

Form 990-N

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury  
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2017

[Open to Public Inspection](#)

**A** For the 2017 Calendar year, or tax year beginning 2017-01-01 and ending 2017-12-31

**B** Check if available

☐ Terminated for Business

☒ Gross receipts are normally \$50,000 or less

**C** Name of Organization: DISTRICT OF COLUMBIA CHAPTER

OF THE NATIONAL ASSOCIATION OF RESID

1428 U Street NW,

WASHINGTON, DC, US,

20009

**D** Employee Identification

Number 81-1610877

**E** Website:

**F** Name of Principal Officer: Sam LeBlanc

6304 Marjory Lane,

BETHESDA, MD, US, 20817

**Privacy Act and Paperwork Reduction Act Notice:** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

**Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.**

DC NARPM  
Profit & Loss  
January through December 2017

	<u>Jan - Dec 17    2018 Budget</u>	
Ordinary Income/Expense		
Income		
Membership		
Property Management	2,000.00	3,000.00
Affiliate	1,400.00	2,000.00
Total Membership	3,400.00	5,000.00
Other Types of Income		
National Revenue	700.00	700.00
Total Other Types of Income	700.00	700.00
Total Income	4,100.00	5,700.00
Expense		
Contract Services		
Outside Contract Services	85.00	200.00
Total Contract Services	85.00	200.00
Credit Card Discount	1.75	200.00
Facilities and Equipment		
Rent, Parking, Utilities	300.00	0.00
Total Facilities and Equipment	300.00	0.00
Meals	740.69	1,000.00
Professional Fees	36.50	0.00
Travel and Meetings		
Conference, Convention, Meeting	303.92	500.00
Total Travel and Meetings	303.92	500.00
Total Expense	1,467.86	1,900.00
Net Ordinary Income	2,632.14	3,800.00
Net Income	2,632.14	3,800.00

January through December 2018

	Jan - Dec 18
Ordinary Income/Expense	
Income	
Membership	1,140.00
Property Management	
Affiliate	600.00
Total Membership	1,740.00
Total Income	1,740.00
Expense	
Credit Card Discount	
Meals	37.56
Travel and Meetings	934.10
Conference, Convention, Meeting	
Travel	413.96
Total Travel and Meetings	261.18
Total Expense	675.14
Net Ordinary Income	1,064.80
Net Income	93.20
	93.20

DC NARPM  
Profit & Loss  
January 2017 through December 2018

	Jan - Dec 17	Jan - Dec 18	TOTAL
Ordinary Income/Expense			
Income			
Membership			
Property Management	2,000.00	1,140.00	3,140.00
Affiliate	1,400.00	600.00	2,000.00
Total Membership	3,400.00	1,740.00	5,140.00
Other Types of Income			
National Revenue	700.00	0.00	700.00
Total Other Types of Income	700.00	0.00	700.00
Total Income	4,100.00	1,740.00	5,840.00
Expense			
Contract Services			
Outside Contract Services	85.00	0.00	85.00
Total Contract Services	85.00	0.00	85.00
Credit Card Discount	1.75	37.56	39.31
Facilities and Equipment			
Rent, Parking, Utilities	300.00	0.00	300.00
Total Facilities and Equipment	300.00	0.00	300.00
Meals	740.69	934.10	1,674.79
Professional Fees	36.50	0.00	36.50
Travel and Meetings			
Conference, Convention, M...	303.92	413.96	717.88
Travel	0.00	261.18	261.18
Total Travel and Meetings	303.92	675.14	979.06
Total Expense	1,467.86	1,646.80	3,114.66
Net Ordinary Income	2,632.14	93.20	2,725.34
Net Income	2,632.14	93.20	2,725.34

DC NARPM  
Transaction Detail By Account  
January through December 2018

Type	Date	Name	Memo	Credit	Balance
<b>Membership</b>					
<b>Property Management</b>					
Invoice	02/21/18	Childs, JoEllen	NARPM annual membership	100.00	100.00
Invoice	02/21/18	Scott Bloom	NARPM annual membership	100.00	200.00
Invoice	02/21/18	Soleiman, Susie	NARPM annual membership	100.00	300.00
Invoice	02/26/18	Herrera, Sergio	NARPM annual membership	60.00	360.00
Invoice	05/29/18	Ketatos, Leah	Introductory Membership Rate	60.00	420.00
Invoice	05/30/18	Campbell, Rhiana	NARPM Annual Membership (pro-rated for this year o...	80.00	500.00
Invoice	05/30/18	Kwan, Alwan	NARPM Annual Membership (pro-rated for this year o...	70.00	570.00
Invoice	05/30/18	LeBlanc, Sam	NARPM Annual Membership (pro-rated for this year o...	80.00	650.00
Invoice	05/31/18	Greeves, Peter	Pro-rated for 2018 NARPM annual membership renewal	80.00	730.00
Invoice	06/01/18	LaMotta, Lydia	NARPM Annual Membership (pro-rated for this year o...	70.00	800.00
Invoice	06/01/18	McClain, Hanna	NARPM Annual Membership (pro-rated for this year o...	70.00	870.00
Invoice	06/01/18	Bennett, Conrad	NARPM Annual Membership (pro-rated for this year o...	70.00	940.00
Invoice	06/01/18	Illes, David	NARPM Annual Membership (pro-rated for this year o...	70.00	1,010.00
Invoice	06/06/18	Gilbert, Sharon	NARPM Annual Membership (pro-rated for this year o...	35.00	1,080.00
Invoice	06/25/18	McTierman, Ian	Introductory Membership Rate	25.00	1,115.00
Invoice	07/25/18	Washington, Steve	NARPM Annual Membership (pro-rated for this year o...		1,140.00
<b>Total Property Management</b>				1,140.00	1,140.00
<b>Total Membership</b>				1,140.00	1,140.00
<b>TOTAL</b>				1,140.00	1,140.00

12/12/18

DC NARPM  
Transaction Detail By Account  
January through December 2018

Date	Num	Name	Memo	Credit	Original Amo...	Balance
Membership						
Affiliate						
01/26/18	12	Puroclean Restoration Servi...	NARPM Affl...	250.00	250.00	250.00
02/22/18	5	Silvers, Justin	NARPM Affl...	250.00	250.00	500.00
07/18/18	38	Level Green Landscaping	First year Aff...	100.00	100.00	600.00
Total Affiliate				600.00		600.00
Total Membership				600.00		600.00
TOTAL				600.00		600.00

# District of Columbia Chapter of NARPM

## Board Meeting - 1/24/18

11am, Conference Bridge

### AGENDA – Roll Call for Quorum

(Conrad, Scott, Susie, Lydia, Atwan, Hanna, Ted, Sam)

#### Treasurer's Report – overview of chapter finances

- Summary of changes to financials since last month
- Cash Status and planning for upcoming expenses
- Budget and planning for 2018

-MOTION PASSED: increasing membership dues to \$120 and prorating dues based on month joined

-Treasurer to create invoices for dues that are overdue

#### Committee Reports – changes since last meeting

- Marketing Report/Updates
- Membership Report/Updates
- Affiliates Report/Updates
- Legislative Report/Updates
- Education / Designations Report/Updates

-36 attendees at last meeting! Need to follow up with repeat attendees re: dues

#### President's Report –

- Planning for February through June Meetings
- Charity Selection- **Subject to Vote Next Month**
- Recap agenda and board meetings flow
- Chapter Compliance/Excellence
- Policy Update- Board Members/Committee Chairs and marketing Materials (See notes)

-February: ArcEnvironmental (sponsoring) on lead regulations w/ DOEE possibly joining

-March: TBD presenter on market trends, possibly from GCAAR

-April: TBD presenter on time management

-Send President ideas for topics for rest of 2018

-MOTION PASSED: President will choose non-profit for us to support for 2018 and include in marketing materials

-need to meet re: chapter compliance (waiting on tax info)

-Push for new leadership and President Elect

#### President Elect's Report –

- 

#### Unfinished Business –

- Planning for November NARPM course
- Review action items from last meeting

## **New Business -**

- NARPM classes for 2018
- New meeting location for 2018

-New meeting location effective Feb 2018: Brookland BusBoys and Poets

-Richmond Conference Feb 26-27: Conrad, Susie, and Lydia attending

-NARPM's Day on the Hill May 14-15<sup>th</sup>: Conrad Attending

-Happy Hour Series: starting as early as February, Susie working on sponsors and locations

## **Business Action:**

- Adopt minutes of previous board meeting unless corrections/additions are needed
- Vote on any actions from discussions (motions and seconds, discussion)
  -

## **Adjourn Meeting**



# District of Columbia Chapter of NARPM

## Board Meeting – 10/24/18

11am, Conference Bridge

### AGENDA – Roll Call for Quorum

Hanna, Conrad, Sonia, Lydia, Rhianna, Scott

#### Committee Reports –

- Marketing Report/Updates-
- Membership Report/Updates-
- Affiliates Report/Updates-
- Legislative Report/Updates- Hanna/Rhi to send eviction update to Chapter
- Education/Designations Report/Updates-

#### President's Report –

- November Meeting
  - DCRA?
    - No response- change to round table discussion (federal, local, and then open)
    - Need topics for November meeting
  - Shifts to 11/14
- Recap from October meeting- DOEE
- Review Confirmed and Open Chapter Position
  - Marketing Chair- need someone to send out meeting announcements
    - Rhianna temporarily handling and Hanna may have someone interested
- Conrad will send info about DCAR classes/education events

#### Unfinished Business –

- Review action items from last meeting
- December Happy Hour
  - December 6<sup>th</sup> at 530pm
  - \$500 budget? Need to confirm with Sam
- Marketing Upcoming “Owner Relationships” Class on 11/29
  - Need at least 5 people to sign up THIS WEEK so class is not cancelled
  - Rhi working on circulating the information

#### Business Action-

- Adopt minutes of previous board meeting unless corrections/additions are needed
- Vote on any actions from discussions (motions and seconds, discussion)

#### Adjourn Meeting

# District of Columbia Chapter of NARPM

## Board Meeting – 11/21/18

11am, Zoom Meeting ID: 486 415 774

### AGENDA – Roll Call for Quorum

Conrad, Rhianna, Scott, Sonia

#### Committee Reports –

- Treasurer Report/Updates- Status of prior year taxes and 2018 financials  
Not sure where we are with prior year tax returns. Scott will find prior communications and forward to Sam to pick up the reigns so we can have taxes completed in the next couple months. We need to complete Chapter Compliance and we might not be able to continue our chapter if we don't have everything completed.
- Membership Report/Updates- anything to transition to Sonia + feedback & suggestions  
create a google doc for all relevant info that Susie needs to pass along to Sonia
- Affiliates Report/Updates- feedback & suggestions to transition to Justin
- Legislative Report/Updates-
- Education/Designations Report/Updates-  
Scott has application in and will commit to getting classes done

#### President's Report –

- Upcoming "Owner Relationships" Class on 11/29 – need final push  
Will be held at DCAR (\$100), there are 8 people enrolled plus a couple from Scott's office if he has time  
Conrad need to arrange a delivery for lunch, maybe at Jettie's
- Vendor Challenge – need more affiliates  
Conrad will be asking for vendor contacts so that we can solicit for affiliate membership, goal is to have a list of 50 vendors, an established company that can handle more work. We will want to have 40 affiliates in the next couple years
- Technology – Zoom & Slack  
Finding ways to more effectively communicate, Rhianna and Conrad started using Slack. We will discuss more at strategic planning for all new board members to use.
- Speakers for January (Taxes) & February (BBLs)  
Local accountant seems eager to chat about January. Will chat about client taxes and business tax write offs. Jean who does BBL licensing will talk about getting licenses in February.
- General thoughts on 2018, suggestions for 2019  
Membership and growth should be a key initiative for 2019. Need new folks in leadership roles. May need other activities so that we can better recruit folks who attend meetings more regularly. Some members will only come a couple times per year, but we need more folks to participate more often. Scott is happy to help strategize to make growing the chapter more appealing. Schedule a separate mini-retreat for membership task force. What is our social media branding? how do we touch people more? We can discuss more at Strategic Planning.
- Strategic Planning 2019 – Scheduled for December 12<sup>th</sup> 1-5pm  
Will be at DCAR (\$50). Scott will step back more after a 6-year run. Conrad has personal goals that he will discuss at meeting and wants others to create personal goals for 2019.

#### Unfinished Business –

- December Happy Hour – Susie's condo room is booked, still figuring out other room options, St Anselm is expensive for the corporate event, other options have corporate fees, Bin 1301 is wine bar in Shaw

seems to be the only option on the table, it's a quiet bar with no private space. Other options Brixton @ 901 U Street or Takada. Sonia will call to see if they will have space for a large group.

#### **Business Action-**

- Adopt minutes of previous board meeting unless corrections/additions are needed **ADOPTED**
- Vote on any actions from discussions (motions and seconds, discussion)

#### **Adjourn Meeting**

# District of Columbia Chapter of NARPM

## Board Meeting – 4/25/18

11am, Conference Bridge

### AGENDA – Roll Call for Quorum

(Scott, Susie, Lydia, Conrad, Ted, Sonia, Rhianna, Sam)

#### Committee Reports – changes since last meeting

- Marketing Report/Updates- to attendees
- Membership Report/Updates- 3 potential new members including 1 affiliate (Gene w/ BBL company)
- Affiliates Report/Updates-
- Legislative Report/Updates
- Education / Designations Report/Updates

#### President's Report –

- Planning October and November Meetings
  - Confirming Speaker for July (no meetings in August or December)
- Day on the Hill May 14<sup>th</sup> and 15<sup>th</sup> (Conrad attending)
- VP Position- Scott nominates Rhianna
- September Chapter Elections
- Grant Options: membership, legislative, marketing, affiliate, chapter
  - Tradeshow with GCAAR w/ affiliate grant?
  - HH sponsorship through chapter grant
  - Discounted dues with membership grant
- Conrad on cmte that is revising DC and MD GCAAR agreements
  - GCAAR also working on a DC Rental Guide for landlords
- Conrad will be at National Convention in October

#### Unfinished Business –

- Planning for October/November NARPM course
- Review action items from last meeting

#### New Business -

- Drive for Affiliate Members (pro-rating dues?)
  - \$250 membership dues
  - Sponsors should expect to pay \$300-\$500 for lunches
  - Each leadership member should reach out to 3 prospects if possible
  - Ted can call any prospects to follow-up and explain benefits
- Nominating Committee
  - Voted yes to est. nominating cmte with Scott as head of cmte
  - Let Scott know if you plan to stay in your current position or want to change, prior to elections in September
- Membership Drive
  - Plan for next HH in June

(cont'd on next page)

**Business Action:**

- Adopt minutes of previous board meeting unless corrections/additions are needed
- Vote on any actions from discussions (motions and seconds, discussion)
- **Next meeting: present class options and vote on which one to host**

**Adjourn Meeting**

# District of Columbia Chapter of NARPM

## Board Meeting – 5/23/18

11am, Conference Bridge

### AGENDA – Roll Call for Quorum

(Conrad, Rhianna, Scott, Sam, Lydia, Susie, Atwan, Hanna, Sonia)

#### Committee Reports – *changes since last meeting*

- Marketing Report/Updates-
  - Invite needs to be sent for June 6<sup>th</sup> Happy Hour (Dan and Angel co-sponsoring)
    - Sonia and Atwan working on this
- Membership Report/Updates-
  - potential new members include Steve Washington and Sheila from Renter's Warehouse. Invoices need to be sent to folks who have already applied to be new members.
- Treasurer Report/Updates-
  - We have \$4,000+ in the bank
    - Send any receipts to Sam
    - Conrad needs to be reimbursed for April's lunch
  - Pending invoices (income) for new members
  - We will need to build in marketing costs to the 2019 budget
- Affiliates Report/Updates-
  - A reminder to invite new members and inform lunch sponsors that they will likely be covering a bill of \$500+
- Legislative Report/Updates-
  - Hanna drafting a position paper for our chapter so we can publish stance on new "Eviction with Dignity" Act
  - TOPA legislation awaiting Congressional approval
    - GCAAR to publish press release in July at earliest
  - Don't forget to vote on June 19<sup>th</sup> if you're a DC resident!
- Education / Designations Report/Updates
  - Susie sending poll so we can vote on which NARPM class our chapter should host in the fall (several options)
    - Conrad reaching out to DCAR to reserve their classroom space

#### President's Report –

- Planning September through November Meetings
  - Send ANY ideas to Conrad but preferably our meetings will appeal to a broad range of folks
- Grant Options
- Let's get more interest for our committees so we can expand them!

(cont'd on next page)

**Unfinished Business –**

- Planning for October/November NARPM course: Vote on Class Options
- Review action items from last meeting

**New Business -**

- Brainstorm places for December Happy Hour

**Business Action:**

- Adopt minutes of previous board meeting unless corrections/additions are needed
- Vote on any actions from discussions (motions and seconds, discussion)

**Adjourn Meeting**

# District of Columbia Chapter of NARPM

## Board Meeting – 7/25/18

11am, Conference Bridge

### AGENDA – Roll Call for Quorum

(Conrad, Rhianna, Sam, Lydia, Hanna, Ted, Scott)

#### Committee Reports –

- Marketing Report/Updates-
- Membership Report/Updates- 2-3 new members
- Affiliates Report/Updates- 3+ new affiliate members
- Legislative Report/Updates- new TOPA forms are available
- Education/Designations Report/Updates-

#### President's Report –

- Planning October and November Meetings
  - New eviction legislation, DCRA, new TOPA process
- September Roundtable Discussion Idea
  - Lydia sending shared Google doc so everyone can add
- Grant Options
  - Scott may have already applied?
- Conrad and Rhianna going to November Leadership Conference in St. Louis

#### Unfinished Business –

- Review action items from last meeting
- Brainstorm spots for December Happy Hour
  - Player's Club
- 2019 Chapter Positions & Elections
- August Happy Hour: either 29<sup>th</sup> or 30<sup>th</sup>
  - Good time to announce nominees for September election
  - Election Announcement needs to be sent, Scott finalizing slate

#### New Business -

- Rhianna, updating on automating day-to-day tasks and long-term systems for chapter (Quickbooks Online, Google Forms, Wunderlist, SurveyMonkey, Slack, Infusionsoft, Facebook Ads, Zoom, Zapier)
  - Need new PO box for chapter (decide on location and who keeps keys)
  - Are separate emails needed for leadership cmte and chair positions or can we consolidate with one board email?
  - Consolidate dcnarpm and districtofcolumbianarpm Gmail accounts (Rhianna)
    - Is our info@ email usable?
  - Let's use Quickbooks online (\$20/mo)
  - Using Zoom for future meetings



**Business Action:**

- Adopt minutes of previous board meeting unless corrections/additions are needed
- Vote on any actions from discussions (motions and seconds, discussion)

**Adjourn Meeting**



## **District of Columbia Chapter Meeting**

12:30pm, Busboys & Poets, 625 Monroe Street NE

### **AGENDA – February 21, 2018**

#### **Sign-In : Introduction of Chapter Leadership and Meeting Attendees**

#### **Meeting Topics:**

- Review of NARPM Mission Statement, Anti-Trust Policy, and Ethics Review (on back)
- Treasurer and Membership Report – Sam Le Blanc, Treasurer
- Legislative Update– Hanna McLain, Legislative Chair
- Membership/Social Update- Susie Smith, Membership Chair and Sonia Ahmed, Social Committee
- Education/Designation Opportunities- Conrad Bennett, Education/Certification Chair

**MEETING SPONSOR AND GUEST SPEAKER: Christopher White of Arc Environmental**  
**Overview of DC and Montgomery County's Lead Paint Laws/Requirements, Testing, Abatement and FAQs**

#### **Meeting Wrap-up**

- Invitation to Join National, Chapter, become an Affiliate Member
- Sign up to join our Meet-Up Group, Like our Facebook Group, Sign up for online courses/accreditations

#### **Future Meeting topics:**

- March- DC Rental Market Analysis- General Forecast and Trends to Monitor
- April- Time Management- Best Practices for Property Managers
- May- L&T Legal Update and Q&A Session

#### **Upcoming events:**

- Virginia State Conference- Richmond, VA- February 26<sup>th</sup>-27<sup>th</sup>
- Broker/Owner Conference and Expo- Las Vegas, NV- April 9<sup>th</sup>- 11<sup>th</sup>- **SOLD OUT**
- NARPM 2018 Day on the Hill- Washington, DC- May 14<sup>th</sup> and 15<sup>th</sup>
- Southern States Area Conference- Charleston, SC- June 27<sup>th</sup>- 29<sup>th</sup>
- 30th Annual Convention and Trade Show- San Diego, CA October 16<sup>th</sup>-19<sup>th</sup>

#### **Your local NARPM Chapter Leadership Team**

President - Conrad Bennett, 202-494-4437  
President-Elect- Could be You... #GetINVolved  
Treasurer – Sam Le Blanc, 202-540-8038  
Secretary – Lydia La Motta, 202-540-8038  
Past President – Scott Bloom, 202-253-8949

Membership Chair – Susie Soleimani  
Education Chair – Conrad Bennett  
Certification Chair – Conrad Bennett

Affiliates Chair-Ted Porter  
Legislative Chair – Hanna McLain  
Marketing Chair – Atwan Kwan

**Chapter Website:** [www.DC.NARPM.org](http://www.DC.NARPM.org)

**For More Information visit** [www.NARPM.org](http://www.NARPM.org)

← ← ← OVER FOR MORE INFORMATION

**Mission Statement:** NARPM provides resources for residential property management professionals who desire to learn, grow and build relationships.

We are an association designed for real estate professionals who know first-hand the unique challenges of managing single-family and small residential properties. NARPM® offers an effective, professional learning environment for owners of property management companies and their employees.

The objectives of the local chapter of the Association is to encourage adherence to high standards of professionalism and ethical conduct; to advance the spirit of professional cooperation among the members; to provide opportunities for continuing education in concert with the Association; to increase the recognition and public acceptance of professional property managers; and to advance the interests of residential property managers in the local chapter area.

### **NARPM Anti-Trust Policy:**

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

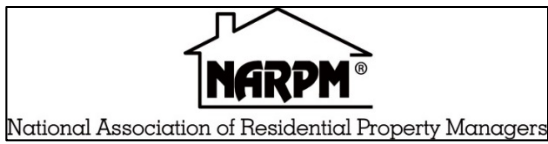
## **ETHICS**

### **Article 5: CARE OF MANAGED PROPERTIES**

*The Property Manager shall hold a high regard for the safety and health of those lawfully at a managed property and shall manage all properties in accordance with safety and habitability requirements of the local jurisdiction.*

## **STANDARDS OF PROFESSIONALISM**

- **5-1** The Property Manager shall not manage properties for Clients who refuse, or are unable, to maintain their property in accordance with safety and habitability requirements of the local jurisdiction.
- **5-2** The Property Manager shall terminate management of a property if the Client does not comply with habitability requirements.



## **District of Columbia Chapter Meeting**

12:30pm, Busboys & Poets, 625 Monroe Street NE

### **AGENDA – April 18<sup>th</sup>, 2018**

#### **Sign-In : Introduction of Chapter Leadership and Meeting Attendees**

#### **Meeting Topics:**

- Review of NARPM Mission Statement, Anti-Trust Policy, and Ethics Review (on back)
- Treasurer and Membership Report – Sam Le Blanc, Treasurer
- Legislative Update– Hanna McLain, Legislative Chair
- Membership/Social Update- Susie Smith, Membership Chair and Sonia Ahmed, Social Committee
- Education/Designation Opportunities- Conrad Bennett, Education/Certification Chair

**GUEST SPEAKER: Lisa Sturtevant, PhD**

**DC Rental Market Analysis- General Forecast and Trends to Monitor**

**Meeting Sponsor: Alex Salinas with Alpha Locksmith**

#### **Meeting Wrap-up**

- Invitation to Join National, Chapter, become an Affiliate Member
- Sign up to join our Meet-Up Group, Like our Facebook Group, Sign up for online courses/accreditations

#### **Future Meeting topics:**

- May- Landlord/Tenant Law Briefing with Billy Cannon of Offit Kurman
- June- Time Management with Natalie Smith of PeopleWise HR
- July- General Inspections: What to look for...
- August- No Meeting

#### **Upcoming events:**

- PM Expo 2018- FedEx Field- Tomorrow!
- NARPM 2018 Day on the Hill- Washington, DC- May 14<sup>th</sup> and 15<sup>th</sup>
- Class: In-House Maintenance: Running a Profitable Operation - Columbia, Maryland – June 12<sup>th</sup>
- Southern States Area Conference- Charleston, SC- June 27<sup>th</sup>- 29<sup>th</sup>
- 30th Annual Convention and Trade Show- San Diego, CA October 16<sup>th</sup>-19<sup>th</sup>

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Legislative Chair – Hanna McLain

Marketing Chair – Atwan Kwan

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## **ETHICS**

### **Article 10: TRUTH IN ADVERTISING**

The Property Manager shall ensure that all advertising is clear and forthright and includes only accurate and truthful statements about the property or services advertised.

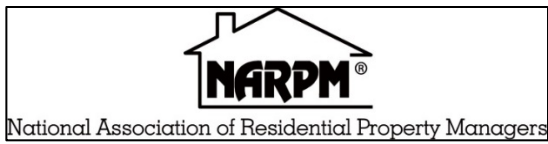
#### **STANDARDS OF PROFESSIONALISM**

**10-1** Regardless of the type of media used, advertising content shall be truthful and honest at all times.

**10-2** No property shall be offered as "For Rent" without the actual permission of the Client. If an unlisted property is offered, permission must be obtained from the owner.

**10-3** Disclosure must be made to all parties if information gathered through electronic advertising media may be sold to an outside party.

**10-4** All marketing materials, whether printed or electronic, shall comply with state laws.



## **District of Columbia Chapter Meeting**

12:30pm, Busboys & Poets, 625 Monroe Street NE

### **AGENDA – November 14th, 2018**

#### **Sign-In : Introduction of Chapter Leadership and Meeting Attendees**

#### **Meeting Topics:**

- Review of NARPM Mission Statement, Anti-Trust Policy, and Ethics Review (on back)
- Treasurer and Membership Report – Sam Le Blanc, Treasurer
- Legislative Update– Hanna McLain, Legislative Chair
- Membership/Social Update- Susie Smith, Membership Chair and Sonia Ahmed, Social Committee
- Education/Designation Opportunities- Conrad Bennett, Education/Certification Chair

#### **Roundtable Discussion: What Questions Do You Have?**

#### **Meeting Wrap-up**

- Invitation to Join National, Chapter, become an Affiliate Member
- Sign up to join our Like our Facebook Group, Sign up for online courses/accreditations

#### **Future Meeting topics:**

- December 6<sup>th</sup> - Holiday Party!
- HELP! - Please give us ideas on fresh new topics for 2019

#### **Upcoming events:**

- DC Chapter Class: “Developing Rewarding Owner Relationships,” DCAR Office, November 29<sup>th</sup>
- Chapter Holiday Party @ St. Anselm, December 6<sup>th</sup> at 5:30pm
- Policies & Procedures Class: Frederick, MD, December 11<sup>th</sup>
- Virginia State Conference: Portsmouth, VA, February 17<sup>th</sup>-19<sup>th</sup>, 2019
- Broker/Owner Conference and Expo: Las Vegas, NV, February 25<sup>th</sup>-27<sup>th</sup>, 2019
- Southern States Area Conference: Nashville, TN, July 17<sup>th</sup>-19<sup>th</sup>, 2019
- 31<sup>st</sup> Annual Convention and Trade Show: Phoenix, AZ, October 15<sup>th</sup>-19<sup>th</sup>, 2019

#### **Your local NARPM Chapter Leadership Team**

President - Conrad Bennett, 202-494-4437  
President-Elect- Rhianna Campbell, 202-262-0678  
Treasurer – Sam Le Blanc, 202-505-5454  
Secretary – Lydia La Motta, 202-540-8038  
Past President – Scott Bloom, 202-253-8949

Membership Chair – Susie Soleimani  
Education Chair – Conrad Bennett  
Certification Chair – Conrad Bennett

Affiliates Chair-Ted Porter  
Legislative Chair – Hanna McLain  
Marketing Chair – Ian McTiernan

**Chapter Website:** [www.DC.NARPM.org](http://www.DC.NARPM.org)

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### **NARPM Anti-Trust Policy:**

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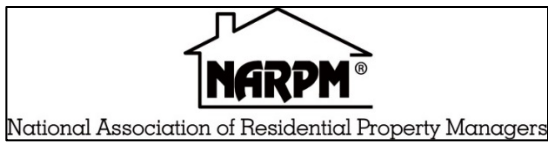
### **ETHICS:**

#### **Article 2: DISCRIMINATION**

*The Property Manager shall not discriminate in the management, rental, lease, or negotiation for real property, shall operate consistent with fair housing laws and regulations and shall comply with all federal, state, and local laws concerning discrimination.*

#### **STANDARDS OF PROFESSIONALISM**

- **2-1** It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.
- **2-2** The Property Manager shall not deny service to any person due to race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity.



## **District of Columbia Chapter Meeting**

12:30pm, Busboys & Poets, 625 Monroe Street NE

### **AGENDA – September 19<sup>th</sup>, 2018**

#### **Sign-In : Introduction of Chapter Leadership and Meeting Attendees**

#### **Meeting Topics:**

- Review of NARPM Mission Statement, Anti-Trust Policy, and Ethics Review (on back)
- Treasurer and Membership Report – Sam Le Blanc, Treasurer
- Legislative Update– Hanna McLain, Legislative Chair
- Membership/Social Update- Susie Smith, Membership Chair and Sonia Ahmed, Social Committee
- Education/Designation Opportunities- Conrad Bennett, Education/Certification Chair

#### **Round Table Discussion and Annual Board Elections**

#### **Meeting Wrap-up**

- Invitation to Join National, Chapter, become an Affiliate Member
- Sign up to join our Meet-Up Group, Like our Facebook Group, Sign up for online courses/accreditations

#### **Future Meeting topics:**

- October- TOPA + Evictions
- November- DCRA
- December- Holiday Party!

#### **Upcoming events:**

- 30th Annual Convention and Trade Show- San Diego, CA October 16<sup>th</sup>-19<sup>th</sup>
- DC Chapter Class: “Developing Rewarding Owner Relationships,” November 29<sup>th</sup>
- Policies & Procedures Class, Frederick, MD, December 11<sup>th</sup>

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Marketing Chair – Atwan Kwan

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### **ETHICS:**

## **Article 12: COMPLIANCE AND ENFORCEMENT**

*The Property Manager shall comply with this Code and shall participate in and/or cooperate with any investigation and/or hearing conducted by NARPM® pursuant to this Code.*

### **STANDARDS OF PROFESSIONALISM**

- **12-1** The Property Manager shall review and shall take all necessary action to understand and to comply with this Code.
- **12-2** The Property Manager shall not interfere with any NARPM® action to investigate a violation of or to enforce this Code.
- **12-3** The Property Manager shall promptly supply any information requested by NARPM during any investigation or enforcement action pursuant to this Code.
- **12-4** The Property Manager must take and pass an ethics course, which shall include discussion of this Code, every four years as a condition of continued professional membership.



## **District of Columbia Chapter Meeting**

12:30pm, Busboys & Poets, 625 Monroe Street NE

### **AGENDA – October 17<sup>th</sup>, 2018**

#### **Sign-In : Introduction of Chapter Leadership and Meeting Attendees**

#### **Meeting Topics:**

- Review of NARPM Mission Statement, Anti-Trust Policy, and Ethics Review (on back)
- Treasurer and Membership Report – Sam Le Blanc, Treasurer
- Legislative Update– Hanna McLain, Legislative Chair
- Membership/Social Update- Susie Smith, Membership Chair and Sonia Ahmed, Social Committee
- Education/Designation Opportunities- Conrad Bennett, Education/Certification Chair

#### **DOEE: Lead Paint Regulations for DC Chapter Election Results**

#### **Meeting Wrap-up**

- Invitation to Join National, Chapter, become an Affiliate Member
- Sign up to join our Meet-Up Group, Like our Facebook Group, Sign up for online courses/accreditations

#### **Future Meeting topics:**

- November- TOPA + Evictions
- December- Holiday Party!
- January- TBD- what would you like to learn about?

#### **Upcoming events:**

- DC Chapter Class: “Developing Rewarding Owner Relationships,” November 29<sup>th</sup>, DCAR Office
- Policies & Procedures Class, Frederick, MD, December 11<sup>th</sup>
- Broker/Owner Conference and Expo, Las Vegas, NV, February 25<sup>th</sup>-27<sup>th</sup>, 2019

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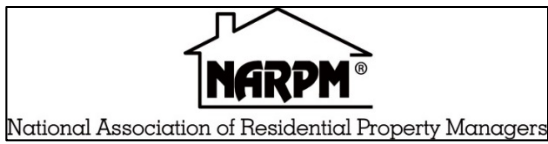
### **ETHICS:**

## **Article 4: OBLIGATIONS TO TENANTS**

*The Property Manager shall treat all Tenants honestly and professionally when they are applying for, living in, and/or vacating a managed residence, including through the deposit refund process.*

### **STANDARDS OF PROFESSIONALISM**

- **4-1** The Property Manager shall offer all prospective Tenants a written application.
- **4-2** The Property Manager shall provide all Tenants with a copy of the signed rental agreement and extensions with all addendums attached.
- **4-3** The Property Manager shall make all disclosures as required by state and local laws and provide the Tenant an opportunity to complete a written condition report within 7 days of moving in.
- **4-4** The Property Manager shall respond promptly to requests for repairs.
- **4-5** The Property Manager shall provide a written deposit refund determination to the Tenant within the time prescribed by law after the Tenant has vacated a property. The Property Manager shall not cause any undue delay in refunding or accounting for the security deposit.



## **District of Columbia Chapter Meeting**

12:30pm, Busboys & Poets, 625 Monroe Street NE

### **AGENDA – May 16<sup>th</sup>, 2018**

#### **Sign-In : Introduction of Chapter Leadership and Meeting Attendees**

#### **Meeting Topics:**

- Review of NARPM Mission Statement, Anti-Trust Policy, and Ethics Review (on back)
- Treasurer and Membership Report – Sam Le Blanc, Treasurer
- Legislative Update– Hanna McLain, Legislative Chair
- Membership/Social Update- Susie Smith, Membership Chair and Sonia Ahmed, Social Committee
- Education/Designation Opportunities- Conrad Bennett, Education/Certification Chair

**GUEST SPEAKER: Billy Cannon of Offit Kurman**  
**DC Landlord/Tenant Law Q&A and Updates**  
**Meeting Sponsor: Billy Cannon**

#### **Meeting Wrap-up**

- Invitation to Join National, Chapter, become an Affiliate Member
- Sign up to join our Meet-Up Group, Like our Facebook Group, Sign up for online courses/accreditations

#### **Future Meeting topics:**

- June- Time Management with Natalie Smith of PeopleWise HR
- July- General Inspections: What to look for...
- August- No Meeting
- September- Chapter Elections

#### **Upcoming events:**

- Class: In-House Maintenance: Running a Profitable Operation - Columbia, Maryland – June 12<sup>th</sup>
- Southern States Area Conference- Charleston, SC- June 27<sup>th</sup>- 29<sup>th</sup> (**extended early-bird registration!**)
- 30th Annual Convention and Trade Show- San Diego, CA October 16<sup>th</sup>-19<sup>th</sup>

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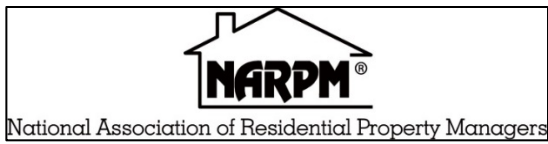
## **ETHICS**

### **Article 11: RESPONSIBILITY TO NARPM® AND THE PROFESSION**

*The Property Manager shall comply with all policies and pronouncements of NARPM® and all relevant laws and rules of the jurisdiction in which he or she works, and shall strive to stay informed of and to educate others about relevant matters affecting the property management field.*

### **STANDARDS OF PROFESSIONALISM**

- **11-1** The Property Manager shall strive to improve the property management profession and NARPM® by sharing with others his or her lessons of experience for the benefit of all.
- **11-2** The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.
- **11-3** The Property Manager shall maintain his or her real estate license, if a license is required in their state.
- **11-4** The Property Manager shall abide by NARPM®'s bylaws and other policies and procedures of NARPM®, and shall seek to avoid doing harm to the organization.
- **11-5** The Property Manager shall ensure that all electronic communications and marketing he or she prepares is professional with respect given to the recipients.
- **11-6** The Property Manager shall act with integrity, good faith, and professionalism in connection with all NARPM® and NARPM® Chapter activities.



## **District of Columbia Chapter Meeting**

12:30pm, Busboys & Poets, 625 Monroe Street NE

### **AGENDA – June 20<sup>th</sup>, 2018**

#### **Sign-In : Introduction of Chapter Leadership and Meeting Attendees**

#### **Meeting Topics:**

- Review of NARPM Mission Statement, Anti-Trust Policy, and Ethics Review (on back)
- Treasurer and Membership Report – Sam Le Blanc, Treasurer
- Legislative Update– Hanna McLain, Legislative Chair
- Membership/Social Update- Susie Smith, Membership Chair and Sonia Ahmed, Social Committee
- Education/Designation Opportunities- Conrad Bennett, Education/Certification Chair

**GUEST SPEAKER: Natalie Smith, PeopleWiseHR**

**Time Management**

**Meeting Sponsor: Natalie Smith**

#### **Meeting Wrap-up**

- Invitation to Join National, Chapter, become an Affiliate Member
- Sign up to join our Meet-Up Group, Like our Facebook Group, Sign up for online courses/accreditations

#### **Future Meeting topics:**

- July- General Inspections: What to look for...
- August- No Meeting- Enjoy Your Summer!
- September- Chapter Elections
- October- TBD – What would you like to learn about?

#### **Upcoming events:**

- 30th Annual Convention and Trade Show- San Diego, CA October 16<sup>th</sup>-19<sup>th</sup>
- DC Chapter Class: “Developing Rewarding Owner Relationships,” November 29th

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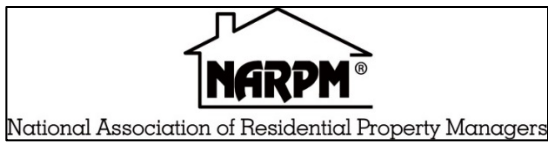
## **ETHICS**

### **Article 7: AREAS OF EXPERTISE**

*The Property Manager must provide competent service within his or her area of expertise, and refrain from the unauthorized practice of any other profession for which he or she is not licensed or qualified.*

### **STANDARDS OF PROFESSIONALISM**

- **7-1** The Property Manager shall perform only such services in such locations for which he or she is qualified and can reasonably be expected to perform with professional competence.
- **7-2** The Property Manager shall not perform and shall not represent that he or she can or will perform services outside of his or her area of expertise, particularly services that require a separate license or qualification – such as law, accounting, financial planning, construction, and/or contracting – unless the Property Manager independently possesses such license or qualification.



## **District of Columbia Chapter Meeting**

12:30pm, Busboys & Poets, 625 Monroe Street NE

### **AGENDA – July 18<sup>th</sup>, 2018**

#### **Sign-In : Introduction of Chapter Leadership and Meeting Attendees**

#### **Meeting Topics:**

- Review of NARPM Mission Statement, Anti-Trust Policy, and Ethics Review (on back)
- Treasurer and Membership Report – Sam Le Blanc, Treasurer
- Legislative Update– Hanna McLain, Legislative Chair
- Membership/Social Update- Susie Smith, Membership Chair and Sonia Ahmed, Social Committee
- Education/Designation Opportunities- Conrad Bennett, Education/Certification Chair

**GUEST SPEAKER: Timothy Shelton, Area Manager for US Inspect  
General Inspections**

**Meeting Sponsor: Justin Silvers from Capital One**

#### **Meeting Wrap-up**

- Invitation to Join National, Chapter, become an Affiliate Member
- Sign up to join our Meet-Up Group, Like our Facebook Group, Sign up for online courses/accreditations

#### **Future Meeting topics:**

- August- No Meeting- Enjoy Your Summer!
- September- Chapter Elections + An Open Discussion on Industry Pain Points
- October- TBD – What would you like to learn about?

#### **Upcoming events:**

- 30th Annual Convention and Trade Show- San Diego, CA October 16<sup>th</sup>-19<sup>th</sup>
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### **ETHICS:**

## **Article 5: CARE OF MANAGED PROPERTIES**

*The Property Manager shall hold a high regard for the safety and health of those lawfully at a managed property and shall manage all properties in accordance with safety and habitability requirements of the local jurisdiction.*

### **STANDARDS OF PROFESSIONALISM**

- **5-1** The Property Manager shall not manage properties for Clients who refuse, or are unable, to maintain their property in accordance with safety and habitability requirements of the local jurisdiction.
- **5-2** The Property Manager shall terminate management of a property if the Client does not comply with habitability requirements.

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: Invalidity

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

### Section B: Waiver

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

### Section C: Hold Harmless and Indemnify

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

### Section D: State Laws

These bylaws may be amended to conform and comply with the laws, statutes, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by [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.

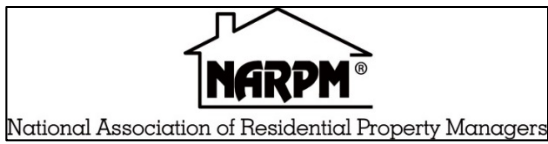


## Chapter Planning Outline

I. Chapter Leadership		Slate of candidates for 2018
1.	President:	Conrad Bennett
2.	President-Elect/Vice President:	open
3.	Secretary:	Lydia LaMotta
4.	Treasurer:	Sam Leblanc
5.	Educational Coordinator:	Conrad Bennett
6.	Membership Coordinator:	Susie Soleimani
7.	Legislative Coordinator:	Hanna McClain
8.	Affiliate Program Coordinator:	Ted Porter
9.	Marketing/Publications:	Atwan Kwan
10.	Recognitions Chair:	open
11.	Past President:	Scott Bloom
12.	Other:	

II. Meeting Outline	
1.	Meeting Day/Time
2.	Meeting Location:
3.	Board Meeting Day/Time:
4.	Board Meeting Location:



## District of Columbia Chapter Meeting

12:30pm, Shaw's Tavern, 520 Florida NW

### AGENDA – September 20th, 2017

#### Sign-In , Introduction of Chapter Leadership and Meeting Attendees

#### Meeting Topics:

- Review of NARPM Mission Statement, Anti-Trust Policy, and Ethics Review (on back)
- Treasurer and Membership Report – Rhianna Campbell, Treasurer
- Educational Opportunities – Hanna McLain, Education Chair
- Current Legislative Issues facing DC Property Managers – Conrad Bennett

#### 2018 Board and Committee Elections

#### Meeting Wrap-up

- Invitation to Join National, Chapter, become an Affiliate Member
- Sign up to join our Meet-Up Group, Like our Facebook Group

#### Future Meeting topics:

- October 2017 – Q&A with DC Office of Human Rights concerning new Criminal Background screening law taking affect October 1, 2017
- November – Wrap-up from NARPM National Convention in Orlando/Round-table discussion
- December – Annual Happy Hour and Charity Fund Drive

#### Upcoming events:

- July 20<sup>th</sup> – Essentials of Risk Management, Malvern, PA
- Aug 15<sup>th</sup> – Developing Rewarding Owner Relationships, Alexandria VA
- Sept 4 – Marketing, Baltimore/Washington Area
- Oct 18-20 – National Convention, Orlando FL
- Nov 8<sup>th</sup> – Office Operations Policies & Procedures, Washington DC

#### Your local NARPM Chapter Leadership Team

President - Scott Bloom, 202-253-8949

President-Elect - Conrad Bennett, 202-494-4437

Treasurer – Rhianna Campbell, 202-540-8038

Secretary – Lydia La Motta, 202-588-7329

Membership Chair – Susie Soleimani

Education Chair – Hanna McLain

Certification Chair – *Vacant*

Affiliates Chair-Ted Porter

Legislative Chair – Conrad Bennett

Marketing Chair – Atwan Kwan

Chapter Website: [www.DC.NARPM.org](http://www.DC.NARPM.org)

For More Information visit [www.NARPM.org](http://www.NARPM.org)

← ← ← OVER FOR MORE INFORMATION

**Mission Statement:** NARPM provides resources for residential property management professionals who desire to learn, grow and build relationships.

We are an association designed for real estate professionals who know first-hand the unique challenges of managing single-family and small residential properties. NARPM® offers an effective, professional learning environment for owners of property management companies and their employees.

The objectives of the local chapter of the Association is to encourage adherence to high standards of professionalism and ethical conduct; to advance the spirit of professional cooperation among the members; to provide opportunities for continuing education in concert with the Association; to increase the recognition and public acceptance of professional property managers; and to advance the interests of residential property managers in the local chapter area.

### **NARPM Anti-Trust Policy:**

It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

### **ETHICS Article 5: CARE OF MANAGED PROPERTIES**

*The Property Manager shall hold a high regard for the safety and health of those lawfully at a managed property and shall manage all properties in accordance with safety and habitability requirements of the local jurisdiction.*

### **STANDARDS OF PROFESSIONALISM**

**5-1** The Property Manager shall not manage properties for Clients who refuse, or are unable, to maintain their property in accordance with safety and habitability requirements of the local jurisdiction.

**5-2** The Property Manager shall terminate management of a property if the Client does not comply with habitability requirements.

### **ETHICS Article 6: HANDLING OF FUNDS**

*The Property Manager shall hold all funds received on behalf of others in compliance with state law and shall not commingle the funds with personal or other business funds or use the funds for other than their intended purposes.*

### **STANDARDS OF PROFESSIONALISM**

**6-1** The Property Manager shall keep appropriate records and shall prepare and furnish to the Client accurate and timely financial reports relating to the Client's rental and funds in accordance with the terms of the applicable management agreement.

## District of Columbia Chapter of NARPM

### 2019 Annual Budget

<b>INCOME</b>	
Professional/Associate/Support Membership Fees	\$ 4,680.00
Affiliate Membership & Sponsorship Fees	\$ 2,500.00
Meeting Fees	\$ -
Raffle	\$ -
Continuing Education Fees	\$ -
Chapter Grant/NARPM Support	\$ 1,000.00
<b>TOTAL INCOME</b>	<b>\$ 8,180.00</b>
<b>EXPENSES</b>	
Monthly Meetings (a/v, food, etc.)	\$ 1,000.00
Social Events (HH & Fundraiser)	\$ 1,000.00
Advertising & Marketing	\$ 1,200.00
Education Expenses (speaker, class, etc.)	\$ 700.00
Legal, Accounting & Professional (tax prep corporation fees)	\$ 500.00
Software (CRPM, QB Online)	\$ 500.00
Taxes	\$ 250.00
Officer Travel (to national events & trainings)	\$ 1,200.00
<b>TOTAL EXPENSES</b>	<b>\$ 6,350.00</b>
<b>NET INCOME</b>	<b>\$ 1,830.00</b>



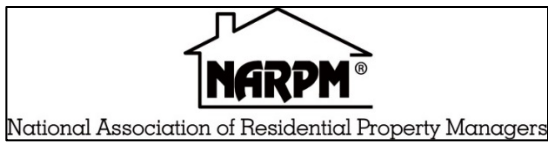
## Chapter Planning Outline

Annual Board Elections  
Monthly Chapter Meeting  
Wednesday, September 19<sup>th</sup>, 2018  
12:30-2:00pm

### Slate of Candidates for 2019

#### I. Chapter Leadership

a. President:	Conrad Bennett
b. President Elect / Vice President:	Rhianna Campbell
c. Secretary:	Lydia LaMotta
d. Treasurer:	Erica Fells
e. Educational Coordinator:	Conrad Bennett
f. Membership Coordinator:	Sonia Ahmed
g. Legislative Coordinator:	Hanna McClain
h. Affiliate Program Coordinator:	Justin Silvers
i. Marketing / Publications:	Ian McTiernan
j. Designation Chair:	Conrad Bennett
k. Past President:	Scott Bloom
l. Other:	



## **District of Columbia Chapter Meeting**

12:30pm, Busboys & Poets, 625 Monroe Street NE

### **AGENDA – September 19<sup>th</sup>, 2018**

#### **Sign-In : Introduction of Chapter Leadership and Meeting Attendees**

#### **Meeting Topics:**

- Review of NARPM Mission Statement, Anti-Trust Policy, and Ethics Review (on back)
- Treasurer and Membership Report – Sam Le Blanc, Treasurer
- Legislative Update– Hanna McLain, Legislative Chair
- Membership/Social Update- Susie Smith, Membership Chair and Sonia Ahmed, Social Committee
- Education/Designation Opportunities- Conrad Bennett, Education/Certification Chair

#### **Round Table Discussion and Annual Board Elections**

#### **Meeting Wrap-up**

- Invitation to Join National, Chapter, become an Affiliate Member
- Sign up to join our Meet-Up Group, Like our Facebook Group, Sign up for online courses/accreditations

#### **Future Meeting topics:**

- October- TOPA + Evictions
- November- DCRA
- December- Holiday Party!

#### **Upcoming events:**

- 30th Annual Convention and Trade Show- San Diego, CA October 16<sup>th</sup>-19<sup>th</sup>
- DC Chapter Class: “Developing Rewarding Owner Relationships,” November 29<sup>th</sup>
- Policies & Procedures Class, Frederick, MD, December 11<sup>th</sup>

#### **Your local NARPM Chapter Leadership Team**

President - Conrad Bennett, 202-494-4437

President-Elect- Rhianna Campbell, 202-262-0678

Treasurer – Sam Le Blanc, 202-505-5454

Secretary – Lydia La Motta, 202-540-8038

Past President – Scott Bloom, 202-253-8949

Membership Chair – Susie Soleimani

Education Chair – Conrad Bennett

Certification Chair – Conrad Bennett

Affiliates Chair-Ted Porter

Legislative Chair – Hanna McLain

Marketing Chair – Atwan Kwan

**Chapter Website:** [www.DC.NARPM.org](http://www.DC.NARPM.org)

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### **ETHICS:**

## **Article 12: COMPLIANCE AND ENFORCEMENT**

*The Property Manager shall comply with this Code and shall participate in and/or cooperate with any investigation and/or hearing conducted by NARPM® pursuant to this Code.*

### **STANDARDS OF PROFESSIONALISM**

- **12-1** The Property Manager shall review and shall take all necessary action to understand and to comply with this Code.
- **12-2** The Property Manager shall not interfere with any NARPM® action to investigate a violation of or to enforce this Code.
- **12-3** The Property Manager shall promptly supply any information requested by NARPM during any investigation or enforcement action pursuant to this Code.
- **12-4** The Property Manager must take and pass an ethics course, which shall include discussion of this Code, every four years as a condition of continued professional membership.

Department of the Treasury  
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2018

Open to Public Inspection

**A** For the **2018** Calendar year, or tax year beginning **2018-01-01** and ending **2018-12-31****B** Check if available☐ Terminated for Business☒ Gross receipts are normally \$50,000 or less**C** Name of Organization: **DISTRICT OF COLUMBIA CHAPTER****OF THE NATIONAL ASSOCIATION OF RESID****1428 U St NW, Washington,****DC, US, 20009****D** Employee IdentificationNumber **81-1610877****E** Website:**www.narpm.dc.org****F** Name of Principal Officer: **Rhianna Campbell****13000 Autumn Dr, Silver****Spring, MD, US, 20904**

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The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

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