

	NARPM - Richmond Chapter												
	2018 Year End Income Statement												
<b>Income</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>TOTAL</b>
Affiliates	\$300.00		\$145.00									\$1,000.00	\$1,445.00
Affiliates Sponsorship									\$75.00				\$75.00
50/50 Opportunity	\$31.50	\$89.50	\$25.00		\$20.00				\$11.00	\$35.00		\$100.00	\$312.00
Interest -Wells Fargo	\$0.02	\$0.03	\$0.02	\$0.02	\$0.03	\$0.02	\$0.02	\$0.02	\$0.02	\$0.03	\$0.02	\$0.02	\$0.27
Member Retention						\$650.00							\$650.00
Paypal Verify Bank							\$0.31						\$0.31
<b>TOTAL INCOME</b>	<b>\$331.52</b>	<b>\$89.53</b>	<b>\$170.02</b>	<b>\$0.02</b>	<b>\$20.03</b>	<b>\$650.02</b>	<b>\$0.33</b>	<b>\$0.02</b>	<b>\$86.02</b>	<b>\$35.03</b>	<b>\$0.02</b>	<b>\$1,100.02</b>	<b>\$2,482.58</b>
<b>Expenses</b>													
Gift Cards			\$100.00										\$100.00
Paypal Verify Bank							\$0.31						\$0.31
Legal Accounting Fee								\$100.00					\$100.00
Holiday Social												\$938.22	\$938.22
Charity Donations												\$280.50	\$280.50
<b>TOTAL EXPENSES</b>			<b>\$100.00</b>				<b>\$0.31</b>	<b>\$100.00</b>				<b>\$1,218.72</b>	<b>\$1,419.03</b>



National Association of Residential Property Managers

R I C H M O N D      C H A P T E R

**Greater Richmond NARPM Chapter Board of Directors/Executive Committee 2018**

**President: Danielle Kenny**

**President Elect: Rick Nichols**

**Past President: Danielle Kenny**

**Secretary: Pat Moore**

**Treasurer: Pat Moore**

**Education Chair: Chris McCracken**

**Membership: Crystal Padgett**

**Affiliate Chair: Bill Taggart**

**Public Relations Chair: Jacque Vaughan**

**Legislative Chair: Rick Nichols**

NARPM - Richmond Chapter 2019 Budget

<b>Income</b>	2018 Proposed	2018 Actual		2019 Proposed
Property Managers	\$ -			
Affiliates	\$ 2,625.00	\$ 1,445.00		\$ 1,980.00
Ways & Means Projects	\$ 1,000.00			\$ 1,000.00
Affiliate Sponsorship	\$ 500.00	\$ 75.00		\$ 750.00
Education Classes	\$ 300.00	\$ -		\$ 300.00
Grants from National	\$ 500.00	\$ 500.00		\$ 500.00
50/50 Opportunity	\$ 250.00	\$ 312.00		\$ 350.00
New Member Orientation Outside sponsor	\$ -			
Interest from Wells Fargo	\$ -	\$ 0.27		
Income - Guest Fees	\$ -			
Income - Membership Retention from National	\$ 350.00	\$ 650.00		\$ 650.00
<b>Total</b>	\$ 5,525.00	\$ 2,982.27		\$ 5,530.00
<b>Expenses</b>				
Educational Seminars - Guest Speaker/Fees	\$ -			
Guest Speaker Luncheons	\$ 150.00			\$ -
Affiliate Appreciation	\$ 150.00	\$ -		\$ 150.00
Officer Conference Training	\$ -			
Leadership Training	\$ 650.00			\$ 800.00
BOD Regional Conference Scholarship	\$ -			
Chapter Regional Conference Scholarship	\$ -			
BOD National Conference Scholarship	\$ 600.00			\$ 900.00
Chapter National Conference Scholarship	\$ 200.00			\$ -
BOD Broker Owner Conference Scholarship	\$ 600.00			
Chapter Broker Owner Conference Scholarship	\$ 200.00			
BOD Virginia State Conf Scholarship				\$ 500.00
Other Travel	\$ 150.00			
New Member Orientation	\$ 75.00			\$ 75.00
Ways & Means	\$ 100.00			\$ 100.00
Holiday Social	\$ 650.00	\$ 938.22		\$ 1,000.00
Other Socials	\$ 75.00			
Marketing/Newsletter/Website	\$ -			
Software	\$ -			
Bank Service Charge	\$ -			
Insurance	\$ -			
Charity Donations	\$ 150.00	\$ 280.50		\$ 250.00
Advertising Materials/RAR/Etc	\$ -			
Gift Cards for lunch speakers	\$ 125.00	\$ 100.00		\$ 150.00
State Orientation & Lunch	\$ -			
NARPM State Chapter Dues	\$ -			
Tax Filing	\$ -			
Legal/Accounting Fees	\$ 100.00			\$ 100.00
Miscellaneous & Reserves	\$ 500.00			\$ 500.00
<b>TOTAL</b>	\$ 4,475.00	\$ 1,318.72		\$ 4,525.00

NARPM - Richmond Chapter 2019 Budget

<b>Projected Gain or Loss</b>	\$ 1,050.00			\$ 1,005.00
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Bylaws of  
The Greater Richmond 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 Greater Richmond Chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in the Greater Richmond, Tri-Cities and Central Virginia area.
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 Virginia.

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: Greater Richmond, Tri-Cities and Central Virginia

ARTICLE II: Membership

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

Section A: Professional Member

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory

licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

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

#### Section B: Associate Member

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

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

#### Section C: Support Staff

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

#### Section D: Affiliate Member

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

The Chapter [choose one] shall/shall not 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.
  - h. Notify all chapter members of upcoming meetings
  
  - i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
  - j. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - k. Oversee the submission of Chapter reports including Chapter Excellence submission
  - l. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.]
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 not 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 30 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 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 effect 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 Greater Richmond Chapter, 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

2018

Open to Public Inspection

**A** For the **2018** Calendar year, or tax year beginning **2018-01-01** and ending **2018-12-31****B** Check if available

- Terminated for Business
- Gross receipts are normally \$50,000 or less

**C** Name of Organization: **GREATER RICHMOND NARPM****CHAPTER**11150 Hames Lane, GlenAllen, VA, US, 23059**D** Employee IdentificationNumber **38-3895280****E** Website:<http://richmond.narpm.org>**F** Name of Principal Officer: **Danielle Kenny**11150 Hames Lane, GlenAllen, VA, US, 23059

**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.





## Confirmation

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Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** GREATER RICHMOND NARPM CHAPTER
- **EIN:** 383895280
- **Tax Year:** 2018
- **Tax Year Start Date:** 01-01-2018
- **Tax Year End Date:** 12-31-2018
- **Submission ID:** 10065520190702672720
- **Filing Status Date:** 03-11-2019
- **Filing Status:** Pending

**Note:** [Print](#) a copy of this filing for your records. Once you leave this page, you will not be able to do so.

**MANAGE FORM 990-N SUBMISSIONS**



National Association of Residential Property Managers  
R I C H M O N D C H A P T E R

**Greater Richmond NARPM Chapter Meeting  
February 13, 2018**

- I. Welcome Members, Affiliates, and Guests
- II. Reports
  - a. President – [www.richmond.narpm.org](http://www.richmond.narpm.org)
  - b. Vice President
  - c. Treasurer – Account balance
- III. Committee Reports
  - a. Education Chair
  - b. Membership
  - c. Affiliate Chair
  - d. Public Relations Chair
  - e. Legislative Chair
- IV. Featured Sponsor

**Bill Taggart**



- V. Featured Speaker

**Martin Williams**



**Code of Ethics: Article 2: DISCRIMINATION**

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

**STANDARDS OF PROFESSIONALISM**

2-1 It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.

- VI. Door prize drawings, 50/50 drawing, (1\$ each, 6 for \$5, 13 for \$10), see Pat Moore
- VII. Upcoming Dates / Events:
  - February 13-15, 2018** – VA Realtors 2018 Economic & Advocacy Summit ([virginiarealtors.org](http://virginiarealtors.org))
  - February 16, 2018** – NC State Conference – Cary, NC ([narpm.org](http://narpm.org))
  - February 26-27, 2018** – VA State Conference – Richmond, VA ([narpm.org](http://narpm.org))
  - March 20, 2018** – Richmond Chapter Meeting – Speaker TBD ([Richmond.narpm.org](http://Richmond.narpm.org))
  - April 9-11, 2018** – Broker Owner Retreat – Las Vegas, NV ([narpm.org](http://narpm.org))
  - April 10, 2018** – Richmond Chapter Meeting – Speaker TBD ([Richmond.narpm.org](http://Richmond.narpm.org))



National Association of Residential Property Managers  
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## Property Management – Best Practices Panel

### 1. Property Management Agreement

What agreement do you use?

How do you determine your fee structure for each property?

Briefly go over the different contracts that are used within your office.

### 2. Marketing

What platforms do you currently market on?

Do you use a lead tracking service to track your leads?

Do you incorporate any paid advertising on any of your properties?

### 3. Application Processing

What application do you use?

Do you use a service to check employment/income verification?

Do you use a service to do credit check / criminal background check?

Do you use a service to do prior rental verification?

### 4. Tenant Selection

Do you have a selection criteria or qualifying matrix in place?

If so, what type of qualifications are you expecting per property. Is this determined on price of the property?

If you have multiple applications for the same property, how do you determine which prospect?

### 5. Lease Signing

Do you use standard lease?

Do you have additional addendum, etc?

If you choose to provide different addendums, what type of things are you including?

Are these leases sent out electronically or do prospects come into the office for a sit down lease signing?

Whats the timing of lease signing/deposit from application approval?

## 6. Move-In/Move-Out

Who conducts your move in/move out reports?

How far before move in to you conduct the move in report?

Do you allow the tenant to be present?

Do you deliver a tenant move in packet to each new tenant?

How do you set expectations with each new tenant regarding their responsibilities of specific maintenance items?

When do you conduct your move out inspections? What detailed items are you looking for specifically at the time of move out?

What's your average vacancy turn time?

## 7. Delinquency/legal filings

On what day of the month do you compile your delinquency reports?

Who pulls these reports? Office staff? Property Managers?

Do you have a balance threshold for your tenants to be filed on?

Briefly describe your current delinquency filing processes.

## 8. Inspections

Who on your staff performs them?

How often?

How long does each property inspection typically take?

What certain types of things are you addressing at these inspections?

How do you provide the inspection reports with your clients?

## 9. Repairs

How do tenants notify you about repairs?

How are these handled?

How are work orders tracked?

Do you offer in house maintenance?

Any required preventative maintenance for owners – gutters, HVAC, etc?

## **10. Software used**

Management / Bookkeeping software?

Filter Programs?

Maintenance Software?

Showing Software?

Others?



National Association of Residential Property Managers  
R I C H M O N D C H A P T E R

### Greater Richmond NARPM Chapter Meeting

May 8, 2018

- I. Welcome Members, Affiliates, and Guests
- II. Reports
  - a. President – Danielle Kenny, Wind Chime Properties - [www.richmond.narpm.org](http://www.richmond.narpm.org)
  - b. Vice President – Rick Nichols, Mission Realty
  - c. Treasurer – Pat Moore, Pat Moore Real Estate Services – Chapter Acct : ck \$620.31 / sav \$872.59
- III. Committee Reports
  - a. Education Chair –Chris McCracken, Dodson Property Management
  - b. Membership – Crystal Padgett, Padgett Properties
  - c. Affiliate Chair – Bill Taggart, Junk King
  - d. Public Relations Chair – Jacque Vaughan, Jacque Vaughan Real Estate
  - e. Legislative Chair – Rick Nichols, Mission Realty
- IV. Updates / Membership Minute / Community Minute
- V. Featured Speaker

Duke Dodson



#### Code of Ethics: **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.

- VI. Door prize drawings, 50/50 drawing, (1\$ each, 6 for \$5, 13 for \$10), see Pat Moore
- VII. Upcoming Dates / Events:
  - May 14-19, 2018** – NAR Mid-Year Legislative Meeting – Washington, DC ([nar.realtor/midyear.nsf](http://nar.realtor/midyear.nsf))
  - June 12, 2018** – Richmond Chapter Meeting – Speaker TBD ([Richmond.narpm.org](http://Richmond.narpm.org))
  - July & August 2018** – No Richmond Chapter Meeting – Enjoy the summer
  - September 11, 2018** – Richmond Chapter Meeting – Speaker TBD ([Richmond.narpm.org](http://Richmond.narpm.org))
  - September 25-27, 2018** – VAR Annual Conference Meeting – Norfolk, VA ([virginiarealtors.org](http://virginiarealtors.org))
  - October 16, 2018** – Realtorfest – NARPM Booth – Greater Richmond Convention Center
  - October 16-19, 2018** – NARPM Annual Conference – San Diego, CA ([narpm.org](http://narpm.org))

**Greater Richmond NARPM Chapter Meeting  
March 20, 2018**

- I. Welcome Members, Affiliates, and Guests
- II. Reports
  - a. President – Danielle Kenny, Wind Chime Properties - [www.richmond.narpm.org](http://www.richmond.narpm.org)
  - b. Vice President – Rick Nichols, Mission Realty
  - c. Treasurer – Pat Moore, Pat Moore Real Estate Services - Account balance
- III. Committee Reports
  - a. Education Chair –Chris McCracken, Dodson Property Management
  - b. Membership – Crystal Padgett, Padgett Properties
  - c. Affiliate Chair – Bill Taggart, Junk King
  - d. Public Relations Chair – Jacque Vaughan, Jacque Vaughan Real Estate
  - e. Legislative Chair – Rick Nichols, Mission Realty
- IV. Updates / Membership Minute / Community Minute
- V. Featured Sponsor



- VI. Featured Speaker

**Barrie Bowers**



**Code of Ethics: Article 7: AREAS OF EXPERTISE**

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

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.

- VII. Door prize drawings, 50/50 drawing, (1\$ each, 6 for \$5, 13 for \$10), see Pat Moore
- VIII. Upcoming Dates / Events:
  - April 9-11, 2018** – Broker Owner Retreat – Las Vegas, NV ([narpm.org](http://narpm.org))
  - April 10, 2018** – Richmond Chapter Meeting – Panel on Best Practices ([Richmond.narpm.org](http://Richmond.narpm.org))
  - May 8, 2018** – Richmond Chapter Meeting – Speaker TBD ([Richmond.narpm.org](http://Richmond.narpm.org))
  - June 12, 2018** – Richmond Chapter Meeting – Speaker TBD ([Richmond.narpm.org](http://Richmond.narpm.org))



National Association of Residential Property Managers  
R I C H M O N D C H A P T E R

**Greater Richmond NARPM Chapter Meeting  
September 11, 2018**

- I. Welcome Members, Affiliates, and Guests
- II. Reports
  - a. President – Danielle Kenny, Wind Chime Properties - [www.richmond.narpm.org](http://www.richmond.narpm.org)
  - b. Vice President – Rick Nichols, Mission Realty
  - c. Treasurer – Pat Moore, Pat Moore Real Estate Services
- III. Committee Reports
  - a. Education Chair – Chris McCracken, Dodson Property Management
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  - d. Public Relations Chair – Jacque Vaughan, Jacque Vaughan Real Estate
  - e. Legislative Chair – Rick Nichols, Mission Realty
- IV. Updates / Chapter Elections
- V. Featured Sponsor

**Alexandra Hurlman**  
**Filter Easy.**

- VI. Featured Speakers

**Henry Rosenbaum – Henrico County Fire & EMS**

**Keith Chambers – Chesterfield County Fire & EMS**

**Blake Toepke – Richmond City Fire & EMS**

**Code of Ethics: Article 9: RELATIONS TO OTHER PROPERTY MANAGERS**

***The Property Manager shall not knowingly or recklessly make false or misleading statements about other property managers or their business practices, or otherwise attempt to take business from other property managers by deceptive means.***

**STANDARDS OF PROFESSIONALISM**

9-5 The Property Manager shall cooperate with other property managers when it is in the best interests of the Client or Tenant to do so.

- VII. Door prize drawings, 50/50 drawing, (1\$ each, 6 for \$5, 13 for \$10), see Pat Moore
- VIII. Upcoming Dates / Events:
  - September 25-27, 2018** – VAR Annual Conference Meeting – Norfolk, VA ([virginiarealtors.org](http://virginiarealtors.org))
  - October 9, 2018** - Richmond Chapter Meeting – Speaker TBA ([Richmond.narpm.org](http://Richmond.narpm.org))
  - October 16, 2018** – Realtorfest – NARPM Booth – Greater Richmond Convention Center
  - October 16-19, 2018** – NARPM Annual Conference – San Diego, CA ([narpm.org](http://narpm.org))
  - November 13, 2018** – Richmond Chapter Meeting – Speaker TBA ([Richmond.narpm.org](http://Richmond.narpm.org))





National Association of Residential Property Managers  
R I C H M O N D C H A P T E R

**Greater Richmond NARPM Chapter Meeting  
October 9, 2018**

- I. Welcome Members, Affiliates, and Guests
- II. Reports
  - a. President – Danielle Kenny, Wind Chime Properties - [www.richmond.narpm.org](http://www.richmond.narpm.org)
  - b. Vice President – Rick Nichols, Mission Realty
  - c. Treasurer – Pat Moore, Pat Moore Real Estate Services
- III. Committee Reports
  - a. Education Chair – Chris McCracken, Dodson Property Management
  - b. Membership – Crystal Padgett, Padgett Properties
  - c. Affiliate Chair – Bill Taggart, Junk King
  - d. Public Relations Chair – Jacque Vaughan, Jacque Vaughan Real Estate
  - e. Legislative Chair – Rick Nichols, Mission Realty
- IV. Chapter Updates
- V. Featured Sponsor

**Marc Mason**



- VI. Featured Speakers

**Samantha Smith Kanipe, Urban Core Realty**

**Rick Nichols, Mission Realty**

**Chet Fisher, Dodson Property Management**

**Our Moderator – Chris McCracken, Dodson Property Management**

**Code of Ethics: Article 1: RESONSIBILITY TO PROTECT THE PUBLIC**

**The Property Manager shall protect the public against fraud, misrepresentation, and unethical practices in property management.**

**STANDARDS OF PROFESSIONALISM**

1-1 The Property Manager shall endeavor to eliminate, through the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.

VII. Door prize drawings, 50/50 drawing, (1\$ each, 6 for \$5, 13 for \$10), see Pat Moore

VIII. Upcoming Dates / Events:

**October 16, 2018** – Realtorfest – NARPM Booth – Greater Richmond Convention Center

**October 16-19, 2018** – NARPM Annual Conference – San Diego, CA (narpm.org)

**November 13, 2018** – Richmond Chapter Meeting – Speaker TBA (Richmond.narpm.org)

# **NARPM Board Meeting -Richmond Chapter**

**January 9, 2018 11:00-11:30am**

## Board Meeting Minutes

1. Meeting Call to Order by President, Danielle Kenny.
- II. Minutes from previous Board Meeting were approved.
- III. Old Business
  - a. Review of the survey responses-received 40 responses to the survey and education was the biggest topic so the Board decided that we needed to build on the education.
  - b. By laws-1-year terms- changes in progress and will be sent out. The Board agreed that the President and President Elect should attend the Leadership Training.
  - c. Affiliate Chair-recommendations provided to Danielle for consideration.
- IV. Reports Provided
  - a. Treasurer Balance (Balance checking \$305.81/savings \$841.00
  - b. Communications/Relations Jacqui Vaughan discussed using mail champ
- V. New Business
  - a. Fundraising -need to bring ideas and suggestions to the next Board Meeting
  - b. Using Dropbox-get with Danielle
  - c. Pat to update profile issues
  - d. Tim & Diane 501c, Event Brite
  - e. Danielle & Jacqui will work on getting out the calendar events
- VI. Important Dates to Remember
  - 2/13/18-Richmond Chapter Meeting
  - 2/13-15/18 VA Realtors 2018 Economic & Advocacy Summit (var.org)
  - 2/16/18 NC State Conference-Cary NC (narpm.org)
  - 2/26-27/18 VA State Conference -Richmond VA (narpm.org)
  - 3/13/18 Richmond Chapter Meeting-Speaker TBD
  - 4/9-11/18 Broker Owner Retreat-Las Vegas, NV (narpm.org)
  - 4/10/18 Richmond Chapter Meeting-Speaker TBD
- VII. Meeting Adjourned

# NARPM Board Meeting – Richmond Chapter

February 13, 2018, 11:00am-11:30am

## Board Meeting Minutes

- I. Meeting Called to Order by President, Danielle Keeney.
- II. Minutes from previous Board Meeting were approved.
- III. Old Business  
Board unanimously agreed on recommendation of Bill Taggart for Affiliate Chair  
President asked Members to consider charity to be sponsor by Chapter-tabled to next meeting  
Chapter Compliance -2017 tax information missing
- IV. Reports
- V. New Business  
Board unanimously agreed to sponsor a booth for the RAR REALTORfest  
Board unanimously agreed to give away a \$100 gift card at the State Conference
- VI. Committee discussed topics to be considered for future meetings-Topics included the following:  
  
Assistance Animals  
Mold & Mildew  
Fire Marshall-Safety  
Panel on Best Practices- Property Managers leading the discussion (Move In/Out Process) Application Process, Security Deposit, Selection Criteria)
- VII. Adjournment



# **NARPM Board Meeting – Richmond Chapter**

**September 11, 2018, During Membership Meeting 9:00am-10:30am**

## Election Meeting Minutes

- I. Meeting Called to Order by President, Danielle Kenny.
- II. Minutes from previous Board Meeting were approved.
- III. Reports to our membership with updates on Referral Program, upcoming regional events, chapter bank balance
- IV. Elections – Slate of Officers was announced to membership verbally and confirmed membership received the slate of officers via email prior to the meeting. The following was read :
  - Are there any nominations from the floor for (each office was announced).
  - If none, the position for (each office was announced) is considered closed.
  - Do we accept the slate as presented for the 2019 Board? All in favor say yes.  
All those opposed, say nay.  
The yes' have it. The Board was approved as presented.
  - We will have the installation of officers at our December Holiday party. Please check emails for exact date, time, and location.
- V. Presentation from our Affiliate Sponsor
- VII. Presentation from our guest speakers – the Fire Marshalls
- VIII. Adjournment

# **NARPM Board Meeting – Richmond Chapter**

**October 9, 2018, 10:45 am-11:30 am**

## Board Meeting Minutes

- I. Meeting Called to Order by President, Danielle Kenny.
- II. Minutes from previous Board Meeting were approved.
- III. Old Business
  - a. Elections / Installation of Officers – Results of the election discussed and installation process was discussed
  - b. Leadership Training – President and President Elect have registered for Conference.
  - b. REALTORfest – Danielle will set up the table and schedule of others to work the booth is set.
- IV. Reports

Updated reports for where we stand for the rest of the year was presented.
- V. New Business
  - a. Leadership Reimbursement was confirmed
  - b. Holiday Party – details of where we stand in planning was discussed. Details to be presented at the Nov. meeting.
  - c. Transition to the new board was discussed. Transition meeting will be planned for December.
- VI. Upcoming Events/Dates- September, October, November and December were noted on our agenda
- VII. Adjournment

# NARPM Board Meeting – Richmond Chapter

March 20, 2018, 11:00am-11:30am

## Board Meeting Minutes

- I. Meeting Called to Order by President, Danielle Kenny.
- II. Approval of Minutes  

Minutes from previous Board Meeting were unavailable for approval and will be tabled for the next meeting.
- III. Old Business
  - A. Bill Taggart introduced as the Affiliate Chair  
Affiliates to bring materials to be displayed on table for members & Sponsor will be allowed time to speak about their business
  - B. Chapter Compliance sent in
  - C. By laws-One Year terms
  - D. RealtorFest-further discussion about manning the booth
- IV. Reports  

Membership reported that we currently have 66 members- 18 property managers  
Communication/Public Relations-reminders on Facebook about meetings & Chapter events
- V. New Business
  - A. Chapter Excellence
  - B. April Panel-Property Manager Best Practices –Panel would consist of a PM from a small, medium and large company. Topic of Mold and Water intrusion would be tabled for May or June Meeting.
  - C. Board agreed that the Food Bank would be the Charity to support and we would also volunteer at the ReStore.
  - D. Affiliate Drive-Danielle and Jack will meet to update website
  - E. Nominating Committee-need members and telephone numbers
- VI. Reminder of Upcoming Events Provided
- VII. Adjournment





# NARPM Board Meeting – Richmond Chapter

May 8, 2018, 11:00am-11:30am

## Board Meeting Minutes

- I. Meeting Called to Order by President, Danielle Kenny.
- II. Minutes from previous Board Meeting were not available. Danielle will send out minutes to Board members for review. Item tabled to next meeting.
- III. Old Business
  - a. Nominating Committee-Danielle will follow up with Tim and Board will make recommendation to serve on Nominating Committee. Danielle will make announcement to Chapter in July/August and vote in September. Chapter has 30 days to review prior to elections.
  
  - b. RAR REALTORfest-October 16<sup>th</sup>- Danielle noted this was the same as National and requested volunteers to work the booth. Members who were available to assist were asked to contact Danielle. Hours of operation for the both were 8am-4pm.
- IV. Reports  
No reports.
- V. New Business
  - a. The following topics were discussed and agreed upon for the upcoming meetings:
    - September Meeting-Fire Marshall
    - October Meeting-Round Table Discussion-Tenant Screening Selection Criteria
    - November Meeting-Class-Danielle to check if a cost to Chapter would be required
    - December Meeting-Holiday Party
  - b. Affiliate Drive-Board members discussed areas of expertise that were needed from contractors/vendors as part of the affiliate drive. Those mentioned were Coastal Contractors and RL Painting & Carpentry.
  - c. Elections to be held in September.
  - d. No other open items that needed attention.
- VI. Upcoming Events/Dates-Change in June's Richmond Chapter Meeting from June 12<sup>th</sup> to June 5<sup>th</sup>. All other dates were as noted.
- VII. Adjournment

# NARPM Board Meeting – Richmond Chapter

August 24, 2018, 4:00pm-5:15pm

## Board Meeting Minutes

- I. Meeting Called to Order by President, Danielle Kenny.
- II. Minutes from previous Board Meeting were not available. Danielle will send out minutes to Board members for review. Item tabled to next meeting.
- III. Old Business
  - a. Members discussed, proposed, voted on and passed : For the chapter to pay for President Elect travel expenses while funds allow for the Leadership Training.
  - b. Education was discussed for meetings through the end of the year.
- IV. Reports  
President – Danielle Kenny reported on the Materials received from National for REALTORfest and updates on the Leadership Conference Call.
- V. New Business
  - a. New NARPM Referral Program – Each PM referral gets \$50 credit / each Support Staff referral gets \$25 credit to be used towards conferences or education.
  - b. Elections to be held next month slate of officers went out to all membership
  - c. REALTORfest invite to work at booth to come out this week to sign up
  - d. Chapter email set up [narpmrva@gmail.com](mailto:narpmrva@gmail.com)
  - e. Paypal was also set up
  - f. Leadership training Nov 12-13 / President and President Elect to register
  - g. Grants to be completed for membership drive / travel for Leadership
  - h. Affiliates – working on tracking, payments, registration
  - i. Fire Marshalls – letter of appreciation for speaking – Danielle will put something together
- VI. Upcoming Events/Dates- September, October, November and December were noted on our agenda
- VII. Adjournment

# NARPM Board Meeting – Richmond Chapter

November 13, 2018, 10:45 am-11:30 am

## Board Meeting Minutes

- I. Meeting Called to Order by President, Danielle Kenny.
- II. Minutes from previous Board Meeting were not available and therefore was tabled for the next meeting to be approved.
- III. Old Business
  - a. Holiday Party will be at Wong Gonzalez on 12/4/18. Collecting items / toys
  - b. Board Transition Luncheon – will be scheduled for Dec 12<sup>th</sup>
- IV. Reports  
No reports.
- V. New Business
  - a. RAR Sponsorship will be completed by Danielle for next year.
  - b. Food Bank – we will try to have someone at the Holiday Party in order accept a donation check.
  - c. Affiliate Renewals will go out by the end of the year.
  - d. Drop Box – all members who have items to upload, please upload them to close out the year.
- VI. Upcoming Events/Dates- September, October, November and December were noted on our agenda
- VII. Adjournment

# NARPM Board Meeting – Richmond Chapter

December 11, 2018 – Olive Garden – Board Transition Luncheon

## Board Meeting Minutes

- I. Meeting Called to Order by President, Danielle Kenny.
- II. Minutes from previous Board Meeting were not available and therefore was tabled for the next meeting to be approved.
- III. Old Business
  - a. Holiday Party was a success, toys and \$90 cash were donated
  - b. \$180 was collected through the year to donate to Feedmore
  - c. Grant was resubmitted for Realtorfest
- IV. Reports  
No reports.
- V. New Business
  - a. Rick discussed the Leadership conference and ideas learned there for growth and success of the chapter
  - b. Rick discusses roles, positions and expectations of the board and committee members for the upcoming year
  - c. Discussion for growing the chapter and members/guests/affiliates finding value
    1. Education was key
    2. Name tags to identify guests and guests to identify us
    3. Assign guests to members to follow up with
    4. Reach out to old members why have you left and the feedback
    5. Danielle added a benefits sheet for being affiliates and members to dropbox  
For reference and talking points
    6. Discussed affiliate costs - \$250 (and bring breakfast) to sponsor a meeting vs. \$180 to join and \$75 to sponsor (and bring breakfast) as an affiliate member
- VI. Upcoming Events/Dates
  - a. Jan 8<sup>th</sup> – 1<sup>st</sup> meeting of the year at Libbie Mill Library. Confirm with Chris Smith, Accountant with RBI Services to speak on Taxes. Confirm Andy with Junkluggers to sponsor meeting and bring breakfast
  - b. Feb 12<sup>th</sup> – 2<sup>nd</sup> meeting of the year – KK to confirm speaker and/or sponsor for water restoration services

c. State NARPM conference Feb 18 & 19 in VaBeach

VII. Adjournment

Members in attendance – Chris McCracken, Windi Perrow, Patt Moore, Crystal Padgett, Rick Nichols, Danielle Kenny, Diane Stanley, KK Alloway, Tim Wehner , Jacque Vaughan



National Association of Residential Property Managers  
R I C H M O N D C H A P T E R

**Greater Richmond NARPM Chapter Meeting  
September 11, 2018**

- I. Welcome Members, Affiliates, and Guests
- II. Reports
  - a. President – Danielle Kenny, Wind Chime Properties - [www.richmond.narpm.org](http://www.richmond.narpm.org)
  - b. Vice President – Rick Nichols, Mission Realty
  - c. Treasurer – Pat Moore, Pat Moore Real Estate Services
- III. Committee Reports
  - a. Education Chair – Chris McCracken, Dodson Property Management
  - b. Membership – Crystal Padgett, Padgett Properties
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  - d. Public Relations Chair – Jacque Vaughan, Jacque Vaughan Real Estate
  - e. Legislative Chair – Rick Nichols, Mission Realty
- IV. Updates / Chapter Elections
- V. Featured Sponsor

**Alexandra Hurlman**  
**Filter Easy.**

- VI. Featured Speakers

**Henry Rosenbaum – Henrico County Fire & EMS**

**Keith Chambers – Chesterfield County Fire & EMS**

**Blake Toepke – Richmond City Fire & EMS**

**Code of Ethics: Article 9: RELATIONS TO OTHER PROPERTY MANAGERS**

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**STANDARDS OF PROFESSIONALISM**

9-5 The Property Manager shall cooperate with other property managers when it is in the best interests of the Client or Tenant to do so.

- VII. Door prize drawings, 50/50 drawing, (1\$ each, 6 for \$5, 13 for \$10), see Pat Moore
- VIII. Upcoming Dates / Events:
  - September 25-27, 2018** – VAR Annual Conference Meeting – Norfolk, VA ([virginiarealtors.org](http://virginiarealtors.org))
  - October 9, 2018** - Richmond Chapter Meeting – Speaker TBA ([Richmond.narpm.org](http://Richmond.narpm.org))
  - October 16, 2018** – Realtorfest – NARPM Booth – Greater Richmond Convention Center
  - October 16-19, 2018** – NARPM Annual Conference – San Diego, CA ([narpm.org](http://narpm.org))
  - November 13, 2018** – Richmond Chapter Meeting – Speaker TBA ([Richmond.narpm.org](http://Richmond.narpm.org))

# **NARPM Board Meeting – Richmond Chapter**

**September 11, 2018, During Membership Meeting 9:00am-10:30am**

## Election Meeting Minutes

- I. Meeting Called to Order by President, Danielle Kenny.
- II. Minutes from previous Board Meeting were approved.
- III. Reports to our membership with updates on Referral Program, upcoming regional events, chapter bank balance
- IV. Elections – Slate of Officers was announced to membership verbally and confirmed membership received the slate of officers via email prior to the meeting. The following was read :
  - Are there any nominations from the floor for (each office was announced).
  - If none, the position for (each office was announced) is considered closed.
  - Do we accept the slate as presented for the 2019 Board? All in favor say yes.  
All those opposed, say nay.  
The yes' have it. The Board was approved as presented.
  - We will have the installation of officers at our December Holiday party. Please check emails for exact date, time, and location.
- V. Presentation from our Affiliate Sponsor
- VII. Presentation from our guest speakers – the Fire Marshalls
- VIII. Adjournment