

User: kelley@classic-property.com

2016 Chapter Compliance

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

Chapter: Greater Kansas City

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 Greater KC Chapter Bylaws.docx

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

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

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

5. List number of membership meetings: 5

Flier Upload NARPM-Jan2016invite.pdf

Flier Upload NARPM-March2016invite.pdf

Flier Upload NARPM-June2016invite.pdf

Flier Upload NARPM-Sept2016invite.pdf

Flier Upload NARPM-Nov2016invite.pdf

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6. List number of board meetings: 11

Copy of Minutes June_28,_2016_BOD_minutes.pdf

Copy of Minutes NARPM_BOD_Phone_Meeting_7-26-16.pdf

Copy of Minutes NARPM_BOD_8-23-16.pdf

Copy of Minutes NARPM_ch_mtg_mintues_9-15-16.pdf

Copy of Minutes NARPM_BOD_Minutes_9-12-16.pdf

Copy of Minutes NARPM_BOD_10_10_16.pdf

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7. Does your chapter charge dues? Yes

8. If yes, how much are the dues? \$175

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

10. On a scale of 1-10, how well do you think your chapter is doing? 6

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

Total Points from Application:

Total Points:

Total Points:

Total Points:

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**Bylaws of
The Greater Kansas City 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 The Greater Kansas City chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.
[REQUIRED]

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 Greater Kansas City area and outlying cities in Missouri and Kansas .
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 Missouri & Kansas.

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

Section D: This chapter's geographical definition shall be Greater Kansas City area and outlying cities in Missouri and Kansas.

ARTICLE II: Membership [REQUIRED]

Professional, Associate, Support Staff, Affiliate Member, ~~Junior, Student, Academic,~~ 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 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 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. [REQUIRED]

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. [REQUIRED]

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 60 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~~ 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~~ 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~~ 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.

Department of the Treasury
Internal Revenue Service

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

2015

Open to Public Inspection

A For the 2015 Calendar year, or tax year beginning 2015-01-01 and ending 2015-12-31

B Check if available

☐ Terminated for Business☒ Gross receipts are normally \$50,000 or lessC Name of Organization: GREATER KANSAS CITY CHAPTER
OF NARPM INC13905 E 39th St.
Independence, MO, US.
64055D Employee Identification
Number 20-2779836

E Website:

F Name of Principal Officer: Kelley Catterson

13905 E 39th St.
Independence, MO, US.
64055

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.

Table 1

| Greater KC Chapter of NARPM | | | | | |
|-----------------------------|--------------------|----------------------|-------------------------------------------------------------------------------------------------------|--|--|
| 2017 Budget | | | | | |
| | | | | | |
| | Anticipated Income | Anticipated Expenses | Notes | | |
| January | \$500 | | National sent \$500 for chapter support | | |
| February | \$200 | \$350 | Insurance/Mold panel discussion | | |
| March | | | | | |
| April | \$350 | \$300 | chapter meeting - Fogo? | | |
| May | | | | | |
| June | \$750 | \$500 | Hosting the educational class (some of the proceeds come to the chapter). Also doing chapter meeting? | | |
| July | | | | | |
| August | \$350 | \$300 | chapter meeting - Fogo? | | |
| September | | | | | |
| October | \$350 | \$300 | chapter meeting - Fogo? | | |
| November | | | | | |
| December | \$350 | \$300 | chapter meeting - Fogo? | | |
| | | | | | |
| Total | \$2,850 | \$2,050 | | | |



National Association of Residential Property Managers

GREATER KANSAS CITY METRO CHAPTER OF NARPM INVITES YOU



KANSAS CITY PROPERTY MANAGEMENT

What a great place to work and live. Lets make 2016 a BANNER YEAR of new shared experiences and knowledge of how we can improve our businesses. This year will include a series of best practices that will reveal opportunities of how you can improve profits and increase efficiency.

Come to Learn, Share & Meet Others in Our Field



SPECIAL TOPIC : "SET THE AGENDA FOR 2016, BRING YOUR TOPICS & IDEAS"

This meeting is to establish the topics the membership would like to see as those best suited to help their business and make the best of our meeting time together.

You're Invited To Attend
CHAPTER LUNCHEON MEETING
THURSDAY

January 21st at 11:30 AM

FOGO DE CHAO On The Plaza

222 W 47th St KCMO 64112



National Association of Residential Property Managers

GREATER KANSAS CITY METRO CHAPTER OF NARPM INVITES YOU



KANSAS CITY PROPERTY MANAGEMENT

What a great place to work and live. Share experiences and knowledge of how we can improve our businesses. This year will include a series of best practices that will reveal opportunities of how you can improve profits and increase efficiency.

Come to Learn, Share & Meet Others in Our Field



SPECIAL TOPIC : "TENANT LEASES AND CHARGES THROUGH A TENANCY"

This meeting is to discuss best practices of content for leases and charges associated with tenancy.

You're Invited To Attend
CHAPTER LUNCHEON MEETING
THURSDAY
MARCH 31st at 11:30 AM
FOGO DE CHAO On The Plaza
222 W 47th St KCMO 64112

PLEASE RSVP BY REPLYING TO THIS EMAIL



National Association of Residential Property Managers

GREATER KANSAS CITY METRO CHAPTER OF NARPM INVITES YOU



KANSAS CITY NARPM CHAPTER

Join us for a discussion of where and what does our Local Chapter do moving forward to best serve our members. This is a meeting that will shape the future of our Chapter.



SPECIAL TOPIC : "CHAPTER FUTURE"

This meeting is to discuss how best to move forward with our chapter and best serve our members.

You're Invited To Attend
CHAPTER LUNCHEON MEETING
THURSDAY

JUNE 16th at 11:30 AM

FOGO DE CHAO On The Plaza

222 W 47th St KCMO 64112



Kelley Catterson <kelley@classic-property.com>

NARPM LUNCHEON MEETING THURSDAY SEPTEMBER 15th at 11:30am

Scott Abbey <sabbey52@acuityholdings.com>
To: Kelley Catterson <kelley@classic-property.com>

Wed, Feb 22, 2017 at 10:19 AM

On Mon, Sep 12, 2016 at 8:43 AM, Scott Abbey <sabbey52@acuityholdings.com> wrote:

Hello Everyone,

Hope all is well in your respective businesses.

The board has scheduled an important meeting Sept 15th to discuss HUD changes impacting our screening practices.

It is an important meeting and we are urging all of you to attend.



National Association of Residential Property Managers

GREATER KANSAS CITY METRO CHAPTER OF NARPM INVITES YOU



KANSAS CITY NARPM CHAPTER

Join us for lunch and **VERY IMPORTANT** information about HUD changes regarding screening of tenant criminal background. We are fortunate to have Robert Wise an attorney who specializes in landlord-tenant law representing property owners and managers. Robert is a former board member of the Apartment Association of Kansas City, and the former executive director of the Missouri Apartment Association. He has spoken at continuing legal education classes sponsored by the Missouri Bar, the Kansas City Metropolitan Bar Association, and other groups. He is a frequent speaker to property owners and attorneys on landlord-tenant law, collections, fair housing, the Fair Debt Collection Practices Act, and related areas.

**SPECIAL TOPIC : "CRIMINAL SCREENING"**

This meeting will provide you VERY IMPORTANT information about your screening practices.

You're Invited To Attend
CHAPTER BREAKFAST MEETING
THURSDAY

SEPT 15th at 11:30 AM

FOGO DE CHAO On The Plaza

222 W 47th St KCMO 64112

PLEASE RSVP BY REPLYING TO THIS EMAIL

"Yes I will be attending" Please include the number in your party !

Scott Abbey
Oz Accommodations, Inc
VP NARPM
KC Local Chapter



Classic Property Management

Kelley Catterson
Broker & Owner Account Services

816-436-9099, Ext 205

3727 N Oak Trafficway, Suite B
Kansas City, MO 64116

www.classic-property.com



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NARPM LUNCHEON MEETING THURSDAY NOVEMBER 17th at 11:30am

Scott Abbey <sabbey52@acuityholdings.com>
To: Kelley Catterson <kelley@classic-property.com>

Wed, Feb 22, 2017 at 10:19 AM

From: Scott Abbey
Sent: Monday, November 14, 2016 9:24 AM
To: Scott Abbey
Subject: NARPM LUNCHEON MEETING THURSDAY NOVEMBER 17th at 11:30am

Hello Everyone,

Hope all is well in your respective businesses.

The board has scheduled an important meeting Nov 17th to discuss the impact of tenant acceptance and "Service Animals".

This is an important meeting and we are hopeful you attend.

Thanks,

Scott Abbey
NARPM VP KC Chapter



National Association of Residential Property Managers

GREATER KANSAS CITY METRO CHAPTER OF NARPM INVITES YOU



KANSAS CITY NARPM CHAPTER

Join us for lunch and **VERY IMPORTANT** information about new challenges of **SERVICE ANIMALS** and how best to manage requirements and validation of acceptance. We are fortunate to have Tracy Norris a property manager from **New Braunfels TX**. She started working in Real Estate full time in Austin, TX after graduating from the University of Texas. She returned to New Braunfels in 2007 to work alongside her parents at Property Professionals, Inc, the family Real Estate office which began as Norris Realty, founded by her grandfather, Bill Norris. Currently Tracey is passionately involved in the National Association of Residential Property Managers (NARPM) where she serves as the Central Regional Vice President.



SPECIAL TOPIC : "SERVICE ANIMALS"

This meeting will provide you VERY IMPORTANT information about your tenant acceptance practices.

You're Invited To Attend
CHAPTER LUNCH MEETING
THURSDAY
NOV 17th at 11:30 AM

FOGO DE CHAO On The Plaza
222 W 47th St KCMO 64112

PLEASE RSVP BY REPLYING TO THIS EMAIL

"Yes I will be attending" Please include the number in your party !

Scott Abbey
Oz Accommodations, Inc
VP NARPM
KC Local Chapter

NARPM BOD phone meeting

Attending: Kelley Catterson, Scott Abbey, Caitlin Meehan, Jim Carlson

Minutes:

1. Dues vs lunches - How much do we want to charge? What do we want to do with the dues?
 1. Caitlin motions to set a lunch fee of \$35 - approved unanimously
 2. Quickbooks - need stop be set up. Need to talk to Patrick about current status of books
2. Discussion regarding criteria for vetting members of the chapter - licensing? ethics? Further discussion needed.
3. Member of our current chapter is possibly operating without a license - Kelley investigating
4. Goals outline: we need to set chapter goals and activities in order to propose a budget. These need to be phased into a long-term plan
5. Did we file taxes for the chapter in 2015? Do we have a current system to stay on top of that?
 1. Scott motions to pursue a relationship for the chapter with an accountant for tax purposes and to schedule to have them do an internal audit annually. Caitlin seconds - all approved.
 2. Who is going to take lead on cleaning up the accounting, set up the QB, etc . . .? Does Patrick have time to devote to that project? Kelley to ask Pat if he's up to this task
 3. Caitlin recommends getting two estimates from CPA's for the needed work. Scott to reach out to his CPA for an estimate. Tasks needed include:
 1. Filing taxes for 501c
 2. internal audit annually
6. New bank: A new bank account is needed for the chapter due to the current list of signers not being all available to authorize a change of signers. Commerce bank is suggested as having branches all over the metro and being easy to work with. Jim motions to open new bank account with Commerce, Scott seconds. All approved.
 1. Need a debit card for this account.
 2. Signers: President, VP & Treasurer
 3. Ask Patrick to give a reconciled bank balance so we can move \$\$.
 4. Due August 1st.
7. July meeting schedule. KCRAR CE class on 7/21 - same day as chapter lunch. Tracy Norris will be present. Cancel the lunch meeting? - yes. Hold an 7:30am breakfast meeting with Tracy? - yes. At KCRAR offices? or Kandy's office? Kelley to ask KCRAR and use Kandy's office as backup. Scott to send out notices to chapter members no later than July 1st.
8. Schedule 8/23 for a face to face board meeting -
 1. Jim's office: 13905 E. 39th St. # 200, Independence.
 2. 11am - 1pm.
 3. Mandatory meeting for board members
 4. Order lunch to be brought in

Meeting adjourned

NARPM board meeting: conference call
7/26/16 10:30am

Attending: Kelley Catterson, Scott Abbey, Jim Carlson

1. Robert Wise open to speaking at September chapter meeting. Kelley to invite and confirm.
2. Need to do elections at September chapter meeting
3. Tracy asking about topic for November chapter meeting - maybe she comes? Kelley to invite.
4. Pat Manza - follow up on assignment to put together chapter financial information. Kelley to invite him to put all the data into a box and the chapter will hire a book keeper to put the paperwork and financials together.
5. Aug 23rd 11am - board meeting at Jim Carlson's office: 13905 E 39th St. # 200, Independence. Order in Jimmy John's for lunch

NARPM BOD August 23, 2016

1. Elections: need a full board.
2. Tax Return for chapter:
 1. Need 12 statements for 2015. - have all, missing October & Nov.
 1. Caitlin has statements.
 2. Need 2014 tax filing report
 1. Kelley will ask Lois for copy of 2014 tax return
 3. Scott has CPA
3. Dues: \$175 membership for national members
 1. Food fee varies by event
 2. 7 events a year
4. Quickbooks
 1. purchase account
 1. Pat to do
 2. load 2016 data
 1. just start with an opening balance
5. New Bank act
6. Credit Card
7. Employee training at luncheons
 1. Fair Housing
 2. Service Animals - animal addendum separate from pet addendum
 3. Disparate Impact
 4. Preparing your company for an audit
 5. Landlord/Tenant Act
 6. Handling insurance claims
 7. Video of each meeting and post on internet - some for marketing and others for training for members
 8. Mold
 9. Evictions
 10. different tables talking about different topics
8. Local affiliate program

Education -

Affiliates:

NARPM minutes
Chapter lunch meeting
Fogo de Chao
September 15, 2016

Vote to retain current board members for another year.

Caitlin motioned, Jennie seconds. All in favor. None opposed.

Review of chapter business and goals per flyer created by Caitlin.

Bob Wise - speaker

NARPM Board Meeting minutes
9-12-16

1. \$175 annual fee covers speakers, venues, etc . . .
2. Send out dues emails before November meetings
3. New people - first meal is free, by 3rd meal they need to pay annual dues
4. pitch recruiting
5. talk about elections
6. Caitlin volunteered for a flyer
7. Affiliate membership - vendors: let's have another meeting about setting that up
8. If Pat hasn't done Quickbooks yet, Jim to do
9. Get invoices for 2017 out before November meeting
10. Marketing verbiage for NARPM members:
11. Create a NARPM gmail account for emails, drive, etc . . . - Scott to do
12. don't need a credit card, just debit card

Dec 2, 2016

Bob Wise willing to speak again a few times next year. Landlord Tenant Act, Fair Housing
Mark Percy - insurance claims, wk comps,

Accounting issues
Software roundtable

February - Insurance, Restoration, Mold (Mark Percy, Dog Gone Mold, restoration). 4-6pm,
Kelley's venue up north. Let's reach out to the chapter members. 3rd Thursday in February.

April -

May -

ConstantContact.com
Emails, cards, etc . . .
Dog Gone Mold -
MailChimp.com

Dues \$175/member. Lunches extra.
33 members should be invoiced
Outliers?

AccuData - just posting on credit

Give owners an option for collections:
- just post on credit - free
- get attorney involved, pricing, etc . . .

Southwest Recovery

Service Animals
Security Deposit Dispositions:
carpet cleaning - cost per square foot in lease
Liability issues when maintenance issues come up.
Dispute/Conflict Resolution

Manage your online reputation

Home Warranties

Lecture from an attorney who defends PM's in HUD, Fair Housing, Service Animals, etc . . .

How to get your employees to do as well as you do. What should only the Broker do?

KS/MO HR topics

Insurance

Landlord-Tenant Act

Education course

ShowMojo - allows you to adjust the showing hours by property