



OAHU CHAPTER

National Association of Residential Property Managers

2021

Oahu Chapter Board Positions (voting members)

President (1 st yr)	Liz Ishimitsu	808-591-9780	liz@mhprops.net
President Elect	Arlene Kim-Kawamoto	808-388-9123	arlene@pointofsailrealty.com
Past President	Bradley Isa	808-779-7176	bradley.y.isa@gmail.com
Secretary	Becky Gustafson	808-778-4824	grehawaii@gmail.com
Treasurer	Laurene Young	808-754-4005	laurene808@outlook.com
Director (second year)	Drudi Johnston	808-282-1010	drudi808@gmail.com
Director (second year)	Prim Nakamoto	808-224-4044	alohaprim@gmail.com
Director (first year)	Karen Cardoza	808-551-0180	Karen@windwardrealtyllc.com
Director (first year)	Marybel Aspili	808-428-5664	Marybel.Aspili@yahoo.com

Oahu Chapter Committees/Staff

Assistant to the Chapter	Chair	Bradley Isa	Bradley.y.isa@gmail.com
Assistant to the Chapter		Andrew?li Lydia?bi	
Mom n Pop	Chair	Marybel Aspili	Marybel.Aspili@yahoo.com
Mom n Pop		Laurene Young	laurene808@outlook.com
Mom n Pop		Prim Nakamoto	alohaprim@gmail.com
Mom n Pop		Arlene Kim-Kawamoto	arlene@pointofsailrealty.com
Christmas party	Chair	Krista/Jasmine	
Code of Ethics	Chair	Drudi Johnston	drudi808@gmail.com
Government Affairs	Chair	Karen Cardoza	karen@windwardrealtyllc.com
Luncheon Speaker	Chair	Darlene Higa	darlene@pro808.com
Luncheon Registration		Laurene/Prim/Marybel	
Nominating		Carole/Darlene	
Service Project	Chair	Arlene Kim-Kawamoto	arlene@pointofsailrealty.com
Vendor	Chair	Becky Gustafson	grehawaii@gmail.com
Membership/Designation	Chair	Drudi/Marybel/Liz	

Fwd: Monthly Luncheon - January 21, 2020

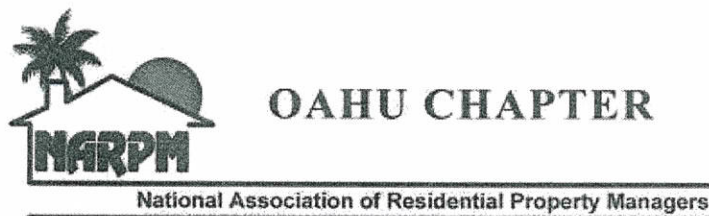
NARPM Oahu Chapter <narpm.oahuchapter@gmail.com>

Fri 1/15/2021 4:34 PM

To: Laurene H. Young <laurene808@outlook.com>

📎 1 attachments (178 KB)

LuncheonRSVP Jan 2020.pdf;



OAHU CHAPTER MONTHLY LUNCHEON

January Topic: 2020 Fire & Building Code Changes, What You Need to Know!

Speaker: Randy Trager, Trager Design

Come learn about the changes to the Hawaii Building and Fire Code. Some of these changes went into effect in the Fall, others began January 1, 2020. Make sure your units are legal and would pass a fire inspection.

Randy Trager, has an extensive background in Industrial Engineering including design, contracting, plan drawing and permitting. Experience working in five West Coast states he's been there and done that and is here to help answer all your permitting questions.

When: Tuesday, January 21, 2020 beginning at 11:30 AM - 1:30 PM

Where: Japanese Cultural Center of Hawaii

2454 S. Beretania Street, 5th Floor

Honolulu, HI 96826-1524

To reserve your seat at this luncheon please complete and submit a Luncheon Reservation form Prior to 12:00pm (Noon) on **January 18, 2020**.

Reservation Rates are as Follows:

NARPM Oahu Chapter Members		Non-Chapter Members	
Prepaid Lunch	\$35.00	Prepaid Lunch	\$45.00
No Reservation Walk-In*	\$45.00	No Reservation Walk-In*	\$55.00

***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.

NOTE: NARPM Oahu Chapter Members are Licensed Real Estate Agents who have joined the Local NARPM Oahu Chapter for 2020. To inquiry on your membership status please contact NARPM.OahuChapter@gmail.com. To receive the member rate Membership Dues must be paid 30 days before the event.

[Reservation Form](#)

Fwd: Monthly Luncheon - February 18, 2020

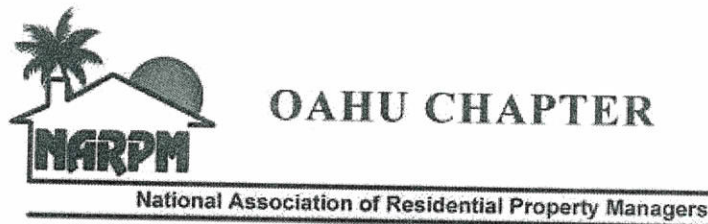
NARPM Oahu Chapter <narpm.oahuchapter@gmail.com>

Fri 1/15/2021 4:36 PM

To: Laurene H. Young <laurene808@outlook.com>

📎 1 attachments (179 KB)

Luncheon RSVP Feb 2020.pdf;



Please Note: The deadline to RSVP has been changed. Reservations must be received by NOON on the FRIDAY before the luncheon.

OAHU CHAPTER MONTHLY LUNCHEON

February Topic: Property Management - More & Better in 2020

Speakers: Lurline Johnson & Robert Lau

This month we are proud to present a luncheon filled industry updates and information that can help you become the best property manager you can be.

We are honored to have both Lurline Johnson, Vice President and Broker in Charge at Property Profiles Incorporated and Robert Lau, the Customer Relations Representative and Senior MLS Trainer and Tech Support Specialist, working at HBR & HicentralMLS. Together they will go over new technology, business procedure and practices that can make you a better property manager in 2020. You won't want to miss this information packed luncheon.

When: Tuesday, February 18, 2020, beginning at 11:30 AM - 1:30 PM

Where: Japanese Cultural Center of Hawaii

2454 S. Beretania Street, 5th 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 **February 14, 2020.**

Reservation Rates are as Follows:

NARPM Oahu Chapter Members		Non-Chapter Members	
Prepaid Lunch	\$35.00	Prepaid Lunch	\$45.00
No Reservation Walk-In*	\$45.00	No Reservation Walk-In*	\$55.00

***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.

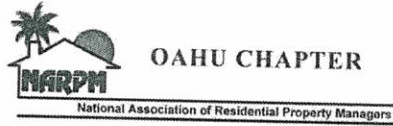


Fwd: Come Join Us Tomorrow.....We've Missed You!!!

Sabrina Gustafson <bria.gus.2007@gmail.com>

Fri 1/15/2021 4:59 PM

To: Laurene H. Young <laurene808@outlook.com>



The NARPM Oahu Chapter would like to say
"We've Missed You!!!"

Come Join Us for Our First Virtual Chapter Meeting

This month we will be joined by HECO Customer Business Management Services Manager Bill Carreira. Their presentation seeks to share valuable information and resources for managing a business or commercial electric utility account. There will be value tips on setting up an account, rate information and bill cost management. We will also discuss service reliability, safety and how to easily access company resources. In addition, there will be an overview of customer renewable energy programs to include photovoltaic and electric vehicle technology. Bring your questions, and friendly face to this first ever online event.

Mr. Carreira is responsible for developing and directing programs to provide support for business account not served by key account management. He started at HECO 21 years ago and has served as Energy Services Account Manager, Commercial & Industrial Energy Efficiency Program Manager, AMI Project Engineer and most recently as Customer Energy Manager. Mr. Carreira will also be joined by Customer Business Management Services Consultant Kathleen Freitas and Customer Energy Resources Director Yoh Kawanami.

Finally, we will also be joined by the individuals from the Department of

Community Services will with be speaking on the Individual Household Relief Program and how property managers can get their tenant's to apply and qualify for rent relief.

When: Tuesday, October 13, 2020, beginning at 11:30 AM

Where: Online Via Zoom - Join us from the comfort of your own office or home.

Use one of the methods below to join the meeting.

No need to reserve your seat, all are welcome. We ask you login at least 10 minutes prior to the start of the meeting to ensure you have time to deal with any connection and technical issues. Additionally, we ask you MUTE yourself during the program so all can enjoy the speakers.

Ways to Join the Meeting

- Join Zoom Meeting

[https://us02web.zoom.us/j/84053349981?](https://us02web.zoom.us/j/84053349981?pwd=SHVwMjZQT1c5anhGVWc0bmRLY0NRdz09)

[pwd=SHVwMjZQT1c5anhGVWc0bmRLY0NRdz09](https://us02web.zoom.us/j/84053349981?pwd=SHVwMjZQT1c5anhGVWc0bmRLY0NRdz09)

Meeting ID: 840 5334 9981

Passcode: 858856

- One Tap Mobile

+12532158782,,84053349981#,,,,,0#,,858856# US
(Tacoma)

+13462487799,,84053349981#,,,,,0#,,858856# US
(Houston)

- Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 840 5334 9981

Passcode: 858856

- Find your local number: <https://us02web.zoom.us/j/kbsG2ZG6sz>

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You are receiving this email because you are a member of NARPM National.

Our mailing address is:

The NARPM Oahu Chapter
95-1030 Meheula Pkwy., #894569
Mililani, HI 96789

Add us to your address book

Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list.



Fwd: Join Us Now!!!!

Sabrina Gustafson <bria.gus.2007@gmail.com>

Fri 1/15/2021 5:00 PM

To: Laurene H. Young <laurene808@outlook.com>

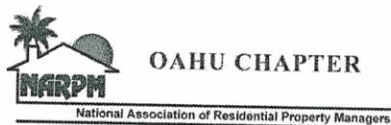
----- Forwarded message -----

From: **NARPM Oahu Chapter** <NARPM.OahuChapter@gmail.com>

Date: Tue, Nov 17, 2020 at 11:14 AM

Subject: Join Us Now!!!!

To: <sabrina.grehawaii@gmail.com>



The NARPM Oahu Chapter would like to say

"Come Join Us"

This month we want to check in with our members and address many issues property managers have been dealing with during the pandemic. Our guest panelist will be answering some common questions and providing up to date information about problems and concerns seen in the industry over the last six months.

When: Tuesday, November 17, 2020, beginning at 11:30 AM

Where: Online Via Zoom - Join us from the comfort of your own office or home.

Join Zoom Meeting

[https://us02web.zoom.us/j/88360489197?](https://us02web.zoom.us/j/88360489197?pwd=T0lzUEErbWZZNFdAwZ1AxRHRremFnQT09)

[pwd=T0lzUEErbWZZNFdAwZ1AxRHRremFnQT09](https://us02web.zoom.us/j/88360489197?pwd=T0lzUEErbWZZNFdAwZ1AxRHRremFnQT09)

Meeting ID: 883 6048 9197

Passcode: mJ0i8p

No need to reserve your seat, all are welcome. We ask you login at least 10 minutes prior to the start of the meeting to ensure you have time to deal with any connection and technical issues. Additionally, we ask you MUTE yourself

during the program so all can enjoy the speakers.

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You are receiving this email because you are a member of NARPM National.

Our mailing address is:

The NARPM Oahu Chapter
95-1030 Meheula Pkwy., #894569
Mililani, HI 96789

[Add us to your address book](#)

Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list.



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. 1545-0047

2020**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 for instructions and the latest information.

A For the 2020 calendar year, or tax year beginning**, and ending****B** Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organizationNATIONAL ASSOCIATION OF RESIDENTIAL
PROPERTY MANAGERS - OAHU CHAPTER

Number and street (or P.O. box, if mail is not delivered to street address)

2131 S. BERETANIA ST. STE 204

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

HONOLULU

HI 96826

D Employer identification number

-*2244

E Telephone number

808-957-0520

F Group Exemption

Number ▶

G Accounting Method: ☒ Cash ☐ Accrual Other (specify) ▶**I** Website: N/A**J** Tax-exempt status (check only one) — ☐ 501(c)(3) ☒ 501(c)(6) ◀ (insert no.) 4947(a)(1) or 527**K** Form of organization: ☐ Corporation ☐ Trust ☒ Association ☐ Other**H** Check ☒ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).**L** 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)) are \$500,000 or more, file Form 990 instead of Form 990-EZ**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I) ▶ \$ 12,147Check if the organization used Schedule O to respond to any question in this Part I ☒

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	
	2	Program service revenue including government fees and contracts	2	7,297
	3	Membership dues and assessments	3	4,850
	4	Investment income	4	
	5a	Gross amount from sale of assets other than inventory	5a	
	5b	Less: cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events:	6	
	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	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	12,147	
Expenses	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	18,339
	17	Total expenses. Add lines 10 through 16	17	18,339
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)	18	-6,192
	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	42,094
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	35,902

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990-EZ** (2020)

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	41,994	22	35,802
23 Land and buildings	0	23	
24 Other assets (describe in Schedule O)	100	24	100
25 Total assets	42,094	25	35,902
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)	42,094	27	35,902

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	
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	

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 PRESIDENT ELECT	0.00	0	0	0
LAURENE YOUNG TREASURER	0.00	0	0	0
CAROL GINOZA PAST PRESIDENT	0.00	0	0	0
ARLENE KIM-KAWAMOTO SECRETARY	0.00	0	0	0
BECKY GUSTAFSON DIRECTOR	0.00	0	0	0
BRADLEY ISA PRESIDENT	0.00	0	0	0
DRUDI JOHNSTON DIRECTOR	0.00	0	0	0
MARYBEL ASPILI DIRECTOR	0.00	0	0	0
PRIMROSE LEONG NAKAMOTO 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		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		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)?		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		X
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		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		X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions	37a	X
b Did the organization file Form 1120-POL for this year?		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:	39a	
a Initiation fees and capital contributions included on line 9	39b	
b Gross receipts, included on line 9, for public use of club facilities		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under:		
section 4911; section 4912; section 4955		
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	NONE	
42a The organization's books are in care of	PATRICK YOUNG	
2131 S. BERETANIA		
Located at	HONOLULU	
HI	ZIP + 4	96826
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	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	42c	X
43 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	43	
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

- 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		
49a		
49b		

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

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

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

- 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

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

PATRICK G.W. YOUNG

Preparer's signature

PATRICK G.W. YOUNG

Date

01/15/21

Check ☐ if self-employed

PTIN

Firm's name

PATRICK G.W. YOUNG, INC.

Firm's address

2131 S BERETANIA ST #204
HONOLULU, HI 96826

Firm's EIN ****-***0521**

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

Phone no. 808-957-0520

☒ Yes ☐ No

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 for the latest information.

OMB No. 1545-0047

2020

Open to Public
Inspection

Name of the organization

NATIONAL ASSOCIATION OF RESIDENTIAL
PROPERTY MANAGERS - OAHU CHAPTER

Employer identification number

-*2244

FORM 990-EZ, PART I, LINE 16 - OTHER EXPENSES

DESCRIPTION

AMOUNT

EXPENSES

CONFERENCE & MEETINGS

\$ 5,219

PROFESSIONAL FEES

\$ 12,093

MEETINGS

\$ 221

INSURANCE

\$ 656

MISCELLANEOUS

\$ 150

TOTAL \$ 18,339

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

TOTAL \$ 100 \$ 100

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.

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

Name of the organization

Employer identification number

NATIONAL ASSOCIATION OF RESIDENTIAL

-*2244

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)**Depreciation and Amortization**
(Including Information on Listed Property)

▶ Attach to your tax return.

OMB No. 1545-0172

2020Attachment
Sequence No. **179**▶ Go to www.irs.gov/Form4562 for instructions and the latest information.Name(s) shown on return **NATIONAL ASSOCIATION OF RESIDENTIAL
PROPERTY MANAGERS - OAHU CHAPTER**Identifying number
-*2244

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	1,040,000
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	2,590,000
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	1,040,000
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 2019 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 2021. 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 2020	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 2020 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	
				MM	S/L	

Section C—Assets Placed in Service During 2020 Tax Year Using the Alternative Depreciation System

(a) Class life	(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
20a 12-year			12 yrs.		S/L	
b 30-year			30 yrs.	MM	S/L	
d 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.

DAA

Form **4562** (2020)
THERE ARE NO AMOUNTS FOR PAGE 2

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01/17/21

Cash Basis

NARPM - OAHU CHAPTER

Profit & Loss Budget Overview

January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
4 · Contributed support	
4215 · Chapter incentive	
Total 4 · Contributed support	1,900.00
5 · Earned revenues	1,900.00
5180 · Program service fees	
5180.2 · Class	
5180.7 · Class Fees	0.00
Total 5180.2 · Class	0.00
Total 5180 · Program service fees	0.00
5182 · Program related cost	
5182.1 · Conference Expenses	
5182.9 · Public Seminar	4,000.00
Total 5182.1 · Conference Expenses	4,000.00
Total 5182 · Program related cost	4,000.00
5210 · Membership dues - vendors	
5215 · Member dues	750.00
5445 · Cost of monthly lunch	1,500.00
5446 · Lunch collection	
5447 · Lunch cost	0.00
Total 5445 · Cost of monthly lunch	0.00
5455 · Christmas Party	
5455.1 · Christmas Lunch	0.00
5455.2 · Christmas gifts	-2,500.00
Total 5455 · Christmas Party	-2,500.00
Total 5 · Earned revenues	3,750.00
Total Income	5,650.00
Gross Profit	5,650.00
Expense	
7500 · Other personnel expenses	
7520 · Accounting fees	392.67
7540 · Administrator fees	1,000.00
Total 7500 · Other personnel expenses	1,392.67
8100 · Non-personnel expenses	
8110 · Supplies	100.00
Total 8100 · Non-personnel expenses	100.00
8300 · Travel & meetings expenses	4,000.00
8500 · Misc expenses	
8520 · Promotion	
8535 · Contributions	0.00
8585 · Board of directors meeting	2,000.00
8590 · Other expenses	750.00
Total 8500 · Misc expenses	500.00
8586 · Insurance	3,250.00
Total Expense	676.00
Net Ordinary Income	9,418.67
Net Income	-3,768.67

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01/15/21

Cash Basis

NARPM - OAHU CHAPTER
Balance Sheet
As of December 31, 2020

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash in bank - operating	35,805.04
Total Checking/Savings	35,805.04
Accounts Receivable	
1110 · Accounts receivable	100.00
Total Accounts Receivable	100.00
Total Current Assets	35,905.04
TOTAL ASSETS	35,905.04
LIABILITIES & EQUITY	
Equity	
3010 · Unrestrict (retained earnings)	42,096.46
Net Income	-6,191.42
Total Equity	35,905.04
TOTAL LIABILITIES & EQUITY	35,905.04

NARPM - OAHU CHAPTER

Profit & Loss

January through December 2020

	Jan - Dec 20
Ordinary Income/Expense	
Income	
5 · Earned revenues	
5180 · Program service fees	
5180.2 · Class	
5180.7 · Class Fees	357.00
Total 5180.2 · Class	357.00
Total 5180 · Program service fees	357.00
5182 · Program related cost	
5182.1 · Conference Expenses	
5182.9 · Public Seminar	
5183.1 · Binders	0.00
5183.11 · Miscellaneous	0.00
5183.6 · Lunch	0.00
Total 5182.9 · Public Seminar	0.00
Total 5182.1 · Conference Expenses	0.00
5182.2 · Class cost	
5182.5 · Class Lunch-cost	0.00
Total 5182.2 · Class cost	0.00
Total 5182 · Program related cost	0.00
5210 · Membership dues - vendors	2,104.72
5215 · Member dues	2,745.50
5445 · Cost of monthly lunch	
5446 · Lunch collection	6,395.58
5447 · Lunch cost	-5,219.42
Total 5445 · Cost of monthly lunch	1,176.16
5455 · Christmas Party	
5455.1 · Christmas Lunch	544.42
Total 5455 · Christmas Party	544.42
Total 5 · Earned revenues	6,927.80
Total Income	6,927.80
Gross Profit	6,927.80
Expense	
7500 · Other personnel expenses	
7520 · Accounting fees	392.67
7540 · Administrator fees	11,700.00
Total 7500 · Other personnel expenses	12,092.67
8100 · Non-personnel expenses	
8110 · Supplies	0.00
Total 8100 · Non-personnel expenses	0.00
8300 · Travel & meetings expenses	
8310 · Travel	0.00
Total 8300 · Travel & meetings expenses	0.00
8500 · Misc expenses	
8545 · Entertainment	0.00
8585 · Board of directors meeting	220.55
8590 · Other expenses	150.00
Total 8500 · Misc expenses	370.55

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01/15/21

Cash Basis

NARPM - OAHU CHAPTER
Profit & Loss
January through December 2020

	Jan - Dec 20
8586 - Insurance	
Total Expense	656.00
Net Ordinary Income	13,119.22
Net Income	-6,191.42
	-6,191.42



OAHU CHAPTER

National Association of Residential Property Managers

BYLAWS

Adopted 2004

Revised: November 2012

Last Revision: September 2015

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ARTICLE I: Name

Section A: Name - The name of this organization shall be the Oahu Chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

ARTICLE II: Purposes, Powers and Definitions

Section A: Purpose - The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry ~~in the Hawaiian Islands~~ on the Island of Oahu, [Hawaii](#).
2. To promote a standard of business ethics, professionalism and fair business practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiatives in the ~~Hawaiian Islands~~-State of Hawaii.

Section B: Powers - The Chapter may exercise all powers granted to it as a corporation organized under the non-profit corporation laws of the State of Hawaii.

1. The Chapter shall be subject to all rules, regulations, ethics, and standards and bylaws of the National Association of Residential Property Managers, Inc.
2. Chapter bylaws shall not conflict with those of the National Association of Residential Property Managers, Inc., hereinafter referred to as the National Association.

Section C: Definition - This Chapter's geographical definition shall be: ~~The Island of Oahu in the State of Hawaii~~. The Pacific Basin, excluding those areas with existing Chapters.

ARTICLE III: Membership

[The organization shall have five levels of membership: Sustaining, Charter](#), Professional, Associate, Support Staff, and Affiliate Members, ~~Junior, Student, Academic and Honorary Members~~.

Section A: [Sustaining Charter](#) Member - A [Sustaining Charter](#) Member is an individual who was one of the founding members of the Chapter in 2004. Requirements relating to acceptance into the [Sustaining Charter](#) membership, suspension of [sustaining Charter](#) membership, termination of [sustaining Charter](#) membership shall be identical to those specified for Professional Members except a vacancy in the [Sustaining Charter](#) membership shall not be replaced.

Section B: Professional Member - A Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. [For the purposes of this section](#) a Professional Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. The individual must [have fulfilled the NARPM® Ethics requirement and follow his/her specific the Hawaii](#) state regulatory licensing law regarding licensure in performing the duties of a property manager [and be in good standing with the Department of Commerce and Consumer Affairs](#).

Section C: Associate Member - An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. [For the purposes of this section](#) an Associate Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. The individual, [while not required to fulfill the NARPM® Ethics requirement,](#) must follow [his/her specific the Hawaii](#) state regulatory licensing law regarding licensure in performing the duties of a property manager [and be in good standing with the Department of Commerce and Consumer Affairs](#). An Associate Member cannot hold the RMP® and/or MPM® designation, or hold elective office.

Section D: Support Staff - A Support Staff Member shall be a person acting in the role of support in the office of a Professional Member and the Support Staff Member must not be acting in a capacity requiring licensure according to [his/her specific Hawaii's](#) state regulatory licensing law. A Support Staff Member does not vote or hold elective office [but may be a member of a committee](#).

Section E: Affiliate Member - An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Affiliate members are not eligible to vote or hold elective office. Affiliate members cannot be a chairperson but can serve in advisory positions to the executive committee or chairpersons or committee members. The Chapter shall [not](#) recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter. [A Chapter Vendor Affiliate Member does not have to be a vendor affiliate member of the National Association. Affiliate membership does not, directly or indirectly imply an endorsement of the services or products provided by the Affiliate Members.](#)

~~Section F: Honorary Member - Honorary membership shall be bestowed upon individuals, who are recommended by the Chapter Executive Committee/Board of Directors to the National Association Board of Directors, and have rendered or continue to render distinguished service to the Chapter or the profession of property management. Honorary members shall pay no dues or other assessments, and shall be eligible to participate in the usual activities of the association, except they shall be ineligible to vote, hold office or serve as a member of the Executive Committee.~~

~~Section G: Junior Member — A Junior Member must meet all Professional Member qualifications. A Junior Membership is only available for new members between the ages of 18-25. A copy of a valid government issued ID must accompany the application. A Junior Membership is good for two years from join date of application. Junior members receive all the benefits as Professional Members. Dues for these members will be set during budgeting process of the Chapter. A Junior member may vote and hold an elective office.~~

~~Section H: Student Member — A Student member must be enrolled in an undergraduate or graduate field of study. The Student Application and subsequent renewal dues must be accompanied with a copy of a valid student ID card and a class schedule from the college/university where they are enrolled. Students who hold an active real estate license do not qualify and must hold a Professional Membership. Should a Student Member secure employment or work as an independent contractor for a company providing property management services, their Student Membership is terminated and the student will be offered the appropriate Support Staff or Professional Membership. Members shall have the same benefits as a Support Staff Member with the following exceptions: they will not receive the Residential Resource Magazine but can obtain it through the website. These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the Chapter. A Student Member does not vote or hold an elective office.~~

~~Section I: Academic Member — An Academic Member is an instructor who provides classroom instruction for any real estate or property management course at any accredited college/university or Real Estate School. The instructor must provide a copy of the course title they teach, which must be real estate or property management related. The instructor may not be employed or be an independent contractor with any company providing property management services. The Academic Member application will state that all NARPM® materials are to be used for the sole use of classroom instruction and promoting NARPM® and must be signed. Members shall have the same benefits as Support Staff Members with the following exceptions: they will not receive the Residential Resource Magazine but can obtain it through the website. These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the Chapter. An Academic Member does not vote or hold an elective office.~~

~~Section J: International Professional Member, International Associate Member, Life Professional Members, Life Associate Members~~

[Section F: Other Memberships as recognized by the National Association bylaws.](#)

ARTICLE IV: Application, Suspension, Termination and Reinstatement of Membership

Section A: Application – An applicant for membership in the Chapter shall first be a member of good standing with the National Association. A member of the National Association may be a member of more than one Chapter as long as that member meets all requirements for each Chapter's membership. ~~New Members~~ Professional Members must complete a ~~Code of Ethics~~ course of instruction ~~from the National Association of Residential Property Managers to become a Professional Member.~~ covering the NARPM® Code of Ethics course of instruction every 4 years or as required by the National Association.

1. Dues: Dues for each category of membership will be set at the annual budget meeting by the Board of Directors and will vary based on the financial need of the Chapter.

Section B: Suspension - Suspension of membership shall result in a member being unable to vote, hold designations and participate in Chapter matters for a period of time designated by these bylaws or the National Association bylaws or, where such discretion is authorized by the National Association, for any one of the following reasons:

1. Suspension of membership for reasons stated in the bylaws of the National Association.
2. By notification of the National ~~NARPM® Board of Directors~~ Association as a result of violations of the Code of Ethics and Standards of Professionalism.
3. For an act or omission that the Board of Directors believes is unbecoming to the Chapter or puts the Chapter in an unfavorable light for which the Board believes suspension is necessary.

Section C: Termination of Membership - Membership shall be terminated for any reason identified below. Upon termination, a member shall lose all rights and interests in the Chapter and or the National Association.

1. For any reasons stated in the bylaws of the National Association.
2. By Resignation: Any member, other than Affiliate Member, may resign at any time. ~~by forwarding~~ To resign the member must provide a letter stating such intent to the ~~Oahu Chapter~~ Board and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of Chapter or National Association dues shall be made for any reason.
3. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 75 days of the due date. Members may file a letter of appeal to the ~~Executive Committee~~ Board of Directors should an extension be needed to pay the obligation.
4. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered

delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.

5. Code of Ethics Violations: Membership is terminated due to a member's violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of National annual dues, with notification from the National Association to the ~~Chapter Executive Committee~~ Board of Directors.

Section D: Reinstatement of Membership - A former member still meeting all membership requirements shall be reinstated:

1. Upon written request, if such request is received during the calendar year during which a resignation occurred.
2. Upon written request, provided that all financial indebtedness incurred has been paid and is current.
3. After a waiting period of one calendar year from the date of termination as a result of a Presidential request or by an action of the ~~Board of Directors of the~~ National Association.
4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE V: ~~Executive Committee /~~ Board of Directors

Section A: Responsibilities - The Chapter Board of Directors, hereinafter known as the ~~Committee Board~~, shall have responsibility for the management of the Chapter and shall exercise all rights and powers not expressly reserved by these Bylaws or the Bylaws of the National Association. Such management responsibilities shall include, but not be limited to:

1. Establishing and implementing an organization framework for the Chapter.
2. Establishing new or modifying existing operating rules that are not inconsistent with these Bylaws, the Bylaws of the National Association or their intent. Changes to the Bylaws must be ~~submitted to the Board of Directors of the National Association for approval~~ made per Article: X of these Bylaws.
3. Establishing annual Chapter dues, application fees and special assessments.
4. Establishing new committees and dissolving existing committees.

Section B: ~~Executive Committee /~~ The Board of Directors – The ~~Executive Committee / Board of Directors~~ Board, shall be composed of the below nine (9) officers ~~as follows~~. Each officer shall vote at Board meetings. All Board members should faithfully attend Chapter Board

meetings. At a minimum “faithfully attend” means Board members shall attend at least seven (7) Board meetings annually.

1. President: The President shall:

- a. Be the chief executive officer of the Chapter.
- b. Preside at all meetings of the Chapter.
- c. Act as an alternate signatory for funds withdrawn from the Chapter account(s).
- d. Sign all legal documents.
- e. Undertake responsibility for such other activities as deemed appropriate by the committee.
- f. Shall ensure the completion of all documentation required by the National Association.
- g. Serve a term of one (1) year commencing with the beginning of the new calendar year.
- h. Must be a Professional Member of the Chapter.
- i. Have served as a Chapter Officer or on a Board of Directors or Committee of a professional, religious or non-profit organization a minimum of three (3) years within the previous five (5) years prior to becoming President.

2. ~~President-elect~~ Vice President: The ~~President-elect~~ Vice President shall:

- a. Act as an alternate signatory for funds to be withdrawn from the Chapter account(s).
- b. Fulfill the responsibilities of the President during his/her absence.
- c. Replace the President at the end of the calendar year.
- d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
- e. Undertake other activities as are deemed appropriate by the President.
- f. Serve a term of one (1) year commencing with the beginning of the calendar year.
- g. Must be a Professional Member of the Chapter.
- h. Have served as a Chapter Officer or on a Board of Directors or Committee of a professional, religious or non-profit organization a minimum of three (3) years within the previous five (5) years prior to becoming Vice President.

3. Secretary: The Secretary shall:

- a. Maintain current Chapter membership records to coincide with the National Association's membership database.
- b. Record, maintain and distribute minutes of all regular and special meetings of the Board as appropriate.
- c. Ensure all federal, state and local reports are filed as needed.
- d. Undertake responsibility for such other activities as deemed appropriate by the Board.

- e. Serve a term of one (1) year commencing with the beginning of the calendar year.
 - f. Notify all Chapter Members of upcoming meetings including but not limited to:
 - i. The time, date and location of said meeting.
 - ii. Chapter business to be conducted.
 - iii. Guest ~~lecturers~~ speakers who will be ~~speaking~~ participating.
 - g. Must be a Professional Member of the Chapter.
4. Treasurer: The Treasurer shall:
- a. Be a signatory for all funds withdrawn from the Chapter account(s).
 - b. Distribute annual renewal notices for Chapter dues and special assessments.
 - c. Deposit all funds into a federally insured financial institution.
 - d. Prepare a financial report for the Board upon request.
 - e. Prepare an end-of-fiscal year report for the National Association.
 - f. File tax and other financial reports with the appropriate government agencies.
 - g. Undertake responsibility for other such activities as deemed appropriate by the Board.
 - h. Serve a term of one (1) year commencing with the beginning of the calendar year.
 - i. Ensure federal, state and local reports are filed as needed.
 - j. Must be a Professional Member of the Chapter.
5. The Immediate Past President shall:
- a. Serve as Chairman of the Nominating Committee.
 - b. Act as an alternate signatory for funds withdrawn from the Chapter account(s).
 - c. Undertake responsibilities as assigned by the President.
 - d. Serve a term of one year commencing with the beginning of the calendar year.
6. Four (4) Additional Member known as Directors shall:
- a. Undertake responsibilities as assigned by the Board.
 - b. These Directors shall be divided into two levels, each level will serve a term of two (2) years commencing with the beginning of the calendar year, after the initial vote, as noted below:
 - i. The first level shall consist of the two Directors who receive the first and second greatest number of votes at the election held at the last regularly scheduled Chapter meeting after these bylaws are enacted and the new Directors shall be elected every other year.
 - ii. The second level shall consist of the two Directors who receive the third and fourth greatest number of votes at the election held at the last regularly scheduled Chapter meeting after these bylaws are enacted and they shall serve a term of one year. Following this one-year term this level will be up for election again and the Directors elected will serve a term of two years to be elected every other year.
 - c. Must be members of the Chapter.

ARTICLE VI: ~~Eligibility~~, Nominations, Elections, Terms of Office and Vacancies

~~Section A: Eligibility—To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the Chapter and the National Association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the National Association.~~

Section A: Nominating Committee:

1. Responsibilities - Nominating Committee is responsible for providing a slate of Officers/Directors each year to the general membership for voting.
2. Composition - The Nominating Committee shall be composed of 5 members.
 - a. The Immediate Past President shall serve as Chairperson, however, the most recent Past President able and willing to serve shall chair the Nominating Committee if the Immediate Past President is unable to serve.
 - b. The remaining members of the Nominating Committee shall include the two (2) Board Directors not up for election and two (2) Professional Members chosen by the Nominating Committee Chair.
 - c. To be eligible to serve on the Nominating Committee, members must be in good standing with the Chapter and the National Association.
 - d. A quorum of 3 members of the Committee shall be required to conduct the business of the Nominating Committee and electronic voting shall not be allowed.
 - e. The Nominating Committee shall be fully formed by June each year and shall serve for one (1) year. No member on the Nominating Committee may be on the nominating slate of Officers/Directors for that year. The Nominating Committee shall meet on the call of the Chairperson and no member may serve on the Nominating Committee for more than three (3) consecutive years.
3. Duties: - The duty of the Nominating Committee is to find the best candidate for each Officer/Director position from the general membership.
 - a. The Nominating Committee shall call for applications 45 days before the scheduled voting for that election year via the website, electronically or verbally at a monthly Chapter Meeting. The Nominating Committee shall carefully review each application submitted for an Officer/Director position and verify that the candidate is in good standing with the Chapter and National Association, can fulfill the duties of the office for which they are applying, is eligible for the position and is willing to serve if elected.
 - b. The Nominating Committee shall call for Write-In Candidates from the general membership 30 days before the slate of candidates is to be presented to the Board for ratification for that election year.
 - i. To be considered a Write-In Candidate, the prospective candidate shall provide a signed letter to the nominating committee indicating they are

willing to serve if elected and signed by at least 15 members of the general membership at least 10 days before the slate of candidates is to be presented to the Board for ratification for that election year.

- ii. The Nominating Committee shall review each Write-In Candidate as they did each applicant and provide a final report to the Board for ratification.
- c. Upon ratification by the Board the Nominating Committee shall publish the ratified slate to the general membership at least 15 days before the election.

Section B: Elections - Elections shall be conducted at the last regularly scheduled Chapter meeting in person, prior to the installation ceremony.

1. The outgoing President shall conduct the election, however, they may delegate the electoral process to a Past-President or Nominating Committee member provided that neither Past-President nor Committee member is a nominee.
2. A ballot shall be presented to the general membership at the last scheduled Chapter meeting of the calendar year. Professional Members and Associate Members are eligible to cast one (1) vote for each available Officer/Director position.
3. The nominee receiving a simple majority of the vote shall be elected to the position.

Section ~~E-C~~: Term of Office - An elected Officer/Director's term of office shall commence with the beginning of the Chapter's calendar year and conclude at the end of the same.

Section ~~F-D~~: Vacancies - An office shall be declared vacant when an Officer/Director:

1. Resigns that office through written notification to the President or the Secretary.
2. Is no longer eligible for membership in the Chapter or the National Association.
3. Is no longer capable of fulfilling duties of the office involved as determined by the President and ratified by the Board.

Section G: Filling a Vacancy - In the event that the position of President is vacated, the ~~President-elect~~ Vice-President shall automatically fill that position and shall continue to serve as both President and ~~President-elect~~ Vice-President. In the case of other Officers/Directors:

1. A vacated office shall be filled when more than three (3) calendar months remain before the next election, by an individual nominated by the President and approved by the Board ~~fill the vacancy~~.
2. When less than three (3) calendar months remain until the next election a vacated office shall remain vacant.

ARTICLE VII: Meetings, ~~Locations and Majority Rules~~

Section A: The ~~Executive Committee Board~~ Meetings - The ~~Executive Committee Board~~ shall meet ~~with the same frequency as the chapter meetings, or at a time approved by the Chapter Executive Committee~~ a minimum of 11 times during the year.

1. Notice of Regular Meeting: With the advice and consent of the President, the Secretary shall notify all members of the ~~Executive Committee~~ Board and all Committee Chairs either electronically or as otherwise authorized by the Board, the date, the time and the place of the next regular scheduled meeting. Additionally, the notice of the meeting shall be placed on the Chapter website.
 - a. Location: All meetings of the ~~Executive Committee~~ Board shall be held within the geographic definition of the Chapter, unless otherwise waived by all the members of the ~~Executive Committee~~ Board.
 - b. Waiver of Notice: Attendance by any member of the ~~Executive Committee~~ Board at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the ~~Executive Committee~~ Board.
 - c. Quorum: A quorum to conduct business at a ~~Executive Committee~~ Board meeting shall be when more than 50% of the ~~Executive Committee~~ Board members are in attendance. A ~~Executive Committee~~ Board meeting can be held without a quorum but no business can be conducted. Once a quorum is established, it cannot be broken by a Board member absenting themselves.
 - d. Simple Majority Vote: All actions and decisions of the ~~Executive Committee~~ Board shall be made official by simple majority vote of the members present at any ~~Executive Committee~~ Board, regular or special meeting of the ~~Executive Committee~~ Board, unless otherwise precluded by law.
 - i. The President may not vote unless the Board vote is tied. In this case the President may vote to reach a majority vote.
 - e. Non-Board Member Participation: In addition to the Board, and Committee Chairs, past local Chapter Presidents, Committee members and general members may attend the Board meetings.
 - i. The Board upon a motion by a Board member may deny access to the Board meeting of any attendee the Board deems necessary, or restrict any attendees' access to portions of the Board meeting.
 - ii. Voting at the Board Meeting is limited to Board Members.
2. Electronic Meetings: ~~If approved by the Chapter Executive Committee, meetings can be held electronically in order to conduct the business of the chapter.~~ Technological advances now provide for forms of electronic participation and further advancements in the future are probable. Such participation shall be at the discretion of the Board and shall constitute presence at the meeting.

3. Special Meetings: A special meeting of the Board can be called by any member of the Board to conduct business that cannot wait until the next regularly scheduled board meeting.
 - a. Notice of the time, place and specific purpose of the Special meeting shall be provided to the Board at least 2 days before the special meeting. Email discussion of director availability for the meeting as well as the date and time for the meeting is allowed and scheduling discussions are not considered "Board meetings/discussions."
 - b. At the Special meeting members can discuss only the business that was stated in the notification and any decisions made at the Special Meeting shall be ratified at the next regularly scheduled general Board meeting.

Section B: The Chapter Meetings –

1. Location: All meetings of the Chapter shall be held within the geographic definition of the Chapter. The Chapter Annual meeting location shall be approved by the ~~Executive Committee~~ Board.
2. Quorum: A quorum to conduct business by the members shall be 10% of the members eligible to vote at a regularly scheduled meeting in attendance. A Chapter event can be held without a quorum but no business can be conducted.

Section C: Governing Rules – The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern all Board meetings and Chapter meetings to which they are applicable and in which they are not inconsistent with these bylaws or the National Association bylaws.

ARTICLE VIII: Committees

Section A: Appointment - Except as otherwise stated in these bylaws or the bylaws of the National Association, the Chairpersons and members of all Committees shall be appointed by the President with the advice and consent of the ~~Executive Committee~~ Board. The President, with the advice and consent of the Board, shall have the power to remove any Committee member with just cause and appoint any member to fill a vacancy with the advice and consent of the Board.

1. The President is prohibited from serving as Chairperson or member of a Committee.

Section B: Responsibilities - Committees shall undertake such responsibilities as deemed necessary by the ~~Executive Committee~~ Board. No committee may take any action on behalf of or representative of the Chapter unless specifically authorized by the Board.

1. The Chapter shall have the following standing committees: Education & Speakers, Government Affairs, Designations, Membership, Vendors, Website.

2. The duties and responsibilities of each Committee will be set forth in the Chapter's Policy and Procedures Manual.
3. Voting: Any member serving on a Sub-Committee is eligible to vote at all meetings of the Sub-Committee.

Section C: Creation and Dissolution - The President, with the advice and consent of the Board, shall have the authority to create and dissolve Sub-Committees according to the needs of the Chapter.

Section D: Authority - Except as otherwise authorized by the bylaws, any action by a Committee shall be subject to the approval of the Board.

~~ARTICLE IX: Code of Ethics & Standards of Professionalism~~

~~As a condition of membership all Professional Members of NARPM® must complete a NARPM® Code of Ethics training once within a four year period, beginning January 1, 2012, and each four year period thereafter. Each Professional Member of the Association is required to complete a NARPM® approved ethics training either in classroom or through other means as approved by the Board of Directors of NARPM® National. This requirement may change if modified by the National Association. Failure to satisfy this requirement will result in the professional members reverting to an associate member until course is completed.~~

~~Section A: Acknowledgment — A Chapter Charter is granted only upon the acknowledgment that the chapter members shall:~~

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

~~Section B: Enforcement — The President of the Chapter must report all member violations of NARPM's Code of Ethics and Standards of Professionalism to the National Association's Grievance Committee.~~

ARTICLE IX: Financial Considerations

Section A: Calendar Year - The Chapter's financial year shall be a calendar year from January to December.

Section B: Chapter Dues - The ~~Chapter~~ Board may charge annual and pro-rated dues, subject to approval by the National Association, as outlined below:

1. Payable: Dues for local Chapters are payable no later than January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual Chapter dues within 30 days after the first day of the year shall result in automatic termination of Chapter membership unless there are extenuating circumstances, determined by the Board.
3. Member Dues: The amount of the Chapter dues for all members and each level of membership shall be established annually by the Board ~~of Directors~~ during the budgeting process based on the financial need of the Chapter.
4. Affiliate Dues: The amount of ~~local~~ Chapter dues for Affiliate ~~dues~~ members shall be established annually ~~by the board of directors during the budgeting process at the annual Board budget meeting~~. The Chapter will ~~not~~ charge dues to National Affiliate members who wish to also be Affiliate members of the Chapter.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee may be assessed. The Board ~~of Directors~~ must approve any schedule of late fees or returned check fees during the ~~budgeting process~~ annual Board budget meeting.

Section C: Special Assessments - Special Assessments may be established by the ~~Executive Committee~~ Board and imposed upon its Chapter members and/or Affiliate members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting of the Chapter prior to the imposition of such an assessment. No more than one special assessment may be imposed in any calendar year.

Section D: Budget - The Treasurer, in conjunction with the ~~Executive Committee~~ Board, shall prepare an itemized budget of income and expenses for each calendar year at the annual Board budget meeting. The budget shall not exceed the Chapter's ability to pay the same and shall be approved by the ~~Oahu Chapter Executive Committee~~/Board ~~of Directors~~.

Section E: Non-Binding - The Chapter shall not have any authority to financially obligate or bind the National Association for any reason.

ARTICLE X: Amending Bylaws

Section A: Proposals - Amendments to these bylaws may be proposed by any Chapter member or Board member ~~of Director~~ of the National Association at any time through a letter addressed to the ~~Executive Committee~~ Board identifying the purpose for the change.

signed by 5 members of the general membership population and presented or mailed to the Secretary. The Secretary must receive the proposed change at least ten (10) business days prior to the regularly scheduled Board meeting at which time the change will be discussed. ~~Any proposal shall be studied by the entire Executive Committee or an officer of the Executive committee or by a sub-committee created and/or assigned for that purpose as appointed by the President.~~ The entire Board shall study any proposal and determine the proper course of action for the proposed change.

1. As deemed necessary by the Board a temporary committee may be formed to investigate and research the proposed change and recommend a course of action to the Board.

Section B: Amending – A two-thirds majority of the entire Board is necessary in order to amend these bylaws.

1. Once approved by the ~~Local Chapter Executive Committee~~ Board, amendments shall be subject to approval by the Board of Directors of the National Association prior to their implementation or adoption by the Chapter and a final copy of these Bylaws are to remain on file at the office of the National's ~~office~~ Association.

ARTICLE XI: Miscellaneous

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

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

Section C: Hold Harmless and Indemnify - The Chapter shall hold harmless and indemnify members of the Board, Officers/Directors, Committee Chairperson(s) and Committee members, as well as the National Association, its Board of Directors, Officers/Directors, Chairpersons and Committee members who are acting within the scope of their responsibilities, duties or these bylaws.

Section D: State Laws - These bylaws may be amended to conform and comply with the laws, statues, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by Hawaii State law, the Chapter shall notify the National Association of said amendments but no further action will be required.

Section E: Dissolution - Should the Chapter membership vote by majority to dissolve the operations of the ~~NARPM®-Oahu~~ Chapter, as recommended by the Board or National Association, all remaining funds in the treasury will be sent to the National Association ~~of Residential Property Managers~~.

Section F: Sexual Harassment- Any member of the Chapter may be reprimanded, placed on probation, suspended or expelled for harassment of a Chapter Officer/Director after a hearing in accordance with the established procedures of the Chapter. As used in this Section, Harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, Vice-President and one member of the Board selected by the highest ranking officer not named in the complaint, upon, if necessary, consultation with legal counsel for the Chapter. If the complaint names the President or Vice-President, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board selected by the highest ranking officer not named in the complaint.

Section G: Anti-Trust Policy - It is the undeviating policy of the NARPM® to comply strictly with the letter and spirit of all federal and state antitrust laws. Any activities of the Chapter or Chapter-related actions of its officers, directors, committee chairs, members or staff that violate these laws are detrimental to the interests of the Chapter and are unequivocally contrary to Chapter and NARPM® policy. Implementation of the antitrust policy of the Chapter includes, but is not limited to the examples and requirements set forth in the National Association's Antitrust Policy.

**NARPM - Oahu Chapter
Board of Directors Meeting Minutes**

Date: Saturday, January 11, 2020

Location: Royal Kunia Recreation Center

Board Members Attending: Bradley Isa, President; Liz Ishimitsu, Vice President; Laurene Young, Treasurer; Arlene K. Kim-Kamamoto, Secretary; Drudi Johnston, Primrose Nakamoto, Marybel Aspili Directors & Carol Ginoza, Past President

Guests: Sabrina Gustafson, Eric Covarrubias, Darlene Higa, Karen Cardoza, Lurline Johnson, Amanda Han National Government Affairs & Becky Gustafson.

Call to Order: Called to Order at 9:17am

Approval of Minutes: Minutes for December 2019 were moved, Seconded & Passed (MSP) Approved by: Liz Ishimitsu and 2nd Arlene K. Kim-Kawamoto

Treasurer's Report: December 2019 Treasurer Report was discussed. Received reimbursement for November luncheon due to shortage of food, received the checks for the Ethics Class, received travel grant, and received Christmas party refund and all will reflect on Treasures Report for January 2020. Will be paying insurance for BOD and estimated surplus for 2019 is \$1500.

Committee Business

Mission Statement for NARPM Oahu Chapter - Discussed having a mission statement for NARPM Oahu Chapter- Feedback from BOD on what do they feel NARPM Oahu Chapter is: Engagement, (up to date, relevant) Education, Networking, standards, membership status (marketing, recognitions, etc.), support, sharing, confidence, government advocates, provides ethical standards, localize it to our region, technology advancement, build leadership, educating owners. (census of all BOD in attendance)

Government Affairs - How can we engage our members to participate? (call to action), emails, meetings (luncheons), get Brokers involved, rewording the delivery in message at Luncheons, building committee members.

Code of Ethics-Hearing it, seeing it, do it! Put up Slide.

Landlord Q&A-weekly - news article in Star-bulletin. The more unusual the article the more attention the article gets. We are asking everyone on the board to submit 5 questions that can be used for article ideas to Bradley.

Membership Designation – We need to reconcile the membership designations by January 31, 2020. Doesn't include people that haven't renewed their membership or local affiliate memberships. Many late fees are waived if they renew by the deadline. Suggestion to call membership that haven't renewed and remind them of the deadline.

Possible Luncheon Speaker Topics – Mock Trial, Local County Court Judge, remove off list Fee Maximization, Operations (manuals, updating, etc), Mold Science (Dept. of Health), Mold Remediation, Insurance Liabilities (who is responsible?).

Already Scheduled topics: January-Fire Build code changes and February-MLS Property Management Input

Paying for Speakers-do not hesitate to pay

Leadership Door Greeting-BOD to welcome members at Luncheon

Japanese Cultural Center-What do you think we should do moving forward with facility? Round tables are good for networking, \$35 per person lunch buffet pricing (9 food items), 6 vendor tables, Mariann's Catering limiting menu, parking the same, continue to looking for facility (until then will remain at JCC)

Business Cards - for 500 qty Vista Print

2020 License Renewal- Recommended CE Class instructor Kimo Stone who is currently writing up a class and will be done within a couple of months.

Discussed a Vendor Mixer or Vendor Appreciation-Possibly have it around Thanksgiving and to follow the November Luncheon Meeting.

Mom & Pop 2020- August 18th-full JCC Ballroom Chair: Maribel Aspili (Prim, Arlene, Liz)

CE May 2021 Meeting-May 20-21st-full JCC Ballroom

Christmas Party 2020-Co-Chairs are Krista Stadler (Assoc. Properties) and Jasmine L. D. Olatri (Lani Properties)

Community Service Project 2020-Chair Eric Covarrubias-School beautification project. Invite vendors, family, friends, members of NARPM. Discussed: NARPM T-Shirts.

NARPM Affiliates (vendors)-Create the policies to be in compliant to anti-trust law. Open door policy for vendors. Becky will assist with vendors in selling the new policy. Voted 6 months rather than a year membership. Call long time vendor for input or committee member, will revisit next month to formulate committee and Chair.

HARLA-NARPM Leadership Scholarship will revisit next month.

Chapter of the Year-Atlanta received honor for 2019. How do we do to obtain... Can we request the point system and what is the value? Focus on our mission!

BOD Meeting-In order to have productive meeting and have a quorum we must have attendance and timely showing. Email reminder and confirm a week in advance.

Next Meeting: Next meeting February 10th, 2020 at Ruby Tuesday (Valkenburg) 11-12:30pm

Adjournment: Meeting adjourned at 1 pm

Respectfully submitted by: Arlene K. Kim-Kawamoto, Secretary

**NARPM - Oahu Chapter
Board of Directors Meeting Minutes**

Date: Monday February 10th, 2020

Location: Ruby Tuesday Moanalua

Board Members Attending: Bradley Isa, President; Liz Ishimitsu; Incoming President, Laurene Young, Treasurer; Arlene K. Kim-Kamamoto, Secretary; Drudi Johnston, Becky Gustafson, Primrose Nakamoto, Directors; Carol Ginoza; Past-President

Guests: Sabrina Gustafson; Eric Covarrubias, Darlene Higa, Karen Cardoza, Jasmine Olarti, Lurline Johnson

Call to Order: Called to Order at 11:30am

Board Vacancy: Bradley Isa

President Bradley Isa notified the board that former Director Craig Miami was unable to complete his 2020 Term. He appointed Becky Gustafson as Director per the NARPM Oahu Chapter By Laws. BOD approved.

Approval of Minutes: Arlene Kim-Kawamoto

Minutes for January 2020 were moved, Seconded & Passed (MSP) Approved by Arlene K. Kim-Kawamoto, 2nd Primrose Nakamoto

Treasurer's Report: Laurene Young

January 2020 Treasurer Report was discussed. Received reimbursement from JCC for November 2019 luncheon due to shortage of food. Received the checks from National NARPM for the Ethics Class. Received Christmas party refund. Will be paying insurance for BOD and estimated surplus for 2019 is \$1500 (pending). Approved by Primrose Nakamoto and 2nd by Drudi Johnson

Committee Business:

Government Affairs: Karen Cardoza

HUD Implementation of the Fair Housing Act's Disparate Impact Standard - No definite response from HUD (see attached handout), Define as a Service Animal (Dog), A Support Animal-defined. (see attached handout) HAR promoting low income housing - requesting for 100-150 Acres of land, demo housing/building must get an asbestos permit, ask Karen to email me information at a later time.

Vendors Committee: Becky Gustafson

Many 2019 Vendors have not renewed. Currently we have 8 vendors renewed with 1 new vendor joining in 2020. All memberships are for six months.

Service Committee: Eric Covarrubias

Three possible projects will be presented by Eric at later time. School beautification project. Invite vendors, family, friends, members of NARPM. Discussed: NARPM T-Shirts.

Designation Committee:

Drudi Johnson will be the 2020 Representative and man the luncheon designation table.

Mom & Pops Committee: Maribel Aspili Co-Chair, Jasmine Olarti Co-Chair, Lurline Johnson, Drudi Johnson, Andrew Fraiser (slido guy)-

Pending Theme

Old Business:

Landlord Q&A: Cathy Matthews – Topics are still needed. Board members are asked to email Brad 5 topics/ideas.

Business Cards: Arlene Kim-Kawamoto - On hold until Sabrina's Contract is renewed for the purpose of contact information.

HARLA 2020 - Grant for Karen Cardoza Approved by Primrose Nakamoto, 2nds by Maribel Aspili

NARPM Affiliates (vendors)-Create the policies to be in compliant to anti-trust law. Open door policy for vendors. Becky will assist with vendors in selling the new policy. Voted 6 months rather than a year membership. Call long time vendor for input or committee member, will revisit next month to formulate committee and Chair.

New Business:

Hawaii Public Radio: Darlene Higa – Interviewed and will get summary of topic and date of broadcast to Sabrina for Chapter Excellence. Also recommend they contact Amanda Han and Cathy Matthews for other topics ie: Eviction, Landlord Tenant code, etc.

HARLA - NARPM Leadership Scholarship will revisit next month.

Budget: Laurene Young – Sabrina's Service fee will be increase to \$1,000 per month (\$12,000 Annually) and increase of \$300 from 2019 (originally \$700 mon.) See budget worksheet transition from 2019 to 2020.

Next Meeting: Next meeting, Friday, March 13th, 2020 at Ruby Tuesday (Valkenburg) 11-12:30pm

Adjournment: Meeting adjourned at 12:40pm

Respectfully submitted by: Arlene K. Kim-Kawamoto, Secretary

**NARPM - Oahu Chapter
Board of Directors Meeting Minutes**

Date: Friday, March 13, 2020 **Call to Order:** 11:30 AM

Location: Ruby Tuesday Valkenburg

Board Members Attending: Liz Ishimitsu, Vice President; Laurene Young, Treasurer; Arlene K. Kim-Kawamoto, Secretary, Primrose Leong-Nakamoto, Drudi Johnston, Marybel Aspili, Becky Gustafson, Director; Carol Ginoza, Past President;

Guests: Sabrina Gustafson; Eric Covarrubias, Lydia Bishop, Krista Stadler and Darlene Higa

Approval of Minutes: Minutes for February 10th, 2020 Approved

Treasurer's Report: Positive balance on Luncheon by \$1000. Paid \$656 Directors and Officers Insurance. Approved

Committee Business

Government Affairs: Karen Cardoza - See attached GA Report.

Vendors Update: Becky Gustafson - Extend Vendor Membership for 1 month (7 months) Approved. Recommend to contact vendors you use to renew their vendor membership. \$150 renewal fee. (Verbal list given)

Community Service Project: Erik Covarrubias - Beach Clean Up (www.808cleanups.org) June 13, 2020 Hau Bush-Approved and to be presented at next Luncheon

Membership & Designation: Possible membership drive for future discussion.

Code of Ethic: Drudi Johnston - Article #3 will be presented at April meeting.

August Seminar: Topic: "Staying on Top of Property Management" 15th Annual Property Management August 18th, 2020 8am-3:30pm Japanese Cultural Center

Christmas Party: Committee Composition: Krista Stadler Chair, Jasmine Olarti, Lydia Bishop

Old Business:

Business Cards: Arlene - Business card to be ordered this month and proofed by Arlene and Sabrina.

New Business:

Chapter Excellence: Sabrina Gustafson - RPAC working on information on points, Karen will provide how they will distribute RPAC monies. National wants dollars and percentage. Points: Volunteer, Minutes, etc.

Cancellation of March Luncheon: Sabrina Gustafson - (BOD Approval) due to Covid-19. JCC is still scheduled Luncheon is April 21, 2020

HARLA: Cancelled per HARLA Trustee Primrose Leong Nakamoto

Next Meeting: April 17th, 2020 Ruby Tuesday Valkenburg

Adjournment: Meeting adjourned at 12:36 PM

Respectfully submitted by: Arlene K. Kim-Kawamoto Secretary

**NARPM - Oahu Chapter
Board of Directors Meeting Minutes**

Date: Friday, April 17th, 2020 **Call to Order:** 11:10 AM

Location: Zoom Web-Meeting

Board Members Attending: Liz Ishimitsu, Vice President; Laurene Young, Treasurer; Arlene K. Kim-Kawamoto, Secretary, Primrose Leong-Nakamoto, Drudi Johnston, Becky Gustafson, Director; Carol Ginoza, Past President;

Guests: Sabrina Gustafson; Eric Covarrubias, Lydia Bishop, Krista Stadler, Darlene Higa, Regional Ambassador, Karen Cardoza

Approval of Minutes: Minutes for March 13, 2020 **Approved**

Treasurer's Report: \$650 paid for Insurance officers, \$1000 Sabrina pd. **Approved**

Committee Business: Sabrina Gustafson term will end 2021. Discussed Distribution of duties to Leadership BOD.

Government Affairs: See attached GA Report.

Vendors Update: Current Venders 15. Due to Covid-19 rate adjustment to \$150 Annually for 2020-**Approved**

Community Service Project: Beach Clean Up (www.808cleanups.org) Due to Covid-19 BOD discussed moving the service project back to July. (Allowing time to promote event in June 2020 NARPM Luncheon)

Membership & Desigation: Current membership for 2020 is 189 members, down 20 members from 2019. Possible membership drive for future discussion.

Code of Ethic: Pushed back to May Article #3 will be presented at Luncheon meeting

MOM & POP: Convert Luncheon to Mom and Pop. Topic: "Staying on Top of Property Management" 15th Annual Property Management August 18th, 2020 8am-3:30pm Japanese Cultural Center

Christmas Party: Committee: Krista Stadler Chair, Jasmine Olarti, Lydia Bishop

Old Business: May Meeting for Berton Hamamoto: Redo topic to Covid-19

New Business: Discussion moving forward about how to adjust schedule, speakers and JCC Luncheons due to Covid-19.

Next Meeting: May 15th, 2020 Zoom Meeting

Adjournment: Meeting adjourned at 12:30 PM

Respectfully submitted by: Arlene K. Kim-Kawamoto Secretary

**NARPM - Oahu Chapter
Board of Directors Meeting Minutes**

Date: Friday, May 15th, 2020 **Call to Order:** 11:10 AM

Location: Zoom Web-Meeting

Board Members Attending: Bradley Isa, President; Liz Ishimitsu, Vice President; Laurene Young, Treasurer; Arlene K. Kim-Kawamoto, Secretary, Primrose Leong-Nakamoto, Drudi Johnston, Becky Gustafson, Director; Maribel Aspili, Director Carol Ginoza, Past President;

Guests: Sabrina Gustafson; Eric Covarrubias, Darlene Higa, Karen Cardoza, Cathy Matthews, Amanda Han, Lurline Johnson

Approval of Minutes: Minutes for April 17th, 2020 **Approved**

Treasurer's Report: \$1000 Sabrina pd. **Approved**

Committee Business: Sabrina Gustafson's current contract ends January 31, 2022. Due to Board concerns regarding long term financing we have asked her to terminate her contract as of January 31, 2021 and she has agreed. Beginning immediately, individual board and committee members are to take over distribution of materials to all board members and Brad will work with Sabrina to take over her other duties and responsibilities over the next couple of months.

Government Affairs: See attached GA Report.

Vendors Update: Current Vendors 15. Due to Covid-19 rate adjustment to \$150 Annually for 2020-**Approved**

Community Service Project: Beach Clean Up (www.808cleanups.org) Due to Covid-19 BOD discussed that they are not in full service during pandemic. Also, looking into Meals On Wheels, Toiletries packets, open to ideas.

Membership & Desigation: BOD are not considering refunds at this time for new members. Chapter Compliance under review at National NARPM.

Code of Ethic: Pushed back to Article #3??? will be presented at next Luncheon meeting

MOM & POP: Pending Covid-19-Convert Mom and Pop into Luncheon. Topic: "Staying on Top of Property Management" 15th Annual Property Management August 18th, 2020 8am-3:30pm Japanese Cultural Center

Christmas Party: No Update: Committee: Krista Stadler Chair, Jasmine Olarti, Lydia Bishop

Old Business: Pending Covid-19: May Meeting for Berton Hamamoto: Redo topic to Covid-19

New Business: Discussion moving forward about how to adjust schedule, speakers and JCC Luncheons due to Covid-19.

Next Meeting: June 12, 2020 at 11:00am Zoom Meeting

Adjournment: Meeting adjourned at 12:30 PM

Respectfully submitted by: Arlene K. Kim-Kawamoto Secretary

**NARPM - Oahu Chapter
Board of Directors Meeting Minutes**

Date: Friday, June 12th, 2020 **Call to Order:** 11:10 AM

Location: Zoom Web-Meeting

Board Members Attending: Bradley Isa, President; Liz Ishimitsu, Vice President; Laurene Young, Treasurer; Arlene K. Kim-Kawamoto, Secretary, Primrose Leong-Nakamoto, Drudi Johnston, Becky Gustafson, Director; Maribel Aspili, Director Carol Ginoza, Past President;

Guests: Sabrina Gustafson; Eric Covarrubias, Darlene Higa, Karen Cardoza, Amanda Han, Lurline Johnson

Approval of Minutes: Minutes for May 15th, 2020 **Approved**

Treasurer's Report: \$1000 Sabrina pd. **Approved**

Committee Business: Update on Covid-19, JCC Not currently open and will update on how they will practice the 6 ft. social distancing once JCC will open.

Government Affairs: See attached GA Report.

Vendors Update: 3 new vendors: Pest Tech, Vital Prep Fumigation, Pacific Environmental Mold.

Community Service Project: Currently looking for other options. Mentioned: Aloha Harvest, Hawaii Food Bank, Ruvi Apa (Kalo Farms), etc.

Membership & Designation: BOD is not considering refunds at this time for new members. Chapter Compliance under review at National NARPM.

Code of Ethic: Pending JCC Opening: Pushed back to Article #3??? will be presented at next Luncheon meeting

MOM & POP: Pending Covid-19-Convert Mom and Pop into Luncheon. Topic: "Staying on Top of Property Management" 15th Annual Property Management August 18th, 2020 8am-3:30pm
Japanese Cultural Center

Christmas Party: No Update: Committee: Krista Stadler Chair, Jasmine Olarti, Lydia Bishop

Old Business: Pending Covid-19: May Meeting for Berton Hamamoto: Redo topic to Covid-19

New Business: Due to Covid-19 a Survey was sent out to the members- 41 responded.

Next Meeting: July 17, 2020 at 11:00am Zoom Meeting

Adjournment: Meeting adjourned at 12:30 PM

Respectfully submitted by: Arlene K. Kim-Kawamoto Secretary

**NARPM - Oahu Chapter
Board of Directors Meeting Minutes**

Date: Friday, July 17th, 2020 **Call to Order:** 11:17AM

Location: Zoom Web-Meeting

Board Members Attending: Liz Ishimitsu, Vice President; Laurene Young, Treasurer; Arlene K. Kim-Kawamoto, Secretary, Primrose Leong-Nakamoto, Drudi Johnston, Director; Maribel Aspili, Director

Guests Attending: Sabrina Gustafson; Eric Covarrubias, Darlene Higa, Karen Cardoza, Lurline Johnson, Krista Stadler

Approval of Minutes: Minutes for June 12, 2020 **Approved**

Treasurer's Report: Expense: \$1000 admin. Sabrina pd. Income: \$210 **Approved**

Committee Business: Update on Covid-19, JCC Not currently open and no solid date on when they will be opening for business. Once JCC is open will be updated on how they will practice the 6 ft. social distancing, etc.

Government Affairs: See attached GA Report.

Community Service Project: Park Care/Tentatively Scheduled for: Mid-September 2020/No more than 10 people (Covid Restriction) Organizer: Robert Silver Jr. Pending confirmation.

Membership & Designation: Chapter Excellence June 2020: Congratulations to Amanda Han

Code of Ethic: Pending JCC Opening: Pushed back to Article #3??? will be presented at next Luncheon meeting

MOM & POP: Cancelled July 21st, 2020. Zoom meeting for August 18th 2020 **Approved**

Christmas Party: No Update: Committee: Krista Stadler Chair, Jasmine Olarti, Lydia Bishop

Old Business: Pending Covid-19 JCC Meeting in September 2020/Announce Elected BOD for 2021 Announced

New Business: Election Committee: Lurline Johnson, Darlene Higa, Drudi Johnston, Primrose Leong-Nakamoto, Carol Ginoza. Deadline for Application Nomination is July 21st, 2020

Next Meeting: August 14th at 11:00am Zoom Meeting

Adjournment: Meeting adjourned at 12:19 PM

Respectfully submitted by: Arlene K. Kim-Kawamoto Secretary

**NARPM - Oahu Chapter
Board of Directors Meeting Minutes**

Date: Friday, August 14th, 2020 **Call to Order:** 11:15AM
Location: Zoom Web-Meeting

Board Members Attending: Bradley Isa, President; Liz Ishimitsu, Vice President; Laurene Young, Treasurer; Arlene K. Kim-Kawamoto, Secretary, Primrose Leong-Nakamoto, Drudi Johnston, Director; Maribel Aspili, Director; Becky Gustafson, Director; Carol Ginoza, Past President

Guests Attending: Sabrina Gustafson; Eric Covarrubias, Darlene Higa, Karen Cardoza, Lurline Johnson

Approval of Minutes: Minutes for July 17th, 2020 **Approved**

Treasurer's Report: July 17, 2020 Expense: \$1000 admin. Sabrina pd. Income: \$210 **Approved**

Committee Business: Update on Covid-19, JCC Not currently open, but scheduled opening date 8/17/2020. Not sure if it is practical to have a meeting due to capacity of people due to 6ft social distancing and social confidence. Concerned about elderly and medically compromised members. Topic will be "tabled" for conversation once clearance for actual opening.

Government Affairs: See attached GA Report.

Community Service Project: Cancelled due to Covid-19-Park Care/Tentatively Scheduled for: Mid-September 2020/No more than 10 people (Covid-19 Restriction) Organizer: Robert Silver Jr. Replaced with ideas of Relief Programs: Food Bank Online Drive, HIS, Catholic Charities Also, by way of monetary, gift card or food donation.

Membership & Designation: 2 New Vendors currently not paid. Future Vendors fees (\$150 or \$225) topic "tabled" for discussion for October 2020 meeting.

Christmas Party: No Update: Committee: Krista Stadler Chair; Jasmine Olarti, Lydia Bishop

Old Business: Nominating Committee: Darlene Higa-The Nomination Committee didn't receive any applications for nominations from the membership by July 31, 2020. The Nominating Committee presented their recommended slate of candidates: Arlene K. Kim-Kawamoto (President Elect), Becky Gustafson (Secretary), Laurene Young (Treasure), Karen Cardoza & Maribel Aspili (Directors). All positions were uncontested. A motion was made and seconded that the nominating committee's slate of candidates be elected to the 2021 Board of Directors. The motion carried 9 to 0.

New Business: HECO Solar will do a Zoom meeting. To include Q & A and speaker panel.

Next Meeting: September 11, 2020 at 11:00am Zoom Meeting

Adjournment: Meeting adjourned at 12:45 PM

Respectfully submitted by: Arlene K. Kim-Kawamoto Secretary

**NARPM - Oahu Chapter
Board of Directors Meeting Minutes**

Date: Friday, September 9, 2020 **Call to Order:** 11:10AM
Location: Zoom Web-Meeting

Board Members Attending: Bradley Isa, President; Liz Ishimitsu, Vice President; Arlene K. Kim-Kawamoto, Secretary, Primrose Leong-Nakamoto, Drudi Johnston, Director; Maribel Aspili, Director; Becky Gustafson, Director; Carol Ginoza, Past President

Guests Attending: Sabrina Gustafson; Eric Covarrubias, Darlene Higa, Karen Cardoza, Lurline Johnson, Amanda Han

Approval of Minutes: Minutes for August 14, 2020 **Approved**

Treasurer's Report: August 14, 2020 Expense: \$1000 admin. Sabrina pd. **Approved**

Committee Business: Zoom October 13, 2020 11:30-1pm online meeting. Topic: HECO 30 minute program and panel of speakers for membership Q&A. JCC will most likely closed for 2020.

Government Affairs: See attached GA Report.

Community Service Project: Food Bank -Virtual Food Drive. NARPM Oahu Chapter will host the fundraiser and send link through an email blast to promote to membership and looking into scheduling for October 1-31, 2020. NARPM National prohibits the use of Facebook for Chapters; therefore, will not use to promote activities or events.

Membership & Designation: Future Vendors fees (\$150 or \$225) topic "tabled" for discussion for October 2020 meeting.

Christmas Party: Will No Update: Committee: Krista Stadler Chair; Jasmine Olarti, Lydia Bishop

Old Business: 2021 Board of Directors slate has been submitted to NARPM National.

New Business: Looking into having a speaker from Department of Community Service for future luncheon meeting (Darlene Higa).

Next Meeting: October 9, 2020, 2020 at 11:00am Zoom Meeting

Adjournment: Meeting adjourned at 12:12 PM

Respectfully submitted by: Arlene K. Kim-Kawamoto Secretary

**NARPM - Oahu Chapter
Board of Directors Meeting Minutes**

Date: Friday, October 9, 2020 **Call to Order:** 11:05AM
Location: Zoom Web-Meeting

Board Members Attending: Bradley Isa, President; Liz Ishimitsu, Vice President; Laurene Young, Treasure; Arlene K. Kim-Kawamoto, Secretary, Primrose Leong-Nakamoto, Drudi Johnston, Director; Maribel Aspili, Director; Becky Gustafson,

Guests Attending: Sabrina Gustafson, Darlene Higa, Karen Cardoza,

Approval of Minutes: Minutes for September 9, 2020 **Approved**

Treasurer's Report: September 9th, 2020 Expense: \$1000 admin. Sabrina pd. **Approved**

Committee Business: Zoom October 13, 2020 11:30-1pm online meeting. Topic: HECO 30-minute program w/short G&A, Dept. of Community Service, Drudi will go over Article #6 and NARPM Oahu Chapter Announcements. Board of Directors to sign on 30 minutes earlier to help welcome members. Removed from the zoom meeting is the panel of speakers for membership Q&A (save for another meeting). JCC will most likely closed for 2020.

Government Affairs: See attached GA Report.

Community Service Project: PENDING APPROVAL from Food Bank -Virtual Food Drive. NARPM Oahu Chapter will host the fundraiser and send link through an email blast to promote to membership.

Membership & Designation: Current membership count is 193.

Vendor Membership for new and current 2020 members will rollover to 2021. 2021 new Vendor Membership fee is \$225 annually. **Approved**

Christmas Party: Christmas Party is officially cancelled due to Covid-19 and JCC shutdown.

Old Business: 2021 Board of Directors slate has been submitted to NARPM National.

New Business: Discussion for future Zoom meetings after debriefing of October 13th October Membership meeting.

Next Meeting: November 6, 2020, 2020 at 11:00am Zoom Meeting

Adjournment: Meeting adjourned at 11:44 am

Respectfully submitted by: Arlene K. Kim-Kawamoto Secretary

**NARPM - Oahu Chapter
Board of Directors Meeting Minutes**

Date: Friday, November 6, 2020 **Call to Order:** 11:08AM
Location: Zoom Web-Meeting

Board Members Attending: Bradley Isa, President; Liz Ishimitsu, Vice President; Laurene Young, Treasure; Arlene K. Kim-Kawamoto, Secretary, Primrose Leong-Nakamoto, Drudi Johnston, Director; Maribel Aspili, Director; Becky Gustafson, Carol Ginoza, Past President

Guests Attending: Sabrina Gustafson, Darlene Higa, Karen Cardoza, Amanda Han, Eric Covarrubias

Approval of Minutes: Minutes for October 9, 2020 **Approved**

Treasurer's Report: October 9, 2020 Expense: \$1000 admin. Sabrina pd. **Approved**

Committee Business: Zoom November 17th, 2020 11:30-1pm online meeting. Topic: Panel discussion about Property Management and COVID-19 (CDC) Guidelines, Rent Subsidizing programs, etc. w/Darlene Higa, Lurline Johnson and Karen Cardoza. Q&A with panelist (prefers early questions prior to zoom meeting). Drudi will go over Article #3 and NARPM Oahu Chapter Announcements. Board of Directors to sign on 30 minutes earlier to help welcome members.

Government Affairs: See attached GA Report.

Community Service Project: Food Bank -Virtual Food Drive. NARPM Oahu Chapter will host the fundraiser and send link through an email blast to promote to membership effective 11/12/2020 thru end of November.

Membership & Designation: Current membership count is 195. Oahu Chapter Membership fee to continue to be \$30 for 2021 **Approved**

Christmas Party: Christmas Party is officially cancelled due to Covid-19 and JCC shutdown. Manoa Ballroom has cancelled contract with JCC.

Old Business: Drudi Johnston and Maribel Aspili will co-chair membership committee

New Business: Pending: January Planning meeting at Royal Kunia Recreation Center

Next Meeting: December 11th, 2020, 2020 at 11:00am Zoom Meeting

Adjournment: Meeting adjourned at 12:20pm

Respectfully submitted by: Arlene K. Kim-Kawamoto Secretary

**NARPM - Oahu Chapter
Board of Directors Meeting Minutes**

Date: Friday, August 14th, 2020 **Call to Order:** 11:15AM
Location: Zoom Web-Meeting

Board Members Attending: Bradley Isa, President; Liz Ishimitsu, Vice President; Laurene Young, Treasurer; Arlene K. Kim-Kawamoto, Secretary, Primrose Leong-Nakamoto, Drudi Johnston, Director; Maribel Aspili, Director; Becky Gustafson, Director; Carol Ginoza, Past President

Guests Attending: Sabrina Gustafson; Eric Covarrubias, Darlene Higa, Karen Cardoza, Lurline Johnson

Approval of Minutes: Minutes for July 17th, 2020 **Approved**

Treasurer's Report: July 17, 2020 Expense: \$1000 admin. Sabrina pd. Income: \$210 **Approved**

Committee Business: Update on Covid-19, JCC Not currently open, but scheduled opening date 8/17/2020. Not sure if it is practical to have a meeting due to capacity of people due to 6ft social distancing and social confidence. Concerned about elderly and medically compromised members. Topic will be "tabled" for conversation once clearance for actual opening.

Government Affairs: See attached GA Report.

Community Service Project: Cancelled due to Covid-19-Park Care/Tentatively Scheduled for: Mid-September 2020/No more than 10 people (Covid-19 Restriction) Organizer: Robert Silver Jr. Replaced with ideas of Relief Programs: Food Bank Online Drive, HIS, Catholic Charities Also, by way of monetary, gift card or food donation.

Membership & Designation: 2 New Vendors currently not paid. Future Vendors fees (\$150 or \$225) topic "tabled" for discussion for October 2020 meeting.

Christmas Party: No Update: Committee: Krista Stadler Chair; Jasmine Olarti, Lydia Bishop

Old Business: Nominating Committee: Darlene Higa-The Nomination Committee didn't receive any applications for nominations from the membership by July 31, 2020. The Nominating Committee presented their recommended slate of candidates: Arlene K. Kim-Kawamoto (President Elect), Becky Gustafson (Secretary), Laurene Young (Treasure), Karen Cardoza & Maribel Aspili (Directors). All positions were uncontested. A motion was made and seconded that the nominating committee's slate of candidates be elected to the 2021 Board of Directors. The motion carried 9 to 0.

New Business: HECO Solar will do a Zoom meeting. To include Q & A and speaker panel.

Next Meeting: September 11, 2020 at 11:00am Zoom Meeting

Adjournment: Meeting adjourned at 12:45 PM

Respectfully submitted by: Arlene K. Kim-Kawamoto Secretary