



CHAPTER COMPLIANCE 2023

C073 OAHU CHAPTER NAME

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**

C073 OAHU CHAPTER

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 8, 2022 Attendee(s): Elizabeth P. Ishimitsu

May 10, 2022 Attendee(s): Arlene Kim-Kawamoto

October 11, 2022 Attendee(s): Drudi Johnson

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): Arlene Kim-Kawamoto

November 16, 2022 Attendee(s): Arlene Kim-Kawamoto; Karen Cardoza; Drudi Johnson; Jasmine Olarti



BYLAWS of
The Oahu Chapter of
The National Association of Residential Property Managers

Adopted: 2004
Revised: November 2012, February 2016, July 2021
Last Revision: Aug. 2022

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**Bylaws of
The Oahu Chapter of
The National Association of Residential Property Managers
Updated August 2022**

ARTICLE I: Name, Purpose, Powers and Definitions

Section A: Name

The name of this organization shall be The Oahu 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 on the Island of Oahu, in the State of Hawaii.
2. To promote a standard of business ethics, professionalism, and fair business 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 initiatives on the Island of Oahu, in the State of Hawaii.

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 Hawaii.

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., herein referred to as the National Association.

Section D:

This chapter's geographical definition shall be: The Pacific Basin, excluding those areas with existing chapters.

ARTICLE II: 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 and be in good standing with the Department of Commerce and Consumer Affairs. This member has completed a course of instruction covering the NARPM® Code of Ethics.

For the purposes of this section, 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 and be in good standing with the Department of Commerce and Consumer Affairs. 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.

For the purposes of this section, 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 Hawaii's State regulatory licensing law. A Support Staff Member does not vote or hold elective office but may be a member of a committee.

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 and suspension of affiliate membership shall be identical to those specified for members, except that Affiliate Members are not eligible to vote. Affiliate Members cannot be a chairperson but can serve in advisory positions to the Board or chairpersons or committee members. An Affiliate Member does not vote or hold elective office.

The Oahu Chapter shall not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter. A Chapter Vendor Affiliate Member does not have to be a NARPM® National Affiliate Member. Affiliate membership does not, directly or indirectly, imply an endorsement of the services or products provided by the Affiliate Members.

Section E: 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 F: 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 if 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 members 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.
3. Dues: Chapter dues for each category of membership will be set at the Chapter's annual budget meeting by the Board of Directors and will vary based on the financial need of the Chapter.

ARTICLE III: Suspension, Termination, and Reinstatement 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 Association of Residential Property Managers, Inc. as a result of violations of the Code of Ethics and Standards of Professionalism.
3. For an act or omission that the Chapter Board of Directors believes is unbecoming to the Chapter or puts the Chapter in an unfavorable light for which the Board believes suspension is necessary.

Section B: Termination of Membership

Membership shall be terminated for any reason identified below. Upon termination, a member shall lose all rights and interests in the chapter and/or 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 Oahu Chapter Board 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 30 days of the due date. Members may file a letter of appeal to the Board of Directors should an extension be needed to pay the 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 Board of Directors, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of National Association annual dues.

Section C: Reinstatement of Membership

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

1. Upon written request, if such request is received during the calendar year during which a resignation occurred.
2. Upon written request, provided that all financial indebtedness incurred has been paid and is current.
3. After a waiting period of one (1) calendar year from the date of termination, when termination occurred because of a Board request or by an act of the National Association.
4. Request through the normal application procedures if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Board of Directors

Section A: Responsibilities

The Chapter Board of Directors, hereinafter known as the Board, shall have responsibility for the management of the Chapter and shall exercise all rights and powers not expressly reserved by these bylaws of the National Association. Such management responsibilities shall include, but not be limited to:

1. Establishing and implementing an organizational 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 made per Article: X of these Bylaws.
3. Establishing annual Chapter dues, application fees and special assessments.
4. Establishing new committees and dissolving existing committees.

Majority board approval is needed to enter into any legally binding agreements or to bind the NARPM Oahu Chapter to any financial obligations over \$1,000.00.

Section B: Board of Directors

All Chapter Board members should faithfully attend all Chapter Board meetings. The Board of Directors, hereinafter known as the Board, shall be composed of the below nine (9) 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 Board.
 - f. Shall ensure the completion of all documentation required by the National Association.

- g. Serve a term of two (2) years commencing with the beginning of the new calendar year (every other year).
 - h. Must be a Professional Member of the Chapter.
 - i. Must attend an annual Board Leadership Training offered by the National Association of Residential Property Managers.
2. Vice President: The Vice President shall:
- a. Act as an alternate signatory for funds withdrawn from the Chapter account(s).
 - b. Fulfill the responsibilities of the President during his/her absence.
 - c. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
 - d. Undertake other activities as are deemed appropriate by the President.
 - e. Serve a term of two (2) years commencing with the beginning of the calendar year (every other year).
 - f. Must be a Professional Member of the Chapter.
 - g. Undertake responsibility for such other activities as deemed appropriate by the Board.
 - h. Oversee the submission of Chapter reports including Chapter Excellence submissions.
 - i. Must be the back-up in attendance for the 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 Board as appropriate.
 - c. File all federal, state, and local reports as needed.
 - d. Undertake responsibility for such other activities as deemed appropriate by the Board.
 - e. Serve a term of one (1) year commencing with the beginning of the calendar year.
 - f. Must be a Professional Member of the Chapter.
 - g. Notify all Chapter Members of upcoming meetings including but not limited to:
 - i. The time, date, and location of said meeting.
 - ii. Chapter business to be conducted.
 - iii. Guest speakers who will be participating.
4. Treasurer: The Treasurer shall:
- a. Be a signatory for all funds withdrawn from the 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 Board 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 Board.
 - h. Serve a term of one (1) year commencing with the beginning of the calendar year.
 - i. Must be a Professional Member of the Chapter.
5. The Immediate Past President shall:
- a. Shall serve as Chairperson of the Nominating Committee.
 - b. Act as an alternate signatory for funds withdrawn from the Chapter account(s).
 - c. Undertake responsibilities as assigned by the Board.
 - d. Serve a term of two (2) years commencing with the beginning of the new calendar year (every other year).
 - e. Must be a Professional Member of the Chapter.

6. Four (4) Additional Members known as Directors shall:
 - a. Undertake responsibilities as assigned by the Board.
 - b. These Directors shall be divided into two levels, each level will serve a term of two (2) years commencing with the beginning of the calendar year, after the initial vote, as noted below:
 - i. The first level shall consist of the two (2) Directors who receive the first and second greatest number of votes at the election held at the last regularly scheduled Chapter meeting after these bylaws are enacted and they shall serve a term of two (2) years. The new Directors shall be elected every other year.
 - ii. The second level shall consist of the two (2) Directors who receive the third and fourth greatest number of votes at the election held at the last regularly scheduled Chapter meeting after these bylaws are enacted and they shall serve a term of one (1) year. Following this one-year term, this level will be up for election again and the Directors elected will serve a term of two (2) years to be elected every other year.
 - c. Must be Professional Members of the Chapter.

ARTICLE V: 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: Nominating Committee

1. Responsibilities: Nominating Committee is responsible for providing a slate of Officers/Directors each year to the general membership for voting.
2. Composition: The Nominating Committee shall be composed of five (5) members.
 - a. The Immediate Past President shall serve as Chairperson, however, the most recent Past President able and willing to serve shall chair the Nominating Committee if the Immediate Past President is unable to serve.
 - b. The remaining members of the Nominating Committee shall include the two (2) Board Directors not up for election and two (2) Professional Members chosen by the Nominating Committee Chair.
 - c. To be eligible to serve on the Nominating Committee, members must be in good standing with the Chapter and the National Association of Residential Property Managers, Inc.
 - d. A quorum of three (3) members of the Committee shall be required to conduct the business of the Nominating Committee.
 - e. The Nominating Committee shall be fully formed by May each year and shall serve for that calendar year. No member on the Nominating Committee may be on the nominating slate of Officers/Directors for that year. The Nominating Committee shall meet on the call of the Chairperson and no member may serve on the Nominating Committee for more than three (3) consecutive years.

3. Duties: The duty of the Nominating Committee is to find the best candidate for each Officer/Director position from the general membership.
 - a. The Nominating Committee shall call for applications no later than thirty (30) days before the scheduled voting for that election year via the website, electronically or verbally at a monthly Chapter meeting. The Nominating Committee shall carefully review each application submitted for an Officer/Director position and verify that the candidate is in good standing with the Chapter and National Association of Residential Property Managers, Inc., can fulfill the duties of the office for which they are applying, is eligible for the position and is willing to serve if elected.
 - b. The Nominating Committee shall call for Write-In Candidates from the general membership no later than thirty (30) days before the slate of candidates is to be presented to the Board for ratification for that election year.
 - i. To be considered a Write-In Candidate, the prospective candidate shall provide a signed letter to the nominated committee indicating they are willing to serve if elected and signed by at least ten percent (10%) of the professional members at least ten (10) days before the slate of candidates is to be presented to the Board for ratification for that election year.
 - ii. The Nominating Committee shall review each Write-In Candidate as they did each applicant and provide a final report to the Board for ratification.
 - c. Upon ratification by the Board, the Nominating Committee shall publish the ratified slate to the general membership at least fifteen (15) days before the election.

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 Board.

1. Presiding Authority: The outgoing President shall conduct the election. The outgoing President can delegate the electoral process to a Past President or Nominating Committee member provided that neither member is a nominee.
2. 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.
3. 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 Board.
4. The Chapter shall not allow nominations from the floor of the chapter meeting.
5. The nominee receiving a simple majority of the vote shall be elected to the position.

Section D: Term of Office

An elected officer's term of office shall commence with the beginning of the Chapter's 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 as determined by the President and ratified by the Board.

Section F: Filling a Vacated Office

If the position of President is vacated, the Vice President shall automatically fill that position and shall continue to serve as both President and Vice President. In the case of other officers, a vacated office shall be filled:

1. When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
Procedure: By an individual nominated and approved by the Board 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.
2. When less than three (3) calendar months remain until the next election, a vacated office shall remain vacant.

ARTICLE VI: Meetings, Locations and Majority Rules

Section A: Meetings

The Board shall meet a minimum of 11 times during the year.

1. Notice of Regular Meeting: With the advice and consent of the President, the Secretary shall notify all members of the Board of the date, time, and place of the next regular scheduled meeting. Additionally, the notice of the meeting shall be placed on the Chapter website.
2. Waiver of Notice: Attendance by any member of the Board 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 Board.
3. Electronic meetings: If approved by the Chapter Board, meetings can be held electronically 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 Board shall be held within the geographic definition of the Chapter unless otherwise waived by all the members of the Board. Annual meeting location of the Chapter shall be approved by the Board.

Section C: Quorum

1. A majority of the Board officers in attendance shall constitute a quorum. Once a quorum is established, it cannot be broken by a Board member absenting themselves.
2. Quorum: A quorum to conduct business by the members shall be ten percent (10%) of the members 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 Board 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.

The President may not vote unless the Board vote is tied. In this case, the President may vote to reach a majority vote.

Section E: Non-Board Member Participation

In addition to the Board and Committee Chairs, past local Chapter Presidents, committee members and general members may attend the Board meetings.

1. The Board upon a motion by a Board member may deny access to the Board meeting to any attendee the Board deems necessary or restrict any attendees' access to portions of the Board meeting.
2. Voting at the Board meeting is limited to Board Members.

Section F: Electronic Meetings

If approved by the Chapter Board, meetings can be held electronically to conduct the business of the Chapter. Technological advances now provide for forms of electronic participation and further advancements in the future are probable. Such participation shall be at the discretion of the Board and shall constitute presence at the meeting.

Section G: Special Meetings

A special meeting of the Board can be called by any member of the Board to conduct business that cannot wait until the next regularly scheduled board meeting.

1. Notice of the time, place and specific purpose of the Special Meeting shall be provided to the Board at least two (2) days before the special meeting. Email discussion of Director availability for the meeting as well as the date and time for the meeting is allowed and scheduling discussions are not considered "Board meetings/discussions."
2. At the Special Meeting, Members can discuss only the business that was stated in the notification and any decisions made at the Special Meeting shall be ratified at the next regularly scheduled general Board meeting.

Section H: The Chapter Meetings

1. Location: All meetings of the Chapter shall be held within the geographic definition of the Chapter. The Chapter Annual meeting location shall be approved by the Board.
2. Quorum: A quorum to conduct business by the members shall be ten percent (10%) of the members eligible to vote at a regularly scheduled meeting in attendance. A Chapter event can be held without a quorum, but no business can be conducted.

Section I: Governing Rules

The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern all Board meetings and Chapter meetings to which they are applicable and in which they are not inconsistent with these bylaws or the National Association of Residential Property Managers, Inc. Bylaws.

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 Board. The President, with the advice and consent of the Board, shall have the power to remove any Committee Member with just cause and appoint any member to fill a vacancy with the advice and consent of the Board. The President is prohibited from serving as Chairperson or member of a 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 Board. No sub-committee may take any action on behalf of or as a representative of the Chapter unless specifically authorized by the Board.

1. The Chapter shall have the following standing committees: Education & Speakers, Government Affairs, Designations, Membership, Vendors, and Website.
2. The duties and responsibilities of each committee will be set forth in the Chapter's Policy and Procedures Manual.
3. Voting: Any member serving on a sub-committee is eligible to vote at all meetings of that sub-committee.

Section C: Creation and Dissolution

The President, with the advice and consent of the Board, shall have the authority to create and dissolve sub-committees according to the needs of the Chapter.

Section D: Authority

Except as otherwise authorized by the bylaws, any action by a committee shall be subject to the approval of the Board.

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 Member 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.

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.

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.

ARTICLE IX: Financial Considerations

Section A: Calendar Year

The Chapter's financial year shall be a calendar year from January to December.

Section B: Chapter Dues

The Chapter may charge annual and prorated dues, subject to approval by the National Association, as outlined below:

1. Payable: Dues for local Chapters are payable no later than January first (1st) of each year.
2. Non-payment of dues: Failure to pay the annual Chapter dues within thirty (30) days after the first day of the year shall result in automatic termination of Chapter membership unless there are extenuating circumstances, as determined by the Board.
3. Member dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the Board during the budgeting process based on the financial need of the Chapter.

4. **Affiliate Dues:** The amount of Chapter dues for Affiliate Members shall be established annually at the annual Board budget meeting. The Chapter will charge dues to National Affiliate Members who wish to also be Affiliate Members of the Chapter.
5. **Late Fees:** Any payment received after the due date will be considered late, and a late fee may be assessed. The Board must approve any schedule of late fees or returned check fees during the annual Board budget meeting.

Section C: Special Assessments

Special Assessments may be established by the Board 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 Board, shall prepare an itemized budget of income and expenses for each calendar year at the annual Board budget meeting. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the Oahu Chapter's Board.

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 directors of the National Association of Residential Property Managers, Inc. at any time through a letter addressed to the Board identifying the purpose for the change, signed by five (5) members of the general membership population, and presented or mailed to the secretary. The Secretary must receive the proposed change at least ten (10) business days prior to the regularly scheduled Board meeting at which time the change will be discussed. The entire Board shall study any proposal and determine the proper course of action for the proposed change.

1. As deemed necessary by the Board, a temporary committee may be formed to investigate and research the proposed change and recommend a course of action to the Board.

Section B: Procedure for Amending

The entity assigned for the purpose of reviewing proposed bylaw revisions shall present the proposed amendment to the Board with its findings and proposed recommendations of actions. A two-thirds majority of the Board is necessary to amend these bylaws. Once approved by the Chapter Board, 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 the office of the National Association.

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 Board, officer(s), sub-committee chairperson(s) and sub-committee member(s), as well as the National Association, its board of directors, officer(s), chairperson(s) and committee member(s) 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 Hawaii State law, the Chapter shall notify the National Association of Residential Property Managers, Inc. 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 F: Dissolution

Should the Chapter membership vote by majority to dissolve the operations of the Oahu Chapter, as recommended by the Board or National Association of Residential Property Managers, Inc., all remaining funds in the treasury will be sent to the National Association of Residential Property Managers, Inc.

e-Postcard Worksheet		2021
Form 990-N	For calendar year 2021, or tax year beginning _____, and ending _____	
Name NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS - OAHU CHAPTER		Employer Identification Number **-***2244
Note: Form 990-N can ONLY be filed electronically, and is filed in lieu of Forms 990 or 990-EZ, if eligibility is met.		
The following items are required for a complete electronic submission:		
1. Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN)	**-***2244	
2. Tax year	2021	
3. Legal name of organization	NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS - OAHU CHAPTER	
Mailing street address	2131 S. BERETANIA ST. STE 204	
City or foreign province	HONOLULU	
State or foreign country code	HI	
Zip code	96826	
4. Any other names the organization uses (Doing Business As)		
5. Principal officer name	ELIZABETH ISHIMITSU	
Mailing street address	2131 S. BERETANIA ST. STE 204	
Street address line 2		
City	HONOLULU	
Foreign province		
State or foreign country code	HI	
Zip code	96826	
6. Web site address if the organization has one		
7. Organization's annual gross receipts are normally \$50,000 or less	X	
8. Organization is terminated or in the process of termination		

NARPM - OAHU CHAPTER

Profit & Loss Budget Overview

January through December 2023

	Jan - Dec 23
Ordinary Income/Expense	
Income	
4 · Contributed support	
4210 · Corporate/business grants	1,500.00
4215 · Chapter incentive	1,600.00
Total 4 · Contributed support	3,100.00
5 · Earned revenues	
5180.1 · Conference	
5180.9 · Public Seminar	4,000.00
Total 5180.1 · Conference	4,000.00
5182 · Program related cost	
5182.1 · Conference Expenses	
5182.4 · Conference Lunch cost	-1,500.00
5182.9 · Public Seminar	
5183.11 · Miscellaneous	0.00
5183.3 · Supplies	-500.00
5183.5 · Promotion	-300.00
5183.6 · Lunch	0.00
5183.9 · Door prizes	-500.00
5182.9 · Public Seminar - Other	0.00
Total 5182.9 · Public Seminar	-1,300.00
Total 5182.1 · Conference Expenses	-2,800.00
Total 5182 · Program related cost	-2,800.00
5210 · Membership dues - vendors	2,000.00
5215 · Member dues	2,000.00
5311 · Bounce Check Fees/Misc Fees	0.00
5455 · Christmas Party	
5455.1 · Christmas Lunch	1,900.00
5455.2 · Christmas gifts	-2,400.00
5455.3 · Christmas - miscellaneous	-1,200.00
5455.5 · Christmas lunch cost	-1,300.00
Total 5455 · Christmas Party	-3,000.00
Total 5 · Earned revenues	2,200.00
Total Income	5,300.00
Gross Profit	5,300.00
Expense	
5281 · General Excise	200.00
7500 · Other personnel expenses	
7520 · Accounting fees	250.00
Total 7500 · Other personnel expenses	250.00
8100 · Non-personnel expenses	
8140 · Postage, shipping, delivery	202.00
Total 8100 · Non-personnel expenses	202.00
8300 · Travel & meetings expenses	
8310 · Travel	1,000.00
8320 · Conference, convention, meeting	0.00
Total 8300 · Travel & meetings expenses	1,000.00
8500 · Misc expenses	
8515 · Bank service charges	0.00
8535 · Contributions	0.00
8545 · Entertainment	200.00
8560 · Outside computer services	500.00

NARPM - OAHU CHAPTER

Profit & Loss Budget Overview

January through December 2023

	Jan - Dec 23
8590 · Other expenses	300.00
Total 8500 · Misc expenses	1,000.00
8586 · Insurance	696.00
Total Expense	3,348.00
Net Ordinary Income	1,952.00
Other Income/Expense	
Other Expense	
9800 · Fixed asset purchases	2,000.00
Total Other Expense	2,000.00
Net Other Income	-2,000.00
Net Income	-48.00

NARPM - OAHU CHAPTER

Profit & Loss

January through December 2022

	Jan - Dec 22
Ordinary Income/Expense	
Income	
4 · Contributed support	
4210 · Corporate/business grants	470.89
4215 · Chapter incentive	1,550.00
Total 4 · Contributed support	2,020.89
5 · Earned revenues	
5180.1 · Conference	
5180.9 · Public Seminar	3,268.80
Total 5180.1 · Conference	3,268.80
5182 · Program related cost	
5182.1 · Conference Expenses	
5182.4 · Conference Lunch cost	777.28
5182.9 · Public Seminar	
5183.1 · Binders	0.00
5183.11 · Miscellaneous	-153.39
5183.3 · Supplies	-420.83
5183.5 · Promotion	-216.80
5183.6 · Lunch	-852.69
5183.9 · Door prizes	-412.86
5182.9 · Public Seminar - Other	-238.22
Total 5182.9 · Public Seminar	-2,294.79
Total 5182.1 · Conference Expenses	-1,517.51
5182.2 · Class cost	
5182.5 · Class Lunch-cost	0.00
Total 5182.2 · Class cost	0.00
Total 5182 · Program related cost	-1,517.51
5210 · Membership dues - vendors	1,625.00
5215 · Member dues	2,518.86
5311 · Bounce Check Fees/Misc Fees	14.00
5445 · Cost of monthly lunch	
5446 · Lunch collection	0.00
Total 5445 · Cost of monthly lunch	0.00
5455 · Christmas Party	
5455.1 · Christmas Lunch	2,037.50
5455.2 · Christmas gifts	-2,337.08
5455.3 · Christmas - miscellaneous	-219.90
5455.5 · Christmas lunch cost	-1,251.66
Total 5455 · Christmas Party	-1,771.14
Total 5 · Earned revenues	4,138.01
Total Income	6,158.90
Gross Profit	6,158.90
Expense	
7500 · Other personnel expenses	
7520 · Accounting fees	157.07
Total 7500 · Other personnel expenses	157.07
8100 · Non-personnel expenses	
8110 · Supplies	0.00
8140 · Postage, shipping, delivery	202.00
Total 8100 · Non-personnel expenses	202.00

NARPM - OAHU CHAPTER
Profit & Loss
January through December 2022

	Jan - Dec 22
8300 · Travel & meetings expenses	
8310 · Travel	2,562.37
8320 · Conference, convention, meeting	1,505.01
Total 8300 · Travel & meetings expenses	4,067.38
8500 · Misc expenses	
8515 · Bank service charges	14.00
8520 · Promotion	0.00
8535 · Contributions	1,000.00
8545 · Entertainment	232.41
8560 · Outside computer services	486.59
8585 · Board of directors meeting	0.00
8590 · Other expenses	352.91
Total 8500 · Misc expenses	2,085.91
8586 · Insurance	696.00
Total Expense	7,208.36
Net Ordinary Income	-1,049.46
Net Income	-1,049.46

Monthly Meeting - February 15, 2022

NARPM Oahu Chapter <NARPM.OahuChapter@gmail.com>

Sat 2/12/2022 4:40 PM

To: Laurene H. Young <Laurene808@outlook.com>



This message is eligible for Automatic Cleanup! (NARPM.OahuChapter@gmail.com) Add cleanup rule | More info



OAHU CHAPTER MONTHLY MEETING

February Topic: Neighborhood Board Meetings

Why it's important and how the process works

Speaker: Lloyd Yonenaka, Executive Secretary of the Neighborhood Board Commission Office

Got a problem in your neighborhood/community? Did you know attending the neighborhood board meeting can assist in addressing your neighborhood issues?

Come find out who attends these meetings and why your voice matters!

If you have any questions please send them via e-mail to: darlene@pro808.com or during the zoom meeting via chat to: Darlene Higa

When: Tuesday, February 15, 2022, beginning at 11:30 AM -
1:30 PM

Where: Zoom Teleconference Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/81285653807>

NO PASSWORD NEEDED

Meeting ID: 812 8565 3807

One tap mobile

+13462487799, 81285653807# US (Houston)

+16699009128, 81285653807# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 812 8565 3807

Find your local number: <https://us02web.zoom.us/u/kdSu7CPyY>

Again, please e-mail any questions to:

darlene@pro808.com

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You are receiving this email because you are a member of NARPM National.

Our mailing address is:

The NARPM Oahu Chapter

95-1030 Meheula Pkwy., #894569

Monthly Meeting - March 8, 2022

NARPM Oahu Chapter <NARPM.OahuChapter@gmail.com>

Mon 3/7/2022 9:53 AM

To: Laurene H. Young <Laurene808@outlook.com>



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OAHU CHAPTER MONTHLY MEETING

***Topic: Update on Tax Laws for
Independent Contractors***

***Speaker: Greg Furuya, Retired
Partner at Deloitte Tax LLP***

Come hear what you can and cannot do before you file your
taxes!

Common questions he encounters: meal/entertainment issues;
business use of cars; Retirement plans; Record keeping and
retention; home offices; travel; and so much more!

If you have any questions please send via e-mail to:
darlene@pro808.com or during the zoom meeting via chat to:
Darlene Higa

When: Tuesday, March 8, 2022 beginning at 11:30 AM

Where: Zoom Teleconference Meeting

Join Zoom Meeting

April 19th Monthly Meeting.

NARPM Oahu Chapter <NARPM.OahuChapter@gmail.com>

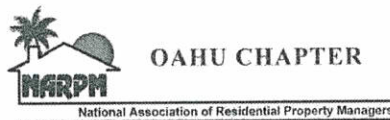
Tue 4/12/2022 12:48 PM

To: Laurene H. Young <Laurene808@outlook.com>



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[View this email in your browser](#)



OAHU CHAPTER MONTHLY MEETING

Topic: Cyberware/Ransomware

Speaker: Ryan Ozawa, Tech Columnist

Learn how cybercriminals have changed their tactics to exploit the global disruption of COVID-19 and get strategies to avoid and minimize the impact of attacks.

If you have any questions please send them via e-mail to: darlene@pro808.com or during the Zoom Meeting via chat to Darlene Higa

When: Tuesday, April 19th, 2022 beginning at 11.30 AM

Where: Zoom Teleconference Meeting

Join Zoom Meeting

[https://us02web.zoom.us/j/82748595175?](https://us02web.zoom.us/j/82748595175?pwd=bWNJcmIpa0VsNWRmdWlORXhTdDZ09)
[pwd=bWNJcmIpa0VsNWRmdWlORXhTdDZ09](https://us02web.zoom.us/j/82748595175?pwd=bWNJcmIpa0VsNWRmdWlORXhTdDZ09)

Meeting ID: 827 4859 5175

Passcode: 294444

One tap mobile

+16699006833,,82748595175#,*294444# US (San Jose)

+12532158782,,82748595175#,*294444# US (Tacoma)

May Monthly Meeting

NARPM Oahu Chapter <NARPM.OahuChapter@gmail.com>

Thu 5/12/2022 12:45 PM

To: Laurene Young <laurene808@outlook.com>



MAY MONTHLY MEETING



OUR GUEST SPEAKER

Tre' Martines-Melim

Environmental Technician II
City & County of Honolulu -
Dept of Facility Maintenance



- 4 years of service ensuring
the community follows proper
BMPs to keep the Aina clean
and safe from harmful
pollutants -

May 17th 2022
11.30 AM-1.00 PM HST

Discussion & Insight

- Protocols for water/dirt/pollution run off.
- Illicit connections to the City's drainage system.
- Why storm water management is important to us.
- The violations and/or citations that the City can impose and much more!

Questions to

Zoom Meeting via chat to
Darlene Higa
Via e-mail to
darlene@pro808.com

June Monthly Meeting

NARPM Oahu Chapter <NARPM.OahuChapter@gmail.com>

Fri 5/27/2022 3:54 PM

To: Laurene Young <laurene808@outlook.com>



JUNE MONTHLY MEETING

OUR GUEST SPEAKER

Markus Owens
PIO, City & County
Department of
Environmental Services

TOPIC

Reuse Bulky Items /
Recycling / Household
Hazardous Waste

Additional Meeting Details to
Follow Shortly

SAVE THE DATE

June 7th 2022
11.30 AM-1.30 PM HST

Questions to

Zoom Meeting via chat to
Darlene Higa
Via e-mail to
darlene@pro808.com

JULY MONTHLY MEETING

OUR GUEST SPEAKER

Lacey Shimabukuro.
Energy advisor for the
multifamily/condo and
new construction
sectors.

TOPIC

Hawaii Energy
Incentives for Energy
Efficiency

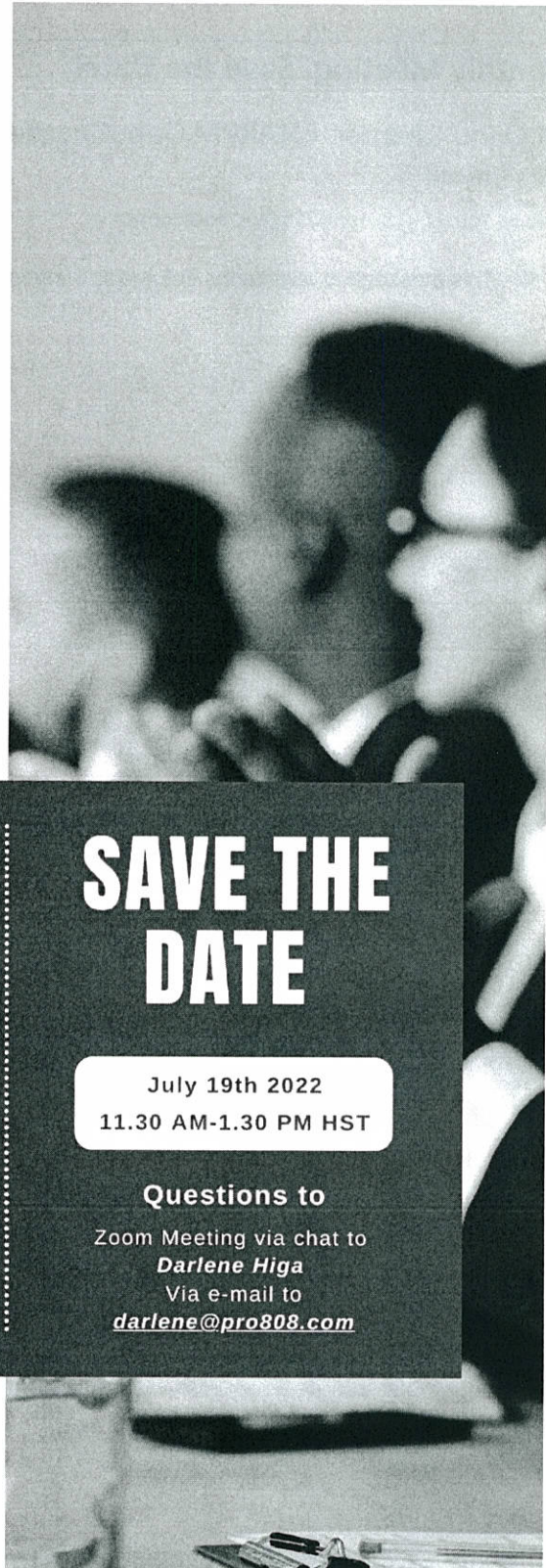
Additional Meeting Details to
Follow Shortly

SAVE THE DATE

July 19th 2022
11.30 AM-1.30 PM HST

Questions to

Zoom Meeting via chat to
Darlene Higa
Via e-mail to
darlene@pro808.com



See you at our September Monthly Meeting. Renters' rights and responsibilities

NARPM Oahu Chapter <NARPM.OahuChapter@gmail.com>

Tue 9/13/2022 11:34 AM

To: laurene808@outlook.com <laurene808@outlook.com>



SEPTEMBER MONTHLY MEETING

OUR GUEST SPEAKER

Lorie K. Sides

Senior Condo Specialist
335 Merchant Street
Room 333
Honolulu, Hawaii 96813
(808) 586-2643
www.hawaii.gov/hirec



- Condominium Education Specialist
Real Estate Branch
- Professional & Vocational
Licensing Division
- Department of Commerce and
Consumer Affairs State of Hawaii

Did you know?

If a tenant fails to abide by them, the tenants and owners can be assessed a fine. In some cases, the law may allow the association to collect the tenant rental payment. Come here other rights the board may have in Chapter 514B.

September 20, 2022
11.30 AM-1.30 PM HST

Questions to

Zoom Meeting via chat to
Darlene Higa
Via e-mail to
darlene@pro808.com

Go to Zoom Meeting Now!

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Our mailing address is:
The NARPM Oahu Chapter
PO BOX 1353
Aiea, HI 96701

Add us to your address book

October Monthly Meeting with City & County Department of Information Technology

NARPM Oahu Chapter <NARPM.OahuChapter@gmail.com>

Tue 10/4/2022 8:29 AM

To: laurene808@outlook.com <laurene808@outlook.com>



OCTOBER MONTHLY MEETING

OUR GUEST SPEAKER

City & County Department of
Information Technology

TOPIC

The City & County of
Honolulu has an app called
Honolulu 311 where you can
report and track
problematic road conditions
and other issues in the city.
Honolulu 311.

Additional Meeting Details to
Follow Shortly

SAVE THE DATE

October 11, 2022
11.30 AM-1.30 PM HST

Questions to

Zoom Meeting via chat to
Darlene Higa
Via e-mail to
darlene@pro808.com



November Meeting with Steven Takara.

NARPM Oahu Chapter <NARPM.OahuChapter@gmail.com>

Tue 11/8/2022 8:44 AM

To: laurene808@outlook.com <laurene808@outlook.com>



NOVEMBER MONTHLY MEETING

OUR GUEST SPEAKER

Steven Takara

- 10 years as a Real Estate Appraiser (Private and Gov't)
- 9 years as a City Valuation Analyst and Acting Property Technical Officer
- Last 5 years as Administrator of the City's Real Property Assessment Division (Real Property Tax Program)

TOPIC

Dec 15 delivery City's
Notice of Assessment
Additional Meeting Details to
Follow Shortly

SAVE THE DATE

November 22, 2022
11.30 AM-1.30 PM HST

Questions to

Zoom Meeting via chat to
Darlene Higa
Via e-mail to
darlene@pro808.com



Topic: NARPM OAHU BOD & HAWAII ASSOCIATION OF REALTORS

Time: Jan 31, 2022, 01:00 PM Hawaii

NARPM - Oahu Chapter Special Meeting with Board & Hawaii Association of Realtors Meeting Minutes

Date: January 31, 2022

Location: Zoom Teleconference

Board Members Attending: Liz Ishimitsu, President; Arlene Kim-Kawamoto, Vice President; Laurene Young, Treasurer; Marybel Aspili, Director; Drudi Johnston, Director; Prim Nakamoto, Director; Karen Cardoza, Director

HAR Members Attending: Nancy Donahoe-Jones and Crystal Bise

Call to Order: Called to Order at 1:00 PM

This special meeting was called by Liz to discuss the proposal sent to HAR to obtain their services to assist the Chapter with Admin duties. After receiving the initial estimate HAR responded with comments/suggestions. The meeting was to discuss their comments/suggestions.

After Nancy spoke explaining her reason for her suggestions. Crystal spoke to share what she can offer our Chapter with her expertise.

Thereafter, both ladies left the meeting, and the Board discussed how to move forward.

After some discussion it was agreed that we would like Crystal to start with member relations. A motion was made and seconded to move forward with HAR to continue the process of the proposal for a probation period of three months at \$40.00 per hour. Motion passed.

Member relations as a start.

Seconded. MSP

Adjournment: Meeting adjourned at 2:00 PM

Respectfully submitted by:

Liz Ishimitsu
President and Secretary Pro-tem



OAHU CHAPTER
Board of Directors Meeting Minutes
Friday, March 4, 2022
Zoom Teleconference

CALL TO ORDER: President Elizabeth “Liz” Ishimitsu called the meeting to order at 11:15 AM.

ESTABLISH A QUORUM:

A quorum was established.

Board Members Present: Elizabeth “Liz” Ishimitsu, President; Arlene Kim-Kawamoto, Vice President; Laurene Young, Treasurer; Marybel Aspili, Director; Primrose “Prim” Leong-Nakamoto, Carol Ginoza, Director; Karen Cardoza, Director; Drudi Johnston, Director.

Board Members Absent: Bradley Isa; Secretary.

Guests Present: Darlene Higa and Jasmine Olarti.

APPROVAL OF MINUTES: None provided.

November 19, 2021, January 14, 2022 and February 11, 2022 minutes are not completed. November 19, 2021 was hosted by Bradley Isa. Elizabeth “Liz” Ishimitsu will work on completing minutes. Arlene Kim-Kawamoto to look for January 14, 2022 minutes.

TREASURER’S REPORT: Treasurer Laurene Young emailed board on March 3, 2022 February report; the report is attached to and made a part of these minutes.

For Period of February 1-28, 2022 Ending Balance: \$36,714.16

Laurene Young emailed board on March 3, 2022 a clean version of BYLAWS of The Oahu Chapter of NARPM. She removed all the red cross offs marks on and will update a clean version on NARPM Oahu Chapter website. The board agreed to update clean version on chapter site.

COMMITTEE REPORTS:

1. **Government Affairs** - Karen Cardoza – Karen emailed board on March 4, 2022 a summarized report; the report is attached to and made a part of these minutes.
2. **Monthly Meeting** - Darlene Higa – March Topic: Update on Tax Laws for Independent Contractors. Speaker Greg Furuya, Retired Partner at Deloitte Tax LLP.
3. **Membership** – Drudi Johnston – Members asking if they can pay credit card. Board stated not at the moment. Members also asked about receiving a receipt for paid chapter dues; canceled check will be proof dues were paid.
4. **Designations** - Drudi Johnston - No Report.

5. Code of Ethics - Drudi Johnston - At the March monthly general membership meeting Drudi recited Article II; Section Discrimination.

6. Vendors - Marybel Aspili - Marybel sent emails to renew application, will keep emailing till they renew. One new vendor has emailed dba coin laundry and is very interested.

OLD BUSINESS:

1. Zoom Account – Motion moved by Primrose “Prim” Leong-Nakamoto, seconded by Arlene Kim-Kawamoto to open a business zoom account under NARPM Oahu Chapter for approximately \$300 something for a year.

BUSINESS FROM THE PREVIOUS MEETING:

1) August 16, 2022 Mom & Pop Conference – Seminar is more for general members. Bryan confirmed he can teach a CE class from noon to 3:00 PM. Bryan Andaya will charge \$30. Topic will be on Core B. Primrose “Prim” Leong-Nakamoto to look into renting Royal Kunia Community Rec Center.

NEW BUSINESS:

1. 2022 HAR Leadership Academy: Marybel Aspili will represent NARPM Oahu and attend sessions.

2. Non-renewal chapter dues list: Laurene Young to email the list of members who have not yet renewed their chapter dues. Asked if you know someone or know that someone will not be renewing to let board know. If anyone wants to call a couple people on the list, to let Liz know.

NEXT MEETING: April 15, 2022, at 11:00 AM via Zoom Teleconference

ADJOURNMENT: There is no further business to conduct; the meeting was adjourned by President Elizabeth “Liz” Ishimitsu at 12:08 PM.

Respectfully submitted by Jasmine Olarti



OAHU CHAPTER
Board of Directors Meeting Minutes
Friday, April 15, 2022
Zoom Teleconference

CALL TO ORDER: President Elizabeth "Liz" Ishimitsu called the meeting to order at 11:10 AM.

ESTABLISH A QUORUM:

A quorum was established.

Board Members Present: Elizabeth "Liz" Ishimitsu, President; Arlene Kim-Kawamoto, Vice President; Marybel Aspili, Director; Primrose "Prim" Leong-Nakamoto Director; Karen Cardoza, Director.

Board Members Absent: Laurene Young, Treasurer; Bradley Isa, Secretary; Carol Ginoza, Director; Drudi Johnston, Director; Darlene Higa, Guest.

Guest Present: Jasmine Olarti.

APPROVAL OF MINUTES:

A motion moved by Primrose "Prim" Leong-Nakamoto, seconded by Marybel Aspili to approve the minutes of March 4, 2022.

November 19, 2021, January 14, 2022 and February 11, 2022 minutes are not completed. November 19, 2021 was hosted by Bradley Isa. Elizabeth "Liz" Ishimitsu will work on completing minutes. Arlene Kim-Kawamoto resend January 14, 2022 and February 11, 2022 minutes to Elizabeth "Liz" Ishimitsu.

TREASURER'S REPORT: Treasurer Laurene Young emailed board on April 3, 2022 March report; the report is attached to and made a part of these minutes.

For Period of March 1-31, 2022 Ending Balance: \$36,723.27

More chapter dues are coming in. We have an expense of \$470.89 for three zoom licensees. We were approved for a grant and will be getting reimbursed by National.

A motion moved by Arlene Kim-Kawamoto, seconded by Primrose "Prim" Leong-Nakamoto.

COMMITTEE REPORTS:

1. Government Affairs - Karen Cardoza – Karen emailed board on March 15, 2022 a summarized report; the report is attached to and made a part of these minutes.

2. Monthly Meeting - March Topic: Cyberware/Ransomware. Speaker Ryan Ozawa, Tech Columnist.

Learn how cybercriminals have changed their tactics to exploit the global disruption of COVID-19 and get strategies to avoid and minimize the impact of attacks.

3. Membership / Designation – Elizabeth “Liz” Ishimitsu mentioned that we did get one new member and Jasmine Olarti is going for her RMP designation.

4. Code of Ethics - April monthly general membership meeting Drudi recited Article 4; Obligations to Tenants.

5. Vendors - Marybel Aspili – Three current vendors renewed their membership and one new handyman joined. Marybel will ask Karla to remove any vendors who have not renewed off chapter website. Vendors have till the end of today to renewal.

OLD BUSINESS:

1. Zoom Account – Remote Professional from National is Karla Zamora. Meetings via zoom were every Friday with Laurene Young, Marybel Aspili, Jasmine Olarti and Elizabeth “Liz” Ishimitsu. R’s 1st Stage Scope of Work report is attached to and made a part of these minutes. Three zoom licensees holders are Marybel Aspili, Arlene Kim-Kawamoto and Jasmine Olarti.

2) August 16, 2022 Seminar –Is coming along. Save the Date will be going out soon. Title will be “CORE B” with additional speakers on: Essential Tools/Tips for Proactive Property Management. Location will be at Royal Kunia Community Rec Center from 8:30 am to 3:00 pm.

Karen Cardoza will be a speaker on government affairs updated. Committee is hoping to secure speaker David Chee on eviction update and Bio X Hawaii on the procedures if someone passes away in unit. Looking to have a Q&A Panel as well.

NEW BUSINESS:

1. PayPal – members and vendors can now pay online.

NEXT MEETING: May 13, 2022, at 11:00 AM via Zoom Teleconference

ADJOURNMENT: There is no further business to conduct; the meeting was adjourned by President Elizabeth “Liz” Ishimitsu at 12:09 PM.

Respectfully submitted by Jasmine Olarti



OAHU CHAPTER

Board of Directors Meeting Minutes

Friday, May 13, 2022

Zoom Teleconference

CALL TO ORDER: President Liz Ishimitsu called the meeting to order at 11:02 AM.

ESTABLISH A QUORUM:

A quorum was established.

Board Members Present: Liz Ishimitsu, President; Arlene Kim-Kawamoto, Vice President; Laurene Young, Treasurer; Marybel Aspili, Director; Prim Leong-Nakamoto Director; Karen Cardoza, Director; Drudi Johnston, Director; Carol Ginoza, Past President

Board Members Absent: Bradley Isa, Secretary

Guests Present: Darlene Higa; AJ Shepard, RVP

APPROVAL OF MINUTES:

April 15, 2022 minutes. MSP with corrections

Still on hold: November 19, 2021, January 14, 2022 and February 11, 2022 minutes are not completed. November 19, 2021 was hosted by Bradley Isa. Liz Ishimitsu will work on completing minutes. Arlene Kim-Kawamoto resend January 14, 2022 and February 11, 2022 minutes to Liz Ishimitsu.

TREASURER'S REPORT: April 30, 2022 report is attached to and made a part of these minutes. MSP

For Period of April 1-30, 2022 Ending Balance: \$35,723.27

COMMITTEE REPORTS:

1. **Government Affairs** - Karen Cardoza – Karen emailed board a summarized report; the report is attached to and made a part of these minutes. Arlene Kim-Kawamoto attended the “Day on the Hill” from May 1-6 in Washington DC and reported that they met with Senators Schatz and Hirono and Representative Kahele’s assistant. They discussed rent control, land usage and EPA issues.

2. **Monthly Meeting** - April Topic: City protocols for water/dirt/pollution runoff; Speaker: Tre' Martinez-Melim, Environmental Technician II, City & County of Honolulu Dept. of Facility Maintenance.
3. **Code of Ethics** - Drudi will read Article 5 – Care of Managed Properties.
4. **Vendors** - Marybel Aspili – 5 vendors have paid for their membership: Aina 1, Pacific Appliance, Servpro of Kailua, State Farm and Dayz Handy Services.
5. **Membership/Designation** – No report

OLD BUSINESS:

1. **Business cards** – Still tabled until we secure a venue.
2. **Zoom Account** – Three zoom licensees holders are Marybel Aspili, Jasmine Olarti and Laurene Young. Arlene Kim-Kawamoto or anyone else can use the credentials to access the zoom account. The Oahu Chapter applied for and received the Chapter Growth Grant applied to the yearly zoom fees (\$470.89).
3. **Remote Professional, Karla Zamora** – AJ Shepard, our RVP, suggested that we invite Karla to our BOD meeting to see if there are other areas where she could be of assistance. Membership growth was discussed with Karla previously and tabled for now; Karla is willing to help with that in the future.
4. **August 16, 2022 Seminar** – Save the Date went out. Committee requested \$500 to use for prizes. MSP

NEW BUSINESS:

1. **Venue for in person meetings** – A few places were discussed, including the Waialeale Club House. Arlene and Prim will look into possible venues. AJ suggested that we do a survey asking our members what they consider important – food, parking, location?
2. **Nomination Committee** – Carol Ginoza, Chair – Karla has completed the fill-in form and needs approval. Committee of 5 should be formed this month. Nominations due 30 days before slate of candidates presented to the board; slate published to general membership at least 15 days before the election; election no later than the Sept. Chapter meeting or month of September if done electronically.
3. **Remote Professional for Chapter Bookkeeping** – NARPM National will be hiring a bookkeeper to assist chapters with a wide variety of tasks to support the Chapter Treasurer. Our chapter has signed up for this service mainly for the registration and invoicing services.
4. **RVP Call** – Arlene and Laurene were at the May 10th RVP call. There was a call in February that we missed but there will be a make up call. AJ Shepard has not scheduled that yet.
5. **Chapter Service Project** – Arlene is considering collecting backpacks for the public schools and collecting for the FoodBank. It was suggested that we pair that with the August Seminar event.

NARPM Oahu BOD Meeting
Date: May 13, 2022
Page 3

6. Chapter Incentive – We received \$1,550.00 from National for members who rejoined with our chapter.

7. Leadership Training – AJ Shepard stated that the Leadership Training has not been finalized but is usually in November. We don't know if it will be virtual or in person this year.

NEXT MEETING: June 3, 2022, at 11:00 AM via Zoom Teleconference

ADJOURNMENT: There is no further business to conduct; the meeting was adjourned by President Liz Ishimitsu at 12:10 PM.

Respectfully submitted by Laurene Young.



OA HU CHAPTER

Board of Directors Meeting Minutes
Friday, June 3rd, 2022
Zoom Teleconference

CALL TO ORDER: President Elizabeth “Liz” Ishimitsu called the meeting to order at 11:04 AM.

ESTABLISH A QUORUM:

A quorum was established.

Board Members Present: Elizabeth “Liz” Ishimitsu, President; Laurene Young, Treasurer; Marybel Aspili, Director; Karen Cardoza, Director, Carol Ginoza, Director.

Board Members Absent: Arlene Kim-Kawamoto, Vice President; Bradley Isa, Secretary; Drudi Johnston, Director; Primrose “Prim” Leong-Nakamoto Director

Guest Present: Darlene Higa, Jasmine Olarti.

APPROVAL OF MINUTES:

A motion moved by Carol Ginoza, seconded by Marybel Aspili to approve the minutes of May 13, 2022.

Still on hold: November 19, 2021, January 14, 2022 and February 11, 2022 minutes are not completed. November 19, 2021 was hosted by Bradley Isa. Elizabeth “Liz” Ishimitsu will work on completing minutes once she receives notes from Arlene Kim-Kawamoto.

TREASURER’S REPORT: May 31, 2022 report is attached to and made a part of these minutes.

For Period of May 1-31, 2022 Ending Balance: \$38,022.62

Received incentive of \$1,550 from National for members who rejoined with our chapter. Received \$28.46 in Chapter dues through online payment. We did not get the entire \$30 due to our online not being set up correctly. Short PayPal service charge of \$1.54. Received vendor dues from Dayz Handy Service LLC of \$250. We got reimbursed for Chapter Grant for zoom year cost of \$470.89. Annually NARPM filing completed. Cost \$3.50.

A motion moved by Carol Ginoza, seconded by Marybel Aspili.

COMMITTEE REPORTS:

1. **Government Affairs** - Karen Cardoza – Karen emailed board a summarized report; the report is attached to and made a part of these minutes.

2. **Monthly Meeting - June Topic:** Discussion & Insight; Trash, condo recycling, household hazardous waste, bulky item collection, source reduction, reuse, wastewater & more! Markus Owens; Public Information Officer, City & County Department of Environmental Services.
3. **Membership / Designation** – No report.
4. **Code of Ethics** - Drudi will read Article 6 - Handling of Funds.
5. **Vendors** - Marybel Aspili – One (1) new vendor Kilauea Pest Control.

OLD BUSINESS:

- 1) **August 16, 2022 Seminar** – Is coming along. Flyer is made and will be going out ASAP. Registration Fee - \$50 for NARPM-Oahu Chapter Member & \$75 Non-member by August 1, 2022. Attendees may pay online and will be charged a processing fee. Vendors are free with an option of an additional bento charge of \$20.

NEW BUSINESS:

1. **Calendar of 2023 General Membership and Board meeting Date** - Each year around this time the dates are created by incoming President. General membership meeting usually meets on the 2nd Tuesday of the month and BOD meeting the Friday before. Dates to consider NAR Conference, NARPM Conference- all dates should be on their websites. Thereafter, the calendar is presented to the Board for their review and comments.
2. **Venue for in person meetings** – No report. Liz will continue to announce at general membership meeting to hopefully get more ideals from members. Looking for a location Central, parking and not have to raise our fees.
3. **Nomination Committee** – Carol Ginoza, Chair - Flyer went out. Need to send flyer out more weekly. No nominations came in.
4. **Remote Professional for Chapter Bookkeeping** – No report. Laurene Young has not heard yet when NARPM National will be hiring a bookkeeper.
5. **RVP Call** – We are required to attend two (2) RVP Calls per year to be in compliance. No one from our chapter attended the 1st call scheduled in February. Arlene and Laurene attended the recent on May 10th. No makeup call has been scheduled yet. Need to send AJ Shepard an invite for the next BOD meeting.
6. **Chapter Service project** – No report. Arlene had good ideas. Marybel will follow up with Arlene.

NEXT MEETING: July 15, 2022, at 11:00 AM via Zoom Teleconference

ADJOURNMENT: There is no further business to conduct; the meeting was adjourned by President Elizabeth "Liz" Ishimitsu at 11:58 AM.

Respectfully submitted by Jasmine Olarti



OAHU CHAPTER

Board of Directors Meeting Minutes
Friday, July 15th, 2022
Zoom Teleconference

CALL TO ORDER: President Elizabeth “Liz” Ishimitsu called the meeting to order at 11:05 AM.

ESTABLISH A QUORUM: A quorum was established.

Board Members Present: Elizabeth “Liz” Ishimitsu, President; Arlene Kim-Kawamoto, Vice President; Laurene Young, Treasurer; Marybel Aspili, Director; Karen Cardoza, Director, Carol Ginoza, Director, Primrose “Prim” Leong-Nakamoto Director.

Board Members Absent: Bradley Isa, Secretary; Drudi Johnston, Director.

Guest Present: Darlene Higa, Jasmine Olarti, Karla Zamora, Remote Professional; AJ Shepard, RVP.

APPROVAL OF MINUTES: A motion moved by Arlene Kim-Kawamoto, seconded by Primrose “Prim” Leong-Nakamoto to approve the minutes of June 3rd, 2022.

Still on hold: November 19, 2021, January 14, 2022 and February 11, 2022 minutes are not completed. November 19, 2021 was hosted by Bradley Isa. Elizabeth “Liz” Ishimitsu will work on completing minutes once she receives notes from Arlene Kim-Kawamoto.

TREASURER’S REPORT: Treasurer Laurene Young emailed board on July 1st, 2022 June report; the report is attached to and made a part of these minutes.

For Period of June 1-30, 2022 Ending Balance: \$38,177.63

Received one chapter dues and one vendor dues from Kama’aina Pest Control. Semiannually General Excise Tax 1st half of the year was filed zero.

A motion moved by Arlene Kim-Kawamoto, seconded by Primrose “Prim” Leong-Nakamoto.

COMMITTEE REPORTS:

- 1. Government Affairs -** Karen Cardoza – Karen emailed board a summarized report; the report is attached to and made a part of these minutes.
- 2. Monthly Meeting -** July Topic: Lacey Shimabukuro; Energy advisor for the multifamily/condo and new construction sectors. Discussion and Insights; Trash, condo recycling, household hazardous waste, bulky item collection, source reduction, and reuse, wastewater.
- 3. Membership / Designation –** No report on new membership. Jasmine Olarti with Haku Realty LLC received her RMP designation.
- 4. Code of Ethics –** No report.
- 5. Vendors -** Marybel Aspili – No report. No new vendors.

OLD BUSINESS:

1. **Business Card Update** – Tabled until we secure a venue.
2. **August 16, 2022 Seminar** – Marybel Aspili, Chair- Seminar is coming along. Karla Zamora has been helping with creating attractive flyers to help bring in more attendees.
3. **Calendar of 2023 General Membership and Board meeting Date** - Each year around this time the dates are created by incoming President. Dates to consider NAR Conference, NARPM Conference- all dates should be on their websites. Thereafter, the calendar is presented to the Board for their review and comments. Hopefully Arlene is working on this.
4. **Venue for in person meetings** – No report. We are still looking and hoping to find a venue for in person meeting in 2023.
5. **Nomination Committee** – Carol Ginoza, Chair – No report. No nominations came in.
6. **Remote Professional for Chapter Bookkeeping** – No report. AJ Shepard did mention that National is working on it and not sure when it will start.
7. **RVP Call** – We are required to attend two (2) RVP Calls per year to be in compliance. No one from our chapter attended the 1st call scheduled in February. Arlene and Laurene attended the May 10th call. We need attend one more to be in compliance. Per AJ Shepard there will be three make up calls. One is one Thursday, August 11, 2022. He is not sure when the other two are scheduled for.
8. **Chapter Service project** – No report. Project is up in the air if it will or will not be part of the August Seminar. Marybel Aspili did email Arlene Kim-Kawamoto and Arlene will get back to Marybel.

NEW BUSINESS:

1. Lunch with our RVP AJ Shepard while he is in town on Monday, July 18th, 2022 at 1:00 PM. Ruscello at Nordstrom's Ala Moana. Chapter will pay for lunch.
2. **Venue Survey** – Karla Zamora will put together and email out to members. Asking members if they are ready to meet in person and have any places available to suggest as a venue.
3. **Seminar Questions for Panel** – Karla Zamora will put together a flyer and email out to members. Any questions that come in will be forwarded to Darlene Higa and she will get questions to panel.

NEXT MEETING: August 12, 2022, at 11:00 AM via Zoom Teleconference

ADJOURNMENT: There is no further business to conduct; the meeting was adjourned by President Elizabeth "Liz" Ishimitsu at 11:04 AM.

Respectfully submitted by Jasmine Olarti



OAHU CHAPTER
Board of Directors Meeting Minutes
Friday, Aug. 12, 2022
Zoom Teleconference

CALL TO ORDER: President Liz Ishimitsu called the meeting to order at 2:08 pm.
(Time rescheduled due to conflict with several BOD members attending conference.)

ESTABLISH A QUORUM:

A quorum was established.

Board Members Present: Liz Ishimitsu, President; Arlene Kim-Kawamoto, President Elect; Laurene Young, Treasurer; Marybel Aspili, Director; Prim Leong-Nakamoto Director; Karen Cardoza, Director; Carol Ginoza, Past President

Board Members Absent: Bradley Isa, Secretary; Drudi Johnston, Director

Guests Present: Darlene Higa

APPROVAL OF MINUTES:

July 15, 2022 minutes. MSP

Still on hold: November 19, 2021, January 14, 2022 and February 11, 2022 minutes are not completed. Liz still waiting on notes from Arlene Kim-Kawamoto from January 14, 2022 and February 11, 2022 meetings so she can complete those minutes.

TREASURER'S REPORT: July 31, 2022 report is attached to and made a part of these minutes. MSP

For Period of July 1-31, 2022 Ending Balance: \$39,324.42

COMMITTEE REPORTS:

1. **Government Affairs** - Karen Cardoza – Karen emailed board a summarized report; the report is attached to and made a part of these minutes.
2. **Monthly Meeting** – no report
3. **Code of Ethics** – no report (Quota of 6 met earlier this year)
4. **Vendors** - Marybel Aspili – 1 new vendor – Whittco and Meiso (flooring)
5. **Membership/Designation** – No report

OLD BUSINESS:

1. **Business cards** – Still tabled until we secure a venue.
2. **August 16, 2022 Seminar** – Committee is ready for event on Tuesday. Laptop and projector will be picked up from Andrew Frazier. Karen Cardoza sent Leasing Process Comparison chart from National Apartment Association which compares time spent processing voucher vs standard lease. Darlene will make copies to include in binder.
3. **Calendar of 2023 BOD and General Membership Meeting Dates** – No report. *Each Spring, the following year's dates are set by the incoming President. Dates to consider to avoid conflict: NAR Conference, NARPM Conference (all dates should be on their websites). Thereafter, the calendar is presented to the Board for their review and comments.*
4. **Venue for in person meetings** – no report.
5. **Nomination Committee** – Carol Ginoza, Chair – Karen Cardoza nominated as President Elect. Board members continuing next year: Arlene Kim-Kawamoto, President; Liz Ishimitsu, Past-President; Marybel Aspili, Board member. Other board positions needing to be filled: Treasurer, Secretary, 3 board members.
6. **Remote Professional for Chapter Bookkeeping** – no further information from National. Per AJ Shepard, National is probably still trying to make sure all chapters are set up with their Remote Professional first before doing the Bookkeeping RP.
7. **RVP Call** – Still waiting for AJ Shepard regarding makeup call.
8. **Chapter Service Project** – We will be collecting donations for Waianae Wags. Arlene will set up dates and collection points (Prim's office, Arlene's office) - MSP

NEW BUSINESS:

1. **Bylaws addition** – We will add the following verbiage to our bylaws: "Majority board approval is needed to enter into any legally binding agreements and/or to bind the NARPM Oahu Chapter to any financial obligations over \$1000." MSP Laurene will make changes to the bylaws and send to National for approval.
2. **KITV interview** – Cathy Matthews did a television interview with Jefferson Tyler regarding GE Tax on July 22, 2022. She said she felt things were taken a little out of context though those who viewed it felt she did a very good job.

NEXT MEETING: Sept. 16th, at 11:00 AM via Zoom Teleconference – will have to be rescheduled due to Sept. 15-16 conference that several board members are attending.

ADJOURNMENT: There is no further business to conduct; the meeting was adjourned by President Liz Ishimitsu at 3:19 PM.

Respectfully submitted by Laurene Young.



OAHA CHAPTER

Board of Directors Meeting Minutes
Tuesday, September 13th, 2022
Zoom Teleconference

CALL TO ORDER: President Elizabeth “Liz” Ishimitsu called the meeting to order at 11:06 AM. (Time rescheduled due to conflict with several BOD members attending conference.)

ESTABLISH A QUORUM: A quorum was established.

Board Members Present: Elizabeth “Liz” Ishimitsu, President; Arlene Kim-Kawamoto, President Elect; Laurene Young, Treasurer; Marybel Aspili, Director; Prim Leong-Nakamoto Director; Karen Cardoza, Director; Drudi Johnston, Director; Carol Ginoza, Past President

Board Members Absent: Bradley Isa, Secretary

Guests Present: Christopher Cossitor; RVP Ambassador, Karla Zamora, Jasmine Olarti

APPROVAL OF MINUTES: A motion moved by Arlene Kim-Kawamoto, seconded by Primrose “Prim” Leong-Nakamoto to approve the minutes of August 12th, 2022.

Still on hold: November 19, 2021, January 14, 2022 and February 11, 2022 minutes are not completed. Liz still waiting on notes from Arlene Kim-Kawamoto from January 14, 2022 and February 11, 2022 meetings so she can complete those minutes.

TREASURER’S REPORT: August 31, 2022 report is attached to and made a part of these minutes.

For Period of August 1-31, 2022 Ending Balance: \$40,852.48

By laws were changed and is on website.

A motion moved Primrose “Prim” Leong-Nakamoto, seconded by Arlene Kim-Kawamoto.

COMMITTEE REPORTS:

- 1. Government Affairs** - Karen Cardoza – Karen emailed board a summarized report; the report is attached to and made a part of these minutes.
- 2. Monthly Meeting** – September Topic: Renter’s Rights, Responsibilities; Condo Laws Affecting Tenants. Guest Speaker: Lorie K. Sides; Senior Condo Specialist with State Department of Commerce and Consumer Affairs (DCCA) Real Estate Branch.
- 3. Code of Ethics** – Drudi Johnston – Quota of 6 met earlier this year.
- 4. Vendors** - Marybel Aspili – No new vendors. All vendors paid their 2022 dues. Need to correct vendor information on the website that Darlene forwarded to Marybel.
- 5. Membership/Designation** – Drudi Johnston – Novation Realty joined August 2022 and took their ethics.

OLD BUSINESS:

1. Business cards – Still tabled until we secure a venue.

2. Calendar of 2023 BOD and General Membership Meeting Dates – Arlene emailed board tentative dates. Will change luncheon date February 14th to 21st and October 17th to 10th. BOD meeting date February 10th to 17th and October 13th to 6th. Arlene will revise calendar.

3. Venue for in person meetings – no report.

4. 2023 Officers Nominations – Carol Ginoza, Chair; Arlene Kim-Kawamoto, President; Karen Cardoza, President Elect; Elizabeth “Liz” Ishimitsu, Past President; Primrose “Prim” Leong-Nakamoto, Secretary; Laurene Young, Treasurer; Marybel Aspili, 2nd year Director; Roberta “Bobbi” Arakawa, 2nd year Director (She will be assuming the position left vacant by Karen who accepted the President Elect Position); Jasmine Olarti, 1st year Director; Drudi Johnston, 1st year Director. The slate of officers was approved since there was no opposition. List of Officers will be sent to Gail at National.

Installation will be done at the Christmas party in December.

5. RVP Call – October 11, 2022 at 4pm ET, 10am HST. (Oahu chapter only need 1 make-up call). Arlene Kim-Kawamoto and Karen Cardoza will try to be on call.

6. Chapter Service Project – Collecting donations for Waianae Wags for two weeks. Monday – Friday September 19th to 23rd, 2022 & September 26th to 30th, 2022. Arlene will edit flyer and send to Karla to email out.

NEW BUSINESS:

1. Grants - Laurene will do the Leadership Grant and have Karen help with the Advocacy grant.

2. Christmas Party - Jasmine Olarti - Theme: A Magical Christmas “Disney’s Mickey & Minnie”. Prim will confirm if December 13th, 2022 at Kunia Rec Center is available.

A motion moved Primrose “Prim” Leong-Nakamoto, seconded by Arlene Kim-Kawamoto to approve \$2,000 for Christmas party.

NEXT MEETING: October 4th, 2022, at 11:00 AM via Zoom

ADJOURNMENT: There is no further business to conduct; the meeting was adjourned by President Elizabeth “Liz” Ishimitsu at 12:03 PM.

Respectfully submitted by Jasmine Olarti



OAHU CHAPTER

Board of Directors Meeting Minutes
Tuesday, October 4th, 2022
Zoom Teleconference

CALL TO ORDER: President Elizabeth “Liz” Ishimitsu called the meeting to order at 11:07 AM. (Time rescheduled due to conflict with several BOD members attending conference.)

ESTABLISH A QUORUM: A quorum was established.

Board Members Present: Elizabeth “Liz” Ishimitsu, President; Arlene Kim-Kawamoto, President Elect; Laurene Young, Treasurer; Marybel Aspili, Director; Prim Leong-Nakamoto, Director; Karen Cardoza, Director; Carol Ginoza, Past President

Board Members Absent: Bradley Isa, Secretary, Drudi Johnston, Director

Guests Present: Darlene Higa, Lurline Johnson, Jasmine Olarti

APPROVAL OF MINUTES: A motion moved by Primrose “Prim” Leong-Nakamoto, seconded by Marybel Aspili to approve the minutes of September 13th, 2022.

Still on hold: November 19, 2021, January 14, 2022 and February 11, 2022 minutes are not completed. Liz still waiting on notes from Arlene Kim-Kawamoto from January 14, 2022 and February 11, 2022 meetings so she can complete those minutes.

TREASURER’S REPORT: September 30, 2022 report is attached to and made a part of these minutes.

For Period of September 1-30, 2022 Ending Balance: \$41,022.47

A motion moved Arlene Kim-Kawamoto, seconded by Primrose “Prim” Leong-Nakamoto.

COMMITTEE REPORTS:

- 1. Government Affairs** - Karen Cardoza – Karen emailed board a summarized report; the report is attached to and made a part of these minutes.
- 2. Monthly Meeting** – Darlene Higa - October Topic: City and County Honolulu 311 program. Guest Speaker: Jianwel Huang; System Analyst with City and County of Honolulu. Department of Information Technology.
- 3. Code of Ethics** – Quota of 6 met earlier this year.
- 4. Vendors** - Marybel Aspili – No new vendors. No incoming or outgoing vendors.
- 5. Membership/Designation** – Laurene Young working with Karla Zamora to provide National a list of Oahu Chapter members.

OLD BUSINESS:

1. **Business cards** – Still tabled until we secure a venue.
2. **Calendar of 2023 BOD and General Membership Meeting Dates** – Arlene Kim-Kawamoto – New dates have been updated and confirmed. Save the Date form attached to and made a part of these minutes.
3. **Planning Meeting Date** – Arlene Kim-Kawamoto – Saturday, January 7th, 2023 at 9:00 AM to 12:00 PM.
4. **2023 Committee Meeting:** Arlene Kim-Kawamoto is working on it. January tentative Topic: Permitting guidance. Help us guide our clients what is legal or not legal, etc. Guest Speaker: Randy Trager; Engineer.
Karen Cardoza will be helping Arlene come up with monthly topics and get as much value as possible. Darlene Higa to help support.
Brenda Mariano will be assisting with luncheon and co-working with Roberta “Bobbi” Arakawa with check-ins.
Membership Mentor (Required Position per National) – Jasmine Olarti
5. **Venue for in person meetings** – Arlene Kim-Kawamoto is looking into Waialeale Club House. There is no fee but you do need to order at least their continental breakfast.
6. **Chapter Service Project; Waianae Wags** - Arlene Kim-Kawamoto – a Total donation collected was approximately ten hundred plus pounds of pet food. Waianae Wags will take a picture with Arlene and Prim and promote NARPM Oahu on the news.
7. **Christmas Year End Meeting** – Jasmine Olarti - Prim will secure December 13th, 2022 at Royal Kunia Rec Center. Time will be from 8:00 AM to 2:00 PM. Cost \$219.90. Committee will look into catering, cost to attend, etc.

NEW BUSINESS:

1. **Membership and Vendor Dues** –Currently membership dues are \$30 and Vendors dues are \$250. November BOD meeting we will need to make a decision to increase or keep the same. Dues go out in December 2022 and payments are due in January 2023.

NEXT MEETING: November 18th, 2022, at 11:00 AM via Zoom

ADJOURNMENT: There is no further business to conduct; the meeting was adjourned by President Elizabeth “Liz” Ishimitsu at 12:03 PM.

Respectfully submitted by Jasmine Olarti



OAHU CHAPTER

Board of Directors Meeting Minutes
Friday, November 18th, 2022
Zoom Teleconference

CALL TO ORDER: President Elizabeth “Liz” Ishimitsu called the meeting to order at 11:05 AM.

ESTABLISH A QUORUM: A quorum was established.

Board Members Present: Elizabeth “Liz” Ishimitsu, President; Arlene Kim-Kawamoto, President Elect; Marybel Aspili, Director; Prim Leong-Nakamoto Director; Karen Cardoza, Director; Drudi Johnston, Director; Carol Ginoza, Past President

Board Members Absent: Bradley Isa, Secretary, Laurene Young, Treasurer

Guests Present: Darlene Higa, Karla Zamora, Jasmine Olarti

APPROVAL OF MINUTES: A motion moved by Marybel Aspili, seconded by Primrose “Prim” Leong-Nakamoto to approve the minutes of October 4, 2022.

Still on hold: November 19, 2021, January 14, 2022 and February 11, 2022 minutes are not completed. Liz still waiting on notes from Arlene Kim-Kawamoto from January 14, 2022 and February 11, 2022 meetings so she can complete those minutes.

TREASURER’S REPORT: October 31, 2022 report is attached to and made a part of these minutes.

For Period of October 1-31, 2022 Ending Balance: \$40,926.57

A motion moved Primrose “Prim” Leong-Nakamoto, seconded by Marybel Aspili.

COMMITTEE REPORTS:

- 1. Government Affairs** - Karen Cardoza – Karen emailed board a summarized report; the report is attached to and made a part of these minutes.
- 2. Monthly Meeting** – Darlene Higa - November Topic: December 15 delivery City’s Notice of Assessment. Guest Speaker: Steven Takara; 10 years as a Real Estate Appraiser (Private and Government), 9 years as a City Valuation Analyst and Acting Property Technical Officer, Last 5 years as Administrator of the City’s Real Property Assessment Division (Real Property Tax Program).
- 3. Code of Ethics** – Quota of 6 met earlier this year.
- 4. Vendors** - Marybel Aspili – No new vendors.
- 5. Membership/Designation** – no report.

OLD BUSINESS:

- 1. Business cards** – Still tabled until we secure a venue.
- 2. 2022 Leadership Calls** – We have met our requirement of participating on two calls.

3. 2023 Planning Meeting Date – Saturday, January 7th, 2023 at 9:00 AM to 12:00 PM. Arlene Kim-Kawamoto signed out and Karen Cardoza to follow up to confirm venue is secured and who January 2023 speaker is.

4. Christmas Year End Meeting – Jasmine Olarti – Save the Date has been sent out. Dessert flyer will be going out soon. Board members fee is half off and Christmas Committee is free to attend.

5. 2023 Membership Application – Karen Cardoza will follow up with Arlene Kim-Kawamoto as she assigned a membership chair person. Need the membership chair person contact information for registration application.

6. Membership and Vendor Dues – A motion moved by Marybel Aspili, seconded by Primrose “Prim” Leong-Nakamoto to approve 2023 membership dues to stay the same at \$30 and Vendors dues to stay the same at \$250.

NEW BUSINESS:

1. Signature card for Bank of Hawaii - New signatories will be Laurene Young, Arlene Kim-Kawamoto, Karen Cardoza and Elizabeth “Liz” Ishimitsu. We are removing Carol Ginoza and Bradley Isa as signatories. No objections.

2. NARPM Anti-trust Statement – Chapters should be reading at their general membership meetings. The Board unanimously agreed we should be implementing this practice. Elizabeth “Liz” Ishimitsu will start with November 2022 general membership meeting.

3. Bookkeeping Assistance Update – No updates. Waiting to receive more information from National.

4. Hawaiian Telecom Discount – Tong Ng of Hawaiian Telecom would like to see if NARPM will be interested to have Hawaiian Telecom an Affiliate to offer members a discount 10% discount. of service. The Board unanimously agreed we should retain offer and Marybel Aspili corresponded with Tong Ng.

NEXT MEETING: Friday, December 9th, 2022, at 11:00 AM via Zoom

ADJOURNMENT: There is no further business to conduct; the meeting was adjourned by President Elizabeth “Liz” Ishimitsu at 11:47 AM.

Respectfully submitted by Jasmine Olarti



OAHU CHAPTER

Board of Directors Meeting Minutes
Friday, December 9th, 2022
Zoom Teleconference

CALL TO ORDER: President Elizabeth “Liz” Ishimitsu called the meeting to order at 11:04 AM.

ESTABLISH A QUORUM: A quorum was established.

Board Members Present: Elizabeth “Liz” Ishimitsu, President; Arlene Kim-Kawamoto, President Elect; Laurene Young, Treasurer, Marybel Aspili, Director; Prim Leong-Nakamoto Director; Karen Cardoza, Director; Drudi Johnston, Director; Carol Ginoza, Past President

Board Members Absent: Bradley Isa, Secretary

Guests Present: Darlene Higa, Karla Zamora, Jasmine Olarti

APPROVAL OF MINUTES: A motion moved by Primrose “Prim” Leong-Nakamoto, seconded by Laurene Young to approve the minutes of November 18, 2022.

Still on hold: November 19, 2021, January 14, 2022 and February 11, 2022 minutes are not completed. Liz still waiting on notes from Arlene Kim-Kawamoto from January 14, 2022 and February 11, 2022 meetings so she can complete those minutes.

TREASURER’S REPORT: November 30, 2022 report is attached to and made a part of these minutes.

For Period of November 1-30, 2022 Ending Balance: \$38,859.19

A motion moved by Primrose “Prim” Leong-Nakamoto, seconded by Marybel Aspili.

COMMITTEE REPORTS:

- 1. Government Affairs** - Karen Cardoza – Karen emailed board a summarized report; the report is attached to and made a part of these minutes.
- 2. Christmas Party** – Jasmine Olarti – We have 62 attendees signed up at the moment. Food has been ordered.
- 3. Code of Ethics** – Quota of 6 met earlier this year.
- 4. Vendors** - Marybel Aspili – Some new vendors will be starting January 2023.
- 5. Membership/Designation** – Drudi Johnston - New member Malia Denis with Realty Isle. Drudi mentioned we should have two welcome letters. First letter is to welcome new member that joined National. Second letter is to welcome them and provide Oahu Chapter application to join the chapter.

OLD BUSINESS:

1. **Business cards** – Still tabled until we secure a venue.
2. **Bookkeeping Assistance Update** – The Oahu NARPM Chapter has shown an interest in taking advantage of the remote bookkeeping professional. The Chapter will receive a maximum of three hours per month of bookkeeping services. A survey was completed by Laurene Young. National is in the process in hiring a bookkeeper. The Board to discuss more at the 2023 Leadership Meeting.
3. **Signature card for Bank of Hawaii** - New 2023 signatories will be Arlene Kim-Kawamoto, President; Karen Cardoza, President Elect; Elizabeth “Liz” Ishimitsu, Past President, and Laurene Young, Treasurer. Removing 2022 Carol Ginoza and Bradley Isa as signatories. Prim Leong-Nakamoto will need to sign the card as secretary for 2023. No objections.
4. **2023 Membership Application** – Elizabeth “Liz” Ishimitsu will print out applications and bring to Christmas Party to pass out.
5. **2022 Leadership Calls** – We have met our requirement of participating on two calls.
6. **2023 Updates** – Leadership Planning Meeting will be on Saturday, January 7th, 2023 at 9:00 AM to 12:00 PM. Arlene Kim-Kawamoto will send a list of attendees that will be joining the Planning Meeting. January Topic will be Property Management update from our industry panel via Zoom. Possibly be live in February and after.

NEW BUSINESS:

1. **NARPM invited to White House** – Karen Cardoza- Will provide copies of each letter from NARPM members and give an update to attendees at Christmas Party.

NEXT MEETING: Saturday, January 7th, 2023 at 9:00 AM at Royal Kunia Community Center

ADJOURNMENT: There is no further business to conduct; the meeting was adjourned by President Elizabeth “Liz” Ishimitsu at 11:50 AM.

Respectfully submitted by Jasmine Olarti



OAHU CHAPTER

Board of Directors Meeting Minutes

Tuesday, September 13th, 2022

Zoom Teleconference

CALL TO ORDER: President Elizabeth “Liz” Ishimitsu called the meeting to order at 11:06 AM. (Time rescheduled due to conflict with several BOD members attending conference.)

ESTABLISH A QUORUM: A quorum was established.

Board Members Present: Elizabeth “Liz” Ishimitsu, President; Arlene Kim-Kawamoto, President Elect; Laurene Young, Treasurer; Marybel Aspili, Director; Prim Leong-Nakamoto, Director; Karen Cardoza, Director; Drudi Johnston, Director; Carol Ginoza, Past President

Board Members Absent: Bradley Isa, Secretary

Guests Present: Christopher Cossitor; RVP Ambassador, Karla Zamora, Jasmine Olarti

APPROVAL OF MINUTES: A motion moved by Arlene Kim-Kawamoto, seconded by Primrose “Prim” Leong-Nakamoto to approve the minutes of August 12th, 2022.

Still on hold: November 19, 2021, January 14, 2022 and February 11, 2022 minutes are not completed. Liz still waiting on notes from Arlene Kim-Kawamoto from January 14, 2022 and February 11, 2022 meetings so she can complete those minutes.

TREASURER’S REPORT: August 31, 2022 report is attached to and made a part of these minutes.

For Period of August 1-31, 2022 Ending Balance: \$40,852.48

By laws were changed and is on website.

A motion moved Primrose “Prim” Leong-Nakamoto, seconded by Arlene Kim-Kawamoto.

COMMITTEE REPORTS:

- 1. Government Affairs -** Karen Cardoza – Karen emailed board a summarized report; the report is attached to and made a part of these minutes.
- 2. Monthly Meeting –** September Topic: Renter’s Rights, Responsibilities; Condo Laws Affecting Tenants. Guest Speaker: Lorie K. Sides; Senior Condo Specialist with State Department of Commerce and Consumer Affairs (DCCA) Real Estate Branch.
- 3. Code of Ethics –** Drudi Johnston – Quota of 6 met earlier this year.
- 4. Vendors -** Marybel Aspili – No new vendors. All vendors paid their 2022 dues. Need to correct vendor information on the website that Darlene forwarded to Marybel.
- 5. Membership/Designation –** Drudi Johnston – Novation Realty joined August 2022 and took their ethics.

OLD BUSINESS:

1. **Business cards** – Still tabled until we secure a venue.

2. **Calendar of 2023 BOD and General Membership Meeting Dates** – Arlene emailed board tentative dates. Will changed luncheon date February 14th to 21st and October 17th to 10th. BOD meeting date February 10th to 17th and October 13th to 6th. Arlene will revise calendar.

3. **Venue for in person meetings** – no report.

4. **2023 Officers Nominations** – Carol Ginoza, Chair; Arlene Kim-Kawamoto, President; Karen Cardoza, President Elect; Elizabeth “Liz” Ishimitsu, Past President; Primrose “Prim” Leong-Nakamoto, Secretary; Laurene Young, Treasurer; Marybel Aspili, 2nd year Director; Roberta “Bobbi” Arakawa, 2nd year Director (She will be assuming the position left vacant by Karen who accepted the President Elect Position); Jasmine Olarti, 1st year Director; Drudi Johnston, 1st year Director. The slate of officers was approved since there was no opposition. List of Officers will be sent to Gail at National.

Installation will be done at the Christmas party in December.

5. **RVP Call** – ~~October 11, 2022 at 4pm ET, 10am HST.~~ (Oahu chapter only need 1 make-up call). Arlene Kim-Kawamoto and Karen Cardoza will try to be on call.

6. **Chapter Service Project** – Collecting donations for Waianae Wags for two weeks. Monday – Friday September 19th to 23rd, 2022 & September 26th to 30th, 2022. Arlene will edit flyer and send to Karla to email out.

NEW BUSINESS:

1. **Grants** - Laurene will do the Leadership Grant and have Karen help with the Advocacy grant.

2. **Christmas Party** - Jasmine Olarti - Theme: A Magical Christmas “Disney’s Mickey & Minnie”. Prim will confirm if December 13th, 2022 at Kunia Rec Center is available.

A motion moved Primrose “Prim” Leong-Nakamoto, seconded by Arlene Kim-Kawamoto to approve \$2,000 for Christmas party.

NEXT MEETING: October 4th, 2022, at 11:00 AM via Zoom

ADJOURNMENT: There is no further business to conduct; the meeting was adjourned by President Elizabeth “Liz” Ishimitsu at 12:03 PM.

Respectfully submitted by Jasmine Olarti



OAHU CHAPTER
Board of Directors Meeting Minutes
Tuesday, October 4th, 2022
Zoom Teleconference

CALL TO ORDER: President Elizabeth “Liz” Ishimitsu called the meeting to order at 11:07 AM. (Time rescheduled due to conflict with several BOD members attending conference.)

ESTABLISH A QUORUM: A quorum was established.

Board Members Present: Elizabeth “Liz” Ishimitsu, President; Arlene Kim-Kawamoto, President Elect; Laurene Young, Treasurer; Marybel Aspili, Director; Prim Leong-Nakamoto, Director; Karen Cardoza, Director; Carol Ginoza, Past President

Board Members Absent: Bradley Isa, Secretary, Drudi Johnston, Director

Guests Present: Darlene Higa, Lurline Johnson, Jasmine Olarti

APPROVAL OF MINUTES: A motion moved by Primrose “Prim” Leong-Nakamoto, seconded by Marybel Aspili to approve the minutes of September 13th, 2022.

Still on hold: November 19, 2021, January 14, 2022 and February 11, 2022 minutes are not completed. Liz still waiting on notes from Arlene Kim-Kawamoto from January 14, 2022 and February 11, 2022 meetings so she can complete those minutes.

TREASURER’S REPORT: September 30, 2022 report is attached to and made a part of these minutes.

For Period of September 1-30, 2022 Ending Balance: \$41,022.47

A motion moved Arlene Kim-Kawamoto, seconded by Primrose “Prim” Leong-Nakamoto.

COMMITTEE REPORTS:

1. **Government Affairs** - Karen Cardoza – Karen emailed board a summarized report; the report is attached to and made a part of these minutes.
2. **Monthly Meeting** – Darlene Higa - October Topic: City and County Honolulu 311 program. Guest Speaker: Jianwel Huang; System Analyst with City and County of Honolulu. Department of Information Technology.
3. **Code of Ethics** – Quota of 6 met earlier this year.
4. **Vendors** - Marybel Aspili – No new vendors. No incoming or outgoing vendors.
5. **Membership/Designation** – Laurene Young working with Karla Zamora to provide National a list of Oahu Chapter members.

OLD BUSINESS:

1. **Business cards** – Still tabled until we secure a venue.
2. **Calendar of 2023 BOD and General Membership Meeting Dates** – Arlene Kim-Kawamoto – New dates have been updated and confirmed. Save the Date form attached to and made a part of these minutes.
3. **Planning Meeting Date** – Arlene Kim-Kawamoto – Saturday, January 7th, 2023 at 9:00 AM to 12:00 PM.
4. **2023 Committee Meeting:** Arlene Kim-Kawamoto is working on it. January tentative Topic: Permitting guidance. Help us guide our clients what is legal or not legal, etc. Guest Speaker: Randy Trager; Engineer.
Karen Cardoza will be helping Arlene come up with monthly topics and get as much value as possible. Darlene Higa to help support.
Brenda Mariano will be assisting with luncheon and co-working with Roberta “Bobbi” Arakawa with check-ins.

Membership Mentor (Required Position per National) – Jasmine Olarti

5. **Venue for in person meetings** – Arlene Kim-Kawamoto is looking into Waialeale Club House. There is no fee but you do need to order at least their continental breakfast.
6. **Chapter Service Project; Waianae Wags** - Arlene Kim-Kawamoto – a Total donation collected was approximately ten hundred plus pounds of pet food. Waianae Wags will take a picture with Arlene and Prim and promote NARPM Oahu on the news.
7. **Christmas Year End Meeting** – Jasmine Olarti - Prim will secure December 13th, 2022 at Royal Kunia Rec Center. Time will be from 8:00 AM to 2:00 PM. Cost \$219.90. Committee will look into catering, cost to attend, etc.

NEW BUSINESS:

1. **Membership and Vendor Dues** –Currently membership dues are \$30 and Vendors dues are \$250. November BOD meeting we will need to make a decision to increase or keep the same. Dues go out in December 2022 and payments are due in January 2023.

NEXT MEETING: November 18th, 2022, at 11:00 AM via Zoom

ADJOURNMENT: There is no further business to conduct; the meeting was adjourned by President Elizabeth “Liz” Ishimitsu at 12:03 PM.

Respectfully submitted by Jasmine Olarti

#100

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, March 03, 2023 6:06:29 PM
Last Modified: Friday, March 03, 2023 6:09:56 PM
Time Spent: 00:03:27
IP Address: 72.235.208.64

Page 1: Positions with a * are REQUIRED

Q1

Chapter Name

Oahu

Q2

Chapter President*

Arlene Kim-Kawamoto

Q3

President Elect*

Karen Cardoza

Q4

Past President*

Elizabeth Ishimitsu

Q5

Respondent skipped this question

Vice President (if applicable)

Q6

Treasurer*

Laurene Young

Q7

Secretary*

Primrose Leong-Nakamoto

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.

Jasmine Olarti

Q9

Respondent skipped this question

Education Chair

Q10

Membership Chair

Drudi Johnston

Q11

Legislative Chair

Karen Cardoza

Q12

Other position(s) not listed

Marybel Aspili, Director

Drudi Johnston, Director

Roberta Arakawa, Director

Jasmine Olarti, Director

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Respectfully submitted by Jasmine Olarti