

From: Teresa Fulper
Sent: Wednesday, September 26, 2018 4:32 PM
To: Teresa Fulper
Subject: Voting Request: Los Angeles Chapter of NARPM



Please support the Los Angeles Chapter of **NARPM** and cast your **vote** for the
2019 Vice President

Melissa Hatf

☐

YES

☐

NO

LA-NARPM

Profit & Loss Detail

January through December 2018

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Ordinary Income/Expense								
Income								
Other Types of Income								
Miscellaneous Revenue								
Deposit	05/21/2018	Deposit		Pass through- CalNARPM-- Sa...		Seacoast Com...	250.00	250.00
Check	05/30/2018	Transfer		Pass through- Cal NARPM - Sa...		Seacoast Com...	-250.00	0.00
Total Miscellaneous Revenue							0.00	0.00
Total Other Types of Income							0.00	0.00
Program Income								
50/50 Raffle								
Deposit	02/21/2018	Deposit		50/50 Raffle- February 2018		Seacoast Com...	27.00	27.00
Deposit	03/08/2018	Transfer		DECEMBER Raffle		Seacoast Com...	27.00	54.00
Deposit	03/26/2018	Transfer		March 2018		Seacoast Com...	36.00	90.00
Deposit	05/16/2018	Transfer		June 2018		Seacoast Com...	37.00	127.00
Deposit	06/25/2018	Deposit		Cash- 50/50 drawing- June bre...		Seacoast Com...	25.00	152.00
Deposit	07/18/2018	Deposit		5050 Raffle including donation ...		Seacoast Com...	55.00	207.00
Deposit	09/19/2018	Deposit		September 2018		Seacoast Com...	30.00	237.00
Deposit	10/30/2018	Deposit		October meeting		Seacoast Com...	25.00	262.00
Deposit	11/25/2018	Deposit		November, 2018		Seacoast Com...	25.00	287.00
Deposit	12/21/2018	Transfer		December, 2018 raffle		Seacoast Com...	25.00	312.00
Total 50/50 Raffle							312.00	312.00
Membership Dues								
Affiliate								
Deposit	02/07/2018	Deposit	Kimball, Tirey and St....	Kimball, Tirey and St. John, LLP		Seacoast Com...	125.00	125.00
Deposit	02/22/2018	Deposit		Kardo Creative (locksmith)		Seacoast Com...	125.00	250.00
Deposit	02/22/2018	Deposit		Water Heaters Only		Seacoast Com...	125.00	375.00
Deposit	07/30/2018	Deposit	Eco Bear Biohazard ...	https://ecobear.co		Seacoast Com...	125.00	500.00
Deposit	12/20/2018	Deposit	The Happy Plumber, L...	2019 membership		Seacoast Com...	125.00	625.00
Total Affiliate							625.00	625.00
Total Membership Dues							625.00	625.00
Monthly BF Meeting								
Check	01/01/2018	1043	Oakmont Country Club	Deposit on Account - 2018		Seacoast Com...	-1,200.00	-1,200.00
Deposit	01/03/2018	Deposit	Rossmoyne	For Oakmont Deposit		Seacoast Com...	600.00	-600.00
Deposit	01/03/2018	Deposit	S.I.G. Property Mana...	Deposit on Account 2018		Seacoast Com...	600.00	0.00
Check	01/22/2018	1062	Oakmont Country Club	January monthly breakfast		Seacoast Com...	-399.98	-399.98
Deposit	01/22/2018	Transfer		Rossmoyne- monthly breakfast ...		Seacoast Com...	75.00	-324.98
Deposit	01/22/2018	Transfer		Cash-Monthly breakfast attend...		Seacoast Com...	175.00	-149.98
Deposit	01/22/2018	Deposit		Checks- monthly breakfast atte...		Seacoast Com...	75.00	-74.98
Check	02/21/2018	1044	Oakmont Country Club	February 2018 Meeting		Seacoast Com...	-499.85	-574.83
Deposit	02/21/2018	Deposit		Cash payments for breakfast / ...		Seacoast Com...	120.00	-454.83
Deposit	02/22/2018	Deposit		Checks - Breakfast		Seacoast Com...	185.00	-269.83
Deposit	03/08/2018	Transfer		DECEMBER Cash- Breakfast ...		Seacoast Com...	125.00	-144.83
Deposit	03/08/2018	Transfer		DECEMBER Rossmoyne Break...		Seacoast Com...	75.00	-69.83
Check	03/21/2018	1045	Oakmont Country Club	March 2018 meeting		Seacoast Com...	-399.85	-469.68
Deposit	03/22/2018	Deposit		Checks-Monthly Breakfast- Mar...		Seacoast Com...	125.00	-344.68
Deposit	03/26/2018	Transfer		Cash breakfasts-March 2018		Seacoast Com...	195.00	-149.68
Deposit	03/26/2018	Transfer		Rossmoyne- 1 breakfast		Seacoast Com...	30.00	-119.68
Check	04/19/2018	1046	Oakmont Country Club	April, 2018		Seacoast Com...	-399.85	-519.53
Deposit	04/20/2018	Deposit		Checks		Seacoast Com...	75.00	-444.53
Deposit	04/20/2018	Deposit		Rossmoyne		Seacoast Com...	55.00	-389.53
Deposit	04/20/2018	Deposit		Cash paid for breakfast		Seacoast Com...	250.00	-139.53
Check	05/16/2018	1047	Oakmont Country Club	May 2018		Seacoast Com...	-524.81	-664.34
Deposit	05/16/2018	Transfer		Rossmoyne		Seacoast Com...	30.00	-634.34
Deposit	05/16/2018	Transfer		Rossmoyne		Seacoast Com...	50.00	-584.34
Deposit	05/16/2018	Transfer		Cash		Seacoast Com...	190.00	-394.34
Deposit	05/16/2018	Deposit		Checks- June 2018		Seacoast Com...	255.00	-139.34
Deposit	05/16/2018	Deposit		Check - June 2018		Seacoast Com...	25.00	-114.34
Check	06/20/2018	1048	Oakmont Country Club	June 2018 breakfast meeting		Seacoast Com...	-399.85	-514.19
Deposit	06/25/2018	Deposit		Checks- June breakfast meeting		Seacoast Com...	105.00	-409.19
Deposit	06/25/2018	Deposit		Cash- June breakfast meeting		Seacoast Com...	225.00	-184.19
Check	07/18/2018	1049	Oakmont Country Club	July, 2018		Seacoast Com...	-499.85	-684.04
Deposit	07/18/2018	Deposit		Cash		Seacoast Com...	175.00	-509.04
Deposit	07/18/2018	Deposit		July 2018 Checks		Seacoast Com...	230.00	-279.04
Deposit	08/15/2018	Deposit		Checks		Seacoast Com...	110.00	-169.04
Check	08/15/2018	1050	Oakmont Country Club	August meeting		Seacoast Com...	-499.85	-668.89
Deposit	09/04/2018	Transfer		Cash payments		Seacoast Com...	125.00	-543.89
Deposit	09/19/2018	Deposit		Cash		Seacoast Com...	145.00	-398.89
Deposit	09/19/2018	Deposit		Cash correction- over transfer		Seacoast Com...	-20.00	-418.89
Deposit	09/19/2018	Deposit		Arcelia and Marshal		Seacoast Com...	50.00	-368.89
Deposit	09/19/2018	Deposit		September 2018		Seacoast Com...	20.00	-348.89
Deposit	09/20/2018	Deposit		Checks, September meeting		Seacoast Com...	100.00	-248.89
Check	09/28/2018	1063	Oakmont Country Club	September meeting		Seacoast Com...	-399.98	-648.87
Check	10/11/2018	1051	Oakmont Country Club	October meeting		Seacoast Com...	-499.85	-1,148.72
Deposit	10/18/2018	Deposit		Checks		Seacoast Com...	55.00	-1,093.72
Deposit	10/30/2018	Deposit		Rossmoyne- Kimberly and Mar...		Seacoast Com...	55.00	-1,038.72
Deposit	10/30/2018	Deposit		Cash payments		Seacoast Com...	200.00	-838.72
Deposit	11/25/2018	Deposit		Checks, November meeting		Seacoast Com...	130.00	-708.72
Deposit	11/25/2018	Deposit		Astrid-Rossmoyne		Seacoast Com...	30.00	-678.72
Deposit	11/25/2018	Deposit		Cash - November meeting		Seacoast Com...	50.00	-628.72
Check	11/25/2018	1052	Oakmont Country Club	November meeting		Seacoast Com...	-499.85	-1,128.57
Check	12/19/2018	1053	Oakmont Country Club	December, 2018		Seacoast Com...	-399.98	-1,528.55
Deposit	12/20/2018	Deposit		Checks		Seacoast Com...	205.00	-1,323.55

LA-NARPM
Profit & Loss Detail
January through December 2018

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Deposit	12/21/2018	Transfer		Cash payments		Seacoast Com...	240.00	-1,083.55
Deposit	12/21/2018	Transfer		Marshal-Rossmoyne-Decembe...		Seacoast Com...	30.00	-1,053.55
Total Monthly BF Meeting							-1,053.55	-1,053.55
Total Program Income							-116.55	-116.55
Total Income							-116.55	-116.55
Expense								
Awards and Grants								
Cash Awards and Grants								
Check	05/30/2018	Transfer	Rossmoyne	Reimburse CalNARPM chapter...		Seacoast Com...	50.00	50.00
Total Cash Awards and Grants							50.00	50.00
Total Awards and Grants							50.00	50.00
Business Expenses								
Business Registration Fees								
Check	05/30/2018	Transfer	Rossmoyne	Reimburse Secretary of State fi...		Seacoast Com...	20.00	20.00
Total Business Registration Fees							20.00	20.00
Total Business Expenses							20.00	20.00
Total Expense							70.00	70.00
Net Ordinary Income							-186.55	-186.55
Net Income							-186.55	-186.55

National Association of Residential Property Managers
Los Angeles Chapter
2019 Anticipated Budget

Income:

Monthly Chapter Meetings -					
Breakfast	\$500.00	x	11	\$5500.00	
50/50 Drawing	70.00	x	11	770.00	
					\$6270.00
Grant from NARPM for Chapter Event				500.00	
					6770.00
Seminar				750.00	
					750.00
Total Anticipated Income.....					\$7520.00

Expenses:

Monthly Chapter Meetings					
Breakfast	\$500.00	x	11	\$5500.00	
50/50 Drawing	35.00	x	11	385.00	
					\$5885.00
Registration for Chapter Event (Income Property Expo)					
Seminar Room Rental					300.00
Speaker Fee					400.00
Affiliate Membership Glendale Association of Realtors					
Registration- Secretary of State					20.00
Raffle Prize Owner Broker (\$50) and Nationals (\$100)					150.00
Total Anticipated Expense.....					\$6755.00

2019 VOTE FOR VICE PRESIDENT

EMAIL SENT TO ALL MEMBERS ON 9/26/18 @ 4:32pm

YES

NO

Ballard	Brent	
Booth	David	
Cole	Keidrick	
Dorigo	Neena	1
Fairbrother	Kimberly	1
Ferszt	Tzvi	
Fulper	Teresa	1
Gerhard	Deion	
Gonzalez	David	
Haley	Norm	
Hartigan	Wayne	
Hatef	Melissa	1
Hochman	Ed	1
House	Tamar	
Kidd	Britt	
Kidd	David	
Kidd	Jennine	
La Penotiere Sirk	Bonnye	1
McMurtry	Derek	
Minasian	David	
PrechtI	Ron	
Reneaux	Monique	1
Rozell	Rylan	
Shaar	Mike	1
Smith	Jeff	
Villagomez	Arcelia	
Jesse	Sasomsup	1

Teresa Fulper

From: Teresa Fulper [teresaf@missionpropertyservices.com]
Sent: Saturday, March 19, 2016 12:34 PM
To: 'Gail Phillips'
Cc: Monique@sigpm.com
Subject: RE: NARPM Bylaws
Attachments: LA Chapter NARPM Bylaws.pdf

Hi Gail,

Attached are the Bylaws for the Los Angeles chapter.

We appreciate your help.

Regards,

Teresa Fulper

Mission Property Services
(323) 474-6547

From: Gail Phillips [mailto:gphillips@narpm.org]
Sent: Saturday, March 19, 2016 7:42 AM
To: teresaf@missionpropertyservices.com
Subject: Re: NARPM Bylaws

Please just send to me

Gail Phillips, CAE
Sent from my iPhone

On Mar 18, 2016, at 4:48 PM, Teresa Fulper <teresaf@missionpropertyservices.com> wrote:

Dear Gail,

The bylaws for the Los Angeles NARPM chapter are complete. Please let me know how to download the bylaws to NARPM.

Thank you,

Teresa Fulper

Mission Property Services
(323) 474-6547

From: Gail Phillips [mailto:gphillips@narpm.org]
Sent: Monday, March 14, 2016 11:53 AM
To: 'teresaf@missionpropertyservices.com'
Subject: NARPM Bylaws

Dear Teresa

We just realized with the chapter document upload there was no link to upload your bylaws. That has been added so we ask that if you completed your uploads that you please go back in and add the current bylaws if they are the newly revised version.

Remember, these bylaws must be approved by June so the new nominating timeframe can be initiated.

• Thanks for all your help

Gail

3/20 - sent Bylaws to Gail
@ her request

Teresa Fulper

From: Gail Phillips [gphillips@narpm.org]
Sent: Monday, March 14, 2016 11:53 AM
To: 'teresaf@missionproperty-services.com'
Subject: NARPM Bylaws

cc Monique
w/ bylaws

Dear Teresa

We just realized with the chapter document upload there was no link to upload your bylaws. That has been added so we ask that if you completed your uploads that you please go back in and add the current bylaws if they are the newly revised version.

Remember, these bylaws must be approved by June so the new nominating timeframe can be initiated.

Thanks for all your help

Gail

Bylaws of
The Los Angeles 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 Los Angeles 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 Los Angeles area and San Fernando and San Gabriel Valleys.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the [insert geographic area, such as city, state, or regional area]

Section C: Powers

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

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: Los Angeles area and San Fernando and San Gabriel Valleys.

ARTICLE II: Membership

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

Section A: Professional Member

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

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

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

Section B: Associate Member

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

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

Section C: Support Staff

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

Section D: Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote; However, affiliate members can 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 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 Los Angeles 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 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 two years 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 two years 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.

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 two years 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 two years commencing with the beginning of the calendar year.
- i. Must be a Professional Member of the Chapter.

6. Past President

- a. Shall serve as Chairman of the Nominating Committee
- b. Undertake responsibilities as assigned by the President
- c. Serve a term of two years 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 Los Angeles Chapter Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify **to the membership** those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
5. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
6. **The Chapter shall not allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.**

Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude at the end of the following year for a 2 year term.

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 60 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
4. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will 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~~ **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 [insert chapter name], all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.



Insurance—Best Practices for Property Managers and their Clients

Los Angeles Chapter of the National Association of Residential Property Managers is pleased to offer this Networking and Educational Opportunity.

- Property & General Liability—Underwriting Guidelines . Inspections and more.
- Workers Compensation—Who is an employee ? Officer exclusions/inclusions, Limits, Audits.
- Errors and Omissions, Tenant discrimination—Who needs it ? What is covered ?
- Tenants—Renters Insurance / Community Insurance. How to utilize ?

Wednesday, February 21, 2018 8:30-10 a.m.

Breakfast meeting: \$25 members, \$30 non- members

OAKMONT



Oakmont Country Club – Glendale

3100 Country Club Drive, Glendale

91208

Club: 818.542.4260 | Direct: 818.542.4276

Our speaker is **Laura Logan**. Laura has worked for ARM Multi Insurance Services, Inc., a CAA Value Insurance Program. They are the exclusively endorsed Agency for the California Apartment Association. Laura works closely with multiple insurance carriers to bring her clients specialized pricing and coverage in order to minimize the companies risk, while still keeping insurance needs in financial balance. Laura has specialized in the multi-family/retail rental industry for over 10 years.

For more information contact: David Booth 626-324-9448 David@TheJirehGroup.net



**Los Angeles Chapter of the National Association of Residential Property Managers
is pleased to offer this Networking and Educational Opportunity**

Managing Disasters in the Property Management World

April Tronson, General Manager for SERVPRO, has been with the company 22 years. She is certified in water damage restoration and by the state of CA to provide continuing education credits to members of the insurance industry."

- *Types of Disasters and varying complexities that arise with each one*
- *How to establish an upfront realistic timeline for the restoration process*
- *How to work with the insurance company for a smooth claims process*
- *What to look for in choosing a restoration service provider*
- *How to juggle expectations of all parties involved: from property owners, to tenants, to multiple vendors, etc.*
- *What to do now to be preparing for the next disaster (wildfires, floods, earthquakes, etc.)*

Wednesday, June 20, 2018 8:30-10 a.m.

Breakfast meeting: \$25 members, \$30 non- members



Oakmont Country Club – Glendale

3100 Country Club Drive, Glendale 91208

Club: 818.542.4260 | Direct: 818.542.4276

For more information contact: Ed Hochman (424) 777-9848 ed@hawkmgmt.com



**Los Angeles Chapter of the National Association of Residential Property Managers
is pleased to offer this Networking and Educational Opportunity**



HR Tips for Managing a Difficult Employee

Michele A. Wilson, Independent Associate

Bus: (805) 304-5088

Email: micheleawilson@legalshieldassociate.com

LinkedIn: <https://www.linkedin.com/in/micheleawilson>

Website: <http://micheleawilson.com>

Michele Wilson is an entrepreneur, business solutions strategist, bestselling author and speaker. She has worked in the banking, insurance, real estate and the internet industries. Michele was nominated for The University of Phoenix Distinguished Alumni Award in 2017 and 2016 Women's Summit Los Angeles Business Journal.

Michele is certified Field Trainer & Employee Benefit Specialist and has partnered with two forty-six - year-old companies, LegalShield and Kroll Risk Management that provides identity theft protection, legal services, and consulting solutions for individual consumers and families, small businesses owners.

Wednesday, July 18, 2018 8:30-10 a.m.
Breakfast meeting: \$25 members, \$30 non- members



Oakmont Country Club – Glendale

3100 Country Club Drive, Glendale 91208

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**Los Angeles Chapter of the National Association of Residential Property Managers
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New Laws for 2019 – Patti “Widget”

Patti was a regional property manager and has been in the industry for over 20 years, she holds various certifications such as CCRM, lead based paint certified renovator, advanced fair housing, and is a licensed real estate broker. Patti is a key note speaker at trade shows and speaking events and teaches several classes for several different apartment associations. Patti is currently the Director of Training for Fast Evict.com Law Group.

Topics of discussion:

- New laws for 2019
- Changes in the industry
- A better choice of words
- Q&A

Wednesday, December 19, 2018 8:30-10 a.m.

Breakfast meeting: \$25 members, \$30 non- members



Oakmont Country Club – Glendale

3100 Country Club Drive, Glendale 91208

Club: 818.542.4260 | Direct: 818.542.4276

For more information contact: Ed Hochman (424) 777-9848 ed@hawkmgmt.com



***NARPM Los Angeles Chapter
Board of Directors Minutes***

January
10:00 AM – 10:30 AM

Location: Brookside Country Club
1133 N. Rosemont Ave., Pasadena, Ca. 91103

- I. **Call to Order Board Meeting at 10:10**
- II. **Present** – Neena Dorigo, Monique Reneaux, Michael Shaar, and Teresa Fulper
- III. **Approval of Minutes** – Monique approved the minutes and Neena second the approval
- IV. **Treasurers Report** – Financial reports through 12/31/17 – Monique approved the Treasurers Report and Neena second the approval
- V. **Open issues**
 - a) Old Business – Monica from CME Landscape won the free breakfast in December but was not at this meeting. Monique won the January free breakfast.
 - b) New Business – David Booth will work set up speakers for the next three months & get flyer prepared to be distributed the month before. David Minasian will be asked to set up the Affiliate of the Month & get information on website. Monique will send constant contact communication to everyone one week prior to meeting. Neena recommended the members meet outside of the monthly meetings to help grow relationships.
- VI. **Adjourn at 10:50 Adjourn**



**Los Angeles Chapter of the National Association of Residential Property Managers
is pleased to offer this Networking and Educational Opportunity**

Systematic Code Enforcement Program – Senior Inspector James McDevitt

Senior Inspector James McDevitt has over 30-years' experience in the construction inspection industry in both the private sector and public sectors. He has worked for the Los Angeles Department of Building and Safety and is currently assigned to the Los Angeles Housing and Community Investment Department. His past assignments include Code Enforcement and Complaint Investigation. He is currently a Supervisor for the Tenant Habitability Plan Review Unit. He also has a Building Inspection Certification from the International Code Council.

Discussion will include:

- Overview the Los Angeles SCEP (Systematic Code Enforcement Program) program.
- How to prepare for an Inspection.
- How to best resolve problems and communicate effectively with tenants.

**Wednesday, September 19, 2018 8:30-10 a.m.
Breakfast meeting: \$25 members, \$30 non- members**



Oakmont Country Club – Glendale

3100 Country Club Drive, Glendale 91208

Club: 818.542.4260 | Direct: 818.542.4276

For more information contact: Ed Hochman (424) 777-9848 ed@hawkmgmt.com



***NARPM Los Angeles Chapter
Board of Directors Minutes***

October 10, 2018

10:00 AM – 10:30 AM

Location: Oakmont Country Club 3100 Country Club Drive, Glendale, Ca. 91208

- I. Call to Order Board Meeting at 10:30am
- II. Approval of Minutes from October 10, 2018 – approved by Neena and second by Teresa
- III. Treasurers Report – none
- IV. Open issues - **Old Business**
 - Sponsor NARPM class – schedule for first quarter available from NARPM
 - Accepting alternative payments for the monthly meetings – possibly eventbrite.com, credit card, online pre-payment on website
 - Open issues - **New Business**
 - President for 2019 Monique Reneaux and Vice President – Melissa Hatef both sworn in & installed
 - Social Media – Marshall will handle posting information to Facebook etc.
 - Discussion regarding collecting for a charity in the month of December – Toys for Tots is a possibility
- V. Adjourn at 10:53am



***NARPM Los Angeles Chapter
Board of Directors Minutes***

December 18, 2018

10:00 AM – 10:30 AM

Location: Oakmont Country Club 3100 Country Club Drive, Glendale, Ca. 91208

- I. Call to Order Board Meeting at 10:05am
- II. **Approval of Minutes from Oct. 10, 2018** – Bonnye approved the minutes and Monique seconded
- III. **Treasurers Report for Sept. Oct. Nov.** – Teresa approved the treasurers report and Monique seconded
- IV. **Monique made a motion to amend the Bylaws to read that affiliate members will be billed annually. Neena seconded and the amendment passed.**

V. Open issues - Old Business

Sponsor NARPM class – looking at options available between May-Sept. & confirm NARPM grants

Alternative payment options – Monique to research option mentioned at the St. Louise conference

Open issues - New Business

Bonnye will check with Oakmont Country Club regarding a refund due, the cost for next year to use the facility and if we can change to the Garden Room

Affiliates - Bonnye will bill the affiliates for the 2019 annual fee. Monique will fill the “Affiliate Chair” Suggestions were Michael, Jennifer and Cheppo. Need a list of duties (annual calendar, introduce Affiliate of the Month, get information to website, promotional materials, banner

Chapter of Excellence Report – Monique & Teresa will work with Melissa to complete

Interested in providing members with an opportunity to volunteer – ideas Habitat for Humanity, Ascencia

- VI.** Adjourn at 10:53am



**Los Angeles Chapter of the National Association of Residential Property Managers
is pleased to offer this Networking and Educational Opportunity**

MOLD ISSUES AND CALIFORNIA'S NEW MOLD REGULATION

Why Is Mold A Problem Now?
How Does Mold Get Started?
Common Myths About Mold
Where Are The Problems?
Moisture Intrusion Sources
Typical Problem Areas in Structures
Mold Prevention & Control
Resident / Worker / Grievances
Prevention
Limited Clean Up Procedures
New California Mold Regulation, SB-655
Licenses and Certifications
Increased Potential Litigation Issues

Wednesday, May 16, 2018 8:30-10 a.m.

Breakfast meeting: \$25 members, \$30 non- members



Oakmont Country Club – Glendale

3100 Country Club Drive, Glendale 91208

Club: 818.542.4260 | Direct: 818.542.4276

For more information contact: Ed Hochman (424) 777-9848 ed@hawkmgmt.com



***NARPM Los Angeles Chapter
Board of Directors Minutes***

September 19, 2018
10:00 AM – 10:30 AM

Location: Oakmont Country Club
3100 Country Club Drive, Glendale, CA 91208

- I. **Call to Order Board Meeting at 10:05am**
- II. **Approval of Minutes** – Bonnye moved to approved the minutes and Teresa second
- III. **Treasurers Report** – Teresa moved to approve the Treasurers Report for the period ending Aug. 31, 2018 and Bonnye second
- IV. **Board Nominations** – Committee consists of Mike, Monique and Teresa. Mike will contact Melissa to see if she is interested in VP position. Voting will be done by email by the end of September
- V. **Open issues**
 - a) Look into NARPM class for 2019 – pending Monique & Ed to possibly coordinate this event
 - b) October meeting conflicts with National Convention – New date is 10/10/18
 - c) Bonnye has filed all necessary IRS and State paperwork. One amendment is needed - there is one filing to amend the period to a calendar year, this is being done.
 - d) Marshal has agreed to be the Social Media Chair – suggested he start a meet-up group like the Long Beach chapter
 - e) Teresa to communicate directly with individuals on the email list & encourage meeting participation
 - f) Winner of the free breakfast – Jennifer from ServPro
- V. **Adjourn at 10:40am**



***NARPM Los Angeles Chapter
Board of Directors Minutes***

August 15, 2018
10:00 AM – 10:30 AM

Location: Oakmont Country Club
3100 Country Club Drive, Glendale, CA 91208

- I. **Call to Order Board Meeting at 10:00am**
- II. **Approval of Minutes** – Neena moved to approved the minutes and Monique second
- III. **Treasurers Report** – Teresa moved to approve the Treasurers Report for the period ending July 31, 2018 and Neena second
- IV. **Board Nominations** – Neena moved to approve, Teresa second and everyone was in favor for members to vote for on Board nominations via email
- V. **Open issues**
 - a) Look into NARPM class for 2019
 - b) October meeting conflicts with National Convention – New date is 10/10/18
 - c) LA Apt & Bldg Expo on 10/4/18 – suggest getting feedback from all board members on attending. Suggestion for an after-closing networking event
 - d) Mike is the chair for nomination committee. There is one position to fill for 2019 - Vice President.
- V. **Adjourn at 10:35am**



**Los Angeles Chapter of the National Association of Residential Property Managers
is pleased to offer this Networking and Educational Opportunity**

**Why the property management industry needs collaboration and not competition –
Jason Hull, DoorGrow**

Jason Hull's personal mission statement is "to inspire others to love true principles." This means he is all about figuring out what works and sharing it with others. Jason is the world's leading property management growth hacker and enjoys helping property management business owners grow their businesses. He is the host of the DoorGrowShow, founder of the DoorGrowClub, a free Facebook group for property management entrepreneurs, and the creator of the Seed Program, the "ultimate foundation for growth." Our mission at DoorGrow is to transform property management businesses and their owners

Topics of discussion:

- How marketing has created a false sense of competition in markets that is unnecessary changes in the industry?
- Why SEO and getting listed on the top of Google searches is less relevant than marketers would have you believe?
- A rising tide raises all ships: how you can help your business grow by helping the industry grow.

**Wednesday, January 16, 2019 8:30-10 a.m.
Breakfast meeting: \$25 members, \$30 non- members**



Oakmont Country Club – Glendale

3100 Country Club Drive, Glendale 91208

Club: 818.542.4260 | Direct: 818.542.4276

For more information contact: Ed Hochman (424) 777-9848 ed@hawkmgmt.com



**Los Angeles Chapter of the National Association of Residential Property Managers
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Meeting Topic: DRE Audits and You!

Speaker: Pamela J. Strickland • www.pamstrickland.com

Discussion will include:

- What triggers a DRE audit?**
- How to prepare for the auditor's visit**
- What if you face a DRE accusation?**
- What the cost can be in fines, penalties, legal fees**



Pam Strickland is an independent compliance consultant for real estate, mortgage, escrow and property management companies. She has held a California real estate license since 1980 and her clients include both DRE and DBO licensed companies. She strongly suggests that companies always remain completely compliant with all laws and regulations and not wait until the auditors are knocking at their door to get things in order.

**Wednesday, October 10, 2018 8:30-10 a.m.
Breakfast meeting: \$25 members, \$30 non- members**



Oakmont Country Club – Glendale

3100 Country Club Drive, Glendale 91208

Club: 818.542.4260 | Direct: 818.542.4276

For more information contact: Ed Hochman (424) 777-9848 ed@hawkmgmt.com



***NARPM Los Angeles Chapter
Board of Directors Minutes***

June 20, 2018
10:00 AM – 10:30 AM

Location: Oakmont Country Club
3100 Country Club Drive, Glendale, CA 91208

- I. **Call to Order Board Meeting at 10:10am.** Present Neena, Monique, Mike and Teresa
- II. **Approval of Minutes** – Neena moved to approved the minutes and Mike second
- III. **Treasurers Report** – Teresa moved to approve the Treasurers Report for the period ending 05/31/18 and Neena second
- IV. **Open issues**
 - a) Sponsor NARPM class in 2018 – Hold off until 2019
 - b) October meeting conflicts with National Convention – New date is 10/10/18
 - c) Mike won the free breakfast. June affiliate of the Month is Cheppo Insurance
- V. **New issues**
 - a) Discussion regarding a new Chair for Social Media (Facebook etc). A good opportunity for Jessy at PMI, let's discuss with him.
 - b) Accepting alternative payments for the monthly meetings – possibly eventbrite.com, credit card, online pre-payment on website
 - c) Vice President for 2019 – Send emails to members regarding nominations
- VI. **Adjourn at 10:40am**



**Los Angeles Chapter of the National Association of Residential Property Managers
is pleased to offer this Networking and Educational Opportunity**

- ❖ Preparation and service of all notices, especially notices to pay rent or quit.
- ❖ Requirements for notices to change all terms of tenancy including raising the rent.
- ❖ Importance of Tenant Screening.
- ❖ Dealing with BASTA and all other tenant defense firms including the dreaded jury trial request.
- ❖ Rent Control.
- ❖ Additional unauthorized occupants including rent control requirements.

Wednesday, March 21, 2018 8:30-10 a.m.

Breakfast meeting: \$25 members, \$30 non- members



Oakmont Country Club – Glendale

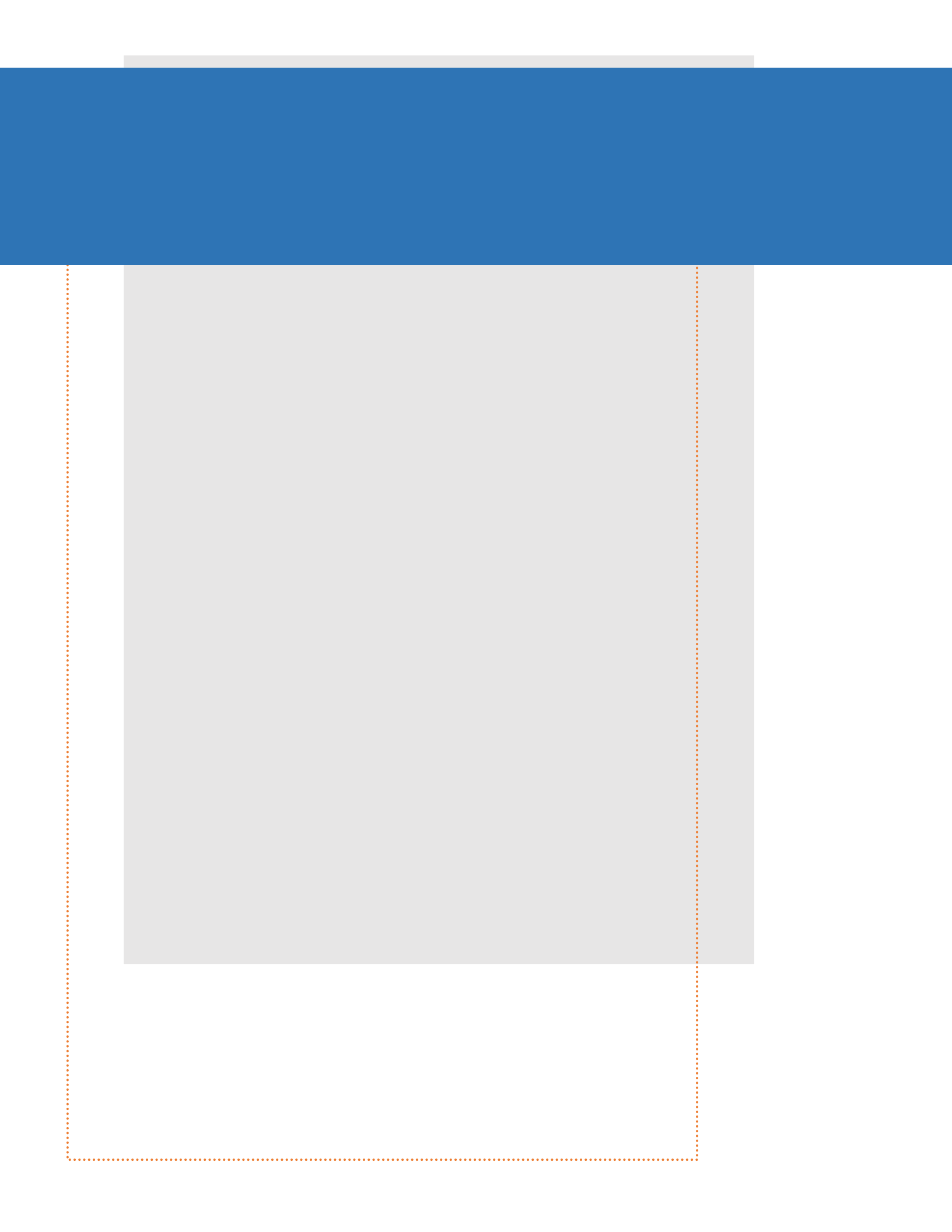
3100 Country Club Drive, Glendale 91208

Club: 818.542.4260 | Direct: 818.542.4276

Bruce Gendron has been a paralegal in the unlawful detainer business for 35+ years. He currently works for The Law Offices Of Steven Siebig in Valencia, CA.

Bruce will provide an overview of the eviction process and discuss recent trends and changes in the eviction laws in California. He will also go over the basic requirements on the service of notices to your tenants. At the end of his presentation, Bruce will answer any questions you may have.

For more information contact: Ed Hochman 424-777-9848 ed@hawkmgmt.com





**Los Angeles Chapter of the National Association of Residential Property Managers
is pleased to offer this Networking and Educational Opportunity**

Be a Fruit Loop in a Bowl of Cheerios – Angel Rogers, Star Training

What are YOU bringing to the party each day?

What sets YOU apart and how does that impact your company?

To be successful today, your most important job is to be head marketer for the brand called YOU!

It's time to take a lesson from the big brands, a lesson that is true for anyone who is interested in what it takes to stand out and prosper.

This session emphasizes that positivity and self-motivation go hand in hand and provides real techniques to implement for career momentum and continual success.

**Wednesday, August 15, 2018 8:30-10 a.m.
Breakfast meeting: \$25 members, \$30 non- members**



Oakmont Country Club – Glendale

3100 Country Club Drive, Glendale 91208

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**Los Angeles Chapter of the National Association of Residential Property Managers
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Fire Prevention Bureau and the inspections of multifamily dwellings

Senior Fire Environmental Safety Specialist, Dave Stimson, from the Glendale Fire Department will be discussing the makeup of the Fire Prevention Bureau and the inspections of multifamily dwellings (R2 Occupancies).

**Wednesday, November 21, 2018 8:30-10 a.m.
Breakfast meeting: \$25 members, \$30 non- members**



**Oakmont Country Club – Glendale
3100 Country Club Drive, Glendale 91208**

Club: 818.542.4260 | Direct: 818.542.4276

For more information contact: Ed Hochman (424) 777-9848 ed@hawkmgmt.com



***NARPM Los Angeles Chapter
Board of Directors Minutes***

February 21, 2018
10:00 AM – 10:30 AM

Location: Oakmont Country Club
3100 Country Club Drive, Glendale, CA 91208

- I. **Call to Order Board Meeting at 10:10**
- II. **Approval of Minutes** – Bonnye approved the minutes and David second the approval
- III. **Treasurers Report** – Bonnye will send out today
- IV. **Open issues**
 - a) Old Business – Jeremiah won the free breakfast. Affiliate of the Month is Joe Pardee.
 - b) New Business – David Booth resigned as program chair and Ed Hochman will take over the position. David set up the Affiliate of Month
- VI. **Adjourn at 10:45 Adjourn**



***NARPM Los Angeles Chapter
Board of Directors Minutes***

May 16, 2018
10:00 AM – 10:30 AM

Location: Oakmont Country Club
3100 Country Club Drive, Glendale, CA 91208

- I. **Call to Order Board Meeting at 10:05am**
- II. **Approval of Minutes:** Monique approved the minutes from March and Neena second
- III. **Treasurers Report:** Neena approved the financial report ending 4/30/18 and Teresa second. Request to reimburse Bonnye \$50 for CAL NARPM gift certificate and \$20 for Secretary of State. Neena approved and Teresa second.
- IV. **Open issues**
 - a) Old Business: Elections – The Bylaws state a 2 year term for elected positions & the voting is open to entire membership
 - b) New Business: Chapter sponsor 2018 NARPM class – Neena will check member feedback in June. October meeting conflicts with National Convention – Bonny confirmed venue is available on 10/10. The Chapter will cover the cost for one meal for the speaker. Chapter emails – Teresa to follow up with Bonnye regarding assistance from Long Beach Chapter.
 - c) May Chapter affiliate is Kardo Locksmith – Eli won free breakfast in June
- VI. **Adjourn at 10:35**

LA Chapter - 2018 Board

President	Neena	Dorigo
Vice President	Monique	Reneaux
Treasurer	Bonnye	Sirk
Secretary	Teresa	Fulper
Speaker Relations	Ehud	Hochman
Affiliate Relations	David	Minasian

LA CHAPTER MEMBERSHIP LIST PER NARPM WEBSITE AS OF 02 03 2019

Cody	Abrahamson	Rossmoyne Property Management
Brent	Ballard	Anderson Ballard Companies, Inc.
David	Booth	The Jireh Group
Keidrick	Cole	The Property Studio
Neena	Dorigo	Designation Property Management
Kimberly	Fairbrother	Rossmoyne Property Management
Tzvi	Ferszt	TDI Properties Inc
Teresa	Fulper	Mission Property Services
Deion	Gerhard	Century Property Mgmt & Inv. Inc
David	Gonzalez	Two Tree Property Management
Norman	Haley	Norm Haley Real Estate
Wayne	Hartigan	Arrow Management Company
Melissa	Hatef	Jenkins Properties Management Company
Hunter	Hawkins	Hunter Hawkins Attorney at Law
Ehud	Hochman	Hawk Management
Tamar	House	All Valley Leasing, Inc.
Jennine	Kidd	Secure One Properties
David	Kidd	Secure One Properties
Britt	Kidd	Secure One Properties
Brian	LeBow	Bell Properties, Inc.
Derek	McMurtry	DRI Holdings LLC
David	Minasian	Minasian & Associates
Ron	Prechtl	Prellis Property Management
Monique	Reneaux	SIG Property Management
Rylan	Rozell	Real Property Management Bakersfield
Michael	Shaar	SIG Property Management
Bonnye	Sirk	Rossmoyne Property Management
Jeff	Smith	Presidio Real Estate Services
Arcelia	Villagomez	Rossmoyne Property Management

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: **LA CHAPTER OF NATIONAL
ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS**

**1300 N Verdugo Road,
Glendale, CA, US, 91208**

D Employee Identification
Number **47-1554040**

E Website:

losangeles.narpm.org

F Name of Principal Officer: **Bonnye LaPenotiere Sirk**

**1300 N Verdugo Road,
Glendale, CA, US, 91208**

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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.

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