

User: michelle@phoenixrealtyinc.com

2016 Chapter Compliance

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

Chapter: Denver

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 C006_Denver_bylaws.pdf

2. Fill in number of RVP calls the chapter's president or their representative participated in: 5

3. Upload a copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS. 2015 Denver Chapter Tax.pdf

4. Upload a copy of your current year budget: BudgetOverviewBudget2016FY16P26L.pdf

5. List number of membership meetings: 8

Flier Upload 2016 Luncheons.pdf

Flier Upload

Flier Upload

Flier Upload

Flier Upload

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6. List number of board meetings: 7

Copy of Minutes august 2016 minutes (1).pdf

Copy of Minutes Jan 2016 Board Minutes.pdf

Copy of Minutes june 2016 minutes (1).pdf

Copy of Minutes march 2016 minutes.pdf

Copy of Minutes may 2016 minutes.pdf

Copy of Minutes Sept 2016 Board Minutes.pdf

Copy of Minutes

Copy of Minutes

Copy of Minutes

Copy of Minutes

Copy of Minutes

Copy of Minutes

7. Does your chapter charge dues? Yes

8. If yes, how much are the dues? 95.00

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

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

Do you want to apply for Chapter Excellence as well? Yes



National Association of Residential Property Managers

2016 Chapter Excellence Award Application

Covers 12 month period January 1 through December 31 of the award year

Chapter Number and Name: C006 Denver

Is this a New Chapter formed within the last 18 months? No

Number of chapter members at time of Application (excluding affiliates): 120

Total Points from Application: 105

Chapters must have 30 or more points to submit an application.

Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members.

The NARPM® **Chapter Excellence Award** is earned by the activities a chapter accomplishes. It is requested, but not required, that all chapters complete and submit this application annually and that the President-Elect do this.

To qualify the application MUST be received no later than the last day of February, following the award year, (no extensions will be granted). Chapter Excellence awards will be presented at the Annual Convention the following year of award period.

**E-mail questions to one of the volunteers: kdm@partnersmgmt.com
Or phone: 404-876-8700 (Eastern Time Zone)**

The following reports are to be used as back-up and attached to this application and are available from the National website, <http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>.

New Member Recruiter list; list of CRMC® Candidate and CRMC® designees; PAC Contributors; Leadership Conference attendee list; Convention Attendee list

Notes to All Applicants:

1. All questions cover the period from January 1, through December 31, unless specified otherwise.
2. Back-up information/documentation should be underlined or highlighted appropriately, marked in upper corner with the corresponding question number, and included in numerical order. Zip files, or one PDF attachments can be used as uploads rather than individual documents.
3. *Be sure that highlights are clearly visible in scanned documents for upload. All information must be legible and any items that are not legible will be subtracted from the total points*
4. *The Chapters who apply and are qualified for the award with 30 or more points will be announced to all members in the second quarter after the award year. The Top Awards will be presented at the Annual Convention. The Award for "Chapter of the Year" will be presented to two chapters, depending on size, with the highest point total after review. Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members. New Chapters are eligible to receive Chapter Excellence and the New Chapter of the Year Award.*
5. Provide accurate and specific back-up supported information. Points will be deducted for incorrect information/back-up/totals. For all answers, be prepared to explain back-up information.
6. Review of the application is usually done within 14 days of the deadline for Award. Sometimes the reviewer(s) of applications has questions or needs clarification about the back-up information, please be sure that the person who is knowledgeable about the application is readily available. In any event, if adjustments are needed, the reviewing person will make appropriate adjustments and these adjustments will be final.
7. Information relating to points on applications is confidential and is not available to people other than the Chapter Excellence volunteers, National staff, and a limited number of NARPM® leadership.
8. Whenever points are claimed, be sure that the back-up information shows clearly that the chapter is entitled to the points claimed.
9. All reviews, revisions, deductions, adjustments, interpretations and other determinations relating to this application are at the sole discretion of NARPM® and are not controvertible.
10. This application is for chapter related activities, not for the efforts of individual chapter members.
11. References to "*members*" in this application shall mean Professional, Associate, Support Staff, and Life members of individual chapters as listed in back-up information from question 1.
12. Submit backup documents for each question number as listed on the upload site. If a conflict between paper application and upload exists, follow upload instructions.
13. Broker/Owner Retreat is not counted in Chapter Excellence Awards as it is not open to all members.

Application Questions:

MEMBERSHIP: Fifty-Five (55) points available in this category.

1. Enter the number of the following types of members as of December 31st of the award year:

Professional Members:

Associate Members:	22
Support Staff Members:	12
Life Members:	
Combined Total Number of Members:	120

Attach lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/chapters/member-roster/>.) Ensure that the lists contain type of membership for each member. Enter the number of affiliate member's as of December 31, of the award year. Attach a complete list. If the lists are not attached this application will be disqualified

Members List Upload	Roster.pdf
Does the state in which the chapter is located have continuing education requirements for licensing?	Yes

2. Provide a list of all new members for your chapter as of December 31, of the award year. A list of new members can be obtained on the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-joined-since-yyyy-mm-dd/>). Chapter numbers can be found in column U. Earn points for the percentage of new members compared to existing (take number of new members and divide by prior year member numbers which will give you the percentage of growth).

Total Points:	4
Number of New Members added to Chapter:	17
New Member Growth:	4=20-24%
New Members Upload	2016 new members.pdf

3. **Three (3) points** for your chapter meeting 90% retention of membership after national dues billing (March 10). See spreadsheet and highlight your chapter name and goal that was met

Total Points:	3
Membership Retention:	3
Membership Retention Upload	chapter_counts_2014-2015 (1).xlsx

4. **Five (5) point** if as of December 31, does your Chapter have an active affiliate program that encourages vendors to join chapter. If yes, please supply a list of local affiliates.

Total Points:	5
Affiliate Members:	5
Affiliate Members Upload	2016 Affiliates.pdf

5. **Six (6) points** each for starting and mentoring a new chapter and three (3) points for mentoring a struggling chapter. Include letters from the leader(s) of the chapter(s) mentored detailing your efforts. Mentoring means substantial on-going effort that results in starting a chapter and/or helping a struggling chapter succeed. Twelve (12) points available.

Total Points: 0

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Chapter Mentored Upload

Chapter Mentored Upload

6. **Two (2) points** per service for providing a community service project as a group effort. Provide a copy of evidence of the event and the service provided. This does not include just raising money for a donation, but rather a project that involved chapter members. Six (6) points available.

Total Points: 0

Number of Community Service
Projects Provided:

Evidence of Community Service
Upload

Evidence of Community Service
Upload

Evidence of Community Service
Upload

7. **One (1) point** for each member who participated in the New Member Recruitment program during the application year. Obtain list from the website and highlight their name(s)

(<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) Five (5) points available.

Total Points: 0

Number of Participating Members:

Participating Members Upload

8. **Up to ten (10) points.** Percentage of members who attended the NARPM Annual Convention during the award year. Obtain a copy of convention attendees from the website and highlight names of those in attendance (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>)

Total Points:	6
Percentage of Members in Attendance:	6=25-30%
Membership Attendance	Copy of Convention Registrations.xlsx
Membership Attendance	

9. **Up to ten (10) points** based on percentage of members who attended a NARPM State(s) Conference(s) during the award year. Submit a copy of conference attendees list and highlight the names of those in attendance. Name and date of conference must be on the attendee list.

Total Points:	10
Percentage of Members in Attendance:	10=30%+
Member Attendance Upload	Members Attending State Conference.pdf
Member Attendance Upload	
Member Attendance Upload	
Member Attendance Upload	
Member Attendance Upload	
Member Attendance Upload	

10. **Three (3) points** per grant a chapter applied for and used. Information on chapter grants can be obtained at (<http://www.narpm.org/members/tools/chapter-services/handbook/support-services/>). Provide evidence of use. Nine (9) points available.

Total Points:	3
Number of Grants Applied for and Used:	3
Evidence of Grant Upload	Colorado Chapters Host NARPM Booth at.docx
Evidence of Grant Upload	
Evidence of Grant Upload	

11. **Up to four (4) points** if your chapter has instituted the New Member Mentor program at the Chapter level. Upload copies of all completed checklist from mentor program in the upload slot(s) to show all new members in this program. (<http://www.narpm.org/join/membership-benefits/>).

Total Points:	0
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Percentage of New Members

Mentored:

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

EDUCATION: Fifty (50) points available in this category.

12. **Two (2) points** for each chapter-sponsored NARPM 6/8 hour educational course. Provide a copy of course flyer. Not applicable if points are taken with other questions within the application. Twenty (20) points are available.

Total Points: 4

Number of Chapter-Sponsored Educational Course(s): 4

Course Flyer Upload Education.pdf

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

13. **Two (2) points** for each chapter-sponsored educational course that is not a NARPM 6/8 hour educational course. **Award three (3) points** if the course is approved for required state continuing education (CE) hours for license renewal. **Award three (3) points** if state has no Continuing Education requirements and provide documentation from state licensing division that shows no CE or license is required. Provide a copy of course flyer and mark CE information. Not applicable for points if education is used with other questions within the application. Minimum course length - 1 hour. Twenty (20) points available.

Total Points: 20

Number of Chapter-Sponsored Educational Course(s): 10

Chapter-Sponsored Educational Course Upload

Applicable Flyer/ Other
Demonstrative Information Upload

Total Points: 6

Number of Regular Membership Meetings that Discussed NARPM Code of Ethics:	6
Copy of Meeting Agenda Upload	April Newsletter.msg
Copy of Meeting Agenda Upload	Aug Newsletter.msg
Copy of Meeting Agenda Upload	Feb Newsletter.msg
Copy of Meeting Agenda Upload	June Newsletter.msg
Copy of Meeting Agenda Upload	Nov Newsletter.msg
Copy of Meeting Agenda Upload	May Newsletter.msg

16. **Up to three (3) points** based on percentage of Members who are candidates for the RMP and/or MPM designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Chapters can only count a member once, regardless of the number of designation candidacies held. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidates have a C after designation and column U lists chapters where member belongs.

Total Points:	2
Percentage of Candidates as of December 31:	2=7-14%
RMP MPM Designations Upload	Designation Candidates.pdf

17. **Up to six (6) points** based on percentage of member companies who are candidates for the CRMC designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>).

Total Points:	2
Percentage of Candidates as of December 31:	2=1-14%
CRMC Designations Upload	CRM candidates.csv

18. **Up to six (6) points** based on percentage of members who hold the RMP and/or MPM designations as of December 31, of the award year. One (1) point per member, regardless the number of designations held. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website and mark names in column U where member belongs (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>).

Total Points:	2
Percentage of Members with RMP/ MPM Designations:	2=1-14%

Member List with RMP/ MPM Designations Upload	RMP.MPM.pdf
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19. **Up to six (6) points** based on percentage of member companies who hold the CRMC designation as of December 30, of the award year. One (1) point per company. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and mark the names.

Total Points: 2

Percentage of CRMC Companies 2=1-14%
as of December 31:

Member Companies who hold CRMC Designation Upload

20. **Up to five (5) points** based on percentage of members who hold the CSS, CMC, and/or CRMB certification as of December 31, this year. One (1) point per member who told certifications. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-members/members-with-designations/>) and mark names. Column U lists chapters where member belongs.

Total Points: 0

Percentage of Members holding
certifications as of December 31:

List of CSS, CMC, CRMB
Certified Members Upload

21. **Up to three (3) points** percentage of members who are candidates for the CSS, CMC, and/or CRMB certification as of December 31, of the award year. Applicants must have officially applied for the certification and paid the required fee. Chapters can only count a member once, regardless of the number of candidacies held (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidacies have a C after certification and Column U lists chapters where member belongs.

Total Points: 0

Percentage of Candidates as of
December 31:

Members who are Candidates for
the CSS, CMC, CRMB Upload

MARKETING: Twenty (20) points available in this category.

22. **Two (2) points** for each sponsoring and staffing a NARPM booth at a non-NARPM trade show. Provide copy of applicable flyer and/or other demonstrative information. Not applicable points if event is used with other questions within the application. Four (4) points available.

Total Points:	2
Number of Sponsoring/ Staffing a NARPM booth at a non-NARPM Trade Show:	2
Name of Event	Colorado Association of Realtor
Date of Event	09/21/2016
Copy of Applicable Flyer/ Other Demonstrative Information	Colorado Chapters Host NARPM Booth at.docx
Name of Event	
Date of Event	
Copy of Applicable Flyer/ Other Demonstrative Information	

23. **One (1) point** per newsletter (electronic or printed). Provide copies with dates printed on front page. Maximum twelve (12) points).

Total Points:	9
Number of Newsletters:	9
Newsletter Upload	April Newsletter.msg
Newsletter Upload	Aug Newsletter.msg
Newsletter Upload	Feb Newsletter.msg
Newsletter Upload	January 2016 Denver Chapter Newsletter.pdf
Newsletter Upload	June Newsletter.msg
Newsletter Upload	March 2016 Denver Chapter Newsletter - with CO Exteriors too.pdf
Newsletter Upload	May Newsletter.msg
Newsletter Upload	Nov Newsletter.msg
Newsletter Upload	Sept Newsletter.msg
Newsletter Upload	
Newsletter Upload	
Newsletter Upload	

24. **Three (3) points** for each marketing effort the Chapter has made to promote membership in the Chapter. This program shall be an outreach promoting chapter growth. (Examples of programs can include emails, postcards, fliers, etc. that promote membership in the chapter). Provide copies of all marketing material and documents along with date of activity. Six (6) points available.

Total Points: 0

Number of Marketing Efforts:

Program Outreach Upload

Program Outreach Upload

25. Four (4) points for each Chapter Committee who has a Chair AND Vice Chair. Total of twenty (20) points and upload a copy of the committee agenda.

Total Points: 16

Membership Committee: 4

Membership Committee Upload may 2016 minutes.pdf

Education/Designation Committee: 4

Education/Designation Committee Upload august 2016 minutes (1).pdf

Legislative/Governmental Affairs Committee: 4

Legislative/Governmental Affairs Committee Upload march 2016 minutes.pdf

Meeting/Program Committee: 4

Meeting/Program Committee Upload march 2016 minutes.pdf

Community Service Committee:

Community Service Committee Upload

GOVERNMENTAL AFFAIRS/LEGISLATION: Fifteen (15) points are available per category.

26. **Two (2) points** per issue when members join together in an attempt to pass or defeat a legislative issue on a state, county, or city measure. Provide a copy of the issue and any related petitions and/or letters signed by chapter members or any other documentation substantiating this effort. Six (6) points available.

Total Points: 0

Number of Efforts to Pass or Defeat a Legislative Issues:

Copy of Issue/ Other Documentation Upload

Copy of Issue/ Other Documentation Upload

Copy of Issue/ Other

Documentation Upload

27. **Five (5) points** based on percentage for members who contribute at least \$25 for the NARPM PAC. Obtain list of contributors at (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

Total Points:	4
Percentage of Members who Contribute at Least \$25 to the NARPM PAC	4=16-20%
List of Contributors Upload	Copy of 2016 NARPM PAC Contributions.pdf

28. **Two (2) points** per chapter hosting, or participating in, a NARPM State Day on the Hill. Submit flyer or information that exhibits promotion of event.

Total Points:	0
Hosted or Participated in NARPM State Day on the Hill:	
Flyer/ Information Promoting the Event Upload	

LEADERSHIP: Ten (10) points are available per category.

29. **One (1) point** for each member who actively served on a State, or Local Chapter Committee and/or as a State or Local Chapter Officer or Director. Provide list of Volunteers. Chapters can count one point for each volunteer position held by a member. Submit list of volunteers and convert to percentage of membership.

Total Points:	2
Percentage of Members Volunteering:	1=1-14%
List of Volunteers Upload	State Committee.docx

30. **Up to five (5) points** based in percentage of members who attended this year's Leadership Training Class in November. Obtain a copy of attendee list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

Total Points:	0
Percentage of Members in Attendance:	
Attendee List Upload	

31. Please answer the following question in 100 words or less to receive additional consideration, in case of a tie, for the "Chapter of the Year" and "New Chapter of the Year" award: (NOTE: Last year's Chapter of the Year recipient is NOT eligible this year)

What has the Chapter done during the award year that promotes the growth, ethics and professionalism of NARPM® within its membership?

The Denver Chapter continues to grow our membership by meeting monthly, regular Board meetings, hosting the State Conference and provide NARPM designation classes.

Total Points from Application:	105
Form Completed By:	Michelle Irons
Chapter Title:	Denver
Phone Number:	303-666-4300
E-mail Address:	michelle@phoenixrealtyinc.com

May 24, 2016

VIA HAND DELIVERY

Executive Committee of the Denver Chapter of The National Association of Residential Property Managers
Attention: Susan Melton, President
1244 S. Wadsworth Blvd.
Lakewood, CO 80232

VIA HAND DELIVERY

Kate Roth, Secretary for the Denver Chapter of The National Association of Residential Property Managers
Blue Sage Realty, Inc.
8461 Turnpike Drive #220
Westminster, CO 80031

Dear Executive Committee of the Denver Chapter of The National Association of Residential Property Managers:

The purpose of this letter is to propose a revision to the organization's Bylaws. The proposed revision would amend Article V, Section C of the Bylaws. That provision currently reads:

Elections shall be conducted **no later than the October** chapter meeting, or electronically **no later than the month of October, if approved by the chapter executive committee, prior to the end of the calendar year.**
(Bold and underline in original).

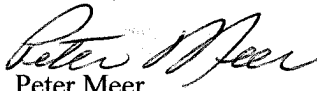
The proposed revision of that section would result in elections being conducted no later than September, rather than October. The proposed revised language of that section would read as follows:

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.**

Pursuant to Article X, Section A of the Bylaws, I am requesting that this proposal 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.

Thank you for your attention to this matter.

Sincerely,


Peter Meer
NARPM Member
Chapter Vice President

**RESOLUTIONS OF THE EXECUTIVE COMMITTEE OF
THE DENVER CHAPTER OF
THE NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS**

1. On May 24, 2016, chapter member Peter Meer provided written notification ("Letter") to the Executive Committee and the Secretary of a proposal to amend the Denver Chapter of The National Association of Residential Property Managers Bylaws ("Bylaws").

2. The Letter was provided in conformance with Article X of the Bylaws.

3. Article V, Section C of the Bylaws currently provides, in relevant part:

Elections shall be conducted **no later than the October** chapter meeting, or electronically **no later than the month of October**, if approved by the chapter executive committee, prior to the end of the calendar year. (Bold and underline in original).

4. In the Letter, Mr. Meer proposes that Article V, Section C of the Bylaws be amended to read as follows:

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.

5. Pursuant to Article X, Section A of the Bylaws, the Letter has been reviewed by the entire executive committee.

6. Pursuant to Article X, Section B of the Bylaws, the entire executive committee has reviewed the proposal as set forth in the Letter. The executive committee is in unanimous agreement that the proposed amendment be immediately adopted.

7. The executive committee unanimously adopts the following resolutions:

RESOLVED, that Article V, Section C of the Bylaws is amended to read, in part, as follows:

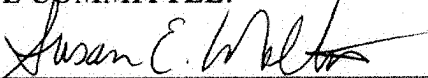
Elections shall be conducted **no later than the September** chapter meeting, or electronically **no later than the month of September**, if approved by the chapter executive committee, prior to the end of the calendar year.

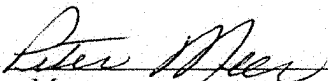
RESOLVED, that this amendment to the Bylaws shall become effective upon approval by the board of directors of the National Association of Residential Property Managers.

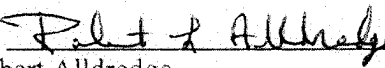
Upon approval by the board of directors of the National Association of Residential Property Managers, a copy of the fully executed Resolution shall be maintained in the official records of the organization, and will be attached to and included with the Bylaws.

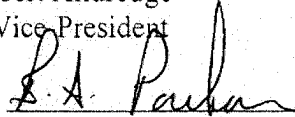
Dated May 24, 2016


EXECUTIVE COMMITTEE:


Signature: 
Name: Susan Melton
Position: President

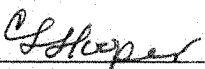
Signature: 
Name: Peter Meer
Position: Vice-President

Signature: 
Name: Robert Alldredge
Position: Vice-President

Signature: 
Name: Ben Parham
Position: Treasurer

Signature: 
Name: Kate Roth
Position: Secretary

Signature: 
Name: Bill Martin
Position: President-Elect

Signature: 
Name: Cookie Hooper
Position: Past-President

Form **8879-EO****IRS e-file Signature Authorization
for an Exempt Organization**

OMB No. 1545-1878

Department of the Treasury
Internal Revenue Service
Name of exempt organization

For calendar year 2015, or fiscal year beginning, 2015, and ending, 20

▶ Do not send to the IRS. Keep for your records.

▶ Information about Form 8879-EO and its instructions is at www.irs.gov/form8879eo.**2015**

Employer identification number

****-***9017**

Name and title of officer

Denver Chapter of the NARPM**Benjamin Parham
Treasurer****Part I Type of Return and Return Information (Whole Dollars Only)**

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than 1 line in Part I.

1a Form 990 check here ▶ <input type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	
2a Form 990-EZ check here ▶ <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b	63,642
3a Form 1120-POL check here ▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a Form 990-PF check here ▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a Form 8868 check here ▶ <input type="checkbox"/>	b Balance Due (Form 8868, Part I, line 3c or Part II, line 8c)	5b	

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2015 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

☒ I authorize **Brenda French CPA, PC** to enter my PIN **29017** as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the organization's tax year 2015 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2015 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature

*B. A. French*Date ▶ **03/14/16****Part III Certification and Authentication**

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2015 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ **Brenda A. French, CPA**Date ▶ **03/14/16****ERO Must Retain This Form—See Instructions****Do Not Submit This Form To the IRS Unless Requested To Do So**

For Paperwork Reduction Act Notice, see back of form.

Form **8879-EO** (2015)

Form **990-EZ**

Short Form Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-1150

2015Open to Public
InspectionDepartment of the Treasury
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.

Information about Form 990-EZ and its instructions is at www.irs.gov/form990.**A For the 2015 calendar year, or tax year beginning , and ending****B** Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization**Denver Chapter of the NARPM**

Number and street (or P.O. box, if mail is not delivered to street address)

1400 Folsom Street RM/STE 101

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

Boulder**CO 80302****D** Employer identification number****--***9017****E** Telephone number**303-442-4000****F** Group ExemptionNumber **▶****G** Accounting Method: ☒ Cash ☐ Accrual Other (specify) **▶****I** Website: **▶ www.coloradoRMP.com****J** Tax-exempt status (check only one) ☐ 501(c)(3) ☒ 501(c) (**6**) (insert no.) ☐ 4947(a)(1) or ☐ 527**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets

(Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ

▶ \$ 63,642**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)Check if the organization used Schedule O to respond to any question in this Part I ☒

		1	63,642
Revenue	1 Contributions, gifts, grants, and similar amounts received	1	63,642
	2 Program service revenue including government fees and contracts	2	
	3 Membership dues and assessments	3	
	4 Investment income	4	
	5a Gross amount from sale of assets other than inventory	5a	
	b Less: cost or other basis and sales expenses	5b	
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6 Gaming and fundraising events		
	a Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	
c Less: direct expenses from gaming and fundraising events	6c		
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		
7a Gross sales of inventory, less returns and allowances	7a		
b Less: cost of goods sold	7b		
c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8 Other revenue (describe in Schedule O)	8		
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	63,642	
Expenses	10 Grants and similar amounts paid (list in Schedule O)	10	3,000
	11 Benefits paid to or for members	11	
	12 Salaries, other compensation, and employee benefits	12	
	13 Professional fees and other payments to independent contractors	13	40,674
	14 Occupancy, rent, utilities, and maintenance	14	
	15 Printing, publications, postage, and shipping	15	
	16 Other expenses (describe in Schedule O)	16	11,192
	17 Total expenses. Add lines 10 through 16	17	54,866
Net Assets	18 Excess or (deficit) for the year (Subtract line 17 from line 9)	18	8,776
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	22,896
	20 Other changes in net assets or fund balances (explain in Schedule O)	20	
	21 Net assets or fund balances at end of year. Combine lines 18 through 20	21	31,672

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990-EZ** (2015)

Part II

Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

	(A) Beginning of year		(B) End of year
22 Cash, savings, and investments	22,896	22	31,672
23 Land and buildings	0	23	
24 Other assets (describe in Schedule O)	0	24	
25 Total assets	22,896	25	31,672
26 Total liabilities (describe in Schedule O)	0	26	0
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	22,896	27	31,672

Part III

Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose?

Trade Association for Property Managers

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses

(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28	Successful Trade Association		
	(Grants \$) If this amount includes foreign grants, check here	<input type="checkbox"/>	28a
29	Spread the word about our trade association		
	(Grants \$) If this amount includes foreign grants, check here	<input type="checkbox"/>	29a
30			
	(Grants \$) If this amount includes foreign grants, check here	<input type="checkbox"/>	30a
31	Other program services (describe in Schedule O)		
	(Grants \$) If this amount includes foreign grants, check here	<input type="checkbox"/>	31a
32	Total program service expenses (add lines 28a through 31a)	<input type="checkbox"/>	32

Part IV

List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated — see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

[illegible]

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V ☐

	Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		X
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)		X
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		X
b If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		X
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions 37a		
b Did the organization file Form 1120-POL for this year?		X
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		X
b If "Yes," complete Schedule L, Part II and enter the total amount involved 38b		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9 39a		
b Gross receipts, included on line 9, for public use of club facilities 39b		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 40a ; section 4912 40a ; section 4955 40a		
b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		
c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 40c		
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization 40d		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T 40e		X
41 List the states with which a copy of this return is filed 41 <u>None</u>		
42a The organization's books are in care of 42a <u>Paula Haas</u> Telephone no. 42a <u>303-442-4000</u> <u>1400 Folsom St #101</u>		
Located at 42a <u>Boulder</u> co. 42a <u>CO</u> ZIP + 4 42a <u>80302</u>		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? 42b		X
If "Yes," enter the name of the foreign country: 42b		
See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
c At any time during the calendar year, did the organization maintain an office outside the U.S.? 42c		X
If "Yes," enter the name of the foreign country: 42c		
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here 43 <input type="checkbox"/>		
and enter the amount of tax-exempt interest received or accrued during the tax year 43		
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ 44a		X
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ 44b		X
c Did the organization receive any payments for indoor tanning services during the year? 44c		X
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O 44d		
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)? 45a		X
b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions) 45b		X

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

	Yes	No
46		X

Part VI Section 501(c)(3) organizations only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II

	Yes	No
47		

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

48		
----	--	--

49a Did the organization make any transfers to an exempt non-charitable related organization?

49a		
-----	--	--

b If "Yes," was the related organization a section 527 organization?

49b		
-----	--	--

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
------------------------------	--

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer

Benjamin Parham

Type or print name and title

Date

Treasurer

Paid

Preparer

Use Only

Print/Type preparer's name

Brenda A. French, CPA

Preparer's signature

Brenda A. French, CPA

Date

03/14/16

Check ☐ if self-employed

PTIN

Firm's name

Brenda French CPA, PC

Firm's EIN

****--***9228**

Firm's address

**12470 York St Unit 28
Eastlake, CO 80614-3001**

Phone no.

720-523-3940

May the IRS discuss this return with the preparer shown above? See instructions

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
---	-----------------------------

SCHEDULE O
(Form 990 or 990-EZ)Department of the Treasury
Internal Revenue Service

Name of the organization

Supplemental Information to Form 990 or 990-EZComplete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2015**Open to Public
Inspection**

Employer identification number

**** - ***9017****Denver Chapter of the NARPM****Form 990-EZ, Part I, Line 10 - Payments to Affiliates**

Name and Address	Purpose	Amount
		\$ 3,000

Form 990-EZ, Part I, Line 16 - Other Expenses

Description	Amount
Expenses	
Advertising	\$ 282
Bank Charges	\$ 428
Fees	\$ 10
Business Expenses	\$ 341
Supplies	\$ 305
Management Discretionary	\$ 150
Website	\$ 2,979
Board Retreat & Conf Reimburs	\$ 5,897
Liability Insurance	\$ 800
Total	\$ 11,192

Denver Chapter of NARPM

BUDGET OVERVIEW: BUDGET 2016 - FY16 P&L

January - December 2016

	TOTAL
INCOME	
41000 Program Income	
41200 Dues	
41210 Professional Member Dues	9,820.00
41220 Affiliate Dues	8,707.00
41230 Support Staff Dues	1,123.00
Total 41200 Dues	19,650.00
Total 41000 Program Income	19,650.00
42000 Special Events Income	
42100 Class Fees	2,064.00
42200 Group Functions (July BB game)	3,637.95
42300 Lunch Income	14,892.00
42400 Luncheon Sponsorships	1,656.00
42600 State Conference	
42610 State Conference Registration	11,572.00
42620 State Conference Vendor Tables	7,259.00
42630 State Conference Designation Class Income	1,198.00
Total 42600 State Conference	20,029.00
Total 42000 Special Events Income	42,278.95
45500 Food/Charity Drive	880.00
Total Income	\$62,808.95
GROSS PROFIT	\$62,808.95
EXPENSES	
60300 President's Discretionary Acct	500.00
60900 Business Expenses	341.00
60920 Business Registration Fees	10.00
60940 Insurance - Liability, D and O	900.00
60960 Paypal	344.00
Total 60900 Business Expenses	1,595.00
62100 Contract Services	
62110 Accounting Fees	680.00
Total 62100 Contract Services	680.00
63000 Operations	
63040 Supplies	360.00
63060 Website service	1,500.00
Total 63000 Operations	1,860.00
63600 Travel and Meetings	
63340 Annual Board Retreat	5,000.00
63350 Conference Reimbursements	2,000.00
63360 Leadership Training (National)	400.00
Total 63600 Travel and Meetings	7,400.00
63900 Bank Service Charge	24.00

	TOTAL
64200 Contributions	
64210 Charity/Donation	3,000.00
64220 Colorado Apartment Association	5,000.00
64240 Legislation	1,000.00
Total 64200 Contributions	9,000.00
64500 Marketing	1,000.00
65400 Special Event Costs	
65420 Classes	2,300.00
65430 Group Functions	5,000.00
65440 Holiday Party	4,000.00
65450 Luncheons	16,500.00
65460 National Conference	50.00
65480 State Conference	14,000.00
Total 65400 Special Event Costs	41,850.00
Total Expenses	\$63,909.00
NET OPERATING INCOME	\$ -1,100.05
NET INCOME	\$ -1,100.05

Minutes of the August Board Meeting Denver Chapter of NARPM

The meeting of the board of directors of the above named corporation was held on Tuesday, August 23, 2016 at the PPA Event Center, 2105 Decatur St, Denver, CO 80211

Executive Board Meeting

Attendance:

Susan Melton, President
Kate Roth, Secretary
Ben Parham, Treasurer
Bob Alldredge, VP 1
Bill Martin, President Elect
Cookie Hooper, Past President
Peter Meer, VP 2
Geff Kempself, Education Chair

- I. 9:30 AM Call to Order, Roll Call of Members
- II. 9:35 AM Approval of Summary of Minute, Kate
 - Kate moves to approve June minutes
 - Ben 2nds
 - All in attendance approved
- III. 9:40 AM Budget
 - Loss of \$2,442.46 in June
 - 152 total members
- IV. 9:50 New Business
 - A. Coordination of CAR Expo booth in September with the Colorado Springs chapter, Ben
 - C Springs is taking the lead on the booth and paying what is needed, we can split if we want to. Waiting on cost for booth space at venue. Larger spot this year. C Springs is taking care of ordering the NARPM booth, Bob has extra brochures that can be used. We are going to help with man power. Are we able to give 5 designation points? Susan says yes. September 22-23, 2016.
 - B. Update - chapter bookkeeper position, Ben
 - Bookkeeping committee met and created an outline for what we are looking for. Ben narrowed down to 3 companies. One is no longer taking new clients. Red Gate Accounting and Royal Bookkeeping, both quoted \$200 per month. CPA still has access to QB for tax reporting, bookkeeper will create treasurer reports for meetings. Ben likes both, leaning towards Red Gate Accounting. Ben moves to select Red Gate Accounting to start September 1st.
Peter 2nd
Discussion: audit control, we may not want to give up reconciliation. They will have view only access to 1st Bank and PayPal so they can create reports but have no authorization to move money. Going through the paypal transactions and balancing them with the website is the biggest task. Once its balanced

out they will email the treasurer to make the transfer from paypal. They will input bills but treasurer will still print checks. Red Gate is at Holly and Evans, no real need to go there. They will also handle the SOS periodic reporting at no additional charge.

Vote: all voting members approve.

Ben will have a service contract sent, it is month to month. Susan will sign. They will handle membership dues billing. Ben will handle this year to clean it up but they will start next year.

- C. Nominations – update needed, reminder we hold elections in September, Bill
 - Voting will be in September. National has a script to install board.
 - Email slate of Board members for Chapter.
 - Proposed Slate:
 - President Bill Martin
 - President Elect Ben Parham
 - Secretary Kate Roth
 - Treasurer Geff Kempself
 - Past President Susan Melton
 - Vice President 1 Bob Alldredge
 - Vice President 2 Peter Meer

Peter 2nd

No Discussion

Vote- all voting members approve

- D. In March we spoke about a Vendor of the Year award announced at the Holiday Party, we also talked about holding the vote in September along with our Board member vote, Susan
 - Jason sent an email with process for selection, he will present at September's meeting
- E. Rockies event, Cookie
 - Gave a bunch of tickets away, about 40 to Denver Boys & Girls Club. Gave to one in Lakewood area. Unsure if they were used. 42 sold to members. Lost money on event, would have anyways. Do we do it again? Lost \$1,500. Best to not do Rockies game. Come up with another event. Peter suggests we table the issue for now.
- F. New NARPM member packet from National does not include any information about Denver Chapter, Bill
 - Bill and Ben will create a brochure
- G. When and how will Denver Chapter membership dues billing be handled? – Ben
 - Invoices will be emailed out. Ben is going through QB to verify we have everyone's email address. He will send a test email out to get any bounce backs, then send the invoices. Maybe mail once they go delinquent. Should we send something to National members who are not Chapter members? Maybe a blast email go out. Ben will talk to Mike about a blast email. One page brochure. Send to National to include in the welcome packet. 25-30 people in the area that are National members and not Chapter members.

- Send invoices October 1. Late as of 12/1/16.
- If they pay in October they are covered from then until the end of 2017.

H. Annual AA/MD contribution, currently \$3,000 we should increase to original amount of \$5,000 – Bob

-Contribution goes back about 15 years. Created a special category for us, usually bill by units managed, this would cost us \$20k. They wanted an alliance and did it this way. This year is more critical than ever to help the cause.

Bob moves to increase our contribution by \$2000 for this year and make the budget line item be \$5000 going forward

Peter 2nd

Discussion: the break in contribution amount was a break given to us

Vote- all voting members approve

-Ben will write a check for \$2000 to the Apartment Association Alliance right away.

V. Discussion and any other reports

A. Membership

-Bill is talking with 2 potential new members, they both just joined National

B. Education

1. Need procedure to upload Education/CE records to Denver Chapter Google Drive, Ben

-Ben is working on a way to upload CE certificates. Susan has been uploading, will show Geff how. The Education Chair has full access to the education folder on GoogleDocs. Just for storage, does not distribute to the member who earned it.

2. News from National – In 2017 instead of the standard 25% profit sharing for holding a class, those who sign up early will receive 50% profit sharing if classes are signed up before November leadership training.

-Sondra is incoming Education Chair.

VI. 10:25 Adjourn

Denver Chapter Leadership Meeting Agenda August 23, 2016

10:30 AM Board and Committee Meeting

Roll call

Susan Melton, President
Kate Roth, Secretary
Ben Parham, Treasurer
Bob Alldredge, VP 1
Bill Martin, President Elect
Cookie Hooper, Past President
Peter Meer, VP 2
Geff Kempself, Education Chair
Sondra Welsh, Incoming Education Chair
Rocky Germano, Legislative Chair
Marc Cunningham, Speakers Chair
Johanna Wells, Vendor Chair
Devin Bewley, Luncheon Chair
Jim Lagan, Designations Chair
Ron Herdt, Membership Chair

Absent

Mike Giallanza, Web & Communication Chair
Jason Cassidy, COE Chair

A. Mike Giallanza, Web & Communication, absent report below:

1. Vendor page is now updated with business categories! Looks great, but open to constructive criticism if changes are needed.
2. Website traffic is down to about 1,800 per week. We don't have a lot of PM companies posting rentals. This will help our traffic.
-Have to use freerentalsite.com to get your listings posted on the Chapter Site
3. Working with the IT team to see if we can list members similar to the national site, which is now by designation.

B. Membership, Ron Herdt

-new member this morning Edward Peterson, joined National and is now a Chapter member.

C. Marc Cunningham, Speakers

2016 Speaker Schedule

1. Sept is Pete Muccio speaking on current fair housing issues including service animals and the new supreme court ruling on discrimination through disparate impact.
2. Oct is not finalized but our theme is 'Maintenance' so we will do something maintenance related. Maybe a panel discussion.
-have a request in with City of Denver, maybe the Mayor? May bump maintenance panel. Mark will reach out, maybe vendors who have been multiple sponsors. Trying to get 1 from each major area.
-guiding topics

D. Geff Kempfel, Education

2016 Class Schedule

September, Wes Wollenweber "Service Animals" 2 hour CE

November Pete Muccio, Rule 7.

-Talk to Rob Lynde about something for November. He could also teach Ethics

-Networking lunch before Ethics class? About 30+ members need Ethics to become professional members

-Working with Wes to get Service Animals class approved

-January annual commission update

-March working with Pete Muccio for a class

E. Jim Lagan, Designations

-Wants to start working closer with National to gather some more data

-All the designation candidates and have some round table meetings to see where they are stuck

F. Devin Bewley, Luncheon Coordinator

-no report

G. Jason Cassidy, Hospitality/Meetings – will be absent, report presented to board by Susan

a. 2016 Holiday Party

-well under control, will present at the September meeting

H. Kate Roth, 2017 Property Management Conference

-3 designation classes requests have been decided on, 3 different levels of class

Managing Single family homes and small invest

Personal Procedures Essentials- Hiring your first assistant

Finance analysis of cash flow

-We want Andy Probst to teach Ethics (should we hold it after a meeting or at the conference? Leaning towards after a meeting towards the beginning of the year)

-If we ask for certain instructors we may be able to do that

-Should the classes be held before or after the Conference? Yes, hold the classes the day after. Bill will notify the Hotel

-Classes will be advertised starting in January

-Application for education will be submitted ASAP

-Any suggestions for break out sessions? Shoot Kate an email

-April 19-20

I. Johanna Wells, Affiliates – may be absent due to jury duty

a. Conference sponsorships

-costs of sponsorships needed to start working on big names

b. Luncheon sponsorships

-New member- Continental Collections, Pete

J. Rocky Germano, Legislative

-no report

Dated: August 23, 2016

Secretary

Katherine Roth

dotloop verified
10/27/16 2:30PM MDT
GFE1-ONCR-KBPX-PFZP

Signature

Kate Roth

Printed Name

Directors:

Susan Melton

dotloop verified
10/27/16 4:41PM MDT
TWLD-GFZH-8YTF-HYSZ

Signature

Susan Melton

President - Printed Name

C Hooper

dotloop verified
10/27/16 3:11PM MDT
AXU9-LDGH-ETCF-BHOR

Signature

Cookie Hooper

Past President - Printed Name

Minutes of the January Board Meeting

Denver Chapter of NARPM

The meeting of the board of directors of the above named corporation was held on Tuesday, January 26, 2016 at the PPA Event Center, 2105 Decatur St, Denver, CO 80211

Attendance:

Susan Melton, President
Kate Roth, Secretary
Ben Parham, Treasurer
Bob Alldredge, VP 1
Bill Martin, President Elect
Peter Meer, VP 2
Cookie Hooper, Past President

This meeting was called to review the Chapter Bylaws that have been reviewed and edited by Tony Cline and then Scott Gellman.

Pg 1-2 good

Pg 3 Failure to pay/delinquency does not match pg 10. Change pg 3 section B #2 to 60 days to match pg 10. We have decided there is no late fee schedule at this time, Board has an option to approve one if needed.

Pg 4 Discussion on order of succession, decided that whoever is the President will decide order of succession, not the order they are listed in the Bylaws.

Pg 5 Section I, remove the additional "the"

Pg 6 switch the definitions of VP 1 and VP 2

Pg 7-11 good

Pg 12 need to add signature lines

Susan hand delivered notices to the Board notifying of the proposed Resolutions to the Bylaws.

Board voted via official ballot and approved the changes to the Bylaws.

Susan will get Mike the notice and copy of bylaws to get out to the other members for a vote by membership on 2/23/16.

Other Business

Ben reviewed the budget and found some changes he would like to discuss. He provided us with the P&L for 2015, and there was discussion about the numbers budgeted.

1. Dues

-Is our number correct? Too high?

We used the actual from 2015 to create the 2016, comes to 104 Professional Members, we are at 86. Need to add 18 members, is that realistic? Number includes some 2016 dues due to when people pay.

Bob raised the question that this may be an issue, wants everyone to be aware this could cause issues later.

Ben made a motion to approve the printed version of 2016 budget we received today (attached.)

Bob 2nd the motion.

Discussion: ball game in as income item, \$5000 expense, budgeted to have a loss if we hold it

Vote- All board members approve

Kate made a motion to approve the Planning Retreat minutes

Ben 2nd

Discussion: none

Vote: All board members approve

Business handled outside meeting:

Email motion from Ben:

"At the retreat, we discussed the need for some Google email addresses for the association. Mike G has already set these up, however they were deactivated due to us not being registered as a non-profit with the IRS. We discussed at the retreat working towards getting the association registered as a 501(c) but until then, we need to approve the spending of \$10 per month (\$5 per email address) for two email addresses. I had planned to make this motion at the retreat during the discussion, but I think we moved on before I remembered to do that.

At this time, I'd like to make a motion as follows:

"I move that the BOD approve the expenditure of \$10 per month to have 2 Google email address - info@denvernarpm.org and accounting@denvernarpm.org - for use by the association with the expense logged under the Website Services budget line item."

Once we get our 501(c) status approved, we should be able to remove the expenditure and have them for free as well as any other addresses we choose to create. It could be a long process though to get that approved and it would be nice to have the addresses during that time. Until then, we could put the expense in the Website Services budget line item since we padded that by \$312 above what the monthly website service is costing."

-Vote was held via email. The motion passed, 6 Board members voted Yes, Bill was absent from the vote as he was at the Leadership Training.

Dated: February 22, 2016

Secretary

Signature

Kate Roth

Printed Name

Directors:

Signature

Susan Melton
President - Printed Name

Signature

Cookie Hooper
Past President - Printed Name

Minutes of the June Board Meeting Denver Chapter of NARPM

The meeting of the board of directors of the above named corporation was held on Tuesday, June 28, 2016 at the PPA Event Center, 2105 Decatur St, Denver, CO 80211

Executive Board Meeting

Attendance:

Susan Melton, President
Kate Roth, Secretary
Ben Parham, Treasurer
Bob Alldredge, VP 1
Bill Martin, President Elect
Cookie Hooper, Past President
Peter Meer, VP 2
Tony Cline, 2016 Conference Chair

- I. 9:00 AM Call to Order, Roll Call of Members
- II. 9:05 AM Approval of Summary of Minute, Kate
Bill moves we approve
Ben 2nd
Bob abstains
Ben, Susan, Bill and Kate approve the May Minutes
- III. 9:10 AM Budget
-Refunded \$450 to a vendor who thought they were purchasing a booth but were just registering to attend the conference.
-Had we not made the \$11k at the conference we would be right where we were budgeted, the conference gave us a great surplus
- IV. 9:20 New Business
 - A. Board needs to decide if membership is per individual or per company, specifically for affiliate memberships. Additionally we need to clarify that affiliate sponsors still need to sign up and pay for lunch in addition to paying to sponsor, (from March & May meeting) Tony to provide wording
-Tony created a proposal (attached), Professional Members are members themselves. For Affiliate Members the company joins and has one designated member, more company contacts can join for an additional fee.
-What is the additional fee for company contacts? Should be the membership price, what is this price?
"If additional contacts would like to join, they can join as an affiliate member for an additional fee and also be listed on the website."
-add this to membership sign up page "pay dues" page
-Tony will ask Mike to get this taken care of
-Bill moves we approve as re-written
-Bob 2nd
-All voting members approve

- B. Coordination of CAR Expo booth in September with the Colorado Springs chapter, Ben
 - in progress
 - announce it at the August meeting
 - 9/21-23
 - Bob will get the NARPM booth

- C. Member complaint about affiliate member, what if anything should be done?
 - Member feels affiliate member did a poor job and should be disciplined by the chapter
 - grievance committee? Always at least 2 sides. Is this really what we are here for?
 - part of the benefit of these meetings is networking, if someone asks you can share your experience, don't want to be accused of black balling
 - Response: The board does not believe it is in our domain to be involved in member disputes.
 - Should we reach out to the affiliate and let them know this was brought to our attention, we are not going to get involved but we value your membership? Not going to approach the vendor

- D. Discuss feasibility of a chapter bookkeeper position
 - Specialized skill set needed for position
 - Have a treasurer position but outsource the day to day to a Bookkeeping organization.
 - Ben has looked in to a couple companies, looking for feedback from the board, possibly create a committee to talk with some companies.
 - Susan thinks we should consider looking in to a bookkeeping and possibly secretarial position
 - Peter suggests a Custodian position. Oversee critical documents, look for a broader scope. Should be set up for January 1
 - Bob feels we should take it one step at a time. There will probably be more work involved getting a bookkeeper in the loop. Start there and then look at more. Adds a new aspect to treasurer, may not be punching numbers, but need to have more communication. What may a bookkeeper cost for 20-ish hours a month? Want to be sure we don't create the problem from before where we purposely spent more money but spending got a little out of hand. What if we don't make the money we do for the conference? Good idea to have a bookkeeper do the books, but do we need the secretarial function too?
 - Should we just look? Gather information and then decide
 - Ben: Motion to form a subcommittee to explore Bookkeeping/Record Custodial options
 - Looking for consistency, someone who knows what goes on each year and can help the incoming board members, something consistent that tracks our business over the years
 - Peter 2nd
 - All voting members approve motion
 - Who is on the committee? Bob, Peter, Ben, Bill
 - Should we start using GoogleDrive more? Create more of an outline to demonstrate the process
 - Looking to find a position to take care of what MUST be done, also to help with consistency with the bookkeeping for the chapter

- E. Nominations – need to be working on this and hold elections in September
 - Nominating Committee Chair- Immediate past president is chair, president may appoint up to 2 other members.
 - Cookie Chair and Susan appoints Bill to be on committee
- F. No July meeting or email newsletter
- G. Rockies Tickets- 32 tickets sold, have 80 some total, need to push this- a week from Friday, Let's get Mike to send a special email blast, Ben will ask him to do this
- H. Rule F-7, commission meeting earlier this month voted down any changes to the Rule
 - Sunset issue with the REC, they need to justify their existence to DORA, Bob send us all a copy of what CAR is using to help them justify. One of the things mentioned is increasing the requirement of CE Credits by 15 more hours. Bob received a request from DORA about the concept of either certification of PM's or Designations for PM's. They want some feedback from us.
 - Seems silly for them to do what NARPM is already doing, is there a way to tie in what DORA wants to do with what NARPM is already doing? Our biggest complaint about the update class is that there is nothing about Property Management there.
 - Certification/Designation... there are states that require special licensing in Property Management, would work to our benefit in a way. Peter- This is a gigantic issue, do we really want to get involved. Very complicated issue.
 - Bob- we should get involved, we have tried to raise our level and there are all sorts of part time managers stewing the industry. This could be an opportunity for us to steer the issue. Vote whether or not we endorse the ideas, now give us more information.
 - The RE commission has a task force, Tony and Marc are involved but they have not had a meeting recently
 - Property Management is the most complicated issue the commission faces. We should have a bar set for people who want to get in to the industry.
 - Response: yes we are interested, there is a possibility we would like to be involved but we would like more information.
 - Special licensing would be ideal, keeps the dabblers out, which is where the issues for the public come in

V. Discussion and any other reports

A. Membership

- 1. Darryl Kazen Scholarship
 - Deadline 6/30

B. Education

- 1. Report on continuing to charge for education classes due to non-profit status. Peter
 - What if any problem exists with us having a large reserve? Checked with CPA, we are a 501c6 which is different, IRS doesn't really care, Peter's CPA feels we could be ok with having 2 years of operating income. What they care about is if the money is used to purchase an asset and use it to generate income.

-Charging for education classes is a separate issue, shouldn't make any changes this year, something to look at next year.

VI. 9:55 Adjourn

Denver Chapter Leadership Meeting Agenda June 28, 2016

10:00 AM Board and Committee Meeting

Attendance:

Susan Melton, President
Kate Roth, Secretary
Ben Parham, Treasurer
Bill Martin, President Elect
Tony Cline, Conference Chair
Peter Meer, VP 2
Geff Kempsey, Education Committee
Jim Lagan, Designation Chair
Marc Cunningham, Speaker Chair
Mike Giallanza, Website and Marketing Chair
Cookie Hooper, Past President
Rocky Germano, Legislative
Johanna Wells, Conference Luncheon Chair

Absent:

Jason Cassidy, Chapter of Excellence
Abigail Jacobs, Luncheon Vendor Chair
Ron Herdt, Membership Chair
Devin Bewley, Hospitality

A. Mike Giallanza, Web & Communication

- Everything is going well. Going to update the affiliate page. Creating categories for the affiliate based on industry. Should be done by end of June
- Board voted on change that Tony emailed, to be put on the dues pages.
- Mike is concerned about wording, will email Susan concerns why it needs to be re-worded. Susan will authorize Mike to re-word.
- We have low response to Rox game, Mike will send a special email just about the game

A. Membership, Ron Herdt

B. Marc Cunningham, Speakers

- a. 2016 Speaker Schedule
 - Guest speakers lined up all months except October, theme is maintenance, may have a vendor panel
- b. Need August, possibly Mayor Hancock, September is Fair Housing
- C. Geff Kempfel, Education
 - a. 2016 Class Schedule – September, Wes Wollenberger “Service Animals” 2 hour CE and November Pete Muccio, Rule 7.
 - Received an email from Wes, working to get class approved
 - No results from the April classes have been received
- D. Jim Lagan, Designations
 - RPM Candidates 14
 - focusing on RMP this month
- E. Devin Bewley, Luncheon Coordinator
- F. Jason Cassidy, Hospitality/Meetings
 - a. Suggestion to improve Chapter Excellence process
 - b. 2016 Holiday Party
- G. Tony Cline, 2016 Property Management Conference
 - We don't have our microphones
 - Update- original profit \$9,608, additional expenses \$206 from Brian, received check from National \$1,066. Grand total \$10,468 profit
 - Bigger and Better in 2017!!! Lets exceed 300 people in attendance
 - Really focus on marketing for 2017
 - Marcia Waters, honored guest/speaker, maybe she could talk up the conference over the coming months
 - Friday highlights helped advertise
 - Re name to Rocky Mountain conference or Mile High conference?
 - A little heartburn from Colorado Springs for us calling it a State Conference
 - If we ask the other chapters to help they will probably expect a cut of the profits.
 - We should keep it Denver
 - Promote dates early- April 19/20, 2017
- H. Johanna Wells (conference) & Abigail Jacobs (luncheon) Affiliates
 - a. Conference sponsorships
 - b. Luncheon sponsorships
 - Abigail is no longer going to be involved
- I. Rocky Germano, Legislative
 - State Legislative report is about Rule F-7, implementing forms, 3 to 2 vote to not mess with forms.
 - Now we need a CE class for November...

Dated: June 28, 2016

Secretary

Katherine Roth

Signature

dotloop verified
10/27/16 2:28PM MDT
EAQO-IXAM-QLN2-NA18

Kate Roth

Printed Name

Directors:

Susan Melton

dotloop verified
10/25/16 9:26AM MDT
7IOL-WXWN-QHV7-PC02

Signature

C Hooper

dotloop verified
10/24/16 5:40PM MDT
XPI2-CVNG-BI59-XJA2

Signature

Susan Melton

President - Printed Name

Cookie Hooper

Past President - Printed Name

Minutes of the March Board Meeting Denver Chapter of NARPM

The meeting of the board of directors of the above named corporation was held on Tuesday, March 22, 2016 at the PPA Event Center, 2105 Decatur St, Denver, CO 80211

Executive Board Meeting

Attendance:

Susan Melton, President

Kate Roth, Secretary

Ben Parham, Treasurer

Bill Martin, President Elect

Cookie Hooper, Past President

Tony Cline, Conference Chair

Peter Meer, VP 2

Absent:

Bob Alldredge, VP 1

- I. 9:00 AM Call to Order, Roll Call of Members
- II. 9:05 AM Approval of Summary of Minute
 - Kate moved to approve the February minutes.
 - Ben 2nd
 - All present board members voted yes
 - A. Completion of updated Bylaws and meeting minutes
 - Susan and Kate sign
- III. 9:10 AM Budget
 - A. Tax filing report
 - Taxes are filed, all the numbers were correct. Do not owe taxes. Corporate taxes were due 3/15/16.
 - Ask the CPA about having so much money in the reserves. Is it too much?
 - Does it need to be in a CD or something like that.
 - Should we go back to offering free classes to use up some of the funds?
 - Education committee will look in to this and give us a recommendation.
 - Mailing invoices to the 13 members who did not renew.
 - Facebook page is updated. Let's reach out to members we know and ask them to like the page.
 - Budget for advertising for conference. \$100 to test for the conference.
 - Ben moves to use \$100 in the marketing budget for Facebook advertising for State Conference.
 - Bill 2nd.
 - Discussion: Tony has \$500 in the conference budget for Facebook advertising. We could get it set up for the conference and then leftover can be turned in to a regular Chapter membership campaign.
 - Amended Motion: \$500 for Facebook advertising to start with conference and if the whole amount isn't used then it will change to a membership campaign.
 - Cookie 2nd
 - All present board members approve.
- IV. 9:20 New Business
 - A. Colorado Property Management Conference 4/28/16
 - Need to touch base with National as to the cutoff for class sign ups. In order to keep the class we need to let National know that we will cover any

difference so we can keep the classes going for sure. Most people sign up last minute and we are close to the cut off.

-Conference Budget: see attached

Sold out on Vendor sponsorships!

Budget does not include class day

-Cookies Report: see attached

Hotel will offer a discount, need to get them a list of who is booking.

Some big vendors are wanting to get in, can we find room for them? Need to help them understand we need to have them sign up early enough. National members are the ones coming to us now. We agree to tell them look for us next year. There are a couple vendors who have signed up as attendees. If they come as an attendee we don't want to pull away from the vendors that signed up. Lets leave it alone and let it play out. Don't want to turn away people.

Are we offering something as a chapter for the drawing? National Conference registration and 2 Chapter Registrations

B. Jason is working on Chapter Excellence – report due 3/31/16

C. Better AV equipment?

D. Lunch attendance issue – 47 signed up for February, 17 day of event, Cookie to report

-Mike is going to send out a blast 2 weeks before luncheon, and in the newsletter 2 weeks before.

-Abigail and Ben are going to be greeters and making sure they have a nametag before letting them in

-Continue with caterer but ask them to stay and clear plates

-Continue offering one free lunch to prospective members or affiliates

-Cookie making Motion: All luncheon online registrations are available until 5pm the Thursday before the event. After that the link will be removed, those missing the deadline can pay \$40 with check at the door, and there will be a limit of 8 walk-ins.

Susan 2nd

Discussion: Clarify that there are only 8 walk-ins, primary reason is for planning- caterer count, name tags properly printed... eliminate chaos day of. Make sure this is well advertised. Will go in to effect for the May luncheon.

Vote: all present board members approve

Should we make a stand up sign to help get this out to people? This is where the board can help by talking to people we may hear grumbling. Sign may not help, lets just get the word out. For the first few months lets have Mike send out an email to help get the word out. Marc will announce at today's meeting.

E. Board needs to decide if membership is per individual or per company, specifically for affiliate memberships

-think about it and we will discuss later. Downfall could be more vendors than property managers.

V. Discussion and any other reports

A. Membership

1. Marty White, Streetside Properties

-tried to do something and was blocked because he was not a Denver member. He is a National Member so he is entitled to the logo. Raises the issue that someone thinks they paid since they paid National

2. According to Ben's list we have 73 professional members, 12 support staff, 33 affiliate

3. Update regarding Silver Sponsor membership payment- still has not paid their annual dues. Request renewal before

B. Hospitality

VI. 9:55 Adjourn

Denver Chapter Leadership Meeting Agenda
February 23, 2016

Attendance:

Susan Melton, President
Kate Roth, Secretary
Ben Parham, Treasurer
Bill Martin, President Elect
Cookie Hooper, Past President
Tony Cline, Conference Chair
Peter Meer, VP 2
Geff Kempsey, Education Committee
Devin Bewley, Hospitality

Rocky Germano, Legislative
Johanna Wells, Conference Luncheon
Chair
Jim Lagan, Designation Chair
Jason Cassidy, Chapter of Excellence
Abigail Jacobs, Luncheon Vendor Chair
Marc Cunningham, Speaker Chair


Absent:
Mike Giallanza
Ron Herdt

10:00 AM Board and Committee Meeting


- A. Mike Giallanza, Web & Communication, Absent
- B. Membership, Ron Herdt, Absent
- C. Marc Cunningham, Speakers
 - a. 2016 Speaker Schedule - have May – Nancy Burke
 - speakers are set for the next couple months. June is open, but have someone in the works.
 - Possible economic update in August but may change it out if today is more of an economic update.
- D. Geff Kempsey, Education
 - a. 2016 Class Schedule - need September and November.
 - been in conversation with Wes Wollenweber for September
 - Pete Muccio working to develop a class on Rule 7
 - Rule 7 meeting April 5th at 9am at the RE Commission offices
 - Lost a member of the committee, looking for a new member
- E. Jim Lagan, Designations
 - what direction and expectations do we have for the designation position?
 - Can they make an announcement each luncheon to highlight the designations? What it means, benefits, what it takes... about 5 min. 2-3 minutes can be worked in. Bring more awareness to the designations
- F. Devin Bewley, Luncheon Coordinator
 - Cookie gave update to Exec Board
- G. Jason Cassidy, Hospitality/Meetings

- a. Chapter Excellence due 3/31/16
 - Numbers from National and what we have are different.
 - b. 2016 Holiday Party
 - Vendor recognition program as part of the party, have a vote for vendor of the year? Award at the Christmas party, maybe give a membership to them, plaque. How would we vote? Email vote, at a luncheon? Pick a specific meeting to vote on it. Have nominees. Make an announcement and have a silent vote. Give points for sponsorships, create criteria.
- H. Johanna Wells (conference) & Abigail Jacobs (luncheon) Affiliates
- a. Conference sponsorships
 - conference is full, more national sponsors than in past years
 - b. Luncheon sponsorships
 - working with Ben and Mike about affiliates who have not renewed to get them off the website. Following up with non-renewals
 - sending an email out reiterating the luncheon cut off
 - share list of non-renewals with leadership so we can help contact them
- I. Rocky Germano, Legislative
- monitoring some legislation, bill regarding service animals and documentation, killed in committee. Not really feasible, trying to re-write the bill, not looking good as long as the Federal legislation is there.
 - Builders defect law is at a standstill, not much can be done, have until May to offer any kind of revision. In talks to try and repair language, doesn't look like it's going to get done
 - Pledge cards for National PAC
 - Over 60 donations for the silent auction at Broker Owner, our membership had 5 donations.
- J. Tony Cline, 2016 Property Management Conference
- a. Budget
 - abbreviated summary, currently have 41 attendees signed up. Hoping to get to 80, Tony wants 100 attendees. All of our vendor sponsorships are sold out, people are wanting to get in we are telling them to keep an eye out for next year. If it all goes the way its budgeted we are looking to make about \$7,300. Low on Ethics class, 4 for Risk Management, 10 for Office operations class
 - b. Event agenda

Dated: May 4, 2016

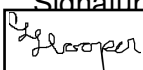
Secretary		<small>dotloop verified 06/23/16 11:13AM MDT NMOB-XBGD-40BM-SQ9D</small>	Kate Roth
	Signature		Printed Name

Directors:

	<small>dotloop verified 06/24/16 1:29PM MDT IV6X-SAIN-4LGU-NTTI</small>
---	---

Signature

Susan Melton
President - Printed Name

	<small>dotloop verified 06/24/16 11:34AM MDT L2FR-NFCB-4VJU-G1V8</small>
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Signature

Cookie Hooper
Past President - Printed Name

Minutes of the May Board Meeting Denver Chapter of NARPM

The meeting of the board of directors of the above named corporation was held on Tuesday, May 24, 2016 at the PPA Event Center, 2105 Decatur St, Denver, CO 80211

Executive Board Meeting

Attendance:

Susan Melton, President

Kate Roth, Secretary

Bill Martin, President Elect

Peter Meer, VP 2

Ben Parham, Treasurer

Tony Cline, 2016 Conference Chair

Geff Kempself Education Committee

Absent:

Cookie Hooper, Past President

Bob Alldredge, VP 1

I. 9:00 AM Call to Order, Roll Call of Members – Cookie and Bob absent

II. 9:05 AM Approval of Summary of Minute, Kate

Kate moves to approve March Minutes

Bill 2nd

All present approve

Will have Susan, Kate, and Cookie sign electronically

III. 9:10 AM Budget

A. Number of paid chapter professional, support staff and affiliate members - per Ben's report 85 members, 12 support, 48 affiliate. Per national Denver chapter 106 members, 10 support

-Purchased Apple Watch for Broker Owner auction

-Have not received an answer back from the CPA about reserves. Did do some internet searches and could not find a cap. Depends on what kind of non-profit you are running. Going to keep trying to get an answer so we can be sure.

-National has different membership lists than the Denver Chapter has. Leave them as Chapter Members on the National site, then contact them to recruit them to actually become Denver Chapter Members. We should create a marketing campaign to the UA National Members. They are receiving our newsletters. Any Board member can find the information when they log in to Nationals site.

Ben not in attendance will

IV. 9:20 New Business

A. Board needs to decide if membership is per individual or per company, specifically for affiliate memberships. Additionally, we need to clarify that affiliate sponsors still need to sign up and pay for lunch in addition to paying to sponsor, (from March meeting)

-Main vendor signs up then each additional person pays the non-member lunch price.

-Registration belongs to company. Company signs up an individual representative. It can be reassigned. That representative is individual who can come to the chapter. Tony will create a proposal to be voted on.

- B. 2017 Colorado Property Management Conference, dates set, hotel contract, Bill
- Contract has been signed and sent off. Deposit paid. Good to go. Kate will upload to Google Drive.
 - Kate and Tony will chair the 2017 Conference.
 - Feedback from Tony: made a lot of sense to have 2 co-chairs, helped to distribute the work and not be too overwhelming. Hotel side and Event side (setting agenda, setting speakers and classes.) More promotion to non-NARPM members for next time. Have a membership booth to get sign ups? FB could be helpful. Maybe promote at DMAR marketing meetings. Promoting designation classes could be improved upon. Blend the two days more, felt a little like two separate events. Should we flip the days? Conference first then classes 2nd day. Has been tried both ways, consider trying for next year.
 - Peter- we should really try to bring the northern and southern chapters in to help with planning. Bev and Rob Lynd could be contacts.
 - Money- Bottom line net \$9,600, does not include any reimbursements from National
 - Income for registration \$18,700
 - Vendors and sponsors \$7,750
 - Total: \$26,450
 - Total Expenses \$16,841.12
 - Survey has been sent out, for next year make sure to send it out right after conference. Have committee decide what questions should be asked.
 - We had more sponsors wanting to sponsor than we had opportunities for sponsorship. Should look at this for next year, what options could we provide?
 - Increase charge to vendors and lower to attendees?
- C. Facebook advertising, Ben
- Would like the board to vote on a monthly/per luncheon basis. Have not gone through the \$500 from the budget.
 - Ben made a motion to spend \$100 per luncheon \$900 per year
- Bill 2nd
- All Board members in attendance approve.
- D. Bylaws say elections to be held no later than October, National wants us to change wording to say no later than September because of leadership training in November
- E. Post conference report, budget – what happened to survey?
- F. Man CAR Expo booth in September with the Colorado Springs chapter? Who will handle this?
- G. New projectors
- 3 projectors purchased, plan is to use them at each meeting to display vendor logos and announcements.

V. Discussion and any other reports

A. Membership

1. What can be done to encourage national NARPM members with Denver metro addresses to join Denver Chapter?
2. What can be done to increase membership?

B. Education

1. Report on continuing to charge for education classes due to non-profit status. Peter
 - No answer yet, move issue forward

VI. 9:55 Adjourn

Denver Chapter Leadership Meeting Agenda
May 24, 2016

10:00 AM Board and Committee Meeting

Attendance:

Susan Melton, President
Kate Roth, Secretary
Ben Parham, Treasurer
Bill Martin, President Elect
Tony Cline, Conference Chair
Peter Meer, VP 2
Geff Kempsey, Education Committee
Jim Lagan, Designation Chair
Jason Cassidy, Chapter of Excellence
Abigail Jacobs, Luncheon Vendor Chair

Marc Cunningham, Speaker Chair
Mike Giallanza, Website and Marketing Chair
Ron Herdt, Membership Chair
Devin Bewley, Hospitality
Johanna Wells, Conference Luncheon Chair

Absent:

Cookie Hooper, Past President
Rocky Germano, Legislative

A. Mike Giallanza, Web & Communication

-Susan- very pleased with website, newsletter, communications. Want to start pushing the conference early. Do we want to put spots for vendors who are sponsoring the Conference now.

B. Membership, Ron Herdt

- a. How many new members signed up at the conference?
 - 83 managers 12 support staff.
 - Sent out emails to members who have not paid.
 - Working on 4 new members, have paid National but not local
 - Sent blanket email to conference attendees who have not signed up, hoping to get new members.
 - Photos from conference have been sent to Susan, will also be sent to Ben and Mike

C. Marc Cunningham, Speakers

- b. 2016 Speaker Schedule
- c. Need June, need August, September is Fair Housing
 - Today Nancy Burk is speaking
 - Next month is Charles Roberts with Your Castle to talk as if he was talking to an investor group to help us get some ideas to convince our owners to build their portfolios

- Reached out through the City of Denver website to make a request for Mayor Hancock to speak at our August meeting
- September Pete will talk about HUD Guidance
- Klass law group is interested in speaking
- Please continue to send ideas for this year or next.

D. Geff Kempfel, Education

- a. 2016 Class Schedule – September, Wes Wollenberger “Service Animals” 2 hour CE and November Pete Muccio, Rule 7.
- no changes
- Excellent job on the classes and such for the Conference!
- CREC audited Bev’s class at the Conference

E. Jim Lagan, Designations

- Has some info for luncheon to talk about why Designations are important

F. Devin Bewley, Luncheon Coordinator

- Everything moving along as it should
- Still need to sell more Rockies tickets. Have only sold to 1 company
- \$35 per ticket, just a ticket no food
- Get info to Mike on how to buy tickets, not on the website. Need to talk to Cookie to find out whats going on

G. Jason Cassidy, Hospitality/Meetings

- d. 2016 Holiday Party
- Planning on having some main items done for the Holiday Party, will have more to update next month.

H. Tony Cline, 2016 Property Management Conference

- e. Budget (info in Exec Board Meeting)
- f. Post conference report
- g. Better AV equipment for luncheon meetings
- Tony wanted to make sure we had a first class event. It was a first class event because everyone bought in to it and everyone who participated got it done. Thanks to everyone who contributed. Together we made it great. Kate and Tony are conference chairs for 2017
- Planning a slide show of announcements and vendor logos to be done with new projectors
- Need jpegs from vendors or jpeg for announcement

I. Johanna Wells (conference) & Abigail Jacobs (luncheon) Affiliates

- h. Conference sponsorships
- lots of support to vendors at the conference, they were all happy
- Sent out a thank you from the board, asked for feedback and all Johanna got back were emails of praise
- All the national sponsors said they would be back next year
- Any way to add more tables next year?
- Need to generate more opportunities

- i. Luncheon sponsorships

-a couple of misunderstandings, people needing to pay dues who want to sponsor and people wanting to sponsor paying dues instead of the sponsorships

J. Rocky Germano, Legislative – absent

The board would like to send something to Rocky. Ask Bob for some ideas.
Edible arrangement? Heart healthy something.
Ben is authorized to do what he feels appropriate.

Dated: June 23, 2016

Secretary

Kate Roth

dotloop verified
08/10/16 4:06PM MDT
FSAP-OWBW-NOXZ-9LNA

Signature

Kate Roth

Printed Name

Directors:

Susan E Melton

dotloop verified
08/10/16 4:50PM MDT
BTOM-IODL-GU7R-ZGQH

Signature

Susan Melton

President - Printed Name

Signature

Cookie Hooper

Past President - Printed Name

Minutes of the September Board Meeting Denver Chapter of NARPM

The meeting of the board of directors of the above named corporation was held on Tuesday, September 27, 2016 at the P PA Event Center, 2105 Decatur St, Denver, CO 80211

Executive Board Meeting

Attendance:

Susan Melton, President
Kate Roth, Secretary
Bob Alldredge, VP 1
Bill Martin, President Elect
Ben Parham, Treasurer
Jason Cassidy, Chapter of Excellence
Geff Kempself, Education Chair

Absent:

Peter Meer, VP 2
Cookie Hooper, Past President

- I. 9:30 AM Call to Order, Roll Call of Members – Cookie Hooper absent
- II. 9:35 AM Approval of Summary of Minute, Kate
-Will email for approval
- III. 9:40 AM Budget
Bill made a motion to approve the treasurers report. Bob 2nd, all voting members approved.
- IV. 9:50 New Business
 - A. Coordination of CAR Expo booth in September with the Colorado Springs chapter, Ben
Went well. Colorado Springs was in charge, we didn't have a banner to show who we are, made it difficult to connect with people. Colorado Springs suggested we get a local banner for trade shows, Bob thinks we should just order from National. Need to let them know about 3 months in advance. For next year, maybe there could be a PM speaker at the convention. Should this be on our agenda for next year to help? We do get points for CoE so it could help there. Does it pay for itself? Maybe we should have a committee for next year and Denver organizes and Colorado Springs can participate.
 - B. Update - chapter bookkeeper position – Redgate Accounting, Ben
Going well, set to start /, Ben sent Susan the agreement for signature.
 - C. Denver Chapter membership dues billing to start 10/1/16, Ben
All set and ready to go. Test email was sent out, bounced emails have been cleaned up.
Anyone who joins after mid year gets balance of year for free. They pay and their dues go for 2017. Follow up email with new members who have paid. Including support staff.

- D. Possible Vendor of the Year award, Holiday Party update, Jason Cassidy
-Catering company we have been using came in with a good estimate, serving a meal as opposed to appetizers, looking for additional funds possibly. Do we have any sponsors? Could help bring the cost down. \$50 table sponsor up to 10 sponsors, get info to Mike. Charitable donation for the party? Suggestions welcome from Board. Consider an award to recognize a vendor. Each member and each vendor would have a vote to choose a preferred vendor of the year. Existing or new member? Give away a membership. Needs to be a current vendor member. How are we deciding? Online vote to be announced at Holiday Party. Holiday Party Tuesday December 6th from 7-10pm. Get it to Mike ASAP so we can get it on the website. Looking for decorations.

Holiday Turkeys- Jason will announce for any members to bring funds to the October meeting. Checks made out to Denver NARPM.

- E. Help Marc with properly handling today's election- Tony
-Volunteer of the year award? How would it work? One that rises above. Have nominations and a vote? Do both at Holiday Party. Board votes on volunteer of the year.
Bob moves we nominate Devin as outstanding PM volunteer of the year. Ben seconds. All voting members approve.
Kate will create certificates for both awards.

V. Discussion and any other reports

- A. Membership
-No report

B. Education

1. Need procedure to upload Education/CE records to Denver Chapter Google Drive, Ben
-Chair has permission to upload and create directories.

2. Have we received approval from National for April classes? Need to be signed up before November 1 to receive 50% profit share.
-Have applied but have not been approved yet. Sondra is on it. We have flyers for the November class. Let's mention the class today.

VI. 10:25 Adjourn

Denver Chapter Leadership Meeting Agenda September 27, 2016

10:30 AM Board and Committee Meeting

Attendance:

Susan Melton, President
Kate Roth, Secretary
Bob Alldredge, VP 1
Bill Martin, President Elect
Ben Parham, Treasurer
Jason Cassidy, Chapter of Excellence
Geff Kempself, Education Chair
Rocky Germano, Legislative Chair
Johanna Wells, Vendor Chair
Devin Bewley, Luncheon Chair
Jim Lagan, Designations Chair
Mike Giallanza, Web & Communications Chair
Jason Cassidy, COE Chair
Sondra Welsh, Incoming Education Chair
Ron Herdt, Membership Chair

Absent:

Peter Meer, VP 2
Cookie Hooper, Past President
Marc Cunningham, Speaker Chair

Roll call, Marc, Peter, Cookie absent

A. Mike Giallanza, Web & Communication

1. Please get info to me regarding luncheon speakers and CE classes as close to the first day of the month of the event as possible so the President will stop nagging me to get the luncheon info and class info on to the website calendar!
 - Kate will get you info on sponsorships for the conference. Jason will get info about the Holiday party. Sign-up sheet online.
 - dropped to about 1800 visitors a week, back up to about 2000 unique visits
 - Vendor page now organized by category
 - Members are organized more like National. On the site by designation on down.
 - not 100% accurate with member list
 - Board contacts are up on the contact us page
 - A lot of work to take members off and then put them back on, is there a way to streamline it more?
 - Newsletter goes out to all NARPM members in Colorado

B. Membership, Ron Herdt

- 3 new members since 8/23
- Jeff Painter lead for membership, how did he find us?
- 2 new support members from AT Smith, 1 new member from Ben

-Comp lunch for potential new professional members? Let Devin know ahead of time. Not more than 2 per month

C. Marc Cunningham, Speakers

2016 Speaker Schedule

1. Possibly maintenance panel, possibly Denver mayor

D. Geff Kempself/Sondra Welsh, Education

2016 Class Schedule

November Ethics plus ??,

January Commission Update

March Pete Muccio, topic TBD

-November Ethics class, flyers on the tables. Sign up on National website.

Mike needs info on the class to link it with National. Inviting North chapter, Colorado Springs already has the class scheduled. Have to take it every 4 years.

-April conference, class request has been put in for the 3 we want.

E. Jim Lagan, Designations

-opened up lines of communication with Daley to get a better grip on numbers for candidates and who already has designations

F. Devin Bewley, Luncheon Coordinator

-No report

G. Jason Cassidy, Hospitality/Meetings

- a. 2016 Holiday Party (report in Exec meeting minutes)

H. Kate Roth, 2017 Property Management Conference

-Nail down sponsorship costs and get them on the website

I. Johanna Wells, Affiliates

- a. Conference sponsorships

-raising costs for sponsorships? Not a bad idea to do a price increase

Diamond 900 (2)

Gold 550 (7)

Silver 300 (10)

Cookie 450 (2)

-sign up is only on Denver website

-more than 1 Diamond sponsor? Or more? Not in the same industry.

Keep at 2 Diamonds

-Bob moves that we designate diamond 900 gold 550 silver 300 and cookie 450

Bill second

All voting members approve

- b. Luncheon sponsorships

-still looking for a volunteer to help out

J. Rocky Germano, Legislative

-Rent control? Nothing formal but there is some talk around the community

Other: Retreat January 18th check in and 19th planning meeting

Dated: September 27, 2016

Secretary

Katherine Roth

dotloop verified
10/27/16 2:30PM MDT
HV9T-ZGRM-3MVY-TP6H

Signature

Kate Roth

Printed Name

Directors:

Susan Melton

dotloop verified
10/27/16 4:40PM MDT
QAR9-HPUN-WSYT-A1SA

Signature

Signature

Susan Melton

President - Printed Name

Cookie Hooper

Past President - Printed Name

Minutes of the May Board Meeting Denver Chapter of NARPM

The meeting of the board of directors of the above named corporation was held on Tuesday, May 24, 2016 at the PPA Event Center, 2105 Decatur St, Denver, CO 80211

Executive Board Meeting

Attendance:

Susan Melton, President

Kate Roth, Secretary

Bill Martin, President Elect

Peter Meer, VP 2

Ben Parham, Treasurer

Tony Cline, 2016 Conference Chair

Geff Kempself Education Committee

Absent:

Cookie Hooper, Past President

Bob Alldredge, VP 1

I. 9:00 AM Call to Order, Roll Call of Members – Cookie and Bob absent

II. 9:05 AM Approval of Summary of Minute, Kate

Kate moves to approve March Minutes

Bill 2nd

All present approve

Will have Susan, Kate, and Cookie sign electronically

III. 9:10 AM Budget

A. Number of paid chapter professional, support staff and affiliate members - per Ben's report 85 members, 12 support, 48 affiliate. Per national Denver chapter 106 members, 10 support

-Purchased Apple Watch for Broker Owner auction

-Have not received an answer back from the CPA about reserves. Did do some internet searches and could not find a cap. Depends on what kind of non-profit you are running. Going to keep trying to get an answer so we can be sure.

-National has different membership lists than the Denver Chapter has. Leave them as Chapter Members on the National site, then contact them to recruit them to actually become Denver Chapter Members. We should create a marketing campaign to the UA National Members. They are receiving our newsletters. Any Board member can find the information when they log in to Nationals site.

Ben not in attendance will

IV. 9:20 New Business

A. Board needs to decide if membership is per individual or per company, specifically for affiliate memberships. Additionally, we need to clarify that affiliate sponsors still need to sign up and pay for lunch in addition to paying to sponsor, (from March meeting)

-Main vendor signs up then each additional person pays the non-member lunch price.

-Registration belongs to company. Company signs up an individual representative. It can be reassigned. That representative is individual who can come to the chapter. Tony will create a proposal to be voted on.

- B. 2017 Colorado Property Management Conference, dates set, hotel contract, Bill
- Contract has been signed and sent off. Deposit paid. Good to go. Kate will upload to Google Drive.
 - Kate and Tony will chair the 2017 Conference.
 - Feedback from Tony: made a lot of sense to have 2 co-chairs, helped to distribute the work and not be too overwhelming. Hotel side and Event side (setting agenda, setting speakers and classes.) More promotion to non-NARPM members for next time. Have a membership booth to get sign ups? FB could be helpful. Maybe promote at DMAR marketing meetings. Promoting designation classes could be improved upon. Blend the two days more, felt a little like two separate events. Should we flip the days? Conference first then classes 2nd day. Has been tried both ways, consider trying for next year.
 - Peter- we should really try to bring the northern and southern chapters in to help with planning. Bev and Rob Lynd could be contacts.
 - Money- Bottom line net \$9,600, does not include any reimbursements from National
 - Income for registration \$18,700
 - Vendors and sponsors \$7,750
 - Total: \$26,450
 - Total Expenses \$16,841.12
 - Survey has been sent out, for next year make sure to send it out right after conference. Have committee decide what questions should be asked.
 - We had more sponsors wanting to sponsor than we had opportunities for sponsorship. Should look at this for next year, what options could we provide?
 - Increase charge to vendors and lower to attendees?
- C. Facebook advertising, Ben
- Would like the board to vote on a monthly/per luncheon basis. Have not gone through the \$500 from the budget.
 - Ben made a motion to spend \$100 per luncheon \$900 per year
- Bill 2nd
- All Board members in attendance approve.
- D. Bylaws say elections to be held no later than October, National wants us to change wording to say no later than September because of leadership training in November
- E. Post conference report, budget – what happened to survey?
- F. Man CAR Expo booth in September with the Colorado Springs chapter? Who will handle this?
- G. New projectors
- 3 projectors purchased, plan is to use them at each meeting to display vendor logos and announcements.

V. Discussion and any other reports

A. Membership

1. What can be done to encourage national NARPM members with Denver metro addresses to join Denver Chapter?
2. What can be done to increase membership?

B. Education

1. Report on continuing to charge for education classes due to non-profit status. Peter
 - No answer yet, move issue forward

VI. 9:55 Adjourn

Denver Chapter Leadership Meeting Agenda
May 24, 2016

10:00 AM Board and Committee Meeting

Attendance:

Susan Melton, President
Kate Roth, Secretary
Ben Parham, Treasurer
Bill Martin, President Elect
Tony Cline, Conference Chair
Peter Meer, VP 2
Geff Kempel, Education Committee
Jim Lagan, Designation Chair
Jason Cassidy, Chapter of Excellence
Abigail Jacobs, Luncheon Vendor Chair

Marc Cunningham, Speaker Chair
Mike Giallanza, Website and Marketing Chair
Ron Herdt, Membership Chair
Devin Bewley, Hospitality
Johanna Wells, Conference Luncheon Chair

Absent:

Cookie Hooper, Past President
Rocky Germano, Legislative

A. Mike Giallanza, Web & Communication

- Susan- very pleased with website, newsletter, communications. Want to start pushing the conference early. Do we want to put spots for vendors who are sponsoring the Conference now.

B. Membership, Ron Herdt

- a. How many new members signed up at the conference?
 - 83 managers 12 support staff.
 - Sent out emails to members who have not paid.
 - Working on 4 new members, have paid National but not local
 - Sent blanket email to conference attendees who have not signed up, hoping to get new members.
 - Photos from conference have been sent to Susan, will also be sent to Ben and Mike

C. Marc Cunningham, Speakers

- b. 2016 Speaker Schedule
- c. Need June, need August, September is Fair Housing
 - Today Nancy Burk is speaking
 - Next month is Charles Roberts with Your Castle to talk as if he was talking to an investor group to help us get some ideas to convince our owners to build their portfolios

- Reached out through the City of Denver website to make a request for Mayor Hancock to speak at our August meeting
- September Pete will talk about HUD Guidance
- Klass law group is interested in speaking
- Please continue to send ideas for this year or next.

D. Geff Kempfel, Education

- a. 2016 Class Schedule – September, Wes Wollenberger “Service Animals” 2 hour CE and November Pete Muccio, Rule 7.
- no changes
- Excellent job on the classes and such for the Conference!
- CREC audited Bev’s class at the Conference

E. Jim Lagan, Designations

- Has some info for luncheon to talk about why Designations are important

F. Devin Bewley, Luncheon Coordinator

- Everything moving along as it should
- Still need to sell more Rockies tickets. Have only sold to 1 company
- \$35 per ticket, just a ticket no food
- Get info to Mike on how to buy tickets, not on the website. Need to talk to Cookie to find out whats going on

G. Jason Cassidy, Hospitality/Meetings

- d. 2016 Holiday Party
- Planning on having some main items done for the Holiday Party, will have more to update next month.

H. Tony Cline, 2016 Property Management Conference

- e. Budget (info in Exec Board Meeting)
- f. Post conference report
- g. Better AV equipment for luncheon meetings
- Tony wanted to make sure we had a first class event. It was a first class event because everyone bought in to it and everyone who participated got it done. Thanks to everyone who contributed. Together we made it great. Kate and Tony are conference chairs for 2017
- Planning a slide show of announcements and vendor logos to be done with new projectors
- Need jpegs from vendors or jpeg for announcement

I. Johanna Wells (conference) & Abigail Jacobs (luncheon) Affiliates

- h. Conference sponsorships
- lots of support to vendors at the conference, they were all happy
- Sent out a thank you from the board, asked for feedback and all Johanna got back were emails of praise
- All the national sponsors said they would be back next year
- Any way to add more tables next year?
- Need to generate more opportunities

- i. Luncheon sponsorships

-a couple of misunderstandings, people needing to pay dues who want to sponsor and people wanting to sponsor paying dues instead of the sponsorships

J. Rocky Germano, Legislative – absent

The board would like to send something to Rocky. Ask Bob for some ideas.
Edible arrangement? Heart healthy something.
Ben is authorized to do what he feels appropriate.

Dated: June 23, 2016

Secretary

Kate Roth

dotloop verified
08/10/16 4:06PM MDT
FSAP-OWBW-NOXZ-9LNA

Signature

Kate Roth

Printed Name

Directors:

Susan E Melton

dotloop verified
08/10/16 4:50PM MDT
BTOM-IODL-GU7R-ZGQH

Signature

Susan Melton

President - Printed Name

Signature

Cookie Hooper

Past President - Printed Name

Minutes of the August Board Meeting Denver Chapter of NARPM

The meeting of the board of directors of the above named corporation was held on Tuesday, August 23, 2016 at the PPA Event Center, 2105 Decatur St, Denver, CO 80211

Executive Board Meeting

Attendance:

Susan Melton, President
Kate Roth, Secretary
Ben Parham, Treasurer
Bob Alldredge, VP 1
Bill Martin, President Elect
Cookie Hooper, Past President
Peter Meer, VP 2
Geff Kempself, Education Chair

- I. 9:30 AM Call to Order, Roll Call of Members
- II. 9:35 AM Approval of Summary of Minute, Kate
 - Kate moves to approve June minutes
 - Ben 2nds
 - All in attendance approved
- III. 9:40 AM Budget
 - Loss of \$2,442.46 in June
 - 152 total members
- IV. 9:50 New Business
 - A. Coordination of CAR Expo booth in September with the Colorado Springs chapter, Ben
 - C Springs is taking the lead on the booth and paying what is needed, we can split if we want to. Waiting on cost for booth space at venue. Larger spot this year. C Springs is taking care of ordering the NARPM booth, Bob has extra brochures that can be used. We are going to help with man power. Are we able to give 5 designation points? Susan says yes. September 22-23, 2016.
 - B. Update - chapter bookkeeper position, Ben
 - Bookkeeping committee met and created an outline for what we are looking for. Ben narrowed down to 3 companies. One is no longer taking new clients. Red Gate Accounting and Royal Bookkeeping, both quoted \$200 per month. CPA still has access to QB for tax reporting, bookkeeper will create treasurer reports for meetings. Ben likes both, leaning towards Red Gate Accounting. Ben moves to select Red Gate Accounting to start September 1st.
Peter 2nd
Discussion: audit control, we may not want to give up reconciliation. They will have view only access to 1st Bank and PayPal so they can create reports but have no authorization to move money. Going through the paypal transactions and balancing them with the website is the biggest task. Once its balanced

out they will email the treasurer to make the transfer from paypal. They will input bills but treasurer will still print checks. Red Gate is at Holly and Evans, no real need to go there. They will also handle the SOS periodic reporting at no additional charge.

Vote: all voting members approve.

Ben will have a service contract sent, it is month to month. Susan will sign. They will handle membership dues billing. Ben will handle this year to clean it up but they will start next year.

- C. Nominations – update needed, reminder we hold elections in September, Bill
 - Voting will be in September. National has a script to install board.
 - Email slate of Board members for Chapter.
 - Proposed Slate:
 - President Bill Martin
 - President Elect Ben Parham
 - Secretary Kate Roth
 - Treasurer Geff Kempself
 - Past President Susan Melton
 - Vice President 1 Bob Alldredge
 - Vice President 2 Peter Meer

Peter 2nd

No Discussion

Vote- all voting members approve

- D. In March we spoke about a Vendor of the Year award announced at the Holiday Party, we also talked about holding the vote in September along with our Board member vote, Susan
 - Jason sent an email with process for selection, he will present at September's meeting
- E. Rockies event, Cookie
 - Gave a bunch of tickets away, about 40 to Denver Boys & Girls Club. Gave to one in Lakewood area. Unsure if they were used. 42 sold to members. Lost money on event, would have anyways. Do we do it again? Lost \$1,500. Best to not do Rockies game. Come up with another event. Peter suggests we table the issue for now.
- F. New NARPM member packet from National does not include any information about Denver Chapter, Bill
 - Bill and Ben will create a brochure
- G. When and how will Denver Chapter membership dues billing be handled? – Ben
 - Invoices will be emailed out. Ben is going through QB to verify we have everyone's email address. He will send a test email out to get any bounce backs, then send the invoices. Maybe mail once they go delinquent. Should we send something to National members who are not Chapter members? Maybe a blast email go out. Ben will talk to Mike about a blast email. One page brochure. Send to National to include in the welcome packet. 25-30 people in the area that are National members and not Chapter members.

- Send invoices October 1. Late as of 12/1/16.
- If they pay in October they are covered from then until the end of 2017.

H. Annual AA/MD contribution, currently \$3,000 we should increase to original amount of \$5,000 – Bob

-Contribution goes back about 15 years. Created a special category for us, usually bill by units managed, this would cost us \$20k. They wanted an alliance and did it this way. This year is more critical than ever to help the cause.

Bob moves to increase our contribution by \$2000 for this year and make the budget line item be \$5000 going forward

Peter 2nd

Discussion: the break in contribution amount was a break given to us

Vote- all voting members approve

-Ben will write a check for \$2000 to the Apartment Association Alliance right away.

V. Discussion and any other reports

A. Membership

-Bill is talking with 2 potential new members, they both just joined National

B. Education

1. Need procedure to upload Education/CE records to Denver Chapter Google Drive, Ben

-Ben is working on a way to upload CE certificates. Susan has been uploading, will show Geff how. The Education Chair has full access to the education folder on GoogleDocs. Just for storage, does not distribute to the member who earned it.

2. News from National – In 2017 instead of the standard 25% profit sharing for holding a class, those who sign up early will receive 50% profit sharing if classes are signed up before November leadership training.

-Sondra is incoming Education Chair.

VI. 10:25 Adjourn

Denver Chapter Leadership Meeting Agenda August 23, 2016

10:30 AM Board and Committee Meeting

Roll call

Susan Melton, President

Kate Roth, Secretary

Ben Parham, Treasurer

Bob Alldredge, VP 1

Bill Martin, President Elect

Cookie Hooper, Past President

Peter Meer, VP 2

Geff Kempself, Education Chair

Sondra Welsh, Incoming Education Chair

Rocky Germano, Legislative Chair

Marc Cunningham, Speakers Chair

Johanna Wells, Vendor Chair

Devin Bewley, Luncheon Chair

Jim Lagan, Designations Chair

Ron Herdt, Membership Chair

Absent

Mike Giallanza, Web & Communication Chair

Jason Cassidy, COE Chair

A. Mike Giallanza, Web & Communication, absent report below:

1. Vendor page is now updated with business categories! Looks great, but open to constructive criticism if changes are needed.
2. Website traffic is down to about 1,800 per week. We don't have a lot of PM companies posting rentals. This will help our traffic.
-Have to use freerentalsite.com to get your listings posted on the Chapter Site
3. Working with the IT team to see if we can list members similar to the national site, which is now by designation.

B. Membership, Ron Herdt

-new member this morning Edward Peterson, joined National and is now a Chapter member.

C. Marc Cunningham, Speakers

2016 Speaker Schedule

1. Sept is Pete Muccio speaking on current fair housing issues including service animals and the new supreme court ruling on discrimination through disparate impact.
2. Oct is not finalized but our theme is 'Maintenance' so we will do something maintenance related. Maybe a panel discussion.
-have a request in with City of Denver, maybe the Mayor? May bump maintenance panel. Mark will reach out, maybe vendors who have been multiple sponsors. Trying to get 1 from each major area.
-guiding topics

D. Geff Kempfel, Education

2016 Class Schedule

September, Wes Wollenweber "Service Animals" 2 hour CE

November Pete Muccio, Rule 7.

-Talk to Rob Lynde about something for November. He could also teach Ethics

-Networking lunch before Ethics class? About 30+ members need Ethics to become professional members

-Working with Wes to get Service Animals class approved

-January annual commission update

-March working with Pete Muccio for a class

E. Jim Lagan, Designations

-Wants to start working closer with National to gather some more data

-All the designation candidates and have some round table meetings to see where they are stuck

F. Devin Bewley, Luncheon Coordinator

-no report

G. Jason Cassidy, Hospitality/Meetings – will be absent, report presented to board by Susan

a. 2016 Holiday Party

-well under control, will present at the September meeting

H. Kate Roth, 2017 Property Management Conference

-3 designation classes requests have been decided on, 3 different levels of class

Managing Single family homes and small invest

Personal Procedures Essentials- Hiring your first assistant

Finance analysis of cash flow

-We want Andy Probst to teach Ethics (should we hold it after a meeting or at the conference? Leaning towards after a meeting towards the beginning of the year)

-If we ask for certain instructors we may be able to do that

-Should the classes be held before or after the Conference? Yes, hold the classes the day after. Bill will notify the Hotel

-Classes will be advertised starting in January

-Application for education will be submitted ASAP

-Any suggestions for break out sessions? Shoot Kate an email

-April 19-20

I. Johanna Wells, Affiliates – may be absent due to jury duty

a. Conference sponsorships

-costs of sponsorships needed to start working on big names

b. Luncheon sponsorships

-New member- Continental Collections, Pete

J. Rocky Germano, Legislative

-no report

Dated: August 23, 2016

Secretary

Katherine Roth

dotloop verified
10/27/16 2:30PM MDT
GFE1-ONCR-KBPX-PFZP

Signature

Kate Roth

Printed Name

Directors:

Susan Melton

dotloop verified
10/27/16 4:41PM MDT
TWLD-GFZH-8YTF-HYSZ

Signature

Susan Melton

President - Printed Name

C Hooper

dotloop verified
10/27/16 3:11PM MDT
AXU9-LDGH-ETCF-BHOR

Signature

Cookie Hooper

Past President - Printed Name

Minutes of the March Board Meeting Denver Chapter of NARPM

The meeting of the board of directors of the above named corporation was held on Tuesday, March 22, 2016 at the PPA Event Center, 2105 Decatur St, Denver, CO 80211

Executive Board Meeting

Attendance:

Susan Melton, President

Kate Roth, Secretary

Ben Parham, Treasurer

Bill Martin, President Elect

Cookie Hooper, Past President

Tony Cline, Conference Chair

Peter Meer, VP 2

Absent:

Bob Alldredge, VP 1

- I. 9:00 AM Call to Order, Roll Call of Members
- II. 9:05 AM Approval of Summary of Minute
 - Kate moved to approve the February minutes.
 - Ben 2nd
 - All present board members voted yes
 - A. Completion of updated Bylaws and meeting minutes
 - Susan and Kate sign
- III. 9:10 AM Budget
 - A. Tax filing report
 - Taxes are filed, all the numbers were correct. Do not owe taxes. Corporate taxes were due 3/15/16.
 - Ask the CPA about having so much money in the reserves. Is it too much?
 - Does it need to be in a CD or something like that.
 - Should we go back to offering free classes to use up some of the funds?
 - Education committee will look in to this and give us a recommendation.
 - Mailing invoices to the 13 members who did not renew.
 - Facebook page is updated. Let's reach out to members we know and ask them to like the page.
 - Budget for advertising for conference. \$100 to test for the conference.
 - Ben moves to use \$100 in the marketing budget for Facebook advertising for State Conference.
 - Bill 2nd.
 - Discussion: Tony has \$500 in the conference budget for Facebook advertising.
 - We could get it set up for the conference and then leftover can be turned in to a regular Chapter membership campaign.
 - Amended Motion: \$500 for Facebook advertising to start with conference and if the whole amount isn't used then it will change to a membership campaign.
 - Cookie 2nd
 - All present board members approve.
- IV. 9:20 New Business
 - A. Colorado Property Management Conference 4/28/16
 - Need to touch base with National as to the cutoff for class sign ups. In order to keep the class we need to let National know that we will cover any

difference so we can keep the classes going for sure. Most people sign up last minute and we are close to the cut off.

-Conference Budget: see attached

Sold out on Vendor sponsorships!

Budget does not include class day

-Cookies Report: see attached

Hotel will offer a discount, need to get them a list of who is booking.

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Vote: all present board members approve

Should we make a stand up sign to help get this out to people? This is where the board can help by talking to people we may hear grumbling. Sign may not help, lets just get the word out. For the first few months lets have Mike send out an email to help get the word out. Marc will announce at today's meeting.

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-think about it and we will discuss later. Downfall could be more vendors than property managers.

V. Discussion and any other reports

A. Membership

1. Marty White, Streetside Properties

-tried to do something and was blocked because he was not a Denver member. He is a National Member so he is entitled to the logo. Raises the issue that someone thinks they paid since they paid National

2. According to Ben's list we have 73 professional members, 12 support staff, 33 affiliate

3. Update regarding Silver Sponsor membership payment- still has not paid their annual dues. Request renewal before

B. Hospitality

VI. 9:55 Adjourn

Denver Chapter Leadership Meeting Agenda
February 23, 2016

Attendance:

Susan Melton, President
Kate Roth, Secretary
Ben Parham, Treasurer
Bill Martin, President Elect
Cookie Hooper, Past President
Tony Cline, Conference Chair
Peter Meer, VP 2
Geff Kempself, Education Committee
Devin Bewley, Hospitality

Rocky Germano, Legislative
Johanna Wells, Conference Luncheon
Chair
Jim Lagan, Designation Chari
Jason Cassidy, Chapter of Excellence
Abigail Jacobs, Luncheon Vendor Chair
Marc Cunningham, Speaker Chair


Absent:
Mike Giallanza
Ron Herdt

10:00 AM Board and Committee Meeting


- A. Mike Giallanza, Web & Communication, Absent
- B. Membership, Ron Herdt, Absent
- C. Marc Cunningham, Speakers
 - a. 2016 Speaker Schedule - have May – Nancy Burke
 - speakers are set for the next couple months. June is open, but have someone in the works.
 - Possible economic update in August but may change it out if today is more of an economic update.
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 - been in conversation with Wes Wollenweber for September
 - Pete Muccio working to develop a class on Rule 7
 - Rule 7 meeting April 5th at 9am at the RE Commission offices
 - Lost a member of the committee, looking for a new member
- E. Jim Lagan, Designations
 - what direction and expectations do we have for the designation position?
 - Can they make an announcement each luncheon to highlight the designations? What it means, benefits, what it takes... about 5 min. 2-3 minutes can be worked in. Bring more awareness to the designations
- F. Devin Bewley, Luncheon Coordinator
 - Cookie gave update to Exec Board
- G. Jason Cassidy, Hospitality/Meetings

- a. Chapter Excellence due 3/31/16
 - Numbers from National and what we have are different.
 - b. 2016 Holiday Party
 - Vendor recognition program as part of the party, have a vote for vendor of the year? Award at the Christmas party, maybe give a membership to them, plaque. How would we vote? Email vote, at a luncheon? Pick a specific meeting to vote on it. Have nominees. Make an announcement and have a silent vote. Give points for sponsorships, create criteria.
- H. Johanna Wells (conference) & Abigail Jacobs (luncheon) Affiliates
- a. Conference sponsorships
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Dated: May 4, 2016

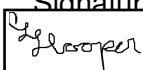
Secretary		<small>dotloop verified 06/23/16 11:13AM MDT NMOB-XBGD-40BM-SQ9D</small>	Kate Roth
	Signature		Printed Name

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Cookie Hooper
Past President - Printed Name

Minutes of the March Board Meeting Denver Chapter of NARPM

The meeting of the board of directors of the above named corporation was held on Tuesday, March 22, 2016 at the PPA Event Center, 2105 Decatur St, Denver, CO 80211

Executive Board Meeting

Attendance:

Susan Melton, President

Kate Roth, Secretary

Ben Parham, Treasurer

Bill Martin, President Elect

Cookie Hooper, Past President

Tony Cline, Conference Chair

Peter Meer, VP 2

Absent:

Bob Alldredge, VP 1

- I. 9:00 AM Call to Order, Roll Call of Members
- II. 9:05 AM Approval of Summary of Minute
 - Kate moved to approve the February minutes.
 - Ben 2nd
 - All present board members voted yes
 - A. Completion of updated Bylaws and meeting minutes
 - Susan and Kate sign
- III. 9:10 AM Budget
 - A. Tax filing report
 - Taxes are filed, all the numbers were correct. Do not owe taxes. Corporate taxes were due 3/15/16.
 - Ask the CPA about having so much money in the reserves. Is it too much?
 - Does it need to be in a CD or something like that.
 - Should we go back to offering free classes to use up some of the funds?
 - Education committee will look in to this and give us a recommendation.
 - Mailing invoices to the 13 members who did not renew.
 - Facebook page is updated. Let's reach out to members we know and ask them to like the page.
 - Budget for advertising for conference. \$100 to test for the conference.
 - Ben moves to use \$100 in the marketing budget for Facebook advertising for State Conference.
 - Bill 2nd.
 - Discussion: Tony has \$500 in the conference budget for Facebook advertising.
 - We could get it set up for the conference and then leftover can be turned in to a regular Chapter membership campaign.
 - Amended Motion: \$500 for Facebook advertising to start with conference and if the whole amount isn't used then it will change to a membership campaign.
 - Cookie 2nd
 - All present board members approve.
- IV. 9:20 New Business
 - A. Colorado Property Management Conference 4/28/16
 - Need to touch base with National as to the cutoff for class sign ups. In order to keep the class we need to let National know that we will cover any

difference so we can keep the classes going for sure. Most people sign up last minute and we are close to the cut off.

-Conference Budget: see attached

Sold out on Vendor sponsorships!

Budget does not include class day

-Cookies Report: see attached

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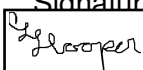
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