

**NARPM MAUI
MEETING MINUTES
January 16, 2019
Draft**

CALL TO ORDER:

President Dan O'Hanlon called the meeting to order at 2:10 PM. Meeting held at RAM.

DIRECTORS PRESENT:

Dan O'Hanlon- President
Valkyrie Smith- President Elect
Renee Kaiama- Treasurer
Rod Quam- Secretary

OTHERS PRESENT:

Darlene Higa
Nathan O'Hanlon
Bob Jilek
Eileen Behanke
Patrick Mannion

INTRODUCTIONS:

Dan introduced Guest Speaker- Charlene Miner

APPROVE MINUTES FROM PREVIOUS MEETING:

Motion: *To approve the minutes dated November 20, 2018.
(Quam/Smith)*
CARRIED unanimously.

INSTALLATION:

Charlene Miner performed installation 2019 Maui Chapter Directors;
Dan O'Hanlon- President
Valkarie Smith- President Elect
Renee Kaiama- Treasurer
Rod Quam- Secretary

SPEAKER CHARLENE MINOR, MPM RPM:

Charlene gave testimonial presentation.

CODE OF ETHICS:

Discussion on code of ethics class required every four years for all members and also allows extra member designation.

CE CLASS:

Ethics class is scheduled for May 21, 2019 at RAM.

COMMITTEES:

Nathan O'Hanlon provided an update on Government shutdown and effects on collecting rent. There was also a discussion on pending senate bills and regulations such as handyman revision.

Bob Jilek gave an update on scheduling for meeting room at RAM.

CE SCHEDULE 2019:

Darlene, Valkyrie and Renee led discussion on potential speakers for 2019. Emails will be sent when speakers are confirmed.

Q & A:

Discussion on adding additional Directors to Maui Chapter. Bob Jilek, Patrick Mannion and Nathan O'Hanlon were added to Board as Directors and Installed by Charlene Minor.

NEXT MEETING DATE:

Wednesday February 20, 2019 at RAM

ADJOURNMENT:

The Board of Directors unanimously agreed to adjourn the meeting at 3:45 PM.

Respectfully submitted,

Rod Quam R(B)

Quam Properties Hawaii, Inc.

**NARPM MAUI
BOARD OF DIRECTORS MEETING
February 2, 2018**

CALL TO ORDER:

Dan O'Hanlon called the Board of Directors Meeting to order at 3:15 PM, at RAM, Kahului Maui.

DIRECTORS PRESENT:

Dan O'Hanlon
Valkyrie Smith
Renee Kaiama
Rod Quam

DETERMINATION OF QUORUM:

All Directors in attendance, there is a quorum.

OTHERS PRESENT:

Darlene Higa, Guest.

CERTIFICATION OF NOTICE:

Rod Quam certified that Notice of Meeting was sent to all Directors on 1/26/2018.

OLD BUSINESS:

Renee provided information for Bank account transfer of authorized signatures. Dano will return to bank.

NEW BUSINESS:

Installation ceremony for 2018 Directors

There was a discussion on upcoming all day event on 5/2/18. A name for seminar needs to be established.

ADJOURNMENT:

The Board of Directors unanimously agreed to adjourn the meeting at 4:00PM.

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November 20, 2018**

CALL TO ORDER:

President Dan O'Hanlon called the meeting to order at 1:00PM. Meeting held at Lahaina Yacht Club in Lahaina.

DIRECTORS PRESENT:

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OTHERS PRESENT:

Darlene Higa
Nathan O'Hanlon
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Eileen Behanke

INTRODUCTIONS:

All members present identified themselves.
Dan O'Hanlon gave recap of trip to NARPM Conference in St. Louis.

Treasurer Renee Kaiama gave update on chapter financial status, we currently have \$417 cash.

CODE OF ETHICS:

Dan O'Hanlon led discussion on Code of Ethics. Members are required to complete code of ethics class every four years. Upon completion of class members receive designation of Professional Member.

2019 CE CLASSES:

Members can sign up and take online classes at NARPM website.

WEBSITES AND GRANTS:

Check NARPM website to get details on grants and use of websites.

RAM MEMBERS & RAM FACILITY:

Survey was taken of how many RAM members are NARPM members at meeting. All are RAM members.

There was a discussion on how we can be better neighbors with RAM and using their facility.

Bob Jilek volunteered to be liaison and coordinator with Ram.

MEMBER FORUM:

There was a discussion on topics for future meetings including; remediation, evictions, drugs, assistance animals, handicap, attorneys, judges, etc.

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National Association of Residential Property Managers

NARPM® Maui Chapter Meeting Agenda
Date 11-20-2018

1. Welcome Members and Guests
2. Purpose & Overview

Mission

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

Vision

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

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

3. Introductions
4. Code of Ethics
5. Schedule 2019 CE class and choose one
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Narpm

01/17/18

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Remediation

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Narpm

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Eric Ong -

Remediation

01/14/19

Narpm

RVP calls
COE Narpm

(3
electronic) Website - profile
Oahu COE CE approved (May 21, 2019)

Monthly
3rd web
Grant money

@ 2pm Note: Gov shut down
HUD / employ

October
National
Premier Day on Hill May 13 + 14th

Bill Handyman \$1500 labor only

Senate Bill Fair Housing SEC 8
2019

5000 Narpm members = 1,000,000 Prop
300 HI members

RMP - email Christina teacher

1/14
2/20 - Evictions Rus
3/20 - Ben Summit, Esq.
4/17
5/15
6/19
7/17
8/21
9/18
10/16
11/20
12/18

Narpm designation

Newly Elected members

- Board of Directors -

Bob Jilek

Patrick Mannion -

Nathan Chantler

AC

Affiliates field

- Tidy Up - Netflix

3/14/19

Working on Filing taxes
2017 + 2018.

BYLAWS

Bylaws of The Maui 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 Maui 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 Maui County geographical area.
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.

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 Hawaii.

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: All that area that is part of the County of Maui in the State of Hawaii.

ARTICLE II: Membership

Professional Member, Support Staff, Affiliate Member and Honorary Member

Section A: Professional Member

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

Section B: Support Staff

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

Section C: Affiliate Member

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

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

Section E: Honorary Member

Honorary membership shall be bestowed upon individuals who, in the opinion of the National Association Board of Directors, have rendered or continue to render distinguished service to the association or the profession

of property management. Honorary members shall pay no dues or other assessments, and shall be eligible to participate in the usual activities of the association, except they shall be ineligible to vote, hold office or serve as a member of the executive committee unless they are current members in good standing in the chapter and national association.

Section F: Application by Professional and Support Staff Members:

1. Acceptance into membership: An applicant for Professional and Support Staff membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership.
2. Vote: A Professional member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. The vote shall be done in person, unless approved otherwise by the Executive Committee. 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 Article III of the bylaws of the national association.
2. Delinquency in Payments Any member failing to pay sums due to the Association within 60 calendar days of an invoice due date, shall be considered delinquent and can be suspended. Delinquency status shall remain in effect until payment of obligations is made in full, or membership is terminated.
3. By notification of the National NARPM® Board of Directors as a result of violations of the Code of Ethics and Standards of Professionalism.

Section B: Termination of Membership

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

1. Resignation:
 - A. Professional or Support Staff member may resign at any time by forwarding a letter stating such intent to the National Association. 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 president or secretary. 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 30 days of the due date, or fails to pay any other obligation within 30 days of invoice presentation. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
3. By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism.

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 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 executive committee members should faithfully attend all executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of six (6) officers as follows:

1. President: The president shall:
 - a. Be the chief executive officer of the chapter.
 - b. Preside at all meetings of the chapter.
 - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
 - d. Sign all legal documents.
 - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - f. Serve a term of one year commencing with the beginning of the new calendar year.
2. President-Elect: The president-elect shall:
 - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
 - b. Fulfill the responsibilities of the president during his/her absence.
 - c. Replace the president at the end of the fiscal year.
 - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.

- e. Undertake other activities as are deemed appropriate by the president.
 - f. Serve a term of one year commencing with the beginning of the calendar year.
3. Vice-President:
- The vice-president shall act as the chapter's publications chairperson. In this capacity the vice-president shall:
- a. Notify all chapter members of upcoming meetings.
 - b. Serve a term of one year commencing with the beginning of the calendar year.
 - c. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
 - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - e. Serve a term of one year commencing with the beginning of the calendar year.
4. Secretary: The secretary shall:
- a. Maintain current chapter membership records to coincide with the national association's membership database.
 - b. Shall ensure the completion of all documentation required by the National Association.
 - c. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
 - d. File all federal, state and local reports as needed.
 - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - f. Serve a term of one year commencing with the beginning of the calendar year.
5. Treasurer: The treasurer shall:
- a. Be a signatory for all funds withdrawn from chapter account(s).
 - b. Distribute annual renewal notices for chapter dues and special assessments.
 - c. Deposit all funds into a federally insured financial institution.
 - d. Prepare a financial report for the committee upon request.
 - e. Prepare an end-of-fiscal year report for the national association.
 - f. File tax and other financial reports with the appropriate government agencies.
 - g. Undertake responsibility for other such activities as deemed appropriate by the committee.
 - h. Serve a term of one year commencing with the beginning of the calendar year.

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

Section A: Eligibility

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

Section B: Notification of Members

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

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

Section C: Elections

Elections shall be conducted in the last regularly scheduled chapter meeting, or electronically if approved by the chapter executive committee, prior to the end of the calendar year.

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
2. Uncontested Offices: The presiding authority shall identify those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
3. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by

the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.

Section D: Term of Office

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

Section E: Vacancy

An office shall be declared vacant when an officer:

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

Section F: Filling a Vacated Office

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

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee.

ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The executive committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee.

1. Notice of Regular Meeting: With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by regular letter mailed to each member of the committee.
2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and

place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.

3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

Section B: Location

All meetings of the chapter shall be held within the geographic definition of the chapter. All meetings of the executive committee shall be held within the geographic definition of the chapter unless otherwise waived by all the members of the executive committee.

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: Sub-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

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

Section C: Creation and Dissolution

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

ARTICLE VIII: Code of Ethics & Standards of Professionalism Acknowledgment and Enforcement

Section A: Acknowledgment

A Chapter Charter is granted only upon the acknowledgment that the chapter members shall:

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

Section B: Enforcement

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

ARTICLE IX: Financial Considerations

Section A: Calendar Year

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

Section B: Local Chapter Dues

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

1. Payable: Dues for local chapters are payable on January 10th of each year.
2. Late Dues: Chapter dues will be deemed late if after 60 days past the due date, they are still unpaid. Members who pay their dues after January 31st may not be listed in the Annual National Membership Directory.
3. 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.
4. Professional Member and Support Staff Dues: The amount of ~~local~~ chapter dues for Professional Member and Support Staff shall be established annually by the board of directors during the budgeting process.
5. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will charge dues to National Affiliate members.
6. Late Fees: Payment of any dues or special assessments must be made within 60 days of the invoice due date. Any payment received after that time 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.

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.

Section E: Non-Binding

The chapter shall not have any authority to financially obligate or bind the national association for any reason.

ARTICLE X: Proposals and Procedures for Amending

Section A: Proposals

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

Section B: Procedure for Amending

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

All amendments shall be subject to approval by the board of directors of the national association prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

ARTICLE XI: Miscellaneous

Section A: Invalidity

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

Section B: Waiver

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

Section C: Hold Harmless and Indemnify

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

Section D: State Laws

These bylaws may be amended to conform and comply with the laws, statues, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction.

**NARPM MAUI
MEETING MINUTES
January 16, 2019
Draft**

CALL TO ORDER:

President Dan O'Hanlon called the meeting to order at 2:10 PM. Meeting held at RAM.

DIRECTORS PRESENT:

Dan O'Hanlon- President
Valkyrie Smith- President Elect
Renee Kaiama- Treasurer
Rod Quam- Secretary

OTHERS PRESENT:

Darlene Higa
Nathan O'Hanlon
Bob Jilek
Eileen Behanke
Patrick Mannion

INTRODUCTIONS:

Dan introduced Guest Speaker- Charlene Miner

APPROVE MINUTES FROM PREVIOUS MEETING:

Motion: *To approve the minutes dated November 20, 2018.*
(Quam/Smith)
CARRIED unanimously.

INSTALLATION:

Charlene Miner performed installation 2019 Maui Chapter Directors;
Dan O'Hanlon- President
Valkarie Smith- President Elect
Renee Kaiama- Treasurer
Rod Quam- Secretary

SPEAKER CHARLENE MINOR, MPM RPM:

Charlene gave testimonial presentation.

CODE OF ETHICS:

Discussion on code of ethics class required every four years for all members and also allows extra member designation.

CE CLASS:

Ethics class is scheduled for May 21, 2019 at RAM.

COMMITTEES:

Nathan O'Hanlon provided an update on Government shutdown and effects on collecting rent. There was also a discussion on pending senate bills and regulations such as handyman revision.

Bob Jilek gave an update on scheduling for meeting room at RAM.

CE SCHEDULE 2019:

Darlene, Valkyrie and Renee led discussion on potential speakers for 2019. Emails will be sent when speakers are confirmed.

Q & A:

Discussion on adding additional Directors to Maui Chapter. Bob Jilek, Patrick Mannion and Nathan O'Hanlon were added to Board as Directors and Installed by Charlene Minor.

NEXT MEETING DATE:

Wednesday February 20, 2019 at RAM

ADJOURNMENT:

The Board of Directors unanimously agreed to adjourn the meeting at 3:45 PM.

Respectfully submitted,

Rod Quam R(B)

Quam Properties Hawaii, Inc.

**NARPM MAUI
BOARD OF DIRECTORS MEETING
February 2, 2018**

CALL TO ORDER:

Dan O'Hanlon called the Board of Directors Meeting to order at 3:15 PM, at RAM, Kahului Maui.

DIRECTORS PRESENT:

Dan O'Hanlon
Valkyrie Smith
Renee Kaiama
Rod Quam

DETERMINATION OF QUORUM:

All Directors in attendance, there is a quorum.

OTHERS PRESENT:

Darlene Higa, Guest.

CERTIFICATION OF NOTICE:

Rod Quam certified that Notice of Meeting was sent to all Directors on 1/26/2018.

OLD BUSINESS:

Renee provided information for Bank account transfer of authorized signatures. Dano will return to bank.

NEW BUSINESS:

Installation ceremony for 2018 Directors

There was a discussion on upcoming all day event on 5/2/18. A name for seminar needs to be established.

ADJOURNMENT:

The Board of Directors unanimously agreed to adjourn the meeting at 4:00PM.

Respectfully submitted,
Rod Quam R(B)
Quam Properties Hawaii, Inc.

**NARPM MAUI
MEETING MINUTES
November 20, 2018**

CALL TO ORDER:

President Dan O'Hanlon called the meeting to order at 1:00PM. Meeting held at Lahaina Yacht Club in Lahaina.

DIRECTORS PRESENT:

Dan O'Hanlon- President
Valkarie Smith- President Elect
Renee Kaiama- Treasurer
Rod Quam- Secretary

OTHERS PRESENT:

Darlene Higa
Nathan O'Hanlon
Bob Jilek
Eileen Behanke

INTRODUCTIONS:

All members present identified themselves.
Dan O'Hanlon gave recap of trip to NARPM Conference in St. Louis.

Treasurer Renee Kaiama gave update on chapter financial status, we currently have \$417 cash.

CODE OF ETHICS:

Dan O'Hanlon led discussion on Code of Ethics. Members are required to complete code of ethics class every four years. Upon completion of class members receive designation of Professional Member.

2019 CE CLASSES:

Members can sign up and take online classes at NARPM website.

WEBSITES AND GRANTS:

Check NARPM website to get details on grants and use of websites.

RAM MEMBERS & RAM FACILITY:

Survey was taken of how many RAM members are NARPM members at meeting. All are RAM members.

There was a discussion on how we can be better neighbors with RAM and using their facility.

Bob Jilek volunteered to be liaison and coordinator with Ram.

MEMBER FORUM:

There was a discussion on topics for future meetings including; remediation, evictions, drugs, assistance animals, handicap, attorneys, judges, etc.

Officers for 2019:

Dan O'Hanlon- President

Valkarie Smith- President Elect

Renee Kaiama- Treasurer

Rod Quam- Secretary

NEXT MEETING DATE:

Going forward beginning 2019 meetings will be held on the third Wednesday of the month. Next meeting will be Wednesday January 16 2-3PM. Location TBD.

ADJOURNMENT:

The Board of Directors unanimously agreed to adjourn the meeting at 2:00PM.

Respectfully submitted,

Rod Quam R(B)

Quam Properties Hawaii, Inc.



National Association of Residential Property Managers

NARPM® Maui Chapter Meeting Agenda
Date 11-20-2018

1. Welcome Members and Guests
2. Purpose & Overview

Mission

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

Vision

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

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

3. Introductions
4. Code of Ethics
5. Schedule 2019 CE class and choose one
6. Use the web site and get grants
7. How many are RAM? How can we better integrate to to full advantage of their building?
8. Other possible locations we could utilize regularly?
9. Q & A
10. Next meeting?

**NARPM MAUI
BOARD OF DIRECTORS MEETING
February 2, 2018**

CALL TO ORDER:

Dan O'Hanlon called the Board of Directors Meeting to order at 3:15 PM, at RAM, Kahului Maui.

DIRECTORS PRESENT:

Dan O'Hanlon
Valkyrie Smith
Renee Kaiama
Rod Quam

DETERMINATION OF QUORUM:

All Directors in attendance, there is a quorum.

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ADJOURNMENT:

The Board of Directors unanimously agreed to adjourn the meeting at 4:00PM.

Respectfully submitted,
Rod Quam R(B)
Quam Properties Hawaii, Inc.

Narpm

01/17/18

~~Deven~~ Bob Palikan

Eileen D' HHH

Jacklyn Stockstill

Eric Ong -

Remediation

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

BUDGET Spreadsheet

Negative amounts are in parenthesis

Category	2017 Annual Budget			2018 Annual Budget			2019 Annual Budget		Difference
	EST. INCOME:	ACTUAL INC.:	Difference	EST. INCOME:	ACTUAL INC.:	Difference	EST. INCOME:	ACTUAL INC.:	
INCOME:									
NARPM Grants	\$500.00		-\$500.00	\$500.00		-\$500.00	\$1,000.00		-\$1,000.00
Interest/Dividend Income			\$0.00			\$0.00			\$0.00
Educational Meeting Registration Fees			\$0.00	\$1,000.00	\$870.00 Happy Landlord	-\$130.00	\$1,000.00		-\$1,000.00
Gifts/Donations Received		\$850.00 Sandra Albrecht	\$850.00			\$0.00			\$0.00
Vendor Memberships	\$500.00	\$375.00 3 memberships	-\$125.00	\$375.00		-\$375.00	\$500.00		-\$500.00
NARPM Membership Fees			\$0.00	\$390.00	\$390.00 Margit Tolman	\$0.00	\$780.00		-\$780.00
Transfers from Checking			\$0.00			\$0.00			\$0.00
INCOME SUB-TOTAL:	\$1,000.00	\$1,225.00	\$225.00	\$2,265.00	\$1,260.00	-\$1,005.00	\$3,280.00	\$0.00	-\$3,280.00
EXPENSES:	EST. EXPENSES:	ACTUAL EXP.:		EST. EXPENSES:	ACTUAL EXP.:		EST. EXPENSES:	ACTUAL EXP.:	
Bank Accounts									
Checking Account	\$25.00	\$22.65 Harland Clark C	-\$2.35			\$0.00			\$0.00
Bills									
Taxes			\$0.00			\$0.00			\$0.00
Rent / Mortgage		\$200.00 RAM Meeting R	\$200.00			\$0.00			\$0.00
Utilities			\$0.00			\$0.00			\$0.00
Cell Phone, etc.			\$0.00			\$0.00			\$0.00
Insurance			\$0.00			\$0.00			\$0.00
Groceries / Snacks			\$0.00	\$50.00	\$48.67 Valkyrie Smith	-\$1.33	\$50.00		-\$50.00
Travel - Maui Chapter									
Transportation - Air			\$0.00			\$0.00			\$0.00
Transportation - Car/Bus/Train			\$0.00			\$0.00			\$0.00
Housing			\$0.00			\$0.00			\$0.00
Meals			\$0.00			\$0.00			\$0.00
Supplies									
Office Supplies		\$50.00	\$50.00		\$50.00	\$50.00	\$50.00		-\$50.00
Advertising			\$0.00			\$0.00			\$0.00
Postage			\$0.00			\$0.00			\$0.00
Meetings									
Travel			\$0.00	\$925.00		-\$925.00	\$900.00		-\$900.00
Food			\$0.00	\$525.00		-\$525.00	\$525.00		-\$525.00
Handouts			\$0.00	\$175.00		-\$175.00	\$175.00		-\$175.00
Cost Reimbursements			\$0.00		\$1,655.07 Darlene Higa &	\$1,655.07			\$0.00
Other Expenses									
NARPM Membership Fees				\$390.00	\$390.00 Margit Tolman	\$0.00	\$780.00		-\$780.00
EXPENSE SUB-TOTAL:	\$25.00	\$272.65	\$247.65	\$2,065.00	\$2,143.74	\$78.74	\$2,480.00	\$0.00	-\$2,480.00
NET INCOME:	\$975.00	\$952.35	-\$22.65	\$200.00	-\$883.74	-\$1,083.74	\$800.00	\$0.00	-\$800.00