

**Florida West Coast chapter of NARPM**

**Board of Directors meeting**

**12/13/2017**

**Panera Bread, New Port Richey, Fl**

**Present:**

**Lori Hermanson, President**

**Mary Rinaldi, President Elect**

**Linda Wilson, Treasurer**

**Sally Anker's, Past President**

**Lynda Ghaedi, Recording Secretary**

**Marie Bueurkert, member**

**No Absences:**

**The meeting was called to order at 11.05 am**

**Reports:**

**None, past and current to be read and approved online**

**Motions:**

**Motion made and carried to donate 100.00 dollars to local charity Jericho Ministries**

**Discussions:**

**2018 meeting dates and speakers and locations assigned to all board members to preview the NARPM site for speakers and topics**

**Having new member orientations assigned to Sally Anker's**

**Renewing affiliate membership of WPBOR**

- **Discussed what community projects to involve in 2018**

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**Having a holiday party in December**

**Using mail chimp to email reports and other communications assigned to Mary Rinaldi**

**Preparing a "so you want to be a property manager" video interview with senior members assigned to  
Lynda Ghaedi**

**Lynda Ghaedi, Secretary**

Florida West Coast Chapter NARPM

President: Lori Hermansen, RMP

Vice Pres: Mary A. Rinaldi, MPM, RMP

Secretary: Lynda Ghaedi

Treasurer: Linda Wilson

**From:** Lori Hermansen lhermansen@bhhsflpg.com  
**Subject:** FL West Coast NARPM Chapter meeting tomorrow  
**Date:** March 20, 2017 at 6:54 PM



**To:** Anna Wilkonski abtozcleaning@gmail.com, Brian Chytka info@knightpest.com, Christina Kane ckane@ccflawfirm.com, Dawn Regan dregan@choosegar.com, Donna Collins DonnaRentsandSells@gmail.com, Gini Lipsey glipsey@bhhsflpg.com, Harry Heist harry@evict.com, Jim Linville swrep6292@sherwin.com, John Danadeu John8134172116@gmail.com, Laura Hart florianins@tampabay.rr.com, Laura Wiegman lwiegman@bhhsflpg.com, Linda Wilson pmsplus@bellsouth.net, Lydia Krauth lsk7070@gmail.com, Lynda Ghaedi lynda@marketstreetre.com, Madeline Reyes kingsrealtyandrentals@gmail.com, Marie Buerkert mbuerkert@bhhsflpg.com, Mary Rinaldi mrinaldi@bhhsflpg.com, Michael Bundy mike@sunistarealty.com, Michael Plummer pachinc@gmail.com, Mollie Spencer mollie@gate.net, Pat Richard patrichard@patriciarichard.com, Peter Iacopelli customtermite@yahoo.com, Robert Greer servu@tampabay.rr.com, Sally Ankers, RMP sallyjean98@yahoo.com, Wendy Stevens wendy@servprowestpasco.com, Amanda Larkins alarkins@siramerica.com

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Good evening to you all,

This email serves as a reminder of tomorrows general membership meeting being held at the IHOP on Commercial Way in Spring Hill. Come around 11:30 for networking with your friends & colleagues. The meeting starts at 12:00.

Tomorrow will be an open forum of past, present, & future legal issues. There are lots of experiences we can share & grow from. All are welcome. Bring a guest too.

Remember members are \$20 & affiliate members \$25. Your lunch (brunch) is included.

We look forward to seeing you at IHOP.

Regards,

Lori Hermansen, RMP  
Residential Asset Manager  
BHHS Florida Properties Group  
[lhermansen@bhhsflpg.com](mailto:lhermansen@bhhsflpg.com)  
Office 727-835-3140  
Direct 727-534-4222  
2017 FL West Coast NARPM Chapter President  
2017 FL State Chapter NARPM Chapter Affiliates Chair

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Office 727-835-3140  
Direct 727-534-4222  
2017 FL West Coast NARPM Chapter President  
2017 FL State Chapter NARPM Chapter Affiliates Chair

**From:** Lori Hermansen lhermansen@bhhsflpg.com  
**Subject:** FL West Coast first meeting of the new year  
**Date:** January 11, 2017 at 3:53 PM



**To:** Anna Wilkonski abtozcleaning@gmail.com, Brian Chytka info@knightpest.com, Christina Kane ckane@ccflawfirm.com, Dawn Regan dregan@choosegar.com, Donna Collins DonnaRentsandSells@gmail.com, Gina Couture ginacouture@rekey.com, Harry Heist harry@evict.com, Jim Linville swrep6292@sherwin.com, John Danadeu John8134172116@gmail.com, Laura Hart florianins@tampabay.rr.com, Laura Wiegman lwiegman@bhhsflpg.com, Linda Wilson pmsplus@bellsouth.net, Lydia Krauth lsk7070@gmail.com, Lynda Ghaedi lynda@marketstreetre.com, Madeline Reyes kingsrealtyandrentals@gmail.com, Mary Rinaldi mrinaldi@bhhsflpg.com, Michael Bundy mike@sunistarealty.com, Michael Plummer pachinc@gmail.com, Mollie Spencer mollie@gate.net, Pat Richard patrichard@patriciarichard.com, Peter Iacopelli customtermite@yahoo.com, Robert Greer servu@tampabay.rr.com, Sally Ankers, RMP sallyjean98@yahoo.com, Wendy Stevens wendy@servprowestpasco.com

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Hello members & affiliates,

Let me start by apologizing for not being able to meet the second Tuesday of the month as our normal meeting time for the start of 2017. We had a conflict with Kally K's in Spring Hill. Therefore, our first meeting will be next Tuesday, January 17, 2017 at IHOP in Spring Hill at 11:30 am. The address is 3660 Commercial Way, Spring Hill, FL 34606. They have an actual meeting room that will be able to accommodate all of us with ease & comfort. However, that is not to say that this IHOP will be a permanent venue for us. I expect we will be moving around a bit throughout the year.

With a New Year comes change & growth. My goal for 2017 as your President of the Florida West Coast Chapter is to get organized & bring information to you that applies to your everyday practices in the field of Residential Property Management. This will be coupled with a re-introduction to NARPM, a hurricane preparedness seminar in May, a PM minute at every general membership meeting, article reviews, dissecting (parts of) the Florida Landlord Tenant Laws, a CE class in September, & some evening "Group Therapy Sessions."

Now onto a question & a challenge. I need your help in deciding which charity to embrace for 2017. Here are your choices:

1. Metropolitan Ministries
2. Pack A Sack (Unity of Port Richey)
3. Suncoast Animal League

Let me know which charity in need could benefit most from our Chapter.

Here's the challenge. ***I am asking for each member & affiliate to think of one guest that would benefit from attending our meetings.*** Remember this person can be another Property Manager, a Realtor that you know, a colleague, an investor that wants to better understand how using a professional can help not hinder their purpose, or maybe even a "rookie" realtor new to the business trying to figure out exactly what about real estate really intrigues them. This is a business of passionate & educated leaders who are open to idea exchange, furthering their education, & networking to grow their businesses. I am sure you all can come up with one name to bring to our first meeting on Tuesday.

Lastly, let me say thank you for putting your faith in me to lead this Chapter in 2017. My door/phone/email is always open for you to reach out to me.

I look forward to seeing each & every one of you on the 17th at IHOP.

Regards,

Lori Hermansen  
Residential Asset Manager

BHHS Florida Properties Group  
[lhermansen@bhhsflpg.com](mailto:lhermansen@bhhsflpg.com)  
Office 727-835-3140  
Direct 727-534-4222

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 lessC Name of Organization: FLORIDA WEST COAST NARPMCHAPTERPO Box 5944, Spring Hill,FL, US, 34611

D Employee Identification

Number 59-3432537

E Website:

westcoastflorida.narpm.orgF Name of Principal Officer: Lori Hernansen-PresidentPO Box 5944, Spring Hill,FL, US, 34611

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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.

**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.



DECEMBER 2017

<b>Beginning Bank Balance</b>	\$7,350.93	<b>YTD</b>	
<b><i>INCOME</i></b>			<b>BUDGET</b>
Chapter member dues (12)		\$260.00	\$0.00
Affiliate dues (16) @ \$100		\$600.00	\$1,200.00
<b>Fund raisers/seminars for:</b>		\$3,827.78	\$2,000.00
Sally Plummer Education Fund/ Raffle Tickets		\$0.00	\$0.00
Jim Waddell Scholarship Fund		\$0.00	\$0.00
Luncheons/Dinners		\$1,290.00	\$2,300.00
Sponsors/Donations			
Tickets of opportunity		\$155.00	\$500.00
<b>TOTAL INCOME</b>	\$0.00	\$6,132.78	\$6,000.00
<b><i>EXPENSES</i></b>			<b>BUDGET</b>
Taxes/Licenses/Dues		\$311.25	\$320.00
Post Office Box/postage		\$43.00	\$80.00
Bank Fees		\$0.00	\$0.00
Newsletter/Advertising		\$0.00	\$400.00
<b><i>Education expenses</i></b>			
Plummer fund meetings/conventions		\$330.01	\$1,500.00
Waddell fund/ed, classes			
Travel(pres/vp in Jan/Nov)		\$473.20	\$1,000.00
Luncheons/Dinners.....			
Christmas Party		\$637.04	\$2,300.00
Donations		\$200.00	\$200.00
Petty cash/misc & Travel voucher /Affl.pymnt f/All Am.Restoration		\$319.33	\$200.00
<b>TOTAL EXPENSES</b>	\$0.00	\$2,313.83	\$6,000.00
<b>BANK BALANCE</b>	\$7,350.93		
		*will be reimbursed \$166.64 by All Am. Restoration f/board dues	

**From:** West Coast NARPM maryr@sanctum.com  
**Subject:** Join us at our next event  
**Date:** February 17, 2017 at 11:54 AM  
**To:** rinaldi@pasco.org

WN

February NARPM event at IHOP. RSVP now!



National Association of Residential Property Managers

FLORIDA WEST COAST CHAPTER

## NARPM IT'S WORTH A SECOND LOOK

### ***What?***

The West Coast Chapter will be reviewing website improvements, review membership programs available, & discuss different ways to get involved with NARPM.

Presented by Mary Rinaldi, MPM® RMP®



### ***Where?***

IHOP  
3660 Commercial Way  
Spring Hill, FL 34606



Click photo for direction

### ***When?***

February 21, 2017  
11:30 am - 1:00 pm

Members: \$20  
Non-Members: \$25  
Check or Cash at the Door

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***RSVP***

Lori Hermansen  
lhermansen@bhhsflpg.com

**RSVP**

***SPONSORED BY:***



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NARPM West Coast | [Email](#) | [Website](#)

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STAY CONNECTED:



West Coast NARPM, 8724 U.S. 19, Port Richey, FL 34668

[SafeUnsubscribe™](#) [rinaldi@pasco.org](mailto:rinaldi@pasco.org)

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## **Board of Directors Minutes Template**

Florida West Coast Chapter

Date: March 24, 2017 and continuation April 3, 2017 by phone

Location: 10000 Cortez Blvd Spring Hill, FL

### **List of Officers, Directors, and Staff Present**

(Sally Ankers, Linda Wilson, Lori Hermansen, Lynda Ghaedi)

Absent: Madeline Reyes

### **List of Guest Present**

(None)

### **Welcome and Call to Order**

President Lori Hermansen called the meeting of the Florida West Coast Chapter of the national Association of Residential Property Managers to order at on . 11.08 a.m. March 24, 2017

### **Roll Call**

Roll Call was given and a quorum was present at the meeting.

### **Strategic/Industry Discussion**

Board of Directors motioned to cancel April membership meeting and have a board meeting instead, that's was seconded and carried.

**Treasurer's Report.** Motion was made, seconded, to table approval of 2017 budget, and January, Feb, March treasurers reports til next board meeting. Questions about education funds and constant contact

That gave rise to the motion to table..

### **Committee Report**

The President reported on creating a member marketing form, minutes form, meeting agenda form and charged members with the job of bringing guests to each meeting, and creating a CE course coordinator.

And the need to look out for 2018 new leaders. Maintaining social media pages, applying for chapter grants, sponsoring WPBOR , and using evite for Christmas party.

### **Consent Agenda**

Items Noted in others areas of minutes

### **Unfinished Business**

Tabled items: Treasurer reports , budget and divide up chapter compliance

Motion was made to adjourn this meeting and regroup meeting by phone on 4/3/2017.

### **New Business**

The board of Directors considered action to use Kelley and Grant CE course as a fundraiser

Narpm CE class as fundraiser

### **Discussion Items**

chapter excellence reports finished..needs to be divided up.

No further business to come before the directors, the meeting was adjourned April 3,[2017 at 4.55 pm.

Signed by Secretary \_\_\_\_\_

Name of Secretary \_\_\_\_\_Lynda Ghaedi\_\_\_\_\_

Chapter Secretary \_\_\_\_\_Lynda Ghaedi\_\_\_\_\_

[Take this off agenda:]

Pending Items

Due Date	Completed	


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 membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rate, 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.

**Florida West Coast Chapter of NARPM**

**Board of Director Meeting Minutes**

**06/16/2017**

**Present Were:**

**Lori Hermanson, President, Mary Rinaldi, President Elect, Sally Ankers, Past President, Linda Wilson, Treasurer, Lynda Ghaedi, recording secretary**

**Absent: None**

**The meeting was called to order by the President at 9.46 a.m.**

**Leadership reports: Minutes of April, read and approved**

**Treasurer, May read and approved**

**Standards of Professionalism discussed and highlighted for discussion at next general meeting**

**New Business: Sally to start looking for new 2018 members, do membership grant**

**Old business: Motion made to order advertising cards for chapter, seconded and carried. Discussed: hire Kirby for social media to be topic for July, and motion to thank Kirby for other work with a gift card, seconded and carried. Decision to table the compliance/excellence division of work until July. Also, to discuss paying Mary for constant contact and the need for further review of the education budget.**

**The meeting was adjourned at 11.19 a.m June 16, 2017**

**Recording Secretary,**

**Lynda Ghaedi**

**Florida West Coast Chapter of NARPM**  
**Board of Directors Meeting by Telephone**

**07/11/2017**

**Present Were:**

Lori Hermanson, President

Mary Rinaldi, President Elect

Sally Ankers, Past President

Linda Wilson, Treasurer

Lynda Ghaedi, Recording Secretary

**No Absences:**

The meeting was called to order at 12.04 pm. A quorum was present

The Code of Ethics Article 6 was read and discussed

**Reports:**

Treasurer: not available at the time. Resolved to read and approve this and previous reports at another meeting,

Secretary:

June meeting minutes read and approved as corrected

**New Business:**

Discussed 2018 meeting topics and what to do about lost members

**Old Business:**

Progress on applying for chapter grant

Reimbursing Mary on constant contact and Paying Kirby for chapter work

**Action Items Pending:**

Review scholarship funds in chapter



**Other Discussion Items:**

**Who's attending conferences**

**PAC contributions**

**Dividing up Chapter compliance and Excellence among board members**

**The President adjourned the meeting at 1.03 pm.**

**Lynda Ghaedi, Secretary**

**From:** Sally Ankers sallyjean98@yahoo.com  
**Subject:** NARPM letter to volunteer board  
**Date:** June 25, 2017 at 10:38 PM  
**To:** Mary Rinaldi maryrinaldi333@gmail.com

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Dear Fellow NARPM Member:

It is the end of middle of the year and the Florida West Coast Chapter needs your help. We, the executive board are looking for new board members to help our chapter grow in 2017-2018. We are required to submit our 2018 slate of officers to National by August.

The following positions are open for nomination:

Vice President for 2018

Treasurer for 2018

Secretary for 2018

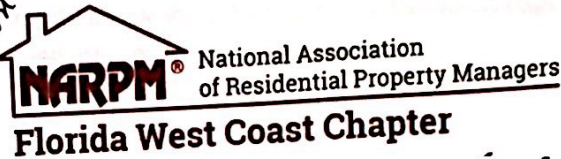
Any position can be by self nomination. Please contact Sally Ankers, RMP, Past President 2015/2016 by phone @ 352-263-1452 or email - [sallyjean98@yahoo.com](mailto:sallyjean98@yahoo.com) for any questions or further information.

Remember our chapter can only grow if we all participate. I am looking forward to hearing from you.

Sincerely,

Sally Ankers, RMP

Motion to  
approve as  
corrected  
seconded and  
carried



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