

User: csavoie74@gmail.com

## 2016 Chapter Compliance

**All chapters are required to answer questions 1-10 BY THE LAST DAY OF February**

Chapter: Central Texas

1. Does your chapter have current bylaws on file with National? Yes

**Reminder:** Did you know that you need the approval of the national board to amend your bylaws? If you are unsure you can go to <http://www.narpm.org/members/documents-forms/chapter-documents/> and verify bylaws on file. If not on file, please upload bylaws below.

### Bylaws Upload

2. Fill in number of RVP calls the chapter's president or their representative participated in: 4

3. Upload a copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS. IRS Postcard File.pdf

4. Upload a copy of your current year budget: Budget 2017.pdf

5. List number of membership meetings: 5

Flier Upload General Membership Invite March 2016.pptx

Flier Upload General Membership Invite May 2016.pptx

Flier Upload Agenda General 9-16-16.docx

Flier Upload General Membership Invite November 2016.pdf

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6. List number of board meetings: 8

Copy of Minutes Agenda BOD 9-20-16.docx

Copy of Minutes Agenda BOD 10-25-16.docx

Copy of Minutes BOD 81616.pdf

Copy of Minutes CENTRAL TEXAS CHAPTER 1-12-16.docx

Copy of Minutes CENTRAL TEXAS CHAPTER 08-22-16.docx

Copy of Minutes CENTRAL TEXAS CHAPTER 2-24-16.docx

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7. Does your chapter charge dues? Yes

8. If yes, how much are the dues? 75

9. If yes, are meals at meetings included? No

10. On a scale of 1-10, how well do you think your chapter is doing? 5

Do you want to apply for Chapter Excellence as well? No

Total Points from Application:

Total Points:

Total Points:

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Total Points from Application:

OMB No. 1545-2085

Electronic Notice (e-Postcard)

Form 990-N

2016

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

Department of the Treasury  
Internal Revenue Service

Open to Public Inspection

A For the 2016 Calendar year, or tax year beginning 2016-01-01 and ending 2016-12-31

C Name of Organization: CENTRAL TEXAS CHAPTER OF THE NATIONAL ASSOCIATION OF RESIDENTIA

D Employee Identification Number 47-4578005

B Check if available  
 Terminated for Business  
 Gross receipts are normally \$50,000 or less

PO Box 2571, Harker Heights, TX, US, 76548

F Name of Principal Officer: Christine Savole

PO Box 2571, Harker Heights, TX, US, 76548

E Website:

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.

# NARPM CENTRAL TEXAS BUDGET 2017

## 2017 Fiscal Year Budget Proposal

### Income

Member Dues	\$2,175.00
Affiliate Dues	\$375.00
Chapter Grant	\$500.00
Other Income	

Total Income \$3,050.00

### Expenses

Luncheon Expenses	
Speaker Expense	\$250.00
Door Prize Expense	\$450.00
Supplies	\$200.00
Other	\$500.00
Printing & Copying	\$100.00
Bank Fees	\$160.00
Bank Supplies	\$25.00
National Contribution	\$500.00
Marketing Expense	\$500.00
Software	
Dishonesty Bond	\$195.00
PO Box Rent	\$66.00
Website	\$100.00

Total Expenses \$3,046.00

Net Income \$4.00



Central Texas Chapter

**Please join us for our General Membership Meeting**

Justice of the Peace Precinct 4, Place 2 Judge - Bill Cooke

**\*\*DATE CHANGE\*\***

Thursday March 24, 2016

1pm-3pm

Homebuilders Building in Harker Heights

**FREE for NARPM Central Texas Members**

**\$25 for Non-Members**

**Email us if you have questions!**

Deborah Beene, President: [dbeene@cloudrealestate.com](mailto:dbeene@cloudrealestate.com), Chris Savoie, Vice President: [chris.savoie@colonialrealestate.com](mailto:chris.savoie@colonialrealestate.com),

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Robin Cargill: [robincargill@johnreider.com](mailto:robincargill@johnreider.com), Bridget Hattaway: [Bridgethattaway@hotmail.com](mailto:Bridgethattaway@hotmail.com), Justina Daffern: [Justina.Daffern@colonialrealestate.com](mailto:Justina.Daffern@colonialrealestate.com)



Central Texas Chapter

**Please join us for our General Membership Meeting**

James Alderson from San Antonio

Productivity with Technological Tools in Property Management

Friday May 20, 2016

1pm-3pm

FHAAR Board Office

**FREE for NARPM Central Texas Members**

**\$25 for Non-Members**

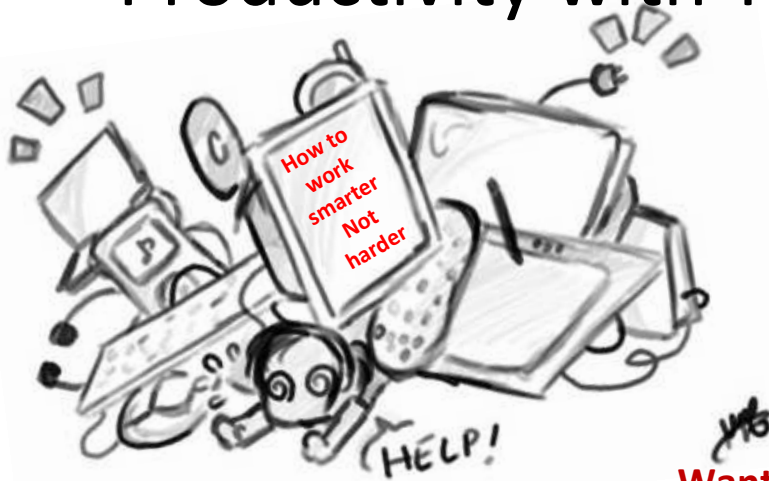
**Want to hear about our Referral Program? See attachment.**

**Email us if you have questions!**

Deborah Beene, President: [dbeene@cloudrealestate.com](mailto:dbeene@cloudrealestate.com), Chris Savoie, Vice President: [chris.savoie@colonialrealestate.com](mailto:chris.savoie@colonialrealestate.com),

MaryBeth Davis, Secretary: [marybethdavis@remax.net](mailto:marybethdavis@remax.net), Scott Shine: [scott@shineteam.com](mailto:scott@shineteam.com), Kellie Bacon: [repairs@cloudrealestate.com](mailto:repairs@cloudrealestate.com)

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National Association of Residential Property Managers

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CENTRAL TEXAS CHAPTER

## General Meeting Agenda September 16, 2016

Welcome – Deborah Beene, President 2015-2016

Induction of Officers for 2016-2017 Board of Directors – Greg Doering, RVP-Elect

Presentation of Designation – Greg Doering

Introduction of Panel and Round Table Discussion – Robin Cargill, Education Chair

Updates on Educational Opportunities, Robin Cargill

Upcoming Events:

<b>October</b>	National Convention – Maui, HI
<b>November 18</b>	How to Build Your Property Management Company (0-500 in years) with Brad Larson

Adjourn

\*\*\*We welcome your ideas and input! If you'd like to have fun and join a committee or the board – or if you have an idea to help us better our local chapter – please contact one of the new board members. \*\*\*



National Association of Residential Property Managers

CENTRAL TEXAS CHAPTER

Please join us for our **General Membership Meeting**  
**“The First 600 Homes Were Easy!”**

By Brad Larsen

Friday November 18, 2016

1pm-3pm

FHAAR Board Office

**Membership Drive November 18, 2016 – Join National NARPM® at the meeting and you will receive a discount on your National Dues!**

**FREE for NARPM Central Texas Members**

**\$25 for Non-Members**

**Email us if you have questions!**

Deborah Beene, President: [dbeene@cloudrealestate.com](mailto:dbeene@cloudrealestate.com), Chris Savoie, Vice President: [chris.savoie@colonialrealestate.com](mailto:chris.savoie@colonialrealestate.com),

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National Association of Residential Property Managers

CENTRAL TEXAS CHAPTER

## Board of Directors Agenda September 20, 2016

Call to Order

General Meeting Review – anything?

Treasurer Update – Molly

Budget?

Square Sign in – other users

Communication plan so Membership knows who paid and Treasure knows who should pay

Dues – invoices go out Nov (?); due date ?

Brainstorming

Benefits of local chapter (Regular and Affiliate)

Membership drive – November

Buy some Door prizes – especially for November Membership drive

Offer Education \$ at our education for door prize

Education – Robin?

Upcoming Events:

**October** National Convention – Maui, HI

**November 18** How to Build Your Property Management Company (0-500 in years)  
with Brad Larson



National Association of Residential Property Managers

CENTRAL TEXAS CHAPTER

## Board of Directors Agenda January 17, 2017

Call to Order

Treasurer Update – Molly

Budget?

Square Sign in – other users

General Meeting Setup

Chapter Excellence

Upcoming Events:

January 20

March 24

May 19

July Mixer?

September 15

November 8, 9

Personal Safety

Education



## CENTRAL TEXAS CHAPTER

**Board Meeting**

**August 16, 2016**

**Call to Order**

**Approve Minutes from Previous Board Meeting**

**Election in September**

**Board Spot to fill (Bridget)**

**Meeting in September**

**Financials Update – Kellie**

**Banner Update**

**Next BOD meeting**

17 topics

January 20 GM

March 24 GM

~~April~~ designation class

May 19 GM

July mixer

Sep 15 GM  
OCT + Designation

Nov 17 GM

Kevin Knight

Matt - self defense  
personal protection



CENTRAL TEXAS CHAPTER  
BOARD OF DIRECTORS MEETING  
January 11, 2016

Board Members Present:

Deborah Beene, Chris Savoie, Kellie Bacon, Robin Cargill, Justina Daffern, Scott Shine

Proceedings:

- Meeting was called to order at 12:06pm by President Deborah Beene.
- Minutes from the August 25, 2015 Board of Directors meeting were accepted and approved.
- Final details for General Meeting (1-18-16) were settled: food, drinks, set up and agenda were finalized. We will begin covering one Article of the Code of Ethics at the General meetings.
- Update on Marketing & Membership Committee – Lots of new members. Membership drive was a success. Justina is adding events and pictures to Facebook Page for our NARPM chapter.
- March General meeting will be Judge Cook covering eviction laws and small claims court
- May 20 General Meeting will \*hopefully\* be the tech talk. Robin is working with Greg – Kevin Knight was suggested.
- Future General Meetings: March 18, May 20, September 16, November 18
- Also working on a designation class for spring and credit classes through TREC.
- Next Board of Directors meeting will be 2/24/16 at 12 Noon.
- Meeting Adjourned at 1:00pm



## CENTRAL TEXAS CHAPTER

Board Meeting

August 16, 2016

Call to Order

Approve Minutes from Previous Board Meeting

Election in September

Board Spot to fill (Bridget)

Meeting in September

Financials Update – Kellie

Banner Update

Next BOD meeting





CENTRAL TEXAS CHAPTER  
BOARD OF DIRECTORS MEETING  
February 24, 2016

Board Members Present:

Deborah Beene, Chris Savoie, Kellie Bacon, Bridget Hattaway, Justina Daffern, Scott Shine

Proceedings:

- Meeting was called to order at 12:06pm by President
- Minutes from the January 11, 2016 Board of Directors meeting were accepted and approved.
- Future General Meetings: March 18, May 20, September 16, November 18 – March meeting changed to March 24 due to Spring Break
- Next Board of Directors meeting will be a web-meeting (approved by the Board) on March 22, 2016
- Bylaws update needs to be completed by June
- Chapter Excellence needs to be completed NLT March 31.
- RVP and Ambassadors are added to our membership with no charge to them.
- Need to add consent to share email addresses and Referrals to Dues Invoices
- Referral program implemented to grow membership
- Meeting Adjourned at 1:00pm