

**User:** heidi@pspm.us

## 2016 Chapter Compliance

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

Chapter: Kitsap

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 NARPM KitsapCty ByLaws-2016.doc

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. 2016 Tax Return.jpg

4. Upload a copy of your current year budget: Kitsap NARPM Budget 2017.xlsx

5. List number of membership meetings: 10

Flier Upload January 2016.htm

Flier Upload February 2016.htm

Flier Upload March 2016.htm

Flier Upload April 2016.htm

Flier Upload May 2016.htm

Flier Upload June 2016.htm

Flier Upload August 2016.htm

Flier Upload Sept 2016.htm

Flier Upload	Oct 2016.htm
Flier Upload	November 2016.htm
Flier Upload	
Flier Upload	
6. List number of board meetings:	5
Copy of Minutes	20160209 BOD Minutes.docx
Copy of Minutes	20160330 BOD Minutes.docx
Copy of Minutes	20160517 BOD Minutes.docx
Copy of Minutes	20161011 BOD Minutes.docx
Copy of Minutes	12.15.16 Board meeting minutes.pdf
Copy of Minutes	
Copy of Minutes	
Copy of Minutes	
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Copy of Minutes	
Copy of Minutes	
Copy of Minutes	
7. Does your chapter charge dues?	No
8. If yes, how much are the dues?	
9. If yes, are meals at meetings included?	No
10. On a scale of 1-10, how well do you think your chapter is doing?	6
Do you want to apply for Chapter Excellence as well?	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:	Kitsap
Is this a New Chapter formed within the last 18 months?	No
Number of chapter members at time of Application (excluding affiliates):	39
Total Points from Application:	56

**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:

Associate Members:	7
Support Staff Members:	5
Life Members:	
Combined Total Number of Members:	39

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	Chapter Roster 021317.htm
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Does the state in which the chapter is located have continuing education requirements for licensing?	Yes
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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/>). Chapter numbers can be found in column U. Earn points for the percentage of new members compared to existing (take number of new members and divide by prior year member numbers which will give you the percentage of growth).

Total Points:	1
Number of New Members added to Chapter:	1
New Member Growth:	1=3-9%
New Members Upload	New Members since 01012016.htm

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:	3
Membership Retention:	3
Membership Retention Upload	Chapter Retention Roster 2016.xlsx

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:	5
Affiliate Members:	5
Affiliate Members Upload	Chapter Roster 021317.htm

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: 0

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: 0

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: 1

Number of Participating Members: 1

Participating Members Upload New Members since 01012016.htm

8. **Up to ten (10) points.** Percentage of members who attended the NARPM Annual Convention during the award year. Obtain a copy of convention attendees from the website and highlight names of those in attendance (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>)

Total Points: 5

Percentage of Members in Attendance: 5=20-24%

Membership Attendance

Membership Attendance

9. **Up to ten (10) points** based on percentage of members who attended a NARPM State(s) Conference(s) during the award year. Submit a copy of conference attendees list and highlight the names of those in attendance. Name and date of conference must be on the attendee list.

Total Points: 0

Percentage of Members in Attendance:

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

Member Attendance Upload

10. **Three (3) points** per grant a chapter applied for and used. Information on chapter grants can be obtained at (<http://www.narpm.org/members/tools/chapter-services/handbook/support-services/>). Provide evidence of use. Nine (9) points available.

Total Points: 0

Number of Grants Applied for and Used:

Evidence of Grant Upload

Evidence of Grant Upload

Evidence of Grant Upload

11. **Up to four (4) points** if your chapter has instituted the New Member Mentor program at the Chapter level. Upload copies of all completed checklist from mentor program in the upload slot(s) to show all new members in this program. (<http://www.narpm.org/join/membership-benefits/>).

Total Points: 0

Percentage of New Members

Mentored:

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

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: 6

Number of Chapter-Sponsored Educational Course(s): 6

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

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:

Number of Chapter-Sponsored Educational Course(s):



Chapter-Sponsored Educational  
Course Upload

Chapter-Sponsored Educational  
Course Upload

Chapter-Sponsored Educational  
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Chapter-Sponsored Educational  
Course Upload

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: 0

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

Applicable Flyer/ Other  
Demonstrative Information Upload

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: 1

Number of Regular Membership 1  
 Meetings that Discussed NARPM  
 Code of Ethics:  
 Copy of Meeting Agenda Upload  
 Copy of Meeting Agenda Upload  
 Copy of Meeting Agenda Upload  
 Copy of Meeting Agenda Upload  
 Copy of Meeting Agenda Upload  
 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: 1  
 Percentage of Candidates as of December 31: 1=1-7%  
 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: 2  
 Percentage of Candidates as of December 31: 2=1-14%  
 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: 2  
 Percentage of Members with RMP/ MPM Designations: 2=1-14%

Member List with RMP/ MPM      Chapter Roster 021317.htm  
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:      2

Percentage of CRMC Companies      2=1-14%  
as of December 31:

Member Companies who hold      Chapter Roster 021317.htm  
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:      1

Percentage of Members holding      1=1-14%  
certifications as of December 31:

List of CSS, CMC, CRMB      Chapter Roster 021317.htm  
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:      0

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: 0

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: 0

Number of Newsletters:

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

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: 0

Number of Marketing Efforts:

Program Outreach Upload

Program Outreach Upload

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: 12

Membership Committee: 4

Membership Committee Upload

Education/Designation Committee: 4

Education/Designation Committee Upload

Legislative/Governmental Affairs Committee: 4

Legislative/Governmental Affairs Committee Upload

Meeting/Program Committee:

Meeting/Program Committee Upload

Community Service Committee: 4

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: 2

Number of Efforts to Pass or Defeat a Legislative Issues: 2

Copy of Issue/ Other Documentation Upload

Copy of Issue/ Other Documentation Upload

Copy of Issue/ Other

## 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: 0

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  
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: 0

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: 10

Percentage of Members in 2=9-11%  
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:	56
Form Completed By:	Heidi Anderson
Chapter Title:	President
Phone Number:	2068429557
E-mail Address:	heidi@pspm.us



National Association of Residential Property Managers

K I T S A P C O U N T Y C H A P T E R

**BYLAWS OF THE**  
**The Kitsap County Chapter Of**  
**THE NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS**

**ARTICLE 1: NAME, PURPOSES, POWERS, AND DEFINITION**

**Section A: Name**

The name of this organization shall be “The Kitsap 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:

1. To establish a permanent professional association in the residential property management industry in the Kitsap County area of Washington State.
2. To promote a standard of business ethics, professionalism and fair practice 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 Kitsap County and Washington State.

**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, 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: Definition**

This Chapter's geographical definition shall be Kitsap County, North Mason County, Jefferson County and Clallam County in Washington State.

## **ARTICLE II: MEMBERSHIP**

### **Professional, Associate, Support Staff, Affiliate Member**

#### **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 specific state regulatory licensing law regarding licensure in performing the duties of a property manager in the State of Washington. 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 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 specific state regulatory licensing law regarding licensure in performing the duties of a property manager in the State of Washington. 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 identical to those specified for members, except that affiliate members are not eligible to vote or be a chairperson; however, affiliate members can serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

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

**Section E: 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 Kitsap County 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 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. Establish new chapter committees and dissolve existing chapter 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 five (5) officers as follows:

1. President: The President shall
  - a. Be the Chief Executive Officer of the Chapter.
  - b. Preside at all meetings of the chapter.
  - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
  - d. Sign all legal documents.
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - f. Shall ensure the completion of all documentation required 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 calendar year.
  - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
  - e. Undertake other activities as are deemed appropriate by the President.
  - f. Serve a term of one year commencing with the beginning of the calendar year.
  - g. Must be a Professional Member of the Chapter.
3. Secretary: The Secretary shall
  - a. Maintain current Chapter membership records to coincide with the national association's membership database.
  - b. Record, maintain, and distribute minutes of all regular and special meetings of the committee as appropriate.
  - c. File all Federal, State, and local reports as needed.
  - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - e. Serve a term of one year commencing with the beginning of the calendar year.
  - f. Must be a Professional Member of the Chapter.
4. Treasurer: The Treasurer shall
  - a. Be a signatory for all funds withdrawn from Chapter account(s).
  - b. Distribute annual renewal notices for chapter dues and special assessments.
  - c. Deposit all funds into a Federally Insured financial institution. Keep all accounts reconciled and in good standing.

- d. Prepare a financial report for the committee upon request. Prepare an end of fiscal year report for the National Association.
- e. File tax and other financial reports with the appropriate government agencies.
- f. Undertake responsibility for other such activities as deemed appropriate by the committee.
- g. Serve a term of one year commencing with the beginning of the calendar year.
- h. Must be a Professional Member of the Chapter.

5. Past President: The Past President shall

- a. Serve as Chairman for 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, TERM AND VACANCIES**

### **Section A: Eligibility**

To be eligible to serve as Chapter Officer an individual shall be a member in good standing with 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 solicit nominations from Chapter Members at least thirty (30) days prior to the election. Nominations shall be done in two ways:

- 1. 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.
- 2. 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.

- 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 Kitsap County Executive Committee and presented to the membership for final vote.

2. 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.
3. 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.
4. The Chapter shall allow nominations from the floor of the chapter meeting. If electronic elections take place Write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

#### **Section D: Term of Office**

The term of office shall commence at the beginning of calendar year and conclude at the end of the calendar year.

#### **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 more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. By an individual nominated and approved by the Executive Committee to fill the remaining year of the term.

## **ARTICLE VI: MEETINGS, LOCATIONS AND MAJORITY RULES**

### **Section A: Meetings**

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. 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 Committee Chairs shall be appointed by the President, committee members shall be appointed by the Committee Chairs, with the advice and consent of the Executive Committee.

## **Section B: Responsibilities**

Chapter 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 Chapter 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 Chapter committees according to the needs of the Chapter.

# **ARTICLE VII: CODE OF ETHICS AND 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 The 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), Chapter Committee Chairperson(s), or Chapter 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 of the 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 fiscal year shall be the calendar year.

### **Section B: Chapter Dues**

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 each year.
2. Non-payment of Dues: Failure to pay the annual chapter dues within 30 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
4. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will charge dues to National Affiliate members.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

### **Section C: Special Assessments**

Special Assessment 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 Kitsap County Chapter 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 Manager, Inc., for any reason.

## **ARTICLE X: PROPOSALS AND PROCEDURE 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 Manager, 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 Chapter 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 vote of the Executive Committee is necessary in order to amend these Bylaws.

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

## **ARTICLE XI: MISCELLANEOUS**

### **Section A: Invalidity**

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

### **Section B: Waiver**

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

### **Section C: Hold Harmless and Indemnify**

The Chapter shall hold harmless and indemnify members of the Executive Committee, Officer(s), Chapter Committee Chairperson(s), and the Chapter Committee members, as well as, the National Association, its Board of Directors, Officers, Chairpersons, and Committee Members who are acting within the scope of their responsibilities, duties, or these Bylaws.

### **Section D: State Laws**

These Bylaws may be amended to conform and comply with the laws, statues, rules and regulations of the governing bodies of local, county, and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by Washington 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 F: Dissolution**

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

**Certification:** We, the undersigned, do hereby certify:

That I am the duly elected President of the Kitsap County Chapter of the National Association of Residential Property Managers and that the foregoing Bylaws of said Chapter as duly adopted at a meeting of the Executive Committee, thereof, held on the 17<sup>th</sup> day of May 2016.

IN WITNESS WHEREOF,

I have hereunto subscribed my name this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_, President

Heidi Hartman, MPM®, RMP®

That I am the duly elected Secretary of the Kitsap County Chapter of the National Association of Residential Property Managers and that the foregoing Bylaws constitute the Bylaws of said Chapter as duly adopted at a meeting of the Executive Committee, thereof, held on the 17<sup>th</sup> day of May 2016.

IN WITNESS WHEREOF,

I have hereunto subscribed my name this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_, Secretary

Sharon Alger

Form 990-N

### Electronic Notice (e-Postcard)

Department of the Treasury  
Internal Revenue Service

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

**A For the 2016 Calendar year, or tax year beginning 2016-01-01 and ending 2016-12-31**

B Check if available

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

**C Name of Organization:** NATIONAL ASSOC OF RESIDENTIAL  
PROPERTY MANAGEMENT INC

PO Box 1148, Tracyton, WA,  
US. 98393

E Website:

**F Name of Principal Officer:** Debbie L Bachman  
PO Box 1148, Tracyton, WA,  
US, 98393

**Privacy Act and Paperwork Reduction Act Notice:** We ask for the information on this form to carry out the Internal Revenue laws under which we administer the Federal income tax laws. 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 Project (2010-07-0017) and does not have a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their retention is necessary for the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in the instructions to the form.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. It is estimated that it will take approximately 15 minutes.

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





National Association of Residential Property Managers

## Kitsap County Chapter 2016 Board of Directors Meeting

March 30, 2016 12:00PM  
Details PM Office

- 12:00 PM**      **Call Meeting to Order**      President Heidi Hartman, MPM® RMP®  
                          Roll Call and Certification of Quorum  
                          Read Mission & Vision Statement      President-Elect Heidi Anderson
- 12:05 PM**      **President's Report:**      President Heidi Hartman, MPM® RMP®  
                          Chapter Excellence  
                          2016 Budget  
                          Clock Hour Class scheduled 4/21  
                          Other class options: Rebekah Near
- 12:15 PM**      **Board & Committee Reports:**  
                          President Elect/Education Committee Report      President-Elect Heidi Anderson  
                          Vice President/Charity Committee Report      Vice President Heather Larrin  
                          Past President/Communication Committee Report      Past President Evie Osburn, RMP®  
                          Treasurer/Affiliate Committee Report      Treasurer Debbie Bachman Koog  
                          Secretary/Membership Committee Report      Secretary Sharon Alger
- 12:45**      **Discussion Agenda & New Business:**  
                          Calendar for remaining year  
                          Bylaws Update
- 12:55**      **Action List: Review and Update**

Date added	ACTION ITEM	RESPONSIBLE	DUE DATE
12/2015	Committee Plans for year (draft)		1/15/16

**4:00 PM**      **Adjourn**

### ROLL CALL

Name & Position		
Heidi Hartman, MPM® RMP®, President		
Heidi Anderson, President-Elect		
Evie Osburn, RMP®, Past President		
Debbie Bachman Koog, Treasurer		
Heather Larrin, Vice President		
Sharon Alger, Treasurer		
<b>Guests</b>		

## Mission

NARPM® provides resources for residential property management professionals who desire to learn, grow and build relationships

## Vision

NARPM® will be the recognized leaders in residential property management industry.

*It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.*

## NARPM® Antitrust Policy

**Association Meetings** - To minimize the possibility of antitrust problems at association gatherings, the following guidelines should be followed at all meetings of the Board of Directors and committees, as well as all association-sponsored conventions, trade shows, training seminars, conferences, and task force and working group sessions.

- **DO NOT** discuss your prices or competitors' prices with a competitor (except when buying from or selling to that competitor) or anything, which might affect prices such as costs, discounts, terms of sale, or profit margins.
- **DO NOT** agree with competitors to uniform terms of sale, warranties, or contract provisions.
- **DO NOT** agree with competitors to divide customers or territories.
- **DO NOT** act jointly with one or more competitors to put another competitor at a disadvantage.
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- **DO NOT** discuss your future pricing, marketing, or policy plans with competitors.
- **DO NOT** discuss your customers with your competitors.
- **DO NOT** make statements about your future plans regarding pricing, expansion, or other policies with anti-competitive overtones. Do not participate in discussions where other members do.
- **DO NOT** propose or agree to any standardization, the purpose of which is anti-competitive, e.g., to injure your competitor.
- **DO NOT** attend or stay at any informal association meeting where there is no agenda, no minutes are taken, and no association staff member is present.
- **DO NOT** do anything before or after association meetings, or at social events, which would be improper at a formal association meeting.
- **DO NOT** interpret or enforce the association's Code of Ethics without direction from the leadership.
- **DO NOT** regard compliance with the association's Code of Ethics as justification for anti-competitive communications or actions.
- **DO NOT** represent that the association prohibits or limits advertising, marketing or solicitation other than as the law authorizes prohibitions or limitations.
- **DO NOT** issue any document or communication on behalf of the association unless with proper authorization.
- **DO** send copies to an association staff member of any communications or documents sent, received, or developed by you when acting for the association.
- **DO** alert every employee in your company who deals with the association to these guidelines.
- **DO** alert association staff and legal counsel to anything improper.
- **DO** be conservative. If you feel an activity might be improper, ask for guidance from association staff or legal counsel in advance.



National Association of Residential Property Managers

## Kitsap County Chapter 2016 Board of Directors Meeting

March 30, 2016 12:00PM  
Details PM Office

- 12:00 PM**      **Call Meeting to Order**      President Heidi Hartman, MPM® RMP®  
                          Roll Call and Certification of Quorum  
                          Read Mission & Vision Statement      President-Elect Heidi Anderson
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                          Chapter Excellence  
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                          Clock Hour Class scheduled 4/21  
                          Other class options: Rebekah Near
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                          Calendar for remaining year  
                          Bylaws Update
- 12:55**      **Action List: Review and Update**

Date added	ACTION ITEM	RESPONSIBLE	DUE DATE
12/2015	Committee Plans for year (draft)		1/15/16

**1:00 PM**      **Adjourn**

### ROLL CALL

Name & Position		
Heidi Hartman, MPM® RMP®, President		
Heidi Anderson, President-Elect		
Evie Osburn, RMP®, Past President		
Debbie Bachman Koog, Treasurer		
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National Association of Residential Property Managers

## Kitsap County Chapter 2016 Board of Directors Meeting

May 17, 2016 1:00PM

Details PM Office

**1:00 PM**      **Call Meeting to Order**      President Heidi Hartman, MPM® RMP®  
                  Roll Call and Certification of Quorum  
                  Read Mission & Vision Statement

**1:05 PM**      **President's Report:**      President Heidi Hartman, MPM® RMP®

**1:15 PM**      **Board & Committee Reports:**  
                  President Elect/Education Committee Report      President-Elect Heidi Anderson  
                  Vice President/Charity Committee Report      Vice President Heather Larrin  
                  Past President/Communication Committee Report      Past President Evie Osburn, RMP®  
                  Treasurer/Affiliate Committee Report      Treasurer Debbie Bachman Koog  
                  Secretary/Membership Committee Report      Secretary Sharon Alger

**1:45**      **Discussion Agenda & New Business:**  
                  Bylaws Review & Update  
                  Vote on new bylaws  
                  Calendar for remaining year

**1:55**      **Action List: Review and Update**

Date added	ACTION ITEM	RESPONSIBLE	DUE DATE

**2:00 PM**      **Adjourn**

### ROLL CALL

Name & Position		
Heidi Hartman, MPM® RMP®, President		
Heidi Anderson, President-Elect		
Evie Osburn, RMP®, Past President		
Debbie Bachman Koog, Treasurer		
Heather Larrin, Vice President		
Sharon Alger, Treasurer		
<b>Guests</b>		

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- **DO** alert association staff and legal counsel to anything improper.
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National Association of Residential Property Managers

## Kitsap County Chapter 2016 Board of Directors Meeting

October 11, 2016 12:00PM

Details PM Office

**12:00 PM**      **Call Meeting to Order**      President Heidi Hartman, MPM® RMP®  
Roll Call and Certification of Quorum

**12:05 PM**      **President's Report:**      President Heidi Hartman, MPM® RMP®

**12:15 PM**      **Board & Committee Reports:**

President Elect/Education Committee Report	President-Elect Heidi Anderson
Vice President/Charity Committee Report	Vice President Heather Larrin
Past President/Communication Committee Report	Past President Evie Osburn, RMP®
Treasurer/Affiliate Committee Report	Treasurer Debbie Bachman Koog
Secretary/Membership Committee Report	Secretary Sharon Alger

**12:30**      **Discussion Agenda & New Business:**

October Meeting: Request for Meeting Sponsorship	Debbie Bachman Koog
November & December Meetings: Speaker/Topics Needed	
Transition plans for 2017	

**12:55**      **Action List: Review and Update**

Date added	ACTION ITEM	RESPONSIBLE	DUE DATE

**1:00 PM**      **Adjourn**

### ROLL CALL

Name & Position		
Heidi Hartman, MPM® RMP®, President		
Heidi Anderson, RMP® President-Elect		
Evie Osburn, RMP®, Past President		
Debbie Bachman Koog, Treasurer		
Heather Larrin, Vice President		
Sharon Alger, Treasurer		
Guests		

## Mission

NARPM® provides resources for residential property management professionals who desire to learn, grow and build relationships

## Vision

NARPM® will be the recognized leaders in residential property management industry.

*It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.*

## NARPM® Antitrust Policy

**Association Meetings** - To minimize the possibility of antitrust problems at association gatherings, the following guidelines should be followed at all meetings of the Board of Directors and committees, as well as all association-sponsored conventions, trade shows, training seminars, conferences, and task force and working group sessions.

- **DO NOT** discuss your prices or competitors' prices with a competitor (except when buying from or selling to that competitor) or anything, which might affect prices such as costs, discounts, terms of sale, or profit margins.
- **DO NOT** agree with competitors to uniform terms of sale, warranties, or contract provisions.
- **DO NOT** agree with competitors to divide customers or territories.
- **DO NOT** act jointly with one or more competitors to put another competitor at a disadvantage.
- **DO NOT** try to prevent your supplier from selling to your competitor.
- **DO NOT** discuss your future pricing, marketing, or policy plans with competitors.
- **DO NOT** discuss your customers with your competitors.
- **DO NOT** make statements about your future plans regarding pricing, expansion, or other policies with anti-competitive overtones. Do not participate in discussions where other members do.
- **DO NOT** propose or agree to any standardization, the purpose of which is anti-competitive, e.g., to injure your competitor.
- **DO NOT** attend or stay at any informal association meeting where there is no agenda, no minutes are taken, and no association staff member is present.
- **DO NOT** do anything before or after association meetings, or at social events, which would be improper at a formal association meeting.
- **DO NOT** interpret or enforce the association's Code of Ethics without direction from the leadership.
- **DO NOT** regard compliance with the association's Code of Ethics as justification for anti-competitive communications or actions.
- **DO NOT** represent that the association prohibits or limits advertising, marketing or solicitation other than as the law authorizes prohibitions or limitations.
- **DO NOT** issue any document or communication on behalf of the association unless with proper authorization.
- **DO** send copies to an association staff member of any communications or documents sent, received, or developed by you when acting for the association.
- **DO** alert every employee in your company who deals with the association to these guidelines.
- **DO** alert association staff and legal counsel to anything improper.
- **DO** be conservative. If you feel an activity might be improper, ask for guidance from association staff or legal counsel in advance.

December 22, 2016

Minutes of the Board meeting 12/15/16, 11:30-1:00

#### In attendance

Heidi Hartman, Heidi Anderson , Evie Osburn, Chrysztyna Rowek, Ashlyn Elter sitting in for Heather Larrin, Christy Irwin, Debbie Bachman Koog and myself Tonya Caswell.

#### Items discussed

#### Chapter planning outline

##### Chapter Leadership

President:	Heidi Anderson <a href="mailto:heidi@pspm.us">heidi@pspm.us</a>
President Elect/Vice	Heather Larrin <a href="mailto:heather@paramountpmg.com">heather@paramountpmg.com</a>
Secretary:	Tonya Caswell <a href="mailto:tcaswell@orminc.com">tcaswell@orminc.com</a>
Treasurer:	Christy Irwin <a href="mailto:Christy@paramountpmg.com">Christy@paramountpmg.com</a>
Educational Coordinator:	Chrysztyna Rowek <a href="mailto:chrysztyna@lighthouse-cove.com">chrysztyna@lighthouse-cove.com</a>
Membership coordinator:	
Legislative Coordinator:	Heidi Hartman <a href="mailto:heidi@detailspm.com">heidi@detailspm.com</a>
Affiliate Program coordinator	Sharon Meeker <a href="mailto:Sharon@northernasphaltllc.com">Sharon@northernasphaltllc.com</a>
Marketing/Publications:	Newsletters, Heather Larrin
Recognitions Chair:	
Charity:	Evie Osbourne <a href="mailto:vie@pickettproperties.com">vie@pickettproperties.com</a>

#### Topics/Speakers for the year

#### Voting on the cost for speakers

January Induct Members, speaker Chrysztyna Rowek Communication 1 hr. \$100.00

February Effects of Drug, Alcohol, Mental Illness How To's Jamie DiPino 1 hr. \$150.00

March 16<sup>th</sup> Call Time Out, Kellie Tollifson, and No charge

April NARPM Topic, Developing Rewarding Owner Relationships, Brian Birdy Member \$195.00  
Non Member \$295.00

May Vendor Spotlights (several on the panel)

June Picnic at Silverdale waterfront, lunch exchange

July Habitat for Humanity?

August Election nominations/Service Animals Jim Henderson

September NARPM class Essentials of Risk Management Kellie Tollifson No Charge

October Horror Stories

November Vendor Appreciation/Food Drive

December Christmas Party, Christmas Angels

Voting on the budget

Vote in the Treasurer nomination Christy Irwin

Respectfully submitted,



Tonya Caswell

2017 Secretary

MINUTES OF NARPM MEETING

KITSAP COUNTY

JUNE 16, 2016

MEETING CALLED TO ORDER AT 11:40 AM AT CLOVERLEAF GRILL

1. INTRODUCTIONS
2. CODE OF ETHICS: ARTICLE 3 OF STANDARDS OF PROFESSIONALISM WAS READ
3. VENDOR SPOTLIGHT: A-1 DOOR SERVICE, INC THEY SUGGESTED THAT WE HAVE GARAGE DOOR OPENERS AND DOORS INSPECTED FOR SAFETY AFTER EACH TENANT MOVES OUT. THEY DO THIS SERVICE FOR FREE.
4. DISCUSSION OF NEW LAW GIVING 21 DAYS FOR DISPOSITIONS TO BE DONE. YOU NEED SPECIFIC BIDS, "NOT UNDETERMINED"
5. INFORMATION OF BI-LAWS CHANGE TO ALLOW FOR ELECTIONS IN SEPTEMBER, THUS ALLOWING FOR TRAINING MEETINGS OF NEW OFFICERS IN NOVEMBER.
6. INVITATION FOR ALL MEMBER TO NOMINATE OFFICERS FOR NEXT YEAR.
7. CONVENTION TO BE IN MAUI ON OCTOBER 19-21, 2016
8. NO MEETING IN JULY
9. NEXT MEETING AUGUST 18, 2016
10. MEETING ADJOURNED AT 12:56PM

RESPECTFULLY SUBMITTED,

A handwritten signature in cursive script, appearing to read "Sharon Alger".

SHARON ALGER, SECRETARY



KITSAP COUNTY NARPM MEETING

SEPTEMBER 15, 2016

Welcome to Members and Guests - President Heidi Hartman

Introductions

Code of Ethics Article was read.

Election of officers of 2017

Current Slate

Past President Heidi Hartman, MPM, RMP, Details, Property Management

President Heidi Anderson, RMP Puget Sound Property Management

President Elect Heather Larrin, Paramount Property Management

Treasurer Debbie Bachman Koog, Details Property Management

Secretary Tonya Caswell, Olympic Property Group

Nominations from the floor

Voting – Above officers elected

Upcoming events

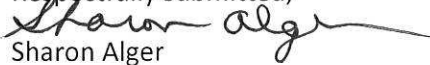
National NARPM Convention in Maui Oct 19-21 2016 Grand Wailea Resort Hotel

Broker/Owner retreat March 20-22 2017 Mirage Hotel and Casino

Next meeting date changed due to convention: Convention wrap-up and Horror Stories.

Adjourned and Class on Fair Tenant Screening 3 Clock hours.

Respectfully submitted,

  
Sharon Alger

Secretary

11/18/2016

MINUTES OF KITSAP NARPM MEETING 11/18/16

Cloverleaf Bar and Grill

Meeting was called to order at 11:40 am by Heidi Hartman.

Introductions were made. Code of Ethics (Article 7) was read.

ANNOUNCEMENTS:

- 1) Heidi said we are working getting the Chapter Excellence Award.
- 2) NARPM class will be at each chapter this year.

Vendor spotlight: Serv Pro of Kitsap County

THEY OFFER:

- 1) FIRE, SMOKE, SOOT AND WATER DAMAGE CLEAN-UP
- 2) MOLD MITIGATION
- 3) DUCT CLEANING
- 4) DEODORIZING
- 5) BIOHAZARD CLEAN-UP

FREE ESTIMATES

ROUND TABLE DISCUSSIONS

UPCOMING EVENTS

- 1) Washington State Legislative Day Feb 2, 2017 Olympia
- 2) NARPM Day on the hill May 15-16, 2017
- 3) Broker/Owner Retreat March 22-22, 2017
- 4) HOLIDAY GATHERING Kitsap NARPM Meeting Dec. 15<sup>th</sup> 11:30 CloverleaF

Meeting Adjourned at 12:50 am.

Respectfully submitted,



Sharon Alger, Secretary