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# NARPM - OAHU CHAPTER

## Profit & Loss Budget Overview

January through December 2018

	Jan - Dec 18
Ordinary Income/Expense	
Income	
4 · Contributed support	
4210 · Corporate/business grants	1,250.00
4215 · Chapter incentive	2,000.00
Total 4 · Contributed support	3,250.00
5 · Earned revenues	
5180 · Program service fees	
5180.2 · Class	
5180.10 · Class Lunch	10.00
5180.3 · CE credit	440.00
5180.7 · Class Fees	1,000.00
Total 5180.2 · Class	1,450.00
Total 5180 · Program service fees	1,450.00
5180.1 · Conference	
5180.4 · Conference Lunch	420.00
5180.6 · Conference fees	0.00
5180.9 · Public Seminar	33,000.00
Total 5180.1 · Conference	33,420.00
5182 · Program related cost	
5182.1 · Conference Expenses	
5182.4 · Conference Lunch cost	-4,600.00
5182.6 · Conference cost	-190.00
5182.8 · Conference - Outside Services	-150.00
5182.9 · Public Seminar	
5183.1 · Binders	-3,200.00
5183.11 · Miscellaneous	-230.00
5183.2 · Stamps	-784.00
5183.3 · Supplies	-125.00
5183.4 · Advertising	-1,000.00
5183.6 · Lunch	-11,000.00
5183.9 · Door prizes	-300.00
Total 5182.9 · Public Seminar	-16,639.00
Total 5182.1 · Conference Expenses	-21,579.00
5182.2 · Class cost	
5182.13 · Class - supplies	0.00
5182.3 · CE Credit Cost	0.00
5182.5 · Class Lunch-cost	0.00
Total 5182.2 · Class cost	0.00
Total 5182 · Program related cost	-21,579.00
5210 · Membership dues - vendors	4,450.76
5215 · Member dues	3,165.00
5445 · Cost of monthly lunch	
5446 · Lunch collection	38,100.00
5447 · Lunch cost	-35,950.00
Total 5445 · Cost of monthly lunch	2,150.00
5455 · Christmas Party	
5455.3 · Christmas - miscellaneous	-1,000.00
Total 5455 · Christmas Party	-1,000.00
Total 5 · Earned revenues	22,056.76
Total Income	25,306.76
Gross Profit	25,306.76

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02/17/18  
Cash Basis

**NARPM - OAHU CHAPTER**  
**Profit & Loss Budget Overview**  
January through December 2018

	Jan - Dec 18
Expense	
5182.14 · Room rental	275.00
5281 · General Excise	1,485.00
7500 · Other personnel expenses	
7520 · Accounting fees	375.00
7540 · Administrator fees	8,400.00
Total 7500 · Other personnel expenses	8,775.00
8300 · Travel & meetings expenses	
8310 · Travel	3,800.00
8320 · Conference, convention, meeting	800.00
Total 8300 · Travel & meetings expenses	4,600.00
8500 · Misc expenses	
8520 · Promotion	50.00
8535 · Contributions	1,150.00
8540 · Staff development	1,250.00
8545 · Entertainment	1,000.00
8550 · Luncheon Meeting	0.00
8585 · Board of directors meeting	300.00
Total 8500 · Misc expenses	3,750.00
8586 · Insurance	621.00
Total Expense	19,506.00
Net Ordinary Income	5,800.76
Net Income	5,800.76



**OAHU CHAPTER**

**National Association of Residential Property Managers**

## **OAHU CHAPTER MONTHLY LUNCHEON**

### **March Topic: Conflict Creatively Speaker: Tracey Wiltgen, Esq.**

When emotions are high, lawsuits are filed, relationships are broken, and people resign from the jobs or positions. To prevent the negative impact of high-emotion disputes learn how to Conflict Creatively and help people talk through, negotiate and resolve conflicts and differences in the work place.

Tracey Wiltgen, Esq. is the Executive Director of the Mediation Center of the Pacific, Inc., a non-profit dispute resolution corporation that serves over 5,000 people annually through direct mediation and dispute resolution processes that enable people to resolve a broad array of disputes. Tracey has successfully mediated and facilitated hundreds of conflicts as well as created numerous dispute resolution programs to address community needs. An adjunct professor at the University of Hawaii's William S. Richardson School of Law, Tracey has conducted trainings and workshops on Conflict Resolution, Facilitation and Mediation throughout Hawaii.

**When:** Tuesday, March 21, 2017 beginning at **11:30 AM - 1:30 PM**

**Where:** Japanese Cultural Center of Hawaii

2454 S. Beretania Street, 5<sup>th</sup> Floor

Honolulu, HI 96826-1524

To reserve your seat at this luncheon please complete and submit a Luncheon Reservation form Prior to **March 18, 2017**.

Reservation Rates are as Follows:

<b>NARPM Members</b>	
Prepaid Lunch	\$30.00
No Reservation Walk-In*	\$40.00

<b>Non-NARPM Members</b>	
Prepaid Lunch	\$40.00
No Reservation Walk-In*	\$50.00

**\*WALK-IN:** This rate will be charged to all attendees who are unable to register before the luncheon and would still like to attend by registering at the door on the day of the luncheon.

*For information on registration for the luncheon, contact Sabrina Gustafson at (808) 469-5336*

*For membership information, contact Gina Garcia Hee at (808) 738-3161*



**OAHU CHAPTER**

## **OAHU CHAPTER MONTHLY LUNCHEON**

### **April Topic: Cybersecurity** **Speaker: Capt. John D. McCarthy**

Did you know 43% of cyber attacks are targeted at small businesses? Or that 60% of small businesses go out of business within 6 months of a cyber attack? Or that 52% of security breaches are the result of human error or system failure? Come learn how to protect yourself and your business from these cyber attacks and prevent you from being a statistic.

Captain John D. McCarthy works with the Honolulu Police Departments (HPD) Cybersafety unit. Captain McCarthy will be discussing the everyday threats to your cybersecurity. He will discuss what you need to know about Cybersecurity, what it is and why you are at risk. What to look out for and signs that your cybersecurity has been compromised. And where to go if you think you have been hacked.

**When:** Tuesday, April 18, 2017 beginning at **11:30 AM - 1:30 PM**

**Where:** Japanese Cultural Center of Hawaii

2454 S. Beretania Street, 5<sup>th</sup> Floor

Honolulu, HI 96826-1524

To reserve your seat at this luncheon please complete and submit a Luncheon Reservation form Prior to **April 15, 2017**.

Reservation Rates are as Follows:

<b>NARPM Oahu Chapter Members</b>	
Prepaid Lunch	\$30.00
No Reservation Walk-In*	\$40.00

<b>Non-Chapter Members</b>	
Prepaid Lunch	\$40.00
No Reservation Walk-In*	\$50.00

**\*WALK-IN:** This rate will be charged to all attendees who are unable to register before the luncheon and would still like to attend by registering at the door on the day of the luncheon.

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**OAHU CHAPTER**

National Association of Residential Property Managers

## **OAHU CHAPTER MONTHLY LUNCHEON**

**June Topic: District Court Eviction Proceedings**  
**Speaker: District Court Judge Michael Tanigawa**

Last month you found out how to get your tenants out after you have a Court Judgment for Possession. This month come hear about the nuts and bolts of getting a Judgment for Possession. This month we are honored to have District Court Judge Michael Tanigawa explain what happens when your eviction case goes before the court. Learn what judges do and how they think so you can get a favorable judgment the first time around.

**When:** Tuesday, July 18, beginning at **11:30 AM - 1:30 PM**

**Where:** Japanese Cultural Center of Hawaii

2454 S. Beretania Street, 5<sup>th</sup> Floor

Honolulu, HI 96826-1524

To reserve your seat at this luncheon please complete and submit a Luncheon Reservation form Prior to **July 15, 2017**.

Reservation Rates are as Follows:

<b>NARPM Oahu Chapter Members</b>	
Prepaid Lunch	\$30.00
No Reservation Walk-In*	\$40.00

<b>Non-Chapter Members</b>	
Prepaid Lunch	\$40.00
No Reservation Walk-In*	\$50.00

**\*WALK-IN:** This rate will be charged to all attendees who are unable to register before the luncheon and would still like to attend by registering at the door on the day of the luncheon.

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For membership information, contact Gina Garcia Hee at (808) 738-3161*



**OAHU CHAPTER**

## **OAHU CHAPTER MONTHLY LUNCHEON**

### **October Topic: Honolulu Section 8 Rental Assistance Program**

#### **Speaker: Brian Minatoya**

Come learn about the Honolulu City & County Section 8 Program. What it is; Who can participate; and the benefits for your business. Speaker Brian Minatoya serves as the City & County of Honolulu - Department of Community Services (Community Assistance Division) Section 8 Landlord Specialist and Family Self Sufficiency Case Manager; helping low-income families with rental assistance and progress towards self-sufficiency.

His experience includes working as a case manager for homeless military veterans and families with supportive services, workforce placement, counseling, referrals, facilitating classes, and housing. He is an alumni of the University of Hawaii at Manoa College of Arts of Sciences where he earned a degree in Sociology and had lead the Undergraduate Students of Sociology Association organization as their President. Brian's hobbies include volunteering, spending time with family, and hiking around the world.

**When:** Tuesday, October 17, 2017, beginning at **11:30 AM - 1:30 PM**

**Where:** Japanese Cultural Center of Hawaii

2454 S. Beretania Street, 5<sup>th</sup> Floor

Honolulu, HI 96826-1524

To reserve your seat at this luncheon please complete and submit a Luncheon Reservation form Prior to **October 14, 2017**.

Reservation Rates are as Follows:

<b>NARPM Oahu Chapter Members</b>	
Prepaid Lunch	\$30.00
No Reservation Walk-In*	\$40.00

<b>Non-Chapter Members</b>	
Prepaid Lunch	\$40.00
No Reservation Walk-In*	\$50.00

**\*WALK-IN:** This rate will be charged to all attendees who are unable to register before the luncheon and would still like to attend by registering at the door on the day of the luncheon.

*For information on registration for the luncheon, contact Sabrina Gustafson at (808) 469-5336  
For membership information, contact Gina Garcia Hee at (808) 738-3161*

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## **OAHU CHAPTER MONTHLY LUNCHEON**

### **September Topic: Early Access Mediation**

### **Speakers: Gary Shiraishi & Nathan Nikaido**

Ever get the feeling your Tenant's are not communicating with you because they just don't like you. Ever feel like your Tenant's have the money to pay rent but just choose not to. Be the first to learn about a new program being rolled out by the Mediation of the Pacific to help deal with Landlord/Tenant Communication. A FREE mediation service, Early Access Mediation (EAM) is a new service being offered that is geared towards helping landlords resolve problems quickly and successfully.

Kaimuki resident **Gary Shiraishi** is currently a volunteer mediator for the Mediation Center of the Pacific. He started in 1994 with The Islander Group, where he was VP of Sales, though which he participated in the Adopt-a-Court program to provide mediation to courts that had difficulty finding mediators. He was trained and mediated cases at the Wahiawa District Court as well as in Honolulu.

Lifelong Hawaii resident, **Nathan Nikaido** is Mediator Manager with the Mediation Center of the Pacific. Currently, Mr. Nikaido supervises MCP's pool of 125 volunteer mediators. Supervises MCP's on-site mediation program at District Court. Nathan has mediated approximately 3,000 cases, most on-site at District Court.

**When:** Tuesday, September 19, 2017, beginning at **11:30 AM – 1:30 PM**

**Where:** Japanese Cultural Center of Hawaii

2454 S. Beretania Street, 5<sup>th</sup> Floor

Honolulu, HI 96826-1524

To reserve your seat at this luncheon please complete and submit a Luncheon Reservation form  
Prior to **September 16, 2017**.

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

**Date:** Saturday, January 14, 2017

**Place:** Kulana Knolls Meeting Room 94-750 Anoiki St., Waipahu, HI 96797

**Time:** 10:00 am

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

**By Invitation:** Sabrina Gustafson, Karen Cardoza, Craig Minami, and Marybel Aspili.

**Call to Order:** President Darlene Higa, called the meeting to order at 10:25am

**Approval of Minutes:**

- A motion was made and seconded to approve the minutes of the December 7, 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.

**Executive Session:**

- During executive session, a motion was made and seconded to accept the nomination of Darlene Higa as Chapter President for 2017. The motion was carried 6 to 0.
- Also during the executive session, a motion was made and seconded to accept the nomination of Bradley Isa as Immediate Past President for 2017. The motion was carried 6 to 0.

**Old Business:**

- Sabrina: Comments on website/notices, etc. She is reviewing the site on a regular basis. It seems that several emails are bouncing back. We will be passing around a sheet asking members to update their contact/email information. Dates of the Luncheons are posted on the website.
- Darlene: Maui Chapter Update. Last month (December 2016) Maui became a full-fledged chapter! Darlene still assists. They will have their first Executive Board meeting next week and are planning a conference. Their first membership meeting will be in February. Thereafter they will be meeting quarterly.
- Lurline: Christmas Party Recap. The party was a success. Everyone had a great time. We collected 265 lbs. of food for the Food Bank. Special Olympics sent a thank you letter for the donation. Both letters will be placed on the screen at our January luncheon
- Code of Ethics: Liz volunteered to read an article at each luncheon starting in February.
- Darlene: Strategic Planning Committee. Darlene asked if we should continue with this committee. It was unanimously decided that there was no need as we already are planning things/events at Board meetings.
- Darlene: Newspaper Articles. Per Darlene Cathy will continue, but needs articles and questions.

- Chapter Dues: Becky did some research on how other Chapters are charging and recommended that we start charging for dues. Sabrina Gustafson will put something together that will be financially beneficial for the chapter and will present it to the Board.

**New Business:**

- Chapter Excellence-Due February 28, 2016 (Chapter Compliance)-Carol will review and complete. Darlene will help.
- Monthly Flyer-Speaker topic/verbiage: Darlene has secured speakers up to July 2017.
- National Conference Calls-Quarterly-Per Darlene all Directors are welcomed to listen in. The dates for the calls for 2017 are Feb. 16, April 15, June 15, August 16, and November 11, 2017.
- Darlene: Expo March 8 and 9. A motion was made and seconded not to participate this year. Motion carried 8 to 0. Darlene will send Alan Lam an email regarding the Board's decision.
- Lurline: State Conference May 15 and 16. Per Lurline the speakers have already been set.
- Christmas Party: December 12, 2017. It was recommended that Darlene ask Dusty to see if Woodstock Properties will help plan this year's party.
- Welcoming at Each Meeting: It was unanimously agreed that it would be nice if Darlene and a Board member greet members as they come in for our luncheon meetings as a kind gesture of appreciation for them taking the time to attend.
- Darlene: Renewals from National. The deadline to renew was extended to February. Thereafter, Darlene will receive a list of those who have not renewed.
- App of the month/tip of the month/gadget of the month will be coordinated by Sabrina. She will make the January presentation and then will ask the general membership if anyone wants to share during our monthly luncheons.
- Leadership Academy: Our President Elect Carol Ginoza will attend this year.

**Adjournment:** Motion was made and seconded the there being no further business the meeting adjourned. Motion carried 8 to 0 meeting ended at 1:45 pm.



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

**Date:** Friday, June 15, 2017

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

**Time:** 12:10 pm

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

**By Invitation:** Sabrina Gustafson, Marybel Aspili, and Craig Minami.

**Call to Order:** President Darlene Higa, called the meeting to order at 12:05pm

**Approval of Minutes:**

- A motion was made and seconded to approve the minutes of the May 12, 2017 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.
- The GE Tax will have to be paid.
- There was a concern that we lost money on the CE Class. It was suggested that we consider charging more next time.

**Old Business:**

- Lurline-2017 Conference Feedback: 52 participants completed the evaluation. Overall the comments were positive. Everyone enjoyed the event.
- Darlene: Leadership in St. Louis: National has not posted the registration forms as of date. Carol will need to insure once it is up that she registers right away so that we can apply for a grant. The grant will need to be submitted at least 30 days prior to the event.
- Darlene-National Conference: The Chapter covers the air, hotel room, and car for the President Elect Carol. She was reminded to submit all receipts for reimbursement.
- Sabrina/Carol: Mom & Pop Update. The schedule has been completed. All speakers have confirmed-except for the Q & A Panel of Speakers.

Carol suggested that we talk with building managers about posting a flyer on their bulletin board. We will also advertise in the Star Advertiser. Darlene will speak with Carl about doing the morning radio interview with Rick Hamada.

After much discussion about the cost of the seminar for Board members, it was decided to table it until Sabrina can report at our next meeting on previous discounts. It was agreed that we should have a policy in place regarding reimbursements and discounts to board members.



### **Committee Reports:**

- Becky: Vendor Update: Hawaii Movers is our newest vendor. They signed on as two separate vendors-Hawaii Movers and Hawaii Storage. Effective July any new vendor will be pay only 50% as half of the year has gone by. For the Mom & Pop Seminar vendors will be charged \$125.00 which includes one free lunch. Late fee registration will be \$200.00. It was proposed that we increase the vendor fees. Becky will speak with the vendors and report back to the Board.
- Sabrina: Website: Everything is going good. The luncheon flyer gets posted after it is initially sent out.

It was suggested that a way to increase the attendance at each luncheon an incentive be created. One suggestion was made about awarding members who attend 11 meetings in a year

- Liz: Code of Ethics. Liz will be presenting the Code of Ethics section 9-1 to 9-2.
- Karen/Amanda. Legislative Update: SB 119 Tenant Application Fees did not pass. Amanda will give an update on bills at the luncheon.
- Ad Articles: Cathy. She is again asking for questions.
- Designation Committee: Richard. Not Present.
- Volunteer Projects: Craig Minami: It was suggested that we volunteer at the Ronald McDonald house in September. Right now, they are holding two dates for us September 2 or 9. We will need to confirm the date and if we are serving breakfast, lunch, or dinner.

### **New Business:**

- Brad-2018 New Board Nominations: The Nomination committee consists of Becky, Richard, and Brad. Nominations will have to be finalized by the end of August. Voting will be done in September.
- PTSD-Alan Lam project for 2017 National Conference. Darlene will ask for copy of the flyer before presenting it to the membership. The Board will review and make a final decision at the next meeting. It was discussed that the Chapter will donate \$1000.00 on behalf of the membership. Sabrina will draft a form.
- Darlene-National Conference Call: National has set a sub-committee to help with Chapter websites. Each chapter will be assigned one person they can talk to one on one with any issues they may have.

It was suggested that Lurline and Cathy be added to the list of the "Speaker Bureau" that National has.

Professional Designations Candidates will have to submit all paperwork by August 4<sup>th</sup> to be recognized at the October Conference.

**Adjournment:** Motion was made and seconded the there being no further business the meeting be adjourned. Motion carried 8 to 0 meeting ended at 1:33 pm.

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

**Date:** Friday, November 9, 2017

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

**Time:** 12:00 pm

**Attendance:** Bradley Isa, Erik Covarubias, Laurene Young, Primrose Leong-Nakamoto, Lurline Johnson, Darlene Higa, Amanda Frazier and Liz Ishimitsu.

**By Invitation:** Sabrina Gustafson, Drudi Johnston, Marybel Apili, and Mary McClaffin

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

### **Approval of Minutes:**

- A motion was made and seconded to approve the minutes of the October 12, 2017 meeting with corrections. 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.
- There are some Board members who have not cashed their reimbursement checks.

### **Old Business:**

- Darlene: Brad will conduct the November luncheon while Carol and Darlene are away at the Leadership conference. Darlene also attended the PBS Insights and found it interesting.
- Darlene: UH Housing Fair for Faculty was attended by Laurene, Bradley and Darlene. Darlene conducted a breakout session.
- PAC Silent Auction Donation. Lots of money was raised. Bids were high lots of items went for more than its value.
- Darlene: Leadership Conference- Carol will attend as our 2018 President. Board members were asked to voice any concerns that Carol can have addressed at the conference on behalf of Oahu Chapter.

### **Committee Reports:**

- Website-Sabrina: Web changes done by National are going well. However, there are some members who are stating that email is wrong-they will need to contact National to update their records. A reminder to members to pay their 2018 Chapter dues will be going out soon,
- Code of Ethics-Liz: Liz will read Code of Ethics 12-1 to 12-4 at our next luncheon.
- Government Affairs-Karen/Amanda: No updates.
- Vendors-Becky: No updates.
- Ad Articles- Cathy still needs articles.
- Designation Committee-Richard. Not Present.
- Marybel: Christmas Party-The next planning meeting is November 17<sup>th</sup>.

**New Business:** None

**Adjournment:** Motion was made and seconded the there being no further business the meeting be adjourned. Motion carried 8 to 0 meeting ended at 12:55 pm.



**OAHU CHAPTER**

National Association of Residential Property Managers

## **OAHU CHAPTER MONTHLY LUNCHEON**

**February Topic: Social Media 101**

**Speaker: Sharon Gutierrez**

Do you Post? or Tweet? Do you take Photos? or Selfies? What social media platforms are you associated with? Facebook, Twitter, Instagram and Pinterest are just several of the Social Media Platforms available to the average consumer. Are you using these platforms to your greatest advantage?

Come gain perspective on what the difference social media channels are, how they work, and how they can work for you. Learn how to hone in on your target market and get your message out. Sharon Gutierrez owner of Shar' Enterprise has been helping local companies for many years with social media management, political campaign consulting, website revision and design, branding and rebranding, event planning, marketing strategy and marketing coaching. Ms. Gutierrez is one of Hawaii's best internet marketers and is excited to share her knowledge with us.

**When:** Tuesday, February 21, 2017 beginning at **11:30 AM - 1:30 PM**

**Where:** Japanese Cultural Center of Hawaii

2454 S. Beretania Street, 5<sup>th</sup> Floor

Honolulu, HI 96826-1524

To reserve your seat at this luncheon please complete and submit a Luncheon Reservation form Prior to **February 18, 2017**.

Reservation Rates are as Follows:

<b>NARPM Members</b>	
Prepaid Lunch	\$30.00
No Reservation Walk-In*	\$40.00

<b>Non-NARPM Members</b>	
Prepaid Lunch	\$40.00
No Reservation Walk-In*	\$50.00

**\*WALK-IN:** This rate will be charged to all attendees who are unable to register before the luncheon and would still like to attend by registering at the door on the day of the luncheon.

*For information on registration for the luncheon, contact Sabrina Gustafson at (808) 469-5336*

*For membership information, contact Gina Garcia Hee at (808) 738-3161*



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**OAHU CHAPTER**

National Association of Residential Property Managers

## **OAHU CHAPTER MONTHLY LUNCHEON**

### **June Topic: Process Servers & Sheriffs**

**Speaker: Michael A. Shannon, Blaise Hirayama, Leini Delima  
& Sgt. Kevin Eckart**

You hear it every month...I didn't make it to the bank or post office on time. The check is in the mail. What do you mean there were insufficient funds? The words of a Tenant who is taking advantage of the situation and failing to pay rent on time. When you say enough is enough where do you go? An Eviction Lawyer? A Process Server? A local Sherriff? Come find out what steps you should take and what you should do to get the bad tenant out and a good tenant in.

This month we will have speakers from both the private and public sectors give their take on evictions. What they do. How their jobs differ. And what they can do to make your dealings with a problematic tenant easier.

**When:** Tuesday, June 20, beginning at **11:30 AM - 1:30 PM**

**Where:** Japanese Cultural Center of Hawaii

2454 S. Beretania Street, 5<sup>th</sup> Floor

Honolulu, HI 96826-1524

To reserve your seat at this luncheon please complete and submit a Luncheon Reservation form Prior to **June 17, 2017**.

Reservation Rates are as Follows:

<b>NARPM Oahu Chapter Members</b>	
Prepaid Lunch	\$30.00
No Reservation Walk-In*	\$40.00

<b>Non-Chapter Members</b>	
Prepaid Lunch	\$40.00
No Reservation Walk-In*	\$50.00

**\*WALK-IN:** This rate will be charged to all attendees who are unable to register before the luncheon and would still like to attend by registering at the door on the day of the luncheon.

*For information on registration for the luncheon, contact Sabrina Gustafson at (808) 469-5336*

*For membership information, contact Gina Garcia Hee at (808) 738-3161*

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

**Date:** Friday, March 17, 2017

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

**Time:** 12:15pm

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

**By Invitation:** Sabrina Gustafson, Marybel Aspili, Craig Minami, and Karen Cardoza. Richard Vierra arrived at 12:30pm.

**Call to Order:** President Darlene Higa, called the meeting to order at 12:05pm

**Approval of Minutes:**

- A motion was made and seconded to approve the minutes of the February 17, 2017 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.
- The 2016 taxes have been completed and filed. The Board unanimously approved paying Pat Young for his services.

**Old Business:**

- Sabrina: Comments on website/notices, etc. Sabrina received the list of members who have not renewed. There are some members who have not taken the NARPM Ethics course. Sabrina suggested that perhaps we could move them to support staff status for now. Then once they complete the course they can be moved back to professional status.
- Lurline/Laurene: State Conference Update – Per Laurene the NARPM class for day one (May 15) is not yet CE approved. Changes to the verbiage were made by Marsha at HAR and resubmitted to the REC.

The line-up of speakers for day two are:

Kelli Tollifson (NARPM National), Jelani Madaraka (HUD), Matt Smith (CS Accounting & Tax Services, Inc.), and Kevin Tengen RA, (RE/MAX Prestige).

- Sabrina/Carol: Mom & Pop Update-The venue has been set at JCC. Still seeking a Keynote speaker.
- Sabrina: 2017 Chapter Dues: Sabrina will announce at next week's luncheon that we will be collecting Chapter dues beginning April 2017 the yearly dues will be \$25.00. The dues will need to be paid each calendar year. Effective April the luncheon charge will be \$30.00 if chapter dues have been paid \$40.00 all others.

- Sabrina: Tech & Tip of the month for March 2017: Two vendors have volunteered to do a presentation. Sabrina will check back with them. If they cannot do it for this luncheon, Sabrina will do it.

**New Business:**

- Darlene: Code of Ethics – Liz will be presenting the code of ethics section 1-8 to 1-10.
- Becky: Vendor Update – New vendor ServePro will be attending their first luncheon next week. We will have a guest vendor from Diamond Parking as well.
- Amanda: Government Affairs – There is a HB that is not yet had a hearing regarding charging for application fees and providing applicants with a copy of the credit report. She may be asking testimonials from agents.
- Darlene for Cathy: Articles for Star Advertiser: Cathy is still needing ideas for articles.
- Darlene: Monthly Luncheon: Speaker will be Tracy Witgen, Esq. Topic: Conflict Creatively.
- Craig Minami: Volunteer Project-Craig suggested that we pursue doing a project at Ronald McDonald house. He mentioned that there are several ways we can help; i.e., provide a cooked meal, holiday decorating, help in their office. He will look further into this and get back to the Board. We are looking to do this service project later in the year.

**Adjournment:** Motion was made and seconded the there being no further business the meeting be adjourned. Motion carried 8 to 0 meeting ended at 1:30 pm.



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

**Date:** Friday, August 11, 2017

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

**Time:** 12:10 pm

**Attendance:** Carol Ginoza, Bradley Isa, Erik Covarubias, Karen Cordoza, Laurene Young, Primrose Leong-Nakamoto, Becky Gustafson, Lurline Johnson, Darlene Higa, and Liz Ishimitsu.

**By Invitation:** Sabrina Gustafson, Marybel Aspili, and Craig Minami.

**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 July 14, 2017 meeting with corrections. 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.
- Sabrina has been diligent in collecting late fees and no shows.
- Salvation Army has sent a "Thank You" note. It was circulated for all to read.

**Old Business:**

- Darlene: 2017 National Conference & PTSD: Carol and Darlene will be attending. An announcement will be made at the luncheon encouraging agents to attend. PTSD-Alan has cancelled his request of seeking donations/sponsoring him. However, he will still be riding with the group and is not seeking Oahu Chapter sponsorship.
- Darlene-Donation to Salvation Army: A motion was made and seconded to ratify the board decision made during a special meeting to donate \$1000 to the Salvation Army to go towards the victims of the Marco Polo fire. Motion carried 8 to 0.
- Sabrina-Mom and Pop Seminar Update: The count right now is 218. We have eight speakers that have confirmed. Emcee will be Darlene. Sabrina will be moderator for the panel. The books have been ordered. We are charging \$125.00 for anyone requesting a book and not the attending seminar. The book will have blank lined pages for notes eliminating the need to purchase note pads. Carol will be picking up the leis. Six vendors have signed up. Sabrina has also made goodie bags for the speakers. There is a survey in back of the book and a prize will be drawn amongst those who complete the survey.

**Committee Reports:**

- Vendor Update-Becky: New vendor Premier Hawaii. Sears has paid; however, Aaron is no longer with the company.
- Website-Sabrina: National has not contacted her regarding updates for the website.
- Government Affairs-Karen/Amanda: Amanda requests that all complete the recent survey distributed to members by HBR.



## OAHU CHAPTER

National Association of Residential Property Managers

- Ad Articles- Cathy. She is again asking for questions.
- Designation Committee-Richard. Not Present.
- Volunteer Projects-Craig Minami: Currently, 9 have volunteered thus far. All must complete a volunteer form from Ronald McDonald House.
- Nomination Committee-Bradley: Received two applications one has expressed interest in being the secretary and the other a director. Still seeking a President Elect.

### New Business:

- September Luncheon: Topic has been changed to Early Access Mediation. Speakers: Gary Shiraishi and Nathan Nikaido. In Darlene and Carol's absence Bradley will conduct the meeting. Bradley will also be conducting the October luncheon meeting as well. Both Darlene and Carol will be away.
- PAC Silent Auction at National Conference: It was unanimously agreed to donate an Amazon gift card \$100 up to \$150 as it is easier to transport. Darlene to pick up the cards
- Marybel Aspili-Christmas Party 2017: The committee has met. This year's theme is "Elfing" around the North Pole. The committee is requesting \$1000 to purchase gifts and items needed to prepare for this event. A motion was made and seconded. Motion carried 8 to 0.

**Adjournment:** Motion was made and seconded the there being no further business the meeting be adjourned. Motion carried 8 to 0 meeting ended at 12:57 pm.

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

**Date:** Friday, February 17, 2017

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

**Time:** 12:15pm

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

**By Invitation:** Sabrina Gustafson, Marybel Aspili and Primrose Leong Nakamoto.

**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 January 14, 2017 meeting 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.
- Pat will complete and file the tax return for 2016.

**Old Business:**

- Sabrina: Comments on website/notices, etc. Membership has closed and there is a list out of people that have not renewed. Membership stands at 214 having lost the members of the Maui Chapter. A future board meeting schedule has been sent out, but the board meetings for April 13 and November 9, 2017 will be on Thursdays. Darlene will give Sabrina a list of members that have not renewed to be emailed out and remind them they are missed.
- Darlene: Welcoming Members – at the last luncheon Becky welcomed members to the luncheon and felt it was a very important thing to do. The feedback was positive and she encourages all board members to take part in welcoming attendees at the next luncheon.
- Chapter Excellence/Compliance - Due February 28, 2016 (Chapter Compliance) - Carol and Sabrina will complete the compliance documents and Darlene will help. Chapter Excellence is not required but the good thing is that the excellence criteria have changed and it is now a lot more engaging as a chapter versus how many it was conducted in the past. It will cover a period of January 1, - December 31, 2016.
- Lurline/Laurene: State Conference May 15 and 16. Per Lurline the speakers have already been set. Laurene has been working with Marsha to get CE credit. The course is longer because the exam does not count as course time. The National Flyer is still not correct and needs to be revised to remove Darlene's name. Lunch needs to be figured out. Bentos for lunch are anywhere between \$10-\$23 and we are allowed to spend up to \$10 a person for lunch or snacks. Becky will ask Vendors if they would like to sponsor a snack, breakfast or dessert.



- Sabrina/Carol: Mom & Pop Conference – About 220 people attended last year and our goal for this year is 250 – 275. This year's theme would be centered around Identify and Reducing Potential Liability Risks – How to Minimize Liability and Avoid Litigation. This would include items such as identifying liability risk, how to deal with them and move forward with business. Water Hazards – what they are and how they should be handled including the risks of mold and mildew. Bed Bugs – how to handle, and mitigate the issues to reduce damage. How to deal with mindfulness in the workforce reducing conflicts in the work place. A suggestion was made to also include how to mitigate damage from online exposure.
- Sabrina: Chapter Due research – Last year we averaged 68 members 9 vendors and 11 guest per luncheon which means we averaged about \$110 profit per luncheon minus expenses. An option for charging membership dues includes charging \$25 for local membership dues. Then everyone who is a local member would be charged \$30 for the luncheon and everyone else would pay \$40. It was moved and seconded that the membership dues would be \$25 and would begin to be instituted in April 2017. Motion carried 7 to 0.
- Sabrina: Tech & Tip of the Month – Sabrina will do the tip for February. Anyone can volunteer to do a presentation just let her know.

**New Business:**

- Darlene: Code of Ethics – Liz will be presenting the code of ethics section 1-5, 1-6.
- Becky: Vendor Update – New vendor Trade Publications joined and will be attending their first luncheon next week.
- Amada: Government Affairs – presented through report she is watching several bills and will let us know when she feels NARPM should get involved. Sabrina stated the results of the survey regarding supporting a property manager audit were provided to Amanda and she recommends NARPM not take a stand on the issue at this time.
- Darlene: Christmas Party – She spoke with Dusty and her office is not interested in being involved in the Christmas party at this time. We are still looking for someone to Chair the committee.
- Darlene: Government Affair Travel – A motion was made and seconded that the NARPM board give the Chapter Government Affairs Chair \$1000 to put towards the cost of travel to A Day on the Hill. Motion carried 7 to 0.

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



**OAHU CHAPTER**

## **OAHU CHAPTER MONTHLY LUNCHEON**

### **January Topic: Industry Update**

### **Speakers: Berton Hamamoto, Lurline Johnson & Robert Lau**

Happy New Year!!! This month we are proud to present a luncheon filled with new information and updates in hopes of getting your 2017 off to a great start.

First, Berton Hamamoto, Principal Broker for Property Profiles, Inc. will present a Re-Cap of the 2016 legislative initiatives effecting the Hawaii Property Management industry. He will also explain what the Outlook for the property management industry looks like in 2017 and things you should keep an eye on in the up coming months.

Then Lurline Johnson, an Agent with Property Profiles, Inc. will discuss the Honolulu Board of Realtors New Property Management Agreement. She will provide an in depth discussion about the agreement, what it is and how it can be used as well as discuss the pros and cons of using the form.

Finally, Robert Lau, the Tech Solution Coach with HiCentral MLS , Ltd. will present the New MLS rental profile sheet and discuss how you can use it in your daily business to be more productive and successful.

**When:** Tuesday, January 17, 2016 beginning at 11:30 AM - 1:30 PM

**Where:** Japanese Cultural Center of Hawaii

2454 S. Beretania Street, 5<sup>th</sup> Floor

Honolulu, HI 96826-1524

To reserve your seat at this luncheon please complete and submit a Luncheon Reservation form Prior to **January 15, 2017**.

Reservation Rates are as Follows:

<b>NARPM Members</b>	
Prepaid Lunch	\$30.00
No Reservation Walk-In*	\$40.00

<b>Non-NARPM Members</b>	
Prepaid Lunch	\$40.00
No Reservation Walk-In*	\$50.00

**\*WALK-IN:** This rate will be charged to all attendees who are unable to register before the luncheon and would still like to attend by registering at the door on the day of the luncheon.

*For information on registration for the luncheon, contact Sabrina Gustafson at (808) 469-5336  
For membership information, contact Gina Garcia Hee at (808) 738-3161*

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**OAHU CHAPTER**

## **OAHU CHAPTER MONTHLY LUNCHEON**

### **November Topic: Did You Know?**

### **Speaker: City & County of Honolulu Employees**

This month, come learn from some of the City & County of Honolulu's key Agencies. Have all your burning questions answered and get great points of contacts for all your future rental issues.

First, Captain Mokulehua from the Honolulu Fire Department will be speaking about HFD's "Smoke Alarm for Everyone" or "SAFE" program. As well as their Programs for Senior's or those age 60+. Then Jennifer Elfein from the Honolulu Board of Water Supply will be with us to talk about Water Leaks and conservation. She will explain how their FREE toilet leak detection program can save you hundreds of dollars annually and prevent extensive water damage. Finally, Henry Gabriel and Evan Bisho from the City and County of Honolulu Recycling Division will speak about the City's "Household Hazardous Waste" (HHW) program. Come learn what you can put where and how to protect yourself from Hazardous Waste.

**When:** Tuesday, November 14, 2017, beginning at **11:30 AM - 1:30 PM**

**Where:** Japanese Cultural Center of Hawaii

2454 S. Beretania Street, 5<sup>th</sup> Floor

Honolulu, HI 96826-1524

To reserve your seat at this luncheon please complete and submit a Luncheon Reservation form Prior to 12:00pm on **November 11, 2017**.

Reservation Rates are as Follows:

<b>NARPM Oahu Chapter Members</b>	
Prepaid Lunch	\$30.00
No Reservation Walk-In*	\$40.00

<b>Non-Chapter Members</b>	
Prepaid Lunch	\$40.00
No Reservation Walk-In*	\$50.00

**\*WALK-IN:** This rate will be charged to all attendees who are unable to register before the luncheon and would still like to attend by registering at the door on the day of the luncheon.

*For information on registration for the luncheon, contact Sabrina Gustafson at (808) 469-5336  
For membership information, contact Gina Garcia Hee at (808) 738-3161*

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

**Date:** Friday, July 14, 2017

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

**Time:** 12:07 pm

**Attendance:** Carol Ginoza, Bradley Isa, Erik Covarubias, Lurline Johnson, Darlene Higa, and Laurene Young.

**By Invitation:** Sabrina Gustafson, Marybel Aspili, Prim Nakamoto and Craig Minami.

**Call to Order:** President Darlene Higa, called the meeting to order at 12:07pm

**Approval of Minutes:**

- A motion was made and seconded to approve the minutes of the June 15, 2017 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.
- The May conference brought in close to \$5,000 in income across both days. The GE Tax on the income was paid.
- Two new vendors joined – Hawaii Self Storage and Hawaii Moving Services.

**Old Business:**

- Darlene: National Conference - Carol will be attending the conference in October and the 2018 Chapter President. Darlene will also attend. Carol needs to submit all receipts for trip expenses to get reimbursement.

**Committee Reports:**

- Sabrina: Website – Everything is going good, NARPM National has not assigned a person to help wit the Chapter websites yet.
- Liz: Code of Ethics - Liz will be presenting the Code of Ethics Article 4 Obligations to Tenants-Section 4-1 to 4-5.
- Becky: Vendor Update – Not Present.
- Karen/Amanda. Legislative Update – No new update. HAR is working on an application fee bill. The Late Fee bill was signed and goes into effect in November 2017.
- Cathy: Ad Articles - She is again asking for questions.
- Richard: Designation Committee- Not Present.
- Craig Minami: Volunteer Projects – The volunteer project is set for September 9<sup>th</sup> and confirmed with the Ronald McDonald house for both lunch and dinner. At the June Luncheon we had 5 people sign up to volunteer and the application/background check form needs to be completed by the volunteer and submitted at least a couple days before the event. Craig will make another announcement for sign up at the luncheon.

- Brad: 2018 Board Nominations – There is 1 position open for Secretary and 2 positions for Board of Directors.
  - So Far the 2018 Board Consist of - Carol Ginoza as President, Laurene Young as Treasurer, Becky Gustafson & Erik Covarubias as Directors and Darlene Higa as Past President.
  - At the June luncheon two people put in applications for the board: Drudi Johnson and Mary McClaffin.
  - A call for nominations will be made and the July Luncheon.
- Sabrina/Carol: Mom & Pop Update - Darlene spoke with Section 8 Housing and they have agreed to send out a mailing for the August Seminar. Darlene will drop of 500 stuffed seminar envelopes to be mailed out by Section 8.
  - The Star Advertiser is running a summer special for the ad. The special is either 1 5x5 column ad for \$1450 or 2 5x5 column ads for \$1750. It was moved to run 2 ads one on July 23<sup>rd</sup> and August 6<sup>th</sup>. Motion passed 6 to 0. In between the paid ads Cathy will run a mini ad in the weekly Q&A section.

#### **New Business:**

- Darlene: Big Island CE Class – the Big Island Chapter will be hosting the NARPM CE class on the 22 and 23. Members are encouraged to sign up.
- PTSD-Alan Lam project for 2017 National Conference. Alan submitted a flyer he would like sent out to the membership. The board believed the flyer submitted need revision as the sponsorship directors were vague in regards to who the donations were going to given to and whether Alan would be using the Oahu Chapter Name in his ride campaign
  - The treasurer stated in the past the Chapter has not donated to the National Convention cause. She would like the recommended donation of \$1000.00 reexamined at the next meeting when she can provide previous year examples.
- Sabrina: Board Compensation Recommendation – last meeting Sabrina was asked to make a presentation on previous chapter event discounts given to board members and make a recommendation on a formal Board Compensation Policy. She presented the following:
  - The May 2017 Conference was discounted 53% or \$35 for board members.
  - The August 2016 Seminar was discounted 67% or \$25 for board members.
  - In the past the board President was not charged for either event.
  - It was recommended in the future that board members receive a discount of 50% for all events except the luncheon.
  - A motion was made that the President receive all chapter events including the monthly luncheons for free. Additionally, all nine board members would receive a discount of 50% for all chapter events except the monthly luncheons and all committee chairs and co-chairs would not be charged for their committee events. Motion passed 6 to 0.

**Adjournment:** Motion was made and seconded the there being no further business the meeting be adjourned. Motion carried 8 to 0 meeting ended at 1:21 pm.

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

**Date:** Friday, September 15, 2017

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

**Time:** 12:00 pm

**Attendance:** Bradley Isa, Erik Covarubias, Karen Cordoza, Laurene Young, Primrose Leong-Nakamoto, Becky Gustafson, Lurline Johnson, Darlene Higa, and Liz Ishimitsu.

**By Invitation:** Sabrina Gustafson

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

**Approval of Minutes:**

- A motion was made and seconded to approve the minutes of the August 11, 2017 meeting with corrections. Motion carried 7 to 0.

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

- A motion was made and seconded to approve the August 2017 Treasurer's Report. Motion carried 7 to 0.
- We made a good profit from the Mom & Pop Seminar approximately \$14,300+ !
- Various individuals have reimbursement checks outstanding and have failed to turn in receipts for expenses. Laurene urged everyone to cash their checks, and turn in receipts before the end of the year to close out the books. Specifically she needs receipts for the President Elect travel to submit them to National for a grant.

**Old Business:**

- Darlene: September Monthly Luncheon - She will be away and our Past President Bradley Isa will be conducting the luncheon meeting in her absence.
- Darlene: PAC Silent Auction Donation. It was unanimously agreed that we donate a \$150 gift card. Darlene will put together a gift basket with some Hawaiian goodies in with the gift card.

**Committee Reports:**

- Website-Sabrina: Everything is going good. She and a volunteer at National have connected.
- Code of Ethics-Liz: Liz will read Code of Ethics 11-1 to 11-5 at our next luncheon.
- Government Affairs-Karen/Amanda: No updates.
- Vendors-Becky: Kreative Kamaaina has signed up as a new vendor. Since they paid for a full year-she will use part of that monies to pay for their lunch at the monthly meetings.

Becky will draft a new agreement letter for next year. It was decided that we should charge the same price for being on the website or attending the luncheon meetings. The reason is we need vendors present at the monthly meetings.





## OAHU CHAPTER

National Association of Residential Property Managers

- Ad Articles- We will be using questions from the recent Mom & Pop seminar for articles as well.
- Designation Committee-Richard. Not Present.
- Volunteer Project at Ronald McDonald House-Primrose: The project went great it was well organized by Craig Minami. There were enough volunteers and lots of food donations for both lunch and dinner. However most of the house guests were out at the hospital with their loved ones. The volunteers got a tour of the beautiful facility.
- Nomination Committee-Bradley is stepping down as the chair. He will be running as President Elect. Becky will take over and announce at the luncheon that since the seats were uncontested we have two new Board members. Mary McClaffin of Sakuma Realty will be the new secretary and Drudi Johnston of Marie Hansen Properties will become a new director.

### Nomination Slade for 2018 Oahu Board of Directors

Past President: Darlene Higa

President: Carol Ginoza

Vice President/President Elect: Bradley Isa

Secretary: Mary McClaffin

Treasurer: Laurene Young

Director-New: Lurline Johnson

Director-New: Drudi Johnston

Director-continuing: Erik Covarrubis

Director-continuing: Becky Gustafson

- Mom & Pop Update: Sabrina passed out the Evaluation and seminar recap for the August 15<sup>th</sup> Seminar. It was well attended. Lots of comments! There were problems with the sound system and Manoa Grand Ballroom was aware of the situation the day before. Regarding the mailout to Section 8 owners-600 was mailed out over 14% was returned...most of envelopes returned were marked "deceased".
- Christmas Party-Darlene: Their next planning meeting is Friday, September 22<sup>nd</sup>.

### New Business:

- Hawaii Region Ambassador-Darlene: Darlene announced that she was asked and has accepted the position as our new Hawaii Region Ambassador. Congratulations!!
- Volunteers needed: Darlene is seeking volunteers to help her at a few upcoming events  
UH Housing Fair for the faculty-Monday, October 30, 2017-1:30pm to 4:45pm at UH. All volunteers will need to complete a registration form.  
Hawaii Home Ownership Center Luncheon-Wednesday, September 27, 2017 12noon-1pm. She needs one person to attend with her.



## OAHU CHAPTER

National Association of Residential Property Managers

Hawaii Home Ownership Center Fundraiser-Monday, November 13, 2017

Insights of PBS Hawaii-Live Public Q & A-Topic: Sprinkler Systems in Older Buildings.

Thursday, November 2, 2017 8pm-9pm.

- Chapter Dues for 2018: A motion was made and seconded to increase the dues to \$30. Motion carried 7 to 0.

**Adjournment:** Motion was made and seconded the there being no further business the meeting be adjourned. Motion carried 7 to 0 meeting ended at 12:58 pm.

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

**Date:** Thursday, October 12, 2017

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

**Time:** 12:00 pm

**Attendance:** Erik Covarubias, Laurene Young, Becky Gustafson, Lurline Johnson, Darlene Higa, Amanda Frazier.

**By Invitation:** Sabrina Gustafson, Craig Minami, Primrose Leong-Nakamoto, Karen Cardoza

**Call to Order:** President Darlene Higa, called the meeting to order at 12:03pm

### **Approval of Minutes:**

- A motion was made and seconded to approve the minutes of the September 15, 2017 meeting with corrections. Motion carried 6 to 0.

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

- A motion was made and seconded to approve the September 2017 Treasurer's Report. Motion carried 6 to 0.
- A couple of outstanding checks need to be cashed or re-issued. One was for Prim Nakamoto and the other was for Carol.
- We are waiting on receipts from Carol in order to apply for the NARPM National Grant of \$750.00.

### **Old Business:**

- Darlene: October & November Luncheons - Carol and Darlene will not be attending the October luncheon or the November luncheon because they will be at the Leadership Conference. Brad will be taking the lead at the luncheon.
- Darlene: UH Housing Fair for Faculty – Darlene, Laurene and Brad will attend the Fair and Brad will bring the signs for the event. Sabrina will send Darlene the Landlord/Tenant reference flyer. Darlene will also bring the recent NARPM Seminar Binder for people to flip through.

### **Committee Reports:**

- Sabrina: Website - Everything is going good. The 2018 Dates are posted on the website. Speakers to be added later.
- Liz: Code of Ethics - Code of Ethics Article 2-1 and 2-2 will be read by Liz at our next luncheon.
- Becky: Vendors – New prospective members are waiting until 2018 to join and are attending just as guest. First two vendors to the Christmas party will be charged Member Rate. Additional, attendees will be charged Guest Rate.
- Amanda/Karen: Government Affairs – The first meeting for the application fees was held and policy and laws from other states were reviewed. A bill draft will be underway which addresses the legislatures concerns about increased fees and providing a report

to a screened tenant and the requirements to provide the prospective tenants with a copy. The next HAR Government Affairs meeting will be in October 2017 and is a closed meeting. Karen will remind attendees at the luncheon that the 8% late fee change goes into effect on November 1, 2017.

- Cathy: Ad Articles – Articles are always needed. Please submit prospective ideas to Cathy.
- Richard: Designation Committee - Not Present.
- Marybel: X-Mas Party – Next meeting is October 27, 2017. Flyer is being worked on and should be sent out by the end of November.

**New Business:**

- Amanda: National Convention Silent Auction Biding is available to all members. The items are posted online but bidding does not begin until the first day of the conference.
- Darlene: Carol will be able to take any Chapter concerns to the National Leadership seminar next month. Please give her your ideas/comments.

**Adjournment:** Motion was made and seconded the there being no further business the meeting be adjourned. Motion carried 6 to 0 meeting ended at 12:30 pm.

In response to the Chapter Compliance Election section the following information is submitted as substantial evidence that the chapter held an election in accordance with our bylaws.

- The Nominating Committee was formed by May 2017 and was chaired by former Past President Bradley Isa.
  - It consisted of five members, Chair Bradley Isa, Committee Members Liz Ishimitsu, Erik Covarrubias, Becky Gustafson and Sabrina Gustafson.
- The Nominating Committee called for board member applications in June 2017. See the following application circulated among the chapter.
- By July 2017 the Nominating Committee reported they received three applications, 1 for Secretary, 1 for Treasurer and 1 for Director.
- The application was again circulated at the July 2017 Luncheon. And, a call for write-in candidates was made to the general membership at the July 2017.
- In September 2017, Nominating Committee Chair Bradley Isa removed himself from the committee and Immediate Past President Liz Ishimitsu became Chair of the committee and Darlene Higa joined the Nominating Committee.
- An application for Vice President was received.
- On September 16, 2018 the uncontested slate of candidates was presented to the Board of Directors and ratified.
- The uncontested slate was elected to office at the October 2017 luncheon.



## Board of Directors Self-Nomination Form

To be eligible to serve as a Director of the NARPM Oahu Chapter the candidate shall:

- 1) Be a Chapter Professional Member in good standing.
- 2) Be a member of the National Association in good standing.
- 3) Be ready, willing and able to serve if elected to office.

### Position on the Board of Directors:

I understand the minimum requirements and qualifications for service on the Chapter Board and wish to be considered for the following position:

☐ Vice-President ☐ Treasurer ☐ Secretary ☐ Director

If you are currently a Chapter Board Member, what is your position? \_\_\_\_\_

### Biographical Information:

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Position in Company: ☐ Business Owner ☐ Business Partner ☐ Employee ☐ Other

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mark Professional Designations held: ☐ MPM® ☐ RMP® ☐ CRMC®

Years of real estate experience: \_\_\_\_\_ Years of property management experience: \_\_\_\_\_

How long have you been a Professional Member of NARPM®?

☐ Please list other designation(s) and association(s) tied to: \_\_\_\_\_

\_\_\_\_\_

Other Business, Community, and Civic Organization affiliations held: \_\_\_\_\_

\_\_\_\_\_

In 500 words or fewer please explain what unique skill, talent, and experience you possess and how would each of those traits would contribute to your service on the Chapter Board.

References: Please list three (3) professional references:

	NAME	CONTACT NUMBER	RELATIONSHIP
1.			
2.			
3.			

**AFFIRMATION:** I have answered each question truthfully, completely, and to the best of my knowledge. I understand the Chapter Bylaws require candidates and Board Members to be, and remain, members in good standing at all times. The application process is confidential and I hereby agree not to disclose or discuss confidential issues with parties outside of the nominating committee.

I understand Nominating Committee may choose to call the individuals listed above while conducting their reference checks and ask them a set of factual questions on my performance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form **8879-EO****IRS e-file Signature Authorization  
for an Exempt Organization**

OMB No. 1545-1878

Department of the Treasury  
Internal Revenue Service

For calendar year 2017, or fiscal year beginning ....., 2017, and ending ....., 20 .....

▶ Do not send to the IRS. Keep for your records.  
▶ Go to [www.irs.gov/Form8879EO](http://www.irs.gov/Form8879EO) for the latest information.**2017**

Name of exempt organization

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

Employer identification number

**71-0962244**

Name and title of officer

**Darlene Higa  
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 one 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>90,517</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, line 3c)	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 2017 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 2017 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 2017 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 ▶ **02/06/18****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 2017 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 ▶ **02/06/18****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** (2017)



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

**2017****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.

Go to [www.irs.gov/Form990EZ](http://www.irs.gov/Form990EZ) for instructions and the latest information.

<b>A</b> For the 2017 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	<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) Room/suite		<b>E</b> Telephone number <b>808-957-0520</b>
	<b>2131 S. Beretania St. STE 204</b>		<b>F</b> Group Exemption Number <b>▶</b>
	City or town, state or province, country, and ZIP or foreign postal code		
	<b>Honolulu HI 96826</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) ( <b>6</b> ) (insert no.) <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>▶ \$ 90,517</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	82,961
	3	Membership dues and assessments	3	7,556
	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	<b>90,517</b>	
<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	72,788
	17	<b>Total expenses.</b> Add lines 10 through 16 <b>▶</b>	17	<b>72,788</b>
<b>Net Assets</b>	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	17,729
	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	16,198
	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	<b>33,927</b>

For Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2017)

Form 990-EZ (2017)

**National Association of Residential** 71-0962244Page **2****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	16,098	22	33,827
23 Land and buildings	0	23	
24 Other assets (describe in Schedule O)	100	24	100
25 Total assets	16,198	25	33,927
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)	16,198	27	33,927

**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	72,788
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)	32	72,788

**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 ☐

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Elizabeth Ishimitsu Secretary	0.00	0	0	0
Laurene Young Treasurer	0.00	0	0	0
Carol Ginoza Vice President	0.00	0	0	0
Darlene Higa President	0.00	0	0	0
Becky Gustafson Director	0.00	0	0	0
Bradley Isa Director	0.00	0	0	0
Amanda Frazier Director	0.00	0	0	0
Lurline Johnson Director	0.00	0	0	0
Eric Covarrueias Director	0.00	0	0	0

**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
33 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	33	X
34 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)	34	X
35a 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)?	35a	X
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	35b	
c 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	35c	X
36 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	36	X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions	37a	
b Did the organization file Form 1120-POL for this year?	37b	X
38a 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?	38a	X
b If "Yes," complete Schedule L, Part II and enter the total amount involved	38b	
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9	39a	
b Gross receipts, included on line 9, for public use of club facilities	39b	
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 <input type="checkbox"/> ; section 4912 <input type="checkbox"/> ; section 4955 <input type="checkbox"/>		
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	40b	
c 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		
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization		
e 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	40e	X
41 List the states with which a copy of this return is filed <b>None</b>		
42a The organization's books are in care of <b>Patrick Young</b> Telephone no. <b>808-941-4016</b> 2131 S. Beretania		
Located at <b>Honolulu</b> HI ZIP + 4 <b>96826</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: <input type="checkbox"/>	42b	X
See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
c At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country: <input type="checkbox"/>	42c	X
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year <b>43</b>		
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a	X
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	44b	X
c Did the organization receive any payments for indoor tanning services during the year?	44c	X
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d	
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a	X
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)	45b	X

Form 990-EZ (2017)

**National Association of Residential** 71-0962244

Page 4

- 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

☐ Yes ☐ 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

**Darlene Higa**

Date

**President**

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name

Patrick G.W. Young

Preparer's signature

Patrick G.W. Young

Date

02/10/18

Check ☐ if self-employed

PTIN

P00445849

Firm's name

Patrick G.W. Young, Inc.

Firm's EIN

99-0210521

Firm's address

2131 S Beretania St #204  
Honolulu, HI 96826

Phone no.

808-957-0520

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

☒ Yes ☐ No

Form 990-EZ (2017)

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

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2017**Open to Public  
Inspection

Name of the organization

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

Employer identification number

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

Description	Amount
<b>Expenses</b>	
Travel	\$ 4,495
Conference & meetings	\$ 55,962
Professional fees	\$ 6,375
Promotion	\$ 1,674
General excise tax	\$ 1,941
Meetings	\$ 470
Insurance	\$ 621
Staff Development	\$ 1,250
<b>Total</b>	<b>\$ 72,788</b>

**Form 990-EZ, Part II, Line 24 - Other Assets**

Description	Beg. of Year	End of Year
Other Loans Receivable	\$ 100	\$ 100
Equipment	\$ 2,824	\$ 2,824
Less Accumulated Depreciation	\$ 2,824	\$ 2,824
<b>Total</b>	<b>\$ 100</b>	<b>\$ 100</b>

**Form 990-EZ, Part III - Primary Exempt Purpose**

The organization primary purpose is to educate and exchange  
information on how to improve and raise the standards and  
professionalism of residential property management.

Name of the organization

National Association of Residential

Employer identification number

71-0962244

## 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.

▶ Go to [www.irs.gov/Form4562](http://www.irs.gov/Form4562) for instructions and the latest information.

OMB No. 1545-0172

**2017**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	510,000
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	2,030,000
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	510,000
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 2016 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 don't enter more than line 11	12	0
13	Carryover of disallowed deduction to 2018. Add lines 9 and 10, less line 12	13	1,017

**Note:** Don't use Part II or Part III below for listed property. Instead, use Part V.**Part II Special Depreciation Allowance and Other Depreciation (Don't 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 (Don't include listed property.) (See instructions.)****Section A**

17	MACRS deductions for assets placed in service in tax years beginning before 2017	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 2017 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			27.5 yrs.	MM	S/L	
			39 yrs.	MM	S/L	

**Section C—Assets Placed in Service During 2017 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.

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DAA

There are no amounts for Page 2

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

Description	Amount
Dues	\$ 7,556
Total	\$ 7,556