

2018

A Check if:

- 1a Consolidated return (attach Form 951) ☐
b Life/nonlife consolidated return ☐
2 Personal holding co. (attach Sch. PH) ☐
3 Personal service corp. (see instructions) ☐
4 Schedule M-3 attached ☐

**TYPE
OR
PRINT**

Name
The Pensacola Chapter of NARPM, Inc

Number, street, and room or suite no. If a P.O. box, see instructions.
4771 Bayou Blvd. #283

City or town, state, or province, country, and ZIP or foreign postal code
Pensacola FL 32503

B Employer identification number
90-0443999

C Date incorporated
01/14/1994

D Total assets (see instructions)

\$ 7,452

E Check if: (1) Initial return (2) Final return (3) Name change (4) Address change

Income	1a Gross receipts or sales	1a	3,794		
	b Returns and allowances	1b			
	c Balance. Subtract line 1b from line 1a	1c		3,794	
	2 Cost of goods sold (attach Form 1125-A)	2			
	3 Gross profit. Subtract line 2 from line 1c	3		3,794	
	4 Dividends and inclusions (Schedule C, line 23, column (a))	4			
	5 Interest	5			
	6 Gross rents	6			
	7 Gross royalties	7			
	8 Capital gain net income (attach Schedule D (Form 1120))	8			
	9 Net gain or (loss) from Form 4797, Part II, line 17 (attach Form 4797)	9			
10 Other income (see instructions—attach statement)		See Stmt 1	10	350	
11 Total income. Add lines 3 through 10			11	4,144	
Deductions (See instructions for limitations on deductions.)	12 Compensation of officers (see instructions—attach Form 1125-E)	12			
	13 Salaries and wages (less employment credits)	13			
	14 Repairs and maintenance	14			
	15 Bad debts	15			
	16 Rents	16			
	17 Taxes and licenses	17		61	
	18 Interest (see instructions)	18			
	19 Charitable contributions		See Stmt 2	19	0
	20 Depreciation from Form 4562 not claimed on Form 1125-A or elsewhere on return (attach Form 4562)	20			
	21 Depletion	21			
	22 Advertising	22			
	23 Pension, profit-sharing, etc., plans	23			
	24 Employee benefit programs	24			
	25 Reserved for future use	25			
	26 Other deductions (attach statement)		See Stmt 3	26	5,175
	27 Total deductions. Add lines 12 through 26	27		5,236	
	28 Taxable income before net operating loss deduction and special deductions. Subtract line 27 from line 11	28		-1,092	
29a Net operating loss deduction (see instructions)	29a				
b Special deductions (Schedule C, line 24, column (c))	29b				
c Add lines 29a and 29b	29c				
Tax, Refundable Credits, and Payments	30 Taxable income. Subtract line 29c from line 28. See instructions	30		-1,092	
	31 Total tax (Schedule J, Part I, line 11)	31		0	
	32 2018 net 965 tax liability paid (Schedule J, Part II, line 12)	32		0	
	33 Total payments, credits, and section 965 net tax liability (Schedule J, Part III, line 23)	33			
	34 Estimated tax penalty. See instructions. Check if Form 2220 is attached <input type="checkbox"/>	34			
	35 Amount owed. If line 33 is smaller than the total of lines 31, 32, and 34, enter amount owed	35			
	36 Overpayment. If line 33 is larger than the total of lines 31, 32, and 34, enter amount overpaid	36			
	37 Enter amount from line 36 you want: Credited to 2019 estimated tax <input checked="" type="checkbox"/> Refunded <input type="checkbox"/>	37			

Sign Here

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 taxpayer) is based on all information of which preparer has any knowledge.

May the IRS discuss this return with the preparer shown below? See instructions. ☒ Yes ☐ No

Signature of officer **LaTrease Stevenson** Date _____

Officer

Paid Preparer Use Only

Print/Type preparer's name
Michael D. Thornton

Preparer's signature

Date

Check ☐ If self-employed

PTIN **P00150049**

Firm's name **Brown Thornton Pacenta & Company, PA**

Firm's EIN **59-3478013**

Firm's address **P.O. Box 12484**

32591

Phone no.

850-434-3146

Schedule C Dividends, Inclusions, and Special Deductions (see instructions)		(a) Dividends and Inclusions	(b) %	(c) Special deductions (a) x (b)
1	Dividends from less-than-20%-owned domestic corporations (other than debt-financed stock)		50	
2	Dividends from 20%-or-more-owned domestic corporations (other than debt-financed stock)		65	
3	Dividends on certain debt-financed stock of domestic and foreign corporations		see instructions	
4	Dividends on certain preferred stock of less-than-20%-owned public utilities		23.3	
5	Dividends on certain preferred stock of 20%-or-more-owned public utilities		26.7	
6	Dividends from less-than-20%-owned foreign corporations and certain FSCs		50	
7	Dividends from 20%-or-more-owned foreign corporations and certain FSCs		65	
8	Dividends from wholly owned foreign subsidiaries		100	
9	Subtotal. Add lines 1 through 8. See instructions for limitations		see instructions	
10	Dividends from domestic corporations received by a small business investment company operating under the Small Business Investment Act of 1958		100	
11	Dividends from affiliated group members		100	
12	Dividends from certain FSCs		100	
13	Foreign-source portion of dividends received from a specified 10%-owned foreign corporation (excluding hybrid dividends) (see instructions)		100	
14	Dividends from foreign corporations not included on line 3, 6, 7, 8, 11, 12, or 13 (including any hybrid dividends)			
15	Section 965(a) inclusion		see instructions	
16a	Subpart F inclusions derived from the sale by a controlled foreign corporation (CFC) of the stock of a lower-tier foreign corporation treated as a dividend (attach Form(s) 5471) (see instructions)		100	
b	Subpart F inclusions derived from hybrid dividends of tiered corporations (attach Form(s) 5471) (see instructions)			
c	Other inclusions from CFCs under subpart F not included on line 15, 16a, 16b, or 17 (attach Form(s) 5471) (see instructions)			
17	Global Intangible Low-Taxed Income (GILTI) (attach Form(s) 5471 and Form 8992)			
18	Gross-up for foreign taxes deemed paid			
19	IC-DISC and former DISC dividends not included on line 1, 2, or 3			
20	Other dividends			
21	Deduction for dividends paid on certain preferred stock of public utilities			
22	Section 250 deduction (attach Form 8993)			
23	Total dividends and inclusions. Add lines 9 through 20. Enter here and on page 1, line 4			
24	Total special deductions. Add lines 9 through 22, column (c). Enter here and on page 1, line 29b			

Schedule J Tax Computation and Payment (see instructions)**Part I—Tax Computation**

1	Check if the corporation is a member of a controlled group (attach Schedule O (Form 1120)). See instructions	<input type="checkbox"/>	
2	Income tax. See instructions	2	0
3	Base erosion minimum tax (attach Form 8991)	3	
4	Add lines 2 and 3	4	0
5a	Foreign tax credit (attach Form 1118)	5a	
b	Credit from Form 8834 (see instructions)	5b	
c	General business credit (attach Form 3800)	5c	
d	Credit for prior year minimum tax (attach Form 8827)	5d	
e	Bond credits from Form 8912	5e	
6	Total credits. Add lines 5a through 5e	6	
7	Subtract line 6 from line 4	7	
8	Personal holding company tax (attach Schedule PH (Form 1120))	8	
9a	Recapture of investment credit (attach Form 4255)	9a	
b	Recapture of low-income housing credit (attach Form 8611)	9b	
c	Interest due under the look-back method—completed long-term contracts (attach Form 8697)	9c	
d	Interest due under the look-back method—income forecast method (attach Form 8866)	9d	
e	Alternative tax on qualifying shipping activities (attach Form 8902)	9e	
f	Other (see instructions—attach statement)	9f	
10	Total. Add lines 9a through 9f	10	
11	Total tax. Add lines 7, 8, and 10. Enter here and on page 1, line 31	11	0

Part II—Section 965 Payments (see instructions)

12	2018 net 965 tax liability paid from Form 965-B, Part II, column (k), line 2. Enter here and on page 1, line 32	12	
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Part III—Payments, Refundable Credits, and Section 965 Net Tax Liability

13	2017 overpayment credited to 2018	13	
14	2018 estimated tax payments	14	
15	2018 refund applied for on Form 4466	15	()
16	Combine lines 13, 14, and 15	16	
17	Tax deposited with Form 7004	17	
18	Withholding (see instructions)	18	
19	Total payments. Add lines 16, 17, and 18	19	
20	Refundable credits from:		
a	Form 2439	20a	
b	Form 4136	20b	
c	Form 8827, line 8c	20c	
d	Other (attach statement—see instructions)	20d	
21	Total credits. Add lines 20a through 20d	21	
22	2018 net 965 tax liability paid from Form 965-B, Part I, column (d), line 2. See instructions	22	
23	Total payments, credits, and section 965 net tax liability. Add lines 19, 21, and 22. Enter here and on page 1, line 33	23	

Schedule K Other Information (see instructions)

- 1 Check accounting method: a ☒ Cash b ☐ Accrual c ☐ Other (specify) ▶
- 2 See the instructions and enter the:
- a Business activity code no. ▶ **531390**
- b Business activity ▶ **Management Svcs**
- c Product or service ▶ **Residential Prop**
- 3 Is the corporation a subsidiary in an affiliated group or a parent-subsidiary controlled group? **X**
If "Yes," enter name and EIN of the parent corporation ▶
- 4 At the end of the tax year:
- a Did any foreign or domestic corporation, partnership (including any entity treated as a partnership), trust, or tax-exempt organization own directly 20% or more, or own, directly or indirectly, 50% or more of the total voting power of all classes of the corporation's stock entitled to vote? If "Yes," complete Part I of Schedule G (Form 1120) (attach Schedule G) **X**
- b Did any individual or estate own directly 20% or more, or own, directly or indirectly, 50% or more of the total voting power of all classes of the corporation's stock entitled to vote? If "Yes," complete Part II of Schedule G (Form 1120) (attach Schedule G) **X**
- 5 At the end of the tax year, did the corporation:
- a Own directly 20% or more, or own, directly or indirectly, 50% or more of the total voting power of all classes of stock entitled to vote of any foreign or domestic corporation not included on **Form 851**, Affiliations Schedule? For rules of constructive ownership, see instructions. **X**
If "Yes," complete (i) through (iv) below.

(i) Name of Corporation	(ii) Employer Identification Number (if any)	(iii) Country of Incorporation	(iv) Percentage Owned in Voting Stock

- b Own directly an interest of 20% or more, or own, directly or indirectly, an interest of 50% or more in any foreign or domestic partnership (including an entity treated as a partnership) or in the beneficial interest of a trust? For rules of constructive ownership, see instructions. **X**
If "Yes," complete (i) through (iv) below.

(i) Name of Entity	(ii) Employer Identification Number (if any)	(iii) Country of Organization	(iv) Maximum Percentage Owned in Profit, Loss, or Capital

- 6 During this tax year, did the corporation pay dividends (other than stock dividends and distributions in exchange for stock) in excess of the corporation's current and accumulated earnings and profits? See sections 301 and 316 **X**
If "Yes," file **Form 5452**, Corporate Report of Nondividend Distributions. See the instructions for Form 5452.
If this is a consolidated return, answer here for the parent corporation and on Form 851 for each subsidiary.
- 7 At any time during the tax year, did one foreign person own, directly or indirectly, at least 25% of the total voting power of all classes of the corporation's stock entitled to vote or at least 25% of the total value of all classes of the corporation's stock? **X**
For rules of attribution, see section 318. If "Yes," enter:
(a) Percentage owned ▶ and (b) Owner's country ▶
(c) The corporation may have to file **Form 5472**, Information Return of a 25% Foreign-Owned U.S. Corporation or a Foreign Corporation Engaged in a U.S. Trade or Business. Enter the number of Forms 5472 attached ▶
- 8 Check this box if the corporation issued publicly offered debt instruments with original issue discount ▶ ☐
If checked, the corporation may have to file **Form 8281**, Information Return for Publicly Offered Original Issue Discount Instruments.
- 9 Enter the amount of tax-exempt interest received or accrued during the tax year ▶ \$ **0**
- 10 Enter the number of shareholders at the end of the tax year (if 100 or fewer) ▶
- 11 If the corporation has an NOL for the tax year and is electing to forego the carryback period, check here (see instructions) ▶ ☒
If the corporation is filing a consolidated return, the statement required by Regulations section 1.1502-21(b)(3) must be attached or the election will not be valid.
- 12 Enter the available NOL carryover from prior tax years (do not reduce it by any deduction reported on page 1, line 29a.) ▶ \$

Schedule K Other Information (continued from page 4)

	Yes	No
13 Are the corporation's total receipts (page 1, line 1a, plus lines 4 through 10) for the tax year and its total assets at the end of the tax year less than \$250,000? If "Yes," the corporation is not required to complete Schedules L, M-1, and M-2. Instead, enter the total amount of cash distributions and the book value of property distributions (other than cash) made during the tax year ► \$	X	
14 Is the corporation required to file Schedule UTP (Form 1120), Uncertain Tax Position Statement? See instructions If "Yes," complete and attach Schedule UTP.		X
15a Did the corporation make any payments in 2018 that would require it to file Form(s) 1099?		X
b If "Yes," did or will the corporation file required Forms 1099?		
16 During this tax year, did the corporation have an 80% or more change in ownership, including a change due to redemption of its own stock?		X
17 During or subsequent to this tax year, but before the filing of this return, did the corporation dispose of more than 65% (by value) of its assets in a taxable, non-taxable, or tax deferred transaction?		X
18 Did the corporation receive assets in a section 351 transfer in which any of the transferred assets had a fair market basis or fair market value of more than \$1 million?		X
19 During the corporation's tax year, did the corporation make any payments that would require it to file Forms 1042 and 1042-S under chapter 3 (sections 1441 through 1464) or chapter 4 (sections 1471 through 1474) of the Code?		X
20 Is the corporation operating on a cooperative basis?		X
21 During the tax year, did the corporation pay or accrue any interest or royalty for which the deduction is not allowed under section 267A? See instructions If "Yes," enter the total amount of the disallowed deductions ► \$		X
22 Does the corporation have gross receipts of at least \$500 million in any of the 3 preceding tax years? (See sections 59A(e)(2) and (3)) If "Yes," complete and attach Form 8991.		X
23 Did the corporation have an election under section 163(j) for any real property trade or business or any farming business in effect during the tax year? See instructions		X
24 Does the corporation satisfy one of the following conditions and the corporation does not own a pass-through entity with current year, or prior year carryover, excess business interest expense? See instructions	X	
a The corporation's aggregate average annual gross receipts (determined under section 448(c)) for the 3 tax years preceding the current tax year do not exceed \$25 million, and the corporation is not a tax shelter, or		
b The corporation only has business interest expense from (1) an electing real property trade or business, (2) an electing farming business, or (3) certain utility businesses under section 163(j)(7). If "No," complete and attach Form 8990.		
25 Is the corporation attaching Form 8996 to certify as a Qualified Opportunity Fund? If "Yes," enter amount from Form 8996, line 13 ► \$		X

Schedule L Balance Sheets per Books		Beginning of tax year		End of tax year	
Assets		(a)	(b)	(c)	(d)
1	Cash		8,865		7,452
2a	Trade notes and accounts receivable				
b	Less allowance for bad debts				
3	Inventories				
4	U.S. government obligations				
5	Tax-exempt securities (see instructions)				
6	Other current assets (att. stmt.)				
7	Loans to shareholders				
8	Mortgage and real estate loans				
9	Other investments (attach stmt.)				
10a	Buildings and other depreciable assets				
b	Less accumulated depreciation				
11a	Depletable assets				
b	Less accumulated depletion				
12	Land (net of any amortization)				
13a	Intangible assets (amortizable only)				
b	Less accumulated amortization				
14	Other assets (attach stmt.)				
15	Total assets		8,865		7,452
Liabilities and Shareholders' Equity					
16	Accounts payable				
17	Mortgages, notes, bonds payable in less than 1 year				
18	Other current liabilities (att. stmt.) Stmt 4		4,066		4,065
19	Loans from shareholders				
20	Mortgages, notes, bonds payable in 1 year or more				
21	Other liabilities (attach statement)				
22	Capital stock: a Preferred stock				
	b Common stock				
23	Additional paid-in capital				
24	Retained earnings—Appropriated (att. stmt.)				
25	Retained earnings—Unappropriated		4,799		3,387
26	Adjustments to SH equity (att. stmt.)				
27	Less cost of treasury stock				
28	Total liabilities and shareholders' equity		8,865		7,452

Schedule M-1 Reconciliation of Income (Loss) per Books With Income per Return**Note:** The corporation may be required to file Schedule M-3. See instructions.

1	Net income (loss) per books	-1,412	7	Income recorded on books this year not included on this return (itemize):	
2	Federal income tax per books	320		Tax-exempt interest \$	
3	Excess of capital losses over capital gains				
4	Income subject to tax not recorded on books this year (itemize):				
5	Expenses recorded on books this year not deducted on this return (itemize):		8	Deductions on this return not charged against book income this year (itemize):	
a	Depreciation \$			a Depreciation \$	
b	Charitable contributions \$			b Charitable contributions \$	
c	Travel and entertainment \$				
6	Add lines 1 through 5	-1,092	9	Add lines 7 and 8	
			10	Income (page 1, line 28)—line 6 less line 9	-1,092

Schedule M-2 Analysis of Unappropriated Retained Earnings per Books (Line 25, Schedule L)

1	Balance at beginning of year	4,799	5	Distributions: a Cash	
2	Net income (loss) per books	-1,412		b Stock	
3	Other increases (itemize):			c Property	
			6	Other decreases (itemize):	
			7	Add lines 5 and 6	
4	Add lines 1, 2, and 3	3,387	8	Balance at end of year (line 4 less line 7)	3,387

Form 1120	Charitable Contribution Carryover Worksheet	2018
For calendar year 2018 or tax year beginning _____, ending _____		
Name The Pensacola Chapter of NARPM, Inc		Employer Identification Number 90-0443999

Regular Tax Calculations						
		Prior Year		Current Year		Next Year
Preceding Tax Year	Excess Contributions	Utilized Or Reclassified to NOL	Carryover	Reclassified to NOL <small>(Reg. Sec. 1.170A-11(c)(2))</small>	Carryovers Utilized	Carryover
5th 12/31/13	400	250	150			
4th 12/31/14						
3rd 12/31/15						
2nd 12/31/16	100		100			100
1st 12/31/17						
Charitable Contribution Carryover To Current Year - Regular			250			
Current Year		0				0
Charitable Contribution Carryover Available To Next Year						100

Net Operating Loss Carryover Worksheet

Form **1120**

2018

For calendar year 2018 or tax year beginning

, ending

Name

Employer Identification Number

The Pensacola Chapter of NARPM, Inc

90-0443999

Preceding Taxable Year	Adj. To NOL Inc/(Loss) After Adj.	Prior Year		Current Year	Next Year
		NOL Utilized (Income Offset)	Carryovers	Income Offset By NOL Carryback/ Carryover NOL Utilized	Carryover
20th 12/31/98					
19th 12/31/99					
18th 12/31/00					
17th 12/31/01					
16th 12/31/02					
15th 12/31/03					
14th 12/31/04					
13th 12/31/05					
12th 12/31/06					
11th 12/31/07					
10th 12/31/08					
9th 12/31/09					
8th 12/31/10					
7th 12/31/11					
6th 12/31/12	-13 -137	137			
5th 12/31/13	124	-124			
4th 12/31/14	12	-12			
3rd 12/31/15	3	-1			
2nd 12/31/16	3				
1st 12/31/17	2,134				
NOL Carryover Available To Current Year			0		
Current Year	0 -1,092				1,092
NOL Carryover Available To Next Year					1,092

Federal Statements

Statement 1 - Form 1120, Page 1, Line 10 - Other Income

<u>Description</u>	<u>Amount</u>
Sponsorships	\$ 350
Total	<u>\$ 350</u>

Statement 2 - Form 1120, Page 1, Line 19 - Charitable Contributions

<u>Description</u>	<u>Amount</u>
Carryover From Prior Years	\$ 250
Total Contributions Available	250
Less Contributions Disallowed	250
Less QCC Disallowed	0
Total Deduction Allowed	<u>\$ 0</u>

Statement 3 - Form 1120, Page 1, Line 26 - Other Deductions

<u>Description</u>	<u>Amount</u>
Christmas Banquet 2018	\$ 2,292
Professional Fees: Accounting	705
Conference Attendance	598
Postage and Delivery	46
Member social	455
Board Expense	950
Meeting Expense	129
Total	<u>\$ 5,175</u>

Statement 4 - Form 1120, Page 6, Schedule L, Line 18 - Other Current Liabilities

<u>Description</u>	<u>Beginning of Year</u>	<u>End of Year</u>
Advance Payments	\$ 4,066	\$ 4,065
Total	<u>\$ 4,066</u>	<u>\$ 4,065</u>

Year Ending: December 31, 2018

90-0443999

The Pensacola Chapter of NARPM, Inc
4771 Bayou Blvd. #283
Pensacola, FL 32503

Section 1.263(a)-1(f) De Minimis Safe Harbor Election

Under Regulation 1.263(a)-1(f), the taxpayer hereby elects to apply the de minimis safe harbor election to all qualifying property placed in service during the tax year.

Year Ending: December 31, 2018

90-0443999

The Pensacola Chapter of NARPM, Inc
4771 Bayou Blvd. #283
Pensacola, FL 32503

NOL Carryback Election

Under IRC Section 172(b)(3), the taxpayer elects to relinquish the entire two year carryback period with respect to any net operating loss incurred during the current tax year.

Year Ending: December 31, 2018

90-0443999

The Pensacola Chapter of NARPM, Inc
4771 Bayou Blvd. #283
Pensacola, FL 32503

Section 1.263(a)-3(h) Safe Harbor Election for Small Taxpayers

Under Regulation 1.263(a)-3(h), the taxpayer elects the small taxpayer safe harbor election to deduct the costs of repairs, maintenance, improvements, and similar activities performed on the following eligible building(s).

Description of Property:
Commercial Building
235 E. 9 Mile Road, Suite 9



National Association of Residential Property Managers

P E N S A C O L A A R E A C H A P T E R

Board of Directors Meeting Agenda

January 2018

1. Call to Order Time: 9:05am
2. Reading of Previous Minutes Read and Approved: _____
3. Treasurer Report:
 - a. Submit Budget for 2018 Received and Reviewed
 - b. Report on Treasury Account _____
 - c. Set Membership Dues: Amount \$35.00 / Date to bill 2/1/18
 - d. Set Affiliate Dues: Amount \$75.00 / Date to bill 2/1/18
4. This year's focus: Involvement and Engagement – Focus on Members and Value
5. Review New Responsibilities: See attachment to agenda
6. Scheduling (tentative dates)
 - a. Board Meetings
 - a. January Board Room @ Par Date: 1/24/18 Time: 9:00am
 - b. April Board Room @ Par Date: 4/17/18 Time: 9:00am
 - c. July Board Room @ Par Date: 7/17/18 Time: 9:00am
 - d. October Board Room @ Par Date: 10/16/18 Time: 9:00am
 - b. Luncheons (tentative dates)
 - a. March 13th @ 11:30-2:30 Legal Update From Attorney – Deposits/Marijuana/Collections/etc.
 - b. June 19th @ 9:00am – 4:00pm NARPM Ed Class: Finance: Cash Flow Analysis (Confirmed)
 - c. August _____ Property Damage – Insurance Claims/Processes/Coverage/Liability
 - d. September _____ Marketing and Social Media – Affiliate Speaker (PW, Appfolio, etc.?)
 - c. Round Table Discussions
 - a. February 20th @ 9am _____
 - b. April _____ _____
 - c. July _____ _____
 - d. October _____ _____
 - d. Member Social/Affiliate Appreciation
 - a. May _____ Bowling, Potluck, Chili Competition, Bar Social, Paint w/Twist (Social)
 - b. November _____ Charity Event – Ronald McDonald/Kid House/Etc. (Social Committee)
 - e. Christmas Banquet
 - a. December _____ Assign Social Committee
 - f. Upcoming NARPM Conventions
 - a. Broker/Owner April 9th – 11th @ Mirage Hotel in Las Vegas
 - b. Florida State Conference Sept. 19th – 21st in Lake Buena Vista FL
 - c. 30th Annual Convention Oct. 16th – 19th in San Diego CA
7. Committee Chair/Co-chair/Committee Positions
 - a. Education: Jane Smith
 - b. Recognition: Tracey Jackson
 - c. Affiliate: Luke
 - d. Membership: Amy
 - e. Marketing/Publications: Nicole
 - f. Legislative: Jane
 - g. Social Committee Tracy/LaTrese
8. New Business
 - a. Meeting Locations for Classes Alternate class/roundtable location discussion to include greater area.
 - b. Communication between chairs Discussion on passing information between chair positions
 - c. _____ _____
9. Adjourn Time: 10:00am

Chair Position Updates:

1. Education:
 - a. Determine and confirm speakers and presentation material for all events.
 - b. Secure and/or coordinate meeting location and food for all events.
 - c. Correspond with Affiliate Chair for sponsorship obligations and involvement.
 - d. Correspond with Marketing Chair for RSVP information regarding food orders.
2. Affiliate:
 - a. E-mail Affiliates Inviting them to meetings (Our Mailing List)
 - b. Meet and Greet with all Affiliates present at meetings.
 - c. Introduce all Affiliates at each Meeting and allow them 30-60 Seconds to Introduce Themselves to Membership.
 - i. Encourage members to speak with affiliates.
 - d. Ask membership for Affiliate Suggestions and Reach Out to them about joining (Survey Questionnaire).
 - e. Secure Membership Sponsors for ALL events. (Financial Contribution, Food, Prizes, etc.)
3. Membership:
 - a. Manage the sign-in table and fund collection at paid events.
 - b. Respond to all new member requests received.
 - c. Ensure membership-marketing material is given to all non-members at registration table.
 - d. Call or e-mail non-member guests who attend events and thank them for attending.
4. Marketing:
 - a. E-mail Meeting Announcements ~20/10/5/2/1 days prior to all events.
 - i. Promote Event on Facebook
 - b. Secure RSVP's and communicate attendance numbers to Education Chair for Food Order processing 72 Hours Before Event.
 - c. Photograph Meetings and Events – Post to Facebook and Thank/Tag Members and Affiliates

Committee Expectations:

1. Social Committee:
 - a. Plan and coordinate all social/charity events.
 - b. Secure location and ensure Marketing Chair has correct information for marketing.
 - c. Secure sponsors for events (if applicable).
 - d. Plan and coordinate entertainment (if applicable; gift exchange, door prizes, drink tickets, music, etc.)

Finance: Cash Flow Analysis

June 19th @ 9:00am – 4:00pm

ADVANCED COURSE

This advanced course will teach you how to forecast and calculate your client's cash on cash return and their internal rate of return on their investment properties. You will also learn how to measure your performance and effectiveness as a property manager. Whether your client is a traditional investor or a "frustrated seller", once the property becomes a rental, it is all about the numbers. Understanding the "numbers" will enable you to advise your clients based on what is in their financial best interests and explain how. You can better forecast how a replacement vs. a repair, or a rent increase, can enhance the property's value. You move from someone that just collects rent and coordinates repairs and move to being their consultant.

Who Should Attend?

Anyone that works with landlords will benefit from this class. If you learn how to "speak investor" you will become a much more valuable service provider for your client.

Equipment/Materials Required:

- 4 Function calculator
- Pencil with an eraser

How YOU will Benefit?

By learning cash flow analysis and how to measure your own performance you will be able to better advise and better serve your clients. When you can quantify how your performance is superior, and how your recommendations contribute to a more profitable ownership experience, more clients will seek you out and your existing clients will more highly value your input and advice.

Learning Objectives:

- Identify the different components of Cash Flow Analysis
- Describe how to calculate the income derived from Cash Flow
- Explain how income is derived from Loan Amortization
- Summarize tax considerations and tax "savings to an investor
- Explain how income is derived from Appreciation
- Calculate a budgeted cash flow for a rental house
- Calculate budgeted IRR for a rental house

Schedule of Events

	Date	Time	Location	Subject	Speaker
January	24 th	9:00am – 10:30am	PAR Boardroom	BOD Meeting	NA
February	20 th	9:00am – 11:30am	PAR Education Room	Roundtable	NA
March	13 th	11:30am – 2:30pm	PAR Education Room	Attorney/Legal	
April		9:00am – 10:30pm	PAR Boardroom	BOD Meeting	NA
		10:30am – 1:00pm	PAR Education Room	Roundtable	NA
May		6:00pm – 8:00pm		Social Event	NA
June	19 th	9:00am – 4:00pm		NARPM – Finance	NARPM
July		9:00am – 10:30pm	PAR Boardroom	BOD Meeting	NA
		10:30am – 1:00pm	PAR Education Room	Roundtable	NA
August		11:30am – 2:30pm		Insurance/Property Damage	
September		9:00am – 12:00pm		Marketing/Social Media	
October		9:00am – 10:30pm	PAR Boardroom	BOD Meeting	NA
		10:30am – 1:00pm	PAR Education Room	Roundtable	NA
November				Charity Event	NA
December		6:00pm – 8:00pm		Christmas Party	NA

Blue: Board Meetings

Green: Lunch and Learn

Red: Roundtable

Grey: Social



National Association of Residential Property Managers
PENSACOLA AREA CHAPTER
Board of Directors Meeting Agenda
January 2018

1. Call to Order Time: 9:02am
2. Reading of Previous Minutes Read and Approved: Approved
3. Treasurer Report:
 - a. Review Finances: _____
 - b. # Members Paid: _____
 - c. # Affiliates Paid: _____
4. This year's focus: Involvement and Engagement – Focus on Members and Value
5. Scheduling (tentative dates)
 - a. Board Meetings
 - a. July Board Room @ Par Date: 7/17/18 Time: 10:30am
 - b. October Board Room @ Par Date: 10/23/18 Time: 10:30am
 - b. Luncheons (tentative dates)
 - a. June 19th @ 9:00am – 4:00pm NARPM Ed Class: Finance: Cash Flow Analysis (Confirmed)
 - b. August Property Damage – Insurance Claims
 - i. 21st @ 11:30 – 1:30
 - ii. Need Speaker and Sponsor
 - c. September _____
 - i. 25th @ 11:30 – 1:30
 - ii. Need Speaker/Topic/Sponsor
 - c. Round Table Discussions
 - a. July 17th @ 9:00 _____
 - b. October 23rd @ 9:00 _____
 - d. Member Social/Affiliate Appreciation
 - a. May _____ Paint w/Twist
 - i. Price/Member _____
 - ii. Limit Attendees Discuss: First Come/RSVP Limitations/Open to All
 - iii. Sponsor _____
 - b. November _____ Charity Event – Ronald McDonald/Kid House/Etc. (Social Committee)
 - i. _____
 - e. Christmas Banquet
 - a. December _____
 - f. NARPM Conventions
 - a. Broker/Owner Feedback:
 - i. Discussion _____
 - b. Florida State Conference Sept. 19th – 21st in Lake Buena Vista FL
 - c. 30th Annual Convention Oct. 16th – 19th in San Diego CA
6. Committee Reports
 - a. Education: Jane _____
 - b. Recognition: Tracey _____
 - c. Affiliate: Luke _____
 - d. Membership: Amy _____
 - e. Marketing: Nicole _____
 - f. Legislative: Jane _____
 - g. Social: Tracey/Latrese _____
7. New Business
 - a. Pensacola Rental Improvements _____
 - b. Google Drive Chair Folders, etc.
 - c. _____
8. Adjourn Time: 9:45am



National Association of Residential Property Managers
P E N S A C O L A A R E A C H A P T E R
Board of Directors Meeting Agenda
July 2018

1. Call to Order Time: 9:00am
2. Reading of Previous Minutes Read and Approved: Approved
3. Treasurer Report:
 - a. Review Finances: Reviewed
 - b. # Members Paid: _____
 - c. # Affiliates Paid: _____
4. Scheduling (tentative dates)
 - a. Board Meetings
 - a. October Board Room @ Par Date: 10/23/18 Time: 10:30am
 - b. Luncheons (tentative dates)
 - a. August Property Damage – Insurance Claims
 - i. 21st. @ 11:30 – 1:30
 - ii. Speaker: Thompson Walden Insurance
 - iii. Sponsor:
 - b. September _____
 - i. 25th @ 11:30 – 1:30
 - ii. Speaker:
 - iii. Sponsor:
 - c. Round Table Discussions
 - a. October 23rd @ 9:00
 - d. Member Social/Affiliate Appreciation
 - a. November _____ Charity Event – Ronald McDonald/Kid House/Etc. (Social Committee)
 - i. _____
 - e. Christmas Banquet
 - a. December _____
 - f. NARPM Conventions
 - a. Florida State Conference Sept. 19th – 21st in Lake Buena Vista FL
 - b. 30th Annual Convention Oct. 16th – 19th in San Diego CA
5. Committee Reports
 - a. Education: Jane _____
 - b. Recognition: Tracey _____
 - c. Affiliate: Luke _____
 - d. Membership: Amy _____
 - e. Marketing: Nicole _____
 - f. Social: Tracey/Latrese _____
6. New Business
 - a. Chapter Future Elections, President Selection, Next Year
 - b. _____
7. Adjourn Time: 9:52am



National Association of Residential Property Managers

P E N S A C O L A A R E A C H A P T E R

Board of Directors Meeting Agenda

October 2018

1. Call to Order Time: 9:00am
2. Reading of Previous Minutes Read and Approved: Approved
3. Treasurer Report:
 - a. Review Finances: Reviewed
 - b. # Members Paid: _____
 - c. # Affiliates Paid: _____
4. Scheduling (tentative dates)
 - a. Luncheons (tentative dates)
 - b. Round Table Discussions
 - a. October 23rd @ 9:00 Legal Topics and Efficiency
 - c. Member Social/Affiliate Appreciation
 - a. November Cancelled
 - d. Christmas Banquet
 - a. December 15th New World Landing – Budget \$1500
 - e. NARPM Conventions
 - a. 30th Annual Convention Oct. 16th – 19th in San Diego CA
5. Committee Reports
 - a. Education: Jane _____
 - b. Recognition: Tracey _____
 - c. Affiliate: Luke _____
 - d. Membership: Amy _____
 - e. Marketing: Nicole _____
 - f. Social: Tracey/Latrese _____
6. New Business
 - a. Chapter Future Elections, President Selection, Next Year - No President Selected
7. Adjourn Time: 9:48am

2018 Vote for NARPM Board Meeting

- Unanimous Vote approved by Board based on submission by Nominating Committee held during October board meeting.

The following Board was voted in:

- President: Luke Street
- President Elect: Nicole St. Aubin
- Secretary: Amy Buker
- Treasurer: LaTrease Stevenson
- Past President – Jason McGuire
-

NARPM Pensacola Chapter 2019 Budget

Ordinary Income/Expenses

Income

Affiliate Dues	\$1200.00
NARPM Class	\$ 400.00
Grants	\$ 0.00
Luncheon Income	\$3200.00
Membership Dues	\$1645.00
Member Retention	\$ 400.00
Total Income	\$6845.00

Expense

Board Expense	\$ 0.00
Contributions	\$ 300.00
Dues and Subscriptions	\$ 0.00
Licenses and Permits	\$ 61.25
Luncheon	\$ 500.00
Printing and Reproduction	\$ 150.00
Professional Fees	
Accounting	\$ 700.00
Total Professional Fees	\$ 700.00
Reimbursed Expenses	\$ 0.00
Social Events	\$4000.00
Travel Expense	\$ 500.00
Total Expense	\$6911.25

Net Ordinary Income (\$66.25)

Net Income (\$66.25)

- President: Luke Street
- President-elect: Nicole St. Aubin
- Secretary: Amy Buker
- Treasurer: LaTrease Stevenson
- Past-president: Jason McGuire
- Board of Directors: Tracy Jackson, JoAnna Hackett, Clayton Henderson, Ranae Stewart, Jenna McMillen



National Association of Residential Property Managers

SEPTEMBER LUNCH & LEARN

WITH ATTORNEY TIM BALDWIN AT PAR

Tuesday, September 25th from 11:30 to 1

Please join us for an exciting Pensacola area Chapter NARPM® Event!

Lunch & Learn with Attorney Tim Baldwin

Come join us as Attorney Tim Baldwin will be presenting and speaking on a number of important legal updates and challenges facing Property Managers and Landlords. Covering a wide variety of topics, including proper form preparation, legal defense against tenant claims, and general legal updates Landlords and Property Managers should be aware of. This is a great event that will be full of useful and practical information you can use to improve your company and update your policies to keep you out of trouble.

When: Tuesday, September 25, 2018 at 11:30 am – 1 pm

Check in and networking will take place from 11 am to 11:30 am with the program beginning promptly at 11:30 am. Lunch is provided!

Where: Pensacola Association of Realtors Education Room

107 W. Main Street, Pensacola, FL 32502

Cost: The cost for August's Lunch and Learn is **\$15 for NARPM® members** and **\$30 for non-NARPM® members**. Please RSVP on our website can have an accurate headcount for lunch. [Please register using this link!](#) You can pay at the door in cash, check, or credit card.



National Association of Residential Property Managers

Please join us for an exciting Pensacola area Chapter NARPM® Event!

Lunch & Learn: Best Practices for Insurance Claims

Join the Pensacola area chapter of NARPM® for a luncheon on Tuesday, August 21, 2018 to discuss Best Practices for Insurance Claims. We will have two guest speakers including Complete DKI and Bobby Emmons with Thompson Walden Insurance to speak on behalf of the insurance claims process.

When: Tuesday, August 21, 2018 at 11:30 am – 1 pm

Check in and networking will take place from 11 am to 11:30 am with the program beginning promptly at 11:30 am. Lunch is provided!

Where: Pensacola Association of Realtors Education Room

107 W. Main Street, Pensacola, FL 32502

Cost: The cost for August's Lunch and Learn is **\$15 for NARPM® members** and **\$30 for non-NARPM® members**. Please RSVP so we can have an accurate headcount for lunch. Please register [using this link](#). You can pay at the door in cash, check, or credit card.

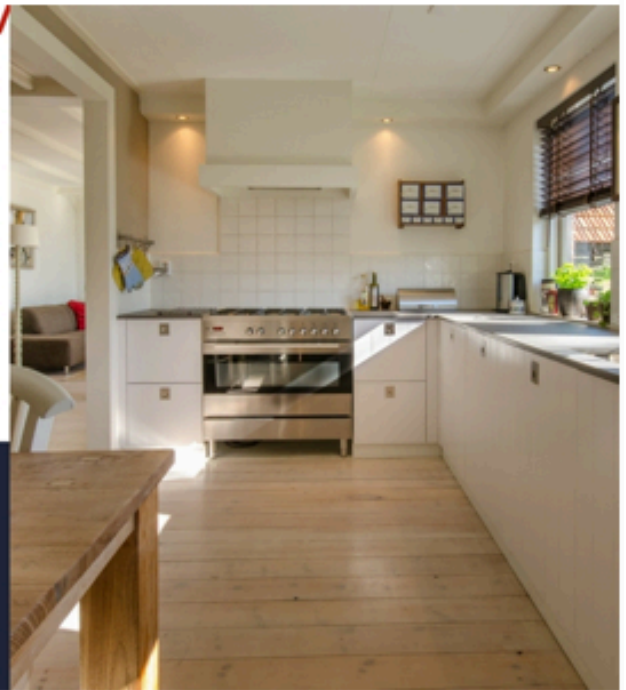
Mastermind Roundtable

April 17th @ 9am



National Association of Residential Property Managers
PENSACOLA AREA CHAPTER

**Topic is Market Conditions,
Rental Trends & Projections in
a Shifting Real Estate Market.**



Thanks to everyone who joined us for our March Lunch and Learn!

We are planning another great event for April. Our roundtable format offers collaboration and idea sharing between property managers. If you have not attended a roundtable before, this is a great event to attend!

Affiliates are welcome.

Mark your calendars for our next Pensacola area Chapter NARPM® Event!

**Mastermind Roundtable on Market Conditions:
Discussing the challenges and transitions that come
from shifting markets.**

Tuesday, April 17th 2018 at 9:00 am

**Pensacola Association of Realtors Education Room
107 W. Main Street, Pensacola, FL 32502**

Light breakfast will be provided and attendance is free.

View the event on our [website](#) or on [facebook](#)

July Roundtable Event

July 17th @ 9 am at Pensacola Association of Realtors



National Association of Residential Property Managers
PENSACOLA AREA CHAPTER

Don't forget to RSVP for our July Roundtable event next Tuesday, July 17, 2018 at 9 am on Facebook for a reminder the day of the event.

One of our NARPM© affiliates, On Sight Pros, is hosting a relevant event later this month that we thought you may be interested in! Join On Sight Pros for a complimentary "Lunch and Learn" on Wednesday, July 25, 2018 at Skopelos at New World Landing.

This is not a NARPM© event. See below and reach out to On Sight Pros for more details, questions, and to RSVP!





National Association of Residential Property Managers

P E N S A C O L A A R E A C H A P T E R

**Join the Pensacola area Chapter of NARPM® on
Tuesday, March 13, 2018 for a Lunch & Learn with
special guest Attorney Tim Baldwin.**

**The topic will be Legal Updates and Best Practices
regarding Security Deposits.**

**Come join us for an Attorney led discussion on all things Security
Deposit related. Tim Baldwin will be joining us for an interactive Q&A and
best practices regarding Claims, Handling Disputes, Evictions, and
Collection and Recovery options after the dust settles. Forms and
information will be provided by the attorney for use in your business.**

Lunch included in cost of event!

When: Tuesday, March 13th, 2018 from 11:30 am to 1:30 pm

Where: Pensacola Association of Realtors Education Room

107 W. Main Street, Pensacola, FL 32502



National Association of Residential Property Managers

PENSACOLA CHAPTER

June 19, 2018 NARPM Finance: Cash Flow Analysis Class

The Pensacola Chapter of NARPM is hosting a national education class on June 19, 2018 at the Pensacola Association of Realtors. This all day education class will be from 9 am to 4pm and is on **Finance: Cash Flow Analysis**. [Visit our website to view more information and for registrations details.](#)

The cost of the class is \$195 for members before May 18th and \$250 after May 19th. **As the cut off for the early bird registration ends tomorrow, today is the day to sign up for this course to save \$55!**

This is a rare event as we only get the opportunity to take a national education class once a year in our area. This education class is available to all members and important for those seeking a designation. Unfamiliar with the designations and certificates offered by NARPM? [Read more here.](#)

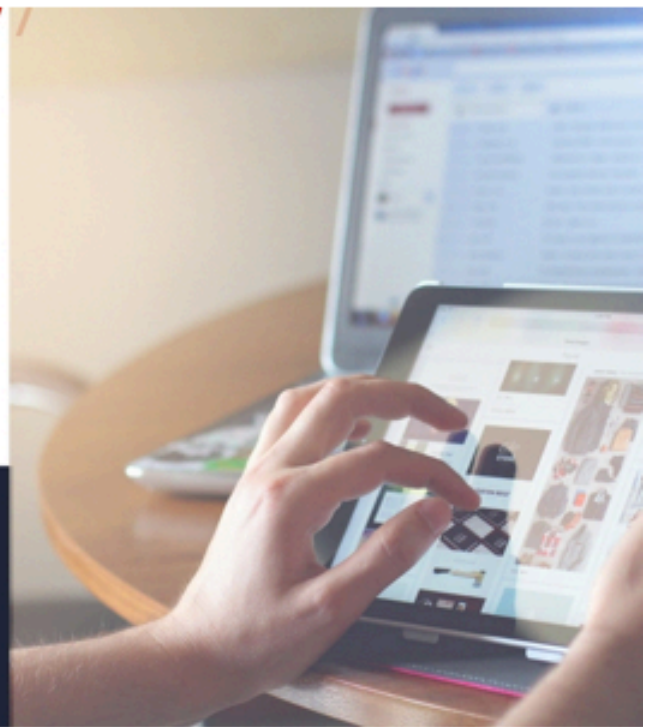
SAVE THE DATE!

February 20, 2018 @ 9 am



National Association of Residential Property Managers
P E N S A C O L A A R E A C H A P T E R

Roundtable Discussion on
Efficiency: Inspections,
Software and Apps



**Join us tomorrow for our first 2018 Pensacola
area Chapter NARPM®® Event!**

**Mastermind Roundtable on Efficiency with
Technology: Inspections, Software, and Apps**

Tuesday, February 20, 2018 at 9:00 am

**Pensacola Association of Realtors Education Room
107 W. Main Street, Pensacola, FL 32502**

Light breakfast will be provided and attendance is free.

RSVP on our [website](#) or on [facebook](#)!

Join your fellow Pensacola area property managers to discuss the unique challenges that arise while managing residential real estate. Our focus for February will be on how **technology can improve efficiency for property managers** and we will discuss inspections, software, apps, and other ways to utilize technology to better our profession.