

User: brandonbradford@classicpm.com

## 2016 Chapter Compliance

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

Chapter: Fort Worth Mid-Cities

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

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

Bylaws Upload FWMC NARPM BYLAWS 2016.docx

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

3. Upload a copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS. for 2015 tax year Franchise Tax - You Have Filed Successfully.pdf

4. Upload a copy of your current year budget: 2016 Budget.xlsx

5. List number of membership meetings: 7

Flier Upload Meeting Agenda Feb (1).docx

Flier Upload Meeting agenda January (1).docx

Flier Upload Meeting agenda July (1).docx

Flier Upload Meeting agenda March.docx

Flier Upload Meeting agenda May.docx

Flier Upload Meeting agenda October.docx

Flier Upload Meeting agenda September.docx

Flier Upload

Flier Upload

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Flier Upload

6. List number of board meetings: 6

Copy of Minutes Dec Board Meeting Minutes 12.15.16.pdf

Copy of Minutes July2016BoardMeetingMinutes.docx.pdf

Copy of Minutes May 2016 Board Meeting Minutes.docx

Copy of Minutes Oct 2016 board meeting Minutes.docx

Copy of Minutes Sept2016BoardMtgMinutes.docx.pdf

Copy of Minutes

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7. Does your chapter charge dues? Yes

8. If yes, how much are the dues? 125

9. If yes, are meals at meetings included? Yes

10. On a scale of 1-10, how well do you think your chapter is doing? 8

Do you want to apply for Chapter Excellence as well? No

Total Points from Application:

Total Points:

Total Points:

Total Points:

Total Points:

Total Points:

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Total Points from Application:

Bylaws of  
The Fort Worth/ Mid Cities 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 Fort Worth/ Mid Cities 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 Tarrant county and surrounding counties.
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 State of Texas.

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: Tarrant county and surrounding counties.

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 not be a chairperson and [choose one: can or can not] 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 [choose one] shall/shall not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

#### Section E: Honorary Member

Honorary membership shall be bestowed upon individuals who, are recommended by the chapter board of directors to the National Association Board of Directors, have rendered or continue to render distinguished service to the Chapter or the profession of property management. Honorary members shall pay no dues or other assessments, and shall be eligible to participate in the usual activities of the association, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.

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

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for

each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.

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

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

#### Section A: Suspension of Membership

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

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

#### Section B: Termination of Membership

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

1. Resignation:
  - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the [name of 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 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.
  
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 in a 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 45 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 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, statues, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by [insert state name] state law, Chapter shall notify the National Association of said amendments but no further action will be required.

### Section E. Sexual Harassment

Any member of the Association may be reprimanded, placed on probation, suspended or expelled for harassment of an Association employee or Association Officer or Director after a hearing in accordance with the established procedures of the Association. As used in the

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

#### Section E: Dissolution

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

# Franchise Tax

## 2016 Annual No Tax Due Report

Confirmation

**You Have Filed Successfully**

**Please do NOT send a paper form**

**[Print this page for your records](#)**

**Submission ID: 31389665**

**Date and Time of Filing:** 04/27/2016 12:02:16 PM

**Taxpayer ID:** 17526574128

**Taxpayer Name:** FT. WORTH/MID CITIES CHAPTER OF THE NATIONAL ASSOC

**Taxpayer Address:** 4101 W GREEN OAKS BLVD STE 305 C/O STE 8208-121 ARLINGTON, TX 76016 - 6800

**Entered By:** Erin Landis

**Email Address:** rtpm2012@gmail.com

**Telephone Number:** (817) 637-2327

**IP Address:** 99.182.27.59

<b>Additional Reports</b>	
Is this the reporting entity of a combined group?	No
Do any of the entities in the combined group have a temporary business loss preserved?	No
Will your total revenue be adjusted for the Tiered Partnership Election?	No

<b>No Tax Due Report</b>	
SIC Code: Accounting Year Begin Date: 01/01/2015	NAICS Code: Accounting Year End Date: 12/31/2015
Is this a passive entity as defined in Chapter 171 of the Texas Tax Code?	No
Is this entity's annualized total revenue below the no tax due threshold?	Yes
Does the entity have zero Texas Gross Receipts?	No
Is this entity a Real Estate Investment Trust (REIT) that meets the qualifications specified in section 171.0002(c)(4)?	No
Total Revenue:	\$17,981

<b>Mailing Address</b>	
Street Address: 4101 W GREEN OAKS BLVD STE 305 C/O STE 8208-121	
City: ARLINGTON	
State: TX	
Zip Code: 76016 - 6800	
Country: USA	

<b>Public Information Report</b>	
<b>Taxpayer</b>	
Taxpayer Name: FT. WORTH/MID CITIES CHAPTER OF THE NATIONAL ASSOC	
Taxpayer Number: 17526574128	
SOS File Number or Comptroller File Number: 0135154801	
Mailing Address: 4101 W GREEN OAKS BLVD STE 305 C/O STE 8208-121 ARLINGTON, TX 76016-6800	
Principal Office:	
Principal Place Of Business:	



Changes from previous year?: Yes			
<b>Officers, Directors, Managers, Member or General Partner</b>			
Name: BRANDON BRADFORD			
Title: President	Director? No	Term Expiration Date:	
Mailing Address: 2415 AVENUE J, STE 100 ARLINGTON, TX 76006			
Name: Brent LaRiviere			
Title: Director	Director? Yes	Term Expiration Date:	
Mailing Address: 3341-A Winthrop FTW, TX 76116			
Name: DEBRAH DYCK			
Title: President Elect	Director? Yes	Term Expiration Date:	
Mailing Address: 5601 BRIDGE ST, STE 504 FORT WORTH, TX 76112			
Name: ANGELA GONZALES			
Title: Past President	Director? Yes	Term Expiration Date:	
Mailing Address: 2131 NORTH COLLINS ST, STE 433-330 ARLINGTON, TX 76011			
Name: Erin Landis			
Title: TREASURER	Director? No	Term Expiration Date:	
Mailing Address: 2131 N. Collins, 433-330 Arlington, TX 76011			
Name: SHERYL MACHEN			
Title: DIRECTOR	Director? Yes	Term Expiration Date:	
Mailing Address: 5601 BRIDGE ST, STE 504 Fort Worth, TX 76112			
<b>Owned Entity(s)</b>			
<b>Owned Entity(s)</b>	<b>State of Formation</b>	<b>TX SOS File #</b>	<b>Percentage of Ownership</b>
None entered.			
<b>Owners</b>			
<b>Owned Entity(s)</b>	<b>State of Formation</b>	<b>TX SOS File #</b>	<b>Percentage of Ownership</b>
None entered.			
<b>Registered Agent and Office</b>			
Agent: Erin Landis			
Office: 2131 N. Collins, 433-330 Arlington, TX 76011-6800			
<b>Declaration Statement</b>			
I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief, as of the submission date, and that a copy of this information has been mailed to each person named in this section who is an officer, director or manager and who is not currently employed by this, or a related, corporation or limited liability company.			

Print
Return to Menu
File for Another Taxpayer

**FWMC Chapter of NARPM**  
**Profit and Loss**  
 January 1 - December 24, 2015

	2015	2016	2017
<b>Income</b>			
Discounts	-1,060.00		
<b>DUES</b>			
Affiliate Members	3,870.00	2930	3375 * 45 professional members x 75.00
Professional Members	3,108.28	4000	5625 25 affiliat members x 225.00
Support Staff Members	125.00		75 1 support staff x 75.00
<b>Total DUES</b>	<b>\$ 7,103.28</b>		
<b>EVENT ADMISSIONS</b>			
Christmas Party	2,127.00		
General Meeting Non-Member, recurring/employee	155.00		
Eduction Classes (April / September with Dallas)			700 (50% of income special for 2017)
Social Events	270.00		
<b>Total EVENT ADMISSIONS</b>	<b>\$ 2,552.00</b>	3650 **with Christmas paym	4000
<b>NARPM GRANTS</b>			
Regional Conf	1,737.84	655	500
<b>Total NARPM GRANTS</b>	<b>\$ 1,737.84</b>		
PayPal Income	1,534.28		0 we should have not unallocated paypal income this year
Refunds-Allowances	750.00		
<b>SPONSORSHIPS</b>			
Christmas Party	60.00		
Global Sponsorship	1,275.00		
Pick 2 Sponsorship	1,650.00		
Social Events	150.00		
TX2 Booth	1,125.00		1000
<b>Total SPONSORSHIPS</b>	<b>\$ 4,260.00</b>	1700	3000
Uncategorized Income	978.49		
<b>Total Income</b>	<b>\$ 17,855.89</b>	12935 ** estimated	<b>18275</b>
<b>Gross Profit</b>	<b>\$ 17,855.89</b>		<b>18275</b>
<b>Expenses</b>			
<b>ADMINISTRATIVE</b>			
Awards/Plaques	612.91		600
Office/General Administrative Expenses	432.00	270	350
QuickBooks/Intuit	267.96		* estimated with end c 300
<b>Total ADMINISTRATIVE</b>	<b>\$ 1,312.87</b>	1300	
Bad Debts	100.00	15	
Bank Charges	12.00		
PayPal Fees	179.22	177	180
<b>Total Bank Charges</b>	<b>\$ 191.22</b>		
Dues & Subscriptions		400	
Officer Conference (leadership)	395.00		750 *would like to budget to send both incoming president and incoming president elect
<b>Total Dues &amp; Subscriptions</b>	<b>\$ 395.00</b>		
<b>GIFTS</b>		1000	
Charitable Contributions	1,626.00		
Regional Conference	100.00		
<b>Total GIFTS</b>	<b>\$ 1,726.00</b>		1000
Insurance	1,030.00	1050	1050
<b>MARKETING</b>		100	
GFWAR Affiliate Sponsorships	300.00		300
<b>Total MARKETING</b>	<b>\$ 300.00</b>		
<b>MEETINGS - Board</b>		115	
Food & Drink	518.04		300
<b>Total MEETINGS - Board</b>	<b>\$ 518.04</b>		
<b>MEETINGS - General</b>	4,393.34	2604	4500
Meetings - speaker fees		2300	2000
Other General and Admin Expenses	130.00		
<b>SPECIAL EVENTS</b>			
Christmas Party			
Entertainment	1,250.00		
Food & Drink	1.00		
Room Rental	1,300.00		
<b>Total Christmas Party</b>	<b>\$ 2,551.00</b>	3500 **estimated	3500
Conference/Convention			
TAR Convention	750.00		500
<b>Total Conference/Convention</b>	<b>\$ 750.00</b>		
<b>Educational</b>			
2017 Classes			
Instructor Travel Expense	2.15		
<b>Total Educational</b>	<b>\$ 2.15</b>		
<b>Social</b>			
Food & Drink	693.00		
Room Rental	3,600.00		
<b>Total Social</b>	<b>\$ 4,293.00</b>		2000
LTC class		601	
TX2 Expense	1,081.19	2240.99	750 *lonestar outing
<b>Total SPECIAL EVENTS</b>	<b>\$ 8,677.34</b>		
Travel	246.14		
<b>Total Expenses</b>	<b>\$ 19,019.95</b>	15672.99	18080
<b>Net Operating Income</b>	<b>-\$ 1,164.06</b>	-2737.99	195
<b>Other Expenses</b>			
Reconciliation Discrepancies	1,047.02		
<b>Total Other Expenses</b>	<b>\$ 1,047.02</b>		
<b>Net Other Income</b>	<b>-\$ 1,047.02</b>		
<b>Net Income</b>	<b>-\$ 2,211.08</b>		
<b>ENDING CASH IN BANK</b>		8500 **est	8000



**GENERAL MEETING**  
**Thursday February 25th, 2015**  
**Woodhaven Country Club**

- 8:00 - 8:15 Greet guests (Angela and Brandon)  
Check in guests and hand out meal tickets (Erin)  
Hand out door prize tickets, take any monies (Erin & Sheryl)  
Collect door prizes; coordinate today's affiliate spotlight (Sheryl)
- 8:15 - 8:20 Call to Order (Brandon)  
Pledge  
Invocation (Tony)  
Code of Ethics - Article 5 (Brandon)
- 8:20 - 8:40 Welcome! (Brandon)  
Introduction of Members, Affiliates and Guests  
Recognition of New Members  
Legislative Update (Tony)  
Rangers Night at The Ballpark Event (June 16th v Dodgers)  
Chapter of Excellence - 45/2/29 v 47/2/18 (75pts v 58 pts)  
Trade Show in August  
Aug 27th 2-7pm  
Promotion of National Convention
- 8:40 - 8:50 Affiliate Sponsorship Opportunities (Sheryl)  
Affiliate Spotlight (Sheryl)
- 8:50 - 9:20 Program: Chad Prather Live (Brandon)
- 9:20 - 9:30 Guest Count (Halorawing for Door Prize (Sheryl)  
Next Meeting: March 31st, 2015 8am  
ADJOURN MEETING

It is the policy of the NARPM to comply fully with all antitrust laws. The t laws prohibit, pm 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 competitor's 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.



**GENERAL MEETING**  
**Thursday January 28th, 2016**  
**Woodhaven Country Club**

- 8:00 - 8:15 Greet guests (Angela and Brandon)  
Check in guests and hand out meal tickets (Erin)  
Hand out door prize tickets, take any monies (Erin & Sheryl)  
Collect door prizes; coordinate today's affiliate spotlight (Sheryl)
- 8:15 - 8:20 Call to Order (Angela)  
Pledge  
Invocation ( Buddy)  
Code of Ethics - Article 8 (Debrah)
- 8:20 - 8:40 Welcome! (Brandon)  
Introduction of Members, Affiliates and Guests  
Recognition of New Members  
Legislative Update (Tony)  
FWMC XMAS GALA Wrapup!  
December 10th 6pm-9pm  
Woodhaven Country Club  
Auction Donations; Unwrapped Presents
- 8:40 - 8:50 Affiliate Sponsorship Opportunities (Sheryl)  
Affiliate Spotlight (Sheryl)
- 8:50 - 9:20 Program:FWFD Speaks Fire Safety (Debrah Intros)
- 9:20 - 9:30 Guest Count  
Next Meeting: February 25th 2016  
ADJOURN MEETING

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pricing (such as rates, fees, or costs), individual competitor's 1 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.



**GENERAL MEETING**  
**Thursday July 28th, 2016**  
**Woodhaven Country Club**

- 8:00 - 8:15            Greet guests (Angela and Brandon)  
Check in guests and hand out meal tickets (Sheryl)  
Hand out door prize tickets and take any monies (Erin)  
Collect door prizes; coordinate today's affiliate spotlight (Brent)
- 8:15 - 8:20            Call to Order (Brandon)  
Pledge  
Invocation (Buddy)  
Code of Ethics - Article 8 (Angela)

**Article 8: COMMITMENT TO FIRM**

*The Property Manager shall act in the best interests of his or her property management Firm.*

STANDARDS OF PROFESSIONALISM

- **8-1** The Property Manager shall not have any undisclosed conflict of interest with his or her Firm. If a conflict or potential conflict should arise, the Property Manager shall notify his or her Firm immediately.
- **8-2** The Property Manager shall not receive any form of compensation, rebates, or any other benefits without full disclosure to his or her Firm.
- **8-3** The Property Manager may not take or use any proprietary documentation, including but not limited to Client/Tenant lists, during or after his or her relationship with a Firm without express written consent from the Firm.

- 8:20 - 8:40            Welcome! (Brandon)  
Introduction of Members, Affiliates and Guests  
Legislative Update (Tony)  
Promotion of National Convention in Hawaii (Oct19-21)  
Special Presentation (Brandon)  
Promotion of TX2 (Debrah)

8:40 - 8:50           Affiliate Spotlight (Brent)

8:50 - 9:20           Program: (Debrah Intros)

9:20 - 9:30           Guest Count (Sheryl)  
Drawing for Door Prize (Brent)  
Next Meeting: September 29<sup>th</sup>

#### ADJOURN MEETING

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**GENERAL MEETING**  
**Thursday March 31st, 2016**  
**Woodhaven Country Club**

- 8:00 - 8:15            Greet guests (Angela and Brandon)  
                          Check in guests and hand out meal tickets (Sheryl)  
                          Hand out door prize tickets and take any monies (Erin)  
                          Collect door prizes; coordinate today's affiliate spotlight (Brent)
- 8:15 - 8:20            Call to Order (Brandon)  
                          Pledge  
                          Invocation (Buddy)  
                          Code of Ethics - Article 10 (Angela)

**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.

- 8:20 - 8:40            Welcome! (Brandon)  
                          Introduction of Members, Affiliates and Guests  
                          Recognition of New Members  
                          Legislative Update (Tony)  
                          Promotion of National Convention in Hawaii (Oct19-21)

Demo of Wild Apricot (Debrah)  
Discussion of April Social Event (Angela)

8:40 - 8:50            Affiliate Spotlight (Brent)

8:50 - 9:20            Program: Vendor Roundtable (Debrah Intros)

9:20 - 9:30            Guest Count (Sheryl)  
Drawing for Door Prize (Brent)  
Next Meeting: May 26th, 2016 service animals

#### ADJOURN MEETING

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**GENERAL MEETING**  
**Thursday May 26th, 2016**  
**Woodhaven Country Club**

- 8:00 - 8:15            Greet guests (Angela and Brandon)  
                          Check in guests and hand out meal tickets (Sheryl)  
                          Hand out door prize tickets and take any monies (Erin)  
                          Collect door prizes; coordinate today's affiliate spotlight (Brent)
- 8:15 - 8:20            Call to Order (Brandon)  
                          Pledge  
                          Invocation (Buddy)  
                          Code of Ethics - Article 12 (Angela)

**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.

- 8:20 - 8:40            Welcome! (Brandon)  
                          Introduction of Members, Affiliates and Guests  
                          Recognition of New Members  
                          Legislative Update (Tony)

Promotion of National Convention in Hawaii (Oct19-21)  
Promotion of TX2 (Debrah)  
Discussion of June LTC class (Brandon)

8:40 - 8:50           Affiliate Spotlight (Brent)

8:50 - 9:20           Program: (Debrah Intros)

9:20 - 9:30           Guest Count (Sheryl)  
Drawing for Door Prize (Brent)  
Next Meeting: July 28<sup>th</sup>

#### ADJOURN MEETING

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**GENERAL MEETING**  
**Thursday October 29th, 2016**  
**Woodhaven Country Club**

- 8:00 - 8:15            Greet guests (Angela and Brandon)  
                          Check in guests and hand out meal tickets (Sheryl)  
                          Hand out door prize tickets and take any monies (Erin)  
                          Collect door prizes; coordinate today's affiliate spotlight (Alan)
- 8:15 - 8:20            Call to Order (Brandon)  
                          Pledge  
                          Invocation (Buddy)  
                          Code of Ethics - Article 12 (Sheryl)

**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.

- 8:20 - 8:40            Welcome! (Brandon)  
                          Introduction of Members, Affiliates and Guests

Recognition of New Members  
Legislative Update (Tony)  
Results of Election – Alan sweeps all positions!  
Christmas Party

8:40 - 8:50      Affiliate Spotlight (Alan)

8:50 - 9:20      Program & announcement of GFWAR event

9:20 - 9:30      Guest Count (Sheryl)  
Drawing for Door Prize (Alan)  
Next Meeting: July 28<sup>th</sup>

#### ADJOURN MEETING

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**GENERAL MEETING**  
**Thursday September 27th, 2016**  
**Woodhaven Country Club**

- 8:00 - 8:15            Greet guests (Angela and Brandon)  
                          Check in guests and hand out meal tickets (Sheryl)  
                          Hand out door prize tickets and take any monies (Erin)  
                          Collect door prizes; coordinate today's affiliate spotlight (Brent)
- 8:15 - 8:20            Call to Order (Brandon)  
                          Pledge  
                          Invocation (Buddy)  
                          Code of Ethics - Article 12 (Angela)

**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.

- 8:20 - 8:40            Welcome! (Brandon)  
                          Introduction of Members, Affiliates and Guests  
                          Recognition of New Members  
                          Legislative Update (Tony)  
                          Promotion of National Convention in Hawaii (Oct19-21)  
                          Election of 2017 Officers

8:40 - 8:50           Affiliate Spotlight (Alan)

8:50 - 9:20           Program: (Debrah Intros)

9:20 - 9:30           Guest Count (Sheryl)  
Drawing for Door Prize (Alan)  
Next Meeting: July 28<sup>th</sup>

#### ADJOURN MEETING

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**National Association of Residential Property Managers**  
**F O R T W O R T H / M I D - C I T I E S C H A P T E R**

**Board Meeting December 15<sup>th</sup> 10:00 am – GOTOMEETING**

Call Meeting to Order **10:00 am**

Quorum present? Y/N- **YES**

Erin Landis - Treasurer's Report – please email the following reports to all board members at least 48 hours before the meeting: Balance Sheet, P & L Year to date.

**EL- Regarding Christmas:**

**We (so far, \$260 unpaid right now) brought in \$2925 in tickets, it cost \$3375, so once all the tickets are paid it will have cost us \$190. The money tree total was actually \$960 (\$500 of it was a check written directly to Safe Haven.)**

- Dues invoices- **EL to send out**
- Please be ready with a presentation of the Christmas party income and expenses. Talk about what worked, what didn't
- Discussion and approval of 2017 budget
- Credit cards – schedule a meeting to get new ones for those who can now sign. **(Alan)**
- Delete cards for Angela Gonzales.

Kim Miller - Affiliate Chair

- Update on progress of 2017 Affiliate Membership and Sponsorship Packages – may not be completed

**Deb-After research most packages hard to understand, making it simple**

**Kim- dues sent out to Affiliates, additional guest- \$25**

Brandon Bradford – Past President

- FW/MidCitiesnarpm.org website update- **BB updating, will be done by next mtg in January 2017**
- Next Year's Christmas Party – December 5<sup>th</sup> – Plan? **BB- Nothing yet**

## Overview of 2017 Planned Meetings

### 2017 Calendar

January 26th - All Things Narpm - Regular General Session  
February 23rd - What will they do to us next? Legal Update (**letting Tony organize**)  
March 30th - March Mold Madness – **Mike Machen, Alan's guy**  
April - Social event; either Rangers Game OR Lonestar Horse Races (TBD) with Dallas Chapter Invited as well (April 10)  
May 25th - TX2 Vendor Luncheon (paid speaker TBD)  
June - No General Meeting - NARPM Gives Back - TBD  
July 27th - Panther Island Progress with Matt Aliver  
August - No Meeting  
September 28th - 7 Mistakes in Property Management - Chrysztyna Rowek AND General Elections for 2018  
October 26th - Pot luck luncheon and National Convention overview  
November - No Meeting  
December 5th - Christmas Party

### Alan Ellis – President Elect

- Overview of what has been done regarding January Meeting – **DD-Greg Doerig is confirmed that he will be here to help present “All Things Narpm” focusing specifically on Designations.**
- Announcement Out? **Early January**
- February Meeting – Who will the speaker be? We discussed having a paid speaker?

### Debrah Dyck – President

- Update on Education Class for April- **DD- set up for April 10th**

Discussion – Other Open items? **N/A**

Other Business? None

Motion to adjourn meeting- **DD 10:35 am**



**FORT WORTH/MID CITIES CHAPTER OF NARPM  
BOARD MEETING Minutes  
THURSDAY July 28th, 2016 -9:30 AM  
Frontline Property Management**

8:00am Call Meeting to Order 9:40 am **Bradford**

Call Roll and Certify Quorum Yes **Machen**

NAME	TITLE	MARK 'X' IF PRESENT	CHASE ACCOUNT ACTION
Brandon Bradford	President	x	NO CHANGE
Deborah Dyck	President Elect	x	NO CHANGE
Vacant	Vice President		N/A
Sheryl Machen	Secretary	x	N/A
Erin Landis	Treasurer	x	ADDED
Brent LaRiverie	Director		N/A
Angela Gonzalez	Past President	x	NO CHANGE
Michelle Kuhlman	Affiliate Representative		N/A
Steve Barto, Sr.	Affiliate Representative	x	N/A
Brenda Franks	Affiliate Representative	x	N/A

**Allen Ellis- guest**

**MISSION STATEMENT**

**Bradford**

The mission of the Fort Worth/Mid Cities Chapter of NARPM is to support professional and ethical practices of rental home management through networking, education and certification.

### **Consent Agenda**

**Machen**

No June board meeting

APPROVE May minutes via email- MOTION Angela- 2nd Erin- Approved

### **Treasurer's Reports**

**Landis**

Balance Sheet and P&L

Rick to meet with Erin to audit NARPM Books-

Brandon spoke about in the future to switch from Chase- Move all to paypal

### **Membership Reports**

**Landis**

Paid and unpaid members?

Erin deleted duplicate invoices out of WA. Very few still pending as unpaid. Membership list is fairly close.

Board went through membership list to change membership status

**MOTION** AG- to Make Marvin a lifetime member; 2nd EL, Motion passed

### **Old Business**

PO Box for Chapter

4101 W Green Oaks Blvd.

#305-121

Arlington, TX 76016

### **NARPM Education Class**

**Bradford**

National pushing for each chapter to host class

BB- Concerned the class won't take due to lack of interest. And need to have at least 6 members.

DD- Mentioned confusion around the RMP, she offered to post in the forum as to what to expect while earning the designation.

Six can attend- enough to form a class

## **Vendor trade show**

**All**

DD - Only 4 spots left.

All advertising went out thru GFWAR and ARBOR

Food confirmed with Mike-

Need tech oriented vendor- Asking Rently

Banner approved by all

## **4th Quarter for 2016**

**All**

September meeting- Whats bugging you?- Pest Control Round Table

October meeting- Recap of National Convention in Hawaii

## **New Business**

### **Board for 2017**

**All**

Positions needed - President elect, Director

Eligible candidates Board confirmed Sheryl, Erin, Debrah, Allen, director to President elect, Kim Miller for New Membership, Amy possible chair Committee

AG- Wants to educate the membership on how to access and use WA. She will laminate the link in bright colors.

Brents Position-Has not fulfilled his position due to excessive absences.

DD- motion to remove Brent as director and replace with Allen Ellis.

BB setting up Vendor spotlight for Sept., Mr Rekey in October to cover Brents absence

### **Christmas 2016**

**GonzalesA**

AG- Confirmed Tues, Dec 6, 6-10, Getting contract in writing

Eddie Fields with Casual Catering- Buffet style- will send proposal

Texas Christmas buffet- bbq, cocktail hour foods

\$1400 Division +food+entertainment

### **Adjourn Meeting**

**Bradford**

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**Consent Agenda****Machen**

Minutes from April -sheryl to send out for approval  
(Need April Agenda to Google Docs)

**Treasurer's Reports****Landis**

Erin provided Treasurer report, \$11,500 in the bank, taxes were filed  
Deb to get Rick to audit books by the end of year

**Membership Reports****Landis**

Everything in membership is up to date in WA per Erin

**Old Business**

PO Box for Chapter  
4101 W Green Oaks Blvd.  
#305-121  
Arlington, TX 76016

**June LTC class****All**

Brandon apologized for not finalizing the LTC class- Deb offered to take over on getting the word out to the membership to help out. Agreed to produce flyer.

Location Shoot Smart in Grand Prairie  
Cost \$55 pp

**2<sup>nd</sup> Quarter for 2016****All**

Round Table Discussion with burning questions. Brandon to moderate and open up questions for discussion.

\*Brenda shared a conference she went to that had 5 basic questions and spent 1.5 hours on the same subject



**NARPM Education Class**

**Bradford**

Brandon submitted class to National for approval-

**Sponsors 2016**

**All**

Tabled for discussion

**New Business**

**Board for 2017**

**All**

- Positions needed- Director, (Brandon to open up discussion) President Elect
- Eligible candidates- Sheryl and Erin staying on, John, Allen Ellis(President Elect),
- Member recognition- Amy (possible committee)

Slate needs to be out by July 28 mtg

**Trade Show 2016**

**Dyck, Machen**

Mike working on menu- AG

Sheryl to order banner from Junior, sponsors signs separated on easels, same layout with Mr Rekey and Tarrant roofing in middle

Angela- **\*September General Assembly Meeting-** Making Burleson topic of interest- she and Deb have ideas of speakers to line up for the growth of Burleson

**Christmas2016**

**A Gonzales**

Location- Division Brewery

Date: Tuesday

Time: 6-9 pm

\$150/hr=\$450 T

\$20pp for unlimited beer and wine

Dress Casual

Whole event only about \$1000- \$50pp/ticket

**Adjourn Meeting**

10:25 pm

**Bradford**

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Michelle Kuhlman	Affiliate Representative		N/A
Steve Barto, Sr.	Affiliate Representative		N/A
Brenda Franks	Affiliate Representative		N/A

**MISSION STATEMENT**

**Bradford**

The mission of the Fort Worth/Mid Cities Chapter of NARPM is to support professional and ethical practices of rental home management through networking, education and certification.

**Consent Agenda**

**Machen**

Minutes from September Meeting

MOTION- Allen, AG second- Minutes approved

**Treasurer's Reports**

**Landis**

Balance Sheet and P&L

Get geared up to send invoices- AG said set to go out Jan 1

Still outstanding invoices for this year. SM volunteered to call past due

**Membership Reports**

**Landis**

See Treasurers

**Old Business**

PO Box for Chapter  
4101 W Green Oaks Blvd.  
#305-121  
Arlington, TX 76016

**October general assembly**

**All**

Reschedule? Sending out newsletter to the membership in lieu of Oct meeting. BB to go out and get short testimonies of Mike said he did not get a head count. We need someone responsible to call in the reservation.

**NARPM Education Class**

**Dyck**

Has not been fully approved by National- waiting to assign an instructor, then can schedule.

**New Business**

**Strategic Planning**

**Dyck**

Date & Location? November 18, @ 8:30-4

Notification- Deb to send out invitation to past members

Food- BB breakfast tacos; DD- sending out catering company for approval.

**Christmas Party 2016**

**Gonzales**

AG- Everything confirmed, setting timeline for GA meeting

AG and BB to organize agenda, swear in Board

**MOTION-** \$65 per ticket for the Christmas party 2016- SM, 2<sup>nd</sup>-DD Approved by all

BB to take care of name badges

**Adjourn Meeting** 10:19am

**Bradford**

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.

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## **Consent Agenda**

**Machen**

Minutes from July 2016 Meeting - Sheryl to Email

## **Treasurer's Reports**

**Landis**

### **Balance Sheet and P&L**

Approval at July mtg- discrepancy in checking acct- something mis-applied with paypal. Rick Wilson did reconciliation, summary provided. All bank statements have been reconciled.

EL said balance in paypal was not moved until discrepancy is found.

BB- question: no money missing? No foul play

EL- John still master controller of Quick Books. BB to notify him.

BB- suggested yearly certified audit. At end of year will re-audit.

**MOTION-** AG- FWMC to have Rick Wilson perform audit annually of Chapter finances, 2nd- DD- motion carries.

Expenses coming up...Deb to St Louis, BB to Convention

## **Membership Reports**

**Landis**

DD introduced Amy- Volunteer for New Membership

## **Old Business**

PO Box for Chapter  
4101 W Green Oaks Blvd.  
#305-121  
Arlington, TX 76016

## **Trade Show for August**

**All**

Where did we fail? Not enough advertisement, bad weather, minimal effort by the venue.

Should we continue in 2017? Definitely, we do not give up!

All want to continue, but we will be sure to begin advertising sooner next year.

Look for new venue for next year.

Board discussed the possibility of doing a luncheon during the fair next year.

## **NARPM Education Class**

**Dyck**

We have enough people to attend and hope to make the required number of attendees.  
DD suggested Ethics class so we would not be likely to lose money. Can find local speaker.  
DD will keep us posted and develop flyer.

## **New Business**

### **4th Quarter for 2016**

**All**

October meeting- Open discussion from various members, RECAP of events  
November strategic planning- November 17, 2016, Breakfast tacos, cater lunch  
Meet at Frontline Race Street ofc

### **Christmas Party 2016**

**GonzalesA**

Christmas Gala- Tuesday, Dec 6- Division Brewing, hourly rental fee, \$20 pp drink package- Min is \$800 at best \$1400-  
Eddie Fields with Casual Catering- Buffet style- will send proposal  
Texas Christmas buffet- bbq, cocktail hour foods est  
Dessert buffet, texas bbq buffet, for 60-65 ppl  
Music- Hillside  
Money Tree- Safe Haven  
Charge \$65 per ticket and donate the rest to Safe Haven, plus money tree

**Adjourn Meeting** 10:55 am

**Bradford**

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