

User: scott@columbiapm.com

2016 Chapter Compliance

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

Chapter: District of Columbia

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 DC Chapter By-Laws- Amended 12-8-15.pdf

2. Fill in number of RVP calls the chapter's president or their representative participated in: 3

3. Upload a copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS. 2016 Tax Exempt status.pdf

4. Upload a copy of your current year budget: 2017 Budget 02.24.17.pdf

5. List number of membership meetings: 10

Flier Upload DC Mtg Annmt - 2016-1.pdf

Flier Upload DC Mtg Annmt - 2016-2.pdf

Flier Upload DC Mtg Annmt - 2016-3.pdf

Flier Upload DC Mtg Annmt - 2016-4.pdf

Flier Upload DC Mtg Annmt - 2016-5.pdf

Flier Upload DC Mtg Annmt - 2016-6.pdf

Flier Upload DC Mtg Annmt - 2016-7.pdf

Flier Upload DC Mtg Annmt - 2016-9.pdf

Flier Upload	DC Mtg Annmt - 2016-10.pdf
Flier Upload	DC Mtg Annmt - 2016-11.pdf
Flier Upload	
Flier Upload	

6. List number of board meetings: 9

Copy of Minutes	Agenda and Notes Exec Cmte 011316.txt
Copy of Minutes	Agenda and Notes Exec Cmte 033016.docx
Copy of Minutes	Agenda and Notes Exec Cmte 042716.docx
Copy of Minutes	Agenda and Notes Exec Cmte 052516.docx
Copy of Minutes	Agenda and Notes Exec Cmte 062416.docx
Copy of Minutes	Agenda and Notes Exec Cmte 072716.docx
Copy of Minutes	Agenda and Notes Exec Cmte 092816.docx
Copy of Minutes	Agenda and Notes Exec Cmte 102616 .docx
Copy of Minutes	Agenda and Notes Exec Cmte 112116 .docx
Copy of Minutes	
Copy of Minutes	
Copy of Minutes	

7. Does your chapter charge dues? Yes

8. If yes, how much are the dues? \$100, \$50 for new chapter members

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? 7

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: C075 - District of Columbia

Is this a New Chapter formed within the last 18 months? Yes

Number of chapter members at time of Application (excluding affiliates): 7

Total Points from Application: 35

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:

4

Associate Members: 3

Support Staff Members:

Life Members:

Combined Total Number of Members: 7

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 DCmembersRoster.022217 revised.xlsx

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: 5

Number of New Members added to Chapter: 2

New Member Growth: 5=25%+

New Members Upload DC new members in 2016.xlsx

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: 0

Membership Retention:

Membership Retention Upload

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 Affiliate Members 2016.docx

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: 4

Percentage of Members in Attendance: 4=10-19%

Membership Attendance 2016 Convention Attendees.docx

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: 0

Percentage of Members in Attendance:

Member Attendance Upload

Member Attendance Upload

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: 0

Number of Grants Applied for and Used:

Evidence of Grant Upload

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

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: 0

Number of Chapter-Sponsored
Educational Course(s):

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

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: 0

Number of Chapter-Sponsored
Educational Course(s):

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

Chapter-Sponsored Educational
Course Upload

14. **Three (3) points** for each function arranged and performed with another chapter and/or another real estate related association such as educational courses or other business related opportunity. Provide copy of applicable flyer or other demonstrative information. Not applicable points if education is used with other questions within the application. Six (6) points available.

Total Points: 0

Number of Function(s) Arranged
and Performed with Another
Chapter and/or Real Estate
Related Association:

Applicable Flyer/ Other
Demonstrative Information Upload

Applicable Flyer/ Other
Demonstrative Information Upload

15. **One (1) point** for each regular membership meeting that discussed/ reviewed the NARPM Code of Ethics. A meeting must include speaker, panel, or round-table, be held for a special purpose or other educational/ business opportunity, and is not a "course" as referred to in questions #6, #7, or #9. **One (1)** point per meeting. Submit a copy of each meeting agenda showing ethics discussion item and meeting topic. Six (6) points available.

Total Points:

Number of Regular Membership Meetings that Discussed NARPM Code of Ethics:	6
Copy of Meeting Agenda Upload	Mtg Agenda 11-16-16.docx
Copy of Meeting Agenda Upload	Mtg Agenda 10-19-16.docx
Copy of Meeting Agenda Upload	Mtg Agenda 09-21-16.docx
Copy of Meeting Agenda Upload	Mtg Agenda 07-20-16.docx
Copy of Meeting Agenda Upload	Mtg Agenda 06-15-16.docx
Copy of Meeting Agenda Upload	Mtg Agenda 05-16.docx

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	2016 Designees.docx

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:	0
Percentage of Candidates as of December 31:	
CRMC Designations Upload	

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 2016 Designees.docx
Designations Upload

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: 0

Percentage of CRMC Companies
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 hold 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: 0

Number of Sponsoring/ Staffing a
NARPM booth at a non-NARPM
Trade Show:

Name of Event

Date of Event

Copy of Applicable Flyer/ Other
Demonstrative Information

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: 0

Number of Newsletters:

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

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: 0

Membership Committee:

Membership Committee Upload

Education/Designation
Committee:

Education/Designation Committee
Upload

Legislative/Governmental Affairs
Committee:

Legislative/Governmental Affairs
Committee Upload

Meeting/Program Committee:

Meeting/Program Committee
Upload

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:

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:	3
Percentage of Members who Contribute at Least \$25 to the NARPM PAC	3=11-15%
List of Contributors Upload	2016 PAC contributors.docx

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:	5
Percentage of Members Volunteering:	5=30%+
List of Volunteers Upload	DCmembersRoster.022217 volunteers 2016.xlsx

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:	3
Percentage of Members in Attendance:	3=12-14%
Attendee List Upload	2016 Nov Chapter Leader Tng.docx

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?

Total Points from Application:	35
Form Completed By:	Scott Bloom
Chapter Title:	District of Columbia
Phone Number:	202-253-8949
E-mail Address:	scott@columbiapm.com

Bylaws of
The DC (District of Columbia) Chapter of
The National Association of Residential Property Managers

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the DC (District of Columbia) chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in the District of Columbia.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the [insert geographic area, such as city, state, or regional area]

Section C: Powers

The chapter may exercise all powers granted to it as a corporation organized under the non-profit corporation laws of the District of Columbia.

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

Section D: This chapter's geographical definition shall be: the District of Columbia.

ARTICLE II: Membership

Professional, Associate, Support Staff, Affiliate Member, and Honorary Members

Section A: Professional Member

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

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

Section B: Associate Member

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

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

Section C: Support Staff

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

Section D: Affiliate Member

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

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

Section E: Application by Professional, Associate, or Support Staff Members:

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
2. Vote: Voting member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A: Suspension of Membership

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

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

Section B: Termination of Membership

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

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

Section C: Reinstatement of Membership

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

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

ARTICLE IV: Executive Committee/Board of Directors

Section A: Responsibilities

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

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

4. Establishing new committees and dissolving existing committees.

Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of five (5) officers as follows:

1. President: The president shall:
 - a. Be the chief executive officer of the chapter.
 - b. Preside at all meetings of the chapter.
 - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
 - d. Sign all legal documents.
 - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - f. Shall ensure the completion of all documentation required by the National Association.
 - g. Serve a term of one year commencing with the beginning of the new calendar year.
 - h. Must be a Professional Member of the Chapter.
 - i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.
2. President-Elect: The president-elect shall:
 - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
 - b. Fulfill the responsibilities of the president during his/her absence.
 - c. Replace the president at the end of the fiscal year.
 - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
 - e. Undertake other activities as are deemed appropriate by the president.
 - f. Serve a term of one year commencing with the beginning of the calendar year.
 - g. Must be a Professional Member of the Chapter.
 - h. Notify all chapter members of upcoming meetings
 - i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
 - j. Undertake responsibility for such other activities as deemed appropriate by the committee.
3. Secretary: The secretary shall:
 - a. Maintain current chapter membership records to coincide with the national association's membership database.
 - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
 - c. File all federal, state and local reports as needed.
 - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - e. Serve a term of one year commencing with the beginning of the calendar year.
 - f. Must be a Professional Member of the Chapter.
4. Treasurer: The treasurer shall:
 - a. Be a signatory for all funds withdrawn from chapter account(s).
 - b. Distribute annual renewal notices for chapter dues and special assessments.
 - c. Deposit all funds into a federally insured financial institution.
 - d. Prepare a financial report for the committee upon request.
 - e. Prepare an end-of-fiscal year report for the national association.
 - f. File tax and other financial reports with the appropriate government agencies.
 - g. Undertake responsibility for other such activities as deemed appropriate by the committee.
 - h. Serve a term of one year commencing with the beginning of the calendar year.
 - i. Must be a Professional Member of the Chapter.

6. Past President

- a. Shall serve as Chairman of the Nominating Committee
- b. Undertake responsibilities as assigned by the President
- c. Serve a term of one year commencing with the beginning of the calendar year.

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

Section A: Eligibility

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association.

Section B: Notification of Members

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

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

Section C: Elections

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

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

Section D: Term of Office

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

Section E: Vacancy

An office shall be declared vacant when an officer:

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

Section F: Filling a Vacated Office

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

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

ARTICLE VI: Meetings, Locations and Majority Rules

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

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

Section B: Location

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

Section C: Quorum

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

Section D: Simple Majority Vote

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

ARTICLE VII: Committees

Section A: Appointment

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

Section B: Responsibilities

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

Section C: Creation and Dissolution

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

ARTICLE VIII: Code of Ethics & Standards of Professionalism.

Acknowledgment and Enforcement

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

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

Section A: Acknowledgment

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

1. Be familiar with Code: Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.
2. Be Unopposed to Application: By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal action(s) against the national association, its officer(s), director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s) or sub-committee member(s) for any prescribed action identified by these bylaws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section B: Enforcement

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

ARTICLE IX: Financial Considerations

Section A: Calendar Year

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

Section B: Chapter Dues

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

1. Payable: Dues for local chapters are payable no later than January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual chapter dues within ninety (90) days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
4. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will not charge dues to National Affiliate members.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

Section C: Special Assessments

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

Section D: Budget

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

Section E: Non-Binding

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

ARTICLE X: Proposals and Procedures for Amending

Section A: Proposals

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

Section B: Procedure for Amending

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

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

ARTICLE XI: Miscellaneous

Section A: Invalidation

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

Section B: Waiver

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

Section C: Hold Harmless and Indemnify

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

Section D: State Laws

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

Section E. Sexual Harassment

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

Section E: Dissolution

Should the membership vote by majority to dissolve the operations of the DC (District of Columbia) all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

Scott Bloom

From: Kelly Konkus <KKonkus@LicenseLogix.com>
Sent: Tuesday, February 28, 2017 12:49 PM
To: Scott Bloom
Subject: Tax Exemption Application
Attachments: Application.pdf; Power of Attorney.pdf

Scott,

Please see the attached application that has now been sent for signature. Please review and mail the signed application to the address on the instructions page. Thank you!

Best,
Kelly

• • •

 license logix

Kelly Konkus | Assistant Account Manager
kkonkus@licenselogix.com | www.licenselogix.com

140 Grand St, Suite 300 | White Plains, NY 10601
Office: 800.292.0909 x313 | Fax: 212.672.1105



** Please note my hours are Monday – Wednesday from 9:00 am ET – 6:00 pm ET **

District of Columbia Chapter of NARPM 2017 Annual Budget

INCOME	
Professional/Associate/Support Membership Fees	\$ 1,500.00
Affiliate Membership & Sponsorship Fees	\$ 2,000.00
Meeting Fees	\$ -
Raffle	\$ -
Continuing Education Fees	\$ -
Chapter Grant	\$ 500.00
TOTAL INCOME	\$ 4,000.00
EXPENSES	
Meeting Expenses (room, food, etc.)	\$ 500.00
Marketing Expenses (newsletter, etc.)	\$ 500.00
Education Expenses (speaker, equipment, etc.)	\$ 500.00
Legal & Accounting Expenses (tax return, corporation fees)	\$ 500.00
Officer Travel (to national event(s))	\$ 1,500.00
TOTAL EXPENSES	\$ 3,500.00
NET INCOME	\$ 500.00

AGENDA – DC CHAPTER EXEC COMMITTEE CALL
March 23 / 30, 2016

Below is our agenda for today's call. If you want to add something bring it up under New Business

1. Old Business – updates from actions and last meeting. Review of minutes and decisions made.
 - a. Wrap-up from last Member Meeting (good and bad) > **Try not reading so much. For Ethics, state the overall goal and give examples. Don't be open ended on amount of time to block 90 minutes. Rajani will make changes. Use an RsVP option or iCal. How about the theme?**
 - b. Affiliate Member application forms – status of new affiliate members – Conrad
 - i. **RC recommended to push the application out. Conrad draft an email and send out to our target list and others will forward to other vendors.**
 - c. Incorporation, bank account and budget – Rhianna/Scott
 - i. Scott and Rhianna to go over mail received
 - ii. **Draft budget – group reviewed what RC had prepared to comment and voted it is okay for now.**
 - d. Chapter Excellence
 - i. **Operationally include it as we go along**
2. New Business
 - a. Replacing Secretary, Legislation, Education. Does it make sense to shift people around?
 - i. **Rajani will take over some of the tasks for Secretary temporarily. Will need guidance on the Dropbox.**
 - b. Review Schedule of Speakers
 - i. April – Inspector Virgil Williams with DCRA
 - ii. May – Billy Cannon from Offit Kurman (Q&A)
 - iii. June – roundtable/ overall marketing conditions for rentals? Conrad investigating the
 - iv. July – Social Event (BBQ?)
 - v. August - ?
 - c. Anita Bonds bill to permit 10 days late rent before fees kick in
 - i. Chapter should participate in some fashion
 - ii. Update from Conrad and DCAR actions
 - iii. Feedback from National
 - d. Membership – Matthew
 - i. New members
 - ii. National members not participating
 - iii. Guests and follow-up actions
 - iv. Ideas for bringing on new guests (DC PM licensees)
 - e. Get NARPM PM 101 course for CE elective for DC Broker/PM license renewal 2017?
 - i. Updates on feasibility
 - ii. Potential resources
 - iii. Dana or Dana to help with getting CE approved. But can also host a class anytime.
 - f. New Chapter website
 - i. Rajani to investigate

AGENDA – DC CHAPTER EXEC COMMITTEE CALL

April 27, 2016

Below is our agenda for today's call. If you want to add something, mention during New Business

1. Old Business – updates from actions and last meeting. Review of minutes and decisions made.
 - a. Wrap-up from last Member Meeting (flow, agenda, 90-min on anncmts, introductions, engagement of guests, other?)
 - i. Let speaker know they will go on at 1pm
 - ii. Create flyer for NARPM info to remove from speaking part of agenda
 - iii. Have nametags at meetings and pre-print the tags
 - iv. Rajani to look into an RSVP button
 - b. Affiliate Member application forms, status of new affiliate members, fees and how they work. What is our 2016 goal? Recruitment Plan? Already have six targeted and more potential parties.
 - i. If get checks, what to do with them?
 - ii. Annual fee, up for renewal on year anniversary
 - iii. Give Conrad names and contacts for potential affiliates along with whether they know about NARPM and benefits or not
 - iv. To work on how displayed on chapter website
 - c. Incorporation, bank account and budget – Rhianna/Scott
 - i. Scott and Rhianna to meet and set up bookkeeping records
 - ii. Draft budget – Approved last month. Have new #s to adjust
 1. Voted on whether to charge chapter member dues OK
 2. Voted that chapter member dues will be \$100 per year, up for renewal date
 3. Voted that for new NARPM National members who join the chapter will have a first year reduction in chapter member dues of \$50
 4. Outstanding invoices
 - iii. Need to start collecting fees, member dues, pay bills
 - iv. Online service for paying dues? Scott sent out what Baltimore uses, can we create a link on the chapter website? Rhianna will investigate it.
 - d. Anita Bonds bill – DCAR vs. DC Chapter actions
 - i. Legislation is still being talked about as discussion but not a firm bill
 - ii. DCAR submitted a response and Conrad has spoken to their counsel and if it escalates she will let Conrad know so that we can voice.
 - e. Filling Secretary role and other spots (Legislative, Education, Membership assistant)
 - i. Rajani offered to temporarily help with some secretary duties, Scott to meet with her for Dropbox and list of activities needed done >> set up call with Scott
2. New Business
 - a. Reviewed NARPM Day on the Hill May 12th and asked for other participants
 - b. Review Schedule of Speakers
 - i. May – Billy Cannon from Offit Kurman (Q&A). - Need some key topics (criminal background, support and comfort animals)?
 - ii. June – roundtable/ overall marketing conditions for rentals? Try to find someone to speak but don't advertise yet.
 - iii. July - HVAC specialist
 - iv. August – Social Event (BBQ?) – need to start planning (HOLD)
 - c. Membership – Matthew

- i. Guests from last meeting and feedback – spoke with a few. He will send an email to follow up.
 - ii. Converting guests into members, then volunteers (Hanna, others?) >> **Matthew to reach out to her and Conrad asked to get into the loop.**
 - iii. Master list of all guests since last year, outreach ideas. Can we help?
 - iv. What are our membership goals for 2016? Recruitment Plan?
- d. Chapter Website – Rajani
 - i. What can we post on the chapter website? Documents, blog, announcements? What is the mechanism and can we develop it as a local resource for DC specific management related stuff? Want to add the chapter member application forms and all will help SEO, can refer to from MeetUp, MailChimp, etc. **At a minimum put in events for our chapter meetings.**
 - ii. **Add List of Benefits for chapter Affiliate members and chapter members, create also a flyer? Can we do this for May meeting?**
- e. Get NARPM PM 101 course for CE elective for DC Broker/PM license renewal 2017?
 - i. Potential resources – R. Jones will call around
 - ii. Dana or Daily from National to help with getting CE approved. But can also host a class anytime. M. Greevy is certified to teach the NARPM course and certified for MD. Suburban MD chapter is authorized CE school for MD.
 - iii. **Conrad spoke with Mark Glaser, Director of Programs for GCAAR and DCAR. Their position is to look at their courses for teaching agents.**

AGENDA – DC CHAPTER EXEC COMMITTEE CALL

May 25, 2016

Below is our agenda for today's call. If you want to add something, mention during New Business

1. Old Business – updates from actions and last meeting. Review of minutes and decisions made.
 - a. Wrap-up from last Member Meeting (flow, agenda, 90-min on anncmts, introductions, engagement of guests, other?)
 - i. Decided to implement 3 visit rule then must become member to participate
 - ii. Conrad will provide chapter membership form for next meeting
 - iii. Rhianna will generate invoices and send them out to chapter members for payment
 - iv. RSVP button in the MailChimp is a nice addition to be able to plan (need access to the account). Create nametags from this and have at meeting.
 - v. Matthew would like to collect business cards to ensure we have the correct spelling on the contact info (the sign-up sheet is sometimes hard to read)
 - vi. What about incorporating the Ben's menu as well so folks can pre-order?
 - vii. Good turnout for last two meetings, a bit concerned about numbers for next one. Matthew will follow up with target member list again before the next meeting.
 - b. Affiliate Member application forms, status of new affiliate members, fees and how they work. What is our 2016 goal? Recruitment Plan? Already have six targeted and more potential parties.
 - i. So far we got Ted Porter's application and check. Justin from Eagle Bank is engaged and trying to work out payment made in error to National.
 - ii. Conrad sent info out to 10-12 others with the application form. On June 1st he will send an update to all
 - c. Incorporation, bank account and budget – Rhianna/Scott
 - i. Rhianna will set up a QB file for the accounting. Will present a treasurer's report to the chapter as needed (or required).
 - ii. Board members will pay their chapter dues to Rhianna this week so that we can get enough money in our bank account to pay the bills to the Resident Agent company
 - iii. Online service for paying dues? Scott sent out what Baltimore uses, can we create a link on the chapter website? Rhianna will investigate it.
 - d. Anita Bonds bill – DCAR vs. DC Chapter actions
 - i. Conrad got Rental Housing Late Fees Bill and DCAR did testify on this. DCAR will also be submitting individual written comments so they can send it to them. Send to DCAR by May 30th.
 - ii. Use MailChimp list and MeetUp, Housing Provider group for Sec 8, personal contacts to get the word out for others to write in support of limiting the regulation
 - iii. Property Rehab for Affordable Housing (repurposing housing if sold in a tax sale).
2. New Business
 - a. Getting help - Staffing of committee chairs and Secretary position
 - b.
 - c. Review Schedule of Speakers
 - i. May – Billy Cannon from Offit Kurman (Q&A). - Need some key topics (criminal background, support and comfort animals)?

- ii. June – roundtable/ overall marketing conditions for rentals? **Try to find someone to speak but don't advertise yet.**
 - iii. July - HVAC specialist
 - iv. August – Social Event (BBQ?) – need to start planning (HOLD)
 - v. **Possible speaker from HUD to talk about Fair Housing. What about the Equal Rights Center?**
- d. Membership – Matthew
 - i. Master list of all guests since last year, outreach ideas. Can we help?
 - ii. What are our membership goals for 2016? Recruitment Plan?
- e. Chapter Website – Rajani
 - i. What can we post on the chapter website? Documents, blog, announcements? What is the mechanism and can we develop it as a local resource for DC specific management related stuff? Want to add the chapter member application forms and all will help SEO, can refer to from MeetUp, MailChimp, etc.
- f. Get NARPM PM 101 course for CE elective for DC Broker/PM license renewal 2017?
 - i. Potential resources – R. Jones will call around
 - ii. Dana or Daily from National to help with getting CE approved. But can also host a class anytime. M. Greevy is certified to teach the NARPM course and certified for MD. Suburban MD chapter is authorized CE school for MD.
 - iii. **Conrad spoke with Mark Glaser, Director of Programs for GCAAR and DCAR. Their position is to look at their courses for teaching agents.**

AGENDA – DC CHAPTER EXEC COMMITTEE CALL

June 24, 2016

Below is our agenda for today's call. If you want to add something, mention during New Business

1. Old Business – updates from actions and last meeting. Review of minutes and decisions made.
 - a. Wrap-up from last Member Meeting (flow, agenda, 90-min on anncmts, introductions, engagement of guests, other?)
 - i. Decided to implement 3 visit rule then must become member to participate
 - ii. Conrad will provide chapter membership form for next meeting
 - iii. Rhianna will generate invoices and send them out to chapter members for payment
 - iv. RSVP button in the MailChimp is a nice addition to be able to plan (need access to the account). Create nametags from this and have at meeting.
 - v. Matthew would like to collect business cards to ensure we have the correct spelling on the contact info (the sign-up sheet is sometimes hard to read)
 - vi. What about incorporating the Ben's menu as well so folks can pre-order?
 - vii. Good turnout for last two meetings, a bit concerned about numbers for next one. Matthew will follow up with target member list again before the next meeting.
 - viii. Conrad would like to have the speaker and sponsor of the meeting be related in some way (same industry, etc.)
 - b. Affiliate Member application forms, status of new affiliate members, fees and how they work. What is our 2016 goal? Recruitment Plan?
 - i. Four affiliate members now (forms and checks). Locksmith, Remediation, FilterEasy, still working out pymt with Eagle Bank (pending is Insurance, Ace Hardware, Attorney).
 - ii. Get Ted Porter onto the committee with Conrad? Eventually the chair. (Scott and Conrad)
 - iii. Top priority is to get the affiliates up to the chapter website
 - c. Incorporation, bank account and budget – Rhianna/Scott
 - i. Rhianna will set up a QB file for the accounting. Will present a treasurer's report to the chapter as needed (or required).
 - ii. Board members will pay their chapter dues to Rhianna this week so that we can get enough money in our bank account to pay the bills to the Resident Agent company
 - iii. Online service for paying dues? Scott sent out what Baltimore uses, can we create a link on the chapter website? Rhianna will investigate it.
 - d. Anita Bonds bill – DCAR vs. DC Chapter actions
 - i. Conrad got Rental Housing Late Fees Bill and DCAR did testify on this. DCAR will also be submitting individual written comments so they can send it to them. Send to DCAR by May 30th.
 - ii. Use MailChimp list and MeetUp, Housing Provider group for Sec 8, personal contacts to get the word out for others to write in support of limiting the regulation
 - iii. Property Rehab for Affordable Housing (repurposing housing if sold in a tax sale).
 - iv. Call to Action sent out 6/23 to members.
2. New Business
 - a. Getting help - Staffing of committee chairs and Secretary position

- i. Ideas to get people to step up? (keep asking)
 - ii.
- b. Text Alert system -
- c. Recommended Vendor List – Scott has and needs to add CPM names to list
- d. Review Schedule of Speakers
 - i. July - HVAC specialist (who?)
 - ii. August – summer break. No meeting or social
 - iii. September - Insurance guy? What landlords and PMs have as far as insurance coverage
 - iv. October – Fair Housing, Banker, DCHA, or working with VAs
 - v. November – round up from National Convention
 - vi. December – Happy Hour and Charity Drive
- e. Membership – Matthew
 - i. Master list of all guests since last year, outreach ideas. Can we help?
 - ii. What are our membership goals for 2016? Recruitment Plan?
- f. Chapter Website – Rajani
 - i. Assuring MailChimp notifications get out – how to make more automated? >> need other email account from a domain.
 - ii. Passwords – Rajani will compile a list of all accounts and passwords and share with the board.
 - iii. What can we post on the chapter website? Documents, blog, announcements? What is the mechanism and can we develop it as a local resource for DC specific management related stuff?
 - iv. Want to add the chapter member application forms and all will help SEO, can refer to from MeetUp, MailChimp, etc.
 - v. New tutorials available from National? Set up meeting for board to be able to learn how to do this. Rajani to learn then teach others.
- g. Get NARPM PM 101 course for CE elective for DC Broker/PM license renewal 2017?
 - i. Potential resources – R. Jones will call around
 - ii. Dana or Daily from National to help with getting CE approved. But can also host a class anytime. M. Greevy is certified to teach the NARPM course and certified for MD. Suburban MD chapter is authorized CE school for MD.
 - iii. Conrad spoke with Mark Glaser, Director of Programs for GCAAR and DCAR. Their position is to look at their courses for teaching agents.
 - iv. Scott reached out to NARPM National who did state they need a qualified instructor but would provide the course materials and DC wants the course to be offered by a certified school and the course needs to be presented to DC.

AGENDA – DC CHAPTER EXEC COMMITTEE CALL

July 27, 2016

Below is our agenda for today's call. If you want to add something, mention during New Business

1. Operational Updates
 - a. Wrap-up from Meeting
 - i. Assigning action items for board members to complete within 7 days
 - ii. Review of participants and potential members
 - iii. Review Schedule of Speakers
 1. August – summer break. No meeting or social
 2. September - Insurance guy? What landlords and PMs have as far as insurance coverage needs
 3. October – Members Choice: Fair Housing, Banker, DCHA, or working with VAs
 4. November – round up from National Convention
 5. December – Happy Hour and Charity Drive
 - b. Membership Update (NARPM site, sign-in sheets, etc.)
 - i. Review of where we are
 - ii. Plan for recruitment of new members
 - c. Affiliate Member application forms, status of new affiliate members, fees and how they work. What is our 2016 goal? Recruitment Plan?
 - i. Get Ted Porter onto the committee with Conrad? Eventually the chair. (Scott and Conrad) Update?
 - ii. Top priority is to get the affiliates up to the chapter website Update?
 - d. Treasurer Report – Rhianna/Scott
 - i. Rhianna will set up a QB file for the accounting. Will present a treasurer's report to the chapter as needed (or required). Update?
 - ii. Rhianna will generate invoices and send them out to chapter members for payment (update?)
 - iii. Online service for paying dues? Scott sent out what Baltimore uses, can we create a link on the chapter website? Rhianna will investigate it. Update?
 - e. Chapter Marketing – Rajani
 - i. Assuring MailChimp notifications get out – how to make more automated? >> need other email account from a domain.
 - ii. Passwords – Rajani will compile a list of all accounts and passwords and share with the board.
 - iii. What can we post on the chapter website? Documents, blog, announcements? What is the mechanism and can we develop it as a local resource for DC specific management related stuff?
 - iv. Want to add the chapter member application forms and all will help SEO, can refer to from MeetUp, MailChimp, etc.
2. New Business
 - a. State of the Chapter - Commitment and Actions for Board Members
 - b. Getting help - Staffing of committee chairs and Secretary position
 - i. Membership Chair recruits or each chair?
 - ii. Ideas to get people to step up?
 - iii.

- iv. New tutorials available from National? Set up meeting for board to be able to learn how to do this. Rajani to learn then teach others.
- c. Get NARPM PM 101 course for CE elective for DC Broker/PM license renewal 2017?
 - i. Potential resources – R. Jones will call around
 - ii. Dana or Daily from National to help with getting CE approved. But can also host a class anytime. M. Greevy is certified to teach the NARPM course and certified for MD. Suburban MD chapter is authorized CE school for MD.
 - iii. Conrad spoke with Mark Glaser, Director of Programs for GCAAR and DCAR. Their position is to look at their courses for teaching agents.
 - iv. Scott reached out to NARPM National who did state they need a qualified instructor but would provide the course materials and DC wants the course to be offered by a certified school and the course needs to be presented to DC.

AGENDA – DC CHAPTER EXEC COMMITTEE CALL
September 28, 2016

Below is our agenda for today's call. If you want to add something, mention during New Business

1. Operational Updates
 - a. Treasurer Report – Rhianna/Scott
 - i. Rhianna will set up a QB file for the accounting. Will present a treasurer's report to the chapter as needed (or required). Update?
 - ii. Rhianna will generate invoices and send them out to chapter members for payment (update?)
 - iii. Online service for paying dues? Scott sent out what Baltimore uses, can we create a link on the chapter website? Rhianna will investigate it. Update?
 - b. Wrap-up from Meeting
 - i. Review of participants and potential members
 - ii. Action items for board members
 - iii. Review Schedule of Speakers (Banking, mold, HVAC, etc)
 1. October –Fair Housing Updates
 2. November – round up from National Convention
 3. December – Happy Hour and Charity Drive
 4. January
 5. February
 - c. Membership Update (NARPM site, sign-in sheets, etc.)
 - i. Review of where we are – see separate list
 - ii. Members eligible for voting in Election of Officers
 - iii. Election of 2017 Officers and Committee Chairs
 1. President – Scott Bloom
 2. President-Elect – Conrad Bennett
 3. Treasurer – Rhianna Campbell
 4. Secretary – Mike Finkelstein
 5. Membership – Mike Finkelstein
 6. Marketing – Scott Bloom
 7. Legislative – Conrad Bennett
 8. Affiliates – Ted Porter
 9. Education – Matthew Greeves
 10. Certifications – Conrad Bennett
 - iv. Member Mentor Program to pair up
 1. Scott with Mike F.,
 2. Conrad with Sam LeBlanc
 3. Rhianna with Tiffany,
 4. Matthew with Brian Exec Hsg
 5. Ted with
 - d. Affiliate Member Updates:
 - i. Applications versus fees paid
 - ii. Update on chapter website listings
 - e. Chapter Marketing – Rajani
 - i. NARPM Ethics Class on November 10th

- ii. Assuring MailChimp notifications get out – how to make more automated? >> need other email account from a domain.
- iii. Passwords – Rajani will compile a list of all accounts and passwords and share with the board.
- iv. What can we post on the chapter website? Documents, blog, announcements? What is the mechanism and can we develop it as a local resource for DC specific management related stuff?
- v. Want to add the chapter member application forms and all will help SEO, can refer to from MeetUp, MailChimp, etc.

2. New Business

- a. State of the Chapter - Commitment and Actions for Board Members
- b. Location of the meeting wish list
 - i. No fee for space
 - ii. Diverse, affordable menu vs. buffet
 - iii. Quiet, comfortable space with room to grow
 - iv. Central DC neighborhoods
 - v. Near Metro if possible
 - vi. Parking isn't a major issue or having to pay (check neighborhoods for street sweeping days).
- c. Getting help - Staffing of committee chairs and Secretary position
 - i. Membership Chair recruits or each chair?
 - ii. Ideas to get people to step up?
 - iii.
 - iv. New tutorials available from National? Set up meeting for board to be able to learn how to do this. Rajani to learn then teach others.
- d. Get NARPM PM 101 course for CE elective for DC Broker/PM license renewal 2017?
 - i. Potential resources – R. Jones will call around
 - ii. Dana or Daily from National to help with getting CE approved. But can also host a class anytime. M. Greevy is certified to teach the NARPM course and certified for MD. Suburban MD chapter is authorized CE school for MD.
 - iii. Conrad spoke with Mark Glaser, Director of Programs for GCAAR and DCAR. Their position is to look at their courses for teaching agents.
 - iv. Scott reached out to NARPM National who did state they need a qualified instructor but would provide the course materials and DC wants the course to be offered by a certified school and the course needs to be presented to DC.

AGENDA – DC CHAPTER EXEC COMMITTEE CALL
October 26, 2016

Below is our agenda for today's call. If you want to add something, mention during New Business

PARTICIPANTS: Rhianna Campbell, Conrad Bennett, Scott Bloom, Mike Finkelstein

1. Operational Updates

a. Treasurer Report – Rhianna/Scott

- i. Rhianna has set up a QB file for the accounting. And is adding all treasurer related documents to the Dropbox location.
- ii. Rhianna will generate invoices and send them out to chapter members for payment. **We talked about the idea to send out invoices to all national members located in DC even if they are not chapter members and we agreed for Rhianna to do this. SB to send out updated Member Roster.**
- iii. Eagle Bank access for Rhianna – **this has been completed. SB and RC to work out specific access info.**
- iv. Online service for paying chapter dues? Scott sent out what Baltimore uses, can we create a link on the chapter website? Rhianna will investigate.

b. Wrap-up from Meeting

- i. Review of participants and potential members
- ii. Review Schedule of Speakers (Banking, mold, HVAC, etc) – **SB to invite new speakers as written below for Jan/Feb meetings (done)**
 1. November – round up from National Convention
 2. December – Happy Hour and Charity Drive
 3. January – Ted Porter frozen pipes/restoration??
 4. February – Alex Salinas Locksmith (new technologies for key and lock systems)
 5. March -

c. Membership Update (NARPM site, sign-in sheets, etc.)

- i. Review of where we are – see Member Roster. One new member from CPM.
 1. **Hanna, Tiffany, and Olivia committed last month to join National and Chapter – SB to send out to RC/MF/CB. and Mike willing to follow up next week with phone calls.**
 - a. **“Missed You” call about not being at the meeting last week - Conrad/Scott will call by end of this week**
 - b. **“I recently joined and here's why” call by end of next week – Mike to follow up one week after the previous call**
 - c. **“Please come to Nov Mtg” call and last push to get them to join - to be determined who calls in advance of November meeting**
- ii. Election of 2017 Officers and Suggested Committee Chairs – **assignments were reviewed and approved.**
 1. President – Scott Bloom
 2. President-Elect – Conrad Bennett
 3. Treasurer – Rhianna Campbell
 4. Secretary – Mike Finkelstein
 5. Membership – Mike Finkelstein
 6. Marketing – Scott Bloom
 7. Legislative – Conrad Bennett

8. Affiliates – Ted Porter
9. Education – Matthew Greeves
10. Certifications – Conrad Bennett
- iii. Member Growth
 1. See i.
 2. Start with rental staff at existing member companies (CPM, Nest, EIJ committed to this)
 3. Get committees staffed up so work can be shared and more can be done
 4. Will provide more solid foundation and push to grow from within
 5. Will help the chapter meet our minimum member numbers to retain the chapter charter.
- iv. Member Mentor Program to pair up - Reviewed with participants and are ok. SB to send out the New Member Mentor Program pdf. (done)
 1. Scott with Mike F.
 2. Conrad with Sam LeBlanc
 3. Rhianna with Tiffany from RPM when she joins
 4. Matthew with Brian Ridgeway with Executive Housing when joins
 5. Ted with affiliates
 6. Other suggestions?
- d. Affiliate Member Updates:
 - i. Applications versus fees paid
 - ii. Update on chapter website listings
- e. Chapter Marketing – SB will take over preparing the announcements
 - i. Assuring MailChimp notifications get out – how to make more automated? >> need other email account from a domain.
 - ii. What can we post on the chapter website? Documents, blog, announcements? What is the mechanism and can we develop it as a local resource for DC specific management related stuff?
 - iii. Want to add the chapter member application forms and all will help SEO, can refer to from MeetUp, MailChimp, etc.
 - iv. Meet-Up – update profile for clarity of who is meeting
 - v. SB - F/up with DC REC about us. Schedule a meeting with them at their office in attempt to get access to their list of licensed PMs in DC.

2. New Business

- a. Conrad's Talking Points for November Meeting – he will send over list of bullet points this week to be added to the meeting announcement emails.
- b. Location of the meeting wish list (characteristics) – Mike F. has contacts in restaurant industry and will review some locations and share them with us.
 - i. No fee for space
 - ii. Diverse, affordable menu and decent food
 - iii. Quiet, comfortable space with room to grow (private room)
 - iv. TV or monitor for presentations (if possible)
 - v. Central DC neighborhoods
 - vi. Near Metro if possible
 - vii. Parking isn't a major issue or having to pay (check neighborhoods for street sweeping days).

AGENDA – DC CHAPTER EXEC COMMITTEE MEETING
Nov 21, 2016

- 1) Choosing a charity source for our December HH
(also the location?)
g marketing position
- 2) Wrap up of November chapter meeting
 - a) New members (chapter, affiliate)
 - b) guests at meeting
 - c) potential members to get to join
 - d) filling the marketing chair
 - e) December location, date/time, and charity

2017 Chapter Planning - Manage the chapter with goals, plans, and results

- 3) Chapter Growth
 - a) Membership strategy
 - b) participation strategy
 - c) marketing activities (must get in door)
 - d) topics of interest at meetings
 - e) flesh-out committees to get more done with more people
- 4) Chapter Activities
 - a) host a class
 - b) promote designations
 - c) member mentor program
- 5) Structure and routines in 2017:
 - a) written reports from committee chairs
 - b) written financial statements monthly (board)
 - c) Do we keep having monthly meetings?
 - d) every other month roundtable?
 - e) Guest Drive - bring PM guests each meeting
 - f) separate strategy session (date?)