



CHAPTER COMPLIANCE 2023

C089 TRIANGLE CHAPTER

Congratulations! Your NARPM 2023 Chapter Compliance Application form has been approved!

The chapter has met all recertification requirements and is fully certified.

Levels of Chapter Recertification

Full recertification

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

Chapter in Review (Amended 2022)

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

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

De-certification

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



**CHAPTER COMPLIANCE 2023
ATTENDANCE REQUIREMENTS MET in 2022**

C089 TRIANGLE

Compliance Question:

How many Chapter Leader Calls, hosted by RVPs, did the chapter president, or their representative, participate in? Your chapter president, or their representative, must attend at least two of these calls to obtain chapter compliance.

February 3, 2022 Attendee(s): Dorothy P. Davis aka Miki Davis

June 1, 2022 Attendee(s): Dorothy P. Davis aka Miki Davis

Chapter Bylaws Requirements for President and/or President-Elect to attend Chapter Leadership Training at Annual Convention on October 20, 2022 AND/OR Nuts and Bolts Virtual Sessions on November 16, 2022.

October 20, 2022 Attendee(s): Kyle Fetterolf

November 16, 2022 Attendee(s): Teresa Baird; Kyle Fetterolf; Ann Milton

**Bylaws of
The Triangle Chapter of
The National Association of Residential Property Managers
Updated August 2021**

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Triangle 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 Counties of Wake, Johnston, Sampson, Duplin, Cumberland, Robeson, Hoke, Harnett, Lee, Moore, Chatham, Orange Durham, Granville, Franklin, Nash, Wilson Warren, Wayne, Halifax, Person, Alamance, Caswell, Guilford, Including the cities of Raleigh, Durham, Chapel hill, Durham, Apex, Burlington, Greensboro, High Point, Rocky Mount, Wilson, Goldsboro, Fayetteville, Pinehurst, Southern Pines, and Asheboro,
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 Central North Carolina Area.

Section C: Powers

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

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 counties of Wake, Johnston, Sampson, Duplin, Cumberland, Robeson, Hoke, Harnett, Lee, Moore, Chatham, Orange Durham, Granville, Franklin, Nash, Wilson Warren, Wayne, Halifax, Person, Alamance, Caswell, Guilford, Including the cities of Raleigh, Durham, Chapel hill, Durham, Apex, Burlington, Greensboro, High Point, Rocky Mount, Wilson, Goldsboro, Fayetteville, Pinehurst, Southern Pines, and Asheboro,

ARTICLE II: Membership

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

Section A: Professional Member

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

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

Section B: Associate Member – grandfathered January 1, 2021

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

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

Section C: Support Staff

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

Section D: Affiliate Member

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

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

Section E: Honorary Member

Honorary membership shall be bestowed upon individuals who, are recommended by the chapter board of directors and have rendered distinguished service to the Chapter or to the profession of property management. Honorary members shall pay no dues or other assessments to the Chapter, and shall be eligible to participate in the usual activities of the

Chapter, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

Section F: Life Member

Life members shall be all national past Presidents of NARPM®. Life membership will begin as the President's term is completed. Dues will be waived for Life members. Other members who qualify may apply for Life Member as outlined in the national bylaws and complete the approved application.

Life Members shall not pay dues and are strongly encouraged to complete a course of instruction covering the NARPM® Code of Ethics. They shall be eligible to participate in the usual activities of the Association and its Committees and are eligible to vote and hold office.

- All Past Presidents shall be deemed Life Professional Members of the Association
- Shall be bestowed upon individuals who have retired from the property management business and, in the opinion of the Board of Directors, have rendered, or continue to render, distinguished service to the Association or the property management profession. An application to the NARPM® National Board of Director must be approved in order to hold this membership type.

Section G: Company Membership

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

Section I: Application by Professional, Associate, or Support Staff Members:

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

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A: Suspension of Membership

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

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

Section B: Termination of Membership

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

1. Resignation:
 - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the [name of chapter] and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
 - b. Affiliate member may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

Section C: Transferring in a Company membership.

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

Section D: Reinstatement of Membership

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

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

ARTICLE IV: Executive Committee/Board of Directors

Section A: Responsibilities

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

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

Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of 5 officers as follows:

1. President: The president shall:
 - a. Serve as the chief executive officer of the chapter.
 - b. Preside at all meetings of the chapter.
 - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
 - d. Sign all legal documents.
 - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - f. Shall ensure the completion of all documentation required by the National Association.
 - g. Serve a term of one year commencing with the beginning of the new calendar year.
 - h. Must be a Professional Member of the Chapter.
 - i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.
2. President-Elect: The president-elect shall:
 - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
 - b. Fulfill the responsibilities of the president during his/her absence.
 - c. Replace the president at the end of the fiscal year.
 - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
 - e. Undertake other activities as are deemed appropriate by the president.
 - f. Serve a term of one year commencing with the beginning of the calendar year.
 - g. Must be a Professional Member of the Chapter.
 - h. Notify all chapter members of upcoming meetings
 - i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
 - j. Undertake responsibility for such other activities as deemed appropriate by the committee.

- k. Oversee the submission of Chapter reports including Chapter Excellence submission
 - l. Must be back up for be in attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend
- 3. Secretary: The secretary shall:
 - a. Maintain current chapter membership records to coincide with the national association's membership database.
 - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
 - c. File all federal, state and local reports as needed.
 - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - e. Serve a term of one year commencing with the beginning of the calendar year.
 - f. Must be a Professional Member of the Chapter.
- 4. Treasurer: The treasurer shall:
 - a. Be a signatory for all funds withdrawn from chapter 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.
 - i. Must be a Professional Member of the Chapter.
- 6. Past President
 - a. Shall serve as Chairman of the Nominating Committee
 - b. Undertake responsibilities as assigned by the President
 - c. Serve a term of 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 election. Nominations shall be done in two ways:

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

Section C: Elections

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

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Triangle Chapter Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify to the membership those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
5. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
6. The Chapter shall allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude at the end of the same, unless stated otherwise in these bylaws.

Section E: Vacancy

An office shall be declared vacant when an officer:

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

Section F: Filling a Vacated Office

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

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.

2. Procedure: By an individual nominated and approved by the executive committee to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.

ARTICLE VI: Meetings, Locations and Majority Rules

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

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

Section B: Location

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

Section C: Quorum

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

Section D: Simple Majority Vote

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

ARTICLE VII: Committees

Section A: Appointment

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

Section B: Responsibilities

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

Section C: Creation and Dissolution

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

ARTICLE VIII: Code of Ethics & Standards of Professionalism. Acknowledgment and Enforcement

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

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

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

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

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

Section C: Chapter Charter

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

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

Section B: Enforcement

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

ARTICLE IX: Financial Considerations

Section A: Calendar Year

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

Section B: Chapter Dues

- A. The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:
 1. Payable: Dues for local chapters are payable no later than January 1 of each year.
 2. Non-payment of Dues: Failure to pay the annual chapter dues within 30 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
 3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
 4. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter [choose one] will/will not charge dues to National Affiliate members.
 5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

Section C: Special Assessments

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

Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the [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 of Residential Property Managers, Inc., for any reason.

ARTICLE X: Proposals and Procedures for Amending

Section A: Proposals

Amendments to these bylaws may be proposed by any chapter member or board of director of the National Association of Residential Property Managers, Inc., at any time through a letter addressed

to the executive committee and presented or mailed to the secretary. Any proposal shall be studied by the entire executive committee or an officer of the executive committee or by a sub-committee created and/or assigned for that purpose as appointed by the president.

Section B: Procedure for Amending

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

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

ARTICLE XI: Miscellaneous

Section A: Invalidity

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

Section B: Waiver

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

Section C: Hold Harmless and Indemnify

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

Section D: State Laws

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

Section E. Sexual Harassment

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

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

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

Section E: Dissolution

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



Confirmation

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

- **Organization Name:** TRIANGLE AREA CHAPTER OF NATIONAL ASSOCIATION OF RESIDENTIAL PROPERT
- **EIN:** 464578285
- **Tax Year:** 2022
- **Tax Year Start Date:** 01-01-2022
- **Tax Year End Date:** 12-31-2022
- **Submission ID:** 10065520230626246763
- **Filing Status Date:** 03-03-2023
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS

Dues Discounts
Other

TOTAL EXPENSES	2094	80	830	80	830	80	830	80	830	2580
NET OPERATING INCOME	-2059	10205	-795	-45	-795	-45	-795	-45	-795	-2295

Running balance	36,374
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NOV

DEC

35

35

35

35

250

500

80

80

830	80
-795	-45

NARPM Triangle Chapter

Profit and Loss

January - December 2022

	TOTAL
Income	
INCOME - CHAPTER	
Affiliate Membership Dues	400.00
Miscellaneous Income	690.00
Total INCOME - CHAPTER	1,090.00
INCOME - EXPO	
Expo Registration Fees-Vendor	21,872.29
Total INCOME - EXPO	21,872.29
Total Income	\$22,962.29
GROSS PROFIT	\$22,962.29
Expenses	
EXPENSE - CHAPTER	
Charitable Contribution	1,000.00
Education Expenses Speaker	250.00
Meeting Expenses - Food	1,317.08
Miscellaneous Expense	1,078.66
Officer Travel	2,621.24
Post Office Box	296.18
Postage / Paper / Ink / Checks	218.56
Speaker Fees / Hospitality	360.00
Total EXPENSE - CHAPTER	7,141.72
EXPENSE - EXPO	
Expo - Speaker Fees	500.00
Total EXPENSE - EXPO	500.00
Total Expenses	\$7,641.72
NET OPERATING INCOME	\$15,320.57
NET INCOME	\$15,320.57

In Person Meetings Start Next Week! Triangle Chapter NARPM

Triangle NARPM Communications <info@narpm.org>

Mon 1/10/2022 6:15 PM

To: mdavis@resolutenc.com <mdavis@resolutenc.com>

Let's Renew in 2022!

We are starting off 2022 with an **in person** meeting and we can't wait to see everyone again!

Join us on January 20th, at the Raleigh Regional Association of Realtors, to learn from John Wait, Attorney at Martin & Gifford, about the NC Standardized forms and how they have changed and how to avoid misuse in managing property and preparing leases.

This will be a great opportunity to ask questions and to gain insight regarding the forms used in our industry.

Register Here

Time & Location

Thursday, January 20th

11:00am-12:00pm

111 Realtors Way, Cary 27513

In Person Chapter Meeting Thursday

Triangle NARPM Communications <info@narpm.org>

Mon 3/14/2022 6:20 PM

To: mdavis@resolutenc.com <mdavis@resolutenc.com>

Speaker

Matthew Tringali from Charlotte NARPM is an expert on finding, hiring, and setting up virtual assistants for property management companies.

Matt knows all the latest tools and best processes to make sure you're successful while using a VA.

If you're not using a virtual assistant yet, you need to hear about how it can help. But if you're already using one, Matt will still have some great info on how you can improve your processes with them.

It's time to start delegating more of your work and focusing on bigger things!

Lunch included!

Register Here

Thursday

March 17th

11:00am-12:00pm

111 Realtors Way, Cary, 27513

Mark you Calendar for upcoming regular chapter meetings:

May 20: Speaker: Pam Vesper - Topic: Audits and Disciplinary Actions regarding Property Managers

July 21: Speaker: John Wait - Topic: Standard Forms Updates

In Person Meetings Start Next Week! Triangle Chapter NARPM

Triangle NARPM Communications <info@narpm.org>

Mon 1/10/2022 6:15 PM

To: mdavis resolutenc.com <mdavis@resolutenc.com>

Let's Renew in 2022!

We are starting off 2022 with an **in person** meeting and we can't wait to see everyone again!

Join us on January 20th, at the Raleigh Regional Association of Realtors, to learn from John Wait, Attorney at Martin & Gifford, about the NC Standardized forms and how they have changed and how to avoid misuse in managing property and preparing leases.

This will be a great opportunity to ask questions and to gain insight regarding the forms used in our industry.

Register Here

Time & Location

Thursday, January 20th

11:00am-12:00pm

111 Realtors Way, Cary 27513

New Forms Require Compliance

Triangle NARPM Communications <Communications.TriangleNARPM@gmail.com>

Tue 7/12/2022 8:42 AM

To: mdavis@resolutenc.com <mdavis@resolutenc.com>

[View this email in your browser](#)



July 21, 2022

New Forms Update Requires Compliance by End of August

**Have you read through the new property management forms?
Do you have questions about them?**

Attorney John Wait will be at our meeting next week to discuss:

- New Changes to the Management Agreement
- New Changes to the Lease

AND...

- A New Early Lease Termination Agreement
- A New Demand for Possession Form for Late Payers and Hold Overs
- A New Sight Unseen Addendum

[Register Here](#)



PROPERTY MANAGEMENT FORMS CHANGES

Effective July 1, 2022

The property management forms listed below have been revised or added to the NCR Forms library effective July 1, 2022. A summary of the significant changes to each form follows the list. Copies of a form may be viewed by clicking on the name of the form immediately preceding the summary of that form.

- (1) Exclusive Property Management Agreement (Long-term Rental Property) (form 401)
 - (2) Residential Rental Contract (form 410-T)
 - (3) Property Assessment Form (Form 415)
 - (4) Residential Rental Contract (Ground Lease) (form 414-T) (NEW)
 - (5) Early Termination of Residential Rental Contract (form 426-T) (NEW)
 - (6) Demand for Possession (form 427-T) (NEW)
 - (7) "Sight Unseen" Addendum (Form 446-T) (NEW)
-



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Local Chapter Meeting Thursday

Triangle NARPM Communications <Communications.TriangleNARPM@gmail.com>

Mon 9/12/2022 2:58 PM

To: mdavis resolutenc.com <mdavis@resolutenc.com>

[View this email in your browser](#)



Learn and take advantage of the benefits of NARPM Membership

Do you know what benefits there are to NARPM besides chapter meetings?

Are you using any of the classroom or work experience you have to work towards a professional designation?

Regional VP of NARPM, Misty Berger, will be travelling here to provide some great information on what the benefits of NARPM are and how to use them.

AND...

As announced at our July Chapter Meeting, Chapter elections will be held during the chapter meeting **September 15, 2022.**

The nominating committee has nominated the following candidates...

President Elect: Kyle Fetterolf

Secretary: Leslie Manning

Treasurer: Teresa Baird

Nominations, if any, will be accepted from the floor in accordance with our chapter bylaws.

Don't Forget...

Lunch is included, but please register so we can get an accurate count for catering!

November Chapter Meeting

Triangle NARPM Communications <Communications.TriangleNARPM@gmail.com>

Tue 11/8/2022 3:06 PM

To: mdavis@resolutenc.com <mdavis@resolutenc.com>

[View this email in your browser](#)




Join Us for our monthly meeting
November 17th @ 11:00 am

**Building Company Value through Effective
Procedures**

Meet Your Instructor...





Kit Garren, MPM® RMP® CPM®
Tonsofrentals.com Asheville, CRMC®
NARPM.org/Education

**He'll be sharing his expertise on Building Company Value through
Effective Procedures at our November Meeting.**

**Kit's presentation was a hit at the National Conference last month, and
if you're looking to maximize your company's value, this is one
presentation you won't want to miss.**

Kit's Bio:

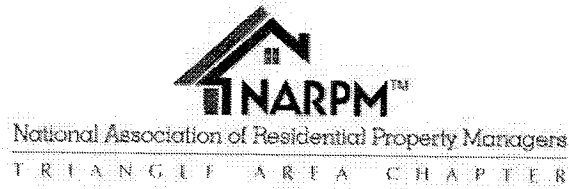
**Kit has been an active professional in property management services since
founding his property management business in 1986. He now serves as Brand
Ambassador for Rhome by Associa consulting with company owners throughout
the U.S. on how to build value as they prepare their companies for sale. Kit is a
national Past President of the National Association of Residential Property
Managers, and is a national instructor for NARPM.**

Don't Forget...

Lunch is included, but please register so we can get an accurate count for catering!

[Register Here](#)





BOARD MEETING MINUTES

February 10, 2022

Attendees:

President: Miki Davis

President Elect: Ann Milton

Secretary: Leslie Manning

Treasurer: Teresa Baird

Quorum achieved with Miki Davis, Teresa Baird and Leslie Manning in initial attendance and Ann Milton joining.

Secretary presented the Strategy meeting minutes and the meeting minutes from the Special Board Meeting on December 8, 2021. The minutes were approved as presented.

- **Treasurer's report**

Because of the transition, the Treasurer said she would follow up with statements once in receipt of everything from the past treasurer. Treasurer also indicated year end financials would be necessary for the Chapter's tax return.

- **President's report**

The NARPM Charlotte Chapter wants to do the Annual Expo for 2022 here in Raleigh with Triangle Chapter 'hosting'. In Miki's follow up discussion with Matthew Tringali, they both agreed that we should use 2022 to build momentum for a volunteer base for a 2023 NARPM Convention. TBD if in Raleigh or Charlotte.

Leslie Manning
Secretary

In discussions with RRAR, President reported that RRAR requested that someone from Triangle NARPM be the PMC Chairperson. A motion was made and unanimously carried that The President of the Triangle NARPM Chapter would always be PMC Chairperson.

- **Education report**

Miki discussed the Education calendar plans for

March (Matthew Tringali)

May (Pam Vesper)

July (John Wait – Forms)

We have a vacant position on the Board, which is Past President. Miki asked Travis Register to fill this position. In an email dated Tuesday February 15th, the Treasurer made a motion to bring Travis Register back to fill the Past President board seat. The motion was unanimously carried.

The below lists Board Position through Dec 31, 2022

President Mikki Davis

President Elect Ann Milton

Secretary Leslie Manning

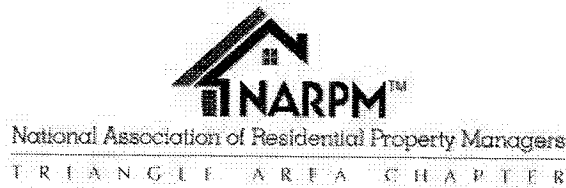
Treasurer Teresa Baird

Past President Travis Register

Unfinished Business:

- Follow up on Affiliates Form
- Liability Insurance for Directors and Officers
- Google Docs

No other new business, Meeting Adjourned 10:40am.



BOARD MEETING MINUTES

March 17th, 2022 – 9:30 am

Attendees:

President: Miki Davis

President Elect: Ann Milton

Secretary: Leslie Manning

Treasurer: Teresa Baird

Quorum achieved with Miki Davis, Teresa Baird, Ann Milton and Leslie Manning in attendance.

Secretary presented the meeting minutes from Board meeting on February 10, 2022. The minutes were approved as presented.

• Treasurer's report

Treasurer presented current financials and expenses related to the Zoom and PO Box renewal and Speaker expenses. Current bank balance is approximately \$37,000.

• President's report

The President has been working on Chapter compliance with National NARPM. The Education schedule for the remainder of 2022 has been mostly planned out with an attorney from Vesper Law speaking at the May meeting and in July we will have John Wait speak about form changes.

• President-Elect report

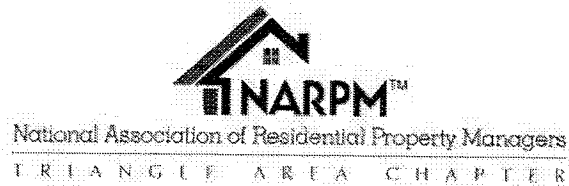
There was a discussion about the planning for the April social. Ann will investigate further having it hosted by a Vendor. The membership of all PMC members was sent to the President Elect and Treasurer so that they could determine best course of action to market to the PMC members.

Leslie Manning
secretary

Unfinished Business:

- PMC membership List
- Still missing PO box key

No other new business, Meeting Adjourned 10:35am.



BOARD MEETING MINUTES

May 19th, 2022 – 9:30 am

Attendees:

President: Miki Davis

President Elect: Ann Milton

Secretary: Leslie Manning

Treasurer: Teresa Baird

Past President: Travis Register

Quorum achieved with Miki Davis, Teresa Baird, Travis Register, Ann Milton and Leslie Manning in attendance.

Secretary presented the meeting minutes from Board meeting on March 17, 2022. The minutes were approved as presented.

• Treasurer's report

Treasurer presented current financials reconciled through April 2022. The financials were approved as presented. Treasurer reported that mailbox has been renewed and Miki now has a key.

• President's report

The President has been working on the Education schedule for the remainder of 2022. In July we will have John Wait speak about the form changes. For the November meeting, Misty Berger will be here to discuss NARPM.

Leslie Manning
Secretary

- **2023 Convention Planning**

Discussions have started with Matt from the Charlotte Chapter and the date has been set for February 20-21.

President has sent the membership list of all PMC members to President Elect and Treasurer so that they could determine best course of action to market to the PMC members. President to come up with script for an introduction email they could sent to PMC members.

- **Past President's report**

Past President indicated that we need to come up with a slate of Officers for the September Elections and needs a couple of people for Nominating Committee.

Unfinished Business:

- PMC membership List
- Nominating Committee
- Upcoming Elections

No other new business, Meeting Adjourned 10:40am



BOARD MEETING MINUTES

July 21st, 2022 – 9:30 am

Attendees:

President: Miki Davis

President Elect: Ann Milton

Secretary: Leslie Manning

Treasurer: Teresa Baird

Past President: Travis Register

Marketing Chair: Kyle Fetteroff

Quorum achieved with Miki Davis, Teresa Baird, Travis Register, Ann Milton, Kyle Fetteroff and Leslie Manning in attendance.

Secretary presented the meeting minutes from Board meeting on May 19, 2022. The minutes were approved as presented.

- **Treasurer's report**

Treasurer presented current financials reconciled through June 2022. The financials were approved as presented.

- **President's report**

The President gave an overview of the Education schedule for the remainder of 2022. For the September meeting, Misty Berger will be here to discuss NARPM Membership and the advantages of the NARPM certifications. Board Members and Kyle are invited to dinner with Misty Bergen September 14th. Kit Garren is planned as the Speaker for November.

Leslie Manning,
Secretary

- **2023 Convention Planning**

We are co-hosting with the Charlotte Chapter and the date has been set for February 22-23, 2023. Recurring ZOOM Meetings will be scheduled for the Conference Planning committee.

- **President Elect Report**

Ann Milton and Teresa Baird will be working on Membership. Recommendations were to get a list of new NARPM members from National that should be in our Triangle Chapter and reaching out the PMC membership.

- **Past President's Report**

Past President indicated that Nominating Committee needs to come up with a Final slate of Officers for the September Elections.

Unfinished Business

- Slate of Officers for the Upcoming Election

No other new business, Meeting Adjourned 10:44am



BOARD MEETING MINUTES

September 15, 2022

9:30am via Zoom

Attendees:

President: Miki Davis

Past President: Travis Register

Secretary: Leslie Manning

Treasurer: Teresa Baird

Marketing Chair: Kyle Fetterolf

NARPM RVP Guest: Misty Berger

- **Called meeting to order at 9:42 a.m.**
- **Treasurer Report**
 - Teresa provided the July/August Bank Statements
 - July Expenses: P.O. Box \$264/year and check order \$218.56
 - August: No Activity
 - Teresa will investigate upgrading Quickbooks Software and will check for cloud version for ease of use for future Treasurers
 - Motion was made to approve financials; 2nd was made to approve.
- **Presidents Report:**
 - Education finished for 2022 with November meeting already planned with speaker.
 - No further updates

*Leslie Manning,
Secretary*

- **Membership Report (Ann Milton and Teresa Baird)**

Discussed PMC and Rosters to get new NARPM members from National and melding them into marketing for NARPM Meetings. Travis will work help with acquiring the roster from National and getting them into the marketing.

- **President-Elect Report**

Social Planning - tabled until November Meeting

Other - Strategic Planning - tabled until November Meeting

- **Unfinished business:**

Affiliate Forms - Recruiting progress - Nothing to report

Remote Professional Update - Continue to onboard our processes and prepare for 2023 transition of NARPM National's required documentation from our Chapter is being worked on my Miki

- **New Business or Topics:**

NARPM National Convention - attendance - Kyle was checking into his ability to attend since Ann could not. Update: Kyle was able to attend.

Misty suggested we become more involved in supporting members in obtaining their certifications, especially those who are serving in any volunteer capacity or on the Board or elected position because they count toward points required in some of the designations.

Meeting Adjourned at 10:05 a.m.



BOARD MEETING MINUTES

November 17th, 2022 - 9:30am

at RRAR 111 Realtors Way Cary, NC 27617

Attendees:

President: Miki Davis

President Elect: Ann Milton

Secretary: Leslie Manning

Treasurer: Teresa Baird

Marketing Chair: Kyle Fetterolf

- **Called meeting to order at 9:42 a.m.**

The secretary presented the prior meeting minutes for consent. The September 15th meeting minutes were approved.

- **Treasurer Report**

- Teresa provided the present current financial report and bank statements.
- There are still 12 gold sponsors spots remaining available for the 2023 NC Conference.
- All the invoices have been sent out to the sponsors.
- There was a motion to keep the amount of \$4659.77 in account. The motion was seconded and carried.
- The Quickbooks that was tabled at the Sep 15th meeting was brought back on the table. There was a motion to upgrade the Quickbooks from desktop to an online version. The charge will be \$70 and they will add only 3 users (Chapter President, President Elect, and the treasurer). The motion was seconded and carried.

Leslie Manning
Secretary

- **Presidents Report:**

- There was a discussion about using speakers from the last couple of years and change their topics.
- Check the NARPM website to get ideas about possible speakers and topics for next meetings.

- **Membership Report (Ann Milton and Teresa Baird)**

- Ann provided the current membership report of \$200
- Teresa has been sending the affiliates' forms and collecting payments.
- Kyle has been adding the new members contact information to the Chapter marketing list. A transitioning from Kyle tasks to Andy the RP was discussed and will be follow up in the Strategic Planning meeting.
- The logos and information of the new affiliates will need to be updated in the Chapter website every time they pay their dues.

- **President-Elect Report**

The Strategy Planning Meeting for 2023 will be held on December 6th, 2022 from 2:00pm to 4:00pm.

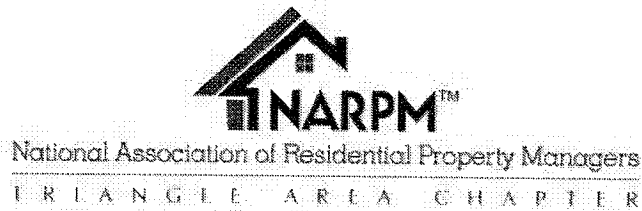
Unfinished business:

- The affiliate forms and recruiting progress will be discuss in the strategic planning meeting.
- A transition planning for the remote professional will be discuss as well in the strategic planning meeting.

New Business or Topics:

- Leslie made a motion to give \$1,000 in sponsorship for the RRAR in local homeless shelters realter foundation in County. The motion was seconded and carried.
- Andy the RP from NARPM will follow up the status of the Travel Grant application

Meeting Adjourned at 10:35 a.m. PST



2023 STRATEGIC PLANNING MEETING MINUTES

December 6th, 2022 – 02:00pm EST

at RRAR 111 Realtors Way Cary, NC 27617

Attendees:

- 2022 President - Miki Davis
- 2022 President elect - Ann Milton
- Secretary- Leslie Manning
- Treasurer- Teresa Baird
- Past President- Travis Register
- 2023 President Elect- Kyle Fetterolf

Quorum was achieved and called to order at 2:22 pm EST

There was a general discussion regarding the 2023 Triangle NARPM meeting location.

A motion was made and unanimously carried that meeting stay at RRAR for 2023 with a THEME to be decided in January 2023.

Committee Chairs for 2023

The Committee Chairs for 2023 were installed. The descriptions of their roles were read and the new committee took their new positions.

- Education Chair – **Kyle Fetterolf**
- Recognitions Chair and Designations – **Leslie Manning**
- Marketing Chair – **Miki Davis and Andy the RP from NARPM**
- Affiliate Program & Membership Chair – **Ann Milton, Teresa Baird, and Andy**
- New Member Mentor- **Miki Will contact people to fill out this position.**

Leslie Manning
Secretary

- Legislative Chair – **to be determine**

2023 Chapter Meetings

There was a discussion to set up the Chapter meetings dates for next year. They are always the 3rd Thursday of every other month.

- **January 19**
- **March 16**
- **May 18**
- **July 20**
- **Sept 21**
- **Nov 16**

The Chapter will hold social events in the months of February, April, June, August, October, and December.

A representative from the Chapter will attend the NARPM Annual Convention in 2023.

2023 Annual Budget

The Board of Directors reviewed the 2023 Annual Budget Plan for the organization.

- Quickbook bank fees \$0 a month (software \$80 per month)
- Speakers' fees \$500 (as need it)
- Events expenses (as needed it)
- PO Box \$264
- 2023 Convention \$2500
- Charity \$1000 a year
- Minimum reserve Budget \$10,000

There was a motion to reimburse Kyle from 2022 expenses in 2023. The reimbursement 26,21,24 will come out from the 2022 budget.

Leslie made a motion to approve the Annual Budget. Miki seconded it. The motion was carried and the 2023 Annual Budget was adopted by acclamation.

2023 January Agenda

- Update the Chapter Google Drive.
- Grow social media exposure. Create a Facebook and Instagram account for the Chapter. Assign Leslie and Miki as the admins. (Leslie made the motion, it was seconded by Ann and motion was carried).
- Choose the Chapter theme for 2023.
- New Mentorship program (New members and affiliates) (Welcome emails and invitations to join the Chapter)
- Improve the communication with members & PMC at RRAR.
- Update the signature card at the bank.
- Big Ticket Items—Get historical data for Chapter on Drive and accessible.
- Chapter Compliance application (due in March).
- Chapter Excellence application (Andy will send the list and deadline).
- Nominations and Committees.
- Update Chapter website (updated affiliates list).
- Affiliates memberships (Set up an easy way for vendors to pay for their memberships).

Leslie made a motion to charge \$200 for affiliates memberships per year until 2024. Teresa seconded it, and the motion was carried.

Follow up items:

- Teresa will continue working on setting up Quickbooks with the accounting professional.
- The keys to the PO Box will be held by the Chapter treasurer and President. They will have the Past President just in case. Below is the box information.
Triangle NARPM 1249 Kildaire Farm Rd PO BOX 135 Cary NC 27511
- The next Board Meeting will be held on January 19th at 9:30 am

Meeting adjourned 03:57 pm EST

Triangle Chapter 2023 Slate of Officers and Committee Chairs

Slate of Officers

Ann Milton, President

Kyle Fetterolf, President Elect

Miki (Dorothy) Davis, Past President

Leslie Manning, Secretary

Teresa Baird, Treasurer

Committee Chairs

Education Chair - Kyle Fetterolf

Recognitions Chair and Designations - Leslie Manning

Marketing Chair - Miki Davis and Andy the RP from NARPM

Affiliate Program & Membership Chair - Ann Milton, Teresa Baird and Andy

New Member Mentor - Miki Davis

#4

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, September 22, 2022 11:51:38 AM
Last Modified: Thursday, September 22, 2022 11:53:41 AM
Time Spent: 00:02:03
IP Address: 71.69.211.232

Page 1: Positions with a * are REQUIRED

Q1

Chapter Name

Triangle Chapter

Q2

Chapter President*

Ann Milton

Q3

President Elect*

Kyle Fetterolf

Q4

Past President*

Miki Davis (Dorothy)

Q5

Respondent skipped this question

Vice President (if applicable)

Q6

Treasurer*

Teresa Baird

Q7

Secretary*

Leslie Manning

Q8

New Member Mentor* In June 2020, NARPM National adopted the motion that all chapters are required to identify a New Member Mentor for their chapter each year. It is not an elected position, but is a duty that a volunteer member or board member should be completing. The program is in the Chapter Success Guide, starting on page 148.

Miki Davis and Teresa Baird

Q9

Education Chair

Kyle Fetterolf

Q10

Respondent skipped this question

Membership Chair

Q11

Respondent skipped this question

Legislative Chair

Q12

Respondent skipped this question

Other position(s) not listed



MEETING MINUTES

**September 15, 2022 11:00 am
via zoom**

Called Chapter Meeting to order at 11:00 a.m.

President presented the slate of Officers for 2023 Triangle NARPM Chapter as selected by the Nominating Committee. General Membership was asked for nominations from the floor, resulting in no additional nominations. These Officers were then officially accepted as the elected Slate of Officers for 2023.

The below Board Positions will take effect on January 1, 2023.

President - Ann Milton

President Elect - Kyle Fetterolf

Secretary - Leslie Manning

Treasurer - Teresa Baird

Past President - Miki Davis

Triangle Chapter Meeting adjourned at 11:17 a.m.