



## CHAPTER COMPLIANCE 2022 NOTES

### C076 SARASOTA MANATEE CHAPTER

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

- Chapter must submit final adopted Chapter Bylaws based on required model chapter bylaws. Final must be submitted with 2023 Chapter Compliance.
- Missing 2021 Profit & Loss Statement.

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### Levels of Chapter Recertification

#### **Full recertification**

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

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

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

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

#### **De-certification**

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



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by FEI/EIN Number](#) /

## Detail by FEI/EIN Number

Florida Not For Profit Corporation

THE SARASOTA/MANATEE CHAPTER OF THE NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS CORP

### Filing Information

<b>Document Number</b>	N05000002630
<b>FEI/EIN Number</b>	57-1223548
<b>Date Filed</b>	03/07/2005
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	AMENDMENT AND NAME CHANGE
<b>Event Date Filed</b>	06/08/2020
<b>Event Effective Date</b>	NONE

### Principal Address

11051 Gatewood Drive  
Lakewood Ranch, FL 34211

Changed: 01/25/2017

### Mailing Address

11051 Gatewood Drive  
Lakewood Ranch, FL 34211

Changed: 01/25/2017

### Registered Agent Name & Address

Palatino, Maria  
11051 Gatewood Dr.  
Bradenton, FL 34211

Name Changed: 02/04/2021

Address Changed: 02/04/2021

### Officer/Director Detail

#### **Name & Address**

Title Treasurer

Palatino, Maria, Treasurer

11051 Gatewood Drive  
Lakewood Ranch, FL 34211

Title President

Elliott, Lisa  
11051 Gatewood Dr  
Bradenton, FL 34211

Title President, Elect

Lyons, Jill  
1945 17th Street  
Sarasota, FL 34234

#### Annual Reports

Report Year	Filed Date
2020	01/22/2020
2021	02/04/2021
2022	02/01/2022

#### Document Images

<a href="#">02/01/2022 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/04/2021 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">06/08/2020 -- Amendment and Name Change</a>	View image in PDF format
<a href="#">01/22/2020 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/26/2019 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/17/2018 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/25/2017 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/12/2016 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/09/2015 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/08/2014 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/03/2013 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/27/2012 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/05/2011 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/17/2010 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/28/2009 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/21/2008 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/20/2007 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/27/2006 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/07/2005 -- Domestic Non-Profit</a>	View image in PDF format

Form 990-N

## Electronic Notice (e-Postcard)

OMB No. 1545-2085

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 lessC Name of Organization: SARASOTA BRADENTON CHAPTER  
OF THE NATIONAL ASSOC OF RESIDENTIAL11051 GATEWOOD DR,  
BRADENTON, FL, US, 34211D Employee Identification  
Number 57-1223548

E Website:

F Name of Principal Officer: Lisa Elliott11051 GATEWOOD DR,  
BRADENTON, FL, US, 34211

**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.

**Sarasota Bradenton NARPM Chapter  
2022 Budget**

		<b>2021 Budget</b>	<b>2021 Actual</b>	<b>2022 Budget</b>
		<b>Jan - Dec 2021</b>	<b>Jan - Oct 12</b>	<b>Jan - Dec 2022</b>
<b>Income</b>				
	<b>Affiliate Dues</b>	\$1,500.00	\$718.68	\$5,000.00
	<b>Conference Proceeds</b>	\$750.00	243	\$750.00
	<b>Event Registration</b>	\$13,000.00	\$4,331.89	\$15,000.00
	<b>Event Sponsors</b>	\$0.00	\$0.00	\$0.00
	<b>Retention Incentive</b>	\$500.00	\$510.00	\$500.00
<b>Total Income</b>		<b>\$15,750.00</b>	<b>\$5,803.57</b>	<b>\$21,250.00</b>
<b>Expense</b>				
	<b>BOD Meeting</b>	\$700.00	\$146.56	\$500.00
	<b>Charity</b>	\$1,000.00	\$0.00	\$1,000.00
	<b>Business Supplies</b>	\$50.00	\$29.26	\$50.00
	<b>Speaker Appreciation</b>	\$0.00	\$178.10	\$300.00
	<b>Dues and Subscriptions</b>			
	-RASM	\$250.00	\$0.00	\$250.00
	-Software (QB's)	\$300.00	\$250.00	\$300.00
	-Zoom	\$299.80	\$299.80	\$299.80
	<b>Event Venue</b>			
	-Social Events	\$1,500.00	\$0.00	\$3,500.00
	-Event Venue - Other	\$6,000.00	\$1,319.97	\$7,500.00
	<b>Total Event Venue</b>	<b>\$7,500.00</b>	<b>\$1,319.97</b>	<b>\$11,000.00</b>
	<b>Licenses and Permits</b>			
	-Sunbiz.org	\$61.25	\$61.25	\$61.25
	-FL Department of State	\$0.00	\$0.00	\$0.00
	<b>Marketing</b>			
	-Printing/Flyers	\$300.00	\$260.00	\$1,000.00
	-Constant Contact	\$840.00	\$700.00	\$840.00
	-Website Management	\$2,400.00	\$2,320.00	\$2,400.00
	<b>Total Marketing</b>	<b>\$3,540.00</b>	<b>\$3,240.00</b>	<b>\$4,240.00</b>
	<b>Travel/Speaker Dinner</b>	<b>\$2,000.00</b>	<b>\$625.00</b>	<b>\$3,000.00</b>
<b>Total Expense</b>		<b>\$15,701.05</b>	<b>\$5,669.94</b>	<b>\$21,001.05</b>
<b>Net Income</b>		<b>\$48.95</b>	<b>\$133.63</b>	<b>\$248.95</b>



## **NARPM SARASOTA/MANATEE**

### [10 KPI's to Help You Know and Grow Your PM Business](#)

Presented by Bryan Jenkins

As Professional Property Managers we all know how to professionally manage our client properties. What if we could manage 10 Key Performance Indicators (Metrics) that would allow us to focus in on the areas that are important to both our clients and to us as Operators?

**Wednesday, March 17, 2021**

11:00am - 12:30pm

[REGISTER](#)

[WEBSITE](#)





## **NARPM SARASOTA/MANATEE**

### [Understanding Fair Housing Rights and How to Become HUD/Section 8 Landlord](#)

Attorney Sarah Nelson, and the **Sarasota** VP of Housing Operations for HUD, Sherri Campanale will join us for a fair housing presentation that will provide a basic overview of the federal fair housing laws.

Carlisle Inn & Conference Center

**Wednesday, April 21, 2021**

8:30am - 11:30am

[REGISTER](#)



**NARPM SARASOTA/MANATEE**

## **Property Manager Roundtable**

Come join us as we have coffee, pastries, and discussion on various topics related to Property Management.

**Wednesday, July 14, 2021**

9:00am - 12:00pm

[REGISTER](#)

[WEBSITE](#)







# strategy

NARPM SARASOTA/MANATEE

## **26 PROVEN Strategies to Help you Retain Clients**

Virtual

Presented by Jo-Anne Oliveri

Business growth in Property Management is simple if you understand one key point-  
you must focus on your current business to grow through RETENTION!

**Tuesday, September 21, 2021**

9:00am - 12:00pm

[REGISTER NOW](#)

with Harry Heist



NARPM SARASOTA/MANATEE

## **Practices, Procedures, Pitfalls & Law with Harry Heist**

This comprehensive class will give you 6 CE Credits and will provide you with over 200 pages of free handouts, as well as information from Application to Eviction and everything in between.

**Monday, November 8, 2021**

**Carlisle Inn & Conference Center**

9:00am - 4:30pm

**REGISTER NOW**





NARPM SARASOTA/MANATEE

Thank you to all that **attended** our Holiday Party on  
Thursday, December 2, 2021

## Get Prepared for the \$12 million in Rental Assistance from Manatee County

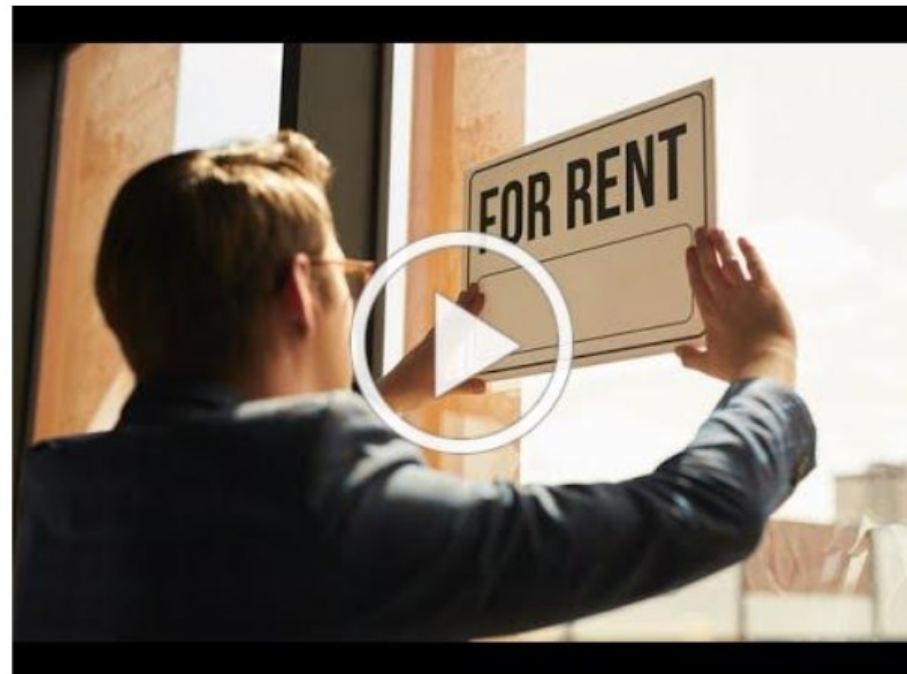
### When

Wednesday, February 24, 2021  
from 11:00 AM to 12:30 PM EST  
[Add to Calendar](#)

### Where

This is an online event.

Thank you for attending this event. Here is the Zoom Recording. Thank you to Jennifer Yost for being our guest speaker.





# Marketing for Residential Property Management

May 17 & 18, 2021

12pm - 3pm

**Please note that this class is now virtual. Part 1 will be held May 17 and Part 2 will be held on May 18.**

Are you spending your marketing dollars wisely? Do you know how many clients and customers your marketing efforts are bringing you? Are you unsure of HOW to market to your client and customer base? All of these questions (and more!) will be addressed in Marketing for Residential Property Management. Whether you are new to the business or a seasoned pro, this course will help you hone your knowledge and skills in the area of marketing.

In this course you will develop a mission statement (or refine yours if you have one) and decide upon a related marketing goal to help guide your business. You will examine branding and the importance of knowing how your clients and customers think, feel, and behave. Time will be spent delving into various forms of media and advertising channels. Finally, you will learn about the importance of tracking and measuring outcomes that are key to your marketing efforts! Read more...

Instructor: Brian Birdy, MPM® RMP®





Board Meeting: January 13, 2021

In Attendance:

Jodi Linkenhoker, President  
John Goodbrad, Past President, marketing chair  
Lisa Elliott, President Elect, Education chair  
Jill Lyons, Secretary  
John Rutherford, Affiliate Chair  
Maria Palatino, Treasurer  
Barbara Mayo, Membership Chair  
Matt Johnston, Membership Co-Chair  
Vincent Ricaud, Hospitality Chair

### **Call meeting to order**

Jodi Linkenhoker – Welcomed all and called meeting to order

### **Secretary Report**

Lisa Elliot read the minutes from our December planing meeting. Jill Lyons motioned to approve, Barbara Mayo seconded.

### **Treasurers Report**

**Maria Palatino presented:**

No income, regular expenses and we had annual dues for RASM. We have \$19,325.67 to start the years in 2021.

EXPENSES:

Constant Contact  
Quickbooks  
RASM Annual Dues

### **Old Business**

Jodi clarified everyones positions on the board. She introduced Matt who will be Barbara's co-chair and is happy to fill in with anything else that is needed

### **New Business**

#### **1. Next week's event:**

The technical details were discussed. Jodi will be host and then will give them the host roll when it is time to present. The beginning will introduce the affiliates

Affiliates sponsoring event

Floor 4 Pros, Harry Heist, Lightning Restoration

John will call Scott from Floors 4 Pros to see if he is going to attend and wants to give his commercial.

John Goodbrad is going to make sure the affiliates are receiving the invitations for our local events.

Barbara Mayo is going to call all nonmembers that are registered and discuss membership opportunities with them.

## **2. Affiliates:**

John Rutherford is trying to connect with our current Affiliate Members and no one is responsive. He has made many attempts and no replies. He is not sure of their commitment to support our chapter this year. He has one new company and they are afraid of too much work that she can't handle.

Matt is going to reach out to his vendors and see if any are interested in joining our chapter.

We identified holes at December planning meeting that we are looking for:

AC, Plumbing, Electrician, Handyman, Painter, Insurance, Bank, CPA

Jodi asked why John is not getting the response he needs. John doesn't know. John Goodbrad suggested to assign vendors to our meetings and then we let the affiliate know now and they can do as they wish and prepare before hand. John Rutherford is happy that he has the meeting schedule to send to the affiliates officially today. We should take that schedule and assign them their event now. We discussed whether we give them in person events or virtual. We don't know how successful each will be and which will be better.

Jodi will send John the meeting list in when it is finalizes in Excel.

Our affiliates felt that their audience was not responsive to their Zoom meeting last year.

John asked us to call the affiliates we used and invite them to our chapter again. Get them engaged

## **3. Membership**

We have 60 members now. Renewals haven't been given to Barbara yet.

## **4. 2021 Meeting Schedule**

February: We have Geckos and John Carlos is our contact there

John Goodbrad has all the information to Laurie to start marketing it.

March: Not confirmed

April: Fair Housing Event - Carlile Secured

Jill will call HUD in Sarasota county

May: Brian Birdy. Marketing

Virtual

June: Round Table - Morning 9a-12pm

Jodi to secure Even Hotel

July: Charity

Sept: Proven Strategies, Joe Olevera- Virtual. Lisa will call Joe to schedule

October- Vendor Appreciation Social

We will discuss a location at future meetings

November Harry Heist

Jodi will reach out to Barbara to see if Harry has confirmed

Jodi will let Jill know if she needs to to reserve the Carlile

Dec: Christmas Party

## **5. In person Board meetings:**

Quarterly in person meetings - Even is \$260.00 We all agreed that this was too expensive for our evening meeting

Each office can take turns

We can meet at a breakfast meeting and have breakfast with a board meeting

We will schedule and confirm location for March in person Board meeting

Jodi Adjourned the meeting.

Roll Call:

Jodi Linkenhoker, President  
John Goodbrad, Past President, marketing chair  
Lisa Elliot, President Elect, Education chair  
Jill Lyons, Secretary  
John Rutherford, Affiliate Chair  
Maria Palatino, Treasurer  
Barbara Mayo, Membership Chair  
Matt Johnston, Membership Co-Chair

Approval of minutes of last BOD meeting- Lisa Elliot motioned to approve, Barbara Mayo seconded the motion.

Jodi Linkenhoker read the Article 2 and Standards of Professionalism

President Report- Jodi Linkenhoker

State call was yesterday.

There is a Fair Housing Summit April 21-22 put on by City of Orlando. They are moving along with planning the State Conference. Looking for affiliates that want to sponsor. Jodi shared the link with John Rutherford. We need a push for registration for the state conference-it opened a few days ago.

**Maria- Treasurers Report**

We have \$17,708.56

No income

BOD meeting at Station 400 - \$146.56 and \$200.00 event deposit, \$29.26 for event COVID protection for attendees

**REGULAR EXPENSES:**

Constant Contact  
Quickbooks  
Elitevenu

**Barbara Mayo, Membership Report**

We have 16 people registered for our event. We know that we will be having more attend.

Barbara asked for list of registrants so she can call the ones that are not members.

Barbara is going to get the list to Barbara of the attendees of our last meeting in February

**Vincent Ricaud - Hospitality Report**

Nothing to report

**John Rutherford- Affiliates Report**

On-site Pros wants to become a new affiliate sponsor - we are going to prorata their membership

Restoration One reached out to be an affiliate. There might be room next year for another restoration company.

Storm Roofing has a new representative and Sky will be introduced to us all.

John R is still working on the 6 digit codes for the affiliate. John G is going to touch base with Laurie about how other places are checking member's numbers.

## ***Events***

### ***April***

**Fair Housing Event-** Speakers confirmed. Jill will get the numbers from John G and call Carlyle.

We will let people decide if they are going to wear their masks or not. We will let the hotel signage be sufficient. We will have the masks and hand sanitizer on a table for anyone needing it.

Registration Desk: Matt will do that, Jill will assist

8:30-9am social

Event starts at 9am

May event:

June Event: Round Table Event- Even Hotel is booked,

Possible tables: Onsite Pros/Inspections, Scheduling showings, business structure, we will think on it and come up with topics by next board meeting. Barbara suggested we keep it to 5 tables.

If registration is down we will swap it to a panel discussion.

We need to fill the hole for our charity event in July.

John R is going to ask Anna Maria Chamber to see what is going on there.

We need a new venue for Harry event. Needs to hold 120 people.

Need to get prices. Polo Grill is possible place.

Jill will look for prices.

### ***New Business***

We are over our storage unit for Zoom. Can the videos be accessed in You Tube easily so that we can delete them in Zoom?

John said that Youtube can delete these so they are not secure now.

Do we want to keep these old meetings?

What is the cost of upgrade? Maria will let us know.

Meeting adjourned at 4:37pm.



NARPM

Sarasota/Manatee Chapter BOD Meeting

May 12, 2021- 3:30pm

Roll Call:

Jodi Linkenhoker, President

John Goodbrad, Past President, marketing chair

Lisa Elliot, President Elect, Education chair

Jill Lyons, Secretary

John Rutherford, Affiliate Chair

Maria Palatino, Treasurer

Barbara Mayo, Membership Chair

Vincent Ricaud - Hospitality Chair

Matt Johnston, Membership Co-Chair

Guest: Valarie from Rosebay Realty

Approval of minutes of last BOD meeting- John Rutherford motioned to approve, Barbara Mayo seconded the motion.

Jodi Linkenhoker read Article 3 with Standards of Professionalism

President Report- Jodi Linkenhoker

State call was yesterday.

Pushing for registrations for State conference. Jodi asked John R to reach out for affiliates.

Harry Heist will buy any chapter AV equipment they need to do virtual meetings or record meeting that are live to play virtually following a presentation.

We discussed the possibility of asking for equipment for our chapter and the equipment is not the only thing needed. John G pointed out that we would also need an individual that knows how to operate and then prep it before and after to get it out professionally to the public. It is a lot of work. We will not do anything at this time.

### **Maria- Treasurers Report**

We have \$17,141.82

\$697.41 income for two events

Event costs: \$439.15

REGULAR EXPENSES:

Constant Contact

Quickbooks

Elite Venu

### **Barbara Mayo, Membership Report**

Barbara asked Jodi if she has received any reports of people that have not joined. Lisa received a list that she could call for her RPM points and none were from this area. The registrants at the HUD event were all members.

### **Vincent Ricaud - Hospitality Report**

Nothing to report

## **John Rutherford- Affiliates Report**

He reached out to Wayne at On-site Pros who wants to become a new affiliate sponsor - he was unable to attend the meeting.

There is a public adjustor that is interested in becoming an affiliate. He helps work through the insurance claim with a property manager and the insurance company.

Lightning Restoration is a sponsor for State Conference

## **FUTURE/NEW BUSINESS**

John G spoke to Laurie about the membership codes. They can't be validated unless we do it manually.

Affiliates can get a promo code to register and so they don't have to pay for their registration.

John G motioned and John R seconded motion to add these two features to our registrations online.

## **Events**

May event: We have for 14 the Brian Birdy's Marketing class. Many from around the country.

We need a national affiliate. Jodi proposed Second Nature to be the host for her to get the exposure. John R reached out to Shannon and she will give a plug for her company. John G also mentioned Onsite Pros. He will get the final list to Jodi

Jodi will tell Cheri from national who the sponsors will be. We need to include the Platinum sponsors as well.

June Event: Round Table Event- Even Hotel is booked, 9am to noon

Tables:

Should your PM company sell houses? (Victor),  
Scheduling showings and marketing properties, virtual showings (John R)  
Business structure - portfolio verse department (Jill and Lisa)  
Maintenance (Matt),  
Outsourcing- VA, Inspections, (Barbara and Jodi)

If registration is down we will swap it to a panel discussion.

Jodi will type something up and send it to John for Marketing

3 platinum sponsors and John R will tell John G who is sponsor of event

We need to fill the hole for our charity event in July.

There is not anything going on with the Anna Maria Chamber of commerce.

Feeding Children and All Stars Children Foundation are possible places we can volunteer. Barbara is looking into Feeding Children and Jill is looking into All Star. Lisa will look into Turning Points volunteer possibility.

We need a new venue for Harry event. Needs to hold 120 people.

Need to get prices. Polo Grill is possible place.

Jill will get extra days in November that Carlyle is available and then see if Harry can accommodate.

Next board meeting is Zoom verses personal since we will be together the following week.

Meeting adjourned at 4:26pm.

NARPM

Sarasota/Manatee Chapter BOD Meeting

June 14, 2021- 11:20am

Roll Call:

Jodi Linkenhoker, President  
John Goodbrad, Past President, marketing chair  
Lisa Elliott, President Elect, Education chair  
Jill Lyons, Secretary  
Maria Palatino, Treasurer  
Vincent Ricaud - Hospitality Chair  
Matt Johnston, Membership Co-Chair

Approval of minutes of last BOD meeting- Lisa Elliott motioned to approve, Maria Palatino seconded the motion.

Jodi Linkenhoker read Article 5 Care of Managed Properties

President Report- Jodi Linkenhoker

State call was yesterday. 95 registrants for State conference now.

We can volunteer at the State conference - Jodi is going to give names to volunteer coordinator

John G is going to talk to Christy about the Sarasota Chapter giving a gift card and how we can represent ourselves to help her.

### **Maria- Treasurers Report**

We have \$16,849.91

\$393.68 income from Onsite Pros ad Events and some affiliate dues (new affiliate is Jason Soles)

### **REGULAR EXPENSES:**

Constant Contact  
Quickbooks

### **Matthew Johnson, Membership Report**

Nothing to report

One new member prospect

### **Vincent Ricaud - Hospitality Report**

Nothing to report

### **John Rutherford- Affiliates Report**

None

### **Marketing**

Vincent asked if we should put marketing on Facebook

John G. is going to talk to Laurie to see if she can add this to our marketing through her.

### **FUTURE/NEW BUSINESS**

## Events

July Event: Round Table Event- Went well. Great attendees.

September- We can start marketing this. Let's do same \$ as the Bryan Jenkins

October- Vincent Is going to find place for the Vender Social in October. John R will work with him together for place we shall have that.

November- Harry and location is booked. We will just need to decide on food and beverage decisions for the party.

Discussion on what Lisa will handle starting in the fall.

We will have annual planing meeting at the Even Hotel at October 13, 2021

Everyone should come prepared with a couple ideas for our Christmas party.

Jodi would like to have a formal installation of the Board for next Year at the Christmas party.

Next board meeting is August 11, 2021 and will be via Zoom

Meeting adjourned at 12:00pm.

NARPM

Sarasota/Manatee Chapter BOD Meeting

August 31, 2021

Roll Call:

Jodi Linkenhoker, President  
John Goodbrad, Past President, Marketing chair  
Lisa Elliott, President Elect, Education chair  
Barbara Mayo, Membership Chair  
Maria Palatino, Treasurer  
Vincent Ricaud, Hospitality Chair  
Matt Johnston, Membership Co-Chair

Called meeting to order at 3:05pm.

Approval of minutes of last BOD meeting – Vincent motioned to approve, Maria seconded the motion.

Jodi Linkenhoker read Article 6 Standard of Professionalism – Handling of Funds

President Report- Jodi Linkenhoker

No State call this month as the conference took place.

RVP Brian Jenkins emailed all about elections.

### **Maria- Treasurers Report**

We have \$16,849.91

Income - \$510 from National retention \$266.92 Round table event

### **REGULAR EXPENSES:**

Constant Contact/Elite Venu  
Quickbooks  
Harry Heist event deposit / Even Hotel event charge  
Zoom

### **Matthew Johnson, Membership Report**

Mentioned MJ and Kelley Oates, both individuals engaged, and we should keep communication open.

### **Vincent Ricaud - Hospitality Report**

Nothing to report

### **John Rutherford- Affiliates Report**

John R. not here but per Jodi no affiliates responded about next event, ok to market with platinum sponsors for now.

### **Marketing**

John G. concerned not all affiliates have had a chance to sponsor, Jodi to get with John R. to audit and see who needs to opportunity to sponsor.



## **FUTURE/NEW BUSINESS**

### **Events**

September - Marketing is out for this, Jodi will host with our zoom link and will get with Lisa few days before so we can touch base with speaker.

October - Vincent Is going to find a place for the Vender Social in October. John R feels he shouldn't be involved since he is an affiliate. Matthew will assist Vincent on the venue for 10/21. Goal to have this set up by September BOD meeting. John G. mentioned \$200-\$300 for food.

Deadline for elections is due by end of September. John G. will recreate the ballot with Lisa as President, Jodi as Past President and Jill as President Elect. John G. as the immediate Past President, should oversee the nominee committee. Jodi to research elections criteria.

November 8th- Harry and location is booked. We will just need to decide on food and beverage decisions for the event. Jodi can forward John G. the Orlando event flyer and topic for Harry event so that we can get the marketing going on this since Harry is still sour on our Monday event date. \$95 member, \$145 non-member.

We will have our annual planning meeting at the Even Hotel at October 13, 2021, this is booked 9am-3pm. Jodi to send Lisa President's Book to review prior to annual meeting. Everyone should come prepared with a couple ideas for our Christmas party.

Jodi would like to have a formal installation of the Board for next Year at the Christmas party.

Meeting adjourned at 3:55pm.

NARPM

Sarasota/Manatee Chapter

October 13, 2021

In Attendance:

Jodi Linkenhoker, President  
Lisa Elliott, President Elect  
Maria Palatino, Treasurer  
Jill Lyons, Secretary  
Vincent Ricaud, Hospitality  
Matt Johnston, Membership Co-Chair  
Miranda Platt

President Jodi Linkenhoker called the meeting of the Sarasota/Manatee Chapter of the National Association of Residential Property Managers to order at 9:21am on October 13, 2021.

Jodi read NARPM Antitrust Laws and NARPM Mission Statement

November Minutes: Maria Palatino read the minutes and Jill Lyons motioned to approve and Matt seconded.

Treasurer's Report: Maria discussed the charity donations and recurring expenses. A 2021 sample budget was presented to be discussed later in meeting according to the agenda.

We have \$16,902.91

We discussed why the meeting in August was not highly attended. Marketing is going to be improved next year.

We missed the Vendor Appreciation social in October. We don't want to miss appreciating them. We have run out of time for the year and will invite them personally for the Christmas Party. They will not have to pay.

Harry Heist event. We already have 34 people signed up.

Jill will take care of the food and send it to the Board by next week.

Lisa will have a postcard with next year's events/classes to hand out at the

Harry needs peanut M&Ms and a diet Coke. - Jodi will have Barbara will get that and ask what Charity he wants us to donate to.

Maria will bring final registration list, masks and hand sanitizer

Matt will work registration desk.

Miranda Miller and Susie Nard will greet at the door

#### New Business:

Christmas Party Matt suggested State Street restaurant room. Art Ovation has roof top that has area that we can reserve. Whiskey Joes was suggested by Vincent. Lisa suggested Kona

We will have it December 2nd somewhere at University Area

Matt is going to call a few places and see who will take a reservation for 25 people on Dec 2nd and that will be the place.

The budget for the party is \$1500.00. Food will be free and it will be a cash bar.

2022 Board -Lisa Elliot, President- Jodi Linkenhoker, Past President, Jill Lyons- President Elect, Miranda Platt, Secretary Chair, Maria Palatino, Treasurer, Barbara Mayo - Membership Chair, Matt Johnson - Affiliate Chair, Vincent Ricaud -Hospitality and John to coordinate survey email to members for new board election with various open positions and offer of accepting new board members.

Jodi Linkenhoker will be Marketing Chair with Mary Joe Loparco will co-chair.

Discussed attached budget for 2021 and finalized budget for 2022.

Charity- We will give \$500.00 to Harry Heist's charity and \$500.00 to All Star Children's Foundation.

Reviewed:

Goals for 2021-Ideas are: Specific goals we review each meeting for accountability overall, Designation completion for Jill and Lisa RMP, incentives for board members to bring on new members-more people you bring on the more chances you get to be selected for a NARPM paid registration to the FL State Conference 8/11-8/13, goal of 3 new board members, 12 engaged affiliates in specific services decided below.

We didn't meet all these goals. We have 2 new affiliates. Total affiliates now: 10

Goals for 2022: Specific goals we review each meeting for accountability overall, Designation completion for Jill and Maria RMP, Lisa working on MPM, incentives for board members to bring on new members, goal of 3 new board members, 13 engaged affiliates in specific services decided below.

We didn't meet all these goals. We have 2 new affiliates. Total affiliates now: 10

Current Members: 55

Goal for 2022: Members: 65

We are still Sarasota/Bradenton Chapter in National NARPM. We need to have that changed to our new name.

We discussed the affiliate tiers that are currently in place (attached). We will keep them the same as last year.

We went through the current Affiliates on our website. Matt is reaching out to them and suggest a few of his vendors.

All the board members are going to invite their vendors.

Board Meetings-2nd Wednesdays for board meetings at 3:30pm

Tentative Membership Events-3<sup>rd</sup> Wednesdays for events-

See attached Spreadsheet - Lists things to do on attachment

Lisa will talk to Orlando branch and might add a National Speaker to our schedule that we share.

Meeting adjourned: 1:06pm

Roll Call:

Jodi Linkenhoker, President  
Jill Lyons, Secretary  
Maria Palatino, Treasurer  
Vincent Ricaud - Hospitality Chair  
Matt Johnston, Membership Co-Chair//Affiliate Chair  
Miranda Platt  
Barbara Mayo - Membership

Approval of minutes of last BOD meeting- Maria Palatino motioned to approve, Matt Johnson seconded the motion.

Jodi Linkenhoker read

**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.

President Report- Jodi Linkenhoker

State call was Tuesday- Lisa Attended the Special Meeting Wednesday

Jodi read Lisa's synopsis from Wednesday meeting-

There is now a shared spreadsheet for calendar of events for from each Chapter that will make it easier to share the information.

New member orientation system was organized and each chapter will receive this process.

In the past we called new members personally (membership chair)

State can pay for Zoom, Survey Monkey, etc. They want to have a list of what we want that would help our chapter out.

**Maria- Treasurers Report**

We have \$19,484.30 balance as of 10-31.

\$3,276.39 income from Harry event in October

## **REGULAR EXPENSES:**

Constant Contact  
Quickbooks

### **Jodi Linkenhoker - Membership Report**

Five new members from Heist Event

We had a couple vendors contribute to the membership of the new. How do we handle that?

Barbara needs to reach out to National for the grant to get \$50.00 off membership at Heist event.

Lightning and Onsite needs to be called so they can pay their contribution

Barbara Mayo made a motion for the Chapter to pay the \$50.00 if National will not. Jill seconded.

### **Vincent Ricaud - Hospitality Report**

Nothing to report

### **Matt Johnson- Affiliates Report**

Two vendors paid for Harry Event. We will refund their money or give them a credit for next year.

## **FUTURE/NEW BUSINESS**

### **Events**

**Christmas Party-** Kona Grill on outside deck. December 2nd 6-9pm. Matt locked it in.

It will be dinner with a cash bar. Nonalcoholic beverages included.

Jodi Linkenhoker will get the information to John G. To market

We will have a Board installation at the Christmas party.

Barbara Mayo suggested Scott from Sarasota Property Management does it since he is founding member.

Highest/longest ranking member who is there will do the ceremony/. Barbara is the highest ranking if Scott cannot attend. Jodi is going to invite Daniel, State President and Scott from Sarasota Management to see if they are able to attend.

Christmas party will be \$2,200 and we reserved 25 people. We budgeted \$3,500 for social events and we haven't spent any. Jill Lyons proposed we give affiliates 2 free spots and members are free. Plus one will be \$50.00. Registration will be online and Matt needs

Matt Johnson will call the affiliates and introduce himself and ask if they want to renew.

November- Feedback: Harry and everyone likes the venue. Affiliates wondered why attendance was lower than normal.

Dates for events: May 17th. Event for Carlisle

July 20 Book event for Carlisle

November 9 - Heist event (Jodi will reach out to him to confirm the dates)

Maria is going to send out the invoices for the Affiliates. We are going to send out their current tier and ask if they want to upgrade.

We will not have the meeting December 8th at the Even Hotel.

Meeting adjourned at 4:12pm.



**2022 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT**

DOCUMENT# N05000002630

**Entity Name:** THE SARASOTA/MANATEE CHAPTER OF THE NATIONAL  
ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS CORP**FILED**  
**Feb 01, 2022**  
**Secretary of State**  
**6446145387CC****Current Principal Place of Business:**11051 GATEWOOD DRIVE  
LAKEWOOD RANCH, FL 34211**Current Mailing Address:**11051 GATEWOOD DRIVE  
LAKEWOOD RANCH, FL 34211 US**FEI Number: 57-1223548****Certificate of Status Desired: No****Name and Address of Current Registered Agent:**PALATINO, MARIA  
11051 GATEWOOD DR.  
BRADENTON, FL 34211 US*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.***SIGNATURE:** MARIA PALATINO

02/01/2022

Electronic Signature of Registered Agent

Date

**Officer/Director Detail :**

Title	TREASURER
Name	PALATINO, MARIA TREASURER
Address	11051 GATEWOOD DRIVE
City-State-Zip:	LAKEWOOD RANCH FL 34211

Title	PRESIDENT
Name	ELLIOTT, LISA
Address	11051 GATEWOOD DR
City-State-Zip:	BRADENTON FL 34211

Title	PRESIDENT, ELECT
Name	LYONS, JILL
Address	1945 17TH STREET
City-State-Zip:	SARASOTA FL 34234

*I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.*

**SIGNATURE:** MARIA PALATINO

TREASURER

02/01/2022

Electronic Signature of Signing Officer/Director Detail

Date

# NARPM 2021 Board of Director Ballot

[Survey Details](#) | [Overall Results](#) | [Individual Results](#)

Results View: Partial & Completed Update View

11 Responses Filter these respondents Export results to: - Select a file type - Export

Share results: [No](#)  
Results URL: Available when results sharing is enabled.

Click a value under 'Number of Responses' to view those respondents and save them to a list.  
(For rating and ranking questions, click on Show Details first. Not available for open-ended text and questions that collect personal information.)

### Text Block:

Thank you for taking the time to vote in our 2021 NARPM Sarasota Bradenton Chapter election. This election closes at Midnight on December 9th, 2020. Please submit your response timely. There are a few things to note before you proceed with the ballot! The Past President, President, and Presidents Elect are positions with a 1 year commitment. These positions can only be filled by a person who sat on the board in 2020. The Presidents Elect will automatically succeed into the role of President and the Current President will automatically succeed into the role of Past President. The Presidents Elect position is newly available to fill. If you are interested in joining the board, you are VERY MUCH welcome to join in. It is a great opportunity to work alongside professionals in the Property Management Industry! Everyone is welcome to participate in either a Chair or Co-Chair Position. You are encouraged to cast your name below in the "Other" field and let us know in the comments if you would like to be the Chair or Co-Chair. Please leave notes in the comments. Lastly, be aware that only an Active NARPM Member is able to serve on the board. To view information on the Responsibilities of each position, please review the document here: 2021 NARPM Board Responsibilities.pdf If you want to be involved, but do not know which position you would like to serve, we have included a box in the bottom of the email that allows you to list your contact information so that we can reach out to you and help you get plugged in. The board typically meets once a month before each meeting. There is some additional communication through email and phone that helps the events come together. We welcome anyone who is interested to volunteer and support the chapter!

### Text Block:

2021 Past President- John Goodbrad

2021 President- Jodi Linkenhoker

1 \* Candidate for 2021 Presidents Elect -Please feel free to choose a Candidate or Fill in the name of an interested Candidate in the box marked "Other". If you would like to be consider for the position of a Co-Chair, you may fill this into the comment section below "Other"

Answer	0%	100%	Number of Responses	Response Ratio

Lisa Elliott			<a href="#">11</a>	100.0%
Unsure			0	0.0%
Other			0	0.0%
No Responses			0	0.0%
		Totals	11	100%

2 **\* Candidate for Secretary -Please feel free to choose a Candidate or Fill in the name of an interested Candidate in the box marked "Other". If you would like to be consider for the position of a Co-Chair, you may fill this into the comment section below "Other"**

Answer	0%   100%	Number of Responses	Response Ratio
Jill Lyons		<a href="#">11</a>	100.0%
Unsure		0	0.0%
Other		0	0.0%
No Responses		0	0.0%
	Totals	11	100%

3 **\* Candidate for Treasurer -Please feel free to choose a Candidate or Fill in the name of an interested Candidate in the box marked "Other". If you would like to be consider for the position of a Co-Chair, you may fill this into the comment section below "Other"**

Answer	0%   100%	Number of Responses	Response Ratio
Maria Palatino		<a href="#">11</a>	100.0%
Unsure		0	0.0%
Other		0	0.0%
No Responses		0	0.0%
	Totals	11	100%

4 **\* Candidate for Membership Chair -Please feel free to choose a Candidate or Fill in the name of an interested Candidate in the box marked "Other". If you would like to be consider for the position of a Co-Chair, you may fill this into the comment section below "Other"**



Barbara Mayu		<a href="#">10</a>	90.9%
Unsure		0	0.0%
Other ( <a href="#">View all</a> )		<a href="#">1</a>	9.0%
No Responses		0	0.0%
	Totals	11	100%

[View comments \(1\)](#)

5 \* Candidate for Hospitality Chair-Please feel free to choose a Candidate or Fill in the name of an interested Candidate in the box marked "Other". If you would like to be consider for the position of a Co-Chair, you may fill this into the comment section below "Other"

Answer	0%100%	Number of Responses	Response Ratio
Vincent Ricaud		11	100.0%
Unsure		0	0.0%
Other		0	0.0%
No Responses		0	0.0%
	Totals	11	100%

6 \* Candidate for Affiliate's Chair-Please feel free to choose a Candidate or Fill in the name of an interested Candidate in the box marked "Other". If you would like to be consider for the position of a Co-Chair, you may fill this into the comment section below "Other"

Answer	0%100%	Number of Responses	Response Ratio
John Rutherford		11	100.0%
Unsure		0	0.0%
Other		0	0.0%
No Responses		0	0.0%
	Totals	11	100%

7 Candidate for Marketing/Publications Chair-Please feel free to choose a Candidate or Fill in the name of an interested Candidate in the box marked "Other". If you would like to be consider for the position of a Co-Chair, you may fill this into the comment section below "Other"

	Number of Responses
	0

8 Candidate for Education Chair- Please feel free to fill in the name of an interested Candidate in the box below. If you would like to be consider for the position of a Co-Chair, you may fill this in as well.



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9 Candidate for Legislative Chair -Please feel free to fill in the name of an interested Candidate in the box below. If you would like to be consider for the position of a Co-Chair, you may fill this in as well.

	Number of Responses
	0

10 **Candidate for Designations Chair -Please feel free to fill in the name of an interested Candidate in the box below. If you would like to be consider for the position of a Co-Chair, you may fill this in as well.**

	Number of Responses
	0

11 **Candidate for Recognitions Chair -Please feel free to fill in the name of an interested Candidate in the box below. If you would like to be consider for the position of a Co-Chair, you may fill this in as well.**

	Number of Responses
	0

12 **Candidate for Legislative Chair -Please feel free to fill in the name of an interested Candidate in the box below. If you would like to be consider for the position of a Co-Chair, you may fill this in as well.**

	Number of Responses
	0

13 **Are you interested in joining the board but unsure what position you would like to fill? Or, perhaps you know of a specific need within our Chapter and the position is not listed above? We would love to speak with you further and see how we can work together to make NARPM better together. Please fill out the contact information below and we will reach out to you shortly.**

Remember, you can import these responses into your Contacts. [View the answers](#) to do this.

Answer	Number of Responses
First Name	3
Last Name	3
Company Name	3
Email Address	3
Phone #	3

[View answers](#)

**Have Feedback?**



## National Association of Residential Property Managers

### SARASOTA / BRADENTON CHAPTER

#### Constant Contact Survey Results

**Survey Name:** NARPM 2021 Board of Director Ballot

**Response Status:** Partial & Completed

**Filter:** None

12/16/2020 11:34 AM EST

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**TextBlock:**

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**TextBlock:**

2021 Past President- John Goodbrad

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**TextBlock:**

2021 President- Jodi Linkenhoker

Candidate for 2021 Presidents Elect -Please feel free to choose a Candidate or Fill in the name of an  
 \*interested Candidate in the box marked "Other". If you would like to be consider for the position of a Co-Chair, you may fill this into the comment section below "Other"

Answer	0%	100%	Number of Response(s)	Response Ratio
Lisa Elliott			11	100.0 %
Unsure			0	0.0 %
Other			0	0.0 %
No Response(s)			0	0.0 %
Totals			11	100%

Candidate for Secretary -Please feel free to choose a Candidate or Fill in the name of an interested  
 \*Candidate in the box marked "Other". If you would like to be consider for the position of a Co-Chair, you may fill this into the comment section below "Other"

Answer	0%	100%	Number of Response(s)	Response Ratio
Jill Lyons			11	100.0 %
Unsure			0	0.0 %
Other			0	0.0 %
No Response(s)			0	0.0 %
Totals			11	100%

Candidate for Treasurer -Please feel free to choose a Candidate or Fill in the name of an interested  
 \*Candidate in the box marked "Other". If you would like to be consider for the position of a Co-Chair, you may fill this into the comment section below "Other"

Answer	0%	100%	Number of Response(s)	Response Ratio
Maria Palatino			11	100.0 %
Unsure			0	0.0 %
Other			0	0.0 %
No Response(s)			0	0.0 %
Totals			11	100%

Candidate for Membership Chair -Please feel free to choose a Candidate or Fill in the name of an  
 \*interested Candidate in the box marked "Other". If you would like to be consider for the position of a Co-  
 Chair, you may fill this into the comment section below "Other"

Answer	0%	100%	Number of Response(s)	Response Ratio
Barbara Mayo	<div></div>		10	90.9 %
Unsure	<div></div>		0	0.0 %
Other	<div></div>		1	9.0 %
No Response(s)	<div></div>		0	0.0 %
Totals			11	100%

Candidate for Hospitality Chair -Please feel free to choose a Candidate or Fill in the name of an  
 \*interested Candidate in the box marked "Other". If you would like to be consider for the position of a Co-  
 Chair, you may fill this into the comment section below "Other"

Answer	0%	100%	Number of Response(s)	Response Ratio
Vincent Ricaud			11	100.0 %
Unsure			0	0.0 %
Other			0	0.0 %
No Response(s)			0	0.0 %
Totals			11	100%

Candidate for Affiliate's Chair -Please feel free to choose a Candidate or Fill in the name of an interested  
 \*Candidate in the box marked "Other". If you would like to be consider for the position of a Co-Chair, you  
 may fill this into the comment section below "Other"

Answer	0%	100%	Number of Response(s)	Response Ratio
John Rutherford			11	100.0 %
Unsure			0	0.0 %
Other			0	0.0 %
No Response(s)			0	0.0 %
Totals			11	100%

Candidate for Marketing/Publications Chair -Please feel free to choose a Candidate or Fill in the name of  
 an interested Candidate in the box marked "Other". If you would like to be consider for the position of a  
 Co-Chair, you may fill this into the comment section below "Other"

0 Response(s)



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Candidate for Education Chair - Please feel free to fill in the name of an interested Candidate in the box below. If you would like to be consider for the position of a Co-Chair, you may fill this in as well.

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0 Response(s)

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Candidate for Legislative Chair -Please feel free to fill in the name of an interested Candidate in the box below. If you would like to be consider for the position of a Co-Chair, you may fill this in as well.

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0 Response(s)

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Candidate for Designations Chair -Please feel free to fill in the name of an interested Candidate in the box below. If you would like to be consider for the position of a Co-Chair, you may fill this in as well.

---

0 Response(s)

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Candidate for Recognitions Chair -Please feel free to fill in the name of an interested Candidate in the box below. If you would like to be consider for the position of a Co-Chair, you may fill this in as well.

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0 Response(s)

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Candidate for Legislative Chair -Please feel free to fill in the name of an interested Candidate in the box below. If you would like to be consider for the position of a Co-Chair, you may fill this in as well.

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0 Response(s)

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Are you interested in joining the board but unsure what position you would like to fill? Or, perhaps you know of a specific need within our Chapter and the position is not listed above? We would love to speak with you further and see how we can work together to make NARPM better together. Please fill out the contact information below and we will reach out to you shortly.

Answers	Number of Response(s)
First Name	3
Last Name	3
Company Name	3
Email Address	3
Phone #	3