

Department of the Treasury
Internal Revenue Service

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

2019

Open to Public Inspection

A For the 2019 Calendar year, or tax year beginning 2019-01-01 and ending 2019-12-31

B Check if available

☐ Terminated for Business☒ Gross receipts are normally \$50,000 or lessC Name of Organization: LA CHAPTER OF NATIONAL
ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
1300 N Verdugo Road,
Glendale, CA, US, 91208D Employee Identification
Number 47-1554040

E Website:

losangeles.narpm.orgF Name of Principal Officer: Bonnye Sirk
1300 N Verdugo Road,
Glendale, CA, US, 91208

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

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

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

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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.



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

How to deal with difficult tenants – Tracey Merrell from Kimball Tirey & St. John, LLP.

In today's world many of us have to deal with stress and conflict on a daily basis. Managing rental property is not as easy anymore because the laws and responsibilities for landlords and owners get more stringent every year. Learn how to avoid conflict with your difficult residents, and when and if they do arise, how to recognize, manage and resolve those conflicts. This invaluable training will also provide you with legal as well as psychological perspectives that can be helpful in property management.

**Wednesday, February 20, 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



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Fish Where The Fish Are – Scott Brady

Scott P. Brady is the broker and owner of Progressive Property Management, Inc. located in Southern California. In just 7 years, Scott has grown his property management company from 0 doors to over 1,000, added over 20 real estate agents who also manage properties, and driven his acquisition costs for new doors down to \$191 per door.

He has spoken at 3 NARPM Conferences, 2 CalNARPM Conferences and a number of chapter meetings on property management growth strategies, and is currently finishing a book, “How to Build a Profitable Property Management Company”

Scott believes in targeting multiple customer markets (Self-Managing Investment Property Owners - SMIPOs, investors & multi-unit) with multiple marketing channels (direct mail, SEO, Google ads & seminars) through multiple distribution channels (retail, virtual & wholesale) to create multiple revenue streams.

Scott obtained his Comparative Literature degree from UC Berkeley, MBA from Cal State Fullerton, spends time with his wife of 28 years, Dr. Deanna Brady, and is patiently waiting for one of their 3 children to have children.

**Wednesday, March 20, 2019 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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Tips and Tricks from Widget – Patti (Widget)

Let's talk about the things that challenge us the most

Emotional Support Animals ... what are the rules? what can I do? What are the restrictions?

Marijuana.... What can we do to stop the smoking in our communities?

Sec 8.... can they really force us to participate in the program? And if so, what can we do?

How can we generate some more income?

Tips on working smarter and not harder.

The 4 questions you must ask a new owner signing up with your company to better protect yourself.

Why do they keep making all the new laws just for the tenants?

Will state-wide rent control make it back on the ballot?

**Wednesday, July 17, 2019 8:30-10 a.m.
Breakfast meeting: \$25 members, \$30 non- members**



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Google Drive - by Stephanie Romero, MBA

Stephanie M. Romero is the Business Development Manager for Aeroscopic Environmental Inc. (Fire, Water, Mold Restoration & Reconstruction). She has been working with small, mid-size, private and public sectors for 7 years. Her mission is solving business, event and life challenges through creative strategic solutions. With her Master's in Business Administration, she has found that Google Drive is an effective and innovative way to share documents, photos and project reports.

Speaking Points:

- Google Drive Tutorial
- Google Drive: Sharing photos, docs, sheets, maps, hangouts, etc.
- Dropbox vs. Google Drive
- Using Google Apps for Your Property Management Company

**Wednesday, November 20, 2019 8:30-10 a.m.
Breakfast meeting: \$25 members, \$30 non- members**



Oakmont Country Club – Glendale

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Jeff Edelstein – SOS Survival Products

Jeff Edelstein, is the President of SOS Survival Products, in Van Nuys. SOS is a full service First Aid, Safety, and Emergency Preparedness supply company.

Jeff started SOS because he saw a need for emergency preparedness and awareness in his community. For 30 years, Jeff has dedicated SOS's efforts towards the preparedness needs of hospitals, businesses, governmental agencies, schools and community groups.

Jeff will discuss:

The different types of disasters we have to live with and prepare for in CA

- 1) Items to set aside before a disaster
- 2) Where to store supplies
- 3) Keeping items up to date
- 4) Where to prepare and why
- 5) Having an evacuation plan

Wednesday, May 15, 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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Sexual Harassment – by Tracey from Kimball, Tirey & St. John, LLP.

When it comes to sexual harassment prevention training, your staff should receive a copy of your written sexual harassment policy, and you should explain to them what sexual harassment is and how incidents of sexual harassment (or suspected sexual harassment) must be documented. Include examples in which sexual harassment is observed, but the resident has not personally reported the situation. What would management's responsibilities be in this type of scenario?

Other elements of sexual harassment prevention training include:

1. How to maintain a professional environment at work?
2. What are the potential liabilities for harassment (sexual or otherwise)?
3. What (if any) relationships are prohibited and/or discouraged?
4. How do we set an example for appropriate behavior, keeping in mind that how we act, and the example we set, can directly influence our coworkers and residents?

**Wednesday, August 21, 2019 8:30-10 a.m.
Breakfast meeting: \$25 members, \$30 non- members**



**Oakmont Country Club – Glendale
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Cyber Security – Paal Fuglevaag

Paal (Paul) Fuglevaag is a retired 1st Lieutenant in the Norwegian Army. Founded Service & Security in Oslo, Norway in 1989. Worked in almost every field in the security industry. For the last 15 years worked mostly with electronic security equipment. Opened Service & Security in LA in 2016. Have since then served clients from San Francisco to San Diego like City National Banks, Union Banks, Grocery Outlets and multi-dwelling units.

Speaking points:

Cyber security vs. computer security.

Mechanical firewall vs. software firewall.

The value of protection of your IP address and how to do it.

How to make a good memorable password?

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



Oakmont Country Club – Glendale

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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
is pleased to offer this Networking and Educational Opportunity**

Soft Story Retrofitting – Evan Beattie with Alpha Structural

Evan started working in the construction field in the early 2000s. After working for years as a Laborer in the construction field, he eventually came to Alpha Structural as a Foreman and worked his way up to Job Supervisor and now a Structural Assessor. Having worked in the field as a Laborer, Foreman and Job Supervisor, Evan has experience from each aspect of the job and knows what it takes to design the most efficient, cost-effective solution.

**Wednesday, April 17, 2019 8:30-10 a.m.
Breakfast meeting: \$25 members, \$30 non- members**



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Allison Dissaro – Seacoast Commerce Banking



Allison DiSarro is the Senior Vice President of Property Management Banking at Seacoast Commerce Bank.

She is the leading industry specialist who is well known and respected for her vast knowledge of Real Estate trust bank accounts. Allison banks hundreds of management companies and ensures their client trust funds are protected accordingly. She often teaches on this subject and has been a resource for management companies, auditors, consultants and bookkeepers. Allison has been with Seacoast Commerce Bank for over 9 years, banking ONLY Property Management companies and their affiliated companies.

**Wednesday, June 19, 2019 8:30-10 a.m.
Breakfast meeting: \$25 members, \$30 non- members**



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Tips to be PROactive rather than Reactive – April Tronson

April Tronson, SERVPRO of Burbank, Chatsworth/Stevenson Ranch, Crescenta Valley/E. Glendale

April is an owner/operator of 3 SERVPRO franchises as well as being a trainer for 16 other franchises in the Northern LA County area. SERVPRO is a National franchise specializing in Water and Fire damage restoration. April has been in the family business for over 23 years and is certified by the IICRC in Water Damage Restoration, RRP Lead Safe Certified and is a state certified instructor for Continuing Education courses for insurance agents. She has been an active member of CAI for over 21 years and has served on several committees as well as the chapter board of directors.

April will provide Tips from a restoration pro on how to be PROactive instead of REactive in order to reduce the cost of water, mold, and fire damage restoration at your properties.

**Wednesday, September 18, 2019 8:30-10 a.m.
Breakfast meeting: \$25 members, \$30 non- members**



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LA-NARPM
Profit & Loss
 January through December 2019

	Jan - Dec 19
Ordinary Income/Expense	
Income	
Other Types of Income	
Miscellaneous Revenue	660.00
Total Other Types of Income	660.00
Program Income	
50/50 Raffle	272.00
Membership Dues	
Affiliate	1,450.00
Membership Dues - Other	125.00
Total Membership Dues	1,575.00
Monthly BF Meeting	-874.02
Program Income - Other	76.00
Total Program Income	1,048.98
Total Income	1,708.98
Expense	
Awards and Grants	-342.04
Education	0.00
Total Expense	-342.04
Net Ordinary Income	2,051.02
Net Income	2,051.02

National Association of Residential Property Managers
Los Angeles Chapter
2020 Anticipated Budget

Income:

Monthly Chapter Meetings

Breakfast	\$500.00	x	11	\$5500.00
50/50 Drawing	50.00	x	11	550.00

\$5775.00

Grant from NARPM for Chapter Event	500.00
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Seminar	500.00
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Affiliate Membership	1000.00
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Total Anticipated Income.....	\$ 7775.00
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Expenses:

Monthly Chapter Meetings

Breakfast	550.00	x	11	\$6050.00
50x50 Drawing	30.00	x	11	275.00

6325.00

Seminar Room Rental	200.00
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Speaker Fee	500.00
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Registration – Secretary of State	20.00
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Raffle Price Owner/Broker (\$50) and National (\$100)	150.00
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Total Anticipated Expenses.....	\$7195.00
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NARPM Los Angeles Chapter - Board of Directors Minutes

February 20, 2019

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 – present Monique, Bonnye, Neena, Teresa, Ed, Melissa and special guest Charlene Minor, Regional VP Rep from GA
- II. Approval of Minutes from December – Neena approved and Melissa seconded
- III. Approval of Treasurers Report – Dec & Jan bank reports – Teresa approved and Neena seconded
- IV. **Open issues - Old Business**

Sponsor NARPM class – schedule available from NARPM

Accepting alternative payments for the monthly meetings – possibly eventbrite.com, credit card, online pre-payment on website, venom, paypal

Chapter Social Media – consider increasing activity on Facebook and meetup.com

- V. **Open issues - New Business**

Affiliate programs – Bonnye confirmed there are five paid affiliate members that include KTS, Jose-Maria Chaparro, Water Heaters Only, Green Home Solutions and The Happy Plumber

Oakmont Country Club – a new contract is needed – the new round table layout worked well

Discussion regarding membership drives and grants that are available

Chapter Excellence Report & Chapter Compliance Report due in March – Teresa & Melissa to complete the reports

- VI. Adjourn at 10:50am



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

May 15, 2019

10:00 AM – 10:30 AM

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

- I. Call to Order Board Meeting at 10:15am – present Monique, Bonnye, Melissa, Marshal, Neena and Teresa
- II. Approval of Minutes – Approved by Melissa and Bonnye second
- III. Approval of Treasurers Report: to be reviewed in July
- IV. **Open issues - Old Business**

Sponsor NARPM class – we will work with Long Beach Chapter – Marketing for 2019

Accepting alternative payments - we will use Apple Square (no additional fees)

Membership drive – Date set for 9/13/19 6:00-8:00pm at Jenkins. Teresa to provide NARPM grant information. Discussion about having booths for affiliates, Taco vendor, tv screen to loop NARPM information, everyone commits to mingling

Open issues - New Business

- V. Adjourn at 10:25am



NARPM Los Angeles Chapter - Board of Directors Minutes

March 20, 2019

10:10am to 10:36am

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

- I. Call to Order Board Meeting at 10:10am – present Monique, Bonnye, Marshal, Teresa and Melissa
- II. Approval of Minutes from February – Bonnye approved and Melissa seconded
- III. Approval of Treasurers Report –tabled for April meeting
- IV. **Open issues - Old Business**
 - Sponsor NARPM class – Monique to speak with the Long Beach chapter to see if we can join with them for a 2019 class
 - Accepting alternative payments for the monthly meetings – Bonnye will check into Apple Square
 - Chapter Social Media – consider using Constant Contact – Marshal will check into this
 - Oakmont Country Club – a new contract signed for six months
 - Affiliate programs – No update
 - Chapter Excellence Report & Chapter Compliance Report completed for 2018
- V. **Open issues - New Business**
 - Discussion regarding membership drive – possibly hold an event at Jenkins in September – need to check on NARPM grants that are available.
- VI. Adjourn at 10:36am



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

April 17, 2019

10:00 AM – 10:30 AM

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

- I. Call to Order Board Meeting at 10:15am – present Monique, Bonnye and Teresa
- II. Approval of Minutes – Approved by Monique and Bonnye second
- III. Approval of Treasurers Report: Seacoast Bank statements and reconciliations for the months ending February 28, 2019 and March 31, 2019. The month end balance for February was \$3,229.38 and for March \$3369.57 – Approved by Monique and Teresa second
- IV. **Open issues - Old Business**
 - Sponsor NARPM class – we will work with Long Beach Chapter – Marketing for 2019
 - Accepting alternative payments - Apple Square, no additional fees, will look to trying this payment type
 - Chapter Social Media - idea to put speakers insignia on Facebook
 - Affiliate programs
 - Membership drive – possibly in September at Jenkins, need NARPM grant information – Teresa to investigate grant information
- Open issues - New Business**
- V. Adjourn at 10:45am



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

June 28, 2019

10:00 AM – 10:30 AM

Location: Jenkins Properties, 2626 Honolulu Ave., Montrose, CA

- I. Call to Order Board Meeting at 3:00pm – present Monique, Bonnye, Melissa, Cheppe and Teresa
- II. Membership Drive
 - a. Date set for 9/13/19 from 6:00pm to 8:00pm
 - b. Location set at Jenkins office - outdoor area
 - c. Affiliates to pay \$75 for a table prior to event and \$100 the day of the event
 - d. Bonnye will prepare flyers for members and affiliates
 - e. Teresa to apply for NARPM grants and other offers for new member assistance
 - f. Catering - Taco Truck and drinks
 - g. Rental – tables and chairs for 70-80 people
- III. Adjourn at 4:10pm



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

September 18, 2019

10:00 AM – 10:30 AM

Location: Oakmont Country Club, 3100 Country Club Dr., Glendale, CA 91208

- I. Call to Order Board Meeting at 10:10am – present Monique Reneaux, Bonnye La Penotiere-Sirk and Teresa Fulper
- II. Minutes from the 05/15/19 and 6/28/19 board meetings – Bonnye motioned to approve and Monique seconded
- III. Treasurers Report – to be presented at October meeting
- IV. Kimberly Fairbrother made a motion to accept Mike Shaar as the Program Chair and Ed Hochman as Vice President for the 2020 year. Seconded by Marshal Fairbrother and approved by all present
- V. Review of 09/13/19 Membership Event
 - a. Affiliates – offered two free breakfast tickets & opportunity to speak at meeting
 - b. Invoices will be collected from Jenkins for food, drinks and table rentals
 - c. Look into event for 2020 with more focus on advertising/notification to current members to “bring a PM”.
- VI. Membership – Send out follow up email to members/other with info learned at the meeting. Send out weekly emails to all with HOT POINTS of upcoming speaker – get info from Program Chair or speaker directly
- VII. Adjourn at 10:35am



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

October 16, 2019

10:00 AM – 10:30 AM

Location: Oakmont Country Club, 3100 Country Club Dr., Glendale, CA 91208

- I. Call to Order Board Meeting at 10:10am – present Monique Reneaux, Bonnye La Penotiere-Sirk and Teresa Fulper
- II. Minutes from the 05/15/19 and 6/28/19 board meetings – Bonnye motioned to approve and Monique seconded
- III. Treasurers Report – to be presented at October meeting
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- VII. Adjourn at 10:35am

Names and positions of each elected Board of Directors/Executive Committee positions

President: Monique Renaux

Vice President: Ehud (Ed) Hochman

Treasurer: Bonnye Sirk

Program Chair: Mike Shaar

Secretary: Teresa Fulper



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

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