle Lehning
	Past President	Jon Selinger
	Treasurer	Teresa Cole
	Secretary	<i>Vacant</i>
	Education Chair	Alicia Brim, RMP®
	Communications Chair	Samantha Hibbard
	Membership Chair	<i>Vacant</i>
	Vendor Chair	Gina Miller
	Charity Chair	Angela Root
	Government Affairs Chair	Jim Hodge

Old Business: Membership & Secretary Chair Vacancies

New Business 2022 Board Selection – Reach out to Jon Selinger if Interested!

2021 Dates of Interest

NO CHAPTER MEETING IN OCTOBER DUE TO CONFERENCE

NARPM Convention & Trade Show | Kansas City, MO | October 26-29, 2021

Personnel Procedures Hiring & Firing | November 16, 2021

2021 Christmas Party | December 7, 2021 | Date Tentatively Set

NARPM ANTITRUST STATEMENT

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Code of Ethics and Standards of Professionalism for the National Association of Residential Property Managers

Article 11: RESPONSIBILITY TO NARPM® AND THE PROFESSION

The Property Manager shall comply with all policies and pronouncements of NARPM® and all relevant laws and rules of the jurisdiction in which he or she works, and shall strive to stay informed of and to educate others about relevant matters affecting the property management field.

STANDARDS OF PROFESSIONALISM

- **11-1** The Property Manager shall strive to improve the property management profession and NARPM® by sharing with others his or her lessons of experience for the benefit of all.
- **11-2** The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.
- **11-3** The Property Manager shall maintain his or her real estate license, as required by the jurisdiction in which he or she works.
- **11-4** The Property Manager shall abide by NARPM®'s bylaws and other policies and procedures of NARPM®, and shall seek to avoid doing harm to the organization.
- **11-5** The Property Manager shall ensure that all electronic communication and marketing he or she prepares is professional with respect given to the recipients.
- **11-6** The Property Manager shall act with integrity, good faith, and professionalism in connection with all NARPM® and NARPM® Chapter activities.

Note: The Federal Trade Commission (the “FTC”) has conducted an investigation concerning certain provisions in the NARPM® Code of Ethics and Standards of Professionalism (“Code of Ethics”). The provisions of the Code of Ethics that were addressed by the FTC are those that stated: “NARPM® Professional Members shall refrain from criticizing other property managers or their business practices” and “The Property Manager shall not knowingly solicit competitor’s clients.” The FTC has alleged that these provisions in the Code of Ethics restrict members of NARPM® from competing for clients, thereby depriving clients of the benefits of competition among property managers, in violation of the Federal Trade Commission Act. Without admitting a violation of the law, NARPM® has agreed to the entry of a Consent Agreement and a Decision and Order by the FTC in this matter (the “Order”). The Order requires NARPM® to amend the Code of Ethics by deleting these two provisions; please note that such restrictions on solicitation or advertising by NARPM® members no longer apply.

amy.newellpm@gmail.com

From: Nashville Chapter of NARPM® <narpmnashville+gmail.com@ccsend.com>
Sent: Wednesday, October 27, 2021 3:27 PM
To: Amy Stone, RMP®, Broker
Subject: Nashville NARPM 2021 Christmas Party



Nashville NARPM® Christmas Party December 7, 2021 at Old Natchez Country Club

Please Join Us for 2021 Nashville NARPM Christmas Party! After the last two years, we could all use a little fun! Hor D'oeuvres, dinner and dessert Included, and a cash bar! Each member may bring one guest at no additional charge. Registration ends November 19th.

A BIG Thanks
to Our
Trusted
Affiliate
Members

REGISTER HERE
Nashville NARPM® Christmas Party
December 7th, 2021
6:15 - 9:00 p.m.



115 Gardengate Dr., Franklin, TN 37069

Please do not hesitate to reach out directly if you have any questions!

Sincerely,
Nashville Chapter of NARPM®
NARPMNashville@Gmail.com
kyle@propertymanagementconnection.com



THE HILL FIRM PLLC



AUTO • HOME • LIFE



Nashville Chapter of NARPM® | 4117 Hillsboro Pk., Ste. 103-214, Nashville, TN 37215

[Unsubscribe amy@cominghometn.com](mailto:Unsubscribe_amy@cominghometn.com)

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National Association of Residential Property Managers

N A S H V I L L E C H A P T E R

Meeting of the Board of Directors of NARPM Nashville Chapter was held on January 12th, 2021, via a virtual Zoom call. There was a quorum present. Those attending were Amy Stone, Kyle Lehning, Jon Selinger, Teresa Cole, Grace Ann Pulliam, Alicia Brim, Samantha Hibbard, Gina Miller, Angela Root, and Jim Hodge.

The meeting was called to order at 11:03 by Amy Stone

OFFICER/COMMITTEE CHAIR REPORTS

President Report: Amy Stone

- Amy discussed old and new business
- Amy reported she will be sending out lists of responsibilities for each board member

President Elect Report: Kyle Lehning

- Kyle opened a discussion about meeting fees, where it was decided we would keep free but encourage donations
- Kyle discussed having a round table discussion with local lawyers over eviction guidelines
- Kyle reported we are in a place to pay for speakers if there was someone in mind, we could organize it

Past President Report: Jon Selinger

- Jon had no report

Treasurer Report: Teresa Cole

- Teresa reported that she had compiled a list of outstanding dues and is sending emails to each member

Secretary Report: Grace Ann Pulliam

- Grace Ann had no report

Education Report: Alicia Brim

- Alicia had no report

Communication Report: Samantha Hibbard

- Samantha had no report

4117 Hillsboro Pike, Ste 103-214, Nashville, TN 37215

Membership Report: Misty Sexton

- Misty could not be present

Vendor Report: Gina Miller

- Gina reported that we have a Facebook page and group, and discussed the difference
- Gina also reported she is posting updates from Nationals on the Facebook as well
- Gina opened a discussion about receiving donations from the Facebook page, as well as adding meeting recordings to the page afterwards

Charity Report: Angela Root

- Angela had no report

Legislative Report: Jim Hodge

- Jim reported that there will be a new form for city assistance on rent
- Jim also reported that CDC moratorium is affecting courts functionings

OLD BUSINESS

- Minutes from November, 2020
- Govt Affairs-Metro and State Bills status
- CDC Eviction moratorium status
- Outstanding Dues

NEW BUSINESS

- January & February Program Itinerary
- Bank Account Updates – Signatory Permissions
- Facebook Page & Website Updates
- Updates to Board Role Definitions Needed?
- Scott Abernathy is our 2021 National President

The meeting was adjourned, all approved.



National Association of Residential Property Managers

N A S H V I L L E C H A P T E R

Meeting of the Board of Directors of NARPM Nashville Chapter was held on February 12th, 2021, via a virtual Zoom call. There was a quorum present. Those attending were Amy Stone, Kyle Lehning, Jon Selinger, Teresa Cole, Alicia Brim, Samantha Hibbard, Gina Miller, Angela Root, and Jim Hodge.

The meeting was called to order by Amy Stone

OFFICER/COMMITTEE CHAIR REPORTS

President Report: Amy Stone

- Amy recommended that account data be consolidated so the chapter will have proper access
- Amy reported she had the website updated with Nationals and logo changed

President Elect Report: Kyle Lehning

- Kyle reported that Tyler Craddock will be the speaker for the February chapter meeting
- Kyle proposed we consider joining with another chapter for a speaker
- Kyle is consolidating meeting minutes from the past year for chapter excellency

Past President Report: Jon Selinger

- Jon had no report

Treasurer Report: Teresa Cole

- Teresa reported that dues have been coming in and there are funds in the account

Secretary Report: Grace Ann Pulliam

- Grace Ann could not be present for the meeting

Education Report: Alicia Brim

- Alicia had no report

Communication Report: Samantha Hibbard

- Samantha reported that she is updating the Facebook to keep up contact with members

Membership Report: Misty Sexton

- Misty could not be present

Vendor Report: Gina Miller

- Gina reported that there are new vendors looking to join

Charity Report: Angela Root

- Angela had no report

Legislative Report: Jim Hodge

- Jim reported the realtors are supporting a bill that was prevent Metro from encroaching on Landlord Tenant Law in the state

OLD BUSINESS

- January 12, 2020 Minutes
- Outstanding Dues
- Updates to Board Role Definitions

NEW BUSINESS

- Facebook Page & Website Updates
- Communication Updates – Gmail Account & Constant Contact
- Cleaning Up Membership Roster
- Touch base with Habitat for Humanity for future planning

The meeting was adjourned, all approved.



National Association of Residential Property Managers

N A S H V I L L E C H A P T E R

Meeting of the Board of Directors of NARPM Nashville Chapter was held on March 9th, 2021, via a virtual Zoom call. There was a quorum present. Those attending were Amy Stone, Kyle Lehning, Jon Selinger, Teresa Cole, Grace Ann Pulliam, Alicia Brim, Samantha Hibbard, Misty Sexton, Gina Miller, Angela Root, and Jim Hodge.

The meeting was called to order at 11:05 by Amy Stone

OFFICER/COMMITTEE CHAIR REPORTS

President Report: Amy Stone

- Amy opened a discussion about having in person meetings in the future to be continued

President Elect Report: Kyle Lehning

- Kyle reported that he needed the 2021 budget for chapter compliance
- Kyle recommended we contact Mark Cunningham as a speaker
- Kyle confirmed the months there will be no speaker, and how many left we need to line up

Past President Report: Jon Selinger

- Jon reported that he has filed the annual report since 2006 and can continue doing so

Treasurer Report: Teresa Cole

- Teresa reported that she will be going to the post office to complete her reports

Secretary Report: Grace Ann Pulliam

- Grace Ann had no report

Education Report: Alicia Brim

- Alicia reported that any Zoom course has to be approved by the Real Estate Commission by March 26th
- Alicia also reported that fees to renewing differ than registering a new class, and recommended we budget accordingly
- Amy reported that courses will be split into 2 three hours sessions, rather than the typical 6 hours

Communication Report: Samantha Hibbard

- Samantha requested that anyone send her items they want in the newsletter
- Samantha reported that she is compiling a vendor list to add to the newsletter and will be working with Gina
- Sam opened discussion about the 50/50 raffle and putting it in the newsletter, where it was decided that it would begin again in April, with information about the process promoted this month

Membership Report: Misty Sexton

- Misty had no report

Vendor Report: Gina Miller

- Gina opened discussion to clarify the vendor onboarding process

Charity Report: Angela Root

- Angela had no report

Legislative Report: Jim Hodge

- Jim reported that the state level bill to counteract the metro council is looking promising
- Jim also reported that the bill that would keep HOAs from blocking rentals in the neighborhood is progressing

OLD BUSINESS

- January 12, 2021 Minutes Needed
- February 9, 2021 Minutes Needed
- Outstanding Dues
- Updates to Board Role Definitions

NEW BUSINESS

- Annual filing submitted
- Membership – reconciling national vs. local rosters
- NARPM Class on Federal Fair Housing Law Updates

The meeting was adjourned at 12:36, all approved.



National Association of Residential Property Managers
N A S H V I L L E C H A P T E R

Meeting of the Board of Directors of NARPM Nashville Chapter was held on May 11th, 2021, via a virtual Zoom call. There was a quorum present. Those attending were Amy Stone, Kyle Lehning, Jon Selinger, Teresa Cole, Grace Ann Pulliam, Alicia Brim, Samantha Hibbard, Angela Root, and Jim Hodge.

The meeting was called to order at 11:01 by Amy Stone

OFFICER/COMMITTEE CHAIR REPORTS

President Report: Amy Stone

- Amy reviewed old and new business
- Amy reported that we need to fill the membership chair, which was reviewed in new business

President Elect Report: Kyle Lehning

- Kyle reported that he has submitted the chapter grant application for the speaker
- Kyle recommended we schedule with Mark Cunningham while waiting for the grant to come in
- Kyle reported that he has lined up speakers for the rest of the year

Past President Report: Jon Selinger

- Jon had no report

Treasurer Report: Teresa Cole

- Teresa had no report

Secretary Report: Grace Ann Pulliam

- Grace Ann had no report

Education Report: Alicia Brim

- Alicia reported that we plan to do an education class in November, potentially in person
- Alicia also reported that there is a maintenance course being taught online in June but it needs
- A motion was made and approved to hold Personal Procedures Hiring & Firing November in Person; Location TBD
- The Monterey Bay Chapter is Sponsoring the course Maintenance Beyond The Basics online June 23-24, taught by Kit Garren. An instructor application is being sent to TREC for approval, so that anyone in the chapter can take the online class and obtain TN CE.

Communication Report: Samantha Hibbard

- Samantha requested that Jon provide information about himself for the monthly feature

Membership Report: Misty Sexton

- Misty was not able to be present

Vendor Report: Gina Miller

- Gina was not able to be present

Charity Report: Angela Root

- Angela has no report

Legislative Report: Jim Hodge

- Jim recommended we schedule a time with a lawyer to discuss any changes within the legislature
- Jim reported that there is a bill presented in Metro to require extra signage in HOAs

OLD BUSINESS

- March, April & May Minutes Needed
- Updates to Board Role Definitions
- Update / Reconcile Membership List

NEW BUSINESS

- Membership Chair Vacancy
- Education Class
- Update By-Laws for National
- Venue Options for In-Person Meetings

The meeting was adjourned at 11:39, all approved.



National Association of Residential Property Managers
N A S H V I L L E C H A P T E R

Meeting Minutes for the Board of Directors of NARPM was held on June 8, 2021 via zoom call. Those attending were Amy Newell, Kyle Lehning, Jim Hodge, Teresa Cole, Gina Miller, Alicia Brim and Angela Root. Excused were Jon Selinger and Samantha Hibbard.

The meeting was called to order at 9:15 a.m.

President Report

Amy Newell reported on updates to role definitions for the 2022 Board Members.

President Elect Report

Kyle Lehning has Marc Cunningham from Grace Property Management slotted for July meeting via zoom, contract has been signed and payment made for speaker.

Past President Report

Jon Selinger excused, no report

Treasurer Report

Teresa Cole reported that we are up in membership from 2020.

Secretary Report

Vacant position.

Education Report

Alicia Brim-reported that she is still looking for a venue for November's Education Class, a lot of places haven't opened yet due to covid restrictions.

Communication Report

Samantha Hibbard excused from meeting. No report.

Membership Report

Vacant Position. Amy has been covering this position when new member notifications are received.

Vendor Report

Gina Miller no report.

Charity Report

Angela Root had no report. It was recommended to speak to the membership as we return to in-person meetings to come up with a couple charities that we can volunteer for and support. Also mentioned was the possibility of a board member volunteer day.

Legislative Report

Jim Hodge – No Report

OLD BUSINESS

NARPM National awaiting updated by-laws from Nashville Chapter. Due by 9/30/21. Discussed Membership drive ideas.

NEW BUSINESS

In Person Meetings to have a soft start in June, need a solid place that can accommodate us for lunch and possibly offer more options for the cost. Goal is to have cost \$25.00 for pre-registered and \$30 at the door and possible location is Dalts of Nashville.

Meeting adjourned at 9:45 a.m.



National Association of Residential Property Managers
N A S H V I L L E C H A P T E R

Meeting Minutes for the Board of Directors of NARPM was held on July 13, 2021 via zoom call. Those attending were Amy Newell, Kyle Lehning, Jim Hodge, Teresa Cole, Gina Miller, Jon Selinger and Angela Root. Excused were Alicia Brim and Samantha Hibbard.

The meeting was called to order at 9:33 a.m.

President Report

Amy Newell reported on updates to Constant Contact and Zoom.

President Elect Report

Kyle Lehning has Marc Cunningham from Grace Property Management slotted for July meeting. Possibility of a speaker from Law Office of Rob Hill for August. He is looking for speakers for January and February 2022.

Past President Report

Jon Selinger spoke with Reese Hamilton about the possibility of assuming Grace Ann's role of Secretary. He is wanting to attend a meeting before he commits.

Treasurer Report

Teresa Cole reported that she will get the board the financial statements by the end of the week. She did receive a check from National-discussion on proper accounting of check. Learned it was an incentive check for retaining membership in 2020.

Secretary Report

Vacant position.

Education Report

Alicia Brim-excused from meeting. No report

Communication Report

Samantha Hibbard excused from meeting. No report.

Membership Report

Vacant Position. Amy has received 1 new member Nathan from PMI Clarksville.

Vendor Report

Gina Miller no report.

Charity Report

Angela Root had no report. Jim Hodge raised a question about a possible charity to support while Habitat for Humanity remains closed. Nashville Inner City Ministries is needing help in food prep and delivery on Mondays and Wednesdays through the end of the summer. Discussion

occurred about possibly the board stepping in to help as a replacement of our relationship with Habitat for Humanity on a short term basis.

Legislative Report

Jim Hodge reported that he, Tyler and Scott Abernathy had a meeting with Senator Marsha Blackburn's assistant in regard to the CDC Eviction Moratorium. Their position is they are opposed to the moratorium and wanting a compromise solution going forward. Announced that metro bill 2021-7-20 regarding HOA signage was officially withdrawn due to lobbying efforts of various Real Estate organizations including NARPM, Greater Nashville Realtors and CAI.

OLD BUSINESS

Still awaiting corrections of May and June minutes due to Grace Ann's vacancy. NARPM National awaiting updated by-laws from Nashville Chapter. Due by 9/30/21. Discussed Membership drive ideas.

NEW BUSINESS

Christmas Party possibility at Old Natchez Country Club. Jon to meet with club to see availability and cost.

Meeting adjourned at 10:14 a.m.



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The meeting was called to order at 11:24 a.m.

President Report-Amy Stone, RMP ®

Amy Stone, RMP Excused – No Report

President Elect Report-Kyle Lehning

Kyle Lehning went over Old and New Business

Past President Report – Jon Selinger

- Jon Selinger provided a list of the incoming 2022 Board Members:
 - President – Kyle Lehning
 - President Elect – Samantha Hibbard
 - Past President – Amy Stone, RMP
 - Secretary – Eric Jones
 - Treasurer – Teresa Cole
 - Education Chair – Alicia Brim, RMP
 - Membership Chair – Angela Root
 - Vendor Chair – Marc DeFeo
 - Charity Chair – Robert Pick
 - Govt Affairs Chair – Trevor Garrett
- Board Voted and Approved the incoming 2022 Nashville NARPM Board

Treasurer Report – Teresa Cole

- Financial Reports Provided – Cash Flow YTD and Current Bank Statement
- Change of Banks from Regions to Pinnacle – Pinnacle offers access to all learning centers for members – if the board approves bank change, we will need 6 weeks for the change to take place.
- Waiting for Kyle Receipts for National Conference Reimbursements

Secretary Report

Vacant position.

Education Report – Alicia Brim RMP ®

- Drawing giveaway to encourage upcoming education participation and designations.
 - Alicia will track this
 - 1st prize is class reimbursement
 - 2nd and 3rd Prizes are reimbursement for designation application
- Board Approved Giveaway

- Still looking for a space to hold the class, Alicia brought up the idea of change in banks to utilize the learning center at Pinnacle for Education.
- Requested links to sign up for the class placed in Newsletters until November.

Communication Report – Samantha Hibbard

- Upcoming Newsletters requested more content from other chairs to make it more interesting.
- Newsletters are being built in Constant Contact now in order to provide direct links to sign up for meetings, classes etc.

Membership Report

Vacant Position.

Vendor Report – Gina Miller

Gina Miller excused no report

Charity Report – Angela Root

- NARPM Nashville to donate a minimum of \$100 a quarter to the Habitat Charity if no one provides proof of donation.
- Using Venmo to obtain donations during the Chapter Meeting
- Sending out a notice prior to the meeting reminding members to bring their checkbooks for donations.
- Lidel intercity Ministries recommended for a charity for 2022, they have large meeting spaces available that we can utilize. They also have several volunteering opportunities available

Legislative Report – Jim Hodge

Jim Hodge excused no report

Old Business:

- Board Roles and Definitions – Please go onto google docs and ensure your position is updated and ready for incoming 2022 Board
- November 2021 Board meeting will be the transfer of roles to the oncoming board
- Vacant Chairs – Agreed to leave it as is until the new board comes in for 2022. Samantha will take meeting minutes for the remainder of the year and Kyle and Amy will assist with memberships.
- Membership drive – Moved to New Business
- Christmas Party tentative December 7, 2021; waiting on confirmation from the Old Natchez Country Club
- 2022 New Board Members Approved; Swearing in will occur next chapter meeting on September 21, 2021, following Angelita Fisher's Presentation
- Updates to the by-laws Teresa went through and highlighted the differences from National and a copy of our 2016 Chapter by-laws to show the differences.

NEW BUSINESS

- Membership Drive Ideas, offer a contest for 2022 members if you bring a nonmember guest to a chapter meeting 1 entry; that guest joins receive another entry to win 2023 Nashville NARPM Chapter Meeting Dues Paid. It would be tracked by the membership chair, and we should start talking about it and bringing it up asap if we decide to move forward with this plan.
- Pinnacle vs. Regions for Bank Account – Pros and Cons: Pro is the use of the Pinnacle Learning Center; Con is the transfer of accounts and everything that is linked to the region's accounts, autopayments, PayPal, venmo etc.
- Drawing/Giveaway to push education – Approved by Board
- Quarterly Donations – up to \$100 when no donations are provided to match – Approved by Board
- Reimbursement Policy for President and VP attending conference – Will stay the same as it has been past years – needing VP's receipt for reimbursement – President has already been reimbursed.

Meeting adjourned at 12:30 p.m.



National Association of Residential Property Managers
N A S H V I L L E C H A P T E R

Meeting Minutes for the Board of Directors of NARPM was held on October 12, 2021. The attending were Amy Stone, Kyle Lehning, Teresa Cole, Samantha Hibbard, Jon Selinger, Alicia Brim, Gina Miller and Angela Root. Excused were Jim Hodge.

The meeting was called to order at 11:10 a.m.

President Report-Amy Stone, RMP ®

Amy Stone, RMP – No Report

President Elect Report-Kyle Lehning

Kyle Lehning – No Report

Past President Report – Jon Selinger

- Jon Selinger provided menu options for Christmas Party – Board Voted on the Hor d’oeuvres of Assorted crostini and Harpeth Selection; Field Greens, Pan Seared Chicken, NY Strip and Salmon; Haricot verts, vegetable medley, grilled asparagus, tri-color fingerlings, and potato medley for entrée selections. Dessert options will be Chocolate Lovers Cake and Tennessee Cheesecake.
 - Amy will be sending out invitations to Christmas party – guests need to respond by 11/20 and the board voted that spouse would be FREE to attend.
- Board Approved to change Banks from Regions to Pinnacle – Jon will be assisting Teresa with the transfer. Transfer to be completed and Pinnacle to be in full use by January 1, 2022.

Treasurer Report – Teresa Cole

- Financial Reports Provided – Cash Flow YTD and Current Bank Statement
- By-law’s revisions provided and changes approved
 - National Vendor Affiliates will be required to pay Nashville Chapter Dues
 - Life Memberships for Past National Presidents Approved
 - Honorable Members Approved
 - Company Memberships Denied

Secretary Report

Vacant position.

Education Report – Alicia Brim RMP ®

- October 17, 2021, cut off to sign up for Education Class
- Need a vendor to Sponsor Class
- Class will be held at Hampton Inn – Alicia is going to confirm with them

Communication Report – Samantha Hibbard

- Confirmed with the board meeting dates for next year to secure speakers
- Vendor Sponsorships for meetings next year – Board Voted to charge vendors \$200 for Chapter Meeting Sponsorship – Asked Gina to reach out to vendors to secure sponsorship for the following months, January, February, April, May, June, July and September,
- Requested that Education Chair plan the class for next year now so that it can stay on the newsletter to hopefully drive more interest.
- Membership Drive Contest – Angela as 2022 Membership chair will track this but we will have a contest from January – September 2022 every member that brings a guest will receive 1 entry, if the guest joins NARPM Nashville Chapter the member that brought them will get another entry. The winner of this drawing to take place at our September meeting will receive their 2023 Chapter Dues Free. – Board voted and approved

Membership Report

Vacant Position.

Vendor Report – Gina Miller

No Report

Charity Report – Angela Root

- Still waiting for an update regarding Holiday Volunteering opportunities

Legislative Report – Jim Hodge

Jim Hodge excused no report

Meeting adjourned at 12:15p.m.



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Communication Report – Samantha Hibbard

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