

Bylaws of
The Houston Area 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 Houston Area chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in the Houston and surrounding areas.
- 2.
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 Houston and surrounding areas.

Section C: Powers

The chapter may exercise all powers granted to it as a corporation organized under the non-profit corporation laws of the State of Texas.

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

Section D: This chapter's geographical definition shall be:

Houston, Katy, The Woodlands, Richmond, Pasadena, Sugar Land, Cypress, Pearland, League City, Galveston, Tomball, Baytown, Jersey Village, Stafford, Kingwood, Kemah, Bellaire, Channelview, West University and all areas within a 60 mile radius of Houston

ARTICLE II: Membership

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

Section A: Professional Member

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

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

Section B: Associate Member

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

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

Section C: Support Staff

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

Section D: Affiliate Member

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

The Chapter shall not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

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

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

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

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

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A: Suspension of Membership

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

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

Section B: Termination of Membership

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

1. Resignation:
 - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the [name of chapter] and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
 - b. Affiliate member may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

Section C: Reinstatement of Membership

A former member still meeting all membership requirements shall be reinstated:

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness incurred has been paid and is current.
3. After a waiting period of one calendar year from the date of termination as a result of a presidential request or by an action of the board of directors of the national association.
4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Committee/Board of Directors

Section A: Responsibilities

The chapter executive committee/board of directors, hereinafter known as the committee, shall have responsibility for the management of the chapter and shall exercise all rights and powers not expressly reserved by these bylaws or the bylaws of the national association. Such management responsibilities shall include, but not be limited to:

1. Establishing and implementing an organization framework for the chapter.
2. Establishing new or modifying existing operating rules that are not inconsistent with these bylaws, the bylaws of the national association or their intent. Changes to the bylaws must be submitted to the board of directors of the national association for approval.
3. Establishing annual chapter dues, application fees and special assessments.
4. Establishing new committees and dissolving existing committees.

Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of 5 (five) officers as follows:

1. President: The president shall:
 - a. Be the chief executive officer of the chapter.
 - b. Preside at all meetings of the chapter.
 - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
 - d. Sign all legal documents.
 - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - f. Shall ensure the completion of all documentation required by the National Association.
 - g. Serve a term of one year commencing with the beginning of the new calendar year.
 - h. Must be a Professional Member of the Chapter.
 - i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.

2. President-Elect: The president-elect shall:
 - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
 - b. Fulfill the responsibilities of the president during his/her absence.
 - c. Replace the president at the end of the fiscal year.
 - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
 - e. Undertake other activities as are deemed appropriate by the president.
 - f. Serve a term of one year commencing with the beginning of the calendar year.
 - g. Must be a Professional Member of the Chapter.
 - h. Notify all chapter members of upcoming meetings
 - i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
 - j. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - k. Oversee the submission of Chapter reports including Chapter Excellence submission
 - l. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.
3. Secretary: The secretary shall:
 - a. Maintain current chapter membership records to coincide with the national association's membership database.
 - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
 - c. File all federal, state and local reports as needed.
 - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - e. Serve a term of one year commencing with the beginning of the calendar year.
 - f. Must be a Professional Member of the Chapter.
4. Treasurer: The treasurer shall:
 - a. Be a signatory for all funds withdrawn from chapter account(s).
 - b. Distribute annual renewal notices for chapter dues and special assessments.
 - c. Deposit all funds into a federally insured financial institution.
 - d. Prepare a financial report for the committee upon request.
 - e. Prepare an end-of-fiscal year report for the national association.
 - f. File tax and other financial reports with the appropriate government agencies.
 - g. Undertake responsibility for other such activities as deemed appropriate by the committee.
 - h. Serve a term of one year commencing with the beginning of the calendar year.
 - i. Must be a Professional Member of the Chapter.
- 5 Past President
 - a. Shall serve as Chairman of the Nominating Committee
 - b. Undertake responsibilities as assigned by the President
 - c. Serve a term of one year commencing with the beginning of the calendar year.

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

Section A: Eligibility

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

Section B: Notification of Members

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

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

Section C: Elections

Elections shall be conducted no later than the September chapter meeting, or electronically no later than the month of September, if approved by the chapter executive committee, prior to the end of the calendar year.

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the **Houston** Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify to the membership those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
5. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
6. The Chapter shall/shall not (choose one) allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude at the end of the same.

Section E: Vacancy

An office shall be declared vacant when an officer:

1. Resigns that office through written notification to the president or the secretary.
2. Is no longer eligible for membership in the chapter or the national association.
3. Is no longer capable of fulfilling duties of the office involved.

Section F: Filling a Vacated Office

In the event that the position of president is vacated, the president-elect shall automatically fill that position and shall continue to serve as both president and president-elect. In the case of other officers, a vacated office shall be filled:

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.

ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The executive committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, which must be no fewer than four (4) meetings annually.

1. Notice of Regular Meeting: With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by regular letter mailed to each member of the committee.
2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.
3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

Section B: Location

All meetings of the chapter shall be held within the geographic definition of the chapter. All meetings of the executive committee shall be held within the geographic definition of the chapter unless otherwise waived by all the members of the executive committee. Annual meeting location of the Chapter shall be approved by the Executive Committee.

Section C: Quorum

1. A Majority of the executive committee officers in attendance shall constitute a quorum.
2. Quorum: A quorum to conduct business by the members shall be 10% of the member eligible to vote at a regularly scheduled meeting. A chapter event can be held without a quorum but no business can be conducted

Section D: Simple Majority Vote

All actions and decisions of the executive committee shall be made official by simple majority vote of the members present at any regular or special meeting of the committee, unless otherwise precluded by law.

ARTICLE VII: Committees

Section A: Appointment

Except as otherwise stated in these bylaws or the bylaws of the national association, the chairpersons and members of all sub-committees shall be appointed by the president with the advice and consent of the executive committee.

Section B: Responsibilities

Committees shall undertake such responsibilities as are identified in these bylaws or as may be assigned to them by the president with the advice and consent of the executive committee. No sub-committee may take any action on behalf of or representative of the chapter unless specifically authorized by the executive committee.

Section C: Creation and Dissolution

The president, with the advice and consent of the executive committee, shall have the authority to create and dissolve sub-committees according to the needs of the chapter.

ARTICLE VIII: Code of Ethics & Standards of Professionalism.

Acknowledgment and Enforcement

As a condition of membership, all Professional Members of NARPM® must complete a NARPM® Code of Ethics training once within a four year period, beginning January 1, 2012, and each four year period thereafter. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means as approved by the board of directors of NARPM® National.

Failure to satisfy this requirement will result in the professional members reverting to an associate member until course is completed.

Section A: Acknowledgment

A Chapter Charter is granted by the National Association of Residential Property Managers, Inc, only upon the acknowledgment that the chapter members shall:

1. Be familiar with Code: Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.
2. Be Unopposed to Application: By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal action(s) against the national association, its officer(s), director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s) or sub-committee member(s) for any prescribed action identified by these bylaws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section B: Enforcement

It is the duty of the President of the chapter to report all violations to national association's Code of Ethics and Standards of Professionalism to the national association's grievance committee.

ARTICLE IX: Financial Considerations

Section A: Calendar Year

The chapter's financial year shall be a calendar year.

Section B: Chapter Dues

A The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:

1. Payable: Dues for local chapters are payable no later than January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual chapter dues within 30 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
4. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter [choose one] will/will not charge dues to National Affiliate members.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

Section C: Special Assessments

Special Assessments may be established by the executive committee and imposed upon its chapter members and/or affiliate members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting of the chapter prior to the imposition of such an assessment. No more than one special assessment may be imposed in any calendar year.

Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the [chapter name] Executive Committee or Board of Directors.

Section E: Non-Binding

The chapter shall not have any authority to financially obligate or bind the National Association of Residential Property Managers, Inc., for any reason.

ARTICLE X: Proposals and Procedures for Amending

Section A: Proposals

Amendments to these bylaws may be proposed by any chapter member or board of director of the National Association of Residential Property Managers, Inc., at any time through a letter addressed to the executive committee and presented or mailed to the secretary. Any proposal shall be studied by the entire executive committee or an officer of the executive committee or by a sub-committee created and/or assigned for that purpose as appointed by the president.

Section B: Procedure for Amending

The entity assigned for the purpose of reviewing proposed Bylaw revisions shall present the proposed amendment to the executive committee with its findings and proposed recommendations of actions. A two-thirds majority of the Executive Committee is necessary in order to amend these bylaws.

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the National Association of Residential Property Managers, Inc., prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

ARTICLE XI: Miscellaneous

Section A: Invalidity

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

Section B: Waiver

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

Section C: Hold Harmless and Indemnify

The chapter shall hold harmless and indemnify members of the executive committee, officer(s), sub-committee chairperson(s) and sub-committee members, as well as the national association,

its board of directors, officers, chairpersons and committee members who are acting within the scope of their responsibilities, duties or these bylaws.

Section D: State Laws

These bylaws may be amended to conform and comply with the laws, 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 [insert state name] state law, Chapter shall notify the National Association of said amendments but no further action will be required.

Section E. Sexual Harassment

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

Section E: Dissolution

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



Houston Chapter
Board Meeting » Conference Call Minutes
December 17, 2019 | 9:30 a.m. CDT

9:32 am Call to Order Behler
 Roll Call to, Certify Quorum (four or more) Kallus
 Attendees – Lisa Behler, President
 Paula Cleveland, President-Elect
 Mark Kallus, Secretary
 Ashley Ferrier, Treasurer
 Elias Camhi, Immediate Past President

Welcome Behler

First Order of Business:
 No minutes to approve from the previous meeting.
 Second-order of business – Financials reviewed online

Christmas party discussion with the 40 people registered, but expecting 65 people or so. Presentation to Camp Hope and the opportunity to speak. Present Incoming 2020 Board by Mike Mengden

Outgoing 2019 Board:

Lisa Behler – President
 Ashley Ferrier – Treasurer
 Elias Camhi – Past President

Incoming 2020 Board:

Paula Cleveland – President
 Mark Kallus – President-Elect
 Nicole Settle – Secretary
 Vicky Upmann – Treasurer
 Lisa Behler – Past President

Lisa Behler – President:

DocuSigned by: 12/17/2019
Lisa Behler

Paula Cleveland – President-Elect:

DocuSigned by: 12/17/2019
Paula Cleveland

Mark Kallus - Secretary:

DocuSigned by: 12/17/2019
MARK KALLUS

Ashley Ferrier – Treasurer:

DocuSigned by: 12/23/2019
Ashley Ferrier

Elias Camhi – Past President:

DocuSigned by: 12/23/2019
Elias Camhi

59F1D40DF3A748F...

Meeting adjourned at 9:50 am.

2020 Chapter Board Election Ballot

(Circle your choice for each or add a name)

PRESIDENT - Paula Cleveland Yes No

Add In Choice _____

PRES. ELECT - Mark Kallus Yes No

Add In Choice _____

SECRETARY - Nikki Settle Yes No

Add In Choice _____

TREASURER - Vikkie Upman Yes No

Add In Choice _____

2020 Chapter Board Election Ballot

(Circle your choice for each or add a name)

PRESIDENT - Paula Cleveland Yes No

Add In Choice _____

PRES. ELECT - Mark Kallus Yes No

Add In Choice _____

SECRETARY - Nikki Settle Yes No

Add In Choice _____

TREASURER - Vikkie Upman Yes No

Add In Choice _____

2020 Chapter Board Election Ballot

(Circle your choice for each or add a name)

PRESIDENT - Paula Cleveland Yes No

Add In Choice _____

PRES. ELECT - Mark Kallus Yes No

Add In Choice _____

SECRETARY - Nikki Settle Yes No

Add In Choice _____

TREASURER - Vikkie Upman Yes No

Add In Choice _____

2020 Chapter Board Election Ballot

(Circle your choice for each or add a name)

PRESIDENT - Paula Cleveland Yes No

Add In Choice _____

PRES. ELECT - Mark Kallus Yes No

Add In Choice _____

SECRETARY - Nikki Settle Yes No

Add In Choice _____

TREASURER - Vikkie Upman Yes No

Add In Choice _____

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer

☐ Secretary

☐ President Elect

Committee Member for:

☐ Education and Designations

☐ Membership

☐ Marketing/Publications

☐ Affiliate Program

☐ Legislative

☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Will let us know - Paula to follow up

Name:

Cathy / Real Prop Mgmt. Houston

Email:

Contact #:

*Thank you for making our
Houston NARPM Chapter amazing!*

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer ☐ Secretary ☐ President Elect

Committee Member for:

☐ Education and Designations ☒ Membership
☐ Marketing/Publications ☐ Affiliate Program
☒ Legislative ☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

*wants to help with membership
greeting*

Name:

JayMac Sanders

Email:

Contact #:

*Thank you for making our
Houston NARPM Chapter amazing!*

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer ☐ Secretary ☐ President Elect

Committee Member for:

☐ Education and Designations ☐ Membership
☐ Marketing/Publications ☐ Affiliate Program
☐ Legislative ☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Name: Rebecca Rober (Terra Res)

Email: _____

Contact #: _____

Mark to contact + update

*Thank you for making our
Houston NARPM Chapter amazing!*

I'm interested in serving in a leadership role:

Board Position Interested in:

____ Treasurer ____ Secretary ____ President Elect

Committee Member for:

____ Education and Designations ____ Membership
____ Marketing/Publications ____ Affiliate Program
____ Legislative ____ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Name:

Jamey Dominey (Terra Resid)

Email:

Contact #:

Made to follow up + update

Thank you for making our

Houston NARPM Chapter amazing!

I'm interested in serving in a leadership role:

Board Position Interested in:

____ Treasurer

____ Secretary

____ President Elect

Committee Member for:

____ Education and Designations

____ Membership

____ Marketing/Publications

____ Affiliate Program

____ Legislative

____ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Name: _____

Sara Magee (Terres)

Email: _____

Contact #: _____

Mails to follow up + update

Thank you for making our

Houston NARPM Chapter amazing!

I'm interested in serving in a leadership role:

also good at
fill in

Board Position Interested in:

____ Treasurer

____ Secretary

____ President Elect

Committee Member for:

____ Education and Designations

____ Membership

____ Marketing/Publications

____ Affiliate Program

____ Legislative

____ Recognition and Inspiration

281-744-8369 Randy

Would like to serve as the Committee Chairman for:

281-875-8298 Mel

~~281-875-8298~~ (Mel)

Name:

Randy Stanley & Melisa

Email:

randy@houstonrpm.com

Contact #:

Reel Prop Mgmt-Houston
Thank you for making our
Houston NARPM Chapter amazing!

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer ☐ Secretary ☐ President Elect

Committee Member for:

☒ Education and Designations ☐ Membership
☐ Marketing/Publications ☐ Affiliate Program
☐ Legislative ☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Name: Elias Cahmi

Email: Elda Properties

Contact #: 713-819-7280

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Houston NARPM Chapter amazing!*

I'm interested in serving in a leadership role:

Board Position Interested in:

☒ Treasurer ☐ Secretary ☐ President Elect

Committee Member for:

☐ Education and Designations ☐ Membership
☐ Marketing/Publications ☐ Affiliate Program
☐ Legislative ☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Name: Vicky Upmann

Email: vicky@jcarterbreed.com

Contact #: 832.367.0064

*Thank you for making our
Houston NARPM Chapter amazing!*

Action Coach rep

I'm interested in serving in a leadership role:


Board Position Interested in:

____ Treasurer ____ Secretary ____ President Elect

Committee Member for:

☒ Education and Designations ____ Membership
____ Marketing/Publications ____ Affiliate Program
____ Legislative ☒ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

*Deag
Winnie
Will
speak*


Name:

Cathy Reinhold


Email:

Cathygreinhold@actioncoach.com

Contact #:

713-936-3814

*Thank you for making our
Houston NARPM Chapter amazing!*

*Back at
You! *

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer

☐ Secretary

☒ President Elect

Committee Member for:

☐ Education and Designations

☐ Membership

☐ Marketing/Publications

☐ Affiliate Program

☐ Legislative

☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Name:

Mark Kallus

Email:

mark@rentthefpm.com

Contact #:

832-562-3600

*Thank you for making our
Houston NARPM Chapter amazing!*

I'm interested in serving in a leadership role:

Board Position Interested in:

____ Treasurer ____ Secretary ____ President Elect

Committee Member for:

____ Education and Designations ☒ Membership
____ Marketing/Publications ____ Affiliate Program
____ Legislative ____ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Name: Ba Smith

Email: bsmith@fillereasy.com

Contact #: 919-500-2620

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Houston NARPM Chapter amazing!*

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer

☒ Secretary

☐ President Elect

Committee Member for:

☐ Education and Designations

☒ Membership

☐ Marketing/Publications

☒ Affiliate Program

☐ Legislative

☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Any membership + affiliate

Name: Nikki Settle

Email: nikki@soldbyniki.com

Contact #: 713-373-6798

*Thank you for making our
Houston NARPM Chapter amazing!*

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer ☐ Secretary ☐ President Elect

Committee Member for:

☐ Education and Designations ☒ Membership
☐ Marketing/Publications ☐ Affiliate Program
☐ Legislative ☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Name: _____

Nola Lusk

Email: _____

Contact #:

713-240-5148

*Thank you for making our
Houston NARPM Chapter amazing!*

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer ☐ Secretary ☐ President Elect

Committee Member for:

☐ Education and Designations ☐ Membership
☐ Marketing/Publications ☐ Affiliate Program
☒ Legislative ☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

will help anywhere needed

Name:

Dane Anderson

Email:

Contact #:

*Thank you for making our
Houston NARPM Chapter amazing!*



Houston Chapter
Board Meeting » Conference Call Minutes
December 17, 2019 | 9:30 a.m. CDT

9:32 am Call to Order Behler
 Roll Call to, Certify Quorum (four or more) Kallus
 Attendees – Lisa Behler, President
 Paula Cleveland, President-Elect
 Mark Kallus, Secretary
 Ashley Ferrier, Treasurer
 Elias Camhi, Immediate Past President

Welcome Behler

First Order of Business:
 No minutes to approve from the previous meeting.
 Second-order of business – Financials reviewed online

Christmas party discussion with the 40 people registered, but expecting 65 people or so. Presentation to Camp Hope and the opportunity to speak. Present Incoming 2020 Board by Mike Mengden

Outgoing 2019 Board:

Lisa Behler – President
 Ashley Ferrier – Treasurer
 Elias Camhi – Past President

Incoming 2020 Board:

Paula Cleveland – President
 Mark Kallus – President-Elect
 Nicole Settle – Secretary
 Vicky Upmann – Treasurer
 Lisa Behler – Past President

Lisa Behler – President:

DocuSigned by: 12/17/2019
Lisa Behler

Paula Cleveland – President-Elect:

DocuSigned by: 12/17/2019
Paula Cleveland

Mark Kallus - Secretary:

DocuSigned by: 12/17/2019
MARK KALLUS

Ashley Ferrier – Treasurer:

DocuSigned by: 12/23/2019
Ashley Ferrier

Elias Camhi – Past President:

DocuSigned by: 12/23/2019
Elias Camhi

Meeting adjourned at 9:50 am.

2020 Chapter Board Election Ballot

(Circle your choice for each or add a name)

PRESIDENT - Paula Cleveland Yes No

Add In Choice _____

PRES. ELECT - Mark Kallus Yes No

Add In Choice _____

SECRETARY - Nikki Settle Yes No

Add In Choice _____

TREASURER - Vikkie Upman Yes No

Add In Choice _____

2020 Chapter Board Election Ballot

(Circle your choice for each or add a name)

PRESIDENT - Paula Cleveland Yes No

Add In Choice _____

PRES. ELECT - Mark Kallus Yes No

Add In Choice _____

SECRETARY - Nikki Settle Yes No

Add In Choice _____

TREASURER - Vikkie Upman Yes No

Add In Choice _____

2020 Chapter Board Election Ballot

(Circle your choice for each or add a name)

PRESIDENT - Paula Cleveland Yes No

Add In Choice _____

PRES. ELECT - Mark Kallus Yes No

Add In Choice _____

SECRETARY - Nikki Settle Yes No

Add In Choice _____

TREASURER - Vikkie Upman Yes No

Add In Choice _____

2020 Chapter Board Election Ballot

(Circle your choice for each or add a name)

PRESIDENT - Paula Cleveland Yes No

Add In Choice _____

PRES. ELECT - Mark Kallus Yes No

Add In Choice _____

SECRETARY - Nikki Settle Yes No

Add In Choice _____

TREASURER - Vikkie Upman Yes No

Add In Choice _____

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer

☐ Secretary

☐ President Elect

Committee Member for:

☐ Education and Designations

☐ Membership

☐ Marketing/Publications

☐ Affiliate Program

☐ Legislative

☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Will let us know - Paula to follow up

Name:

Cathy / Real Prop Mgmt. Houston

Email:

Contact #:

*Thank you for making our
Houston NARPM Chapter amazing!*

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer ☐ Secretary ☐ President Elect

Committee Member for:

☐ Education and Designations ☒ Membership
☐ Marketing/Publications ☐ Affiliate Program
☒ Legislative ☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

*wants to help with membership
greeting*

Name:

JayMac Sanders

Email:

Contact #:

*Thank you for making our
Houston NARPM Chapter amazing!*

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer ☐ Secretary ☐ President Elect

Committee Member for:

☐ Education and Designations ☐ Membership
☐ Marketing/Publications ☐ Affiliate Program
☐ Legislative ☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Name: Rebecca Rober (Terra Res)

Email: _____

Contact #: _____

Mark to contact + update

*Thank you for making our
Houston NARPM Chapter amazing!*

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer ☐ Secretary ☐ President Elect

Committee Member for:

☐ Education and Designations ☐ Membership
☐ Marketing/Publications ☐ Affiliate Program
☐ Legislative ☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Name: Jamey Dominey (Terra Resid)

Email: _____

Contact #: _____

Made to follow up + update

Thank you for making our

Houston NARPM Chapter amazing!

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer ☐ Secretary ☐ President Elect

Committee Member for:

☐ Education and Designations ☐ Membership
☐ Marketing/Publications ☐ Affiliate Program
☐ Legislative ☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Name:

Sara Magee (Terres)

Email:

Contact #:

Mails to follow up + update

Thank you for making our

Houston NARPM Chapter amazing!

I'm interested in serving in a leadership role:

also good at
fill in

Board Position Interested in:

____ Treasurer

____ Secretary

____ President Elect

Committee Member for:

____ Education and Designations

____ Membership

____ Marketing/Publications

____ Affiliate Program

____ Legislative

____ Recognition and Inspiration

281-744-8369 Randy

Would like to serve as the Committee Chairman for:

281-875-8298 Mel

~~281-875-8298~~

(Mel)

Name:

Randy Stanley & Melisa

Email:

randy@houstonrpm.com

Contact #:

Reel Prop Mgmt-Houston
Thank you for making our
Houston NARPM Chapter amazing!

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer ☐ Secretary ☐ President Elect

Committee Member for:

☒ Education and Designations ☐ Membership
☐ Marketing/Publications ☐ Affiliate Program
☐ Legislative ☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Name: Elias Cahmi

Email: Elda Properties

Contact #: 713-819-7280

*Thank you for making our
Houston NARPM Chapter amazing!*

I'm interested in serving in a leadership role:

Board Position Interested in:

☒ Treasurer ☐ Secretary ☐ President Elect

Committee Member for:

☐ Education and Designations ☐ Membership
☐ Marketing/Publications ☐ Affiliate Program
☐ Legislative ☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Name: Vicky Upmann

Email: vicky@jcarterbreed.com

Contact #: 832.367.0064

*Thank you for making our
Houston NARPM Chapter amazing!*

Action Coach rep

I'm interested in serving in a leadership role:


Board Position Interested in:

____ Treasurer ____ Secretary ____ President Elect

Committee Member for:

☒ Education and Designations ____ Membership
____ Marketing/Publications ____ Affiliate Program
____ Legislative ☒ Recognition and Inspiration

Would like to serve as the Committee Chairman for:

*Deag
Winnie
Will
speak*


Name:

Cathy Reinhold


Email:

Cathygreinhold@actioncoach.com

Contact #:

713-936-3814

*Thank you for making our
Houston NARPM Chapter amazing!*

*Back at
You! *

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer

☐ Secretary

☒ President Elect

Committee Member for:

☐ Education and Designations

☐ Membership

☐ Marketing/Publications

☐ Affiliate Program

☐ Legislative

☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Name:

Mark Kallus

Email:

mark@rentthefpm.com

Contact #:

832-562-3600

*Thank you for making our
Houston NARPM Chapter amazing!*

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer ☐ Secretary ☐ President Elect

Committee Member for:

☐ Education and Designations ☒ Membership
☐ Marketing/Publications ☐ Affiliate Program
☐ Legislative ☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Name: Ba Smith

Email: bsmith@fillereasy.com

Contact #: 919-500-2620

*Thank you for making our
Houston NARPM Chapter amazing!*

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer

☒ Secretary

☐ President Elect

Committee Member for:

☐ Education and Designations

☒ Membership

☐ Marketing/Publications

☒ Affiliate Program

☐ Legislative

☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Any membership + affiliate

Name: Nikki Settle

Email: nikki@soldbyniki.com

Contact #: 713-373-6798

*Thank you for making our
Houston NARPM Chapter amazing!*

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer ☐ Secretary ☐ President Elect

Committee Member for:

☐ Education and Designations ☒ Membership
☐ Marketing/Publications ☐ Affiliate Program
☐ Legislative ☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

Name: _____

Nola Lusk

Email: _____

Contact #:

713-240-5148

*Thank you for making our
Houston NARPM Chapter amazing!*

I'm interested in serving in a leadership role:

Board Position Interested in:

☐ Treasurer ☐ Secretary ☐ President Elect

Committee Member for:

☐ Education and Designations ☐ Membership
☐ Marketing/Publications ☐ Affiliate Program
☒ Legislative ☐ Recognition and Inspiration

Would like to serve as the **Committee Chairman** for:

will help anywhere needed

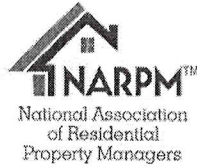
Name:

Dane Anderson

Email:

Contact #:

*Thank you for making our
Houston NARPM Chapter amazing!*



Houston Chapter

Board Meeting » Conference Call Minutes

Tuesday, January 15, 2019

10:00 a.m. CDT

10:01 am	Call to Order	Behler
	Roll Call to, Certify Quorum (four or more)	Kallus
	Attendees –	
	Lisa Behler, President	
	Paula Cleveland, President-Elect	
	Mark Kallus, Secretary	
	Elias Camhi, Immediate Past President	
	Welcome	Behler

First Order of Business:

Approval of the minutes from December 18, 2018, and December 28, 2018 minutes.

Elias made a Motion for the minutes to be approved, Paula seconded the motion, all in favor, and the minutes were approved.

Second order of business

Ashley was out sick, so unable to discuss the Treasurer Report on the status of the Affiliate dues. Paula requested Elias to look into the problem with guest sign-ups. A guest told Paula that they are having problems trying to register.

Brian Birdy who was scheduled to speak at our monthly Houston Chapter NARPM meeting had to cancel and was replaced with Greg Doering. He was the past RVP. He will speak about Past President Charity Event and then will follow Brian's presentation.

Lisa asked Paula about the status of the Chapter Compliance and Chapter Excellence paperwork that needs to be filed to NARPM National.

Elias asked for a list from Ashley of which Affiliates that have paid.

A discussion ensued about the benefits for the Gold and Silver Affiliate Membership.

Affiliate Benefits: NARPM VENDOR PROGRAM

NARPM VENDOR PROGRAM

Why Join the NARPM Vendor Program?

- Narpmm members manage over 12,975 doors in greater Houston area
- Narpmm members deal with 7,301 investors (owners) investing in greater Houston area
- There are 58 NARPM members in the Houston area....and GROWING!
- Over 40% of our members joined NARPM to gain access to vendors
- 38% of membership stated the biggest advantage of joining NARPM are the vendors
- NARPM leadership encourages membership to use NARPM vendors
- Ability to create relationships with decision makers

SILVER MEMBER - \$495

For just **\$41.25** per month, you get....

- Get to use chapter affiliate logo on your marketing
- Allows you to attend monthly meetings
- Discount on lunch - \$30 Price
- Distribute marketing material at each table
- Name on Houston chapter website
- Recognition at each meeting you attend - Stand and State Name and Company
- Sponsor raffle by Affiliate
- Can Purchase a table at the meeting for \$100
- Certificate of Recognition
- {ADD} Referral program – If an Affiliate refers another Affiliate, the referring Affiliate will receive 10% of the New affiliate collected dues for that year

GOLD MEMBER – PRICE \$995 PER YEAR

For just **\$82.91** per month, you get.....

- Includes Silver Membership
- Include Logo w/Link in Lunch/Event Emails
- 1-minute elevator speech at each meeting
- {REMOVE}Personalized email to all members from chapter president regarding your services
- Listed on the local website with logo and link to the site
- Have designated space at each meeting for company materials
- {REMOVE}Speak quarterly at meeting
- {REMOVE}Presents yearly at vendor appreciation day
- First Opportunity to sponsor Social Events {remove gala}
- Recognition plaque at the end of year

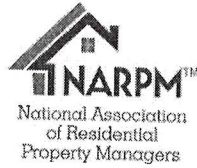
Paula left meeting at 10:36 am. Elias, Lisa, and Mark continued. The Board Meeting did not have a quorum to vote. To be voted on the next meeting.

Elias made a motion to remove the free lunch for first-time non-Affiliate attendees.

To be voted on the next meeting.

Meeting adjourned at 11:07 am.

Next regular scheduled meeting is February 19, 2019, at 10:00 am.



Houston Chapter

Board Meeting » Conference Call Minutes
Tuesday, February 19, 2019
10:00 a.m. CDT

10:00 am	Call to Order	Behler
	Roll Call to, Certify Quorum (four or more)	Kallus
	Attendees –	
	Lisa Behler, President	
	Paula Cleveland, President-Elect	
	Mark Kallus, Secretary	
	Elias Camhi, Immediate Past President	
	Ashley Ferrier, Treasurer	
	Welcome	Behler

First Order of Business:

Ashley said all sponsors have paid up to date and will be sending over the budget and P & L.

Lisa recommended we apply for a \$ 500 grant from NARPM National annually for a speaker. Jim Roman wants \$1000 plus flight, hotel, Uber, etc.

Paula made a motion to have Jim Roman speak in June and Ashley seconded the motion. All in favor.

Second Order of Business:

Approval of the minutes from January 17, 2019, and January 15, 2019 minutes.

Elias made a Motion for the minutes to be approved, Paula seconded the motion, all in favor, and the minutes were approved.

Next topic was Wild Apricot's \$ 18.00 increase in price. Elias read the response from Wild Apricot about some different options of either signing a one or two-year contract term. Paula made a motion to sign a one year contract, and Elias seconded the motion as long as the Board understands the costs correctly. All in favor. Ashley will reach out to Vivian regarding the new terms.

Paula spoke about the National Chapter Compliance of the year that is due in May 2019. She is looking into National Chapter of Excellence of the year paperwork.

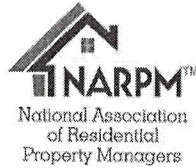
Next Month speaker will be Michael Boltz – Attorney who will be addressing Emotional Support Animals.

New Business

Elias brought up the topic of an a la carte one-minute speaker fee. Discussion pursued regarding pricing regarding Silver Affiliates to have a Table only is \$ 100, a one-minute speech by itself is \$ 100, to do both is \$ 150. Paula made a motion to accept, and Elias Seconded it. All in favor. Paula said to have Nic reach out to her about the Flyer. Nic will reach out to Peter with Citizens.

Meeting adjourned at 10:45 am.

Next regular scheduled meeting is March 19, 2019, at 10:00 am.



Houston Chapter

Board Meeting » Conference Call Minutes

Tuesday, March 19, 2019

10:00 a.m. CDT

10:01 am Call to Order Behler
Roll Call to, Certify Quorum (four or more) Kallus
Attendees – Lisa Behler, President
 Paula Cleveland, President-Elect
 Mark Kallus, Secretary
 Ashley Ferrier, Treasurer
 Elias Camhi, Immediate Past President

Welcome Behler

First Order of Business:

Approval of the minutes from February 19, 2019.

Mark made a Motion for the minutes to be approved, Ashley seconded the motion, all in favor, and the minutes were approved.

Second order of business - Financials

Elias made a motion to accept the Statement of Activity. Paula seconded the motion, all in favor, and the Financials were approved.

Speakers – We need Speakers for August and September. Discussion about potential Speakers.

Wild Apricot - Ashley will renew our membership for a one-year renewal to defer the price increase.

Class on July 16, 2019

Houston NARPM Chapter will have the Marketing for Residential Property Management given by James Alderson.

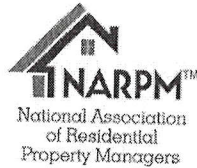
Old Business: None discussed

Ashley and Paula worked on the Chapter Compliance documents. The documents have been submitted to National. The documents for Chapter Excellence is in the process of being completed for NARPM National.

A discussion ensued about Nicole getting the remaining missing Gold and Silver Member Affiliates logos for the website and flyers.

Meeting adjourned at 10:53 am.

Next regular scheduled meeting is April 16, 2019, at 11:30 am. In person at 1ST Class Management for lunch.



Houston Chapter

Board Meeting » Conference Call Minutes

Tuesday, May 14, 2019

10:00 a.m. CDT

10:01 am Call to Order Behler
Roll Call to, Certify Quorum (four or more) Kallus
Attendees – Lisa Behler, President
 Mark Kallus, Secretary
 Ashley Ferrier, Treasurer
 Elias Camhi, Immediate Past President
Welcome Behler

First Order of Business:

No minutes to approve from April's meeting.

Second order of business - Financials

A discussion regarding that we had paid Wild Apricot for the entire year at the reduced rate.

Speakers – We need Speakers for August and September. Discussion about potential Speakers. Lisa said she would talk to Mike Mengden about being a speaker and discussing the legislation.
Discussion regarding HAR Breakfast and who would take which dates. 5/21 (Paula and Ash), 6/24 (Elias), 7/23 (Elias) and 10/24 (Lisa and Ash)

We discussed having a Houston Chapter Social event in October. The topic of membership was discussed and recommended that we have a separate meeting for membership and having a membership drive to be for the social in October. We discussed possible locations and dates. Ashley will make some phone calls to get some prices from Top Golf and see what packages are available and see if we can get the Affiliates to sponsor the event.

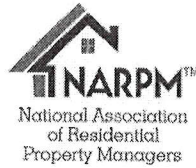
Class on July 16, 2019

Houston NARPM Chapter will have the Marketing for Residential Property Management given by James Alderson. Discussion regarding that NARPM National does not start advertising classes until it is 45-days out. Lisa will contact National and make sure we are getting the class advertised.

We discussed Christmas party locations and our budget. Cadillac Bar was recommended.

Old Business: None discussed

Meeting adjourned at 11:00 am.



Houston Chapter

Board Meeting » Conference Call Minutes

Tuesday, June 18, 2019

10:00 a.m. CDT

10:02 am	Call to Order	Behler
	Roll Call to, Certify Quorum (four or more)	Kallus
	Attendees –	
	Lisa Behler, President	
	Paula Cleveland, President-Elect	
	Mark Kallus, Secretary	
	Ashley Ferrier, Treasurer	
	Elias Camhi, Immediate Past President	

Trish Ferrier requested to speak to the board; she recommended having some grievance committee/board for the property managers who are having a problem with an Affiliate Vendor. A committee/board that will review the grievance of the affiliate vendor and evaluate business practices and its NARPM Membership.

Trish contacted National, and National's recommendation was to handle at the local Chapter. Paula recommended that the Board handles all the problems instead of a Committee. Paula made a motion to table the discussion about our expectations for the Affiliate Vendors and maybe reaching out to the RVP during the discussion in August. Lisa will post on the discussion board about if other chapters are having problems with a particular vendor and how they handled within the Chapter. Chapter concern is how to handle the dues of the Vendor who has already paid for the year if we cancel the vendor's membership.

First Order of Business:

Approve minutes from May's meeting Behler made a motion to accept and all approved

Second order of business – Financials were delivered.

Go over - Old Business
New Business

Mike Mengden will be speaking in August about Legislative changes. Elias has an Insurance person to speak about helping property managers file claims on September 19, 2019.

Lisa asked Paula to help Mark about applying for a grant with National. Discussion about potential Speakers.

Discussion regarding HAR Breakfast and who would take which dates. 6/24 (Lisa and Paula), 7/23 (Elias) and 10/24 (Lisa and Ash)

We discussed having a Houston Chapter Social event in October. The topic of membership was discussed and recommended that we have a separate meeting for membership and having a membership drive to be for the social in October. Inviting potential members and reaching out to previous members to get them involved again.

Paula and Elias discussed deleting previous members out of Wild Apricot when they are no longer around. We discussed having our Membership Chair call the people who did not renew this year. Paula recommended having the Chairperson for each committee, maybe joining our monthly board meetings for about 15-minutes to discuss what they are working on and any problems they are having.

Paula recommends: Making the touches to reach out and maybe finding a new prospecting database instead of Wild Apricot. The increase in database size is significant every month.

Membership meeting scheduled for June 28, 2019, at 2:00 pm.

Marketing Class on July 16, 2019

Houston NARPM Chapter will have the Marketing for Residential Property Management given by James Alderson. Discussion regarding that NARPM National does not start advertising classes until it is 45-days out. Lisa will post to our Houston Chapter Website and have a link to National so you are able to make a payment.

Lisa will have National copy and post from our Houston Chapter website and put on National's website for the Marketing class.

We discussed Christmas party locations and our budget. Cadillac Bar was recommended. Elias was asked to check into Harolds in the Heights as an option.

Old Business: None discussed

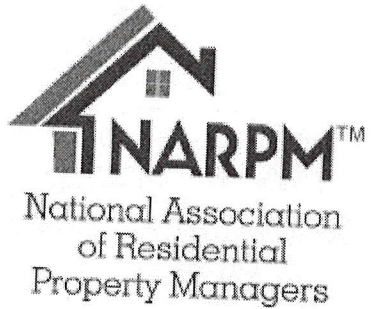
Meeting adjourned at 10:56 am.

NARPM Houston

STATEMENT OF ACTIVITY

January 1 - December 17, 2019

	TOTAL
Revenue	
Monthly Luncheon	12,827.53
NARPM Contributions	1,675.12
Sales	1,000.00
Sponsorship	0.00
Gold Sponsorship	7,475.00
Silver Sponsorship	1,485.00
Total Sponsorship	8,960.00
Uncategorized Revenue	1,250.00
Total Revenue	\$25,712.65
GROSS PROFIT	\$25,712.65
Expenditures	
Advertising	1,152.00
Advertising- HAR Sponsorship Luncheon	368.51
Bank Charges	37.26
Dues & Subscriptions	129.00
Job Materials	1,348.62
Meals and Entertainment	135.83
Monthly Meeting Expense	12,156.24
Office Expenses	229.19
Other General and Admin Expenses	177.87
Promotional	217.78
Supplies	196.17
Travel	475.35
Uncategorized Expenditure	2,125.00
Total Expenditures	\$18,748.82
NET OPERATING REVENUE	\$6,963.83
NET REVENUE	\$6,963.83



January 17, 2019

AGENDA

Welcome- Lisa Behler, CPM®, RMP® 2019 Chapter President

Camp Hope Speaker and Prayer

Welcome Guests and New Members

Intro for Affiliates: Gold- presentation

Silver- Stand and Introduce

Announcements:

TX Style (2/6-2/8) Wed education class Mastering Owner-Client Relations, by Bart Sturzl, Thurs. Ethics class, Conference starts at 1pm, Friday allday

Broker/Owner – Mirage in Vegas- (2/25-2/27)

Legislative Update- Mike Mengden, MPM®, RMP®

Designations- Trish Ferrier, has all forms and avail for questions

Paula – Article 8: Commitment To Firm

Past Presidents Fundraiser- Greg Doering, MPM®, RMP® Immediate Past RVP

Speaker

Article 8: COMMITMENT TO FIRM

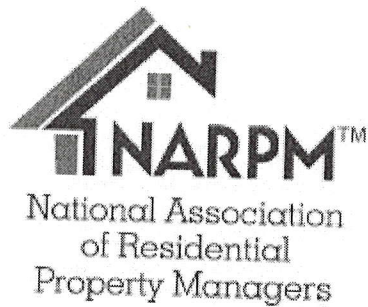
The Property Manager shall act in the best interests of his or her property management Firm.

STANDARDS OF PROFESSIONALISM

8-1 The Property Manager shall not have any undisclosed conflict of interest with his or her Firm. If a conflict or potential conflict should arise, the Property Manager shall notify his or her Firm immediately.

8-2 The Property Manager shall not receive any form of compensation, rebates, or any other benefits without full disclosure to his or her Firm.

8-3 The Property Manager may not take or use any proprietary documentation, including but not limited to Client/Tenant lists, during or after his or her relationship with a Firm without express written consent from the Firm.



February 21, 2019

AGENDA

Welcome- Lisa Behler, CPM®, RMP® 2019 Chapter President

Camp Hope Speaker and Prayer

Welcome Guests and New Members

Intro for Affiliates: Gold- presentation

Silver- Stand and Introduce

Announcements:

TX Style- Great Event

(Broker/Owner next week not sure spots left– Mirage in Vegas- (2/25-2/27)

Legislative Update- Mike Mengden, MPM®, RMP®

Designations- Trish Ferrier, has all forms and avail for questions

NARPM PAC- Mike Mengden, MPM®, RMP®

Paula – Article 8: Commitment To Firm

Speaker

Mr. Stephen Daniel – Senior Community Liaison

Houston Police Department

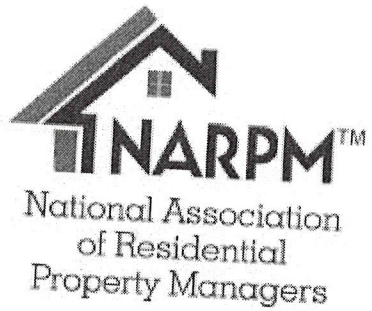
Subject matter expert: Active Shooter Defense for citizens

Mr. Daniel has completed the Active Shooter Response Training

Over 40 years combined experience in corporate security and law enforcement.

Over 62,000 citizens trained.

Next Month Get your Legal PM questions answered by Michael Boltz- Real Estate Attorney



March 21, 2019

AGENDA

Welcome- Lisa Behler, CPM[®], RMP[®] 2019 Chapter President

Camp Hope Speaker and Prayer

Welcome Guests and New Members

Intro for Affiliates: Gold- presentation

Silver- Stand and Introduce

Announcements:

Class in July

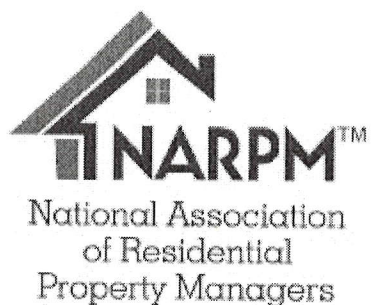
Legislative Update- Mike Mengden, MPM[®], RMP[®]

Designations- Trish Ferrier, has all forms and avail for questions

RMP presentation- Mark Kallus receives

Paula – Article 8: Commitment To Firm

Speaker



April 18th,2019

AGENDA

Welcome- Lisa Behler, CPM ®,RMP ® 2019 Chapter President

Camp Hope Speaker and Prayer- Shane Hawthorne

Welcome Guests and New Members

Intro for Affiliates: Gold- presentation

Silver- Stand and Introduce

Announcements:

Class in July- July 16th – Marketing- RPM office (Randy)

Legislative Update- Mike Mengden, MPM® ,RMP ®

Designations- Trish Ferrier, has all forms and avail for questions

Paula – Article 5: CARE OF MANAGED PROPERTIES

Speaker-

Today we have Cy-Fair volunteer Fire Dept with us to Share Fire Safety:

From its beginnings in the late 1950's, the Cy-Fair VFD is now one of the largest, busiest volunteer fire departments in the

United States, with over 15,000 emergency responses each year. CFVFD covers the 165-square mile area of the Harris County Emergency Services District #9 (HCESD9) in the unincorporated part of northwest Harris County. Responding from twelve (12), thirteen (13) in 2018, stations strategically located throughout the territory; the 350+ men and women of the fire department are among the best-trained and equipped firefighters and Emergency Medical Technicians (EMTs) in the nation. Please Welcome Capt. David Padovan

Article 5: CARE OF MANAGED PROPERTIES

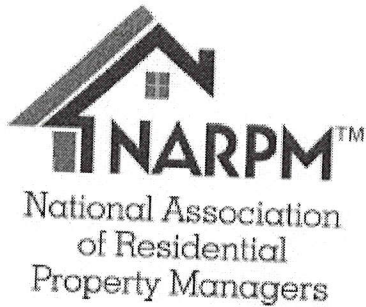
The Property Manager shall hold a high regard for the safety and health of those lawfully at a managed property and shall manage all properties in accordance with safety and habitability requirements of the local jurisdiction.

STANDARDS OF PROFESSIONALISM

5-1 The Property Manager shall not manage properties for Clients who refuse, or are unable, to maintain their property in accordance with safety and habitability requirements of the local jurisdiction.

5-2 The Property Manager shall terminate management of a property if the Client does not comply with habitability requirements.

Next Month- John Bradford- Pet Screening



May 16th, 2019

AGENDA

Welcome- Lisa Behler, CPM ®, RMP ® 2019 Chapter President

Camp Hope Speaker and Prayer-

Welcome Guests and New Members

Intro for Affiliates: Gold- presentation

Silver- Stand and Introduce

Announcements:

Class in July- July 16th – Marketing- RPM office (Randy)

Designations- Trish Ferrier, has all forms and avail for questions

– Article 2: Discrimination

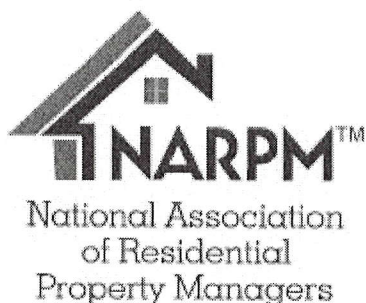
2 Designations Earned:

Shana Hill receiving her RMP

Elias Camhi receiving his MPM

Speaker- John Bradford Founder of Pet Screening

John graduated from Clemson University with a B.S. in Engineering and obtained an Executive MBA from University of Memphis. He is the founder of two start-up companies: PetScreening.com and Park Avenue Properties. He started his companies after working 14-years in corporate America for ExxonMobil and IBM Corporation. John served two consecutive terms in the North Carolina House of Representatives and was the Majority Deputy Whip and Chairman of Regulatory Reform and State & Local Government committees. Before serving as a North Carolina State Representative, John also served two consecutive terms as a Town of Cornelius Commissioner. He is married to his high school sweetheart and has 4 children. In his spare time, he loves to fish, camp and travel with his family.



June 20th,2019

AGENDA

Welcome- Lisa Behler, CPM ®,RMP ® 2019 Chapter President

Camp Hope Speaker and Prayer-

Welcome Guests and New Members

Intro for Affiliates: Gold- presentation

Silver- Stand and Introduce

Announcements:

Class in July- July 16th – Marketing- RPM office (Randy)

Designations- Trish Ferrier, has all forms and avail for questions

Getting involved- if you are interested in being on a committee or being on the Board- please speak with myself, Paula or Mark

Article 12: COMPLIANCE AND ENFORCEMENT

Speaker- Jim Roman

Jim Roman is a Speaker, Trainer and Consultant who specializes in accelerating the growth of businesses and

organizations while still preserving time for themselves, their families and their community.

Raised in his parent's restaurant and seeing his Dad pass away at 62, he saw how his parents never had the time to enjoy life. He is now determined to show business owners how to achieve their goals without letting their businesses run their lives.

Jim has worked with thousands of organizations to figure out what is holding them back from going to the NEXT level. His inspiring and direct approach to building a better business has provided extreme value for his clients.

Jim has built and sold several successful businesses including the BNI - Business Network International Central Virginia Franchise, which he quickly built to over 1,600 members in less than six years.

One thing you may not know about Jim is that he used to work on aircraft armament systems while serving in the United States Air Force

"The 5 Drivers to Excellence™ and Acceleration"

Article 12: COMPLIANCE AND ENFORCEMENT

The Property Manager shall comply with this Code and shall participate in and/or cooperate with any investigation and/or hearing conducted by NARPM® pursuant to this Code.

STANDARDS OF PROFESSIONALISM

12-1 The Property Manager shall review and shall take all necessary action to understand and to comply with this Code.

12-2 The Property Manager shall not interfere with any NARPM® action to investigate a violation of or to enforce this Code.

12-3 The Property Manager shall promptly supply any information requested by NARPM® during any investigation or enforcement action pursuant to this Code.

12-4 The Property Manager must take and pass an ethics course, which shall include

**Next Month- Jeff Linder with Harris County Flood Control
Distric**

Department of the Treasury
Internal Revenue Service

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

2018

Open to Public Inspection

A For the 2018 Calendar year, or tax year beginning 2018-01-01 and ending 2018-12-31

B Check if available

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

C Name of Organization: HOUSTON AREA CHAPTER OF THE
NATL ASSOC OF RESIDENTIAL PROPERTY MANAPO Box 36855, Houston, TX,
US, 77236D Employee Identification
Number 80-0703742

E Website:

F Name of Principal Officer: Lisa Behler13803 Jarvis Rd, Cypress,
TX, US, 77429

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

	<u>Budgeted Amount</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>
<u>Member Meetings- 6/year</u>					
Guest Speakers	\$	3,600			
Supplies	\$	500			
Camp Hope/Venue Lunch Fee	\$	6,750			
Signage	\$	50			
Year End Donation to Camp Hope	\$	800			
<u>HAR Webinars</u>					
Marketing	\$	100			
<u>NARPM Education- 1/year</u>					
Supplies	\$	-			
Teacher	\$	500			
Appreciation	\$	50			
Food	\$	150			
<u>HAR Presentations- 4/year</u>					
Gift Card/Drawing Item	\$	200			
Food	\$	200			
Supplies	\$	100			
<u>Appreciation</u>					
Cards/Mail Outs	\$	200			
Certificates	\$	100			
Plaques	\$	650			
Events	\$	1,500			
<u>Socials-2/year</u>					
Venue	\$	500			
Food	\$	250			
Drawings	\$	100			
Mail Outs	\$	100			
<u>Overhead Expenses</u>					
Website	\$	200			
Data Base (Wild Apricot)	\$	1,700			
Quick Books	\$	500			
Bank Account	\$	250			
PayPal	\$	300			
<u>Leadership Training</u>					
National Training	\$	400			
Chapter Training	\$	400			
Board/Committee Meeting	\$	200			
<u>Marketing and Misc</u>					
Lapel Mic	\$	400			
Brochures	\$	100			
<u>Savings for next year</u>	\$	1,500			
Total	\$	22,350			

Income

Gold Affiliate Memberships	\$	9,450
Goal 20...Budget 10 w/discount		
Silver Affiliate Memberships	\$	3,115
Goal 10...Budget 7w/discount		
National Grants	\$	1,000
Attendance Lunch Fees	\$	9,450
Total	\$	23,015

May

June

July

August

September

October

November

December