

Survey Design

**NARPM Central Texas 2017 Election**

Created on 9/6/2017

4

QUESTIONS

1

PAGES

Survey language: English

Theme: Jungle

Upgrade to add your logo

UPGRADE ?

Upgrade to add logic

UPGRADE ?

EDIT DESIGN

PREVIEW SURVEY

Did you know?

Responses and Status

TOTAL RESPONSES

7

OVERALL SURVEY STATUS

CLOSED

RESPONSE ALERTS ?

You get them, others do not.

[Manage Alerts](#)

Collectors

CLOSED

[Email Invitation 1](#)

Created: 9/6/2017

7

RESPONSES COLLECTED

Responses Volume



Form **990-N****Electronic Notice (e-Postcard)**

OMB No. 1545-2085

Department of the Treasury  
Internal Revenue Service**for Tax-Exempt Organization not Required to File Form 990 or 990-EZ****2017**

Open to Public Inspection

**A** For the **2017** Calendar year, or tax year beginning **2017-01-01** and ending **2017-12-31****B** Check if available☐ **Terminated for Business**☒ **Gross receipts are normally \$50,000 or less****C** Name of Organization: **CENTRAL TEXAS CHAPTER OF THE  
NATIONAL ASSOCIATION OF RESIDENTIA****777 Indian Trail Suite 2,  
Harker Heights, TX, US,  
76548****D** Employee IdentificationNumber **47-4578005****E** Website:**F** Name of Principal Officer: **Christine Savoie****777 Indian Trail Suite 2,  
Harker Heights, TX, US,  
76548**

**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.

President	Robin Cargill
VP/President Elect	David Mull
Treasure	Molly Repasch
Secretary	Alisha Cotner
Education Coordinator	David Norman/Robin Cargill
Membership Coordinator	JR Rodriguez
Past President	Christine Savoie

# NARPM CENTRAL TEXAS BUDGET 2018

## 2018 Fiscal Year Budget Proposal

### Income

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

Total Income	\$2,550.00
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### Expenses

Luncheon Expenses	\$600.00
Speaker Expense	\$250.00
Door Prize Expense	\$450.00
Supplies	\$200.00
Other	\$200.00
Printing & Copying	\$100.00
Bank Fees	\$160.00
Bank Supplies	\$25.00
National Contribution	
Marketing Expense	
Software	
Dishonesty Bond	\$195.00
PO Box Rent	\$66.00
Website	\$100.00

Total Expenses	\$2,346.00
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Net Income	\$204.00
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Carry Over from 2017	\$2,955.00
Total Net Balance	<b>\$3,159.00</b>



National Association of Residential Property Managers

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CENTRAL TEXAS CHAPTER

## General Meeting Agenda May 19, 2017

Welcome – Chris Savoie, President 2016-2017

**Presentation**      Autumn Whitt, GuardLlama

**Speaker**      Kevin Knight, Liberty Management  
Increasing Revenue without Adding Doors

Questions and Answers – NARPM, Education, Designations

Texas State Chapter

### Upcoming Events:

July 21	Greg Doering, “Growing your Business”
September 21	Michael Francis, “Death of a Tenant”
October 18-20	National Convention, Orlando, FL
Nov 8	Operations Class
Nov 9	Finance Class
Feb 8-10, 2018	Texas Style, Austin

### 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 board members. \*\*\*



National Association of Residential Property Managers

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CENTRAL TEXAS CHAPTER

## General Membership Meeting

Please Join Us for our

*Local Property Manager Round Table*

**Friday, October 27, 2017 12:30 PM**

Fort Hood Area Board of Realtors Classroom  
306 W Mary Jane, Killeen, TX  
Please RSVP NLT 10/20/17



National Association of Residential Property Managers

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CENTRAL TEXAS CHAPTER

## General Meeting Agenda July 21, 2017

Welcome – Robin Cargill, President-Elect 2016-2017

**Speaker**      Greg Doering  
Why?? Why to charge fees and why to stay on top of technology

Call for Info: Michael Mengden, long time NARPM® member has issued a call for input on the current forms. The TAR Forms Committee is meeting soon and wants your input!

Upcoming Education – make sure and register!!!! We need to fill our seats!!

Elections: Elections will be completed in August by electronic ballot. More info to follow

Questions

### Upcoming Events:

September 15	Michael Francis, “Death of a Tenant”
October 18-20	National Convention, Orlando, FL
Nov 8	Operations Class
Nov 9	Finance Class
Feb 8-10, 2018	Texas Style, Austin

### 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 board members. \*\*\*



National Association of Residential Property Managers

CENTRAL TEXAS CHAPTER

## Please join us for our General Membership Meeting

Topic – Security Deposits & Small Claims Court

Friday January 20, 2017

1pm-3pm

FHAAR Board Office

**FREE for NARPM Central Texas Members**

**\$25 for Non-Members**

**Email us if you have questions!**

Chris Savoie, President: [chris.savoie@colonialrealestate.com](mailto:chris.savoie@colonialrealestate.com), Robin Cargill, Vice President (Education Chair): [robincargill@johnreider.com](mailto:robincargill@johnreider.com)

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

David Mull: [david.mull@hotmail.com](mailto:david.mull@hotmail.com), Justina Daffern: [Justina.Daffern@colonialrealestate.com](mailto:Justina.Daffern@colonialrealestate.com),

Molly Repasch: [pm@cloudrealestate.com](mailto:pm@cloudrealestate.com), Deborah Beene, Past President: [dbeene@cloudrealestate.com](mailto:dbeene@cloudrealestate.com)





Christine Savoie <[csavoie74@gmail.com](mailto:csavoie74@gmail.com)>

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## General Membership Meeting

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**NARPM Central Texas Chapter** <[justina.daffern@colonialrealestate.com](mailto:justina.daffern@colonialrealestate.com)>

Mon, Mar 20, 2017 at 12:34 PM

To: [csavoie74@gmail.com](mailto:csavoie74@gmail.com)

Hello All,

We hope the first day of Spring is great for you. Don't forget to end your week with us at the General Membership Meeting this Friday March 24, 2017 at 1pm.

Looking forward to seeing you there.

NARPM Central Texas Chapter



National Association of Residential Property Managers

CENTRAL TEXAS CHAPTER

## Board of Directors Meeting Recap and Action Items September 29, 2017

1. Next General membership Meeting will tentatively be held on Friday October 27, 2017 from 12:30 to 2:30 PM. A local Round Table Discussion will be held with the following speakers:

Small Company – Mary Beth Davis (tentative)

Medium Company – David Mull

Large Company – Christine Savoie

2. Appointed Board Coordinator Positions:

Education Coordinator – Robin Cargill and David Norman

Membership Coordinator – JR Rodriguez and JR Meza

Marketing Coordinator – Lori Harpole/JR Meza

Hospitality Committee – Ali

3. Board members all signed Letter of Commitment and reviewed policies on missing 3 meetings.

4. General Membership Meeting dates (and some topics) for 2018 were set:

January 18, 2018 *Each One Reach One*

February 7-9, 2018 *Texas Style*

March 22, 2018

May 17, 2018

July 19, 2018 – *Evening Mixer*

September 20, 2018

October 2018 NARPM Conference

November 15, 2018 *Evening 2019 Officer Installation and Holiday Kickoff*

5. Membership Growth Strategies were discussed. Each member agreed to reach out one on one with 5 Property Managers in the area to discuss our next meeting in October and to let others know about the benefits of NARPM. Suggestion was made to contact Temple and Belton Chamber for membership referrals – Robin will do this. We will work on this to bring attendance up for our next meeting in October.

6. Marketing Strategies were discussed. It is necessary to invite people 4 weeks, 3 weeks, 2 weeks and week of meeting. We will ask Lori Harpole to assist in getting invites out on a more regular basis for next year. Robin will work on invite for next meeting on October 27 since Lori was out of town today.

7. Next Board meeting will be held on Friday October 27 at 11:00 directly before our General Membership meeting.

Action Items before next meeting:

1. Facebook Page needs to be updated and have coming events posted- **Chris**

2. Affiliate Webpage Update –**Chris**

3. KDH Contact – **Ali** please contact KDH about next meeting on October 27 once details are finalized on location.

4. Lunch – **Chris** will work with an affiliate to provide lunch for next meeting. Update to Robin by Wed Oct 4 so invite can be sent with all details.

5. Updated Board emails and phone numbers – **Chris** will update and send out

6. Speakers: **Robin** will email Michael Francis about possibility of speaking at January meeting. If not available, **Robin** will contact John Davies to speak on hoarding, companion animals, legal, etc.

7. Contact Temple/Belton Chamber – **Robin**

8. Next Meeting Giveaway/Takeaway list prepared – **JR Rodriguez**. **Chris** will send geographic info to JR.



National Association of Residential Property Managers

CENTRAL TEXAS CHAPTER

## Board of Directors Meeting Recap and Action Items September 12, 2017

1. Next General Membership Meeting will be held Friday 9/15/17 at 1:00. Robin will prepare an agenda for meeting similar to below:

Installation of Officers	Greg Doering
RMP Presentation	Greg Doering
Affiliate Presentation	Depending on if vendor sponsors snack
Speaker	Michael Francis
Wrap Up	

2. Appointed Committee chairs:

Education	Chris
Membership	JR
Hospitality	Ali

3. Discussed pushing education in November. We will have sign up forms available at meeting on Friday. JR will take info to next Austin NARPM meeting on Tuesday 9/19/17. Robin will work on compiling a mailing list of our members, AACT and Realtors to send out class flyer and future invites.

4. Action Items

- a. Need to work on Facebook Page – Chris and Ali
- b. Affiliate Webpage for our chapter needs to be updated – Chris and Robin
- c. Robin will send KDH contact info to Ali to try to get a reporter at meeting
- d. David will speak to Monteith about using their conference room for General Membership Meetings
- e. Robin will speak to Teri at CTHBA about using a room there

5. Next Board Meeting will be held on Tuesday October 10, 2017 at 11:00 Harker Heights Chamber Conference Room. Topics for discussion will be:

- a. Education for 2018
- b. Meeting dates for 2018
- c. Change General Membership Meetings to 3<sup>rd</sup> Thursday of the month and have Board meeting right before
- d. Each One Reach One for January?
- e. Vendor Blender or Round Tables?
- f. Membership Drive Ideas

Please let me know if I forgot anything!

Thanks for attending today,

Robin



**CENTRAL TEXAS CHAPTER  
BOARD OF DIRECTORS MEETING  
JANUARY 17, 2017**

**Board Members:**

Present: Chris Savoie, Scott Shine, Mary Beth Davis, Justina Dafferna, David Mull, Molly Repasch, Robin Cargill Deborah Beene

**Proceedings:**

- Meeting called to order at 12:00pm by President Chris Savoie
- September 20, 2016 meeting minutes were accepted and approved
- Budget discussion. Updated signature card was signed for submission to FSB.
- Membership update provided (see attached from Membership chair) with discussion of offering discount on education events.
- Next General Membership meeting will start with a 10-minute presentation from Killeen Heating & Air.
- Possible lunchtime meetings in the future discussed as a way to increase attendance at our General Membership Meetings. Lunch will be provided at attendee's expense.
- Promoting the benefits of joining the local chapter should include: Networking, Education – Industry Standards, Local issues discussed. A suggestion was made to allow 10 minutes at the end of each General Membership Meeting for a shared "lesson learned" from our audience.

- Education update provided (see attached). Calendar topics and dates discussed.
- Chris informed the Board that she is working on submitting Central Texas Chapter for the Chapter of Excellence.

**Upcoming Events:**

Next meeting: March 21<sup>st</sup>, 11:00am @ Cloud Real Estate office.

With no new business the meeting adjourned at 12:45.

Minutes submitted by Secretary, Mary Beth Davis.



**CENTRAL TEXAS CHAPTER  
BOARD OF DIRECTORS MEETING  
APRIL 27, 2017**

**Board Members:**

Present: Chris Savoie, Scott Shine, Mary Beth Davis, Justina Dafferna, Robin Cargill Deborah Beene

**Proceedings:**

- Meeting called to order at 11:00am by President Chris Savoie
- Next General Membership meeting will be May 19, 2017. There will be an opportunity for a "forms exchange" for our membership. Encourage all property managers to share one "in-house" form. Each board member will make calls to other non-member property managers to extend an invitation and encourage them to join NARPM. Remind each contact that the first meeting is free.
- The PTSD Foundation Golf Tournament is October 17, 2017 in Orlando, FL. A discussion on our local chapter donation was conducted.
- Chapter compliance completion: Will be submitted toward the end of the year for Chapter of Excellence. Please submit all Minutes/Agendas from Board meetings/Flyers-Agendas from General Membership meetings timely.
- Discussion on increasing Educational offerings to attract membership. Upcoming Events were presented.



**Upcoming Events:**

Next meeting: May 25, 2017; 11:00am @ Cloud Real Estate office.

With no new business the meeting adjourned at 11:45.

Minutes submitted by Secretary, Mary Beth Davis.



Christine Savoie &lt;csavoie74@gmail.com&gt;

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**Meeting Notes from 12/15/17**

3 messages

**Robin Cargill** <robincargill@johnreider.com>

Mon, Dec 18, 2017 at 2:06 PM

To: David Mull <david.mull@hotmail.com>, Ali Cotner <leasingagent@colonialrealestate.com>, pm@cloudrealestate.com, Deborah Beene <dbeene@cloudrealestate.com>, David Norman <davidnorman@johnreider.com>, Chris Savoie <csavoie74@gmail.com>, lori@shinerm.com, JR Rodriguez <jrodriguez@ucscompanies.com>

Information from Friday's Meeting:

-

Old Business:

-

1. Old Facebook Page Deactivation - Chris – She will get this info from Justina on Monday 12/18

2. Lunch – Chris getting with Filter Easy? – We will have an update on this NLT end of day Tuesday 12/19

3. Speakers and Meeting Room: Robin – Room is reserved for all of 2018 meetings but still waiting to hear from Property Tax Expert for Jan meeting

4. Contact Temple/Belton Chamber –Belton is \$175 and Temple is \$150 – Applications have been submitted for membership by Robin

5. Next Meeting Giveaway/Takeaway– JR Rodriguez – Approved JR idea of takeaway with important numbers

6. Business Cards – JR Rodriguez – David Mull has found a cheaper source and he is ordering cards today 12/18

7. Pre-purchase ticket for Texas Style – Robin has info – Purchased today 12/18

8. Grant to lower dues – Chris will have an answer on this NLT end of day Tuesday 12/19

### New Business:

1. Robin will get a list of members that have not renewed on a National Level so we can get the incentive payment of \$10 per member. I received this list of members today and am emailing all of them that have not paid National Dues yet. Will send this email today.

### 2. Each One Reach One:

Everyone who brings a member will be added into drawing for Free Texas Style

Chris is working on lunch from Filter Easy if not, we will order Jason's Deli

Room is reserved

More to come on Speaker

Evite will go out by EOD tomorrow Tuesday 12/18/17

3. Molly is concerned as she has not been notified of the process for local dues renewals and payments. Chris said that Justina was keeping track of this and she will get with her and get the information so we can help Molly with this – no later than end of day Monday 12/18.

Just wanted to get all info out to everyone as soon as possible. Ali please forward the minutes for approval as soon as you complete them.

Thank you!!

-



**Robin Cargill, Realtor®**

**RMP®, Residential Management Professional**

**Executive Administrator**

**John Reider Properties II, Ltd**

**254-699-8300 or 254-238-6693**

John Reider Properties II, Ltd. (John reider, Broker) is a commercial real estate company engaged in the brokerage and leasing business. The information included in this email has been obtained from sources believed to be reliable, but we have not verified it and make no guarantee, warranty, or representation about its contents. It is your responsibility to independently confirm its accuracy. This electronic message is confidential and is intended ONLY for the use of the individual(s) to whom it is addressed. The information may also be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient ONLY. If you have received this transmission in error, you are hereby notified that any use, dissemination, distribution, or reproduction, or sharing of this transmission email is strictly prohibited and considered unlawful. If you are NOT the intended recipient, please immediately notify me via email or by telephone at [254-699-8300](tel:254-699-8300), and delete the message from your email and/or computer system(s).

<http://www.trec.state.tx.us/pdf/contracts/op-k.pdf>

PLEASE READ: Texas law requires all real estate licensees to give the above Information About Brokerage Services (IABS) to prospective buyers, tenants, sellers and landlords

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**Chris Savoie** <csavoie74@gmail.com>  
To: Robin Cargill <robincargill@johnreider.com>

Mon, Dec 18, 2017 at 4:41 PM

did you get my email from Mark/Filter EAsy? Ali reached out to see if he would come in Jan - even with the conflict with Houston. Jan, May and July were all conflicts with Houston - and we wouldn't have the big vendor participation..

If Mark can't do lunch in Jan - Ali is going to push him to commit to Feb or Mar - whatever is next. Do you want Jason's or do you want me to get the stuff from Sams?

Chris

[Quoted text hidden]

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**jrodriguez@ucsccompanies.com** <jrodriguez@ucsccompanies.com> Wed, Dec 20, 2017 at 9:30 AM  
To: Robin Cargill <robincargill@johnreider.com>, David Mull <david.mull@hotmail.com>, Ali Cotner <leasingagent@colonialrealestate.com>, pm@cloudrealestate.com, Deborah Beene <dbeene@cloudrealestate.com>, David Norman <davidnorman@johnreider.com>, Chris Savoie <csavoie74@gmail.com>, lori@shinerm.com

Thank you, David for taking the cards off of my "to do list"!!! I sincerely appreciate you!

## JR Rodriguez

*DIRECTOR OF BUSINESS DEVELOPMENT*

UCS Companies

[jrodriguez@ucskompanies.com](mailto:jrodriguez@ucskompanies.com)

Cell: 512/773-7546

Offc: 512/385-6600

[www.ucskompanies.com](http://www.ucskompanies.com)

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**From:** Robin Cargill [mailto:[robincargill@johnreider.com](mailto:robincargill@johnreider.com)]

**Sent:** Monday, December 18, 2017 2:07 PM

**To:** 'David Mull' <[david.mull@hotmail.com](mailto:david.mull@hotmail.com)>; 'Ali Cotner' <[leasingagent@colonialrealestate.com](mailto:leasingagent@colonialrealestate.com)>;  
[pm@cloudrealestate.com](mailto:pm@cloudrealestate.com); 'Deborah Beene' <[dbeene@cloudrealestate.com](mailto:dbeene@cloudrealestate.com)>; 'David Norman'  
<[davidnorman@johnreider.com](mailto:davidnorman@johnreider.com)>; 'Chris Savoie' <[csavoie74@gmail.com](mailto:csavoie74@gmail.com)>; [lori@shinerm.com](mailto:lori@shinerm.com); 'JR Rodriguez'  
<[jrodriguez@ucskompanies.com](mailto:jrodriguez@ucskompanies.com)>

**Subject:** Meeting Notes from 12/15/17

[Quoted text hidden]