

Bylaws of
The Albuquerque Metro Chapter of
The National Association of Residential Property Managers
Updated January 2021

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Albuquerque Metro 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 State of New Mexico
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the [insert geographic area, such as city, state, or regional 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 New Mexico.

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: The legal boundaries of the State of New Mexico.

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 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, any certification, 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 to the profession of property management. Honorary members shall pay no dues or other assessments to the Chapter, and shall be eligible to participate in the usual activities of the Chapter, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

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: Company Membership

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

Section I: 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 [name of chapter] and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
 - b. Affiliate member may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.

2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

Section C: Transferring in a Company membership:

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

Section D: 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. Request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Committee/Board of Directors

Section A: Responsibilities

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

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

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 5 officers as follows:

1. President: The president shall:
 - a. Serve as 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 two years 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 two years 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 lecturers that are relevant to the residential industry for chapter meetings.
 - j. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - k. Oversee the submission of Chapter reports including Chapter Excellence submission
 - l. Must be back up for be in 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 two years 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 account(s).
 - b. Distribute annual renewal notices for chapter dues and special assessments.
 - c. Deposit all funds into a federally insured financial institution.
 - d. Prepare a financial report for the committee upon request.

- e. Prepare an end-of-fiscal year report for the national association.
- f. File tax and other financial reports with the appropriate government agencies.
- g. Undertake responsibility for other such activities as deemed appropriate by the committee.
- h. Serve a term of two years commencing with the beginning of the calendar year.
- i. Must be a Professional Member of the Chapter.

6. Past President

- a. Shall serve as Chairman of the Nominating Committee
- b. Undertake responsibilities as assigned by the President
- c. Serve a term of two years 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 election. Nominations shall be done in two ways:

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

Section C: Elections

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

- 1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
- 2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Albuquerque Metro 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.
- 5. 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.

6. 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 Be a two year term and commence with the beginning of the chapter's calendar year and conclude at the end of the following year, unless stated otherwise in these bylaws.

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. No longer is eligible for membership in the chapter or the national association.
3. No longer is 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 meeting of the committee, unless otherwise precluded by law.

ARTICLE VII: Committees

Section A: Appointment

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

Section B: Responsibilities

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

Section C: Creation and Dissolution

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

ARTICLE VIII: Code of Ethics & Standards of Professionalism.

Acknowledgment and Enforcement

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

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

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

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

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

Section C: Chapter Charter

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

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

Section B: Enforcement

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

ARTICLE IX: Financial Considerations

Section A: Calendar Year

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

Section B: Chapter Dues

- A. The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:
 1. Payable: Dues for local chapters are payable no later than January 1 of each year.
 2. Non-payment of Dues: Failure to pay the annual chapter dues within 120 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 [choose one] will/will not charge dues to National Affiliate members.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

Section C: Special Assessments

Special Assessments may be established by the executive committee and imposed upon its chapter members and/or affiliate members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting of the chapter prior to the imposition of such an assessment. No more than one special assessment may be imposed in any calendar year.

Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the Albuquerque Metro 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 officer of the executive committee or by a sub-committee created and/or assigned for that purpose as appointed by the president.

Section B: Procedure for Amending

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

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the National Association of Residential Property Managers, Inc., prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at 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 provision of these bylaws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, regardless of the number of violations or breaches which may have occurred.

Section C: Hold Harmless and Indemnify

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

Section D: State Laws

These bylaws may be amended to conform and comply with the laws, statutes, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by [insert state name] state law, Chapter shall notify the National Association of said amendments, but no further action will be required.

Section E. Sexual Harassment

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

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

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

Section E: Dissolution

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



Confirmation

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Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** ALBUQ-METRO CHAPTER OF THE NATIONAL ASSOC OF RESIDENTIAL PROPERTY
- **EIN:** 223944041
- **Tax Year:** 2021
- **Tax Year Start Date:** 01-01-2021
- **Tax Year End Date:** 12-31-2021
- **Submission ID:** 10065520220695332926
- **Filing Status Date:** 03-10-2022
- **Filing Status:** Pending

Note: [Print](#) a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS



STATE OF NEW MEXICO

MAGGIE TOULOUSE OLIVER

SECRETARY OF STATE

ELECTRONICALLY FILED
Office of the New Mexico Secretary of State
Business ID#: 2015527
Filed On: 03/10/2022
Total Number of Pages: 1 of 2

Annual Report Fiscal Year End Date: 12/31/2021

Transaction Type: Annual Report

Business ID#: 2015527

Entity Name: THE ALBUQUERQUE/METRO CHAPTER OF THE NATIONAL ASSOCIATION OF RESIDENTIAL PROPERT

Payment Type: E-Check

Filing Date: 03/10/2022

Fee: \$10.00

Penalty Fee: N/A

Total Payment Amount: \$10.00

Next Annual Meeting Date: NONE

NAICS Code:

NAICS Sub Code:

Character of Affairs: Albuquerque Property Managers Association

Email Address: tammy@cornerpostco.com

Phone: 505-265-1241

Entity Address Type	Address	City	State	Zip	Country
Principal Place of Business in New Mexico	4200 SILVER SE #D	Albuquerque	NM	87108	USA
Mailing Address	4200 SILVER SE #D	Albuquerque	NM	87108	USA

Registered Agent Information:**Agent Name:** JONATHAN MCCORMICK**Email Address:** NONE**Phone Number:** NONE

Type	Address	City	State	Zip	Country
Physical Address	2823 B RICHMOND DR NE	ALBUQUERQUE	NM	87104	USA
Mailing Address	NONE	NONE	NONE	NONE	NONE

Officer/Director Information:

Title	Name	Address	Email Address	Phone Number	Term Expiration
Treasurer	EUGENA MILLIORN	2537 DON GREGORIO, Albuquerque, NM, 87105	NONE	NONE	NONE
President	Jack Corder	2207 Golf Course Rd SE Suite B, Rio Rancho, NM, 87124	NONE	NONE	NONE
Immediate Past President	Shawn Johnson	1515 E. 20th Street, Suite D, Farmington, NM, 87401	NONE	NONE	12/31/2022
Secretary	Tammy Golding	4200 Silver SE Suite D, Albuquerque, NM, 87108	NONE	NONE	12/31/2022
Director	Eugena Milliorn	2537 Don Gregorio Rd SW, Albuquerque, NM, 87105	NONE	NONE	NONE
Director	Shawn Johnson	1515 E 20th Street Suite D, Farmington, NM, 87401	NONE	NONE	12/31/2022
Director	Tammy Golding	4200 Silver SE Suite D, Albuquerque, NM, 87112	NONE	NONE	12/31/2022

Signature:

Authorizer Name	Title
EUGENA MILLIORN	Treasurer
Tammy Golding	Secretary

Albuquerque Metro NARPM Chapter

Proposed budget for 2022

INCOME

Dues and Fees (Waived local dues for COVID)	0.00
Education class fees	450.00
Estimated TOTAL Income for 2022	450.00

Estimated Expenses for 2022

Education classes	1250.00
Meeting Space and lunch	1400.00
Taxes and DUES	300.00
TOTAL ESTIMATED EXPENSES for 2022	2950.00

We have \$6,000 in the account since we have not been meeting in person, a shortfall for this year is not a problem to cover with this projection.

50 Members @ 60.00 each will be 3000.00 and if we have any affiliates join under the step program.

4 Affiliates @ 150.00 would be 600.00 in income . That would give us a total of 3600.00 , but some of our members joined in this last year so we may or may not get those dues right away to the chapter. We could also get more than 4 affiliates to join and that would come up as well. Just ideas.

NARPM
Profit & Loss
January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
Fees	250.00
Total Income	250.00
Expense	
Education Classes	1,470.86
Taxes	
State	10.00
Total Taxes	10.00
Total Expense	1,480.86
Net Ordinary Income	-1,230.86
Net Income	-1,230.86



National Association of Residential Property Managers

Southwest Chapter Leader Agenda

Thursday, February 4, 2021 3PM ET , 2PM CT, 12PM PT, 1PM MST

<https://us02web.zoom.us/j/4335328185>

1. Welcome and Introduction

2. Review NARPM® Vision, Mission, and Values

Mission

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

Vision

NARPM® will be the recognized leader in residential property management.

Core Values that Guide NARPM®

- **Networking** – Cooperation and sharing as colleagues.
- **Education** – Promotion of education and business development.
- **Advocacy** – Advance the profession by influencing issues that impact the residential property management industry.
- **Professionalism** – Recognize expertise through professional designation.
- **Ethics** – Respect and integrity among members brought about by ethical, honest and credible behavior.

3. Training for Chapter Leaders - Jackie

- Chapter Leader Tools, reports, grants etc.

4. Two (2) Chapters at each meeting will share a success/struggle their chapter is facing.

5. Have all Chapter provide brief update on activities & give a report (2 -3 minutes per Chapter)

- a. Albuquerque
- b. Colorado Springs
- c. Denver
- d. Northern Colorado
- e. Northern Nevada
- f. Phoenix
- g. Southern Arizona
- h. Southern Nevada
- i. Utah
- j. West Valley
- k. Western Colorado

6. Planning items for the Region
 - a. Upcoming Education (virtual through 5/31)
 - February 15 & 16 – Policy & Procedures – [REGISTER HERE](#)
 - February 17 & 18 – Personnel Procedures Advanced – [REGISTER HERE](#)
 - February 22 & 23 – Personnel Procedures Essentials – [REGISTER HERE](#)
 - b. What help is still needed by Chapters?
7. Review of any upcoming National event and webinars.
 - Hybrid Broker/Owner Event, April 2021 <https://www.narpmbrokerowner.org/>
8. RVP update
9. Open discussion
10. Future Conference Call Meeting Dates
 - a. – June 3, 2021
Remember Chapter Compliance requires participation of President or their appointees on 2 out of 2 conference calls
11. Future topics or speakers you would like to have on regional calls
12. Adjourn

NARPM

ALBUQUERQUE METRO CHAPTER

August 17 ,2021

Meeting Agenda

1. Welcome to Members and Guests
2. Purpose and Overview:

Mission

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

Vision

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

3. Reports --- 1.**Education** : All items have been turned into the state Real Estate Commission for recertification of NARPM to sponsor classes.

2. **Membership** Holding steady just under 50 members

3. **Treasurer Report : Eugena**

4. Legislative outlook: Are we ready for January?

4. Today's Topic: Misty Berger SW Region NARPM RVP

5. Announcements

6. Next Meeting --- **September 17**

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 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.

NARPM

ALBUQUERQUE METRO CHAPTER

September 21 ,2021

VIRTUAL MEETING

Meeting Agenda

1. Welcome to Members and Guests

2. Purpose and Overview:

Mission

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

Vision

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

3. Reports --- 1. **Education** : We are reinstated for Sponsorship of Classes

2. **Membership** Holding steady

3. **Treasurer Report** : Eugena

4. **Legislative outlook**: Any updates?

Today's Topic: A. Gail Rodriguez --- MLS Changes for rentals

B. Best Practices,

4. Announcements

5. Next Meeting --- **NO OCTOBER MEETING BECAUSE OF CONVENTION, SEE YOU IN NOVEMBER.**

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 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.

UORRA HOUSE BILL 111

The proposed changes to the UORRA HOUSE BILL 111, although well intended to create a safe haven for tenants and improve housing stock, will in fact chill and shrink the availability of work force housing. The owners affected by these changes are the seniors that have saved to own their homes and properties as well as young, new investors who are looking to create a bright future ahead of them. An example: An elderly couple in Taos, who evicted a family for non-payment and was forced to reinstate the family into their rental property. This couple relied on the tenant's rent as a primary source of income. Now they are forced to scrape by, without the income, while paying the taxes and bills at their expense. Yes, the renter was injured, but now more so are the owners.

The affects of these changes will be felt throughout the industry:

1. Doubling the time it takes to evict a tenant from 20 days to 56, consequently will double the loss in rent to the owner. Additional losses will affect the values of the property, by lowering values. For every dollar in loss, the value is diminished by \$12, causing banks to require larger capital investments to purchase property to secure their investments, further restricting ownership.
2. The extension of time to remove a tenant who is violating their neighbors' space or damaging the property, from 7 to 14 days to a total of 28 days prior to being able to secure a court appearance, could triple the cost of repairs to the property. Again, affecting the value of the property.
3. An owner being forced to accept vouchers. No one denies people on Social Security, or on pensions, the ability to rent. However, to not be allowed to discern, between taking a person on a voucher with mental or emotional disabilities and placing them next to the Social Security recipient maybe placing the elders and other community members in jeopardy creating this into an issue of resident safety as well. Furthermore, even with this subsidy which allows full rent to be covered, a voucher participant is paying a portion of the rent. If the tenant damages the property and there is not enough deposit to cover it, the landlord has to absorb that difference. This bill will make it near impossible for there to be any recovery therefore creating further challenges to help those in need to obtain housing.
4. The assumption that an owner, by their actions is guilty of violating a tenant's rights. This is due to ANY actions they take, that the tenant feels are in retribution on the part of the owner, places the owner in fear of proactively managing their property, for the perception of violating Fair Housing Law.
5. Limiting the ability of the owner at the end of a leasing period to retrieve their property, for any reason is a stripping of ownership rights. Federally funded property requires the removal of a tenant to be with cause. The context being that the property was subsidized by federal funding. Market properties are not subsidized, and placing the owner in a position without recourse, is a taking of their rights.

All these actions taken together will truly limit workforce housing. The burden of supporting tenants in need of housing is being placed squarely on the owner's shoulders. Subsidies are being offered to help tenants, but it is a trickle that reaches the owner. Owners who must pay property taxes, as there are no breaks here. Owners who must pay water bills or are subject to liens being placed on the properties. Owners who must pay other utility bills, as tenants are not paying them, and by law cannot turn off services. In the end, that grandmother who is now living in assisted living, depending on that income to pay her rent, is left holding the bag. The large corporations are not renting to folks with vouchers, felons, or the homeless. Their prices and criteria cannot be met by this group. It is the small investor, whether it be an elder who has worked at this over the past several decades or the young and bright entrepreneur embarking on their first investment venture, who bears the burden.

This bill creates a ripple effect that goes beyond landlords/owners. Without rental income coming in landlords cannot continue to purchase needed supplies for maintenance, facility improvements and to pay staff. The suppliers are then harmed since they are no longer receiving monies to sustain their business. Property staff may lose their job or be laid off thus affecting their livelihood. ***This bill provides no incentive for a renter to have any level of responsibility to sustain their housing.***

Southwest Housing Coalition is a non-profit engaged in supporting the rental in assistance to the homeless and is currently absorbing all late fees and has seen its delinquency rate double during the pandemic. SHC operates with the slimmest of margins. They are working to be proactive in helping residents to obtain rental assistance, this should be more of the focus of the legislature as opposed to placing the burden on property owners.

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Albuquerque Metro Chapter NARPM Chapter

January 19, 2021

Regular meeting (Virtual meeting)

Minutes

President ,Jack Corder called the meeting to order at 12 noon Mountain time.

Jack Read the NARPM Disclosure.

Jack let everyone know that the meeting was going to focus on the upcoming legislative session and the we have Tyler Craddock on the meeting with those in attendance. There were a total of 28 members and 3 guests in attendance. Guests in attendance were Tyler Craddock of NARPM, Ashley Strauss Martin , Attorney for the state association of realtors, and Samantha Henry of NARPM.

A discussion was had about the bill that has been proposed HB 65(HB 111 reworked from 2020).

Ashley Strauss Martin went over the impacts of the Bill on Landlords and their Managers.

Tyler let everyone know what his office at NARPM could do for the chapter as well , He offered to sit in on the future meetings if needed . The group wanted to set up the Email blast with Tyler to go to all chapter members.

Mark Fiedler led the discussion about who we need to contact and let the group know that his efforts to reach out the sponsors was not productive.

The members present all agreed to monitor their emails and to contact their local reps and state senators.

The meeting was adjourned at 1:05.

Submitted by

Jack Corder

President 19

Albuquerque Metro Chapter NARPM

Tuesday February 16, 2021

Monthly meeting minutes

President Jack Corder called the Virtual meeting to order at 12:01 pm.

There were 30 members verified in attendance online. Also attending for a few minutes was Ashley Strauss-Martin from the State Association of Realtors.

Jack let everyone know that this meeting would be an update to HB 65 and where it was in the legislative process.

Ashley Strauss – Martin gave an update from the state Association side and what her expectations and the lobbyists expected to happen. The State association is working with the lobbyists to get the bill tabled and not even get out of the State Senate. It passed the house on a party line vote. Mark Fiedler is in constant contact with the State Association for updates as we are in the last few weeks of this session.

Kyle Deacon brought up about contacting owners of Properties that our member's manage. Jack pointed out that it is in their best interests to do that. Mark said he had a draft of a letter that could be sent to the owners for them to copy and paste and then sign for themselves. Mark pointed out that he was told by his contact in the State Senate that if you do an email blast to everyone on a committee the Senator will just put it in the trash. If you are going to contact them, it is more effective to send each one a separate email.

Jack said that this is crunch time and we all need to be involved so we can get this bill changed or stopped.

The meeting was adjourned at 1:15 pm

Submitted

Jack Corder

Chapter president

Albuquerque Metro Chapter

Albuquerque Metro Chapter Of NARPM

Meeting minutes for March 16, 2021

Meeting was held on Go to Meeting

Meeting called to order by President Jack Corder at 12:03 pm

Jack took attendance of those present and there was 13 members present and no guests .

Jack had Mark Fiedler announce the good NEWS that HB 65 had died in the Senate Judiciary committee and never got a formal hearing.

The industry dodged a bullet as Mark put it on this one and he proposed that a committee be put together to address some changes for the 2022 session that will be starting next January.

Some discussion was had about what might be some good changes to look at . Mark made notes and said he wanted to talk with several others and get some ideas formed.

Jack thanked Mark for all of his hard work on the video that was sent out as well as his work on letting everyone know what the proposed changes looked like .

Since we are starting to come out of COVID the idea was bounced around about an in person meeting but the majority said that for the time being they were in favor of staying with the virtual meeting.

Jack announced that the Board had voted to waive the LOCAL dues for the 2021 year.

Jack then talked about the education classes that are being put together by the chapter for CE credit. The chapter is putting together classes that are needed by local PM's to keep informed and keep their licenses. He is going to let everyone know when they are going to be scheduled.

Jack then opened the floor for the general session to talk about BEST PRACTICES . He opened it up by asking about what everyone was seeing with evictions and how the managers and owners were dealing with past due rents and tenant problems. Almost everyone in the meeting had a story and guidance for the others. What Judges were saying and what the expectations are if and when they got a court date.

As the clock hit 1 pm Jack Wrapped up the meeting and said there would be no meeting in April but the next meeting would be a virtual meeting on the 18th of May.

There was no other business and the meeting adjourned at 1:03 pm

Submitted

Jack H Corder

Albuquerque Metro Chapter of NARPM

Meeting minutes for the May 18th 2021 VIRTUAL chapter meeting

Jack called the meeting to order at 12:03 pm and read the disclaimer to the chapter.

11 members were present for the meeting.

Jack extended his THANKS to the members for their patience about meeting like this but things are just not opening up as fast as what we would like and several members expressed the feeling that meeting like this was fine until things got a little more relaxed.

Jack had Melissa Benevenga update everyone on the status of the recertification with the New Mexico Real Estate Commission. Melissa said that all of the paperwork was turned in and that she had talked with the Commission staff and they did not see any problems getting everything back in order for ALL of the Classes taught by NARPM would be accredited for CE credits and that our chapter would be able to sponsor our own classes with local instructors. A couple of members had questions about certain classes and making sure we were approved before any classes were committed to. Jack and Melissa both assured those present nothing would be done until we got the OK from the commission.

Jack pointed out that he was looking for some help with setting up a couple of committees to run the education program and to look into the possibility of doing a oneday program to bring in several classes and a speaker to address Property Management issues. He asked for those interested to send him an email after the meeting.

Jack asked Mark Fiedler to give an update on any legislation he has heard about or if the people he has talked to had specific recommendations about what may need to be proposed for the upcoming session. The ensuing discussion covered several areas of need to protect owners from those not paying rent and to keep the process of moving those folks out as simple as possible. Mark said he was glad for the input and would bring it up the next time they got together.

Jack then said that the topic for the day was the EMERGENCY RENT HELP being funded by the state and federal government. Many of the members said it was the most frustrating thing that had happened to them in a long time. Tenants were applying and the manger did not know about it, a couple had gotten checks with no tenants names on them and spent a day or more trying to find out who is paid on behalf of. All of those present agreed it was a good intention but the implementation was poor.

A couple of members said that they had their tenants come to the office to fill out the paperwork to help them get the ball rolling and that had worked out for them. The staff with the state was helpful but they were learning the system as well.

Jack Brought the discussion to and end and asked if there was anything else to discuss. Nothing was said but the announcement that there would be no meetings until August 17th when RVP Misty Berger was coming in to be the guest speaker. Meeting Adjourned at 1:10 pm by Jack Corder.

Submitted by

Jack Corder

Albuquerque Metro Chapter NARPM

August 17 , 2021 Meeting minutes

Jack Corder called the virtual meeting to order at 12:01.

Jack Welcomed everyone and extended his thank to RVP Misty Berger for joining the meeting.

There were 12 members and 1 guest in attendance.

Jack read the NARPM disclaimer and went over the report for the education committee. We are approved by the state but we have not been able to set up classes so far. At this time we are looking to begin sponsoring classes after the first of the year. Jack Again asked for some folks to help as Joe Viallva has moved to Colorado Springs and we need to fill his position.

.Jack then turned the meeting over to Misty Berger. Misty went over several items going on at the National level. Misty then talked about what Colorado and the chapters there do to reach out to new members. She went over the symposiums held in Denver and Colorado Springs. A couple of members had questions about how they were set up and was it a money maker or a way to bring in new members? Misty said it can function as both depending upon how it is marketed.

Misty answered questions for about 10 minutes .

After the Q & A session Jack asked if there was any more business. There was a questions about where we are with the proposed legislation. Jack said that was a great question and he would check with Mark and let everyone know what was going on. Jack announce that there would be no meetings in Sept or Oct and encouraged everyone to attend the National convention. Jack did let everyone know that Ashley Strauss Martin would be our guest speaker in November and she would talk about changes in the state forms as well as the landlord tenant relations law.

The meeting was adjourned at 1:05 pm

Submitted

Jack Corder

Albuquerque Metro NARPM Chapter

November 16, 2021

Meeting minutes

Jack Called the meeting to order and Thanked everyone for joining in . He mentioned that it was his hope this would be our last virtual meeting, and that he wanted to give most of the time to Ashley Strauss Martin because she has a lot of information to get out.

There were 19 members in attendance plus Ashley Strauss Martin the guest speaker.

Jack Introduced Ashley and let her take control of the presentation for her power point slides.

Ashley thanked the group for attending. She let them know that the number one complaint that the New Mexico Real Estate commission gets is about property management and that they are looking at making some changes down the road. There may be a certificate required to manage property even if you are not licensed, is one change they are looking at.

Ashley then went into her presentation about the forms changes and how that impacts property managers. She went into the language changes as well and why they were made.

She had a little time to cove some of the law changes that property managers need to be aware of and then opened up for questions. Several members asked about what her thoughts are regarding the upcoming legislative session. She said she expected another bill to be introduced about changes to the landlord tenant law, but the Governor would have to agree to put it on the call as this session is supposed to be only about the budget and money. She encouraged the members to stay in touch with their people in Santa Fe before and during the session and make our voices heard.

She again thanked the group and let everyone know if they had other questions they could contact her .

Jack let the group know that the next meeting would be after the first of the year and he would send out an email letting everyone know when and where .

He wished everyone Happy Holidays and adjourned the meeting at 1:20 pm

Submitted

Jack Corder

Officers
The Albuquerque Metro Chapter of
The National Association of Residential Property Managers
Updated January 2021

President: Jack Corder
President-Elect: Melissa Benevegna
Secretary: Tammy Goulding
Treasurer: Eugenia Millhorn
Past President: Shawn Johnson

Elections are only held every 2 years as per our bylaws. Next Elections will be held September 2022.