

**User:** narpm.oahuchapter@gmail.com

## 2016 Chapter Compliance

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

Chapter: Oahu - C073

1. Does your chapter have current bylaws on file with National? Yes

**Reminder:** Did you know that you need the approval of the national board to amend your bylaws? If you are unsure you can go to <http://www.narpm.org/members/documents-forms/chapter-documents/> and verify bylaws on file. If not on file, please upload bylaws below.

Bylaws Upload

2. Fill in number of RVP calls the chapter's president or their representative participated in: 3

3. Upload a copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS. 2015 990-EZ.pdf

4. Upload a copy of your current year budget: 2017 Budget.pdf

5. List number of membership meetings: 10

Flier Upload January\_Luncheon.docx

Flier Upload February\_Luncheon.docx

Flier Upload March\_Luncheon.pdf

Flier Upload April\_Luncheon.pdf

Flier Upload May\_Luncheon.docx

Flier Upload June\_Luncheon.doc

Flier Upload July\_Luncheon.doc

Flier Upload September\_Luncheon.doc

Flier Upload	October_Luncheon.doc
Flier Upload	November_Luncheon.doc
Flier Upload	
Flier Upload	

6. List number of board meetings:	13
Copy of Minutes	1_15_16.pdf
Copy of Minutes	1_23_16.pdf
Copy of Minutes	2_5_16.docx
Copy of Minutes	3_11_16.pdf
Copy of Minutes	4_8_16.pdf
Copy of Minutes	5_13_16.pdf
Copy of Minutes	6_17_16.pdf
Copy of Minutes	7_8_16.pdf
Copy of Minutes	8_12_16.pdf
Copy of Minutes	9_16_16.pdf
Copy of Minutes	10_7_16.doc
Copy of Minutes	11_9_16.pdf

7. Does your chapter charge dues?	No
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8. If yes, how much are the dues?	N/A
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9. If yes, are meals at meetings included?	Yes
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10. On a scale of 1-10, how well do you think your chapter is doing?	10
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Do you want to apply for Chapter Excellence as well?	Yes
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## National Association of Residential Property Managers

### 2016 Chapter Excellence Award Application

Covers 12 month period January 1 through December 31 of the award year

Chapter Number and Name: C073 Oahu

Is this a New Chapter formed within the last 18 months? No

Number of chapter members at time of Application (excluding affiliates): 258

Total Points from Application: 44

**Chapters must have 30 or more points to submit an application.**

Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members.

The NARPM® **Chapter Excellence Award** is earned by the activities a chapter accomplishes. It is requested, but not required, that all chapters complete and submit this application annually and that the President-Elect do this.

**To qualify the application MUST be received no later than the last day of February, following the award year, (no extensions will be granted). Chapter Excellence awards will be presented at the Annual Convention the following year of award period.**

**E-mail questions to one of the volunteers: [kdm@partnersmgmt.com](mailto:kdm@partnersmgmt.com)  
Or phone: 404-876-8700 (Eastern Time Zone)**

**The following reports are to be used as back-up and attached to this application and are available from the National website, <http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>.**

**New Member Recruiter list; list of CRMC® Candidate and CRMC® designees; PAC Contributors; Leadership Conference attendee list; Convention Attendee list**

## Notes to All Applicants:

1. All questions cover the period from January 1, through December 31, unless specified otherwise.
2. Back-up information/documentation should be underlined or highlighted appropriately, marked in upper corner with the corresponding question number, and included in numerical order. Zip files, or one PDF attachments can be used as uploads rather than individual documents.
3. *Be sure that highlights are clearly visible in scanned documents for upload. All information must be legible and any items that are not legible will be subtracted from the total points*
4. *The Chapters who apply and are qualified for the award with 30 or more points will be announced to all members in the second quarter after the award year. The Top Awards will presented at the Annual Convention. The Award for "Chapter of the Year" will be presented to two chapters, depending on size, with the highest point total after review. Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members. New Chapters are eligible to receive Chapter Excellence and the New Chapter of the Year Award.*
5. Provide accurate and specific back-up supported information. Points will be deducted for incorrect information/back-up/totals. For all answers, be prepared to explain back-up information.
6. Review of the application is usually done within 14 days of the deadline for Award. Sometimes the reviewer(s) of applications has questions or needs clarification about the back-up information, please be sure that the person who is knowledgeable about the application is readily available. In any event, if adjustments are needed, the reviewing person will make appropriate adjustments and these adjustments will be final.
7. Information relating to points on applications is confidential and is not available to people other than the Chapter Excellence volunteers, National staff, and a limited number of NARPM® leadership.
8. Whenever points are claimed, be sure that the back-up information shows clearly that the chapter is entitled to the points claimed.
9. All reviews, revisions, deductions, adjustments, interpretations and other determinations relating to this application are at the sole discretion of NARPM® and are not controvertible.
10. This application is for chapter related activities, not for the efforts of individual chapter members.
11. References to "*members*" in this application shall mean Professional, Associate, Support Staff, and Life members of individual chapters as listed in back-up information from question 1.
12. Submit backup documents for each question number as listed on the upload site. If a conflict between paper application and upload exists, follow upload instructions.
13. Broker/Owner Retreat is not counted in Chapter Excellence Awards as it is not open to all members.

## Application Questions:

**MEMBERSHIP:** Fifty-Five (55) points available in this category.

1. Enter the number of the following types of members as of December 31st of the award year:

Professional Members:

Associate Members:	82
Support Staff Members:	30
Life Members:	0
Combined Total Number of Members:	251

Attach lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/chapters/member-roster/>.) Ensure that the lists contain type of membership for each member. Enter the number of affiliate member's as of December 31, of the award year. Attach a complete list. If the lists are not attached this application will be disqualified

Members List Upload	CE_2016Roster.pdf
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Does the state in which the chapter is located have continuing education requirements for licensing?	Yes
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2. Provide a list of all new members for your chapter as of December 31, of the award year. A list of new members can be obtained on the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-joined-since-yyyy-mm-dd/>). Chapter numbers can be found in column U. Earn points for the percentage of new members compared to existing (take number of new members and divide by prior year member numbers which will give you the percentage of growth).

Total Points:	2
Number of New Members added to Chapter:	32
New Member Growth:	2=10-14%
New Members Upload	CE_NewMembers.pdf

3. **Three (3) points** for your chapter meeting 90% retention of membership after national dues billing (March 10). See spreadsheet and highlight your chapter name and goal that was met

Total Points:	3
Membership Retention:	3
Membership Retention Upload	CE_MemberRetention.pdf

4. **Five (5) point** if as of December 31, does your Chapter have an active affiliate program that encourages vendors to join chapter. If yes, please supply a list of local affiliates.

Total Points:	5
Affiliate Members:	5
Affiliate Members Upload	CE_VendorList.pdf

5. **Six (6) points** each for starting and mentoring a new chapter and three (3) points for mentoring a struggling chapter. Include letters from the leader(s) of the chapter(s) mentored detailing your efforts. Mentoring means substantial on-going effort that results in starting a chapter and/or helping a struggling chapter succeed. Twelve (12) points available.

Total Points: 6

Mentored Chapter Name: Maui

Leader of Mentored Chapter: Dan O'Hanlon

Type of Mentored Chapter: 6

Mentored Chapter Name:

Leader of Mentored Chapter:

Type of Mentored Chapter:

Chapter Mentored Upload CE\_ChapterFormation.pdf

Chapter Mentored Upload

6. **Two (2) points** per service for providing a community service project as a group effort. Provide a copy of evidence of the event and the service provided. This does not include just raising money for a donation, but rather a project that involved chapter members. Six (6) points available.

Total Points: 2

Number of Community Service Projects Provided: 2

Evidence of Community Service Upload 2016 Special Olympics info.pdf

Evidence of Community Service Upload

Evidence of Community Service Upload

7. **One (1) point** for each member who participated in the New Member Recruitment program during the application year. Obtain list from the website and highlight their name(s) (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) Five (5) points available.

Total Points: 0

Number of Participating Members:

Participating Members Upload

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

Total Points:	10
Percentage of Members in Attendance:	10=30%+
Membership Attendance	CE_ConventionAttendees.pdf
Membership Attendance	

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

Total Points:	0
Percentage of Members in Attendance:	
Member Attendance Upload	
Member Attendance Upload	
Member Attendance Upload	
Member Attendance Upload	
Member Attendance Upload	
Member Attendance Upload	

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

Total Points:	3
Number of Grants Applied for and Used:	3
Evidence of Grant Upload	CE_Grant.pdf
Evidence of Grant Upload	
Evidence of Grant Upload	

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

Total Points:	0
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Percentage of New Members

Mentored:

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

Mentor Program Checklist

**EDUCATION:** Fifty (50) points available in this category.

12. **Two (2) points** for each chapter-sponsored NARPM 6/8 hour educational course. Provide a copy of course flyer. Not applicable if points are taken with other questions within the application. Twenty (20) points are available.

Total Points: 0

Number of Chapter-Sponsored  
Educational Course(s):

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

Course Flyer Upload

13. **Two (2) points** for each chapter-sponsored educational course that is not a NARPM 6/8 hour educational course. **Award three (3) points** if the course is approved for required state continuing education (CE) hours for license renewal. **Award three (3) points** if state has no Continuing Education requirements and provide documentation from state licensing division that shows no CE or license is required. Provide a copy of course flyer and mark CE information. Not applicable for points if education is used with other questions within the application. Minimum course length - 1 hour. Twenty (20) points available.

Total Points: 0

Number of Chapter-Sponsored  
Educational Course(s):



Chapter-Sponsored Educational  
Course Upload

Chapter-Sponsored Educational  
Course Upload

Chapter-Sponsored Educational  
Course Upload

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Course Upload

Chapter-Sponsored Educational  
Course Upload

14. **Three (3) points** for each function arranged and performed with another chapter and/or another real estate related association such as educational courses or other business related opportunity. Provide copy of applicable flyer or other demonstrative information. Not applicable points if education is used with other questions within the application. Six (6) points available.

Total Points: 3

Number of Function(s) Arranged 3  
and Performed with Another  
Chapter and/or Real Estate  
Related Association:

Applicable Flyer/ Other 2016 NARPM August Seminar.pdf  
Demonstrative Information Upload

Applicable Flyer/ Other  
Demonstrative Information Upload

15. **One (1) point** for each regular membership meeting that discussed/ reviewed the NARPM Code of Ethics. A meeting must include speaker, panel, or round-table, be held for a special purpose or other educational/ business opportunity, and is not a "course" as referred to in questions #6, #7, or #9. **One (1)** point per meeting. Submit a copy of each meeting agenda showing ethics discussion item and meeting topic. Six (6) points available.

Total Points: 1

Number of Regular Membership Meetings that Discussed NARPM Code of Ethics:	1
Copy of Meeting Agenda Upload	11_15_16_Luncheon_Agenda.docx
Copy of Meeting Agenda Upload	
Copy of Meeting Agenda Upload	
Copy of Meeting Agenda Upload	
Copy of Meeting Agenda Upload	
Copy of Meeting Agenda Upload	

16. **Up to three (3) points** based on percentage of Members who are candidates for the RMP and/or MPM designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Chapters can only count a member once, regardless of the number of designation candidacies held. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidates have a C after designation and column U lists chapters where member belongs.

Total Points:	1
Percentage of Candidates as of December 31:	1=1-7%
RMP MPM Designations Upload	CE_Candidates.pdf

17. **Up to six (6) points** based on percentage of member companies who are candidates for the CRMC designations as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Obtain lists from the website and mark names (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>).

Total Points:	0
Percentage of Candidates as of December 31:	
CRMC Designations Upload	

18. **Up to six (6) points** based on percentage of members who hold the RMP and/or MPM designations as of December 31, of the award year. One (1) point per member, regardless the number of designations held. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website and mark names in column U where member belongs (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>).

Total Points:	2
Percentage of Members with RMP/ MPM Designations:	2=1-14%

Member List with RMP/ MPM  
Designations Upload

CE\_RMP\_MPM\_Designations.pdf

19. **Up to six (6) points** based on percentage of member companies who hold the CRMC designation as of December 30, of the award year. One (1) point per company. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and mark the names.

Total Points: 0

Percentage of CRMC Companies  
as of December 31:

Member Companies who hold  
CRMC Designation Upload

20. **Up to five (5) points** based on percentage of members who hold the CSS, CMC, and/or CRMB certification as of December 31, this year. One (1) point per member who hold certifications. Obtain list from the website and mark each member/company once. Chapters can only count a member once, regardless of the number of designations held. Obtain lists from the website (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-members/members-with-designations/>) and mark names. Column U lists chapters where member belongs.

Total Points: 0

Percentage of Members holding  
certifications as of December 31:

List of CSS, CMC, CRMB  
Certified Members Upload

21. **Up to three (3) points** percentage of members who are candidates for the CSS, CMC, and/or CRMB certification as of December 31, of the award year. Applicants must have officially applied for the certification and paid the required fee. Chapters can only count a member once, regardless of the number of candidacies held (<http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/>). Candidacies have a C after certification and Column U lists chapters where member belongs.

Total Points: 0

Percentage of Candidates as of  
December 31:

Members who are Candidates for  
the CSS, CMC, CRMB Upload

**MARKETING:** Twenty (20) points available in this category.

22. **Two (2) points** for each sponsoring and staffing a NARPM booth at a non-NARPM trade show. Provide copy of applicable flyer and/or other demonstrative information. Not applicable points if event is used with other questions within the application. Four (4) points available.

Total Points: 0

Number of Sponsoring/ Staffing a  
NARPM booth at a non-NARPM  
Trade Show:

Name of Event

Date of Event

Copy of Applicable Flyer/ Other  
Demonstrative Information

Name of Event

Date of Event

Copy of Applicable Flyer/ Other  
Demonstrative Information

23. **One (1) point** per newsletter (electronic or printed). Provide copies with dates printed on front page. Maximum twelve (12) points).

Total Points: 0

Number of Newsletters:

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

Newsletter Upload

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Newsletter Upload

24. **Three (3) points** for each marketing effort the Chapter has made to promote membership in the Chapter. This program shall be an outreach promoting chapter growth. (Examples of programs can include emails, postcards, fliers, etc. that promote membership in the chapter). Provide copies of all marketing material and documents along with date of activity. Six (6) points available.

Total Points: 0

Number of Marketing Efforts:

Program Outreach Upload

Program Outreach Upload

25. Four (4) points for each Chapter Committee who has a Chair AND Vice Chair. Total of twenty (20) points and upload a copy of the committee agenda.

Total Points: 0

Membership Committee:

Membership Committee Upload

Education/Designation  
Committee:

Education/Designation Committee  
Upload

Legislative/Governmental Affairs  
Committee:

Legislative/Governmental Affairs  
Committee Upload

Meeting/Program Committee:

Meeting/Program Committee  
Upload

Community Service Committee:

Community Service Committee  
Upload

**GOVERNMENTAL AFFAIRS/LEGISLATION:** Fifteen (15) points are available per category.

26. **Two (2) points** per issue when members join together in an attempt to pass or defeat a legislative issue on a state, county, or city measure. Provide a copy of the issue and any related petitions and/or letters signed by chapter members or any other documentation substantiating this effort. Six (6) points available.

Total Points: 0

Number of Efforts to Pass or  
Defeat a Legislative Issues:

Copy of Issue/ Other  
Documentation Upload

Copy of Issue/ Other  
Documentation Upload

Copy of Issue/ Other

## Documentation Upload

27. **Five (5) points** based on percentage for members who contribute at least \$25 for the NARPM PAC. Obtain list of contributors at (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

Total Points:	4
Percentage of Members who Contribute at Least \$25 to the NARPM PAC	4=16-20%
List of Contributors Upload	CE_Contributions.pdf

28. **Two (2) points** per chapter hosting, or participating in, a NARPM State Day on the Hill. Submit flyer or information that exhibits promotion of event.

Total Points:	0
Hosted or Participated in NARPM State Day on the Hill:	
Flyer/ Information Promoting the Event Upload	

**LEADERSHIP:** Ten (10) points are available per category.

29. **One (1) point** for each member who actively served on a State, or Local Chapter Committee and/or as a State or Local Chapter Officer or Director. Provide list of Volunteers. Chapters can count one point for each volunteer position held by a member. Submit list of volunteers and convert to percentage of membership.

Total Points:	1
Percentage of Members Volunteering:	1=1-14%
List of Volunteers Upload	CE_Committees.pdf

30. **Up to five (5) points** based in percentage of members who attended this year's Leadership Training Class in November. Obtain a copy of attendee list from the website (<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>) and highlight names.

Total Points:	1
Percentage of Members in Attendance:	1=1-8%
Attendee List Upload	CE_Leadership.pdf

31. Please answer the following question in 100 words or less to receive additional consideration, in case of a tie, for the "Chapter of the Year" and "New Chapter of the Year" award: (NOTE: Last year's Chapter of the Year recipient is NOT eligible this year)

What has the Chapter done during the award year that promotes the growth, ethics and professionalism of NARPM® within its membership?

Our Chapter's mission is to promote the growth, ethics & professionalism of our members. We encourage our members to come to our monthly luncheons where we review a section of the NARPM code of ethics and have speakers that present on issues relevant to local members including handling sensitive issues such as Emotional Support Animals, Medical Marijuana, Mold and Mildew as well as review current legislative changes and enactments. It is our Chapter's mission to provide our members with the most up to date information available so they conduct business in an ethical & professional manner.

Total Points from Application:	44
Form Completed By:	Sabrina Gustafson
Chapter Title:	NARPM Oahu Chapter
Phone Number:	808-469-5336
E-mail Address:	NARPM.Oahuchapter@gmail.com

**Patrick G.W. Young, Inc.  
2131 S Beretania St #204  
Honolulu, HI 96826  
808-957-0520**

February 16, 2016

**CONFIDENTIAL**

National Association of Residential  
Property Managers - Oahu Chapter  
2131 S. Beretania St. STE 204 204  
Honolulu, HI 96826

Dear :

We have prepared the following returns from information provided by you without verification or audit.

Short Form of Organization Exempt From Income Tax (Form 990-EZ)

We suggest that you examine these returns carefully to fully acquaint yourself with all items contained therein to ensure that there are no omissions or misstatements.

**Federal Filing Instructions**

None is required. Your Form 990-EZ for the year ended 12/31/15 shows no balance due.

You are using a Personal Identification Number (PIN) for signing your return electronically. Sign the IRS e-file Authorization and mail it as soon as possible to:

Patrick G.W. Young, Inc.  
2131 S Beretania St #204  
Honolulu, HI 96826

Initial and date the copies of the IRS e-file Signature Authorization and the Form 990-EZ. Retain them for your records. If previously signed and returned no further action is required for Form 8879-EO.

Your return is being filed electronically with the IRS and is not required to be mailed. Mailing a paper copy of your return to the IRS will delay the processing of your return.

Also enclosed is any material you furnished for use in preparing the returns. If the returns are examined, requests may be made for supporting documentation. Therefore, we recommend that you retain all pertinent records for at least seven years.



In order that we may properly advise you of tax considerations, please keep us informed of any significant changes in your financial affairs or of any correspondence received from taxing authorities.

If you have any questions, or if we can be of assistance in any way, please call.

Sincerely,

Patrick G.W. Young, Inc.

Form **4562**Department of the Treasury  
Internal Revenue Service

(99)

Name(s) shown on return

**Depreciation and Amortization**

(Including Information on Listed Property)

▶ Attach to your tax return.

▶ Information about Form 4562 and its separate instructions is at [www.irs.gov/form4562](http://www.irs.gov/form4562).

OMB No. 1545-0172

**2015**Attachment  
Sequence No. **179****National Association of Residential  
Property Managers - Oahu Chapter**Identifying number  
**71-0962244**

Business or activity to which this form relates

**Indirect Depreciation****Part I Election To Expense Certain Property Under Section 179****Note:** If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	500,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	2,000,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	500,000
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	0
10	Carryover of disallowed deduction from line 13 of your 2014 Form 4562	10	1,017
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5 (see instructions)	11	0
12	Section 179 expense deduction. Add lines 9 and 10, but do not enter more than line 11	12	0
13	Carryover of disallowed deduction to 2016. Add lines 9 and 10, less line 12	13	1,017

**Note:** Do not use Part II or Part III below for listed property. Instead, use Part V.**Part II Special Depreciation Allowance and Other Depreciation (Do not include listed property.) (See instructions.)**

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year (see instructions)	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	

**Part III MACRS Depreciation (Do not include listed property.) (See instructions.)****Section A**

17	MACRS deductions for assets placed in service in tax years beginning before 2015	17	0
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here		

**Section B—Assets Placed in Service During 2015 Tax Year Using the General Depreciation System**

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only—see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a 3-year property						
b 5-year property						
c 7-year property						
d 10-year property						
e 15-year property						
f 20-year property						
g 25-year property			25 yrs.		S/L	
h Residential rental property			27.5 yrs.	MM	S/L	
i Nonresidential real property			39 yrs.	MM	S/L	

**Section C—Assets Placed in Service During 2015 Tax Year Using the Alternative Depreciation System**

20a Class life					S/L	
b 12-year			12 yrs.		S/L	
c 40-year			40 yrs.	MM	S/L	

**Part IV Summary (See instructions.)**

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

For Paperwork Reduction Act Notice, see separate instructions.

Form **4562** (2015)

DAA

**There are no amounts for Page 2**

# IRS e-file Signature Authorization for an Exempt Organization

OMB No. 1545-1878

Form **8879-EO**

For calendar year 2015, or fiscal year beginning ..... 2015, and ending ..... 20 .....

▶ Do not send to the IRS. Keep for your records.

▶ Information about Form 8879-EO and its instructions is at [www.irs.gov/form8879eo](http://www.irs.gov/form8879eo).**2015**Department of the Treasury  
Internal Revenue Service

Name of exempt organization

**National Association of Residential  
Property Managers - Oahu Chapter**

Employer identification number

**71-0962244**

Name and title of officer

**Bradley Isa  
President****Part I Type of Return and Return Information (Whole Dollars Only)**

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than 1 line in Part I.

1a Form 990 check here ▶ <input type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12) .....	1b	
2a Form 990-EZ check here ▶ <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9) .....	2b	<b>54,046</b>
3a Form 1120-POL check here ▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22) .....	3b	
4a Form 990-PF check here ▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5) .....	4b	
5a Form 8868 check here ▶ <input type="checkbox"/>	b Balance Due (Form 8868, Part I, line 3c or Part II, line 8c) .....	5b	

**Part II Declaration and Signature Authorization of Officer**

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2015 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

☒ I authorize **Patrick G.W. Young, Inc.** to enter my PIN **21310** as my signature  
ERO firm name Enter five numbers, but do not enter all zeros

on the organization's tax year 2015 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2015 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶

Date ▶ **02/15/16****Part III Certification and Authentication**

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

**99099699553**

do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2015 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ **Patrick G.W. Young** Date ▶ **02/15/16**

**ERO Must Retain This Form—See Instructions****Do Not Submit This Form To the IRS Unless Requested To Do So**

For Paperwork Reduction Act Notice, see back of form.

Form **8879-EO** (2015)

Form **990-EZ**

# Short Form

## Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-1150

**2015****Open to Public Inspection**Department of the Treasury  
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.

Information about Form 990-EZ and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

<b>A</b> For the 2015 calendar year, or tax year beginning _____, and ending _____										
<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<table border="1"> <tr> <td colspan="2"><b>C</b> Name of organization <b>National Association of Residential Property Managers - Oahu Chapter</b></td> <td><b>D</b> Employer identification number <b>71-0962244</b></td> </tr> <tr> <td colspan="2">Number and street (or P.O. box, if mail is not delivered to street address) <b>2131 S. Beretania St. STE 204</b></td> <td><b>E</b> Telephone number <b>808-957-0520</b></td> </tr> <tr> <td colspan="2">Room/suite City or town, state or province, country, and ZIP or foreign postal code <b>Honolulu HI 96826</b></td> <td><b>F</b> Group Exemption Number <b>▶</b></td> </tr> </table>	<b>C</b> Name of organization <b>National Association of Residential Property Managers - Oahu Chapter</b>		<b>D</b> Employer identification number <b>71-0962244</b>	Number and street (or P.O. box, if mail is not delivered to street address) <b>2131 S. Beretania St. STE 204</b>		<b>E</b> Telephone number <b>808-957-0520</b>	Room/suite City or town, state or province, country, and ZIP or foreign postal code <b>Honolulu HI 96826</b>		<b>F</b> Group Exemption Number <b>▶</b>
<b>C</b> Name of organization <b>National Association of Residential Property Managers - Oahu Chapter</b>		<b>D</b> Employer identification number <b>71-0962244</b>								
Number and street (or P.O. box, if mail is not delivered to street address) <b>2131 S. Beretania St. STE 204</b>		<b>E</b> Telephone number <b>808-957-0520</b>								
Room/suite City or town, state or province, country, and ZIP or foreign postal code <b>Honolulu HI 96826</b>		<b>F</b> Group Exemption Number <b>▶</b>								
<b>G</b> Accounting Method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify) <b>▶</b>		<b>H</b> Check <input checked="" type="checkbox"/> if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).								
<b>I</b> Website: <b>▶ N/A</b>										
<b>J</b> Tax-exempt status (check only one) — <input type="checkbox"/> 501(c)(3) <input checked="" type="checkbox"/> 501(c)(6) (insert no.) <b>6</b> <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527										
<b>K</b> Form of organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input checked="" type="checkbox"/> Association <input type="checkbox"/> Other										
<b>L</b> Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ <b>▶ \$ 54,046</b>										

**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)Check if the organization used Schedule O to respond to any question in this Part I ☒

<b>Revenue</b>	1	Contributions, gifts, grants, and similar amounts received	1	
	2	Program service revenue including government fees and contracts	2	48,411
	3	Membership dues and assessments	3	5,635
	4	Investment income	4	
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	
c	Less: direct expenses from gaming and fundraising events	6c		
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less: cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	<b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 <b>▶</b>	9	54,046	
<b>Expenses</b>	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	
	14	Occupancy, rent, utilities, and maintenance	14	
	15	Printing, publications, postage, and shipping	15	
	16	Other expenses (describe in Schedule O)	16	54,857
	17	<b>Total expenses.</b> Add lines 10 through 16 <b>▶</b>	17	54,857
<b>Net Assets</b>	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	-811
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	13,642
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	<b>Net assets or fund balances at end of year.</b> Combine lines 18 through 20 <b>▶</b>	21	12,831

For Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2015)

**Part II**      **Balance Sheets** (see the instructions for Part II)

**Check if the organization used Schedule O to respond to any question in this Part II**

	(A) Beginning of year		(B) End of year
22 Cash, savings, and investments .....	13,642	22	12,831
23 Land and buildings .....	0	23	
24 Other assets (describe in Schedule O) .....	0	24	
25 Total assets .....	13,642	25	12,831
26 Total liabilities (describe in Schedule O) .....	0	26	0
27 Net assets or fund balances (line 27 of column (B) must agree with line 21) .....	13,642	27	12,831

**Part III** **Statement of Program Service Accomplishments** (see the instructions for Part III)

**Check if the organization used Schedule O to respond to any question in this Part III**

**What is the organization's primary exempt purpose?**

**See Schedule O**

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

**Expenses**  
(Required for section  
501(c)(3) and 501(c)(4)  
organizations; optional for  
others.)

28	See Schedule O		
	(Grants \$ ) If this amount includes foreign grants, check here	<input type="checkbox"/>	28a 54,857
29			
	(Grants \$ ) If this amount includes foreign grants, check here	<input type="checkbox"/>	29a
30			
	(Grants \$ ) If this amount includes foreign grants, check here	<input type="checkbox"/>	30a
31	Other program services (describe in Schedule O)		
	(Grants \$ ) If this amount includes foreign grants, check here	<input type="checkbox"/>	31a
32	Total program service expenses (add lines 28a through 31a)	<input type="checkbox"/>	32 54,857

**Part IV** List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated — see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

[illegible]

**Part V**

**Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V ☐

	Yes	No
<b>33</b> Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		<b>X</b>
<b>34</b> Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)		<b>X</b>
<b>35a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		<b>X</b>
<b>b</b> If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		
<b>c</b> Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		<b>X</b>
<b>36</b> Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		<b>X</b>
<b>37a</b> Enter amount of political expenditures, direct or indirect, as described in the instructions		
<b>b</b> Did the organization file Form 1120-POL for this year?		<b>X</b>
<b>38a</b> Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		<b>X</b>
<b>b</b> If "Yes," complete Schedule L, Part II and enter the total amount involved		
<b>39a</b> Section 501(c)(7) organizations. Enter:		
<b>a</b> Initiation fees and capital contributions included on line 9		
<b>b</b> Gross receipts, included on line 9, for public use of club facilities		
<b>40a</b> Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911; section 4912; section 4955		
<b>b</b> Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		
<b>c</b> Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		
<b>d</b> Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization		
<b>e</b> All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T		<b>X</b>
<b>41</b> List the states with which a copy of this return is filed		<b>None</b>
<b>42a</b> The organization's books are in care of		<b>Patrick Young</b>
2131 S. Beretania		
Located at		<b>Honolulu</b>
HI		
ZIP + 4		<b>96826</b>
<b>b</b> At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country:		<b>X</b>
See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>c</b> At any time during the calendar year, did the organization maintain an office outside the U.S.? If "Yes," enter the name of the foreign country:		<b>X</b>
<b>43</b> Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here and enter the amount of tax-exempt interest received or accrued during the tax year		<b>43</b>
<b>44a</b> Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		<b>X</b>
<b>b</b> Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		<b>X</b>
<b>c</b> Did the organization receive any payments for indoor tanning services during the year?		<b>X</b>
<b>d</b> If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		
<b>45a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)?		<b>X</b>
<b>b</b> Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)		<b>X</b>

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

	Yes	No
46		X

**Part VI Section 501(c)(3) organizations only**

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II

	Yes	No
47		

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

48		
----	--	--

49a Did the organization make any transfers to an exempt non-charitable related organization?

49a		
-----	--	--

b If "Yes," was the related organization a section 527 organization?

49b		
-----	--	--

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? Note: All section 501(c)(3) organizations must attach a completed Schedule A

<input type="checkbox"/> Yes <input type="checkbox"/> No
--

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer

**Bradley Isa**

Type or print name and title

Date

**President**

Paid Preparer Use Only

Print/Type preparer's name <b>Patrick G.W. Young</b>	Preparer's signature <b>Patrick G.W. Young</b>	Date <b>02/16/16</b>	Check <input type="checkbox"/> if self-employed	PTIN <b>P00445849</b>
Firm's name <b>Patrick G.W. Young, Inc.</b>	Firm's EIN <b>99-0210521</b>			
Firm's address <b>2131 S Beretania St #204 Honolulu, HI 96826</b>	Phone no. <b>808-957-0520</b>			

May the IRS discuss this return with the preparer shown above? See instructions

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---

**SCHEDULE O**  
**(Form 990 or 990-EZ)**Department of the Treasury  
Internal Revenue Service

Name of the organization

**Supplemental Information to Form 990 or 990-EZ**Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2015****Open to Public  
Inspection****National Association of Residential  
Property Managers - Oahu Chapter**

Employer identification number

**71-0962244****Form 990-EZ, Part I, Line 16 - Other Expenses****Description****Amount****Expenses**

Travel	\$ 2,000
Entertainment	\$ 488
Conference & meetings	\$ 45,443
Professional fees	\$ 850
Supplies	\$ 10
General excise tax	\$ 2,062
Miscellaneous	\$ 225
Meetings	\$ 585
Postage	\$ 24
Insurance	\$ 603
Bank Service charge	\$ 1
Staff Development	\$ 2,566
<b>Total</b>	<b>\$ 54,857</b>

**Form 990-EZ, Part II, Line 24 - Other Assets****Description****Beg. of Year End of Year**

Equipment	\$ 2,824	\$ 2,824
Less Accumulated Depreciation	\$ 2,824	\$ 2,824
<b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>

**Form 990-EZ, Part III - Primary Exempt Purpose****The organization primary purpose is to educate and exchange**



Name of the organization

Employer identification number

National Association of Residential

71-0962244

information on how to improve and raise the standards and  
professionalism of residential property management.

**Form 990-EZ, Part III, Line 28 - First Accomplishment**

The organization conducts monthly luncheon meetings to  
educate and exchange information on how to improve and  
raise the standards and professionalism of residential  
property management. the organization also conducts  
annual seminars for the general public and its  
membership. The attendance at these functions will range  
from 50 to 200 persons.

Form **4562**Department of the Treasury  
Internal Revenue Service (99)

Name(s) shown on return

**Depreciation and Amortization**

(Including Information on Listed Property)

▶ Attach to your tax return.

▶ Information about Form 4562 and its separate instructions is at [www.irs.gov/form4562](http://www.irs.gov/form4562).

OMB No. 1545-0172

**2015**Attachment  
Sequence No. **179****National Association of Residential  
Property Managers - Oahu Chapter**Identifying number  
**71-0962244**

Business or activity to which this form relates

**Indirect Depreciation****Part I Election To Expense Certain Property Under Section 179**

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	500,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	2,000,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	500,000
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	0
10	Carryover of disallowed deduction from line 13 of your 2014 Form 4562	10	1,017
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5 (see instructions)	11	0
12	Section 179 expense deduction. Add lines 9 and 10, but do not enter more than line 11	12	0
13	Carryover of disallowed deduction to 2016. Add lines 9 and 10, less line 12	13	1,017

Note: Do not use Part II or Part III below for listed property. Instead, use Part V.

**Part II Special Depreciation Allowance and Other Depreciation (Do not include listed property.) (See instructions.)**

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year (see instructions)	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	

**Part III MACRS Depreciation (Do not include listed property.) (See instructions.)****Section A**

17	MACRS deductions for assets placed in service in tax years beginning before 2015	17	0
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here		

**Section B—Assets Placed in Service During 2015 Tax Year Using the General Depreciation System**

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only—see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a 3-year property						
b 5-year property						
c 7-year property						
d 10-year property						
e 15-year property						
f 20-year property						
g 25-year property			25 yrs.		S/L	
h Residential rental property			27.5 yrs.	MM	S/L	
i Nonresidential real property			39 yrs.	MM	S/L	

**Section C—Assets Placed in Service During 2015 Tax Year Using the Alternative Depreciation System**

20a Class life					S/L	
b 12-year			12 yrs.		S/L	
c 40-year			40 yrs.	MM	S/L	

**Part IV Summary (See instructions.)**

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

For Paperwork Reduction Act Notice, see separate instructions.

Form **4562** (2015)

DAA

There are no amounts for Page 2

71-0962244

# Federal Statements

FYE: 12/31/2015

## Form 990-EZ, Part I, Line 3 - Membership Dues and Assessments

Description	Amount
Dues	\$ 5,635
Total	\$ 5,635

9:53 PM  
02/16/17  
Cash Basis

# NARPM - OAHU CHAPTER

## Profit & Loss Budget Overview

January through December 2017

	Jan - Dec 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>5 · Earned revenues</b>	
<b>5180 · Program service fees</b>	
<b>5180.2 · Class</b>	
5180.10 · Class Lunch	0.00
5180.3 · CE credit	0.00
5180.7 · Class Fees	0.00
<b>Total 5180.2 · Class</b>	<u>0.00</u>
<b>Total 5180 · Program service fees</b>	0.00
<b>5180.1 · Conference</b>	
5180.6 · Conference fees	10,000.00
5180.9 · Public Seminar	22,000.00
<b>Total 5180.1 · Conference</b>	<u>32,000.00</u>
<b>5182 · Program related cost</b>	
<b>5182.1 · Conference Expenses</b>	
5182.4 · Conference Lunch cost	-3,000.00
5182.6 · Conference cost	-6,000.00
5182.9 · Public Seminar	
5183.1 · Binders	-2,000.00
5183.11 · Miscellaneous	-700.00
5183.2 · Stamps	-223.00
5183.3 · Supplies	-500.00
5183.4 · Advertising	-1,600.00
5183.6 · Lunch	-8,000.00
<b>Total 5182.9 · Public Seminar</b>	<u>-13,023.00</u>
<b>Total 5182.1 · Conference Expenses</b>	-22,023.00
<b>5182.2 · Class cost</b>	
5182.13 · Class - supplies	0.00
5182.3 · CE Credit Cost	-50.00
5182.5 · Class Lunch-cost	0.00
5182.7 · Class - Outside Services	-394.35
<b>Total 5182.2 · Class cost</b>	<u>-444.35</u>
<b>Total 5182 · Program related cost</b>	-22,467.35
5210 · Membership dues - vendors	4,370.00
5311 · Bounce Check Fees/Misc Fees	0.00
5445 · Cost of monthly lunch	
5446 · Lunch collection	20,439.00
5447 · Lunch cost	-23,379.71
<b>Total 5445 · Cost of monthly lunch</b>	<u>-2,940.71</u>
5455 · Christmas Party	
5455.1 · Christmas Lunch	3,400.00
5455.2 · Christmas gifts	-100.00
5455.3 · Christmas - miscellaneous	-1,600.00
5455.5 · Christmas lunch cost	-4,000.00
<b>Total 5455 · Christmas Party</b>	<u>-2,300.00</u>
<b>Total 5 · Earned revenues</b>	<u>8,661.94</u>
<b>Total Income</b>	<u>8,661.94</u>
<b>Gross Profit</b>	8,661.94
<b>Expense</b>	
5281 · General Excise	1,440.00

9:53 PM  
02/16/17  
Cash Basis

**NARPM - OAHU CHAPTER**  
**Profit & Loss Budget Overview**  
January through December 2017

	Jan - Dec 17
7500 · Other personnel expenses	
7520 · Accounting fees	350.00
7540 · Administrator fees	6,000.00
Total 7500 · Other personnel expenses	6,350.00
8100 · Non-personnel expenses	
8110 · Supplies	10.00
8140 · Postage, shipping, delivery	25.00
Total 8100 · Non-personnel expenses	35.00
8300 · Travel & meetings expenses	
8310 · Travel	2,000.00
8320 · Conference, convention, meeting	1,500.00
Total 8300 · Travel & meetings expenses	3,500.00
8500 · Misc expenses	
8515 · Bank service charges	0.00
8540 · Staff development	1,500.00
8545 · Entertainment	600.00
8585 · Board of directors meeting	600.00
8590 · Other expenses	300.00
Total 8500 · Misc expenses	3,000.00
8586 · Insurance	602.00
Total Expense	14,927.00
Net Ordinary Income	-6,265.06
Net Income	-6,265.06

BOARD OF DIRECTORS' MEETING MINUTES  
NARPM OAHU CHAPTER  
January 15, 2016  
Big City Diner

**CALL TO ORDER:** President Higa called the meeting to order at 12:14 pm.

**ESTABLISH A QUORUM:** A quorum was established. Directors present; Darlene Higa, Lurline Johnston, Primrose Leong-Nakamoto, Liz Ishimitsu, Becky Gustafson, Laurene Young, and Carol Ginoza.

**BY INVITATION:** Alan Lam.

**APPROVAL OF MEETING MINUTES:** A motion was made by Becky Gustafson and seconded by Primrose Leong Nakamoto to approved the minutes of December 10, 2015. Motion carried.

**TREASURER'S REPORT:** Submitted by Treasurer Laurene Young was distributed, reviewed and approved.

**AUTHORIZED CHECK SIGNERS FOR BANK ACCOUNT:**

The Board Officers who are authorize signers for 2016 are:

Bradley Isa (Past-President)

Darlene Higa (President)

Primrose Leong-Nakamoto (President Elect)

Laurene Young (Treasurer)

**OLD BUSINESS:**

**Chapter Excellence (Bradley Isa):** Tabled.

**By Laws Review and Approval Update (Becky Gustafson):** Per Attorney Sabrina Gustafson-she received the templates from National. Nothing changed except the timelines. She needs to meet one more time with the By-Laws committee prior to submitting it to National.

**PM Expo March 9-10 (Alan Lam):** An announcement will be made at the upcoming luncheon regarding this event. We will need volunteers to watch the NARPM booth. A sign-up sheet will be circulated. A motion was made by Primrose and seconded by Lurline to purchase two \$50 gifts for a drawing at our booth and to pay the parking for the volunteers who man the booth during the expo. Motion carried.

**2016 Speaker Schedule (Carol Ginoza/Lurline Johnston):** The speaker for January's Luncheon is Scott C. Arakaki, Esq. The topic is Pot & Property Management: What's Legal. Carol has some speakers lined up and will be working with Lurline to firm up the schedule for 2015.

**2016 National Leadership Meeting (Darlene Higa):** Darlene will submit the grant to National which is due today. Carl Frazier will also be attending this meeting.

The next Leadership meeting is November 11, 2016, Primrose-our 2017 President Elect will be attending that meeting.

NARPM Oahu BOD Meeting

Date: January 15, 2016

Page 2

**COMMITTEE REPORTS:**

1. **Code of Ethics (Carol Ginoza):** Carol will be reading Article 1 at the January luncheon.
2. **Vendors (Becky Gustafson):** All vendor fees are due by Tuesday, January 19, 2016. Thus far she has received nine renewals. She will send a reminder notice to those who have not renewed.
3. **Government Affairs (Amanda Frazier):** Tabled.
4. **Pacific Regional (Carl Frazier):** Tabled.
5. **Strategic Planning (Richard Vierra/Bill Ramsey):** Tabled.
6. **Advertiser Articles (Cathy Matthew):** Tabled.

**NEW BUSINESS:**

1. **HAR Leadership Retreat:** Darlene announced the dates of the leadership retreat-June 6-7, August 2-4, October 11-14 at the Windward Retreat Center. It is highly recommended that the President Elect Primrose Leong Nakamoto attend this retreat.
2. **2016 Mom & Pop Seminar:** Darlene suggested that someone not on the Board chair this event, but would like a Board member work with this chairperson and the committee in helping to plan this event.
3. **January 23<sup>rd</sup> Planning Retreat for the Board (Darlene Higa):** The retreat is still on and Darlene urges everyone to attend and bring ideas. This will potluck.
4. **Christmas Party Chairperson:** Lurline announced that Property Profiles will be planning this event.
5. **2016 NARPM National Convention at the Maui Grand Wailea:** Alan and Amanda are on the planning committee with National. Darlene is in contact with Marriott Residence Inn and more updates will follow.

**DATE, TIME AND PLACE OF NEXT MEETING:** The next meeting will be Friday, February 12, 2016 held at Big City Diner at 12:00 noon.

**ADJOURNMENT:** There being no further business, President Darlene adjourned the meeting at 1:08 p.m.

Submitted by:



Liz Ishimitsu (S)  
Recording Secretary

**BOARD OF DIRECTORS' MEETING MINUTES**  
**SPECIAL PLANNING RETREAT**  
**NARPM OAHU CHAPTER**  
**January 23, 2016**  
**54-043 Kamehameha Hwy, Hauula HI 96712**

**CALL TO ORDER:** President Higa called the meeting to order at 11:30am.

**ESTABLISH A QUORUM:** A quorum was established. Directors present; Darlene Higa, Lurline Johnson, Amanda Frazier, Primrose Leong-Nakamoto, Liz Ishimitsu, Becky Gustafson, Laurene Young, Bradley Isa, and Carol Ginoza.

**BY INVITATION:** Richard Vierra and Cathy Matthews.

**MONTHLY MEETINGS:** A discussion was held regarding possible topics and speakers for the months we do not have a speaker secured. Per Lurline we are still waiting to hear back from Beth Holiday to do a DISC presentation. Possible other topics or speakers- ADU Building Permit, Landlord Tenant Code- Stephen Lewis, Lynn Murrison (HAR) regarding difference between 514A and 514B issues, Technology for Property Managers, medical marijuana update.

During this discussion it was agreed that we do "App of the Month" presentation. Each Board member will choose a technical application that may be of beneficial use for a property manager to utilize. A schedule was created.

February:	Becky	August:	N/A – Mom & Pop
March:	Prim	July:	Brad
April:	Cathy	September:	Carol
May:	Richard	October:	Lurline
June:	Laurene	November:	Liz
July:	Brad	December:	N/A -Christmas Party

Also discussed was that we will surveying the members to see what possible community service project they'd like our Chapter to do. Also, possibly having short surveys throughout the year emphasizing the fact that we need the membership's input. These would be short surveys. Bradley will research and see how we can possibly utilize "Survey Monkey."

August Mom and Pop Seminar: Primrose volunteered to chair this event. She will seek other chapter members not on the Board to be on the committee. The intention is to have others be involved in the planning of events for the chapter.

The enforcement of late fees was also discussed. It was unanimously agreed that the late fees for the monthly meetings needs to be fully enforced. No exceptions.

Melissa Prandi reached out to Darlene to inform her that she is available to come and teach a class. We do not have anything planned and Darlene will notify her if something comes up.



**VENDORS:** Becky reported that a lot of vendors have not renewed. Next week she will be pushing to urge them to renew, February 1, 2016 is the deadline. She will email the list to the Board to help in contacting vendors.

**GOVERNMENT AFFAIRS:** Per Amanda there will be a silent auction at the Broker/Owner Event in April. The proceeds go to PAC (Political Action Committee) and it is not tax deductible. The Board discussed possibly donating something a member could use while in Maui attending the National Conference. Tati is researching the possibilities. We are looking at a gift of at least \$250 and not to exceed \$300. We will vote on a gift at the next Board meeting. Deadline to submit gift is the end of February.

**NATIONAL PLANNING COMMITTEE:** Amanda and Alan Lam are already on the committee. Richard and Tati will be also join that committee.

**STAR ADVERTISER ARTICLES:** Cathy needs four articles a month! Besides receiving articles another thing is coming up with questions. It would of great help if she at least has questions. She urged the Board to send her questions!

**STRATEGIC PLANNING:** Bill and Richard will discuss the recruitment of new members.

**ADMINISTRATION POSITION FOR THE CHAPTER:** Attorney Sabrina Gustafson sent a proposal for this position to the Board for consulting services. A motion was made by Laurene and seconded by Amanda to hire Sabrina for an initial trial period of February 1, 2016 to June 30, 2016. Motion unanimously carried. It is noted that Becky abstained from voting. After the trial period, we will discuss if we are able to continue her services on a yearly basis (July-June). One of her duties will be to send out notices for the monthly meetings, collect the registration fees for the meetings, and keeping track of the registration log. She normally will not attend the meeting. Lori as Registration Chair and Mary as Registration Committee member will still be at the registration table at each meeting.

Sabrina needs to meet with the By-Laws committee one more time to review the changes required by National.

**CHAPTER COMPLIANCE:** Bradley is working on it. Due date is March 15, 2016.

**CHAPTER MEMBERSHIP RENEWAL:** The deadline to renew annual membership is March 15, 2016. National will be sending us a list next month of those who have not renewed. We will make contact with those on the list.

**POSSIBLE MAUI CHAPTER:** Darlene received a notice from an agent on Maui who wants to start a chapter there. Richard pointed out that seven people would be needed to start a chapter.

Darlene has asked Harry Kogachi (Aloha Maui Real Estate and a member of the Oahu Chapter) if he thought there may be agents who may want to start a chapter there again. He said he would email her several names. Bradley said he would also provide the name and contact number of a Location's agent as well. Darlene will make contact with the agent who inquired as well as the agents that Harry and Bradley will be submitting to her.

The Maui agent also wanted to know if they could access other chapter's monthly meetings if they have difficulty putting together a monthly meeting there. Bradley will look into live streaming to Maui and the costs/charges that come with this.

Darlene mentioned that during a conference call with national the idea of possible web/streamlining meetings would meet national compliance was brought up-that still was something that has not yet been accepted. Further discussion was required.

**ADJOURNMENT:** There being no further business, President Darlene adjourned the meeting at 3:30 p.m.

Submitted by:  
Liz Ishimitsu (S)  
Recording Secretary  
and  
Laurene Young (B)  
Treasurer

**NARPM – OAHU CHAPTER  
BOARD OF DIRECTORS' MEETING MINUTES**

**Date:** Friday, February 5, 2016

**Place:** Big City Diner, 98-211 Pali Momi St #900, Aiea, HI 96701

**Time:** 12:00pm

**Board Attendance:** Darlene Higa, Lurline Johnston, Amanda Frazier, Primrose Leong-Nakamoto, Becky Gustafson, Laurene Young. Liz Ishimitsu arrived after the meeting began.

**Invitation Attendance:** Cathy Matthews , Alan Lam arrived after the meeting began.

**Call to Order:** President Darlene Higa, called the meeting to order at 12:15pm

**Approval of Minutes:**

- A motion was made and seconded to approve the minutes of the Previous Board Meeting: January 15, 2016. Discussion was opened and President Higa amended the minutes as follows: Page 1, under Old Business:2016 Speaker Schedule there is a typo it should read "...firm up the speaker schedule for 2016." Not 2015. A second motion was made and seconded to approve the minutes of the Previous Board Meeting: January 15, 2016 as amended. Motion carried 6 to 0.
- A motion was made and seconded to approve the minutes of the Special Planning Retreat: January 23, 2016. Discussion was opened and no amendments were made. Motion carried 6 to 0.

**Treasurer's Report:** Laurene Young, Treasurer reported:

- Seven (7) vendor affiliates paid dues in January.
- There was a profit for the luncheon, which she believes was due to the fact that member Judith Anderson pays luncheon dues for the whole year in January.
- A motion was made and seconded to approve the Treasure's Report. Motion carried 6 to 0.

**Old Business:**

- Chapter Excellence/Compliance – Bradley Isa – not in attendance.
- President Higa reported the following:
  - The deadline to submit the Chapter Excellence/Compliance is March 15, 2016.
  - President Higa was going to remind Bradley Isa to compete the required documents and electronically send them to National by the deadline.
- By Laws Revision – Becky Gustafson
  - Sabrina Gustafson reported that the previous Amended Bylaw Changes were submitted to Keith Becker the NARPM Regional Rep to be discussed at the next meeting on February 12, 2016. The committee hopes to hear back within 2-3 weeks.
- Property Management Expo – Alan Lam



- Alan Lam reported that he confirmed the speakers for the NARPM Oahu Chapter expo seminar entitled “Companion” vs “Service” Animals: Fair-Housing Issues and Complaints.
  - Speaker Scott Shirley will be speaking along with Franceen who will provide insight from the government side and Gwen who will be discussing the issue from the associations side.
  - The format of the seminar will allow each speaker to do a 15 min presentation and allow for a 20 min questions and answer session from the audience. Attorney from Association and legal issue on how AOA are dealing with comfort animal. Send out sheets for help out.
  - The expo is scheduled for March 9 – 10, 2016 at the Blaisdell Center and will run from 9:00am - 4:30pm.
  - The seminar is scheduled for, March 9, 2016 from 1:30 – 2:30.
- Alan Lam will send out an email with information. And will announce the event and need for volunteer to work the 2-hour shifts at the next luncheon. As well as announce it by email to the general membership.
- President Higa stated she would provide Alan Lam with two (2) \$50 gift cards at the February luncheon for “Thank You” gifts for the seminar speakers.
- At Tuesday’s luncheon Darlene will have 2 \$50 gift cards for Alan.
- Alan Lam stated parking for the event will be covered for all event workers and volunteers a value of \$6.00.
- Speaker Schedule and Confirmation for 2016 – Carol Ginoza (unable to attend due to illness) & Lurline Johnson
  - Lurline Johnson reported that the March 2016 speaker is set.
  - Becky Gustafson made a recommendation to look into Howard Dicus as a speaker. She recently heard him speak at an event and believed his topic could be used for a luncheon or NARPM event.
  - President Higa stated the Luncheon Meeting Announcements should be sent out at least 3 weeks before the meeting. With additional announcements sent out 2 weeks and 1 week before the meeting. As soon as the schedule is set we can fill in with speaker bios and topics.
- 2016 Leadership Meeting - Darlene Higa
  - President Higa reported that the Leadership Meeting has a corrected date of Nov 15, 2016 not November 11, 2016.
  - President Higa reported the following from the most recent meeting:
    - The Leadership Meeting is a mandatory meeting held by National and the Chapter President’s attendance is part of the requirements for chapter compliance.
    - The chapter can request for grant from National for expense to cover the event, however, National suggests all Chapter plan for the expense as part of their annual budget.
    - Currently National covers the President’s hotel for 2 nights Thursday and Friday and all meals, however, the Chapters are required to cover the airfare.

- This year event was only 1 day, however, next year it will probably be two days to cover all the material.
- About 100+ members attended the event.
- Cathy Matthews asked about the previous requirement of having the Vice President attend the meeting, however, President Higa suggested that National hopes to institute a pattern of having the President Elect attend the meeting to better prepare of their next year.
  - There is an understanding that one time attendance at the training is sufficient so if the President is unable to attend the vice president could attend and not have to re-attend when they become president.
- Becky Gustafson asked if the Board should make a motion to write National and request the training be held to coordinate with the national conference. President Higa stated she can put in request at her next president report and conference call, but not motion needs to be made at this time.
  - A suggestion was also made that the grant awarded to chapters to help cover the cost of the president's training be based on the mileage and distance traveled to the event, not just a flat \$250.00.

#### **Committee Reports:**

- Code of Ethics - Carol Ginoza (unable to attend due to illness)
  - President Higa will email Carol as to which article will be read at the February Luncheon.
- Vendors - Becky Gustafson reported
  - Thirteen (13) vendors have renewed their memberships. Last years registration peaked at 33 members.
  - Currently there are three (3) vendors applications pending renewal.
  - The renewal fee was waived for the Star Advertiser.
  - A Sears Commercial Appliance representative will be registering but has yet to do so.
  - ENPRO has not renewed and if they don't renew Becky will try and recruit SERVEPRO.
  - Becky stated that all members that have not renewed their membership by February 29<sup>th</sup> will be deleted off the website.
  - Sabrina Gustafson stated that vendors will now be given the opportunity to submit a picture to be posted on the website along with their information. It can be either a personal photo or company logo.
  - Charlie will be asked not to tell jokes at the meeting. And carpet cleaners will be separated from speeches.
  - No pest control people have renewed.
- Governmental Affairs - Amanda Frazier
  - Form emailed for donation, want it returned by end of the month.
- Ambassador - Carl Frazier, was not in attendance.
- Strategic Planning - Richard Vierra and/or Bill Ramesy neither member was in attendance.

- Advertiser Articles - Cathy Matthews reported
  - Thanks to Amanda Frazier we have a bank of questions that have been brainstormed. The questions have several different slants and have been sent out for feedback. A few responses have come back.
  - Lurleine Johnson stated that the best articles are about landlord tenant horror stories and suggested future articles take on these traits.

### **New Business:**

- Deadlines – President Higs stated
  - To help keep the Board properly informed agendas and minutes of the previous Board meetings would be sent out to the members at least two days before the monthly board meeting.
  - Therefore, the Previous Meeting Minutes, Adgenda and Treasure’s Report need to be provided to Sabrina Gustafson by the Tuesday, before the meeting.
  - All Board members are to print out and bring their own copies of the materials to the meeting.
- Feedback from Leadership Meeting – Darlene Higa & Carl Frazier
  - Possible two-day event this year in November.
  - National is implementing changes.
    - They would like to make a lot of things somewhat uniform but yet still give each chapter some flexibility with respect to each chapter’s style, etc.
    - President Higa believes the new changes will work with the chapter.
  - Possible conference call for the chapter webmasters to discuss the new national web page that they discussed. More details to follow
  - National made several suggestions to help increase memebership numbers:
    - A membership drive – talk to Richard about list of inactive members who have not renewed and the at large members and not assigned to a chapter.
    - Member referral –
      - Becky Gustafson stated this had been tried in the pas and didn’t work well with the chapter.
    - Make members feel like a part of the organization
      - Recognition of the members for perfect attendance to luncheons
      - Special committee (welcome committee) after they join take the members by the hand and welcome the members.
      - New meeting attendance and leis.
    - Greeting by President and VP to greet members as they arrive.
    - Cathy Matthews suggested contacting individuals that have not been in attendance and let them know they were missed.

- In order to do many of the suggestions records of attendees need to be provided.
  - How many members attend meeting, how many are non-members how many are in attendance. To be submitted to national in report.
- National suggests not putting board members names in the meeting minutes in regards to voting on sensitive material due to possible anti-trust issues
- Maui Chapter – Mentoring – President Higa reported
  - Carl Frazier and Darlene Higa will be going to Maui on February 25 – 26 for a meeting in hopes of introducing and mentoring a Maui NARPM chapter. They need at least 7 members and a Board to start.
  - Cathy Matthews asked if National was going to pay for their attendance. President Higa responded a grant could be provided.
- Nation NARPM Conference – President Higa reported
  - There are 800 Rooms reserved at the conference hotel. National would like to keep everything together and would like everyone to stay at the event hotel. They discourage chapters from looking outside the host hotel for lodging and accommodations.
  - Laurene Young stated she just reserved a room for about \$225.00 a night and was required to pay both first and last night deposit to reserve.
  - Alan Lam suggested continuing to look for outside accommodations in case the host hotel fills up.
- Respond to Bill Email – Member Bill Ramesy wrote an email to President Higa concerned about an issue Regarding Renting to First Homeless Tenants. He incorrectly believed the issue was discussed at the November 2015 meeting and was left out of the minutes. However, the topic was discussed in passing and was not an official part of the record and not required to be in the minutes.
  - The email requested the Board warn chapter members about the dangers and potential liability of renting to First Homeless tenants.
  - Primrose stated the decision to rent to these individuals is an Individual company decision.
  - Becky Gustafson stated there are several organizations working with homeless and suggested not singling out one specific organization or company if the Board took any stance on the issue.
  - Cathy Matthews stated the Board and Chapter should not take any stand on the matter. The purpose of the organization is to educate people, not give any legal advice. Therefore, President Higa should respond to Bill by stating that we don't take a stance against or for charities.
  - Amanda Fraizer asked if National had a stance to pass down to members or suggestions.
  - Alan Lam stated all managers should evaluate the industry against risk and liability and the chapter should not take a stance.

**Adjournment:** Motion was made and seconded the there being no futher business the metting adjurn. Motion carried 7 to 0 meting ended at 1: 50pm.



**NARPM – OAHU CHAPTER  
BOARD OF DIRECTORS' MEETING MINUTES**

**Date:** Friday, March 11, 2016

**Place:** Big City Diner, 98-211 Pali Momi St #900, Aiea, HI 96701

**Time:** 12:11 pm

**Attendance:**

Board Members: Darlene Higa, Lurline Johnston, Primrose Leong-Nakamoto, Laurene Young, Carol Ginoza and Liz Ishimitsu.

Members by Invitation: Cathy Matthews

**Call to Order:** President Darlene Higa, called the meeting to order at 12:15pm

**Approval of Minutes:**

- A motion was made and seconded to approve the minutes of the Previous Board Meeting: February 5, 2016, with the following corrections. President Higa amended the minutes as follows: correct typos and Under Attendance. Separate Board members and add a line for "Members by Invitation." Motion carried 6 to 0.

**Treasurer's Report:** Laurene Young, Treasurer reported:

- A motion was made and seconded to approve the Treasurer's Report as presented. Motion carried 6 to 0.

**Old Business:**

- Chapter Excellence/Compliance: Bradley Isa – not in attendance. President Higa will follow up with Bradly.
- Sabrina: Comments on website/notices, etc.: National is creating a new website. National has to update the membership list. There have been issues in updating the calendar.
- Property Management Expo – Alan Lam-not in attendance.
- Carol Ginoza brought in the paperwork for new members and vendors to sign up.
- Per Primrose Nakamoto-she attended most of the sessions and found them to be very informative. She found that overall the sessions were better than last year and the audience was more receptive. There seems to be a lot of Resident Managers who are interested in attending our luncheons and possibly join the Chapter. It was suggested that another form be created for Resident Managers. Prim will invite Resident Managers to the April meeting-they will have to pay a "non-member" price.
- Speaker Schedule and Confirmation for 2016 – Carol Ginoza & Lurline Johnson. Per Lurline Johnson a number of speakers have been set.

- April: Marcy Lopez-Domestic Violence
- May: Daria Lopez-RICO and Lynn Murrison: HBR
- June: DISC Beth Holliday
- July: Charles Way-Future of Solar in Hawaii
- Sept: To be determined.
- October: George Ata-Department of Planning & Permitting/ADU
- November: Medical Marijuana
- December: Holiday Party.

**Committee Reports:**

- Code of Ethics - Carol Ginoza. Carol will be reading Article 3 at the April luncheon.
- Vendors – Sabrina Gustafson reported for Becky Gustafson not in attendance. Seventeen are not renewing. Total vendors we currently are eighteen this includes the new vendors and those who have renewed. President Higa requested a list of the vendors.
- Governmental Affairs - Amanda Frazier, was not in attendance.
- Ambassador - Carl Frazier, was not in attendance.
- Strategic Planning - Richard Vierra and/or Bill Ramsey neither member was in attendance.
- Advertiser Articles - Cathy Matthews reported that she is doing good now has a bank of articles.

**New Business:**

- Maui Chapter - President Higa stated that they will have their first meeting on April 20<sup>th</sup>. They will meet every other month. President Higa has pledged our Chapter's support. We will invite them to our Mom and Pops Seminar and possibly waive the fee in hopes to offset the cost of them flying to Oahu for this event.
- Oahu NARPM business cards-generic for board at NARPM functions. It was agreed that this would be good idea. People will have something to take away with them and have a "point of contact."

**Adjournment:** Motion was made and seconded the there being no further business the meeting adjourned. Motion carried 7 to 0 meting ended at 1: 35pm.

**NARPM – OAHU CHAPTER  
BOARD OF DIRECTORS' MEETING MINUTES**

**Date:** Friday, April 8, 2016

**Place:** Big City Diner, 98-211 Pali Momi St #900, Aiea, HI 96701

**Time:** 12:21 pm

**Attendance:**

Board Members: Bradley Higa, Lurline Johnston, Primrose Leong-Nakamoto, Laurene Young, Carol Ginoza and Liz Ishimitsu. Darlene Higa arrived at 12:35pm.

By Invitation: Cathy Matthews, Attorney Sabrina Gustafson.

**Call to Order:** Vice President Primrose Leong-Nakamoto, called the meeting to order at 12:21pm

**Approval of Minutes:**

- A motion was made and seconded to approve the minutes of the Previous Board Meeting: March 11, 2016, after some discussion. Motion carried 8 to 0.

**Treasurer's Report:** Laurene Young, Treasurer reported:

- A motion was made and seconded to approve the Treasurer's Report. Motion carried 8 to 0.

**Old Business:**

- Chapter Excellence/Compliance: Per Bradley Isa all paperwork has been submitted to National. This is for the period of July 2015 to December 2015.
- Sabrina: Comments on website/notices, etc.: As mentioned prior National is creating a new website. Currently, our chapter has two websites. Once National fully completes the new website and our two sites merge as one all information will be updated and current.
- Property Management Expo – Alan Lam-not in attendance.
- Carol Ginoza mentioned that we need more flyers at these events. We also need to target certain vendors that may be beneficial to our membership. Darlene will follow up with Alan to check if he has the business cards and list of people who expressed interest in joining the Chapter. We need to follow up with them.
- Per Primrose-National is trying to find or create a category for Resident Managers.
- Speaker Schedule and Confirmation for 2016 – Carol Ginoza & Lurline Johnson.
- The speaker for April's luncheon is Marcy Lopez and she will be speaking on Domestic Violence. Carol has donated monies for a lei for the speaker.

### **Committee Reports:**

- Code of Ethics - Carol Ginoza will not be at April's luncheon. Lurline Johnson will read Article 4 at the April luncheon.
- Vendors – Becky Gustafson reported
  - Total vendors we now have is 21. Three are new. It was mentioned that we need appliance vendors.
  - Becky raised the question about National vendors requesting to join our Chapter. A motion was made to inform these vendors that we have a new policy in place and must charge all National vendors. Becky to suggest that they pay the \$125.00 fee to advertise on the website only. Motion carried 8 to 0.
- Governmental Affairs - Amanda Frazier, was not in attendance.
- Ambassador - Carl Frazier, was not in attendance.
- Strategic Planning - Richard Vierra and/or Bill Ramsey neither member was in attendance.
- Advertiser Articles - Cathy Matthews reported that she could use more articles. She will be gone part of May and would like to have a back-up of articles.

### **New Business:**

- By-Laws Update- Per President Higa, Gail at National was not aware that we were waiting for their response. We have been waiting since January. She insures that it will be discussed and she will get a response to us right away.
- Maui Chapter - President Higa and Vice President Nakamoto will be at first meeting on April 20<sup>th</sup>. The speaker will be Francine Wai and she will speak on Fair Housing.
- Mom & Pop Seminar-Per Vice President Nakamoto, everything is coming along fine. She may need assistance with registration. We will again use PayPal.
- Registration at the Monthly meetings- It was discussed that Location sends a list of members with their registration. There are some who are not members. Also, Andrew Frazier of Cornerstone Properties who is a member and was being charged non-member price at the last two monthly luncheons. The Board approved to not charge him April's luncheon. Thereafter he will pay member's cost (\$30).

**Adjournment:** Motion was made and seconded the there being no further business the meeting adjourned. Motion carried 8 to 0 meeting ended at 1:11pm.

**NARPM – OAHU CHAPTER  
BOARD OF DIRECTORS' MEETING MINUTES**

**Date:** Friday, May 13, 2016

**Place:** Big City Diner, 98-211 Pali Momi St #900, Aiea, HI 96701

**Time:** 12:21 pm

**Attendance:** Bradley Isa, Primrose Leong-Nakamoto, Amanda Frazier, Darlene Higa, Carol Ginoza and Liz Ishimitsu.

**By Invitation:** Attorney Sabrina Gustafson.

**Call to Order:** President Darlene Higa, called the meeting to order at 12:17pm

**Approval of Minutes:**

- A motion was made and seconded to approve the minutes of the Previous Board Meeting: April 8, 2016. Motion carried 6 to 0.

**Treasurer's Report:** Laurene Young, Treasurer reported via written report:

- A motion was made and seconded to approve the Treasurer's Report. Motion carried 6 to 0.
- The Annual Corporate Tax Report was also filed by Patrick Young.

**Old Business:**

- Sabrina: Comments on website/notices, etc.: The new website is now up and running. There are subtabs where members can find copies of previous talks. There is also an updated events calendar. Darlene will make an announcement at the upcoming luncheon advising all members to check the website to see if there contact info is correct-Sabrina noticed that some of the information of members was somehow changed when National transferred everything to the new website.

After some discussion the Board decided unanimously to start the use of PayPal. The PayPal account will be used only for events and not for renewals or new members those will have to be submitted to National.

Sabrina reported that we can also conduct a survey through the website. The Board agreed that it would be a good idea to send a survey asking members what topics they would like to hear in 2017.

- Darlene: By-Laws Update & Maui Chapter Update – Our revised By-Laws submitted to National has been approved! It will be posted on our website as well.

In regards to the Maui Chapter-Thus far they have had three meetings. Their next meeting is Monday, June 13, 2016. Their new Board has been set. Once they have ten people, Darlene will send the information to National and they will be declared a

Chapter in Formation. After they get 16 members they will officially be a new Chapter.

Thus far, Darlene has attended all three meetings in Maui and Laurene submitted a request to National for a grant to reimburse her for her travel expenses on her behalf. National declined the grant. Darlene will be sending a letter to National addressing her and the Board's disappointment in declining this request.

Laurene Young worked with the Maui Chapter's new Treasurer in getting them set up with an account.

- Primrose Leong Nakamoto-Mom & Pop Event August 16, 2016. Prim reported that she has been able to confirm all the speakers. She discussed with the Board the line up. The flyers are almost ready to go out. Prim was also able to get some vendors to make donations: PuroClean is donating the bags and \$200 (that monies will be used to sponsor the breakfast), State Farm is donating a door prize, Territorial Savings is donating the pens & pads and a door prize.

Becky is working on getting vendors lined up for the event.

#### **Committee Reports:**

- Code of Ethics - Carol Ginoza will read Article 5 at the May luncheon.
- Vendors – Sabrina Gustafson reported that we have a new vendor Ethan from Sears Commercial. He will be attending the May luncheon.
- Governmental Affairs - Amanda Frazier stated that there are no important issues to report-nothing that will need our action at this time. She will be attending the final meeting for HAR in July and will provide a recap.
- Ambassador - Carl Frazier, was not in attendance.
- Strategic Planning - Richard Vierra and/or Bill Ramsey neither member was in attendance.
- Advertiser Articles - Cathy Matthews was not in attendance.

#### **New Business:**

- Scott Shirley-Darlene reported that at this time it would not be economically feasible to offer a class to our members. Darlene will relay to Scott Shirley if he can find a venue she will make a push for our members to attend.

**Adjournment:** Motion was made and seconded the there being no further business the meeting adjourned. Motion carried 6 to 0 meeting ended at 1:12pm.

**NARPM – OAHU CHAPTER  
BOARD OF DIRECTORS' MEETING MINUTES**

**Date:** Friday, June 17, 2016

**Place:** Big City Diner, 98-211 Pali Momi St #900, Aiea, HI 96701

**Time:** 12:19 pm

**Attendance:** Bradley Isa, Primrose Leong-Nakamoto, Darlene Higa, Becky Gustafson, Laurene Young, Carol Ginoza, and Liz Ishimitsu.

**By Invitation:** Cathy Matthews.

**Call to Order:** President Darlene Higa, called the meeting to order at 12:19pm

**Approval of Minutes:**

- A motion was made and seconded to approve the minutes of the Previous Board Meeting: May 17, 2016. Motion carried 7 to 0.

**Treasurer's Report:** Laurene Young, Treasurer reported:

- A motion was made and seconded to approve the Treasurer's Report. Motion carried 7 to 0.
- Sabrina has been doing an excellent job in collecting the luncheon fees from the "No Shows."

**Old Business:**

- Sabrina: Comments on website/notices, etc.: Sabrina was not present, but submitted a Chapter Periodic Report, which included the Chapter Activities during the reporting period.
- Darlene: Maui Chapter Update – Darlene and Prim attended the last meeting. She reported that at their last meeting they had approximately 33 people in attendance. All paperwork has been submitted to National and she is waiting to hear back from them if they are approved as a Chapter in Formation. Darlene will ask Carl to attend their next meeting to install the new officers.

Darlene paid a \$100 deposit to reserve the room at RAM on Maui for future meetings. A motion was made and seconded to reimburse Darlene the monies. Motion carried 7 to 0. Once the Maui Chapter gets established they will refund the \$100.

- Primrose Leong Nakamoto-Mom & Pop Event August 16, 2016. Prim passed out a copy of the flyer for this event and asked for topics for the speakers from Associa to talk about. Some of the suggestions were: 514 A&B and How to work with an Association to resolve issues within the community. The Board discussed the price and it was unanimously agreed to charge members \$125.00 and non-members \$150.00.

Regarding the ads. The paid ad will appear in the July 31<sup>st</sup> Sunday paper. A mention about the seminar will appear in the Q & A section on (Sunday) July 24<sup>th</sup> and August 7<sup>th</sup>.

Speakers: Keith Kamita has retired. Darlene will check on the name of his successor. She will also work on finding a keynote speaker. On the Q & A Panel-Pauli Wong will be added to the panel in place of Keith Kamita-Medical Marijuana.

- National Conference-Darlene will mention the upcoming National Conference on Maui at the luncheon.

#### **Committee Reports:**

- Code of Ethics - Carol Ginoza will read Article 6 at the June luncheon.
- Vendors – It was unanimously agreed to charge vendors the same price as last year if they attend the Mom and Pop Seminar.
- Governmental Affairs - Amanda Frazier, was not in attendance.
- Ambassador - Carl Frazier, was not in attendance.
- Strategic Planning - Richard Vierra and/or Bill Ramsey neither member was in attendance. Darlene will follow up with them as we have not heard from them in a while.
- Advertiser Articles - Cathy Matthews stated that she is running low on Q & A.

#### **New Business:**

- Bradley Isa announced that he is now with Prestige Properties and will continue serving on the Board. Mahalo Bradley!
- Community Projects-Darlene reminded us that we still need to seek a community project for this year. Cathy mentioned doing Holiday Baskets and Carol mentioned about collecting books for the homeless children.
- Core A/B email. Darlene received an email from an Everett Kaneshige offering to do a class for NARPM members. The Board decided to not accept his offer.
- Check from National-Darlene announced that we received a check in the amount of \$2340.00 from National as an incentive for every member that renewed. That amounts to \$10.00 per person. Thank you National!
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**Adjournment:** Motion was made and seconded the there being no further business the meeting adjourned. Motion carried 7 to 0 meeting ended at 1:15pm.



**NARPM – OAHU CHAPTER  
BOARD OF DIRECTORS' MEETING MINUTES**

**Date:** Friday, July 8, 2016

**Place:** Big City Diner, 98-211 Pali Momi St #900, Aiea, HI 96701

**Time:** 12:19 pm

**Attendance:** Bradley Isa, Primrose Leong-Nakamoto, Darlene Higa, Becky Gustafson, Laurene Young, Carol Ginoza, and Liz Ishimitsu.

**By Invitation:** Sabrina Gustafson.

**Call to Order:** President Darlene Higa, called the meeting to order at 12:11pm

**Approval of Minutes:**

- A motion was made and seconded to approve the minutes of the Previous Board Meeting: June 30, 2016. Motion carried 7 to 0.

**Treasurer's Report:** Laurene Young, Treasurer reported:

- A motion was made and seconded to approve the Treasurer's Report. Motion carried 7 to 0.

**Old Business:**

- Sabrina: Comments on website/notices, etc.: To utilize PayPal through National NARPM's website service there is a one-time fee of \$375.00 for the website. It was unanimously agreed to wait and see how other chapters are doing before moving forward.

It was reminded that guests are allowed to come to a luncheon two times only.

- Darlene: Maui Chapter Update – Darlene, Laurene, and Prim will be attending their meeting on July 18 at Maui Electric. The chapter needs \$450 for setting up with the DCCA. It was asked if the Oahu Chapter would loan them the funds. Darlene will also check with National if they would help. Darlene also gave the chapter the National By-Laws template so they can start working on their chapter By-Laws.

A motion was made to reimburse Darlene and Prim for the expenses they incurred while attending the Maui Chapter's Installation. Motion carried 7 to 0.

. Motion carried 7 to 0. Once the Maui Chapter gets established they will refund the \$100.

- Primrose Leong Nakamoto-Mom & Pop Event August 16, 2016. Prim is finalizing everything and will be sending it to the Board for their review. Thus far no new forms have been received. The Board unanimously agreed to invite the members of the Maui Chapter and charge them \$75.00. The Board members will pay \$50.00. The committee members are free.

- National Conference Gift/Golf Donation-Carl/Amanda-Tabled. Amanda /Carl not present at the meeting.
- App of the month-Darlene: Brad will be presenting it at next week's luncheon.
- Volunteer Project-Laurene: We will need volunteers to help at the Special Olympics 'Aukake Classic. We will need 25 members to officiate their BOCCE ball completion on August 6, 2016. An announcement will be made at the luncheon and Sabrina will be sending out an email announcement.

**Committee Reports:**

- Code of Ethics - Carol Ginoza will read Article 7 at the July luncheon.
- Vendors-Becky Gustafson: Altres signed up as a new vendor. She will send out the Mom & Pop Seminar registration to all vendors on Wednesday.
- Governmental Affairs - Amanda Frazier, was not in attendance.
- Ambassador - Carl Frazier, was not in attendance.
- Strategic Planning - Richard Vierra and/or Bill Ramsey neither member was in attendance. Darlene will follow up with them as we have not heard from them in a while.
- Advertiser Articles – Not in attendance but Cathy Matthews stated that she is running low on Q & A.

**New Business:**

- Email from Scott Shirley-Darlene: Scott requested that our Chapter send out via email announcing that he is offering a CE class to our members. It was unanimously agreed to deny his request.
- 2017 Meeting Dates: Prim has submitted our 2017 meeting dates to JCC.
- Nominating Committee Status-Brad: He needs two Board members not running next year. Darlene volunteered to be one. He also needs two non- Board members to be on the committee. Cathy has volunteered.

**Adjournment:** Motion was made and seconded the there being no further business the meeting adjourned. Motion carried 7 to 0 meeting ended at 1:44pm.

**NARPM – OAHU CHAPTER  
BOARD OF DIRECTORS' MEETING MINUTES**

**Date:** Friday, August 12, 2016

**Place:** Big City Diner, 98-211 Pali Momi St #900, Aiea, HI 96701

**Time:** 12:00 pm

**Attendance:** Bradley Isa, Carol Ginoza, Amanda Frazier, Darlene Higa, Becky Gustafson, and Liz Ishimitsu.

**By Invitation:** Sabrina Gustafson.

**Call to Order:** President Darlene Higa, called the meeting to order at 12:00pm

**Approval of Minutes:**

- Tabled till next Meeting.

**Treasurer's Report:** Laurene Young, Treasurer reported:

- A motion was made and seconded to approve the Treasurer's Report. Motion carried 7 to 0.

**Old Business:**

- Darlene: A question was raised why our National Region VP is someone outside of our Region. Darlene was told by National that they did ask qualified candidates in our Region and no one wanted to accept the position/nomination. Thus, the next qualified person is from Virginia.
- Darlene: Maui Chapter Update – It was unanimously approved that we hold off giving Maui any monetary support at this time. Darlene reported that they have decided to have quarterly meeting vs monthly meetings. Members will be free and they will charge non-members.
- Primrose Leong Nakamoto-Mom & Pop Event August 16, 2016. Prim reported we're pretty much ready for the event. The count right now is 225. No walk-ins will be allowed. Puro Clean will be donated bags and Territorial Savings is donating goodie bags.
- National Conference-Darlene will mention the upcoming National Conference on Maui at the luncheon.

**Committee Reports:**

- Vendors – Becky Gustafson: The registration for the upcoming seminar through Sabrina went well, no problems.
- Governmental Affairs - Amanda Frazier: There will be a possible amendment to the security deposit disposition.
- Ambassador - Carl Frazier, was not in attendance.
- Strategic Planning - Richard Vierra and/or Bill Ramsey neither member was in attendance.
- Advertiser Articles - Cathy Matthews was not in attendance.

**New Business:** None.

**Adjournment:** Motion was made and seconded the there being no further business the meeting adjourned. Motion carried 7 to 0 meeting ended at 12:51pm.

**NARPM – OAHU CHAPTER  
BOARD OF DIRECTORS' MEETING MINUTES**

**Date:** Friday, September 16, 2016

**Place:** Big City Diner, 98-211 Pali Momi St #900, Aiea, HI 96701

**Time:** 12:00pm

**Attendance:** Bradley Isa, Carol Ginoza, Darlene Higa, Becky Gustafson, and Laurene Young, Lurline Johnson

**By Invitation:** Sabrina Gustafson.

**Call to Order:** President Darlene Higa, called the meeting to order at 12:15pm

**Approval of Minutes:**

- A motion was made and seconded to approve the minutes with correction to Maui Chapter update of the Previous Board Meeting: July 8, 2016.
  - Motion carried 5 to 0.
- A motion was made and seconded to approve the minutes with addition of nomination committee update of the Previous Board Meeting: August 12, 2016.
  - Motion carried 5 to 0.

**Treasurer's Report:** Laurene Young, Treasurer reported:

- A motion was made and seconded to approve the Treasurer's Report: August 31, 2016.
  - Motion carried 5 to 0
- National NARPM provided a grant to the chapter in the amount of \$250 for the leadership seminar.

**Old Business:**

- Sabrina: Comments on Website/notices, ect.
- Darlene: Maui Chapter Update
  - Next Meeting: 11/15/16 – Darlene will send emails to the Maui members with tips to help with organization issues.
- Prim/Cathy: Mom & Pop – Spreadsheet/Feedback
  - Very good feedback from seminar survey/evals, summary was emailed to board before meeting.
  - Had approximately 245 people in attendance with \$100 still waiting to be collected in funds.
  - Parking was good.
  - Bradley mentioned that the organization of the check-in and set up was excellent.
  - In the future a way to cut down beverage cost of \$600 in tea and coffee would be to provide a cut off time or amount made.
- Carl/Amanda: 2016 National Conference Update – gift/golf donation – not in attendance.
  - Darlene reported Alan Lam has all host rooms booked.

- The Chapter Received flyers and registrations for the golf tournament and would like a donation for the tournament from the Chapter. Several Board members stated that due to helping establish Maui chapter funds should not be used to donate to the tournament. However, if necessary a prize of up to \$50.00 could be donated.
- Darlene/Prim: HAR Leadership Class Update
  - Next Session Oct 11-13.
- Darlene: App of the Month for September
  - Carol will not be attending luncheon and needed to switch presentation date. Lurline offered to switch and will present the September app of the month while Carol will present the October app of the month.
- Brad: Nominating Committee Status Update
  - All positions have been filled and were uncontested.
  - The Slate will be:
    - Prim Nakamoto – President
    - Carol Ginoza – VP
    - Elizabeth Ishimitsu – Secretary
    - Laurene Young – Treasurer
    - Directors: Becky Gustafson & Erik Covarrubias
- Prim: 2017 Meeting Dates – Approved with JCC

#### **Committee Reports:**

- Code of Ethics: Carol – Which Article for September Meeting – Article 8.
- Vendors: Becky Gustafson – Motion to increase member price to \$125 for website and \$225 for full membership. The last increase was 2 years ago.
  - Motion carried 6 to 0.
- Governmental Affairs: Amanda Frazier – Not in attendance
- Ambassador: Carl Frazier – Not in attendance
- Strategic Planning: Richard Vierra and/or Bill Ramsey neither member was in attendance.
- Advertiser Articles: Cathy Matthews – Not in attendance

#### **New Business:**

- Email from Carol Hagiwara – Hawaii news now would like to set up a sting for rental scams. Board decided not to associate with this news story.
- National Leadership – St. Louis, MO – Prim and Darlene to attend.
- Chapter Compliance & Excellence – Prim will handle the chapter excellence filing. The document needs to be filed at the ending of this year for next year, Due February 2017.
- 2016 X-Mas Party – Lurline – The table games are mostly set up. Does anyone know where the previous paper game score cards are? Would like recommendations for lunch choices, normally it is a traditional holiday meal. Board approved \$1,000.00 for games and prizes and center pieces. Steve Sito will do the food bank donations. A recommendation was made to donate the money collected at the Hawaii Special Olympics.

- National NARPM Education Goal – Keith sent an email to make sure the chapter working toward education goal – which is holding education classes, set up by national. Board would not like to participate in this requirement. But further investigation needs to be done to determine what would happen if the requirement wasn't met.
- A motion was made to charge \$25.00 per member for Local membership due to the rising cost of NARPM National leadership requirements and desire to keep annual seminar cost to members low.
  - Motion carried 6 to 0.

**Adjournment:** Motion was made and seconded the there being no further business the meeting adjourned. Motion carried 6 to 0 meeting ended at 1:40pm.

**NARPM – OAHU CHAPTER  
BOARD OF DIRECTORS' MEETING MINUTES**

**Date:** Friday, October 7, 2016

**Place:** Big City Diner, 98-211 Pali Momi St #900, Aiea, HI 96701

**Time:** 12:00 pm

**Attendance:** Laurene Young, Carol Ginoza, Bradley Isa, Lurline Johnson, Amanda Frazier, Darlene Higa, Carl Frazier, and Liz Ishimitsu.

**By Invitation:** Sabrina Gustafson.

**Call to Order:** President Darlene Higa, called the meeting to order at 12:08pm

**Approval of Minutes:**

- A motion was made and seconded to approve the minutes of the September 8, 2016 meeting Motion carried 8 to 0.

**Treasurer's Report:** Laurene Young, Treasurer reported:

- A motion was made and seconded to approve the Treasurer's Report. Motion carried 8 to 0.

**Old Business:**

- Darlene/Prim: HAR leadership class Oct 11-13: They will not be attending.
- Carol Ginoza: App of the Month. Carol will be presenting an App of the month at the luncheon on Tuesday.
- Brad: Election of New Officers: Since each position is uncontested they are automatically elected. There will be no need to for voting.

Primrose Leong Nakamoto stated at this time she will be unable to take on the position as President Elect. There was discussion and guidance from Sabrina Gustafson and to follow the rules in the By-Laws. A vote was taken the Board unanimously agreed to accept Darlene Higa volunteering to stay on as the President for 2017. Bradley Isa will remain as Immediate Past President. The check signors for 2017 will be Darlene, Carol, Laurene, and Bradley.

- Primrose Leong Nakamoto: 2017 Meeting Dates at JCC: Prim reported that the meeting dates were submitted and approved by JCC. She received an email confirmation.
- Lurline Johnson: Christmas Party Update: Everything is coming along great. We will make a \$1000 contribution to Special Olympics. Darlene has contacted their Director Cindy Ujimori and she will be at the event to accept the check. We will also again be asking for canned goods. And unwrapped toys for Toys for Tots.



- Prim: Chapter Compliance and Excellence Update: Darlene will work with Carol in completed these documents which are due January 31, 2017.
- Darlene/Prim: Leadership-St. Louis MO: They will be attending.

**Committee Reports:**

- Code of Ethics: Carol will present an article at the luncheon
- Vendor Update – Sabrina Gustafson: Becky received two new vendor applications in October and both paid the full price. It was unanimously agreed to not charge them to attend the Christmas Party since they paid for the whole year and only joined in October.
- Governmental Affairs - Amanda Frazier: They had their first conference call recently. And she will be meeting with the National Government Affairs Committee while on Maui at the conference.
- Ambassador - Carl Frazier: He was asked to continue and gladly accepted. His main job is to communicate to the Region VP on wants of Hawaii Chapters.
- Strategic Planning - Richard Vierra and/or Bill Ramsey-Not in attendance. Darlene stated that she will assign someone else for this position in 2017.
- Advertiser Articles - Cathy Matthews was not in attendance.

**New Business:**

- 2017 NARPM Class: Laurene Young: Our goal is to offer an educational class in 2017. Laurene suggested booking it now for the May 2017 conference.
- 2017 Chapter Dues: Sabrina Gustafson: We need a procedure in place. Sabrina will send out information “after” National has sent out their announcements of National dues.

**Adjournment:** Motion was made and seconded the there being no further business the meeting adjourned. Motion carried 8 to 0 meeting ended at 1:00 pm.

**NARPM – OAHU CHAPTER  
BOARD OF DIRECTORS' MEETING MINUTES**

**Date:** Wednesday, November 9, 2016

**Place:** Big City Diner, 98-211 Pali Momi St #900, Aiea, HI 96701

**Time:** 12:00 pm

**Attendance:** Carol Ginoza, Laurene Young, Prim Nakamoto, Bradley Isa, Lurline Johnson, Darlene Higa and Carl Frazier

**By Invitation:** Sabrina Gustafson.

**Call to Order:** President Darlene Higa, called the meeting to order at 12:04pm

**Approval of Minutes:**

- A motion was made and seconded to approve the minutes of the October 7, 2016 meeting Motion carried 6 to 0.

**Treasurer's Report:** Laurene Young, Treasurer reported:

- A motion was made and seconded to approve the Treasurer's Report. Motion carried 6 to 0.

**Old Business:**

- Membership Renewal Update: Sabrina Gustafson – Reported a couple of members have contacted her regarding renewing their membership. National is stating the members haven't taken the required Ethics classes. Research is being done to determine if the requirement is being met or not reported.
- Maui Chapter: Darlene Higa – Reported everything is going good. Prim and Darlene will be going to the next chapter meeting on Maui.
- 2016 National Conference Re-Cap: Carl Frazier will not be in attendance at the next meeting. He will ask Amanda to recap at Tuesday's Meeting.
- HAR Leadership: Prim Nakamoto & Darlene Higa – the semina was good. They are looking for new leaders to help on the national level. They spoke about trends with realtors not following through to report CMA and instead just paying the fees for penalizing and factoring in their commissions to cover fees. Concern about people doing pocket listings. Movement to get each board country into 1 MLS system so it is open State wide. How many NARPM members are using the MLS for rental advertising, and how many using the new HRB Property Management contract?
- App of the Month: Darlene Higa - Reported Liz will be doing the presentation.
- Educational Class: Laurene Young – Looking to hold a CE/Education class in 2017 May: Emailed national, waiting on Brian for Maintenance Basics and Beyond. Possible CE class credit. May 15, 2017. Dates Brian would be here would be May 14 – 17.

**Committee Reports:**

- Code of Ethics: Carol will present an article at the luncheon, 3,4,5 relationship.
- Vendor: Becky Gustafson – Not in attendance. Sabrina Gustafson reported for Becky that the 2017 Vendor Renewal Application was sent out and so far six vendors already respond.
- Governmental Affairs: Amanda Frazier – Not in attendance. Reported by email: No urgent reports from me at this time. We talked a lot about day on the hill for next year. Last year they had a larger group show up, and this coming year they would like to have even more. Kristie Malcolm incoming president asked me to be her vice chair. Of course if NARPM would like to help me get there again that would be awesome – maybe put something in the budget for each year, but if not I will try to find a way to get there. It's that important
- Ambassador: Carl Frazier - Not in attendance.
- Strategic Planning: Richard/Bill – Not in attendance. President Higa has assumed the role of strategic planning and member retention. She would like each board member to invite at least 1 person to the next board meeting with an invitation to take the lead in chairing or co-chairing a chapter committee. She would also like to have a special planning meeting with the board at Laurene's relative's beach house in January 2017. Prim suggested planning the meeting for the association rec center in Royal Kunia.
- Advertiser Articles: Cathy Matthews - Not in attendance. Reported by email that she needs more ideas for articles.
- Christmas Party: Lurline Johnson – Reported the Christmas party is coming along nicely. The games are planned. They are working on center pieces. There will be a request sent to the vendors to donate to the grab bag/raffle. Suggestion was made to recognize RMP designation awardees at the Christmas party.

**New Business:**

- 2017 Chapter Dues: Sabrina Gustafson - We need a procedure in place to begin charging dues. Sabrina will send out information "after" National has sent out their announcements of National dues. Dues will be \$25.00 per person.

**Adjournment:** Motion was made and seconded the there being no further business the meeting adjourned. Motion carried 6 to 0 meeting ended at 12:56 pm.