

**User:** rentalfisher@gmail.com

## 2016 Chapter Compliance

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

Chapter: Greater Snohomish County Chapter

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

2. Fill in number of RVP calls the chapter's president or their representative participated in: 6

3. Upload a copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS. TaxInfo(1).pdf

4. Upload a copy of your current year budget: Greater Snohomish County Chapter - 2017 budget.pdf

5. List number of membership meetings: 6

Flier Upload 2016 Jan general meeting.pdf

Flier Upload 2016 Feb general meeting.pdf

Flier Upload 2016 April general meeting.pdf

Flier Upload 2016 May general meeting.pdf

Flier Upload 2016 June general meeting.pdf

Flier Upload 2016 August general meeting.pdf

Flier Upload

Flier Upload

Flier Upload

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Flier Upload

Flier Upload

6. List number of board meetings:	11
Copy of Minutes	2016 Jan Board meeting.pdf
Copy of Minutes	2016 Feb Board meeting.pdf
Copy of Minutes	2016 March Board meeting.pdf
Copy of Minutes	2016 April Board meeting.pdf
Copy of Minutes	2016 May Board meeting.pdf
Copy of Minutes	2016 June Board meeting.pdf
Copy of Minutes	2016 July Board meeting.pdf
Copy of Minutes	2016 Aug Board meeting.pdf
Copy of Minutes	2016 Sep Board meeting.pdf
Copy of Minutes	2016 Oct Board meeting.pdf
Copy of Minutes	2016 Nov Board meeting.pdf
Copy of Minutes	2016 Dec Board meeting.pdf

7. Does your chapter charge dues? Yes

8. If yes, how much are the dues? \$175.00

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? 10

Do you want to apply for Chapter Excellence as well? Yes



## National Association of Residential Property Managers

### 2016 Chapter Excellence Award Application

Covers 12 month period January 1 through December 31 of the award year

Chapter Number and Name:	Greater Snohomish County Chapter
Is this a New Chapter formed within the last 18 months?	No
Number of chapter members at time of Application (excluding affiliates):	13
Total Points from Application:	31

**Chapters must have 30 or more points to submit an application.**

Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members.

The NARPM® **Chapter Excellence Award** is earned by the activities a chapter accomplishes. It is requested, but not required, that all chapters complete and submit this application annually and that the President-Elect do this.

**To qualify the application MUST be received no later than the last day of February, following the award year, (no extensions will be granted). Chapter Excellence awards will be presented at the Annual Convention the following year of award period.**

**E-mail questions to one of the volunteers: [kdm@partnersmgmt.com](mailto:kdm@partnersmgmt.com)  
Or phone: 404-876-8700 (Eastern Time Zone)**

**The following reports are to be used as back-up and attached to this application and are available from the National website, <http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>.**

**New Member Recruiter list; list of CRMC® Candidate and CRMC® designees; PAC Contributors; Leadership Conference attendee list; Convention Attendee list**

## Notes to All Applicants:

1. All questions cover the period from January 1, through December 31, unless specified otherwise.
2. Back-up information/documentation should be underlined or highlighted appropriately, marked in upper corner with the corresponding question number, and included in numerical order. Zip files, or one PDF attachments can be used as uploads rather than individual documents.
3. *Be sure that highlights are clearly visible in scanned documents for upload. All information must be legible and any items that are not legible will be subtracted from the total points*
4. *The Chapters who apply and are qualified for the award with 30 or more points will be announced to all members in the second quarter after the award year. The Top Awards will presented at the Annual Convention. The Award for "Chapter of the Year" will be presented to two chapters, depending on size, with the highest point total after review. Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members. New Chapters are eligible to receive Chapter Excellence and the New Chapter of the Year Award.*
5. Provide accurate and specific back-up supported information. Points will be deducted for incorrect information/back-up/totals. For all answers, be prepared to explain back-up information.
6. Review of the application is usually done within 14 days of the deadline for Award. Sometimes the reviewer(s) of applications has questions or needs clarification about the back-up information, please be sure that the person who is knowledgeable about the application is readily available. In any event, if adjustments are needed, the reviewing person will make appropriate adjustments and these adjustments will be final.
7. Information relating to points on applications is confidential and is not available to people other than the Chapter Excellence volunteers, National staff, and a limited number of NARPM® leadership.
8. Whenever points are claimed, be sure that the back-up information shows clearly that the chapter is entitled to the points claimed.
9. All reviews, revisions, deductions, adjustments, interpretations and other determinations relating to this application are at the sole discretion of NARPM® and are not controvertible.
10. This application is for chapter related activities, not for the efforts of individual chapter members.
11. References to "*members*" in this application shall mean Professional, Associate, Support Staff, and Life members of individual chapters as listed in back-up information from question 1.
12. Submit backup documents for each question number as listed on the upload site. If a conflict between paper application and upload exists, follow upload instructions.
13. Broker/Owner Retreat is not counted in Chapter Excellence Awards as it is not open to all members.

## Application Questions:

**MEMBERSHIP:** Fifty-Five (55) points available in this category.

1. Enter the number of the following types of members as of December 31st of the award year:

Professional Members:

12

Associate Members:

Support Staff Members: 1

Life Members:

Combined Total Number of Members: 13

Attach lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/chapters/member-roster/>.) Ensure that the lists contain type of membership for each member. Enter the number of affiliate member's as of December 31, of the award year. Attach a complete list. If the lists are not attached this application will be disqualified

Members List Upload NARPM chapter members.pdf

Does the state in which the chapter is located have continuing education requirements for licensing? Yes

2. Provide a list of all new members for your chapter as of December 31, of the award year. A list of new members can be obtained on the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-joined-since-yyyy-mm-dd/>). Chaper numbers can be found in column U. Earn points for the percentage of new members compated to existing (take number of new members and divide by prior year member numbers which will give you the perscentage of growth).

Total Points:

Number of New Members added to Chapter: 0

New Member Growth:

New Members Upload

3. **Three (3) points** for your chapter meeting 90% retention of membership after national dues billing (March 10). See spreadsheet and highlight your chapter name and goal that was met

Total Points:

Membership Retention: 3

Membership Retention Upload

4. **Five (5) point** if as of December 31, does your Chapter have an active affiliate program that encourages vendors to join chapter. If yes, please supply a list of local affiliates.

Total Points:

Affiliate Members:

Affiliate Members Upload

5. **Six (6) points** each for starting and mentoring a new chapter and three (3) points for mentoring a struggling chapter. Include letters from the leader(s) of the chapter(s) mentored detailing your efforts. Mentoring means substantial on-going effort that results in starting a chapter and/or helping a struggling chapter succeed. Twelve (12) points available.

Total Points:

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Chapter Mentored Upload

Chapter Mentored Upload

6. **Two (2) points** per service for providing a community service project as a group effort. Provide a copy of evidence of the event and the service provided. This does not include just raising money for a donation, but rather a project that involved chapter members. Six (6) points available.

Total Points:

Number of Community Service  
Projects Provided:

Evidence of Community Service  
Upload

Evidence of Community Service  
Upload

Evidence of Community Service  
Upload

7. **One (1) point** for each member who participated in the New Member Recruitment program during the application year. Obtain list from the website and highlight their name(s)

(<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) Five (5) points available.

Total Points:

Number of Participating Members:

Participating Members Upload



Percentage of New Members

Mentored:

Mentor Program Checklist

**EDUCATION:** Fifty (50) points available in this category.

12. **Two (2) points** for each chapter-sponsored NARPM 6/8 hour educational course. Provide a copy of course flyer. Not applicable if points are taken with other questions within the application. Twenty (20) points are available.

Total Points:

Number of Chapter-Sponsored  
Educational Course(s):

Course Flyer Upload

13. **Two (2) points** for each chapter-sponsored educational course that is not a NARPM 6/8 hour educational course. **Award three (3) points** if the course is approved for required state continuing education (CE) hours for license renewal. **Award three (3) points** if state has no Continuing Education requirements and provide documentation from state licensing division that shows no CE or license is required. Provide a copy of course flyer and mark CE information. Not applicable for points if education is used with other questions within the application. Minimum course length - 1 hour. Twenty (20) points available.

Total Points: 6

Number of Chapter-Sponsored  
Educational Course(s): 4

Chapter-Sponsored Educational Course Upload 2016 March McFerren clock hours class.pdf

Chapter-Sponsored Educational Course Upload 2016 Sep clock hours class.pdf

Chapter-Sponsored Educational Course Upload

14. **Three (3) points** for each function arranged and performed with another chapter and/or another real estate related association such as educational courses or other business related opportunity. Provide copy of applicable flyer or other demonstrative information. Not applicable points if education is used with other questions within the application. Six (6) points available.

Total Points: 3

Number of Function(s) Arranged and Performed with Another Chapter and/or Real Estate Related Association: 3

Applicable Flyer/ Other Demonstrative Information Upload 2016 October Business Leadership coach class.pdf

Applicable Flyer/ Other Demonstrative Information Upload

15. **One (1) point** for each regular membership meeting that discussed/ reviewed the NARPM Code of Ethics. A meeting must include speaker, panel, or round-table, be held for a special purpose or other educational/ business opportunity, and is not a "course" as referred to in questions #6, #7, or #9. **One (1) point** per meeting. Submit a copy of each meeting agenda showing ethics discussion item and meeting topic. Six (6) points available.

Total Points: 5

Number of Regular Membership Meetings that Discussed NARPM Code of Ethics:

Copy of Meeting Agenda Upload 2016 Jan meeting.pdf  
 Copy of Meeting Agenda Upload 2016 Oct Meeting.pdf  
 Copy of Meeting Agenda Upload 2016 - June general meeting.pdf  
 Copy of Meeting Agenda Upload 2016 - May general meeting.pdf  
 Copy of Meeting Agenda Upload 2016 - February general meeting.pdf  
 Copy of Meeting Agenda Upload

16. **Up to three (3) points** based on percentage of Members who are candidates for the RMP and/or MPM designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Chapters can only count a member once, regardless of the number of designation candidacies held. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidates have a C after designation and column U lists chapters where member belongs.

Total Points:

Percentage of Candidates as of December 31:

RMP MPM Designations Upload

17. **Up to six (6) points** based on percentage of member companies who are candidates for the CRMC designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>).

Total Points:

Percentage of Candidates as of December 31:

CRMC Designations Upload

18. **Up to six (6) points** based on percentage of members who hold the RMP and/or MPM designations as of December 31, of the award year. One (1) point per member, regardless the number of designations held. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website and mark names in column U where member belongs (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>).

Total Points:

Percentage of Members with RMP/ MPM Designations:

Member List with RMP/ MPM  
Designations Upload

19. **Up to six (6) points** based on percentage of member companies who hold the CRMC designation as of December 30, of the award year. One (1) point per company. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and mark the names.

Total Points:

Percentage of CRMC Companies  
as of December 31:

Member Companies who hold  
CRMC Designation Upload

20. **Up to five (5) points** based on percentage of members who hold the CSS, CMC, and/or CRMB certification as of December 31, this year. One (1) point per member who hold certifications. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-members/members-with-designations/>) and mark names. Column U lists chapters where member belongs.

Total Points:

Percentage of Members holding  
certifications as of December 31:

List of CSS, CMC, CRMB  
Certified Members Upload

21. **Up to three (3) points** percentage of members who are candidates for the CSS, CMC, and/or CRMB certification as of December 31, of the award year. Applicants must have officially applied for the certification and paid the required fee. Chapters can only count a member once, regardless of the number of candidacies held (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidacies have a C after certification and Column U lists chapters where member belongs.

Total Points:

Percentage of Candidates as of  
December 31:

Members who are Candidates for  
the CSS, CMC, CRMB Upload

**MARKETING:** Twenty (20) points available in this category.

22. **Two (2) points** for each sponsoring and staffing a NARPM booth at a non-NARPM trade show. Provide copy of applicable flyer and/or other demonstrative information. Not applicable points if event is used with other questions within the application. Four (4) points available.

Total Points:

Number of Sponsoring/ Staffing a  
NARPM booth at a non-NARPM  
Trade Show:

Name of Event

Date of Event

Copy of Applicable Flyer/ Other  
Demonstrative Information

Name of Event

Date of Event

Copy of Applicable Flyer/ Other  
Demonstrative Information

23. **One (1) point** per newsletter (electronic or printed). Provide copies with dates printed on front page. Maximum twelve (12) points).

Total Points:

Number of Newsletters:

Newsletter Upload

24. **Three (3) points** for each marketing effort the Chapter has made to promote membership in the Chapter. This program shall be an outreach promoting chapter growth. (Examples of programs can include emails, postcards, fliers, etc. that promote membership in the chapter). Provide copies of all marketing material and documents along with date of activity. Six (6) points available.

Total Points:	6
Number of Marketing Efforts:	6
Program Outreach Upload	2016 Nov vendor appreciation event.pdf
Program Outreach Upload	New member invitation letter.pdf

25. Four (4) points for each Chapter Committee who has a Chair AND Vice Chair. Total of twenty (20) points and upload a copy of the committee agenda.

Total Points:

Membership Committee:

Membership Committee Upload

Education/Designation  
Committee:

Education/Designation Committee  
Upload

Legislative/Governmental Affairs  
Committee:

Legislative/Governmental Affairs  
Committee Upload

Meeting/Program Committee:

Meeting/Program Committee  
Upload

Community Service Committee:

Community Service Committee  
Upload

**GOVERNMENTAL AFFAIRS/LEGISLATION:** Fifteen (15) points are available per category.

26. **Two (2) points** per issue when members join together in an attempt to pass or defeat a legislative issue on a state, county, or city measure. Provide a copy of the issue and any related petitions and/or letters signed by chapter members or any other documentation substantiating this effort. Six (6) points available.

Total Points:	6
Number of Efforts to Pass or Defeat a Legislative Issues:	6
Copy of Issue/ Other Documentation Upload	SENATE BILL REPORT - SB 5221.pdf
Copy of Issue/ Other Documentation Upload	SENATE BILL REPORT - SB 5894.pdf
Copy of Issue/ Other	SENATE BILL REPORT - SB 5376.pdf

## Documentation Upload

27. **Five (5) points** based on percentage for members who contribute at least \$25 for the NARPM PAC. Obtain list of contributors at (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

Total Points:

Percentage of Members who  
Contribute at Least \$25 to the  
NARPM PAC

List of Contributors Upload

28. **Two (2) points** per chapter hosting, or participating in, a NARPM State Day on the Hill. Submit flyer or information that exhibits promotion of event.

Total Points: 2

Hosted or Participated in NARPM 2  
State Day on the Hill:

Flyer/ Information Promoting the Olympia Legislative Update - Day on the Hill.pdf  
Event Upload

**LEADERSHIP:** Ten (10) points are available per category.

29. **One (1) point** for each member who actively served on a State, or Local Chapter Committee and/or as a State or Local Chapter Officer or Director. Provide list of Volunteers. Chapters can count one point for each volunteer position held by a member. Submit list of volunteers and convert to percentage of membership.

Total Points:

Percentage of Members  
Volunteering:

List of Volunteers Upload

30. **Up to five (5) points** based in percentage of members who attended this year's Leadership Training Class in November. Obtain a copy of attendee list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

Total Points:

Percentage of Members in  
Attendance:

Attendee List Upload

31. Please answer the following question in 100 words or less to receive additional consideration, in case of a tie, for the "Chapter of the Year" and "New Chapter of the Year" award: (NOTE: Last year's Chapter of the Year recipient is NOT eligible this year)

What has the Chapter done during the award year that promotes the growth, ethics and professionalism of NARPM® within its membership?

Total Points from Application:	31
Form Completed By:	Joseph Fisher
Chapter Title:	Greater Snohomish County Chapter
Phone Number:	425-879-0928
E-mail Address:	rentalfisher@gmail.com

Jurisdiction: Federal

License: 501(c)(6) Exemption

Application: Application for Recognition of Exemption Under Section 501(c)(6)

**Attached is your license application, prepared by LicenseLogix. Please review, and if everything is correct, complete the instructions below:**

- Page 1, Item 2: Fill in FEIN.
- Page 1: Lori must sign and date where highlighted at the bottom of the page.
- Page 8, Item 2: Fill in FEIN.
- Page 8: Lori must sign where highlighted.



MAIL the original, signed documents and any attachments to:  
LICENSELOGIX, 140 GRAND STREET, SUITE 300, WHITE PLAINS, NY 10601



Email signed documents and any attachments to sdesai@licenselogix.com,  
or fax them to (212) 672-1105.

## Application for Recognition of Exemption Under Section 501(a)

If exempt status is approved, this application will be open for public inspection.

Read the instructions for each Part carefully. **A User Fee must be attached to this application.**

If the required information and appropriate documents are not submitted along with Form 8718 (with payment of the appropriate user fee), the application may be returned to the organization.

**Complete the Procedural Checklist on page 6 of the instructions.**

**Part I. Identification of Applicant** (Must be completed by all applicants; also complete appropriate schedule.)  
 Submit only the schedule that applies to your organization. Do not submit blank schedules.

Check the appropriate box below to indicate the section under which the organization is applying:

- a  Section 501(c)(2)—Title holding corporations (Schedule A, page 7)
- b  Section 501(c)(4)—Civic leagues, social welfare organizations (including certain war veterans' organizations), or local associations of employees (Schedule B, page 8)
- c  Section 501(c)(5)—Labor, agricultural, or horticultural organizations (Schedule C, page 9)
- d  Section 501(c)(6)—Business leagues, chambers of commerce, etc. (Schedule C, page 9)
- e  Section 501(c)(7)—Social clubs (Schedule D, page 11)
- f  Section 501(c)(8)—Fraternal beneficiary societies, etc., providing life, sick, accident, or other benefits to members (Schedule E, page 13)
- g  Section 501(c)(9)—Voluntary employees' beneficiary associations (Parts I through IV and Schedule F, page 14)
- h  Section 501(c)(10)—Domestic fraternal societies, orders, etc., not providing life, sick, accident, or other benefits (Schedule E, page 13)
- i  Section 501(c)(12)—Benevolent life insurance associations, mutual ditch or irrigation companies, mutual or cooperative telephone companies, or like organizations (Schedule G, page 15)
- j  Section 501(c)(13)—Cemeteries, crematoria, and like corporations (Schedule H, page 16)
- k  Section 501(c)(15)—Mutual insurance companies or associations, other than life or marine (Schedule I, page 17)
- l  Section 501(c)(17)—Trusts providing for the payment of supplemental unemployment compensation benefits (Parts I through IV and Schedule J, page 18)
- m  Section 501(c)(19)—A post, organization, auxiliary unit, etc., of past or present members of the Armed Forces of the United States (Schedule K, page 19)
- n  Section 501(c)(25)—Title holding corporations or trusts (Schedule A, page 7)

<b>1a</b> Full name of organization (as shown in organizing document) The Greater Snohomish County Chapter of the National Association of Residential Property Managers	<b>2</b> Employer identification number (EIN) (if none, see <b>Specific Instructions</b> on page 2) 30 0697094				
<b>1b</b> c/o Name (if applicable)	<b>3</b> Name and telephone number of person to be contacted if additional information is needed  Lori Hundhausen ( 800 ) 782-3452				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>1c</b> Address (number and street) 1242 State Ave, Ste 1, PMB109</td> <td style="width: 50%;">Room/Suite</td> </tr> <tr> <td colspan="2"><b>1d</b> City, town or post office, state, and ZIP + 4 If you have a foreign address, see <b>Specific Instructions</b> for Part I, page 2. Marysville, WA 98270</td> </tr> </table>	<b>1c</b> Address (number and street) 1242 State Ave, Ste 1, PMB109	Room/Suite	<b>1d</b> City, town or post office, state, and ZIP + 4 If you have a foreign address, see <b>Specific Instructions</b> for Part I, page 2. Marysville, WA 98270		<b>4</b> Month the annual accounting period ends December
<b>1c</b> Address (number and street) 1242 State Ave, Ste 1, PMB109	Room/Suite				
<b>1d</b> City, town or post office, state, and ZIP + 4 If you have a foreign address, see <b>Specific Instructions</b> for Part I, page 2. Marysville, WA 98270					
<b>1e</b> Web site address http://www.narpm.org	<b>5</b> Date incorporated or formed 7/19/2011				

**6** Did the organization previously apply for recognition of exemption under this Code section or under any other section of the Code?  Yes  No  
 If "Yes," attach an explanation.

**7** Has the organization filed Federal income tax returns or exempt organization information returns?  Yes  No  
 If "Yes," state the form numbers, years filed, and Internal Revenue office where filed.

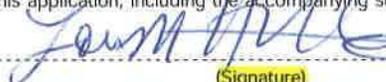
**8** Check the box for the type of organization. ATTACH A CONFORMED COPY OF THE CORRESPONDING ORGANIZING DOCUMENTS TO THE APPLICATION BEFORE MAILING.

- a  Corporation— Attach a copy of the Articles of Incorporation (including amendments and restatements) showing approval by the appropriate state official; also attach a copy of the bylaws.
- b  Trust— Attach a copy of the Trust Indenture or Agreement, including all appropriate signatures and dates.
- c  Association— Attach a copy of the Articles of Association, Constitution, or other creating document, with a declaration (see instructions) or other evidence that the organization was formed by adoption of the document by more than one person. Also include a copy of the bylaws.

If this is a corporation or an unincorporated association that has not yet adopted bylaws, check here

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization, and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

**PLEASE SIGN HERE**



(Signature)

Lori Hundhausen, President

(Type or print name and title or authority of signer)

12/15/2014

(Date)

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**Part II. Activities and Operational Information** (Must be completed by all applicants)

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- 1** Provide a detailed narrative description of all the activities of the organization—past, present, and planned. Do not merely refer to or repeat the language in the organizational document. List each activity separately in the order of importance based on the relative time and other resources devoted to the activity. Indicate the percentage of time for each activity. Each description should include, as a minimum, the following: **(a)** a detailed description of the activity including its purpose and how each activity furthers your exempt purpose; **(b)** when the activity was or will be initiated; and **(c)** where and by whom the activity will be conducted.

Chapter will provide regularly scheduled meetings for the members, educational course, participate in events with like organizations, hold vendor trade shows with affiliate members.

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- 2** List the organization's present and future sources of financial support, beginning with the largest source first.

Fees from educational courses and membership event, grants from National organization and if the chapter chooses to charge dues that will also be a source.

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**Part II. Activities and Operational Information** (continued)

**3** Give the following information about the organization's governing body:

a Names, addresses, and titles of officers, directors, trustees, etc.	b Annual compensation
Cherie Rutchy, 1402 C 7th St, Marysville, WA 98270, Chairman	\$0
Lori Hundhausen, 7100 Everygreen Way, Ste A, Everett, WA 98203, President	\$0
Gayle Acidera, 3101 111th St SW, Ste M, Everett, WA 98204, Secretary	\$0
Carol Telschow, 4627 21st Dr W, Everett, WA 98204, Treasurer	\$0
Stacey Salyer, 1003 Cleveland Ave, Mount Vernon, WA 98273, Vice President	\$0

**4** If the organization is the outgrowth or continuation of any form of predecessor, state the name of each predecessor, the period during which it was in existence, and the reasons for its termination. Submit copies of all papers by which any transfer of assets was effected.

N/A

**5** If the applicant organization is now, or plans to be, connected in any way with any other organization, describe the other organization and explain the relationship (e.g., financial support on a continuing basis; shared facilities or employees; same officers, directors, or trustees).

There is a National organization which the Professional, Associate, and Support Staff must belong to in order to be a member of the chapters

**6** If the organization has capital stock issued and outstanding, state: **(1)** class or classes of the stock; **(2)** number and par value of the shares; **(3)** consideration for which they were issued; and **(4)** if any dividends have been paid or whether your organization's creating instrument authorizes dividend payments on any class of capital stock.

N/A

**7** State the qualifications necessary for membership in the organization; the classes of membership (with the number of members in each class); and the voting rights and privileges received. If any group or class of persons is required to join, describe the requirement and explain the relationship between those members and members who join voluntarily. Submit copies of any membership solicitation material. Attach sample copies of all types of membership certificates issued.

There is a National organization which the Professional, Associate, and Support Staff must belong to in order to be a member of the chapters. One vote per Professional and Associate member

**8** Explain how your organization's assets will be distributed on dissolution.

Should the membership vote by majority to dissolve the operations of the The Greater Snohomish County Chapter of the National Association of Residential Property Managers, Inc., all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

**Part II. Activities and Operational Information** (continued)

**9** Has the organization made or does it plan to make any distribution of its property or surplus funds to shareholders or members? . . . . .  Yes  No  
 If "Yes," state the full details, including: **(1)** amounts or value; **(2)** source of funds or property distributed or to be distributed; and **(3)** basis of, and authority for, distribution or planned distribution.

**10** Does, or will, any part of your organization's receipts represent payments for services performed or to be performed? . . . . .  Yes  No  
 If "Yes," state in detail the amount received and the character of the services performed or to be performed.

**11** Has the organization made, or does it plan to make, any payments to members or shareholders for services performed or to be performed? . . . . .  Yes  No  
 If "Yes," state in detail the amount paid, the character of the services, and to whom the payments have been, or will be, made.

**12** Does the organization have any arrangement to provide insurance for members, their dependents, or others (including provisions for the payment of sick or death benefits, pensions, or annuities)? . . . . .  Yes  No  
 If "Yes," describe and explain the arrangement's eligibility rules and attach a sample copy of each plan document and each type of policy issued.

**13** Is the organization under the supervisory jurisdiction of any public regulatory body, such as a social welfare agency, etc.? . . . . .  Yes  No  
 If "Yes," submit copies of all administrative opinions or court decisions regarding this supervision, as well as copies of applications or requests for the opinions or decisions.

**14** Does the organization now lease or does it plan to lease any property? . . . . .  Yes  No  
 If "Yes," explain in detail. Include the amount of rent, a description of the property, and any relationship between the applicant organization and the other party. Also, attach a copy of any rental or lease agreement. (If the organization is a party, as a lessor, to multiple leases of rental real property under similar lease agreements, please attach a single representative copy of the leases.)

**15** Has the organization spent or does it plan to spend any money attempting to influence the selection, nomination, election, or appointment of any person to any Federal, state, or local public office or to an office in a political organization? . . . . .  Yes  No  
 If "Yes," explain in detail and list the amounts spent or to be spent in each case.

**16** Does the organization publish pamphlets, brochures, newsletters, journals, or similar printed material? . . . . .  Yes  No  
 If "Yes," attach a recent copy of each.

National organization publishes pamphlets that chapters use.

**Part III. Financial Data (Must be completed by all applicants)**

Complete the financial statements for the current year and for each of the 3 years immediately before it. If in existence less than 4 years, complete the statements for each year in existence. **If in existence less than 1 year, also provide proposed budgets for the 2 years following the current year.**

**A. Statement of Revenue and Expenses**

Revenue	(a) Current Tax Year	3 Prior Tax Years or Proposed Budget for Next 2 Years			(e) Total
	From _____ To _____	(b) _____	(c) _____	(d) _____	
1 Gross dues and assessments of members . . . . .					
2 Gross contributions, gifts, etc. . . . .					
3 Gross amounts derived from activities related to the organization's exempt purpose (attach schedule) (Include related cost of sales on line 9.)					
4 Gross amounts from unrelated business activities (attach schedule)					
5 Gain from sale of assets, excluding inventory items (attach schedule) . . . . .					
6 Investment income (see page 3 of the instructions)					
7 Other revenue (attach schedule). . . . .					
8 Total revenue (add lines 1 through 7) . . . . .					
<b>Expenses</b>					
9 Expenses attributable to activities related to the organization's exempt purposes. . . . .					
10 Expenses attributable to unrelated business activities					
11 Contributions, gifts, grants, and similar amounts paid (attach schedule). . . . .					
12 Disbursements to or for the benefit of members (attach schedule)					
13 Compensation of officers, directors, and trustees (attach schedule)					
14 Other salaries and wages. . . . .					
15 Interest . . . . .					
16 Occupancy . . . . .					
17 Depreciation and depletion . . . . .					
18 Other expenses (attach schedule) . . . . .					
19 Total expenses (add lines 9 through 18) . . . . .					
20 Excess of revenue over expenses (line 8 minus line 19) . . . . .					

**B. Balance Sheet (at the end of the period shown)**

		Current Tax Year as of _____
<b>Assets</b>		
1 Cash . . . . .		1
2 Accounts receivable, net . . . . .		2
3 Inventories . . . . .		3
4 Bonds and notes receivable (attach schedule) . . . . .		4
5 Corporate stocks (attach schedule). . . . .		5
6 Mortgage loans (attach schedule) . . . . .		6
7 Other investments (attach schedule) . . . . .		7
8 Depreciable and depletable assets (attach schedule) . . . . .		8
9 Land . . . . .		9
10 Other assets (attach schedule) . . . . .		10
11 <b>Total assets</b> . . . . .		11
<b>Liabilities</b>		
12 Accounts payable . . . . .		12
13 Contributions, gifts, grants, etc., payable . . . . .		13
14 Mortgages and notes payable (attach schedule) . . . . .		14
15 Other liabilities (attach schedule) . . . . .		15
16 <b>Total liabilities.</b> . . . . .		16
<b>Fund Balances or Net Assets</b>		
17 Total fund balances or net assets . . . . .		17
18 <b>Total liabilities and fund balances or net assets</b> (add line 16 and line 17) . . . . .		18

If there has been any substantial change in any aspect of the organization's financial activities since the end of the period shown above, check the box and attach a detailed explanation.

**Schedule C Organizations described in section 501(c)(5) (Labor, agricultural, including fishermen's organizations, or horticultural organizations) or section 501(c)(6) (business leagues, chambers of commerce, etc.)**

- 1 Describe any services the organization performs for members or others. (If the description of the services is contained in Part II of the application, enter the page and item number here.)

See Page 2, Part II, Item 1.

- 2 Fishermen's organizations only.—What kinds of aquatic resources (not including mineral) are cultivated or harvested by those eligible for membership in the organization?

N/A

- 3 Labor organizations only.—Is the organization organized under the terms of a collective bargaining agreement?  Yes  No

If "Yes," attach a copy of the latest agreement.

N/A

**User Fee for Exempt Organization  
Determination Letter Request**

▶ **Attach this form to determination letter application.**  
(Form 8718 is NOT a determination letter application.)

For  
IRS  
Use  
Only

OMB No. 1545-1798

Control number \_\_\_\_\_  
Amount paid \_\_\_\_\_  
User fee screener \_\_\_\_\_

1 Name of organization

Charleston Chapter of the National Association of Residential Property Managers, Inc.

2 Employer Identification Number

30 : 0697094

**Caution.** Do not attach Form 8718 to an application for a pension plan determination letter. Use Form 8717 instead.

**3 Type of request**

**Fee**

- a  Initial request for a determination letter for:
- An exempt organization that has had annual gross receipts averaging not more than \$10,000 during the preceding 4 years or
  - A new organization that anticipates gross receipts averaging not more than \$10,000 during its first 4 years ▶ \$400
- Note.** If you checked box 3a, you must complete the *Certification* below.

**Certification**

I certify that the annual gross receipts of The Greater Snohomish County Chapter of the National Association of Residential Property Managers, Inc.  
name of organization  
have averaged (or are expected to average) not more than \$10,000 during the preceding 4 (or the first 4) years of operation.

Signature ▶

*[Handwritten Signature]*

Title ▶

President

- b  Initial request for a determination letter for:
- An exempt organization that has had annual gross receipts averaging more than \$10,000 during the preceding 4 years or
  - A new organization that anticipates gross receipts averaging more than \$10,000 during its first 4 years . ▶ \$850
- c  Group exemption letters . . . . . ▶ \$3,000

**Instructions**

The law requires payment of a user fee with each application for a determination letter. The user fees are listed on line 3 above. For more information, see Rev. Proc. 2009-8; 2009-1 I.R.B. 229, or latest annual update.

Check the box or boxes on line 3 for the type of application you are submitting. If you check box 3a, you must complete and sign the certification statement that appears under line 3a.

Attach to Form 8718 a check or money order payable to the "United States Treasury" for the full amount of the user fee. If you do not include the full amount, your application will be returned. Attach Form 8718 to your determination letter application.

Generally, the user fee will be refunded only if the Internal Revenue Service declines to issue a determination.

**Where To File**

Send the determination letter application and Form 8718 to:

Internal Revenue Service  
P.O. Box 12192  
Covington, KY 41012-0192

**Who Should File**

Organizations applying for federal income tax exemption, other than Form 1023 filers. Organizations submitting Form 1023 should refer to the instructions in that application package.

**Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. If you want your organization to be recognized as tax-exempt by the IRS, you are required to give us this information. We need it to determine whether the organization meets the legal requirements for tax-exempt status.

You are not required to provide the 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 Form 8718 are covered in section 6104.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is 5 minutes. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send this form to this address. Instead, see *Where To File* above.



UNITED STATES OF AMERICA

The State of



Washington

Secretary of State

I, **SAM REED**, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

**CERTIFICATE OF INCORPORATION**

to

**THE GREATER SNOHOMISH COUNTY CHAPTER OF THE  
NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY  
MANAGERS**

a/an WA Non-Profit Corporation. Charter documents are effective on the date indicated below.

Date: 7/19/2011

UBI Number: 603-130-124

APPID: 2106576



Given under my hand and the Seal of the State of Washington at Olympia, the State Capital

A handwritten signature in cursive script that reads "Sam Reed".

Sam Reed, Secretary of State

07/19/11 1991006-002

\$80.00 R #055478\_311108529  
ud.2138947

Page 1 of 2



**Washington Nonprofit Corporation**  
See attached detailed instructions

- Filing Fee \$30.00
- Filing Fee with Expedited Service \$80.00

UBI Number. 603 130 124

This Bar For Office Use Only

FILED  
SECRETARY OF STATE  
SAM REED  
JULY 19, 2011  
STATE OF WASHINGTON

### ARTICLES OF INCORPORATION

Chapter 24.03 RCW

#### ARTICLE 1

**NAME OF CORPORATION:**

The Greater Snohomish County Chapter of the National Association of Residential Property Managers

*(MAY NOT contain any of the following designations or abbreviations of: Corporation, Company, Incorporated, Limited, Limited Partnership, Limited Liability Company, or Limited Liability Partnership)*

#### ARTICLE 2

**EFFECTIVE DATE OF INCORPORATION:** *(Please check one of the following)*

- Upon filing by the Secretary of State
- Specific Date \_\_\_\_\_ *(Specified effective date must be within 90 days AFTER the Articles of Incorporation have been filed by the Office of the Secretary of State)*

#### ARTICLE 3

**TENURE:** *(Please check one of the following and indicate the date if applicable)*

- Perpetual existence
- Specific term of existence \_\_\_\_\_ *(Number of years or date of termination)*

#### ARTICLE 4

**PURPOSE FOR WHICH THE NONPROFIT IS ORGANIZED:** *(If necessary, attach additional information)*

Please See Attachment - Paragraph 3

#### ARTICLE 5

**IN THE EVENT OF A VOLUNTARY DISSOLUTION, THE NET ASSETS WILL BE DISTRIBUTED AS**

**FOLLOWS:** *(If necessary, attach additional information)*

Please See Attachment - Paragraph 4

Page 2 of 2

ARTICLE 6

NAME AND ADDRESS OF EACH INITIAL DIRECTOR: (If necessary, attach additional names and addresses)

Name: Cherie Ruchty

Address: 1242 State Avenue, Suite 1

City Marysville State WA Zip Code 98270

ARTICLE 7

NAME AND ADDRESS OF THE WASHINGTON STATE REGISTERED AGENT:

Name: Cherie Ruchty

Physical Location Address (required):

1242 State Avenue, Suite 1

City Marysville WA Zip Code 98270

Mailing or Postal Address (optional):

City WA Zip Code

CONSENT TO SERVE AS REGISTERED AGENT:

I consent to serve as Registered Agent in the State of Washington for the above named corporation. I understand it will be my responsibility to accept Service of Process on behalf of the corporation; to forward mail to the corporation; and to immediately notify the Office of the Secretary of State if I resign or change the Registered Office Address

X Cherie Ruchty Cherie Ruchty 7-12-11
Signature of Registered Agent Printed Name Date

ARTICLE 8

NAME, ADDRESS AND SIGNATURE OF EACH INCORPORATOR: (If necessary, attach additional names, addresses and signatures)

Name: Sandra Bryant

Address: 101 N. Brand Blvd., 11th Floor

City Glendale State CA Zip Code 91203

This document is hereby executed under penalties of perjury, and is, to the best of my knowledge, true and correct.

X Sandra Bryant Sandra Bryant/Incorporator 7-18-2011 323-982-8600, ext 883
Signature of Incorporator Printed Name/Title Date Phone

Important note: If your nonprofit organization is currently fundraising, or plans to fundraise from the public, it may also be required to register with the Charities Program of the Secretary of State. Registration with the Charities Program is separate from, and in addition to, filings required under corporate law. Please visit the Charities Program website at www.sos.wa.gov/charitiesaf to review the registration requirements and forms for Charitable Organizations.

**Attachment to  
Articles of Incorporation of  
The Greater Snohomish County Chapter  
of the National Association of Residential  
Property Managers**

Additional member(s) of the initial Board of Directors is/are:

**Name & Address of Director**

Gayle Perry, 1242 State Avenue, Ste 1, PMB 109, Marysville WA 98270

Kathy Bailey, 1242 State Avenue, Ste 1, PMB 109, Marysville WA 98270

**Attachment to**  
**Articles of Incorporation of**  
**The Greater Snohomish County Chapter of the National Association of**  
**Residential Property Managers**

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(6) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(6) of the Internal Revenue Code.

This corporation is a nonprofit MUTUAL BENEFIT CORPORATION organized under the Nonprofit Mutual Benefit Corporation Law. The purpose of this corporation is to engage in any lawful act or activity, other than credit union business, for which a corporation may be organized under such law.

The Corporation is organized and shall be operated on a not-for-profit basis and exclusively as a business league within the meaning of Section 501(c)(6) of the Internal Revenue Code (or the corresponding provisions of any future United States federal tax law). The specific purposes of this corporation are: To establish a permanent trade association in the residential property management industry in Snohomish County, Washington State; To promote a standard of business ethics, professionalism and fair practices among its members; To establish and promote education of its members; To provide and promote an exchange of ideas regarding residential property management.

Upon the dissolution of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(6) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and this corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that this corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these articles.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under section 501(c)(6) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(6) of the Internal Revenue Code, or corresponding section of any future federal tax code. Any such assets not so disposed of shall be disposed of by the Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes. This organization is neither organized for profit nor organized to engage in an activity ordinarily carried on for profit, and no part of the net earnings of this organization will benefit any private shareholder or individual.

All references to sections of the Internal Revenue Code shall include such sections as of the date hereof and the corresponding section of any future federal tax code.



Washington  
**Secretary of State**  
SAM REED

CORPORATIONS DIVISION  
James M. Dolliver Building  
801 Capitol Way South • PO Box 40234  
Olympia, WA 98504-0234  
Tel: 360.725.0377  
Fax: 360.664.8781  
[www.sos.wa.gov/corps](http://www.sos.wa.gov/corps)

**Congratulations:**

You have completed the initial filing to create a new business entity. **The next step in opening your new business is to complete a Business License Application.** You may have completed this step already. The Business License Application can be completed online or downloaded at: <http://www.bls.dor.wa.gov>.

If you have any questions about the Business License Application, or would like a Business License Application package mailed to you, please call Business License Services at 1-800-451-7958.

SANDRA BRYANT  
LEGALZOOM.COM INC  
100 W BROADWAY STE 100  
GLENDALE, CA 91210

**IMPORTANT**

You have completed the initial filing to create a new entity. To keep your filing status active and avoid administrative dissolution, you must:

1. **File an Annual Report** and pay the annual license fee each year before the anniversary of the filing date for the entity. A notice to file your annual report will be sent to your registered agent. It is the corporation or LLC's responsibility to file the report even if no notice is received.
2. **Maintain a Registered Agent** and registered office in this state. You must notify the Corporations Division if there are any changes in your registered agent, agent's address, or registered office address. Failure to notify the Corporations Division of changes will result in misrouted mail, and possibly administrative dissolution.

If you have questions about report and registered agent requirements, please contact the Corporations Division at 360-725-0377 or visit our website at: <http://www.sos.wa.gov/corps>.

Bylaws of  
The **Greater Snohomish County** 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 Snohomish County** 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 Snohomish County Washington State
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 **Snohomish County in the state of Washington**

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 **Washington**.

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: **Snohomish County**

ARTICLE II: Membership

Professional, Support Staff, Affiliate Member, Junior, Student, Academic, and Honorary Members

Section A: Professional Member

A Professional Member shall be an individual who is employed as a property manager or is actively seeking such employment. For the purposes of this section, a property manager is defined as an individual who is actively engaged in the management of residential properties as an agent for others. The individual must follow the state's regulatory licensing law regarding licensure in performing the duties of a property manager.

Section B: 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 C: 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 **[choose one: can or can not]** serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

The Chapter **[choose one]** shall/shall not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

Section D: Honorary Member

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

Section F. Junior member

Junior Member must meet all Professional Member qualifications. A Junior Membership is only available for new members between the ages of 18-25. A copy of a valid government issued ID must accompany the application. A Junior Membership is good for two years from join date of application. Junior members receive all the benefits as Professional Members. Dues for these members will be set during budgeting process of the chapter. A Junior member may vote and hold an elective office

Section G. Student Member

Student member must be enrolled in an undergraduate or graduate field of study. The Student Application and subsequent renewal dues must be

accompanied with a copy of a valid student ID card and a class schedule from the college/university where they are enrolled. Students who hold an active real-estate license do not qualify and must hold a Professional Membership. Should a Student Member secure employment or work as an independent contractor for a company providing property management services, their Student Membership is terminated and the student will be offered the appropriate Support Staff or Professional Membership. Members shall have the same benefits as a Support Staff Member with the following exceptions: they will not receive the Residential Resource Magazine but can obtain it through the website. These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the chapter. A Student Member does not vote or hold an elective office.

#### Section H. Academic Member

Academic Member is an instructor who provides classroom instruction for any real-estate or property management course at any accredited college/university or Real Estate School. The instructor must provide a copy of the course title they teach, which must be real-estate or property management related. The instructor may not be employed or be an independent contractor with any company providing property management services. The Academic Member application will state that all NARPM® materials are to be used for the sole use of classroom instruction and promoting NARPM® and must be signed. Members shall have the same benefits as Support Staff Members with the following exceptions: they will not receive the Residential Resource Magazine but can obtain it through the website. These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the chapter. An Academic Member does not vote or hold an elective office.

#### Section F: Application by Professional, Support Staff, Junior, Student, or Academic 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.
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. Delinquency in Payments Any member failing to pay sums due to the Association within 30 calendar days of an invoice due date, shall be considered delinquent and can be suspended. Delinquency status shall remain in effect until payment of obligations is made in full, or membership is terminated.
3. 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 **Greater Snohomish County**. 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. 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 six (6) 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.
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.
3. Vice President: The Vice-President shall
- a. Act as the chapter's publications chairperson. In this capacity the vice-president shall:
  - b. Notify all chapter members of upcoming meetings
  - c. Serve a term of one year commencing with the beginning of the calendar year.
  - d. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - f. Serve a term of one year commencing with the beginning of the calendar year.
4. 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.
5. 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.
6. Past President
- a. Shall serve as Chairman of the Nominating Committee
  - b. Undertake responsibilities as assigned by the President
  - c. Serve a term of one year commencing with the beginning of the calendar year.

ARTICLE V: Eligibility, Nominations, Elections, Terms of Office and Vacancies

#### Section A: Eligibility

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association.

#### Section B: Notification of Members

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the end of the calendar year. Nominations shall be done in two ways:

- a. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and signed by five percent (5%) of the professional chapter members.
- b. In Person: Any member who is present during the electoral process can be nominated.

#### Section C: Elections

Elections shall be conducted in the last regularly scheduled chapter meeting, or electronically 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 **Greater Snohomish County** Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify 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.
4. 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.

#### Section D: Term of Office

An officer's term of office shall commence with the beginning of 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.

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.

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 Greater Snohomish County 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

Section A: Acknowledgment

A Chapter Charter is granted 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) Thirty 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 Greater Snohomish County 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 **Greater Snohomish County** 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 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 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 prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

ARTICLE XI: Miscellaneous

Section A: Invalidity

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

Section B: Waiver

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

Section C: Hold Harmless and Indemnify

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

Section D: State Laws

These bylaws may be amended to conform and comply with the laws, statutes, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by **Washington** state law, Greater Snohomish County shall notify the National Association of said amendments but no further action will be required.

**NARPM Snohomish County Chapter, since 2011**

Treasurer's report for 2013, prepared by Lori Hundhausen

**Beginning balance (12-31-12);**

\$2,202.89

	<u>Expenses</u>		<u>Credits</u>	
January	Bob's 01-17-13	\$296.76	lunch deposit	\$350.00
	Appreciation flowers	\$43.50	vendor deposit	\$150.00
				\$2,362.63
February	Bob's 02-21-13	\$237.39	lunch +vendor x1:	\$352.00
				\$2,477.24
March	Bob's 03-21-13	\$212.00	lunch +vendor x1:	\$390.00
	NARPM Nat'l	\$100.00		
	(Kathy Bailey)			
				\$2,555.24
April	NARPM chocolate	\$40.35	lunch 04-25-13	\$245.00
	NARPM Convention	\$100.00		
	(Janet Duffy)			
	NARPM Convention	\$150.00		
				\$2,509.89
May	Bob's 04-25-13	\$211.74	lunch 05-16-13	\$355.00
	Bob's 05-16-13	\$284.22		
	Convention basket	\$69.49	misc. deposit	\$25.00
				\$2,324.44
June	NO ACTIVITY – meeting cancelled due to illness of speaker			



## Greater Snohomish County Budget

As of 4.30.13

**\$2,509.89**

Charity Giving	\$500.00 Cancer Fundraiser from Region	\$2,009.89
Charity Giving	\$500.00 Toys for Tots	\$1,509.89
Bank Fee/NSF	\$50.00	\$1,459.89
Speakers	\$600.00	\$859.89

### Goals for 2014

Grow the Chapter with New Member Expense	\$500.00
Grow the Chapter with New Vendor expense	\$500.00
Estimated Vendor Membership Income	\$1,200.00

## The Greater Snohomish Chapter of NAPRM budget for 2015

Ending Bank Balance as of December 31 2013 was \$4765.99

Balance as of October 31 2014 was \$7285.22

### Income

Lunch Income \$3600.00

Grant from NARPM \$1800.00

Class's we sponsored \$1550

Total income \$6950.00

### Expenses

President and President elect Regional conference \$2,000.00

NARPAM Tuition \$200.00

Lunch Expense \$2600.00

Class Speakers \$1700.00

Misc. \$400.00

Donations \$150.00

Total Expense's \$7050.00

**GREATER SNOHOMISH COUNTY CHAPTER OF  
NARPM**

**2013 CALENDAR (revised 4-22-13)**

**We need program, vendor sponsor and raffle sponsor for each meeting**

**January 17 – Speaker – CPA – tax forms etc**

**February 21- Speaker – Sno Co Sheriff Dept - Evictions**

**March 21- Clock Hour Class**

**April 18 – this is regional conf in Tacoma so meeting will  
be moved to**

**April 25 – report from Regional Conference**

**May 16 – speaker – Navy Housing**

**June 20 – Fair Housing 4 clock hours Roy Gadley, inst.**

**July 18- Speaker Officer Golden Everet PD  
Crime prevention**

**August 15 - Julie Johnson – Legislative update**

**September 19 – Clock Hour Class – Rebekah Near  
Property Management and Compliance Challenge**

**October 17- Speaker**

**November 21 – Vendor Appreciation Day & Toy Drive**

**December 12 (note 2<sup>nd</sup> Thursday)**

# GREATER SNOHOMISH COUNTY CHAPTER OF NARPM 2015 CALENDAR

**We need program, vendor sponsor and raffle sponsor for each meeting**

January 15- Attorney Ed McFarren *Sue 425. 366 0580*  
February 19- Housing or V of A dispute resolution  
March 19- Class Insurance thru Rey Gadley 9-1  
*Snoho Cty and Everett City*

April 16 - MOCO - Rhonda Babcock

May 21 Report on Regional *SUAP*

June 18- Legislative Update *Colleen Johnson*  
July 16 - Technology update for our industry *Happysmile*

August 20- Drug task force Sno county Sheriff

September 17- Ethics Class - *Christina*

October 15- Winterizing

November 19 - Vendor Appreciation Day

December 10- Trends

Revised 10-29-14

## Power of Attorney and Declaration of Representative

OMB No. 1545-0150

**For IRS Use Only**

Received by: \_\_\_\_\_

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Function \_\_\_\_\_

Date        /        /

▶ Type or print. ▶ See the separate instructions.

**Part I Power of Attorney**

**Caution:** A separate Form 2848 should be completed for each taxpayer. Form 2848 will not be honored for any purpose other than representation before the IRS.

**1 Taxpayer information.** Taxpayer must sign and date this form on page 2, line 7.

Taxpayer name and address  
**The Greater Snohomish County Chapter of the National Association of Residential Property Managers, Inc., 1242 State Ave, Ste 1, PMB109, Marysville, WA 98270**

<b>Taxpayer identification number(s)</b> <span style="font-size: 1.2em; color: blue;">30-0697094</span>	
Daytime telephone number <b>800-782-3452</b>	Plan number (if applicable)

hereby appoints the following representative(s) as attorney(s)-in-fact:

**2 Representative(s) must sign and date this form on page 2, Part II.**

Name and address <b>Shayna Desai</b> <b>150 Grand St, 4th Fl</b> <b>White Plains, NY 10601</b>	CAF No. _____ PTIN _____ Telephone No. <b>800-292-0909</b> Fax No. <b>212-672-1105</b>
Check if to be sent notices and communications <input type="checkbox"/>	Check if new: Address <input type="checkbox"/> Telephone No. <input type="checkbox"/> Fax No. <input type="checkbox"/>
Name and address	CAF No. _____ PTIN _____ Telephone No. _____ Fax No. _____
Check if to be sent notices and communications <input type="checkbox"/>	Check if new: Address <input type="checkbox"/> Telephone No. <input type="checkbox"/> Fax No. <input type="checkbox"/>
Name and address	CAF No. _____ PTIN _____ Telephone No. _____ Fax No. _____
Check if to be sent notices and communications <input type="checkbox"/>	Check if new: Address <input type="checkbox"/> Telephone No. <input type="checkbox"/> Fax No. <input type="checkbox"/>

to represent the taxpayer before the Internal Revenue Service for the following matters:

**3 Matters**

Description of Matter (Income, Employment, Payroll, Excise, Estate, Gift, Whistleblower, Practitioner Discipline, PLR, FOIA, Civil Penalty, etc.) (see instructions for line 3)	Tax Form Number (1040, 941, 720, etc.) (if applicable)	Year(s) or Period(s) (if applicable) (see instructions for line 3)
<b>Application for Recognition of Exemption Under Section 501(c)(6)</b>	<b>1024</b>	

**4 Specific use not recorded on Centralized Authorization File (CAF).** If the power of attorney is for a specific use not recorded on CAF, check this box. See the instructions for Line 4. **Specific Uses Not Recorded on CAF**

**5 Acts authorized.** Unless otherwise provided below, the representatives generally are authorized to receive and inspect confidential tax information and to perform any and all acts that I can perform with respect to the tax matters described on line 3, for example, the authority to sign any agreements, consents, or other documents. The representative(s), however, is (are) not authorized to receive or negotiate any amounts paid to the client in connection with this representation (including refunds by either electronic means or paper checks). Additionally, unless the appropriate box(es) below are checked, the representative(s) is (are) not authorized to execute a request for disclosure of tax returns or return information to a third party, substitute another representative or add additional representatives, or sign certain tax returns.

- Disclosure to third parties;     Substitute or add representative(s);     Signing a return; \_\_\_\_\_
- Other acts authorized: \_\_\_\_\_ (see instructions for more information)

**Exceptions.** An unenrolled return preparer cannot sign any document for a taxpayer and may only represent taxpayers in limited situations. An enrolled actuary may only represent taxpayers to the extent provided in section 10.3(d) of Treasury Department Circular No. 230 (Circular 230). An enrolled retirement plan agent may only represent taxpayers to the extent provided in section 10.3(e) of Circular 230. A registered tax return preparer may only represent taxpayers to the extent provided in section 10.3(f) of Circular 230. See the line 5 instructions for restrictions on tax matters partners. In most cases, the student practitioner's (level k) authority is limited (for example, they may only practice under the supervision of another practitioner).

List any specific deletions to the acts otherwise authorized in this power of attorney: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6 Retention/revocation of prior power(s) of attorney.** The filing of this power of attorney automatically revokes all earlier power(s) of attorney on file with the Internal Revenue Service for the same matters and years or periods covered by this document. If you **do not** want to revoke a prior power of attorney, check here  **YOU MUST ATTACH A COPY OF ANY POWER OF ATTORNEY YOU WANT TO REMAIN IN EFFECT.**

**7 Signature of taxpayer.** If a tax matter concerns a year in which a joint return was filed, the husband and wife must each file a separate power of attorney even if the same representative(s) is (are) being appointed. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, or trustee on behalf of the taxpayer, I certify that I have the authority to execute this form on behalf of the taxpayer.

**▶ IF NOT SIGNED AND DATED, THIS POWER OF ATTORNEY WILL BE RETURNED TO THE TAXPAYER.**

 1/12/15 President Title (if applicable)  
 Signature Date

Lori Hundhausen

Print Name  PIN Number Print name of taxpayer from line 1 if other than individual

**Part II Declaration of Representative**

Under penalties of perjury, I declare that:

- I am not currently under suspension or disbarment from practice before the Internal Revenue Service;
- I am aware of regulations contained in Circular 230 (31 CFR, Part 10), as amended, concerning practice before the Internal Revenue Service;
- I am authorized to represent the taxpayer identified in Part I for the matter(s) specified there; and
- I am one of the following:
  - a Attorney—a member in good standing of the bar of the highest court of the jurisdiction shown below.
  - b Certified Public Accountant—duly qualified to practice as a certified public accountant in the jurisdiction shown below.
  - c Enrolled Agent—enrolled as an agent under the requirements of Circular 230.
  - d Officer—a bona fide officer of the taxpayer's organization.
  - e Full-Time Employee—a full-time employee of the taxpayer.
  - f Family Member—a member of the taxpayer's immediate family (for example, spouse, parent, child, grandparent, grandchild, step-parent, step-child, brother, or sister).
  - g Enrolled Actuary—enrolled as an actuary by the Joint Board for the Enrollment of Actuaries under 29 U.S.C. 1242 (the authority to practice before the Internal Revenue Service is limited by section 10.3(d) of Circular 230).
  - h Unenrolled Return Preparer—Your authority to practice before the Internal Revenue Service is limited. You must have been eligible to sign the return under examination and have signed the return. **See Notice 2011-6 and Special rules for registered tax return preparers and unenrolled return preparers in the instructions.**
  - i Registered Tax Return Preparer—registered as a tax return preparer under the requirements of section 10.4 of Circular 230. Your authority to practice before the Internal Revenue Service is limited. You must have been eligible to sign the return under examination and have signed the return. **See Notice 2011-6 and Special rules for registered tax return preparers and unenrolled return preparers in the instructions.**
  - k Student Attorney or CPA—receives permission to practice before the IRS by virtue of his/her status as a law, business, or accounting student working in LITC or STCP under section 10.7(d) of Circular 230. See instructions for Part II for additional information and requirements.
  - r Enrolled Retirement Plan Agent—enrolled as a retirement plan agent under the requirements of Circular 230 (the authority to practice before the Internal Revenue Service is limited by section 10.3(e)).

**▶ IF THIS DECLARATION OF REPRESENTATIVE IS NOT SIGNED AND DATED, THE POWER OF ATTORNEY WILL BE RETURNED. REPRESENTATIVES MUST SIGN IN THE ORDER LISTED IN LINE 2 ABOVE.** See the instructions for Part II.

**Note:** For designations d-f, enter your title, position, or relationship to the taxpayer in the "Licensing jurisdiction" column. See the instructions for Part II for more information.

Designation—Insert above letter (a-r)	Licensing jurisdiction (state) or other licensing authority (if applicable)	Bar, license, certification, registration, or enrollment number (if applicable). See instructions for Part II for more information.	Signature	Date
a	NY	4840278		

	Budgeted	Actual	2017 Narpm Budget
Monthly Income			
Lunch meetings	4000	648	
Vendor Registration	1500	750	
Narpm Funds	500	500	
Fundraisers	1000	0	
Education Classes	1500	0	
Interest Earned Bank	1.5	0	
Total Income	8501.5	1898	
Monthly Expenses			
Lunch Meetings	2900	556	
Conference	1800	0	
Charity Local	1000	0	
National Conference	1500	0	
Supplies	75	0	
Flowers/Gifts	100	42.42	
Education	200	0	
Non Profit Renewal	10		
Vendor Appreciation	150		
Installation	250	0	
Total Expenses	7985	598.42	

Snohomish County NARPM Chapter

January 14, 2016

Board Meeting Minutes

Bob's Burger and Brew – Everett Mall Way

Attendees: Stacey Salyer, Gayle Acaderia, Cherie Ruchty, Carole Telschow, Joseph Fisher, Janet Duffy, Lori Hundhausen

Welcome and Happy New year

The National Theme for 2016 is "Reach for the Summit"

2016 Vision/Goals for Snohomish County Chapter

We are starting our 6<sup>th</sup> year as a Chapter and we have a good foundation. What do we want to be known for? We would like to focus on Membership helping to raise the bar of professionalism in our industry. Lori will print up a flyer on the value of NARPM for us to use in promotion. Some of the value is networking, professionalism and sharing experience, keeping up with industry standards. We need to set a goal number and how we will reach that goal. Lori will look into grant money options and also send out the list of potential new members that we all can contact

Idea for Q & A – do a Q & A Buck – you can ask your question as the Question of the day at the end of each meeting.

Fundraiser – July 2016 for our selected Charity - Gayle will Chair this effort. Cherie will email list of Charities to Board

Treasurer Report – current balance \$4159.03. Carol provided us with a 2015 summary and also a Budget Proposal – see attached to minutes.

Day on the Hill February 3, 2016 – consider carpooling  
NW NARPM Conference is May 19- 20 – we will need to change our meeting date for May

Owner/Broker retreat April 11-13 in Las Vegas and there will be a Silent Auction to fund PAC

Changing our meeting place was discussed. Two prospects are Marysville Alfys and Pilchuck Event Center Marysville. As we have time Board members check these out.

RVP call is today at 10 am and Stacey will pass on any info that we as a board need

Old Business review – None

1-1 Closing with ethics: The Property Manager shall assist the governmental agency charges with regulating the practices of Property Managers

Meeting adjourned

Respectfully submitted

Cherie Ruchty  
Secretary

Snohomish County NARPM Chapter  
February 11, 2016, 8:30  
Board Meeting Minutes

Keystone Rentals and Real Estate Office - Marysville

Attendees: Stacey Salyer, Gayle Acideria, Cherie Ruchty, Carole Telschow, Joseph Fisher,

Call to Order – Stacey Salyer

Review of January Board Minutes – approved as submitted

**Treasurer's Report**

January ending balance - \$4159.03

Balance as of February 11, 2016 - \$5218.17

Stacey and Carol will have a budget proposal for us by the March Board meeting. It was motioned by Cherie and seconded by Gayle that the 50/50 raffle proceeds go to the general fund for 2016 and not be divided with a charity.

**Leadership Conference** – it is now required that each chapter fund the airfare for the designated attendee (usually the President elect VP)

We agreed to amend our bylaws to reflect that – **Motion** by Gayle, 2<sup>nd</sup> by Carol. The Greater Snohomish County Chapter of NARPM will pay for the airfare (coach) and up to \$100 per day for food, ground transportation and parking (no alcohol). Receipts to be submitted to the Chapter Treasurer for re-imbusement.

**Committee Reports**

**Membership** – Lori is not in attendance but our goal for 2016 is to reach 24 members total. Lori will send out the contact list for each of us to review and chose offices that we will invite to visit and become members.

**Vendors** – Joseph reported that our records reflect that we have 6 paid vendors. New as of February is Washington Energy Services.

**Motion** by Cherie and 2<sup>nd</sup> by Carol that we have a Vendor table for all vendor members to put their cards and materials out for each meeting and be given a 30 second commercial.

We will collect dues at the beginning of each calendar year and as new vendors join their dues will be pro-rated for the year at the rate of \$12.50 per month.

**Fundraiser** – Gayle reported that Kelly with heritage Bank will be helping her with this event. The charity this year to benefit will be the Boys and Girls Club of Snohomish County. It would be beneficial to the chapter if a representative from the B & G Club come to the Chapter and present the need.

Gayle is also search for the appropriate venue to hold the fund raiser.

**Education-** Cherie reported that we will be having the class in March at SerProv in Lynnwood. Class facilitated by McFerran Law University. The board decided the charge for the class will be \$35.00 for NARPM members and \$45 for non-members. The flyer will included pre paid information / limited seating

**Hospitality/Meetings** – Stacey would like to have a designated greeter for each meeting. We will have sign up for this at the February meeting. Cherie will help with February Meeting.

**Chapter Website** – this position is open and for now Stacey will oversee

**Legislative** – Janet was not in attendance but Stacey and Cherie attended Day on Hill and reported it to be beneficial in that several bills look like they will be passing and will be a positive for the industry

### **Old Business**

Our chapter goal for 2016 is 24 members by years end  
Changing our meeting place – for right now we will stay at Bob's but will continue looking into other options. Alf's in Everett off 19<sup>th</sup> was suggested.

### **New Business**

All information about the Leadership Conference is on line at the National Website

#### **NW NARPM Conference** – May 19 & 20 at Century Link

Each chapter is asked to send in the proceeds received from the Regional conference to help fund this conference. Our chapter needs to send in \$466.33 but will likely get this money back once the conference debt is settled.

The 19<sup>th</sup> there will be an NARPM Ethics Class and perhaps clock hour classes  
Silver Cloud has rooms reserved – secure early due to competing events in Seattle.

**Changing Banks** – it was moved and seconded that we move our bank account to Heritage Bank through Kelly as she is a vendor member

**Open PO Box** – we agreed to continue to use Keystone's address for the chapter

**Chapter Excellence** is due March 31, 2016. Lori and Gayle to work on this.

**By Laws up date** – table till March Board Meeting. Stacey will email draft of By laws to us

Next Board Meeting – March 10<sup>th</sup> 8:30 am Keystone Rentals Office  
Meeting adjourned at 9:30 am

Respectfully submitted

Cherie Ruchty  
Secretary

**Snohomish County NARPM Chapter  
March 10, 2016  
Board Meeting Agenda**

**Call to order**

**Review of minutes:** February 2016 meeting

**Treasurer's Report**—provided by Carol  
2016 Budget Finalize

**Committee Reports**

- Membership—**open chair**
- Affiliates/Vendors--Joseph
- Fundraiser--Gayle
- Education--Cherie
- Hospitality/Meetings--Cherie
- Chapter Website---**open chair**
- Legislative--Janet

**Old Business**

Changing our meeting place?

NW Conference—Who is attending? May 19/20<sup>th</sup>

Changing Banks—timeline and “to do” list

**Chapter Excellence/Compliance—Gayle**

Item for PAC Silent Auction at Broker/Owner Conference

**New Business**

By-Laws—must update per NARPM National

Applying for grants—(membership? Leadership conference?)

1-1 Closing with ethics: The Property Manager shall assist the governmental agency charged with regulating the practices of Property Managers.

April 21, 2016  
NARPM Board Meeting  
Bob's Burger and Brew

Officers in attendance: Stacey Salyer, Carol Telschow and Gayle Acidera

The meeting was called to order by President Stacey Salyer at 10:14 am.

The previous minutes were read and approved. The treasurer's report was given. We have a balance as of March 31, 2016 of \$6691.80. Carol mentioned that the Vice President Elect needs to sign the signature card at Heritage Bank to be signer on the account.

We have two open Chair positions including Membership and Chapter Website.

Fundraiser: is yet to be completely scheduled. We will mention the need for gift baskets at all meetings to generate more interest in the fundraiser. It was discussed to send out an evite to all members and vendors. Gayle will contact the Boys and Girls Club to determine if they have specific needs that we could provide.

Education: Cherie has scheduled Rebakah Near to come to the <sup>May</sup> June meeting to tell us about the new Portable Report that will go into effect on June 9, 2016. We will have a Roundtable discussion for that meeting. Questions will be submitted at the <sup>June</sup> May meeting.

#### OLD BUSINESS

Gayle needs to sign the signature card at Heritage Bank

#### NEW BUSINESS

We discussed our By Laws to the National format. It will require some editing of our local information, but we will follow their format.

A motion was made by Carol to limit two raffle prizes per person, excluding the 50/50 raffle. It was seconded by Cherie.

The meeting was adjourned.

Respectfully Submitted



Gayle Acidera  
President Elect

Snohomish County NARPM Chapter  
May 12, 2016, 8:30  
Board Meeting Minutes

Keystone Rentals and Real Estate Office - Marysville

Attendees: Stacey Salyer, Gayle Acidera, Cherie Ruchty, Carol Telschow,

Call to Order – Stacey Salyer

Review of April 21 Board Minutes – Amended to include Cherie Ruchty and Joseph Fisher as attending the meeting  
Under Education should say the May meeting to tell us about the new Portable Report. Questions will be submitted at the June meeting. Gayle motion to amend and seconded by Cherie

**Treasurer's Report – Carol Telschow**

April ending balance - \$6809.49

A deposit stamp has been ordered. Motion to accept by Gayle and Cherie  
Seconded

**Committee Reports**

**Membership** – We are now 10 away from our goal

**Affiliate/Vendors** – Joseph was not present with a report

**Fundraiser** – Gayle reported on Fundraiser. July 21 fundraiser will be a Scuttlebutts in Everett from 4 pm to 7 pm and will benefit Snohomish County Boys and Girls Club. NARPM will pay for appetizers, attendees will pay for their own beverages. Cherie will do a flyer for the fundraiser suggesting that each office/vendor contribute a Gift Basket or Gift Card with a \$50 plus value. We will sell raffle tickets as follows:

15 tickets for \$10, 25 tickets for \$20.00, 50 tickets for \$35, 100 tickets for \$60

Flyer to include RSVP

**Education-** June meeting is a Round Table discussion. We will ask our new attorney vendor to offer assistance

**Hospitality/Meetings** – Need greeters for October and November

**Chapter Website** – No chairperson yet. Chapter website is up

**Legislative** – New laws coming down from Washington DC regarding felons

**Old Business**

By laws to be updated with our Chapter local information inserted. Cherie motioned/Carol seconded

**New Business**

Chapter Excellence is utilizing Dropbox or Google Docs

Washington State NARPM members are planning to reactivate the Washington State Chapter. If you have an interest in being involved contact Kellie Tollifson

Closing with ethics: The Property Manager shall assist the governmental agency charged with regulating the practices of Property Managers.

Motion to adjourn by Carol/seconded Cherie Meeting adjourned at 9:30 am

Respectfully submitted

Cherie Ruchty  
Secretary

**Snohomish County NARPM Chapter  
June 9, 2016  
Board Meeting Agenda**

**Call to order**

**Review of minutes:** May 2016 meeting

**Treasurer's Report**—Carol

**Committee Reports**

- Membership—**open chair**
- Affiliates/Vendors--Joseph
- Fundraiser--Gayle
- Education--Cherie
- Hospitality/Meetings--Cherie
- Chapter Website---**Welcome Alyssa!**
- Legislative—Janet

**Old Business**

Reactivating the WA State NARPM Chapter—if interested in being involved reach out to Michelle Rozinek or myself. We have committee chairs open.

**New Business**

Roundtable topics/questions. Review and create agenda

Feature on our new website—able to prepay for events

1-1 Closing with ethics: The Property Manager shall assist the governmental agency charged with regulating the practices of Property Managers.

Snohomish County NARPM Chapter

July 14, 2016, 8:30

Board Meeting Minutes

Keystone Rentals and Real Estate Office - Marysville

Attendees: Stacey Salyer, Gayle Acidera, Cherie Ruchty, Carol Telschow, Joseph Fisher and Alyssa Ritchie

Call to Order – Stacey Salyer

Review of July 2016 Board Minutes – Motion to accept by Carol, second by Gayle

**Treasurer's Report – Carol Telschow**

April ending balance - \$7144.03

The fundraiser took in \$835 that was sent to Boys & Girls Club

Cost for food for fundraiser was \$119.00

**Committee Reports**

**Membership** – Open chair

**Affiliate/Vendors** – Joseph needs to reach out to the new ServPro to get membership going and he has invited Sears in Marysville to join us as guests for the August meeting. They have been a good appliance option for his business

**Fundraiser** – Gayle – The fund raiser was fun and a success. Look into larger room for next year so we can raise the bar and consider silent auction and raffle.

**Education** -Cherie needs to confirm class time with Natalie and do flyer for August meeting. New national vendor EZ Repair Hotline LLC is willing to come as a speaker

**Hospitality/Meetings** – Calendar set for 2016

**Chapter Website** – Alyssa is overseeing

**Legislative** – there is email activity surrounding the implementation of the new law. Just interesting to watch.

**Old Business**

BOD for 2017 we still need Pres Elect. Cherie will do a ballot for August meeting

**New Business**

September meeting at ServPro and they will host lunch

Close with ethics – The Property Manager shall assist the governmental agency charged with regulating the practices of Property managers.

Motion to adjourn by Cherie/seconded Gayle Meeting adjourned at 8:55 am

Respectfully submitted

Cherie Ruchty  
Secretary

Snohomish County NARPM Chapter  
August 11, 2016  
Board Meeting Agenda

Call to order

Review of minutes: July 2016 meeting

Treasurer's Report—Carol

Committee Reports

- Membership—open chair
- Affiliates/Vendors—Joseph
- Fundraiser—Gayle—
- Education—Cherie--
- Hospitality/Meetings--Cherie
- Chapter Website—Alyssa
- Legislative—Janet

Old Business

BOD positions for 2017

New Business

September meeting. Cost and location

1-1 Closing with ethics: The Property Manager shall assist the governmental agency charged with regulating the practices of Property Managers.

Check NARPM web site:

Core class: \$40.00 includes lunch

Evening @ Bistro Dec 8th

Seattle ordinance regarding accepting 1st qualified applicant.  
Need a president elect!

September 8, 2016

NARPM Board Meeting  
Keystone Rentals and Real Estate

Meeting was called to order by President Stacey Salyer at 8:38 am

Attendees: Stacey Salyer, Carol Telschow, Joseph Fisher, Janet Duffy and Gayle Acidera

Minutes for the August meeting were read. There were two corrections. Janet Duffy was in attendance and the minutes were labeled as July instead of August. With those two corrections noted they were otherwise approved.

Treasurer's Report: we have \$7314.78 in the account. We are on track for the year. A motion was made that Gayle should get together with Carol in November to start the 2017 budget. The motion was made by Stacey and seconded by Joseph.

Membership: no new business

Vendors: Joseph indicated that Leslie from Sears will be applying for membership as well as Stephanie from ServPro. A suggestion was made to make up a flyer to give to all vendors that shows the responsibilities and makes it clear about the additional \$50.00 to be able to be a meeting sponsor as there was a little bit of confusion on that.

October meeting will be a team building exercise with the speaker DR Whitson

Ballots will be brought to the September clock hour's class for members to vote. We still need a VP Elect candidate. Joseph will consider.

The meeting was closed with the ethics: The Property Manager shall assist the governmental agency charged with regulating the practices of Property Managers.

The meeting was adjourned at 9:12 am

Respectfully Submitted

Gayle Acidera  
Vice President Elect

**Snohomish County NARPM Chapter**  
**October 27, 2016**  
**General Meeting Agenda**

**Welcome!**

**Do we have any guests?**

**Do we have any visiting NARPM guests?**

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

**NARPM ETHICS:** The Property Manager shall not reveal confidential information of Clients, Tenants or others except as required in the course of performing his or her duties or as otherwise required by law. The Property Manager shall take all reasonable precautions to protect confidential information.

**Reminders/Upcoming Events:**

- Have you "liked" us on Facebook? "NARPM Snohomish County Chapter"
- **New Meeting Space:** need help finding space, who wants to join me?
- **Meeting Topics for 2017:** Do you have something you want to learn in 2017?
- **SAVE the DATE: Holiday Dinner and 2017 Officer Installation: ~~THURSDAY, DEC 8<sup>th</sup>~~ wed 7:4**  
Location will be the Bistro in Arlington. Watch your email for more details!
- **SAVE the DATE: Trends 2016, TUESDAY, DEC 6<sup>th</sup>.** All day in Seattle at the NW Convention Center.
- **SAVE the DATE: "Day on the Hill" is WEDNESDAY, FEB 8<sup>th</sup>.** Mark your calendars. ALL Property Mgrs. should attend.
- **SAVE the DATE: NARPM Owner-Broker Conference is March 20-22<sup>nd</sup>,** Education class is March 23<sup>rd</sup>. This is a conference in Vegas, conference at the Mirage. Highly recommend all PM Business owners, Designated Brokers, and company decision makers attend this conference.

**Legislative: Janet**

**Affiliates (vendors): Joseph**

**Featured Vendor: Kelli Wilson, Heritage Bank**

**Topic: D.R. Whitson, Leadership Coach**

**Raffle**

**Next Meeting: Thursday, November 17<sup>th</sup>. VENDOR APPRECIATION!**

Snohomish County NARPM Chapter  
November 10, 2016  
Board Meeting Agenda

Call to order

Review of minutes: September 2016 meeting

Treasurer's Report—Carol

Committee Reports

- Membership—
- Affiliates/Vendors—Joseph
- Education—Cherie--
- Hospitality/Meetings--Cherie
- Chapter Website—Alyssa
- Legislative—Janet

Jeremy Tunnell = Rent Ready Solutions  
Stephanie = Serv Pro

Old Business

Installation of 2017 Officers—time and date

New Business

NARPM Class for 2017—which one—choice and register by Nov. 14<sup>th</sup>

Vendor of the Year---

Gayle—attending President Elect Training---'to do' list for 2017

Schedule for 2017

Closing with ethics: The Property Manager shall assist the governmental agency charged with regulating the practices of Property Managers.

Check for

\$20. Oct Meeting

Nov 7th \$60. for Christmas Dinner "Bistro"

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\* Stephanie + Zac w/ Serv Pro | \* Pay for one vendor attendee only  
Sep - Dec,  
Zac feels they have paid!

Snohomish County NARPM Chapter  
December 15, 2016, 9:15am  
Board Meeting Minutes

Keystone Rentals and Real Estate Office - Marysville

Attendees: Stacey Salyer, Gayle Acidera, Cherie Ruchty, Carol Telschow, Joseph Fisher and Alyssa Ritchie

Call to Order – Stacey Salyer

Review of November 2016 Board Minutes – Approved as read

**Treasurer's Report – Carol Telschow**

November ending balance - \$6113.88

Motion to accept Cherie and 2<sup>nd</sup> by Gayle

**Committee Reports**

**Affiliate/Vendors – Joseph**

Invoices have been sent out to all current vendors for renewal 2017. Jesse Williams with Regal Custom Floors will be joining at the old rate but moving forward any new vendor will be \$175.00. Joseph is asking that all payments come through him and then to Carol to keep better track of who is paid.

Several members have used Morgan Maintenance and have not had good results. Joseph will speak with their management regarding this issue  
Vendor areas we still need filled – Plumber, Carpet Cleaner, Fencing, Landscaper.

Each month we have a Vendor Feature they pay \$50 to be the exclusive vendor that meeting.

**Education** –We will sponsor a National NARPM Class in May 2017 on Owner/Client Relations. This has an RPM designation. King County Chapter is sponsoring a National Class on April 18, 2017 on Risk Management- this will be an all day class from 8 am to 4 pm

**Hospitality/Meetings** – Calendar set for 2017 – see attached Calendar submitted for review and adding of Greeter, Vendor Feature and Raffle. We will ask Brian Read to Chair a Round Table Discussion in September. It was suggested that each meeting we have a question form available to have issues presented and discussed. Also a form for input of suggested speaker/class topics – Alyssa will make up these sheets.

**Chapter Website** – Alyssa is overseeing and will add all new events to the website. We need to highlight to the members the benefits of the NARPM National Website.

**Legislative** – Day on the Hill is February 8, 2017. Everyone needs to attend

**Old Business**

NARPM Class – Stacey received email from National confirming May Class

Location of the monthly Chapter meetings – we are still looking for a bigger meeting location perhaps in North Marysville to accommodate Property Mgrs from Skagit County.

**New Business**

WA State reinstatement of our Chapter. Cherie completed form and received check for \$45 to the Secretary of State. This task is to be done each summer at the expiration of our year with the State.

Closing with ethics – the Property Manager shall assist the governmental agency charged with regulating the practices of Property Managers.

Meeting adjourned 10:00 am

Respectfully submitted

Cherie Ruchty  
Secretary