

Bylaws of
The Minnesota Chapter of
The National Association of Residential Property Managers

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Minnesota 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 Minnesota
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 State of Minnesota.

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 Minnesota.

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 State of Minnesota

ARTICLE II: Membership

Professional, Support Staff, Affiliate Member, Junior, Student, Academic, and Honorary Members

Section A: Professional Member

A Professional Member shall be an individual who is employed as a property manager or is actively seeking such employment. For the purposes of this section, a property manager is defined as an individual who is actively engaged in the management of residential properties as an agent for others. The individual must follow the state's regulatory licensing law regarding licensure in performing the duties of a property manager.

Section B: 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 C: 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 not** be a chairperson and **can not** 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 [choose one] shall/shall not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

Section D: Honorary Member

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

Section F. Junior member

Junior Member must meet all Professional Member qualifications. A Junior Membership is only available for new members between the ages of 18-25. A copy of a valid government issued ID must accompany the application. A Junior Membership is good for two years from join date of application. Junior members receive all the benefits as Professional Members. Dues for these members will be set during budgeting process of the chapter. A Junior member may vote and hold an elective office

Section G. Student Member

Student member must be enrolled in an undergraduate or graduate field of study. The Student Application and subsequent renewal dues must be accompanied with a copy of a valid student ID card and a class schedule from the college/university where they are enrolled. Students who hold an active real-estate license do not qualify and must hold a Professional Membership. Should a Student Member secure employment or work as an independent contractor for a company providing property management services, their Student Membership is terminated and the student will be offered the appropriate Support Staff or Professional Membership. Members shall have the same benefits as a Support Staff Member with the following exceptions: they will not receive the Residential Resource Magazine but can obtain it through the website. These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the chapter. A Student Member does not vote or hold an elective office.

Section H. Academic Member

Academic Member is an instructor who provides classroom instruction for any real-estate or property management course at any accredited college/university or Real Estate School. The instructor must provide a copy of the course title they teach, which must be real-estate or property management related. The instructor may not be employed or be an independent contractor with any company providing property management services. The Academic Member application will state that all NARPM® materials are to be used for the sole use of classroom instruction and promoting NARPM® and must be signed. Members shall have the same benefits as Support Staff Members with the following exceptions: they will not receive the Residential Resource Magazine but can obtain it through the website. These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the chapter. An Academic Member does not vote or hold an elective office.

Section F: Application by Professional, Support Staff, Junior, Student, or Academic 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.
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. Delinquency in Payments Any member failing to pay sums due to the Association within 30 calendar days of an invoice due date, shall be considered delinquent and can be suspended. Delinquency status shall remain in effect until payment of obligations is made in full, or membership is terminated.
3. 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 Minnesota 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. By notification from the National Association -to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

Section C: Reinstatement of Membership

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

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

ARTICLE IV: Executive Committee/Board of Directors

Section A: Responsibilities

The chapter executive committee/board of directors, hereinafter known as the committee, shall have responsibility for the management of the chapter and shall exercise all rights and powers not expressly reserved by these bylaws or the bylaws of the national association. Such management responsibilities shall include, but not 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 six (6) officers as follows:

1. **President:** The president shall:
 - a. Be the chief executive officer of the chapter.
 - b. Preside at all meetings of the chapter.
 - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
 - d. Sign all legal documents.
 - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - f. Shall ensure the completion of all documentation required by the National Association.
 - g. Serve a term of one year commencing with the beginning of the new calendar year.
2. **President-Elect:** The president-elect shall:
 - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
 - b. Fulfill the responsibilities of the president during his/her absence.
 - c. Replace the president at the end of the fiscal year.
 - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
 - e. Undertake other activities as are deemed appropriate by the president.
 - f. Serve a term of one year commencing with the beginning of the calendar year.
3. **Vice-President**

The vice-president shall act as the chapter's publications chairperson. In this capacity the vice-president shall:

 - a. Notify all chapter members of upcoming meetings

- b. Serve a term of one year commencing with the beginning of the calendar year.
 - c. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
 - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - e. Serve a term of one year commencing with the beginning of the calendar year.
- 4. Secretary: The secretary shall:
 - a. Maintain current chapter membership records to coincide with the national association's membership database.
 - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
 - c. File all federal, state and local reports as needed.
 - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - e. Serve a term of one year commencing with the beginning of the calendar year.
- 5. 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 one year commencing with the beginning of the calendar year.
- 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 one year commencing with the beginning of the calendar year.

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

Section A: Eligibility

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

Section B: Notification of Members

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

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

Section C: Elections

Elections shall be conducted in the last regularly scheduled chapter meeting, or electronically 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 [Chapter Name] Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
4. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.

Section D: Term of Office

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

Section E: Vacancy

An office shall be declared vacant when an officer:

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

Section F: Filling a Vacated Office

In the event that the position of president is vacated, the president-elect shall automatically fill that position and shall continue to serve as both

president and president-elect. In the case of other officers, a vacated office shall be filled:

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee.

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.

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 Minnesota 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

Section A: Acknowledgment

A Chapter Charter is granted 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 \$120 however if paid by February 1st the member will receive a \$20 discount for the year. Dues are for a calendar year from January through December. ***A prospective member may attend 2 meetings of the Minnesota chapter for free.***

2. Non-payment of Dues: Failure to pay the annual chapter dues within 30 days after the first day of the February shall result in automatic termination of chapter membership unless there are extenuating circumstances.
3. Member Dues: The amount of Minnesota Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
4. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will charge dues to National Affiliate members.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

Section C: Special Assessments

Special Assessments may be established by the executive committee and imposed upon its chapter members and/or affiliate members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting of the chapter prior to the imposition of such 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 [chapter name] 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 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 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 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 affect 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, statues, 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, Minnesota Chapter shall notify the National Association of said amendments but no further action will be required.

C86DEDC1304245D...
Lynn Sedlack
DocuSigned By: Lynn Sedlack

Lynn Sedlack
President

F7F0DC6495C7499...
Laurel Anderson
DocuSigned By: Laurel Anderson

Laurel Anderson
President elect/Vice President

30F992EE8917475...
Deborah Newell-Wagley
DocuSigned By: Deborah Newell-Wagley

Deborah Newell-Wagley
Secretary

B5B8C5C7DD9F4D3...
Nick Hubers
DocuSigned By: Nick Hubers

Nick Hubers
Treasurer

Department of the Treasury
Internal Revenue Service

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

2020

Open to Public Inspection

A For the **2020** Calendar year, or tax year beginning **2020-01-01** and ending **2020-12-31****B** Check if available☐ Terminated for Business☒ Gross receipts are normally \$50,000 or less**C** Name of Organization: **MINNESOTA CHAPTER OF THE NATL**
ASSN OF RESIDENTIAL PROPERTY MANAGERS**708 Cleveland Ave SW, New**
Brighton, MN, US, 55112**D** Employee Identification
Number **80-0675169****E** Website:**F** Name of Principal Officer: **Jennifer Spadine****708 Cleveland Ave SW, New**
Brighton, MN, US, 55112

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.

2020 Year End Report

2020 Beginning Bank Balance \$3,839.76

2020 Income \$ 600.00

2020 Expenses \$ 747.90

2020 Year End Bank Balance **\$3,691.86**

<u>NARPM MN Chapter</u>	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Total
<u>Operating Income & Expense</u>													
Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Meeting Attendance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sponsorship Dues				\$ 1,000.00			\$ 1,000.00						\$ 2,000.00
Grants			\$ 250.00							\$ 250.00			\$ 500.00
Total Operating Income	\$ -	\$ -	\$ 250.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ 2,500.00
<u>Expense</u>													
Room Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220.00	\$ -	\$ -	\$ 220.00	\$ 220.00	\$ 660.00
PAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
NARPM Social Event	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700.00	\$ 220.00	\$ -	\$ -	\$ 720.00	\$ 220.00	\$ 1,860.00
NOI - Net Operating Income	\$ -	\$ -	\$ 250.00	\$ 1,000.00	\$ -	\$ -	\$ 300.00	-\$ 220.00	\$ -	\$ 250.00	-\$ 720.00	\$ 220.00	\$ 640.00

Are you aware of City Rental Registration Guidelines?

**Jennifer Spadine, MN NARPM Chapter President, invites you to our
January 23rd, 2020 MN Chapter NARPM Meeting.**

Please join us for our 1st NARPM meeting of 2020!

We are inviting guest speakers from a variety of Cities and Suburbs to speak and answer questions on City License Registration requirements and expectations.

Confirmed for Q&A panel so far:

Representation from Section 8 housing, City of Richfield and the City of St Paul joining us. Still waiting to hear from a couple others.

Let's start off the new year with up to date information on City Rental Registration information/changes for 2020 as well as get some of our questions answered.

Knowledge is key!

Details:

Date: Thursday January 23, 2020

Time: 8:45-9AM Networking & Breakfast

9:00-10:30 Business meeting

10:00-10:30 City Inspection Q&A

Location: Rosebrook Park Building

2590 Fry St

Roseville, MN 55113

Please RSVP to our email at narpmmnchapter@gmail.com

MN NARPM Chapter Board invites you to join us for a virtual meeting Wednesday, March 17 1-2pm.

Meeting Topic Agenda:

1. Discussion

- 1. General Check-In**
- 2. Business Process Changes – Temporary or Permanent**
- 3. COVID Relief Funds – Second Round of Renter Assistance**
- 4. Status of Eviction Moratorium – Lease Termination Implications/Processes**
- 5. St. Paul S.A.F.E. Housing Ordinance**

Please join us from your computer, tablet or smartphone.

We look forward to seeing everybody!

Join Zoom Meeting

<https://us02web.zoom.us/j/87163065388?pwd=ak9mWTNpc1o3WINncFISa1VIYVM0Zz09>

Meeting ID: 871 6306 5388

Passcode: 783988

Hello,

We thought we would spend some time talking about all the recent changes. Come with your questions so we can share advice.

How are you handling late rents with the Governors Executive Order? What are you doing if a resident tells you to they have COVID-19?

Please join us as this session will be a working together session.

MN Chapter NARPM Check-IN

Thu, Apr 16, 2020 1:00 PM - 2:00 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/171334141>

This meeting is locked with a password: 7447

MN CHAPTER ONLINE QUICK CALL

Thu, Apr 23, 2020 11:00 AM - 11:30 PM (CDT)

Deb Newell, Of Real Time Leasing will give a quick 30 minute run down of the CARES ACT and how it effects our industry!

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/787763453>

This meeting is locked with a password: 7990

MN Chapter NARPM Meeting - City of Minneapolis - Tenant Protection Ordinance Discussion

When Thu May 14, 2020 9:50am – 11:30am Central Time - Chicago

Calendar jennifer.spadine@guardianprop.com

Who (Guest list has been hidden at organizer's request)

[more details »](#)

Jennifer Spadine and the Minnesota Chapter of NARPM invite you to join us on Thursday, May 14 to discuss the Tenant Protection Ordinance passed in the City of Minneapolis last fall which goes into effect on June 1.

We will be joined by Kellie Jones and Christina Dowling with the City of Minneapolis to discuss the ordinance along with the guidance language to be released surrounding the ordinance. Additionally, we will be joined by non-NARPM professionals with both Homeline and the Volunteer Lawyer Network as we discuss this ordinance.

Agenda

9:50-10:00: Tech Setup and Networking

10:00-10:05 - Business Meeting and Sponsor Intro

10:05-11:15 - Presentation from City of Minneapolis

11:15-11:30 - Q&A/Wrap Up/Networking

We are greatly looking forward to this meeting and hope that you are able to join us!

Click Link Below to Join Zoom Meeting: <https://secondnature.zoom.us/j/95333966296>

Meeting ID: 953 3396 6296

MN Narpm Check In Call

Hello,

Let's do a check in call! Have things settled into a new normal? Any challenges the group can help solve? Legislative updates!

Minnesota NARPM Check IN

Thu, Jun 25, 2020 10:00 AM - 11:00 AM (CDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/991856733>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (571) 317-3122

- One-touch: <tel:+15713173122,,991856733#>

Access Code: 991-856-733

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/991856733>

I look forward to seeing you!!

Jennifer Spadine

Minnesota NARPM Chapter President

MN Narpm Check In Call

Hello,

Let's do a check in call! Have things settled into a new normal? Any challenges the group can help solve? Legislative updates!

Minnesota NARPM Check IN

Thu, Jun 25, 2020 10:00 AM - 11:00 AM (CDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/991856733>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (571) 317-3122

- One-touch: <tel:+15713173122,,991856733#>

Access Code: 991-856-733

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/991856733>

I look forward to seeing you!!

Jennifer Spadine

Minnesota NARPM Chapter President

Dear MN Chapter,

MN Chapter President, Jennifer Spadine, invites you to join us for our next MN Chapter meeting Thursday, October 15, 2020 10am to 11:30am!

Our industry expert, Brad Larsen, will be online with us to help us make the most out of our Property Management Agreements! The Property Management Agreement is the last piece of business development. He will go over a property management agreement and have suggestions, solutions, and ideas about making the most out of your Property Management Agreement. There will be time for questions as well.

Brad Larsen is an involved NARPM member in Texas. He is a leader in our industry! He is a Property Management Company Owner, Podcast Show Host, Speaker, and Entrepreneur.

MN Chapter Meeting
Thu, Oct 15, 2020 10:00 AM - 11:30 AM (CDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/565715597>

This meeting is locked with a password: **1234**

MN Chapter President, Jennifer Spadine, invites you to join us for our next MN Chapter meeting

Tuesday, November 10, 2020 10am to 11:30am!

Legislative Update! This is one of my favorite meetings of the year.

Marty McDonough Director of Government Affairs and Kyle Berndt Director of Public Policy from the Minnesota Multi Housing Association will be here to give us a legislative update. We will hear a recap of election results, and talk about what is coming for the MN legislative session and any updates we have on City Ordinances, Executive Orders from the Governor, and updates that come in between now and November 10th.

Dear MN Chapter,

MN Chapter NARPM November
Tue, Nov 10, 2020 9:45 AM - 11:30 AM (CST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/583583869>

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (646) 749-3122
- One-touch: <tel:+16467493122,,583583869#>

Access Code: 583-583-869

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
<https://global.gotomeeting.com/install/583583869>

MN Chapter Happy Hour Online!

Hello,

Please join us for a go to meeting Happy Hour! Please have a beverage of your choice with you!!

Monday 4pm!

COVID will not stop us from connecting!

We will have some fun, and be giving out a couple of Gift Cards!

<https://global.gotomeeting.com/join/223860861>

This meeting is locked with a password: 7443



National Association of Residential Property Managers

Minnesota NARPM BOD Agenda
January 7, 2020

In attendance:

Jennifer Spadine, Alex Hibma, Cheri Ludwig

KICKOFF!!! I AM SO GLAD WE ARE HERE!!

ALEX: Be thinking of next year, what you would do differently!

Financial – Current bank balance is \$3691.86

Goals: 3 Sponsorships!

Membership – about 55 members/25 active

Goals: Grow 10% 6 new members by year end

Education: I would like to get the next three months planned

Maintenance Panel

Narpm Speaker?

1031 Exchange

Education class through NARPM

CE credit class—how do we offer this?

Technology- I'd like to grow in this area—I would like to get more professional in our meetings, and invites, and payment options.

Thank you!!! I am so glad this is the BOARD!! We will have a great year!!

NARPM BOD Planning Meeting

COVID-19 Information

3-16-2020

AGENDA

In Attendance via Phone Call: Jennifer Spadine, Alex Hlbma,

Discussions of next meeting and getting it virtual.

How to get all the Governors orders and information to all of the members. Use mailchimp and video calls.

Use the NARPM resources to help members. Move to more phone calls to distribute information and give updates frequent and more often. Weekly call?

Topics:

Change of business practices

Governors Orders

COVID Relief ACT?

Mpls and St Paul Tenant Protection Ordinances

To Do: Move next meeting to virtual

Stay in touch and speak more often

Pivot!

NARPM BOD Planning Meeting for 2020

Thursday June 11, 2020

AGENDA

Opening – High and Low the last 30 days

In Attendance via Video Call: Jennifer Spadine, Alex Hlbma, and Cheri Ludwig

2020 BOD Vision—we did great pivoting and distributing information

2021 Board Vision-- Alex, be thinking about this

Roles and Duties of Board: In Leadership training books

Technology-- We have become more comfortable with technology and efficient. Will continue to use video meetings until safe to meet in person. October?

Financials: Not many changes with COVID. Over \$3800 in account. Will need check for Guest Speaker

Education-

NARPM Speaker – Kellie Tollifson, Brad Larsen, Marc Cunningham....?

Legislative Update—November

Social Hour for December?



National Association of Residential Property Managers

Minnesota NARPM BOD Agenda
November 10, 2020

Welcome

In attendance via video call:
Jennifer Spadine, Alex Hibma,

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.

Election Results

2021 President – Alex Hibma, Renters Warehouse

2021 President Elect and VP – Derek Hennen, RP Management

2021 Secretary/Treasurer - Laura Schulte, EIG Management

2021 Past President – Jennifer Spadine, Guardian Property Management

Financial – No changes with virtual meetings

Last month Brad Larsen webinar was well received

Suggestions for upcoming meetings will be gathered at 2021 kick off meeting

MN CHAPTER OFFICER LIST 2021

President: Alex Hibma Email: ahibma@renterswarehouse.com

President Elect/Vice President: Derek Hennen Derek@rpmgmt.com

Secretary/Treasurer: Laura Schulte lschulte@eigpm.com

Past President: Jennifer Spadine Jennifer.spadine@guardianprop.com

NARPM MN Chapter - 2021 Election

SUMMARY

DESIGN SURVEY

PREVIEW & SCORE

COLLECT RESPONSES

ANALYZE RESULTS

PRESENT RESULTS

EXPORTS ?

PAID FEATURE
Export your survey data in .PDF, .XLS, .CSV, .PPTX, or SPSS format.

UPGRADE [Learn more »](#)

RESPONDENTS: 11 of 11

QUESTION SUMMARIES

INSIGHTS AND DATA TRENDS

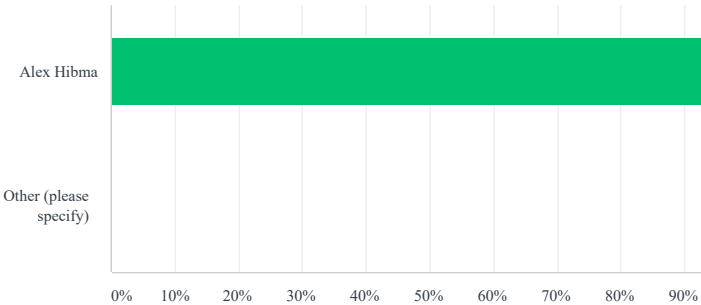
ADDITIONAL ACTIONS

INDIVIDUAL RESPONSES

Page 1

President

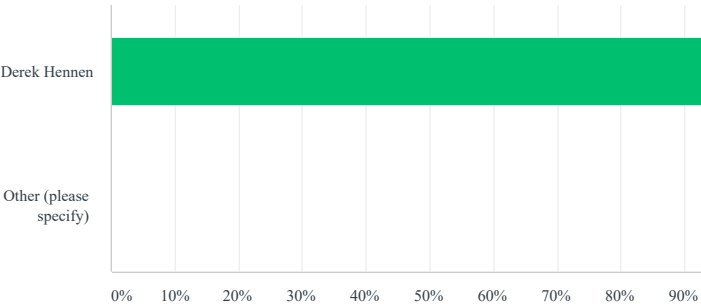
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES
- Alex Hibma	100.00%
- Other (please specify)	Responses 0.00%
TOTAL	

Vice President / President-Elect

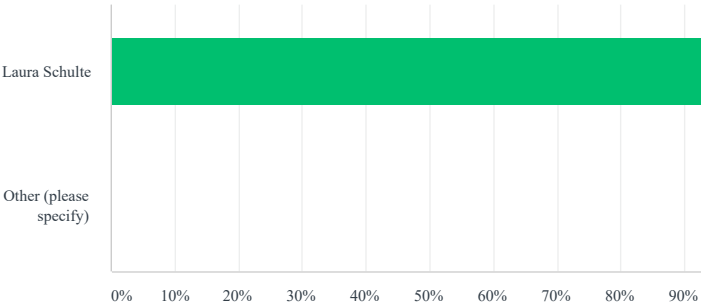
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES
- Derek Hennen	100.00%
- Other (please specify)	Responses 0.00%
TOTAL	

Treasurer-Secretary

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES
- Laura Schulte	100.00%
- Other (please specify)	0.00%
TOTAL	

ENGLISH

