

User: smayes@ec.rr.com

## 2016 Chapter Compliance

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

Chapter: North Carolina Crystal Coast Chapter of NARPM

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

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

Bylaws Upload NAPRM Crystal Coast Bylaws.pdf

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

3. Upload a copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS. New Chapter Formed Jan 2017.pdf

4. Upload a copy of your current year budget: New Chapter Formed Jan 2017.pdf

5. List number of membership meetings: 5 Last Year to begin Formation

Flier Upload 2016.01.14 Minutes NARPM Membership Meeting.pdf

Flier Upload Minutes NARPM Membership Meeting 3.23.16.docx

Flier Upload Minutes NARPM Membership Meeting 7.25.16.pdf

Flier Upload 2016.09.22 NARPM Minutes.pdf

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| 6. List number of board meetings:                                     | 4 New Chapter Formed  |
| Copy of Minutes   | 2016.09.22 NARPM Mintues.pdf                                |
| Copy of Minutes   | Minutes NARPM Membership Meeting 7.25.16.pdf                |
| Copy of Minutes   | Minutes NARPM Membership Meeting 3.23.16.docx               |
| Copy of Minutes   | 2016.01.14 Minutes NARPM Membership BOD Meeting.pdf         |
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| 7. Does your chapter charge dues?                                     | No  |
| 8. If yes, how much are the dues?                                     |   |
| 9. If yes, are meals at meetings included?                            | No  |
| 10. On a scale of 1-10, how well do you think your chapter is doings? | 7   |
| Do you want to apply for Chapter Excellence as well?                  | No  |
| Total Points from Application:  | New Chapter Formed in 2017 Meetings were only for formation |

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Bylaws of  
The North Carolina Crystal Coast Chapter of  
The National Association of Residential Property Managers

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the North Carolina Crystal Coast chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in Eastern North Carolina (Jacksonville, Wilmington, Havelock, Swansboro, Morehead City, New Bern, Atlantic Beach, Emerald Isle, Cedar Point and Surrounding Cities)
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in Eastern North Carolina (Jacksonville, Wilmington, Havelock, Swansboro, Morehead City, New Bern, Atlantic Beach, Emerald Isle, Cedar Point and Surrounding Cities)

Section C: Powers

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

1. The chapter shall be subject to all rules, regulations, ethics, and standards and bylaws of the National Association of Residential Property Managers, Inc.
2. Chapter bylaws shall not conflict with those of the National Association of Residential Property Managers, Inc., hereinafter referred to as the national association.

Section D: This chapter's geographical definition shall be: Eastern North Carolina (Jacksonville, Wilmington, Havelock, Swansboro, Morehead City, New Bern, Atlantic Beach, Emerald Isle, Cedar Point and Surrounding Cities)

ARTICLE II: Membership [REQUIRED]

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

## Section A: Professional Member

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

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

## Section B: Associate Member

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, or hold elective office.

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

## Section C: Support Staff

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

## Section D: Affiliate Member

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

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

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

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.

2. Vote: Voting member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

### ARTICLE III: Suspension, Termination and Resignation of Membership

#### Section A: Suspension of Membership

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

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

#### Section B: Termination of Membership

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

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

#### Section C: Reinstatement of Membership

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

1. Upon request, if such request is received during the calendar year during which a resignation occurred.

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

#### ARTICLE IV: Executive Committee/Board of Directors

##### Section A: Responsibilities

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

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

##### Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of 7 seven officers as follows:

1. President: The president shall:
  - a. Be the chief executive officer of the chapter.
  - b. Preside at all meetings of the chapter.
  - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
  - d. Sign all legal documents.
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - f. Shall ensure the completion of all documentation required by the National Association.
  - g. Serve a term of one year commencing with the beginning of the new calendar year.
  - h. Must be a Professional Member of the Chapter.
  - l. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.
2. President-Elect: The president-elect shall:
  - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
  - b. Fulfill the responsibilities of the president during his/her absence.



- c. Replace the president at the end of the fiscal year.
  - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
  - e. Undertake other activities as are deemed appropriate by the president.
  - f. Serve a term of one year commencing with the beginning of the calendar year.
  - g. Must be a Professional Member of the Chapter.
  - h. Notify all chapter members of upcoming meetings
  - i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
  - j. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - k. Oversee the submission of Chapter reports including Chapter Excellence submission
  - l. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.
3. Secretary: The secretary shall:
- a. Maintain current chapter membership records to coincide with the national association's membership database.
  - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
  - c. File all federal, state and local reports as needed.
  - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - e. Serve a term of one year commencing with the beginning of the calendar year.
  - f. Must be a Professional Member of the Chapter.
4. Treasurer: The treasurer shall:
- a. Be a signatory for all funds withdrawn from chapter account(s).
  - b. Distribute annual renewal notices for chapter dues and special assessments.
  - c. Deposit all funds into a federally insured financial institution.
  - d. Prepare a financial report for the committee upon request.
  - e. Prepare an end-of-fiscal year report for the national association.
  - f. File tax and other financial reports with the appropriate government agencies.
  - g. Undertake responsibility for other such activities as deemed appropriate by the committee.
  - h. Serve a term of one year commencing with the beginning of the calendar year.
  - i. Must be a Professional Member of the Chapter.
6. Past President
- a. Shall serve as Chairman of the Nominating Committee
  - b. Undertake responsibilities as assigned by the President
  - c. Serve a term of one year commencing with the beginning of the calendar year.

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

### Section A: Eligibility

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be

willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association.

#### Section B: Notification of Members

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

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

#### Section C: Elections

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

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

#### Section D: Term of Office

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

## Section E: Vacancy

An office shall be declared vacant when an officer:

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

## Section F: Filling a Vacated Office

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

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.

## ARTICLE VI: Meetings, Locations and Majority Rules

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

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

## Section B: Location

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

## Section C: Quorum

1. A Majority of the executive committee officers in attendance shall constitute a quorum.

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

#### Section D: Simple Majority Vote

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

### ARTICLE VII: Committees

#### Section A: Appointment

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

#### Section B: Responsibilities

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

#### Section C: Creation and Dissolution

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

### ARTICLE VIII: Code of Ethics & Standards of Professionalism.

#### Acknowledgment and Enforcement

As a condition of membership, all Professional Members of NARPM® must complete a NARPM® Code of Ethics training once within a four year period, beginning January 1, 2012, and each four year period thereafter. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means as approved by the board of directors of NARPM® National.

Failure to satisfy this requirement will result in the professional members reverting to an associate member until course is completed.

#### Section A: Acknowledgment

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

1. Be familiar with Code: Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.

2. Be Unopposed to Application: By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal action(s) against the national association, its officer(s), director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s) or sub-committee member(s) for any prescribed action identified by these bylaws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

#### Section B: Enforcement

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

### ARTICLE IX: Financial Considerations

#### Section A: Calendar Year

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

#### Section B: Chapter Dues

A The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:

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

#### Section C: Special Assessments

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

#### Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the North Carolina Crystal Coast Executive Committee or Board of Directors.

#### Section E: Non-Binding

The chapter shall not have any authority to financially obligate or bind the National Association of Residential Property Managers, Inc., for any reason.

### ARTICLE X: Proposals and Procedures for Amending

#### Section A: Proposals

Amendments to these bylaws may be proposed by any chapter member or board of director of the National Association of Residential Property Managers, Inc., at any time through a letter addressed to the executive committee and presented or mailed to the secretary. Any proposal shall be studied by the entire executive committee or an officer of the executive committee or by a sub-committee created and/or assigned for that purpose as appointed by the president.

#### Section B: Procedure for Amending

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

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

### ARTICLE XI: Miscellaneous

#### Section A: Invalidity

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

#### Section B: Waiver

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

#### Section C: Hold Harmless and Indemnify

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

#### Section D: State Laws

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

#### Section E. Sexual Harassment

Any member of the Association may be reprimanded, placed on probation, suspended or expelled for harassment of an Association employee or Association Officer or Director after a hearing in accordance with the established procedures of the Association. As used in the Section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, and President-Elect and one member of the Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the Association. If the complaint names the President, or President-Elect, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint.

#### Section E: Dissolution

Should the membership vote by majority to dissolve the operations of the [insert chapter name], all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

New Chapter Formed

Jan 2017

Information Not

Available at this time



New Chapter Formed

Jan 2017

Information Not

Available at this time

# MEETING MINUTES

## National Association of Residential Property Managers Chapter in Formation Membership Meeting

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**January 14, 2016 12:00 p.m.**

### **Jacksonville Board of REALTORS®**

#### Members and Guest in Attendance

Victoria Bourg	Gale Earley	Eva Farr	Christina Grifaldo	Denita Hartle
Brittany Johnson	Jennifer Kavanaugh	Sherri Mayes	Phyllis Mento	Matt Ray
Barbara Riley	Michelle Simone	Suzie Wamsganz	Timothy Fulcher	Sandy Hurst
Cheri Prince	Vicki Foster			

1. Welcomed Members and Guest to the first meeting to form a chapter in Eastern North Carolina.
2. Sherri discussed the Vision and Mission of NARPM with the members
3. Introductions were made and each member in attendance stated their name, company and how long they have been in the business.
4. Recognition was given to Southern Touch Paint and Maintenance for sponsoring the meeting and providing lunch.
5. Sherri gave a detailed description of what NARPM® could provide to the members. She went over the history and the different regions of NARPM® as well as the reasons on why she became a member and what she has gained since becoming a member.
6. Officers were elected as follows:  

President: Sherri Mayes	President Elect: Phyllis Mento	Secretary: Barbie Riley
Treasurer: Jennifer Kavanaugh	Director: Eva Farr	Director: Michelle Simone
Director: Brittany Johnson		
7. Membership approved North Carolina Crystal Coast as the Chapter Name.
8. Each Member was asked to sign the Request to become a NARPM® Chapter in Formation.
9. Next Meeting Scheduled for March 24<sup>th</sup> from 10:00 a.m. to 12:00 p.m.
10. Meeting Adjourned at 1:15 p.m.

# **MEETING MINUTES**

## **National Association of Residential Property Managers**

### **Chapter in Formation Membership Meeting**

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#### **Date**

**March 23, 2016**

#### **Location**

**Jacksonville Onslow Chamber of Commerce**

#### **Members and Guest in Attendance**

Michelle Simone	Sherri Mayes	LaRue Hambrich
Brittany Johnson	Suzie Wamsganz	Jennie Kavanaugh
Tim Fulcher	John Smith	Barbie Riley
Victoria Bourg	Jeb Brown	Sandy Hurst
Phyllis Mento	Shawn Brown	

Meeting was called to order at 1:07 p.m. by Preside Sherri Mayes.

New members and guests were welcomed.

Guest Speaker – Mark Brandt with Filter Easy had a power point presentation about his company and the benefits. Mark is an affiliate vendor with NARPM and was invited to sponsor our meeting by Vice President Phyllis Mento.

The Antitrust Policy was reviewed.

Sherri explained that we are a Chapter in Formation. The Bylaws and Chapter Development Phase Three and Chapter of Excellence were reviewed. We discussed the different ways to “earn points”. Also discussed the Broker/Owner Retreat and the Annual Convention – passed out registration forms to all members.

Our next meeting is scheduled for May 26, 2016 at 2:00 p.m.

The meeting was adjourned at 2:25 p.m.

# MEETING MINUTES

## National Association of Residential Property Managers Chapter in Formation Meeting

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### Date

**July 25, 2016**

### Location

**Jacksonville Board of REALTORS® Office**

#### Members and Guest in Attendance

Sherri Mayes	Jennie Kavanaugh	Vicki Foster
Brittany Johnson	Shawn Brown	
Tim Fulcher	Barbie Riley	
Victoria Bourg	Sara Stanger	
Phyllis Mento	Sandy Hurst	

Meeting was called to order at 1:00 p.m. by Preside Sherri Mayes.

New members and guests were welcomed.

Reviewed the Mission and Vision of NARPM

Mentioned that Southern Touch Painting and Maintenance provided lunch.

The Antitrust Policy was reviewed.

Sherri explained that we are a Chapter in Formation. Discussed the Chapter Excellence and Compliance Guidelines. Spoke about the need for Meeting Ideas for 2017. We will be having 6 meetings in 2017. Some ideas mentioned were about Service Animals vs. Companion Animals and possible educational speakers. We also discussed what benefits we need to offer to members. A few mentioned were revised forms and a vendor list. The goal is for the next meeting everyone needs to bring an idea for a meeting and benefit ideas. Also discussed growing of group – might try to offer Skype meetings for those that are not as close to Jacksonville. Also, want to get with the MLS committee regarding FlexMLS fields that are currently required that need to be optional when it comes to rentals as well as see if we can get a class that addressed how to use FlexMLS geared for property management.

The next meeting will be September 22, 2016 at 10:00 a.m. at Jacksonville Board of REALTORS.

The Annual Convention is October 19-21 in Maui, HI (hotels are completely booked – they are looking for more rooms). 2017 Convention will be in Orlando, FL followed by San Diego in 2018.

The Broker/Owner meeting is scheduled for March 20-23, 2017 in Las Vegas at the Mirage.

The meeting was adjourned at 2:25 p.m.

# **MEETING MINUTES**

## **National Association of Residential Property Managers Chapter in Formation Meeting**

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### **Date**

**September 22, 2016**

### **Location**

**Jacksonville Board of REALTORS® Office**

#### **Members and Guest in Attendance**

<b>Sherri Mayes</b>	<b>Jennie Kavanaugh</b>	<b>Michelle Simone</b>
<b>Barbie Riley</b>	<b>Jeb Brown</b>	<b>Denita Hartle</b>
<b>Tim Fulcher</b>	<b>LaRue Hambrick</b>	<b>Janie Figuerua</b>
<b>Tina Figuerua</b>	<b>Sara Stanger</b>	<b>Meredith Best</b>
<b>Phyllis Mento</b>		

Meeting was called to order at 10:00 a.m. by Preside Sherri Mayes.

New members and guests were welcomed.

Reviewed the Mission and Vision of NARPM

The Antitrust Policy was reviewed.

Sherri explained that we are a Chapter in Formation. Discussed the Chapter Excellence and Compliance Guidelines. Spoke about the need for Meeting Ideas for 2017.

An idea to have a class about How to Handle Reviews was mentioned.

Keith Fisher has agreed to review forms that we get together for NARPM members. A form committee will get together to go over forms – Sherri, Sandy, Barbie, Jennie and Tim.

A property management CE class is being offered at JBOR on November 15<sup>th</sup> from 1-5 pm – about Habitability.

Next meeting we will go over the FLEXMLS fields and get together a recommendation to go to the MLS committee for submission.

We will be having 6 meetings in 2017. Some ideas mentioned were about Service Animals vs. Companion Animals and possible educational speakers. We also discussed what benefits we need to offer to members. A few mentioned were revised forms and a vendor list. Also discussed growing of group – might try to offer Skype meetings for those that are not as close to Jacksonville. The next meeting will be September 22, 2016 at 10:00 a.m. at Jacksonville Board of REALTORS.

The Annual Convention is October 19-21 in Maui, HI (hotels are completely booked – they are looking for more rooms). 2017 Convention will be in Orlando, FL followed by San Diego in 2018.

The Broker/Owner meeting is scheduled for March 20-23, 2017 in Las Vegas at the Mirage.

The meeting was adjourned at 11:30 a.m.

# MEETING MINUTES

## National Association of Residential Property Managers Chapter in Formation Meeting

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### Date

**September 22, 2016**

### Location

**Jacksonville Board of REALTORS® Office**

#### Members and Guest in Attendance

Sherri Mayes	Jennie Kavanaugh	Michelle Simone
Barbie Riley	Jeb Brown	Denita Hartle
Tim Fulcher	LaRue Hambrick	Janie Figuerua
Tina Figuerua	Sara Stanger	Meredith Best
Phyllis Mento		

Meeting was called to order at 10:00 a.m. by Preside Sherri Mayes.

New members and guests were welcomed.

Reviewed the Mission and Vision of NARPM

The Antitrust Policy was reviewed.

Sherri explained that we are a Chapter in Formation. Discussed the Chapter Excellence and Compliance Guidelines. Spoke about the need for Meeting Ideas for 2017.

An idea to have a class about How to Handle Reviews was mentioned.

Keith Fisher has agreed to review forms that we get together for NARPM members. A form committee will get together to go over forms – Sherri, Sandy, Barbie, Jennie and Tim.

A property management CE class is being offered at JBOR on November 15<sup>th</sup> from 1-5 pm – about Habitability.

Next meeting we will go over the FLEXMLS fields and get together a recommendation to go to the MLS committee for submission.

We will be having 6 meetings in 2017. Some ideas mentioned were about Service Animals vs. Companion Animals and possible educational speakers. We also discussed what benefits we need to offer to members. A few mentioned were revised forms and a vendor list. Also discussed growing of group – might try to offer Skype meetings for those that are not as close to Jacksonville. The next meeting will be September 22, 2016 at 10:00 a.m. at Jacksonville Board of REALTORS.

The Annual Convention is October 19-21 in Maui, HI (hotels are completely booked – they are looking for more rooms). 2017 Convention will be in Orlando, FL followed by San Diego in 2018.

The Broker/Owner meeting is scheduled for March 20-23, 2017 in Las Vegas at the Mirage.

The meeting was adjourned at 11:30 a.m.

# **MEETING MINUTES**

## **National Association of Residential Property Managers**

### **Chapter in Formation Meeting**

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#### **Date**

**July 25, 2016**

#### **Location**

**Jacksonville Board of REALTORS® Office**

#### **Members and Guest in Attendance**

Sherri Mayes	Jennie Kavanaugh	Vicki Foster
Brittany Johnson	Shawn Brown	
Tim Fulcher	Barbie Riley	
Victoria Bourg	Sara Stanger	
Phyllis Mento	Sandy Hurst	

Meeting was called to order at 1:00 p.m. by Preside Sherri Mayes.

New members and guests were welcomed.

Reviewed the Mission and Vision of NARPM

Mentioned that Southern Touch Painting and Maintenance provided lunch.

The Antitrust Policy was reviewed.

Sherri explained that we are a Chapter in Formation. Discussed the Chapter Excellence and Compliance Guidelines. Spoke about the need for Meeting Ideas for 2017. We will be having 6 meetings in 2017. Some ideas mentioned were about Service Animals vs. Companion Animals and possible educational speakers. We also discussed what benefits we need to offer to members. A few mentioned were revised forms and a vendor list. The goal is for the next meeting everyone needs to bring an idea for a meeting and benefit ideas. Also discussed growing of group – might try to offer Skype meetings for those that are not as close to Jacksonville. Also, want to get with the MLS committee regarding FlexMLS fields that are currently required that need to be optional when it comes to rentals as well as see if we can get a class that addressed how to use FlexMLS geared for property management.

The next meeting will be September 22, 2016 at 10:00 a.m. at Jacksonville Board of REALTORS.

The Annual Convention is October 19-21 in Maui, HI (hotels are completely booked – they are looking for more rooms). 2017 Convention will be in Orlando, FL followed by San Diego in 2018.

The Broker/Owner meeting is scheduled for March 20-23, 2017 in Las Vegas at the Mirage.

The meeting was adjourned at 2:25 p.m.

# **MEETING MINUTES**

## **National Association of Residential Property Managers**

### **Chapter in Formation Membership Meeting**

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#### **Date**

**March 23, 2016**

#### **Location**

**Jacksonville Onslow Chamber of Commerce**

#### **Members and Guest in Attendance**

Michelle Simone	Sherri Mayes	LaRue Hambrich
Brittany Johnson	Suzie Wamsganz	Jennie Kavanaugh
Tim Fulcher	John Smith	Barbie Riley
Victoria Bourg	Jeb Brown	Sandy Hurst
Phyllis Mento	Shawn Brown	

Meeting was called to order at 1:07 p.m. by Preside Sherri Mayes.

New members and guests were welcomed.

Guest Speaker – Mark Brandt with Filter Easy had a power point presentation about his company and the benefits. Mark is an affiliate vendor with NARPM and was invited to sponsor our meeting by Vice President Phyllis Mento.

The Antitrust Policy was reviewed.

Sherri explained that we are a Chapter in Formation. The Bylaws and Chapter Development Phase Three and Chapter of Excellence were reviewed. We discussed the different ways to “earn points”. Also discussed the Broker/Owner Retreat and the Annual Convention – passed out registration forms to all members.

Our next meeting is scheduled for May 26, 2016 at 2:00 p.m.

The meeting was adjourned at 2:25 p.m.



# MEETING MINUTES

## National Association of Residential Property Managers

### BOD Meeting

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**January 14, 2016 1:15 p.m.**

### **Jacksonville Board of REALTORS®**

#### BOD's and Members in Attendance

Eva Farr	Christina Grifaldo	Denita Hartle	Brittany Johnson	Jennifer Kavanaugh
Sherri Mayes	Phyllis Mento	Barbara Riley	Michelle Simone	

1. The Board of Directors went over the Bylaws provided by NARPM® and made appropriate changes.
2. Michelle Simone was appointed as Membership Chair.
3. Eva Farr was appointed as Educational Chair.
4. Brittany Johnson was appointed as Marketing/Publications Chair.
5. Denita Hartle was appointed as Affiliate Program Chair.
6. Christy Grifaldo was appointed as Recognitions Chair.
7. All Membership Meetings will be on the 4<sup>th</sup> Thursday of the month to be held every other month beginning in March. Board of Directors meeting will follow each scheduled membership meeting. Meeting times will be from 10:00 a.m. till 12:00 p.m.
8. There is a meeting conflict on March 24<sup>th</sup> as there is already scheduled a lunch and learn from 11:00 am-1:00 p.m. with the JBOR Property Management Committee. Will follow up with membership on exact dates and time for the March 24<sup>th</sup> meeting or may combine meeting with the JBOR Property Management Committee.
9. Meeting Adjourned at 1:48 p.m.