

Installation of Officers

Would the following please join me at the podium for the Installation of the new Board of Directors?

[Invite them by name by the rank of office held:]

President: **Shelby Heinemann** (HomeServices Florida Network Realty)

President-Elect: **Lisa Schueneman** (Vivid Property Management)

Secretary: **Kelly Burns** (Navy to Navy Homes)

Treasurer: **Eric Boyd** (Red Rooster Property Management)

Past President: **[Philip Scarborough]**:

You have been selected by your peers to serve in the role you are about to assume. You will be identified as directors of the **[Northeast Florida Chapter]**, dedicated to the best interests of the public and the welfare of your members.

As newly elected directors, you are entering into a new phase of service, cooperation, and leadership. You will exemplify the best that the residential property management profession has to offer. Guard this trust carefully and give full measure of your time and leadership to the organization, the Board, and fellow members. As a Director the decisions you make, along with the actions you take, will affect not only the [name of Chapter], but all of the other NARPM® professionals. As a recognized industry leader you are pledging yourself to a higher standard of conduct and cooperation with all members of our profession. Finally, as a Director of [name of Chapter] you are expected to endorse and maintain the NARPM® Mission that “NARPM® provides resources for residential property management professionals who desire to learn, grow, and build relationships.” Are you ready to accept the responsibilities as a director?

RESPONSE: I AM

PLEASE RAISE YOUR RIGHT HANDS

As directors of [**Northeast FL Chapter**], do you solemnly promise and swear to administer the office to which you have been elected, to the best of your judgment and ability, conforming to the Bylaws of [name of Chapter], observing and enforcing at all times the activities and interest of [**Northeast FL Chapter**] and the Board?

Will you work constantly for the welfare and promotion of the [**Northeast FL Chapter**] and the National Association of Residential Property Manager?

Do you recognize the important responsibility you are undertaking in serving on the Board of Directors of the Northeast Florida Chapter of NARPM , and do you hereby pledge to carry out, in a trustworthy and diligent manner, the duties and obligations, as a member of the [NE FL chapter Board of Directors.

Act for the good of the [**NorthEast FL Chapter** of NARPM , and represent the best interests of its members, and the people you serve. Do you commit to adhering to the high standards of NARPM® by following the Code of Ethics, and conduct yourself as a professional residential property manager at all times.

If you agree state “I Do”

Congratulations! You are hereby installed as Directors of the [name of Chapter] of the National Association of Residential Property Managers

Please join me in congratulating these new officers and directors for [2020].

NARPM of Northeast Florida - Jacksonville

Meeting of the Board of Directors August 9th

9:00 am Call to Order & Roll Call

9:10 am President's Update (Mission / Vision & Values)

- \$ Check that has come in \$533.61
- Flyers for Florida State Event
- Aug Event PMW Dave Borden & Joel Elliot
 - Night Before Dinner where ? ((Blue Bamboo))
 - Pick up and bring to dinner (Philip 6:30pm)
- Elections /
 - Beth & Brenda Needham Beth's co chair designations
 - Davis Doolittle Hospitality
 - Mike and Angie Legis
 - Tracey and Amber Payne (Affiliate)
 - Shelby - Pres
 - Lisa -
 - Membership Chair
 - Education / membership / Pres Elect / Secretary
 - Lisa (Pres Elect) ??????
- July Harry Heist the 19th ? Where ? and marketing quick ((NEEDS TO START ASAP))
Membership really being intentional - (why aren't you at the meetings)
- Dave Siglar (Swearing) November - Top Golf / Dave n Busters?
 - Charity - (President has to pick charity)
- COMMUNICATION
- Reporting to Joel due the 15th of the Month (ownership)
- Deerwood Contract for 2020 (yes we want) Dates to follow?

9:20 am Minutes - FILE ADUIT?

- Designations (video w/ Beth)

9:30 am Treasurer's Report - Read and Approve

9:40 am Committee Reports

- Affiliate: Tracey & Greg

LUNCH SPONSORS [

- Membership: Starlette

- Education: Marc

AUG-

SEP / NON (Hunger Fight & State conf Sept 19th)

- Contact Tia on Hunger Fight

OCT - HARRY (onsite Pros and Master Craft)

NOV ? Swear in /

DEC ?

- Designations

- Community Outreach: Tia ((September)) Global Committee Days Sept 26th Education for Investor (Working Lunch) Booth \$ NARPM for \$250 (September 26th) NEFAR - Communication: Angie -

- Legislative = Michael Hodges 2020 May 18th & 19th

10:40 am Old Business

10:50 am New Business

11:00 am Adjourn

NARPM of Northeast Florida Nominations for 2020 Board / Committee Members

Position	Current	Proposed	Nominations
President	Phil Scarborough	Shelby Heinemann	
President Elect	Shelby Heinemann	Lisa Schueneman	
Past President	Cindy Morgan	Phil Scarborough	
Treasurer	Eric Boyd	Eric Boyd	
Secretary	Lisa Schueneman	Kelly Burns	
Affiliate Chair	Greg Kinzer	Tracey de la Cruz	
Affiliate Co-chair	Tracey de la Cruz	Amber Payne	
Communications Chair	Angie McKee	Angie McKee	
Communications Co-chair			
Designation Chair	Beth Dunn	Beth Dunn	
Designation Co-chair		Brenda Needham	
Education Chair	Marc Hassan	Marc Hassan	
Education Co-chairs		Cindy & Angele	
Hospitality Chair	Davis Doolittle	David Doolittle	
Hospitality Co-chair		Gloria Vinson	
Legislative Chair	Michael Hodges	Michael Hodges	
Legislative Co-chair		Angie McKee	
Membership Chair	Starlett Jackson	Patty Basarab	
Membership Co-chair		Debbie Jones	
Outreach Chair	Mario Gonzalez	Mario Gonzalez	

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Bylaws of
The Northeast Florida 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 Northeast Florida 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 north east Florida area including Jacksonville, Nassau, Clay and St Johns County.
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 Florida.

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: Duval, St. Johns, Nassau and Clay Counties.

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 be a chairperson and 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 I: Application by Professional, Associate, or Support Staff,-Members:

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
2. Vote: Voting member shall be eligible-to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A: Suspension of Membership

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

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

Section B: Termination of Membership

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

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

Section C: Reinstatement of Membership

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

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness incurred has been paid and is current.

3. After a waiting period of one calendar year from the date of termination as a result of a presidential request or by an action of the board of directors of the national association.
4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Committee/Board of Directors

Section A: Responsibilities

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

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

Section B: The Executive Committee

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

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

- e. Undertake other activities as are deemed appropriate by the president.
- f. Serve a term of one year commencing with the beginning of the calendar year.
- g. Must be a Professional Member of the Chapter.

3. Secretary: The secretary shall:

- a. Maintain current chapter membership records to coincide with the national association's membership database.
- b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
- c. File all federal, state and local reports as needed.
- d. Undertake responsibility for such other activities as deemed appropriate by the committee.
- e. Serve a term of one year commencing with the beginning of the calendar year.
- f. Must be a Professional Member of the Chapter.

4. Treasurer: The treasurer shall:

- a. Be a signatory for all funds withdrawn from chapter account(s).
- b. Distribute annual renewal notices for chapter dues and special assessments.
- c. Deposit all funds into a federally insured financial institution.
- d. Prepare a financial report for the committee upon request.
- e. Prepare an end-of-fiscal year report for the national association.
- f. File tax and other financial reports with the appropriate government agencies.
- g. Undertake responsibility for other such activities as deemed appropriate by the committee.
- h. Serve a term of one year commencing with the beginning of the calendar year.
- i. Must be a Professional Member of the Chapter.

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 one year commencing with the beginning of the calendar year.

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

Section A: Eligibility

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

Section B: Notification of Members

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

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

- b. In Person: Any member who is present during the electoral process can be nominated.

Section C: Elections

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

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the [Chapter Name] 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 same.

Section E: Vacancy

An office shall be declared vacant when an officer:

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

Section F: Filling a Vacated Office

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

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

ARTICLE VI: Meetings, Locations and Majority Rules

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

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

Section B: Location

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

Section C: Quorum

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

Section D: Simple Majority Vote

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

ARTICLE VII: Committees

Section A: Appointment

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

Section B: Responsibilities

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

Section C: Creation and Dissolution

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

ARTICLE VIII: Code of Ethics & Standards of Professionalism.

Acknowledgment and Enforcement

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

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

Section A: Acknowledgment

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

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

Section B: Enforcement

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

ARTICLE IX: Financial Considerations

Section A: Calendar Year

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

Section B: Chapter Dues

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

1. Payable: Dues for local chapters are payable no later than January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual chapter dues within 90 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 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, statues, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by [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.

Form **990-N****Electronic Notice (e-Postcard)**

OMB No. 1545-2085

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 less****C** Name of Organization: **FLORIDA ASSOCIATION OF
RESIDENTIAL PROPERTY MANAGERS INC****10450 San Jose Blvd Suite 1,
Jacksonville, FL, US, 32257****D** Employee Identification
Number **59-3512309****E** Website:**<https://jacksonvillenf.narpm.org/>****F** Name of Principal Officer: **Eric M Boyd****9905 Old St Augustine Rd
Unit 102, Jacksonville, FL,
US, 32257**

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

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

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

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

NARPM Northeast Florida – Jacksonville Chapter

Board Meeting

March 14, 2019

Attendees: Cindy Morgan, Philip Scarborough, Eric Boyd, Tracy De LaCuz, Lisa Schueneman, Michael Hodges

President's Report

9:20 Call to Order

- Gather information to send to Joel at these meetings, add to agenda to collect each month # of current members, # of designees, # of candidates for designation, # of people attended last meeting
- Chapter of Excellence – need to get completed
- Broker Owner recap
- Education Chair position open – Ask Mario to join the board
- Call outs and checking in – Education Class
- Video – Who is next ? Beth for designation
- Inviting for greeting at event
- Pay at the door, You must pay when you register coming soon
- Kit – Maintenance class

9:50 Minutes from last month's meeting Read and Approved

9:55 Treasurer's Report

- Read and Approved

Committee Reports

Membership:

- Order new banner for NARPM events

Education

- March – CPA
- April 25 - Kit Garren, In-House Maintenance 9-4

Designation – no update

Hospitality –

- Martins Coffee with new members, maybe a tasting with board members and / or past members to engage
- Mixer on April 25 – Veterans United

Communication –

- Pictures at meetings
- Share

Legislative- Michael Hodges

- Short term – shut it down, illegal if rented for less than 7 days
- State level – Rent Control, Domestic Violence bill – Can not evict, Maintenance bill, Source of income bill, emotion support to eliminate abuse
- Day on the Hill May 13 & 14th in D.C, \$95

Affiliates – Tracey De La Cruz

- Guest affiliates at the meeting – they can attend two meetings prior to joining. They should not solicit business
- Vendors – pay more if paid late? – Half of the vendors have not paid
- 23,000 in the back

Old Business

- Meetings – Welcoming
- Eventbrite – look at it for May
- Pay at the time of registration or pay more at the door \$15 more – implement in June

New Business

Michael asked for a Gift Card for the raffle for RPAC – motioned and approved.

10:50 AM Adjourn

NARPM Northeast Florida – Jacksonville Chapter

Board Meeting

April 11, 2019

Attendees: Angie McGee, Philip Scarborough, Lisa Schueneman, Greg Kinser, Shelby Heineman, Tracey De LaCruz, Eric Boyd, Starlet Jackson, Michael Hodges, Mario Gonzalez, Beth, Marc Hassan

President's Report

9:08 Call to Order

- Would like for us to have a buddy system for board members- if you can't be here please have your buddy updated for the meeting. This is to get the best use of your time. Voting members are asked to be present as much as possible.
- CE class – Puroclean sponsor
- CE class – 11 signed up now
- May meeting – no space looking for ideas
- Harry Heist – don't want the stress. Breath of fresh air, caring for our member and adding value, we will not be self serving
- Chapter of Excellence – did not complete
- Philip has accepted the Technology chair for National NARPM Board- ease of use
- Martin's coffee on the calendar for new members
- Video for next month is Tiea. Her role has changed to the community outreach spokesperson. This is what she is passionate about, this will give NARPM more exposure with events such as the hunger fight. Her new Co chair will be Davis Doolittle and he will help out with Hospitality
- We would like to have Narpn shirts for this event and others. Shelby will work on ordering. Phillip will send out an email with a link to sign up for volunteers and a google form for t-shirt size. Color – Red, blue or grey.
- Gather information to send to Joel at these meetings, add to agenda to collect each month # of current members, # of designees, # of candidates for designation, # of people attended last meeting
- Call outs and checking in – Education Class
- Inviting for greeting at event
- Pay at the door, You must pay when you register coming soon

9:40 Minutes from last month's meeting Read and Approved

9:45 Treasurer's Report

- Read and Approved
- PayPal on line
- Eventbrite – look at it for May
- Pay at the time of registration or pay more at the door \$15 \$25 early bird one week before then goes up to \$20 \$30 Nonmember and \$25 , \$30 for nonmembers at the door, due to dismission funds Motioned and approved

Committee Reports

Membership:

- Order new banner for NARPM events – Eric working on this
- Members currently
- May new membership meeting

Education

- April 25 - Kit Garren, In-House Maintenance 9-4
- May 15 Wednesday - New Member Coffee Orientation, 10ish, and Jumbo shrimp game. NEFAR invited. Game is at 12:05
- June – Harry Heist???? Or PMI – behind the curtain

Designation – no update

Study group

Power point for designation

Outreach-

Hunger fight

Mixer April 25

Hospitality –

- Raise more money for Hunger Fight
- Trying to raise 25,000
- Mixer on April 25 – Veterans United

Communication –

- Pictures at meetings
- Share

Legislative- Michael Hodges

- Short term – shut it down, illegal if rented for less than 7 days – required \$100 per year registration, certificate of use, you have to live on the property, inspections, lots of read tape, landlord training required

- State level – Rent Control, Domestic Violence bill – Can not evict, Maintenance bill, Source of income bill, emotion support to eliminate abuse, emotional support bill
- Day on the Hill May 13 & 14th in D.C, \$95
- Florida news – Impact fee waiting for signatures, eliminate internet fraud, unity leader

Affiliates – Tracy De La Cruz

- Number of affiliates down
- Categories are we short – cleaning services, flooring, garage doors, insurance, HVAC, Insurance, Internet, plumbing, electrical, make ready services
- Video loop for affiliates \$100 – great added value, share on Facebook

Old Business

- Meetings – Welcoming

New Business

10:51 AM Adjourn

NARPM Northeast Florida – Jacksonville Chapter

Board Meeting

October 10, 2019

Attendees: Cindy Morgan, Shelby Heineman, Philip Scarborough, Lisa Schueneman, Mario Gonzalez, Eric Boyd, Starlet Jackson, Beth Dunn, Angie McKee, Michael Hodges, Marc Hassan,

President's Report

9:05 Call to Order

- Strategic planning update Brag on Florida mainly because of Michal Hodges
- Harry Heist, Mario made video
 - Share with NEFAR - Ruth
 - Notify hotel to reduce to 120
 - We will be out \$3K
 - Share on Facebook
 - Harry to be handled by Tiea and Angie
 - Backpack and School supplies
 - Diet coke and peanut M&Ms
 - Donation to Harry's cause
 - Set up early, 7 am
 - Eric can handle check in
 - Eventbrite
 - Registration – log in - Lisa
 - Mastercraft bags – Table and speaker
 - Membership table and applications
 - On Site, MasterCraft, and Above and Beyond
 - Cash for 50/50 to Harry
 - Shelby to get tickets
 - Fish bowl - Lisa
- Sign up for full year at discounted rate - No
- 2020 Calendar
 - Jan, Feb, March, April fun mixer, not May, No June- Harry Heist & No July, August, September, Not October, November, No December
- Educational Class – Marc will register – two classes
- November class – Night out before with the board and guest
- December event – December 12th Strategic planning, Breakfast
-

10:08 Minutes from last month's meeting Read and Approved

9:10 Treasurer's Report

- Read and Approved
- PayPal on line- in use for affiliate invoices

Committee Reports

Membership:

- Members currently - 130
- May new membership meeting – 3 new member

Education

- October – Harry Heist – Jax Home Maintenance Main Sponsor
- November 21- Confirmed
- December -
- Short term rentals
- Affiliates
- Itripp – Sue (Adverting)
- Constant contact has 9000 members
- Landlord idea
- Yellowbird
- Bigger pockets
-

Designation – no update

Study group

Current candidates

Outreach-

Hunger fight moved to Sep 19

Hospitality –

- Trying to get Marriott for Harry Heist July 19

Kelly Burns –

PM of the year – Ron Harris, years, 2020 President Elect NEFAR, 2019 PM of the year
Voted and approved.

Communication –

- Pictures at meetings
- Speak with NEFAR for adding continuing education for Harry Heist in July
- With Eventbrite we can now have multiple events
- Events will be created in Facebook

Legislative- Michael Hodges

- State conference made money
- Short term – late charges, tenants rights bill – a just society, discrimination, rent control, short term rent control \$150 registration
- May 18 & 19 Conference – Washington Court Hotel,
- NARPM State, 756 Membership
- Emotional support animals
- dispositive impact

Affiliates – Tracy De La Cruz

Jeff Wilkins

Above & Beyond

Need electrician, flooring,
We need a list of vendors

Old Business –

Global Council meeting – It was worth it

Asana –

Harry procedure

Adjourn: 10:52

NARPM Northeast Florida – Jacksonville Chapter

Board Meeting

December 12, 2019

Attendees: Cindy Morgan, Shelby Heineman, Philip Scarborough, Lisa Schueneman, Eric Boyd, Starlet, Beth Dunn, Angie McKee, Michael Hodges, Marc Hassan, Tracy DeLaCruz, Kelly Burns, Debbie Jones, Angie McGee, Beth Dodd, Kris Bruce,

9:43 am Call to Order & Roll Call

9:45 am President's Update (Mission / Vision & Values)

Buddy system

Vision and Mission - 20/20 Vision Making Property Management Clear

9:20 am Minutes - Read and Approve - File for Audit

-

9:30 am Treasurer's Report - Read and Approve - File for Audit

Budget for the board

Include bank statement

By law review - need committee

9:40 am Committee Reports

- Affiliate:

Motion to Jan 31, \$50 off Platinum, \$25 off Gold, after 31st will have late fees of the same \$25/\$50

To become a vendor, one of our members need to have used them

- Membership: Debbie Jones

Check our at Large member monthly

Report at large members at monthly board meetly

New member in the back of the room at monthly meetings

Pulling guest into meetings

Add visitors to constant contact, mail chimp and start a drip campaign

New membership shared with the board

Name tags

Investment groups

Open Google account for Chapter

Voted and approved to open GSuite Account

Phillip will transfer shared data to our drive

Eric and Phillip will work together set up an account

- Education: Marc

Educational Class – Marc will register – two classes - Send to Marc

February - taxes

Code of Ethics

Legal minute in meetings

Sharing speakers with Orlando

Class with Michael Hodges - Legislative sometime this year

Daniel and Mark (Tampa) training class

Jan - Jeremy Pound. The Power of Great Questions

Feb -

March -

April -

May-offsite Mike McKerey

June - offsite

July- offsite

August -

September

October - No meeting - National in Fernandina

November -

December - Holiday Party and Install new board

Designations: Vacant

List of designation candidates to Shelby

Community Outreach: Mario

Hunger Fight

Homeless

Habitat

Rental assistance grant 50/50 (Tabled item)

Legislative = Michael Hodges

5 minutes at each luncheon with updates

Hospitality - Kris Bruce

Access to Eventbrite

Help with Check-ins

Guest speakers - take out to dinner the night before

Communication

Gloria Vinsen to be Co-Chair

Affiliate of the month on Facebook

Celebrate our Wins

Narpm business cards - Free lunch cards

More videos

Asana will be used to assign tasks

Share with state what your Chapter needs are with Tiea

11:04 am Old Business

By law review - need committee

Lisa apply for grant money for May meeting

Order new applications

11:24 am New Business

11:24 am Adjourn

NARPM Northeast Florida – Jacksonville Chapter
Board Meeting
January 10, 2019

Attendees: Greg Kinser, Tracy De La Cruz, Beth Dunn, Cindy Morgan, Philip Scarborough, Eric Boyd, Shelby Heinemann, Lisa Schueneman, Tiera Vincent, Charlie Lucroy, Marc Hassan, Starlett Jackson

President's Report

- Strategic Planning Mission / Vision & Values Recap
- Return on Relationships encouraged us to share your stories with others – Reach out and connect with others
- Asana – Is it valuable?
- Go through email list that we have for National Member List, compare list with Laura
- January meeting, currently 42 registered. Start preparing meeting videos using other NARPM Members. Beth, Cindy and Greg are not interested. Charlie Lecroy volunteered for January's
- Re-Bar Camp– \$700 for booth Tiera will let us know when available for 2020
- NEFAR property manager of the year, invite her to one of our meetings.
- Hunger Fight – We want a table again this year
- Unrollme.com - Eric discussed and how it works
- One Page Road Map - Continue to Build on it

Tabled Items

- P&P for each person's role to setup success for next person

Minutes from last month's meeting Read and Approved

Treasurer's Report

- Read and Approved
- Suggestion made to improve the report - include monthly expenses

Committee Reports

Membership: Starlette

- 30 new members from last year, 3 new members this year
- Lisa and Cindy to help call new members to encourage attendance for meeting

Education: Charlie & Marc

- January HUMAN RIGHT
- February PANEL Charlie – Tenant Turner, Maybe get Blakley
- March – CPA
- April 25 - Kit Garren, In-House Maintenance 9-4

Designations

- Beth is in the process of starting designation. In the meeting she will ask if anyone would like to join her in the process.

Hospitality: Tiea

- Maybe we can have a social mixer afterward the April 25th meeting, Aloft

Communication: Angie

- Share communication on personal Facebook pages
- Take pictures and share, a board member volunteer will take at least 10 pictures during the meeting and share.
- Paparazzi – Lisa will take pictures in January

Legislative: Michael

- Bennett – Eviction Bill, helps tenant if loses job or can't pay rent for any reason
- Source of Income - trying to make a protected class
- May 13 and 14 Day on the Hill
- Cindy has brochures to bring to the next meeting
- Participate NARPM advocacy program, NARPM PAC – please join

Affiliates: Tracey & Greg

- New affiliates, Alpha Foundations, Big Tuna, Turnkey Roofing
 - Alpha Foundations and Turnkey Roofing applications approved.
 - Big Tuna will need letter or email, something from Big Tuna indicating that he can join under their name and being the face for Big Tuna. Tracy will get this information from Big Tuna and update at next meeting.

Old Business

- Chapter of Excellence – Phil and Shelby to meet and complete before deadline

11:02 AM Adjourn

Takeaways for Philip

1. Add to Asanna – prepare for Re-Bar Camp to get a booth
2. Property manager of the year – October

3. Revisit Asana – Is it valuable?

NARPM Northeast Florida – Jacksonville Chapter
Board Meeting
February 14, 2019

Attendees: Greg Kinser, Tracy De La Cruz, Beth Dunn, Cindy Morgan, Eric Boyd, Shelby Heinemann, Lisa Schueneman, Angie McKee

President's Report - Shelby

- Charlie Lecroy resigned from Green River to Great Jones - Residential
- This leaves a vacancy in the board for Education - maybe Mario would consider the position?
- Last months meeting review - the good and bad and the ugly - Tabled for next month
- Need new panelest for Thursday's meeting - Eric volunteered to join and talk about ShowMojo
- Return on Relationships encouraged us to share your stories with others – Reach out and connect with others
 - Photography - Angie will take the pictures in March. We discussed getting pictures of other property managers and share in social media to engage others who did not attend
- Video - There were no volunteers for this month upcoming video. We are going to reach out to the board for a volunteer. Mario and Tiea were suggested.

Minutes from last month's meeting Read and Approved

Treasurer's Report

- Read and Approved
- Cindy shared how to pull previous years balance
- Eric discussed using Eventbrite. It will provide checklist for attendance- Would this be a better option versus Constant contact? Angie checking with Lori to look at our options to change
- No pay at the door was discussed?

Committee Reports

Membership: Starlette
No update

Education: Charlie & Marc

- February PANEL Charlie has been replaced by Eric
- March 21 – CPA Taxes - Florida Pest Control is the sponsor
- April 25 - Kit Garren, In-House Maintenance 9-4 , \$65 per person
 - Lunch sponsor for April? Special event \$150 to cover lunch - Greg will ask to round up someone, Evening sponsor TBD
- May - ???

Designations

- Beth is in the process of starting designation. In the meeting she will ask if anyone would like to join her in the process.
- Cindy suggest a slide be prepared to how how to sign up for a NARPM Designation
- Beth also suggested a slide / video be prepared by A/C System on How to clean a clogged drain line to share with tenants.

Hospitality: Tiea

No update

Communication: Angie

- Paparazzi – for February - Angie
- March meeting panel changes have been sent in to communication
- Cindy asked Angie to make a flyer for upcoming designation class for April to be distributed in March meeting

Legislative: Michael

No update

Affiliates: Tracey & Greg

- New affiliates - money received two affiliates upgraded membership

Old Business

- ALoft? April 25th social after meeting
- Asana – Is it valuable?
- Big Tuna
- Chapter of Excellence – Phil and Shelby to meet and complete before deadline

New Business

Affiliate Pledge - Eric & Lisa to look for some examples and will share next month meeting

Can we revisit membership not being able to pay at the door? Or higher rate if paying at door?

Takeaways for Philip

- Can you prepare a how to sign up for a NARPM Designation
- We need a volunteer for the March Luncheon topic
- Cindy, Shelby, Lisa and Phil still need to meet about the chapter of excellence

Follow up with board member:

Tiea - Questions - is there a social at ALoft on April 25? Recommending 5-7ish

Tabled Items

- Review Last Months Meeting / Good - Bad - Ugly
- Mission / Vision & Values
- (Return on Relationships/ Engagement / Back to Basics Education & Grow our chapter)
- Word for the Year “ Traction”
- P&P for each person's role to setup success for next person
- ALoft? April 25th social after meeting
- Asana – Is it valuable?

10:39 AM Adjourn

NEFARPM
Profit & Loss
January through December 2019

	Jan - Dec 19
Ordinary Income/Expense	
Income	
600 · NEFARPM Dues	
602 · Affiliate Member Dues	13,400.00
Total 600 · NEFARPM Dues	13,400.00
625 · Chapter Grants	
626 · NARPM Grants	1,793.61
Total 625 · Chapter Grants	1,793.61
630 · Monthly Luncheon Revenue	
50-50 Revenue	204.50
631 · Meal Revenue	7,705.00
632 · Lunch Sponsorship	250.00
630 · Monthly Luncheon Revenue - Other	25.00
Total 630 · Monthly Luncheon Revenue	8,184.50
635 · Program Revenue	
636 · Program Sponsors	650.00
637 · Program Registration Fees	135.00
635 · Program Revenue - Other	8,500.00
Total 635 · Program Revenue	9,285.00
Total Income	32,663.11
Expense	
700 · Monthly Program Expenses	
701 · Meeting Room	8,110.23
704 · Travel and Hotel and Food	150.73
707 · Speakers Gifts	600.00
700 · Monthly Program Expenses - Other	7,398.64
Total 700 · Monthly Program Expenses	16,259.60
725 · Special Programs	
726 · Meeting Room	1,389.12
728 · Printing	738.84
729 · Travel, Hotel	1,434.00
725 · Special Programs - Other	11,130.52
Total 725 · Special Programs	14,692.48
750 · Aff Appreciation Trade Show	
753 · Gift Baskets	105.95
Total 750 · Aff Appreciation Trade Show	105.95
855 · Advertising expenses	3,693.05
899 · Licenses and Annual Returns	70.00
900 · Miscellaneous	2,218.45
Total Expense	37,039.53
Net Ordinary Income	-4,376.42
Net Income	-4,376.42

NARPM Northeast Florida – Jacksonville Chapter

Board Meeting

May 9, 2019

Attendees: Cindy Morgan, Shelby Heineman, Philip Scarborough, Lisa Schueneman, Greg Kinser, Mario Gonzalez, Eric Boyd, Starlet Jackson, Tracey DeLaDruz, Beth Dunn, Angie McKee, Michael Hodges, Marc Hassan, Davis Doolittle, Beth Dunn

President's Report

9:00 Call to Order

- Baseball Wednesday May 15, 24 signed up
- Education class had 19 in attendance. Kit was fantastic

9:07 Minutes from last month's meeting Read and Approved

9:10 Treasurer's Report

- Read and Approved
- PayPal on line- in use for affiliate invoices
- Eventbrite – up and running

Committee Reports

Membership: Starlette

- Members currently -
- May new membership meeting – 3 new member

Education

- May 15 Wednesday - Jumbo shrimp game. NEFAR invited. Game is at 12:05
- June 20– Speed dating – Affiliate video
- July 19 – Harry Heist – Jax Home Maintenance Main Sponsor
- August 15 – PMW
- September 19 – NO Florida State Conference – Hunger Fight
- October- National Conference
- November 21- Confirmed
- December - Confirmed
- Check with Michael Cooney for a possible meeting option. Sissine's Office Systems

Designation – Beth Dunn
Study group
Current candidates - 13

Outreach-
Hunger fight moved to Sep 19

Hospitality – David Doolittle
• Trying to get Marriott for Harry Heist July 19

Communication – Angie McKee
• Pictures at meetings
• Speak with NEFAR for adding continuing education for Harry Heist in July
• With Eventbrite we can now have multiple events
• Events will be created in Facebook

Legislative- Michael Hodges

- Short term – shut it down, illegal if rented for less than 7 days – required \$100 per year registration, certificate of use, you have to live on the property, inspections, lots of read tape, landlord training required. Any lease under 223 days. Registration and inspection in Jax Beach \$500
- State level – Rent Control, Domestic Violence bill – Can not evict, Maintenance bill, Source of income bill, emotion support to eliminate abuse, emotional support bill
- Day on the Hill May 13 & 14th in D.C, \$95. HUD Voucher program, Flood ADA. If you can't make it get on the petition list
- Florida news – Impact fee waiting for signatures, eliminate internet fraud, unity leader
- Cap for security deposit on service ember effective July 1. Can not exceed the value of 2 months' rent

Affiliates – Tracy De La Cruz

- Number of affiliates down
- Categories are we short – cleaning services, flooring, garage doors, insurance, HVAC, Insurance, Internet, plumbing, electrical, make ready services
- Video loop for affiliates– great added value, share on Facebook. These will be filmed on Speed dating meeting. Phil spoke with Jay and this can happen in June.
- Speed dating need to be the first meeting of the year if possible.

Old Business

Meetings – Welcoming

- Shirts for NARPM members – Everyone buys their own shirt, NARPM will pay for the embroidery. Shelby to send an email for shirt size. Eric will invoice everyone.

New Business

10:16 AM Adjourn

NARPM Northeast Florida – Jacksonville Chapter

Board Meeting

July 11, 2019

Attendees: Eric Boyd, Tracey DeLaDruz, Michael Hodges, Angie McKee, Cindy Morgan, Philip Scarborough

Call to order at 9:10 am

President's Report

- Light attendance at Summer events. Let's consider no general meetings in June & July - maybe a designation class
- Eventbrite is working well
- Next week's Mastermind panel group will be voting members of the board plus Jeff Wilkins
- Backdrop for photography looks terrific

Minutes: from last month's meeting Read and Approved and filed for audit

Treasurer's Report: Read and Approved and filed for audit

Committee Reports

Membership: N/A

Education:

- July 18 – Mastermind Panel Discussion
- August 15 – David Borden with PMW, Joel Elliot, RMV from Atlanta
- September 19 – Hunger Fight Volunteer opportunity (no general luncheon due to Florida State Conference)
- October 17 - Harry Heist all day class at Sheraton on Deerwood Park.
- November 21
- December - No date at Deerwood

Designation: N/A

Outreach: N/A

Hospitality:

- Harry Heist Class on October 17 at the Sheraton on Deerwood.
 - Space is limited to 180 souls. Try to dissuade walk-ins
 - Cost: \$75 for members; \$125 for non-members.
 - Breakfast & lunch will be served as well as cookies / dessert in the afternoon.
- Discussed finding a fun venue for December general meeting

Communication: Angie McKee

- All going well
- Speak with NEFAR for adding continuing education for Harry Heist
- Start “coming soon” for Harry

Legislative: Michael Hodges

- Short term – Any lease under 223 days requires registration and inspection in Jax Beach with a \$500 fee
- NARPM PAC Sweepstakes - to get action, the PAC needs funds
- 2020 Day on the Hill is May 17 - 18. Washington Court Hotel (located across from NAR Headquarters)

Affiliates: Tracy De La Cruz

- Board approved Alpha Foundations as affiliate member
- Number of affiliates down
- Discussed collecting dues from affiliates

Nominations:

- Cindy is working with Shelby and Mario to fill the slate
- Need to provide slate to members

Old Business

- Shirts with NARPM Logo?
- Golf Tournament?
- Discussed need for Historian to capture information - Cindy volunteered

Adjourned at 10:45 am

NARPM Northeast Florida – Jacksonville Chapter

Board Meeting

June 13, 2019

Attendees: Shelby Heineman, Philip Scarborough, Lisa Schueneman, Mario Gonzalez, Eric Boyd, Tracey DeLaDruz, Michael Hodges, Marc Hassan, Beth Dunn

President's Report

9:00 Call to Order

- Baseball event update, maybe plan better next time. We would do it again. Need destination area or table
- Affiliates – Speed dating. We need to push for more attendance for this meeting. Shoot videos for affiliates. Phil will talk to Jay
- Vendors currently signed up - Junk King, Overhead Door, Quick catch, Maid Pro, A/C Systems, Turnkey, Florida Pest Control
- Chapter check for maintaining attendance 90% of last year's members \$1260
- Michael and Phillip will create a local Legislative video update for meeting.

9:07 Minutes from last month's meeting Read and Approved

9:10 Treasurer's Report

- Read and Approved
- 21,888 current balance
- Needs letter on letterhead for Paypal to make the name change from Tripp to Eric

Committee Reports

Membership: Starlette

- Members currently –
- New members -

Education

- June 20– Speed dating – Affiliate video
- July 18 – Robert Gilstrap?? Deerwood confirmed , Safety, Systematize your business Top Challenges
- August 15 – PMW, Joel Elliot from Atlanta

- September 19 – NO Florida State Conference – Hunger Fight
- October 17 Marriott, or NEFAR - 18 FCAA Seminar - National Conference – Trade show
- November 21- Confirmed
- December - Confirmed

Designation – Beth Dunn

Study group

Current candidates - 13

Outreach-

Hunger fight moved to Sep 19

NARPM larger contributor to Hunger Fight last year, we will contribute next year

Think about property manager of the year nominations coming towards end of year

Hospitality – David Doolittle

- No update
- Working on finding a date and location for Harry Heist.

Communication – Angie McKee

- No update
- Speak with NEFAR for adding continuing education for Harry Heist in July
- With Eventbrite we can now have multiple event

Legislative- Michael Hodges

- Short term – shut it down, illegal if rented for less than 7 days – required \$100 per year registration, certificate of use, you have to live on the property, inspections, lots of red tape, landlord training required. Any lease under 223 days. Registration and inspection in Jax Beach \$500
- State level – Rent Control, Domestic Violence bill – Can not evict these tenants – there is a process for.
- Day on the Hill 2019 huge success. Linda Gross Hud Compliance Emotional support guidelines, despaired impact, advertising Google and Facebook steering
- Day on the Hill May 18 & 19th, 2020 Signature event.
- Senate bill 1794 security deposit must be interest bearing, must file reason for non renewal of lease
- Alachua County now has source of income

Affiliates – Tracy De La Cruz

- Number of affiliates down
- We need an irrigation company as a vendor
- Categories are we short – cleaning services, flooring, garage doors, insurance, HVAC, Insurance, Internet, plumbing, electrical, make ready services

Old Business

Meetings – Welcoming

- Shirts for NARPM members – Everyone buys their own shirt, NARPM will pay for the embroidery. Shelby to send an email for shirt size. Eric will invoice everyone.

New Business

10:45 AM Adjourn



Search for e...

Browse Events

Help ▾



This event has ended.

OCT
17

6 Hours of Property Management Law Practices, Procedures, Pitfalls and Law

by NARPM Northeast Florida Chapter

Following

\$75 - \$125

Sales Ended

Details



Date And Time

Thu, October 17, 2019

8:00 AM – 4:00 PM EDT

[Add to Calendar](#)



Location

Sheraton Jacksonville Hotel

10605 Deerwood Park Boulevard

Jacksonville, FL 32256

[View Map](#)



Refund Policy

No Refunds



Description

6 Hours of Property Management Law Practices, Procedures, Pitfalls and Law

BY ATTORNEY HARRY HEIST

This comprehensive class will give you 6 CE Credits and will provide you with over 200 pages of free handouts, as well as information from Application to Eviction and everything in between.

The class will cover topics including:

- New Notices and Laws
- Security Deposit Pitfalls
- Procedures
- Applications
- Evictions
- Inspections

• Inspections

- Liability Avoidance
- Bankruptcy Laws
- Abandonment
- Surrender
- Lease Breaks
- Procedures
- Check Lists
- Stipulations
- Corporate Tenants
- Collections
- Owner Issues
- Terminations
- Documentation
- Renewals

In depth notice studies...and much more!

WHEN

Thursday, October 17, 2019

*8:00am - 4:00pm

*Registration and Breakfast

8am-9am

WHERE

Sheraton

10605 Deerwood Park Blvd.

Jacksonville, FL 32256

COST

NARPM Members - \$75

Non-Members / Future Members - \$125

\$10 Late fee at the door.

Pre-registration must be paid for online.

Deadline to register 10/16/2019

THANKS TO OUR SPONSORS



Tags

United States Events

Florida Events

Things To Do In Jacksonville, FL

Jacksonville Networking

Jacksonville Business Networking

Date And Time

Thu, October 17, 2019

8:00 AM – 4:00 PM EDT

[Add to Calendar](#)

Location

Sheraton Jacksonville Hotel

10605 Deerwood Park Boulevard

Jacksonville, FL 32256

[View Map](#)

Refund Policy

No Refunds



[NARPM Northeast Florida Chapter](#)

Organizer of 6 Hours of Property Management Law Practices, Procedures,
Pitfalls and Law

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This event has ended.

NOV
21

Fees to Make you Millions

by NARPM Northeast Florida Chapter

Following

\$0 - \$40

Sales Ended

Details



Date And Time

Thu, November 21, 2019

11:00 AM – 1:30 PM EST

[Add to Calendar](#)



Location

Deerwood Country Club Inc

10239 Golf Club Drive

Jacksonville, FL 32256

[View Map](#)



**We'll explore how current operators can break free from the traditional property management profit model. **
Presented by Robert Gilstrap.

About this Event





We'll explore how current operators can break free from the traditional property management profit model and unlock a multitude of additional service offerings and revenue streams that today's property manager can utilize to achieve maximum profitability in their business regardless of size.

Presented by Robert Gilstrap - [READ BIO](#)

WHEN

Thursday, November 21, 2019

11:00am - 1:30pm

WHERE

Deerwood Country Club

10239 Golf Club Dr.

Jacksonville, FL 32256

COST

NARPM Members Early Registration: \$15

Non-Members Early Registration: \$25

After November 14, 2019

NARPM Members Late Registration: \$20

Non-Members Late Registration: \$30

Additional \$10 fee for pay-at-the-door

THANKS TO OUR SPONSOR



Tags

[United States Events](#)[Florida Events](#)[Things To Do In Jacksonville, FL](#)[Jacksonville Classes](#)[Jacksonville Business Classes](#)

Date And Time

Thu, November 21, 2019

11:00 AM – 1:30 PM EST

[Add to Calendar](#)

Location

Deerwood Country Club Inc

10239 Golf Club Drive

Jacksonville, FL 32256

[View Map](#)



NARPM Northeast Florida Chapter

Organizer of Fees to Make you Millions

 [Website](#)

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Date/Time

Map Unavailable

May 15, 2019

11:30 am - 2:00 pm

Location

Jumbo Shrimp Baseball Field (<https://jacksonvillenf.narpm.org/locations/jumbo-shrimp-baseball-field/>)

Categories

Meetings (<https://jacksonvillenf.narpm.org/events/categories/meetings/>)

Let's welcome all our newest members!

No ticket sales at the door!!! \$20 Ticket Includes: Admission to the group event, reserved seat ticket and all you can eat "Picnic Buffet" Hamburgers, Hot Dogs, Potato Salad, Cole Slaw, Cookies, Tea, Lemonade and Water.

Check in and mingling starts at 11:30am and Lunch starts at 12:05 located on the Shrimp Deck – Covered area behind 3rd base.

DATE:

Wednesday, May 15, 2019

TIME:

11:30am – 2:00pm

LOCATION:

Jumbo Shrimp Baseball Field
301 A Philip Randolph Blvd,
Jacksonville, FL 32202

FEES:

Members – \$20

Non-Members – \$20

Affiliate Sponsors – \$20

 REGISTER!

(<https://www.eventbrite.ca/e/play-ball-jumbo-shrimp-new-member-orientation-tickets-60872675812>)

Deadline to Register

Tuesday, May 14, 2019

Lunch is provided

← In-House Maintenance – Running a Profitable Operation
(<https://jacksonvillenf.narpm.org/events/in-house-maintenance-running-a-profitable-operation/>)

Affiliate Speed Dating →
(<https://jacksonvillenf.narpm.org/events/affiliate-speed-dating/>)



Lisa Schueneman <lisa@shoerealty.com>

July 18th! Mastermind Session of NARPM Northeast FL (18 Jul 2019)

1 message

NARPM Northeast Chapter <invite@eventbrite.com>

Tue, Jul 16, 2019 at 7:28 AM

Reply-To: ericboyd@steponerealty.com

To: lisa@shoerealty.com

Hello Lisa,

You are invited to the following event:

MASTERMIND SESSION OF NARPM NORTHEAST FL

Event to be held at the following time, date,
and location:Thursday, 18 July 2019 from 11:30
AM to 2:00 PM (EDT)**Deerwood Country Club Inc**10239 Golf Club Drive
Jacksonville, FL 32256
[View Map](#)[Attend Event](#)**Share this event:**

Mastermind/Open Discussion meeting! Property Managers. Bring your biggest challenges and questions to our NARPM Northeast Florida Board.

[GET MORE INFO AND REGISTER](#)

Share this event on [Facebook](#) and [Twitter](#).

We hope you can make it!

Cheers,

NARPM Northeast Chapter

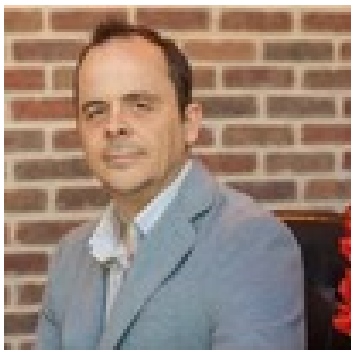
This invitation was sent to lisa@shoerealty.com by the organizer of this event, NARPM Northeast Chapter.
To stop receiving invitations from this organizer, you can [unsubscribe](#).

Eventbrite, Inc. | [155 5th St, 7th Floor](#) | [San Francisco, CA 94103](#)

PANEL OF EXPERTS



Eric M. Boyd
FL Licensed Real Estate Broker
Step One Realty, LLC



Blakely Hughes,
Broker/ Operator Partner
Nest Finders Property Management



Tiea Vincent,
Broker/Owner
Round Table Property Management



Bailey Jordan,
Realtor/Property Manager
Navy to Navy Homes

DATE:
Thursday, Feb 21, 2019

TIME:
11:30am – 1:30pm

LOCATION:
Deerwood Country Club
10239 Golf Club Dr.

Jacksonville, FL 32256

FEES:

Members – \$15

Non-Members – \$25

Affiliate Sponsors – FREE

 REGISTER!

([http://events.constantcontact.com/register/event?
llr=msafzqbab&oeidk=a07eg2etnm1994a58b8](http://events.constantcontact.com/register/event?llr=msafzqbab&oeidk=a07eg2etnm1994a58b8))

Deadline to Register

Wednesday, Feb 20, 2019

Lunch is provided

THANKS TO OUR MEETING SPONSOR



.(<http://www.purocleanofjax.com/>).

← Fair Housing and You!

(<https://jacksonvillenf.narpm.org/events/fair-housing-and-you/>).

NARPM Northeast FL – Taxes &

Accounting and IRS Oh My! →

(<https://jacksonvillenf.narpm.org/events/narpm-northeast-fl-taxes-accounting-and-irs-oh-my/>).



Lisa Schueneman <lisa@shoerealty.com>

Last Chance! How to Dominate Search with Content Clustering on Your ... (15 Aug 2019)

1 message

NARPM Northeast Chapter <invite@eventbrite.com>

Reply-To: ericboyd@steponerealty.com

To: lisa@shoerealty.com

Tue, Aug 13, 2019 at 12:39 PM

Hello Lisa,

You are invited to the following event:

HOW TO DOMINATE SEARCH WITH CONTENT CLUSTERING ON YOUR WEBSITE

Event to be held at the following time, date,
and location:Thursday, 15 August 2019 from
11:30 AM to 1:30 PM (EDT)**Deerwood Country Club Inc**

10239 Golf Club Drive

Jacksonville, FL 32256

[View Map](#)**Attend Event****Share this event:**

At PMW we stay on top of the Google search algorithm for our customers. Google's latest update asks customers to structure their content in a way that makes them an authority on certain topics. While many investors search for "Property Managers," they also search for all of the services that property managers provide. We will show you

how to structure your website content to get found for other topics that are important to investors like; tenant screening, evictions, rental property marketing, etc.

Dave Borden is a second generation Property Manager from Colorado Springs, CO. He attended West Point and flew Chinook helicopters in the Army. After leaving the military he worked in his Mom's property management company in Colorado Springs. NARPM national has awarded Dave's businesses 4 national Affiliate of the Year awards. He is currently the CEO of Property Manager Website, or PMW, the largest provider of website technology to the single family property management community.

THANKS TO OUR EVENT SPONSORS



Filter Easy®

REMINDER! We will not have a meeting in September due to the NARPM Florida State Conference.

Share this event on [Facebook](#) and [Twitter](#).

We hope you can make it!

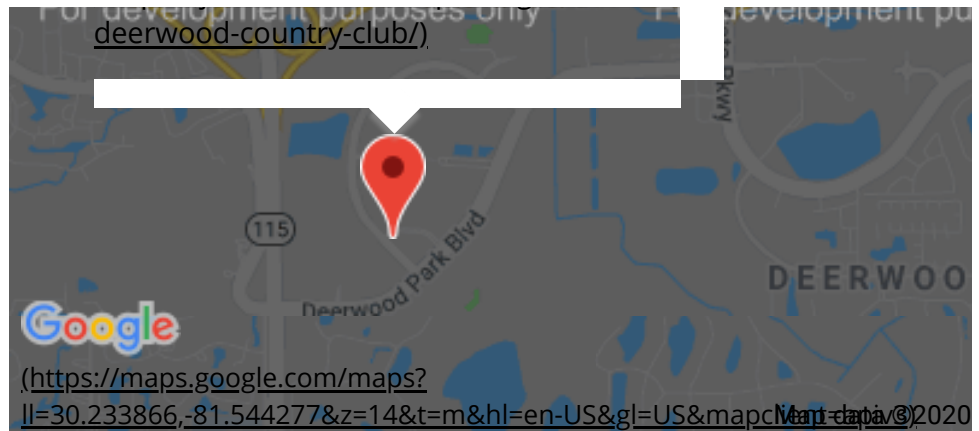
Cheers,

NARPM Northeast Chapter

This invitation was sent to lisa@shoerealty.com by the organizer of this event, NARPM Northeast Chapter.

To stop receiving invitations from this organizer, you can [unsubscribe](#).

Eventbrite, Inc. | [155 5th St, 7th Floor](#) | [San Francisco, CA 94103](#)

LocationDeerwood Country Club(<https://jacksonvillenf.narpm.org/locations/deerwood-country-club/>)**Categories** No Categories

Affiliate Speed Dating returns for 2019! Affiliates this is your time to get in front every property manager in the room and show them what you're made of! Please contact Tracy DeLaCruz at tracy@accarpetclean.com or Greg Kinser at greg.kinser@acssystemsofjax.com to get on the Affiliate list!

Property Managers are you in need of vendors for maintenance? Now is your chance to hear one on one with each affiliate and add the valuable resource of vetted and qualified vendors to your take care of the properties.

WHEN

Thursday, June 20 2019

11:30 AM to 1:30 PM

WHERE

Deerwood Country Club

10239 Golf Club Dr.

Jacksonville, FL 32256

COST

NARPM Members \$25

Non-Members \$35

Affiliates FREE

 REGISTER!(<https://www.eventbrite.ca/e/affiliate-speed-dating-tickets-62310403093>)

CONTACT

Angela McKee onerealtypm@gmail.com,

Philip Scarborough philip@eliterealtygroup.com

← Play Ball! Jumbo Shrimp New Member Orientation
(<https://jacksonvillenf.narpm.org/events/play-ball-jumbo-shrimp-new-member-orientation/>)

Mastermind Session of NARPM Northeast FL →
(<https://jacksonvillenf.narpm.org/events/mastermind-session-of-narpm-northeast-fl/>)



Brandon, a native of Jacksonville, has been in the accounting industry helping small business owners for more than 13 years. His passion is to empower small business owners to achieve their goals with proper planning and knowledge of their finances.

After practicing with 2 different CPA firms in the Jacksonville area, in January of 2015 Brandon founded Menava with the vision of crafting a different kind of accounting firm. A firm that put clients first, is proactive, and easy to work with.

Brandon holds a B.S. degree in Accounting from Thomas Edison State University. He is an Enrolled Agent with the Internal Revenue Service and a member of the American Institute of CPAs and the Florida Institute of CPAs.

Outside of work, Brandon enjoys staying active and spending time with his wife and 5 children.

DATE:

Thursday, March 21, 2019

TIME:

11:30am – 1:30pm

LOCATION:

Deerwood Country Club

10239 Golf Club Dr.

Jacksonville, FL 32256

FEES:

Members – \$15

Non-Members – \$25

Affiliate Sponsors – FREE

Deadline to Register

Wednesday, March 20, 2019

 REGISTER!

([http://events.constantcontact.com/register/event?
llr=msafzqbab&oeidk=a07eg5aied9721954e0](http://events.constantcontact.com/register/event?llr=msafzqbab&oeidk=a07eg5aied9721954e0))

Lunch is provided

THANKS TO OUR MEETING SPONSOR



(<http://www.flapest.com/>)

NEFARPM
Profit & Loss
January through December 2019

	Jan - Dec 19
Ordinary Income/Expense	
Income	
600 · NEFARPM Dues	
602 · Affiliate Member Dues	13,400.00
Total 600 · NEFARPM Dues	13,400.00
625 · Chapter Grants	
626 · NARPM Grants	1,793.61
Total 625 · Chapter Grants	1,793.61
630 · Monthly Luncheon Revenue	
50-50 Revenue	204.50
631 · Meal Revenue	7,705.00
632 · Lunch Sponsorship	250.00
630 · Monthly Luncheon Revenue - Other	25.00
Total 630 · Monthly Luncheon Revenue	8,184.50
635 · Program Revenue	
636 · Program Sponsors	650.00
637 · Program Registration Fees	135.00
635 · Program Revenue - Other	8,500.00
Total 635 · Program Revenue	9,285.00
Total Income	32,663.11
Expense	
700 · Monthly Program Expenses	
701 · Meeting Room	8,110.23
704 · Travel and Hotel and Food	150.73
707 · Speakers Gifts	600.00
700 · Monthly Program Expenses - Other	7,398.64
Total 700 · Monthly Program Expenses	16,259.60
725 · Special Programs	
726 · Meeting Room	1,389.12
728 · Printing	738.84
729 · Travel, Hotel	1,434.00
725 · Special Programs - Other	11,130.52
Total 725 · Special Programs	14,692.48
750 · Aff Appreciation Trade Show	
753 · Gift Baskets	105.95
Total 750 · Aff Appreciation Trade Show	105.95
855 · Advertising expenses	3,693.05
899 · Licenses and Annual Returns	70.00
900 · Miscellaneous	2,218.45
Total Expense	37,039.53
Net Ordinary Income	-4,376.42
Net Income	-4,376.42