

From: Williams <steve@steadyproperties.com>
Subject: 2018 Pierce County WA board
Date: December 20, 2017 at 5:06:37 PM PST
To: Jackie Sutterluety <jsutterluety@narpm.org>

Here is the 2018 board members for Pierce County NARPM.

President: Steve Williams <steve@steadyproperties.com>

President Elect: Lyle Crews <lyle@aspennw.com>

Secretary: Turena Koontz <turenakoontz@bhhsnwre.com>

Treasurer: Kim Mulligan <kim@olyrents.com>

Past President: Bekah Hermansen

<bekah@willowproperties.com>

Vendor Committee: Brian Harding

<brian@theplumbinganddrainco.com>

Legislative: Jim Henderson

<jim@landlordsolutionsinc.com>

Education: Alberto Dominguez

<alberto@willowproperties.com>

Membership: Jodi Williams <jodi@steadyproperties.com>

Charity: Megan McCormick <mmccormick@moco-inc.com>

Thanks Jackie!! Hope you and your family have a wonderful holiday.

Steve Williams

Steady Properties

2017 Pierce County NARPM Ballots

- ☐ **President**
Steve Williams
- ☐ **President Elect**
Lyle Crews
- ☐ **Education**
Alberto Dominguez
- ☐ **Membership**
Marie Pettie
- ☐ **Treasurer**
Kim Mulligan
- ☐ **Secretary**
Turena Koontz

2017 Pierce County NARPM Ballots

- ☐ **President**
Steve Williams
- ☐ **President Elect**
Lyle Crews
- ☐ **Education**
Alberto Dominguez
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- ☐ **Treasurer**
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2017 Pierce County NARPM Ballots

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2017 Pierce County NARPM Ballots

- ☐ **President**
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Kim Mulligan
- ☐ **Secretary**
Turena Koontz



National Association of Residential Property Managers
PIERCE COUNTY CHAPTER

BOARD MEETING MINUTES 1/26/2017

Meeting was called to order at 11:30 a.m. January 26, 2017 at the Berkshire Hathaway Home Services offices by Steve Williams

Board members in attendance:

President: Steve Williams
Secretary: Turena Koontz
Treasurer: Kim Mulligan
Past-President: Rebekah Hermansen
Vendor Committee: Jim Henderson
Education: Alberto Dominguez
Membership: Marie Pettie

Absent: President Elect: Lyle Crews

Old Business

National website changed to reflect new Board. Thanks Bekah
We had three guests at last membership meeting. One will be new member.
Budget was reviewed and approved.

New Business

Funds from the brown bag donations will be put into our account and paid back out.
Charity event at NW Furniture bank on 2/9 at 1:00
Clock hour class budget was discussed and approved.
Covered chapter excellence requirements
Discussed Google Docs and how to use it.

Meeting adjourned 1:30

Next Meeting: 3/23/2017 At Burrs in Lakewood

Respectfully submitted by: Turena Koontz

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BOARD MEETING MINUTES 10/26/2017

Meeting was called to order at 11:30 a.m. October 26, 2017 at Burs Restaurant in Lakewood by Steve Williams

Board members in attendance:

President: Steve Williams

President Elect: Lyle Crews

Secretary: Turena Koontz Minutes from September were approved and placed on file.

Treasurer: Kim Mulligan

Past-President: Rebekah Hermansen

Education: Alberto Dominguez Discussed sponsors for designation class

Membership: Marie Pettie (absent)

Vendor Committee: Brian Harding Brian to set up speakers for 10-15 minutes of each meeting

Legislative: Jim Henderson

Charity: Megan McCornick November will collect food bank donations. Next year plan to have quarterly activities.

Old Business

- Talked about the Orlando Convention
- November 8th class is confirmed
- St Louis is books, travel grant has been submitted for Steve and Lyle

New Business:

- Will work on 2018 Calendar next meeting
 - January meeting will be Dave Wright from NSBI
- Firm up 2018 Budget next meeting
- Steve has great ideas for Christmas party and will be looking for volunteers to organize the party at the next meeting.

Meeting adjourned 1:30

Next Meeting: 11/30/2017 at 11:30 At Burrs in Lakewood

Respectfully submitted by: Turena Koontz

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BOARD MEETING MINUTES 11/23/17

Meeting was called to order at 11:30 a.m. November 23, 2017 at Burs Restaurant in Lakewood by Steve Williams

Board members in attendance:

President: Steve Williams

President Elect: Lyle Crews

Secretary: Turena Koontz Minutes from October were approved and placed on file.

Treasurer: Kim Mulligan Report Approved and placed on file

Past-President: Rebekah Hermansen

Education: Alberto Dominguez

Membership: Marie Pettie (absent)

Vendor Committee: Brian Harding (absent)

Legislative: Jim Henderson (absent)

Charity: Megan McCormick Having challenges with organizations to give monies to. Toys for Toys in December. Want to do Food Bank next year in March and November. NW Furniture bank in June or September.

Old Business

- Steve and Lyle reported on the St Louis Convention. It was fun and informative.
- Reviewed the 2018 calendar

New Business:

- Reviewed and approved the 2018 budget
- Board members emails have been updated
- Jody will make flier for guest protocol for meetings
- Designation class changed to January 23rd
-

Meeting adjourned 1:30

Next Meeting: January 4th 11:30 at Berkshire Hathaway 507 31st Ave SW

Respectfully submitted by: Turena Koontz

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National Association of Residential Property Managers
PIERCE COUNTY CHAPTER

BOARD MEETING MINUTES 3/23/2017

Meeting was called to order at 11:30 a.m. March 23, 2017 at Burs Restaurant in Lakewood by Lyle Crews

Board members in attendance:

President Elect: Lyle Crews
Secretary: Turena Koontz Minutes from 2/23 were approved and placed on file
Treasurer: Kim Mulligan
Past-President: Rebekah Hermansen
Education: Alberto Dominguez
Membership: Marie Pettie

Absent:

President: Steve Williams
Vendor Committee: Jim Henderson

Old Business

- Affiliate dues statements were sent out and are due April 30th
- Next Charity event is April 10th Lakewood Food Bank
- Clock hour class on 3/9 had 19 people and made a profit of \$82.89
- Discussed Vendor Fair. Space should be larger. Might be better with rectangle tables and eat earlier. On Docs there is form with Rules and Ideas
- Steve needs to clarify the FTC disclaimer question

New Business

- Next meeting is at casino with First American topic is Social Media. Because we are paying First American per person, we will attempt to use an online RSVP to see how that goes.
- Marie will call members who have not paid National Dues.
- Summer social event ideas: Rainiers Game (Alberto has info) Lyle will get info on a boat cruise.

Meeting adjourned 1:30

Next Meeting: 4/27/2017 At Burrs in Lakewood

Respectfully submitted by: Turena Koontz

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BOARD MEETING MINUTES 6/21/2017

Meeting was called to order at 11:30 a.m. June 21, 2017 at Burs Restaurant in Lakewood by Steve Williams

Board members in attendance:

President: Steve Williams

President Elect: Lyle Crews

Secretary: Turena Koontz Minutes from May were approved as corrected and placed on file

Treasurer: Kim Mulligan

Past-President: Rebekah Hermansen

Education: Alberto Dominguez

Absent:

Membership: Marie Pettie

Vendor Committee: Jim Henderson

Old Business

- Summer Social Event: Lyle reported that the my Girl boat will cost \$1895 for 4 hours. Discussed charging \$30/person which would include 2 drink tickets. Bekah to make flyer. . Date still either 7/21 or 7/28

New Business:

- Motion was made and passed to get Bev a gift/card. Funds \$60
- Deadline for Narpmp conference winners to sign up is August 15th or another winner will be picked.
 - o Winners: Lyle, Becca, Steve and Jodi

Meeting adjourned 1:30

Next Meeting: 8/24/2017 at 11:30 At Burrs in Lakewood

Respectfully submitted by: Turena Koontz

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BOARD MEETING MINUTES 8/24/2017

Meeting was called to order at 11:30 a.m. August 24, 2017 at Burs Restaurant in Lakewood by Steve Williams

Board members in attendance:

President: Steve Williams
President Elect: Lyle Crews
Secretary: Turena Koontz Minutes from May were approved as corrected and placed on file
Treasurer: Kim Mulligan
Past-President: Rebekah Hermansen
Education: Alberto Dominguez Absent
Membership: Marie Pettie
Vendor Committee: Jim Henderson
Charity: Megan McCornick

Old Business

- Summer Social: 20 people are signed up
- Facebook Video: no updates on this on going project.

New Business:

- Membership Drive Grant: could we use for a Trends booth? Maybe share one with neighboring counties?
- Chapter Leader Conference in St Louis Nov 14th. Is open to Board members, Steve is going
- State Chapter Conferences May 17-19 off site event Friday. Will probably be in Tukwilla. Need to add registrations to budget.
- Terri Patterson will be attending the National Conference with the remaining registration
- Discussed Board Nominations
- Mid year Retreat
- Need to come up with a plan to recruit vendors.
- Next year, invite potential new board members to the May and June BOD meetings.
- Next year, Vendor Fair will be held after Affiliate Dues are due in May. The May meeting will need to be changed.
- Designation class for November Class is going out.

Meeting adjourned 1:30

Next Meeting: 9/28/2017 at 11:30 At Burrs in Lakewood

Respectfully submitted by: Turena Koontz

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National Association of Residential Property Managers

P I E R C E C O U N T Y C H A P T E R

Membership Meeting

Date: April 20 2017

TOPIC: Top 5 Online Profile Updates

**SPEAKER: Rene Fabre, First American
Title**



**Emerald Queen Casino and Hotel
Pacific Rim Buffet
5700 Pacific Hwy E
Fife, WA 98424**

Network and Buffet time: 11:00 am - 11:30 am

Meeting and Speaker time: 11:30 am - 1:00 pm

Members (manager or affiliate) \$20 , Non-Members \$30,

Members with prepaid dues \$0 Lunch is Included

Cash or Check Only. No Credit or Debit Cards.

www.piercecounty.narpm.org



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June 15th 2017 Membership Meeting

QUESTIONS

RESPONSES 30

June 15th 2017 Membership Meeting

Topic: Ways to handle showing properties/Integration of Technology to enhance PM Business

Speakers: Jamie Williams, Designated Broker, RMP; Jodi Williams, Broker; Turena Koontz, Broker and Rebekah Hermansen, Managing broker.

Thursday, June 15th, 2017

Emerald Queen Casino and Hotel
Pacific Rim Buffet
5700 Pacific Hwy E
Fife, WA 98424

Network and Buffet time: 11:00 am - 11:30 am
Meeting and Speaker time: 11:30 am - 1:00 pm

Members (manager or affiliate) \$20, Non-Members \$30,
Members with prepaid dues \$0 Lunch is Included
Cash or Check Only. No Credit or Debit Cards.

Please join us to network, listen and learn from a great panel of experts talking about the ways to handle showing properties and the integrating of technology to enhance Property management business.

On this membership meeting, Registrations to go to the National Convention in Orlando, Florida are going to be given away!

RSVP to attend this meeting.

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Your Name and Company

Short answer text

.....

☐ Yes

☐ No





October 12th Membership Meeting

QUESTIONS

RESPONSES 22

October 12th Membership Meeting

Topic: "Lakewood's New Rental Housing Safety Program--Issues and Answers"

Speakers: Jason Whalen with Ledger Square Law and David Bugher, Assistant City Manager for Development/Community Development Director

Thursday, October 12, 2017

Emerald Queen Casino and Hotel
Pacific Rim Buffet
5700 Pacific Hwy E
Fife, WA 98424

Network and Buffet time: 11:00 am - 11:30 am
Meeting and Speaker time: 11:30 am - 1:00 pm

Members (manager or affiliate) \$20, Non-Members \$30,
Members with prepaid dues \$0 Lunch is Included
Cash or Check Only. No Credit or Debit Cards.

Please join us to network, listen and learn with Jason Whalen and David Bugher about the statutory basis for this New Rental Housing Safety program and what communities are doing and why. This is a great topic of interest to the property managers out there.

Name and Company *

Short answer text

Will you be attending this meeting? *

☐ Yes

☐ No





National Association of Residential Property Managers

PIERCE COUNTY CHAPTER

Membership Meeting

Date: February 16 2017

TOPIC: Vendor Agreements

- **Expectations of a vendor and property managers**
- **Vendors forms**

SPEAKER: Dorothy Zarelli MPM®, RMP®
Willow Properties



Emerald Queen Casino and Hotel
Pacific Rim Buffet
5700 Pacific Hwy E
Fife, WA 98424

Network and Buffet time: 11:00 am - 11:30 am

Meeting and Speaker time: 11:30 am - 1:00 pm

Members (manager or affiliate) \$20 , Non-Members \$30,

Members with prepaid dues \$0 Lunch is Included

Cash or Check Only. No Credit or Debit Cards.

www.piercecounty.narpm.org



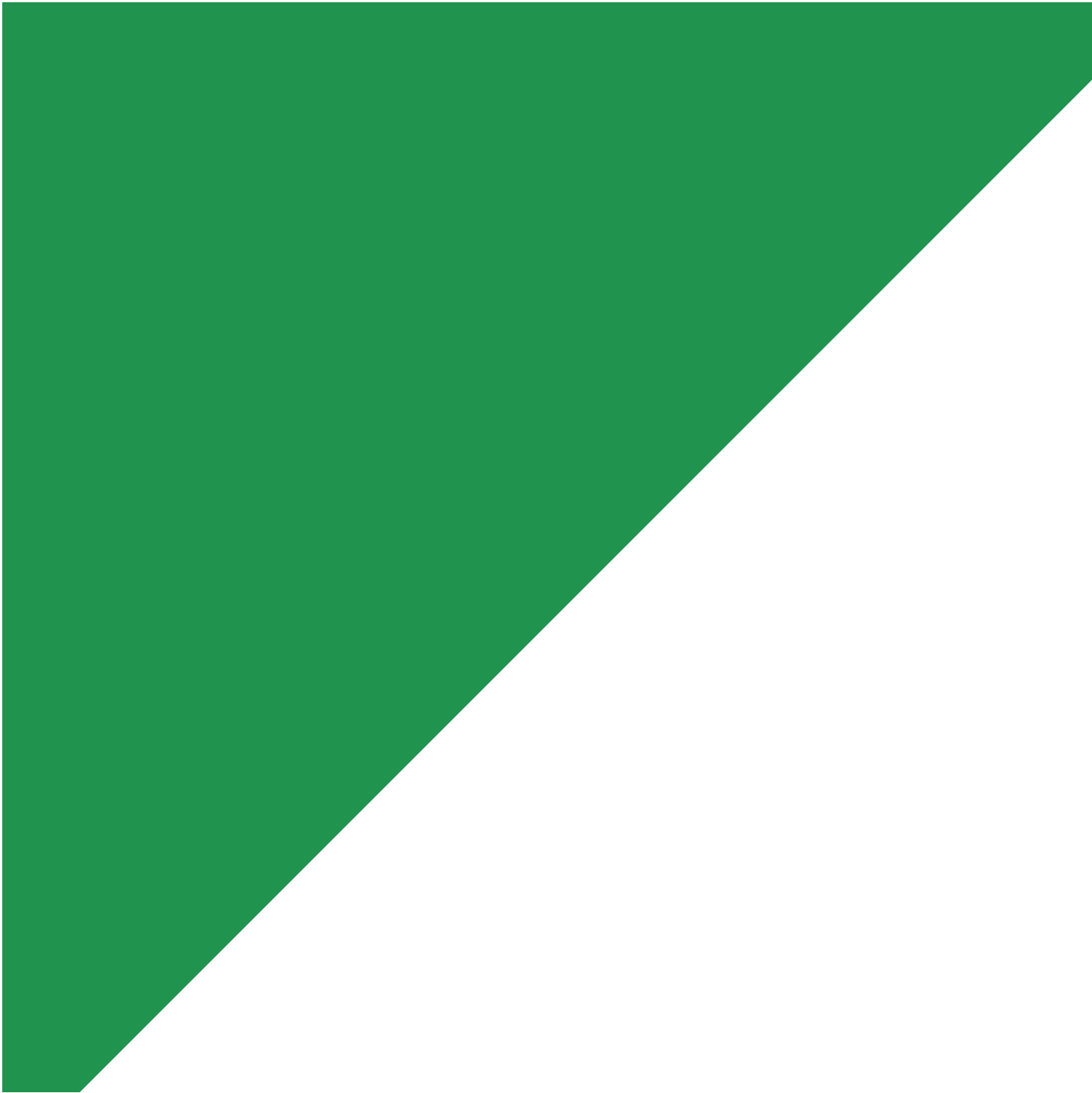
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Untitled form
Vendor Fair 2017 Memb
Vendor Fair 2017 Members

Send



Untitled form
Vendor Fair 2017 Memb
Vendor Fair 2017 Members
Questions
Responses
Section 1 of 1
15



Form title

March Vendor Fair 2017

Form description

Thursday, March 16th,
2017
11:00 to 1:00 p.m.
Paradise Bowl
12505 Pacific Ave S
Tacoma, WA 98444

Please RSVP and join us
to network with our
Vendors.

Think about how many
times a day you run
across something and
have to stop to think who
is there to assist you. All
year long we spend time
speaking to vendors and
affiliates, but each year I
personally learn
something new about
their companies and the
products they offer at the
Vendor Fair.

You must RSVP to attend
this meeting. Food will be
brought in and we will
need an accurate head
count.

Note that this is in place
of our membership
meeting, there will be no
membership meeting at
Denny's.

Date: March
16th, 2017

Your Name and Company

*

Question

Your Name and Company

*

Question Type

Short answer

Paragraph

Multiple choice

Checkboxes

Dropdown

File upload

Linear scale

Multiple choice grid

Checkbox grid

Date

Time
Description

Short answer text

Required

Loading...

Loading...

Will you be attending the Vendor Fair?

*

Question

*

Question Type

Short answer

Paragraph

Multiple choice

Checkboxes

Dropdown

File upload

Linear scale

Multiple choice grid

Checkbox grid

Date

Time
Description

Will you be attending the Vendor Fair?



Yes



No



Add option

or
add "Other"

Required

Loading...

Loading...
15 responses

Not accepting responses
Accepting responses
Message for respondents
This form is no longer accepting responses

The form "March Vendor Fair 2016" is no longer

Summary

Individual

Insights

Total points distribution

Your Name and Company15 responses

Dorothy Zarelli, Willow Properties

Rebekah Hermansen / Willow Properties

Steady Properties

Steve and Jodi Williams

Valarie Bethel, Parkwood Property Management

Alberto Dominguez, Willow Properties

turena BHHSNWRE

GMJ Enterprises Inc

John Parker

Julie with Collison Realty

Turena bhhsnwre

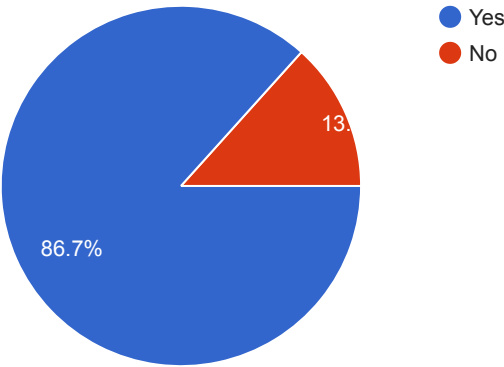
Red Roof Rentals, LLC

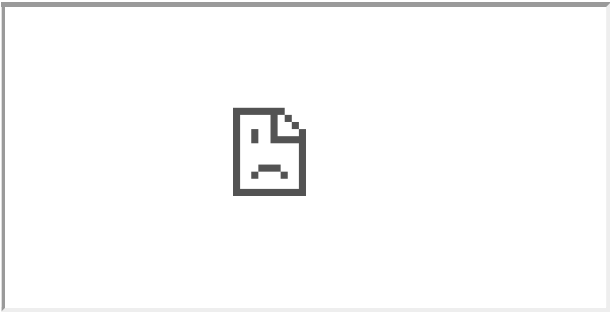
Kirsten Harmon - Suburban Realty

Jamie Williams AND Ken Rarey, Homes Plus

Jen Noland - Spartan Agency, LLC

Will you be attending the Vendor Fair?15 responses





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September 21st Membership Meeting

QUESTIONS

RESPONSES 33

September 21st Membership Meeting

Topic: Reputation Management

Speakers: Monique Rice with Effective Web Solutions

Thursday, September 21 2017

Emerald Queen Casino and Hotel

Pacific Rim Buffet

5700 Pacific Hwy E

Fife, WA 98424

Network and Buffet time: 11:00 am - 11:30 am

Meeting and Speaker time: 11:30 am - 1:00 pm

Members (manager or affiliate) \$20, Non-Members \$30,

Members with prepaid dues \$0 Lunch is Included

Cash or Check Only. No Credit or Debit Cards.

Please join us to network, listen and learn from a great speaker about reputation marketing, that has really helped property management companies and as well as hundreds of other businesses raise up the number of good reviews on Google and Yelp, while beating off with a stick several possible bad reviews that our industry is plagued with because all of the tenants, of course, want all of their deposits back.

RSVP to attend this meeting.

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Name and Company

Short answer text

Will you be attending this meeting?

☐ No





November 16th Membership Meeting

QUESTIONS

RESPONSES 27

November 16th Membership Meeting

Topic: Legislative Updates and Changes impacting Landlords

Speakers: Sean Martin, Rental Housing Association

Thursday, November 16 2017

Emerald Queen Casino and Hotel

Pacific Rim Buffet

5700 Pacific Hwy E

Fife, WA 98424

Network and Buffet time: 11:00 am - 11:30 am

Meeting and Speaker time: 11:30 am - 1:00 pm

Members (manager or affiliate) \$20, Non-Members \$30,

Members with prepaid dues \$0 Lunch is Included

Cash or Check Only. No Credit or Debit Cards.

Please join us to network, listen and learn from a great speaker about an update of what's been enacted recently in area cities, and what we're looking at in the coming short-term heading in to the legislative session.

Primarily, the issues are:

- Source of Income
- Notice of termination of tenancy/notice of rent increase
- Rental inspections
- Update on lawsuits against Seattle

RSVP to attend this meeting.

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Name and Company

*

Short answer text

Will you be attending this meeting? *

☐ Yes

☐ No



Pierce County NARPM 2017 Budget

Expense		Budget	Actual	
Regional and /or National Convention Fees		\$2,000.00		
Regional and /or National Board Travel		\$2,700.00		
Charity		\$1,000.00		
Christmas Party		\$1,500.00		
Education		\$2,500.00		
Gifts (including \$500 RHA Donation)		\$1,000.00		
Luncheon Fees		\$5,000.00		
Monthly Drawing/ \$25 Gift Card		\$250.00		
Vendor Fair / Appreciation / Guest Visits		\$800.00		
Office		\$200.00		
Social Event		\$2,500.00		
Regional Convention Fees				

Total \$19,450.00 \$0.00

Income		Budget	Actual	
Affiliate Membership		\$2,500.00		
Meeting Income		\$2,700.00		
Membership Dues		\$3,000.00		
Vendor Prepaid Lunch		\$1,000.00		
Education		\$2,500.00		
Social Event		\$1,250.00		
NARPM Chapter Incentive				

Total \$12,950.00 \$0.00

Foot Note: The Total expense and total income budgets do not balance. We are going to use some funds in the bank this year.

12/13/2017

Account Balances - As of 12/13/2017

Page 1

Account	12/13/2017 Balance
Bank Accounts	
NARPM	18,631.66
TOTAL Bank Accounts	18,631.66
<hr/>	
OVERALL TOTAL	18,631.66

12/13/2017

Banking Summary - Year To Date

1/1/2017 through 12/13/2017

Page 1

Category	1/1/2017- 12/13/2017
INCOME	
NARPM Chapter Incentive	990.00
PC NARPM INCOME	55.59
Affiliate Membership	4,253.50
Education	1,840.00
Meeting Income	2,260.00
Membership Dues	3,697.45
Social Event	300.00
TOTAL PC NARPM INCOME	12,406.54
TOTAL INCOME	13,396.54
EXPENSES	
Leadership Travel	816.70
PC NARPM - EXPENSES	
Charity	0.00
Education	1,647.11
Gifts Given & Convention Exp	211.90
Luncheon Fees	5,615.60
monthly drawing	225.00
National Board Travel	2,700.00
National Convention Fees	1,980.00
Office	49.40
RHA Donation	500.00
Social Event	791.28
Vendor Fair	488.25
TOTAL PC NARPM - EXPENSES	14,208.54
TOTAL EXPENSES	15,025.24
OVERALL TOTAL	-1,628.70

Transaction
11/16/2017 through 12/15/2017

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 11/15/2017								19,262.83
11/16/2017	NARPM	1968	RHA	RHA Donation PC	NARPM - ...			-500.00
11/16/2017	NARPM	Debit Crd	Emerald Que...	November 2...	PC NARPM - ...		R	-773.67
11/20/2017	NARPM	DEP	Membership ...	Gadley	PC NARPM I...		R	175.00
11/20/2017	NARPM	DEP	Affiliate Dues	Trane	PC NARPM I...		R	137.50
11/20/2017	NARPM	DEP	Lunch Income	Nov Meeting	PC NARPM I...		R	340.00
11/22/2017	NARPM	Debit Crd	Secretary Of ...	Annual Non-...	PC NARPM - ...		R	-10.00
11/16/2017 - 12/15/2017								-631.17
BALANCE 12/15/2017								18,631.66
TOTAL INFLOWS								652.50
TOTAL OUTFLOWS								-1,283.67
NET TOTAL								-631.17



National Association of Residential Property Managers

P I E R C E C O U N T Y C H A P T E R

Membership Meeting

January 19, 2017



TOPIC:

Property Crime and Safety for
Rental Homes

SPEAKER:

Pierce County Sheriff Paul
Pastor

Emerald Queen Casino and Hotel

Pacific Rim Buffet

5700 Pacific Hwy E

Fife, WA 98424

Network and Buffet time: 11:00 am to 11:30 am

Meeting and Speaker time: 11:30 am – 1:00 pm

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Cash or Check Only. No Credit or Debit Cards.

www.piercecounty.narpm.org



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National Association of Residential Property Managers

P I E R C E C O U N T Y C H A P T E R

Membership Meeting

Date: May 18 2017

TOPIC: Dealing with Difficult situations

- How to diffuse difficult situations
- Move out charges
- The game of Shifting blame



**SPEAKER: Nichole York MA, MS, LMHC,
Martian Lewis MA LMHC & Todd Monohon
MED, RMP®**

Emerald Queen Casino and Hotel
Pacific Rim Buffet
5700 Pacific Hwy E
Fife, WA 98424

Network and Buffet time: 11:00 am - 11:30 am

Meeting and Speaker time: 11:30 am - 1:00 pm

Members (manager or affiliate) \$20 , Non-Members \$30,

Members with prepaid dues \$0 Lunch is Included

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August 17th Membership Meeting

QUESTIONS

RESPONSES 36

August 17th Membership Meeting

Topic: Preventative Maintenance and Reactive Maintenance

Speakers: Todd Monohon, RMP, Managing broker/Owner.

Thursday, August 17th, 2017

Emerald Queen Casino and Hotel

Pacific Rim Buffet

5700 Pacific Hwy E

Fife, WA 98424

Network and Buffet time: 11:00 am - 11:30 am

Meeting and Speaker time: 11:30 am - 1:00 pm

Members (manager or affiliate) \$20, Non-Members \$30,

Members with prepaid dues \$0 Lunch is Included

Cash or Check Only. No Credit or Debit Cards.

Please join us to network, listen and learn from a great speaker about preventive and reactive maintenance on rental properties.

RSVP to attend this meeting.

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Name and Company

Short answer text

Will you be attending this meeting?

☐ Yes





National Association of Residential Property Managers

PIERCE COUNTY CHAPTER

Come join the Pierce County Chapter of NARPM for
our annual holiday party

December 14th 2017*11:00am to 11:30- Buffet**11:30am—1:00pm- Short Program and FUN!*

Emerald Queen Casino - Pacific Rim Buffet

Members- \$20, Non- Members \$30

White Elephant

Bring a \$20 White Elephant gift

*Must be ordered
through***WEAR YOUR FAVORITE
UGLY SWEATER**

Make sure to bring a New
unwrapped toy for:





Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
- **EIN:** 911704070
- **Tax Year:** 2017
- **Tax Year Start Date:** 01-01-2017
- **Tax Year End Date:** 12-31-2017
- **Submission ID:** 10065520180111614086
- **Filing Status Date:** 01-11-2018
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS

PC NARPM

Minutes from 1/5/2017

Meet at French Hen, 3810 Steilacoom Blvd SW, Lakewood, 98499

Meeting was called to order at 11:30

Members present:

President: Steve Williams

Secretary-Turena Koontz

Treasurer-Kim Mulligan

Past-President—Rebekah Hermansen

Vendor Committee--Jim Henderson

Education- Alberto Dominguez

Membership- Marie Pettie

Absent:

President Elect: Lyle Crews

Old Business:

Motion was made and seconded to spend \$300 of the gift budget to get gifts for Dick, Jackie and Becca. Becca will present Dick and Jackie's

Christmas party was discussed and everyone agreed that the daytime party seemed to work better than previous after hour parties.

New Business:

1. Becca has asked National to update the website to reflect the new board members. Once that is done, the app will be updated automatically. The app was discussed and numbers will have to be looked at to see if anyone is using it and if the cost is worth the benefit. General consensus at this time is no.
2. Discussion on shortening speaker to 45 min and add new elements to the meeting. It was decided to try this for a couple meetings to see how it works out.
3. Discussed ways to implement the guest free lunch program. Marie and Jim will work on getting a membership grant from NARPM
4. *Budget tabled till next meeting.*
5. *Alberto was able to schedule the designation class for November 8th*
Service Master

Next board meeting at Berkshire Hathaway Home Services 507 31st Ave, Puyallup, Wa 98373. We will be discussing Google Docs.

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Respectfully submitted

Turena Koontz, Secretary BHHSNWRE

turenakoontz@bhhsnwre.com



National Association of Residential Property Managers
PIERCE COUNTY CHAPTER

BOARD MEETING MINUTES 2/23/2017

Meeting was called to order at 11:40 a.m. February 23, 2017 at Burs Restaurant in Lakewood by Steve Williams

Board members in attendance:

President: Steve Williams
President Elect: Lyle Crews
Secretary: Turena Koontz
Treasurer: Kim Mulligan
Past-President: Rebekah Hermansen
Vendor Committee: Jim Henderson
Education: Alberto Dominguez
Absent: Membership: Marie Pettie

Old Business

- Recap of Day on the Hill and NW Furniture Bank Events
- Chapter Excellence has been submitted

New Business

- March Clock hour class has 11 people signed up. Will extend the early bird price and send to nearby chapters.
- Steve will check on the NARPM site to see who has not paid dues
- Next charity event will be food bank. No date yet
- March meeting is Vendor Fair. Flyer was reviewed and is ready to distribute
- Be sure when sending via google docs to send as an attachment not a share. Add guest names/companies to meeting minutes.
- FTC Disclaimer: Where does it need to be included? Steve will call National to clarify.
- Discussed changing meeting location. Decided not to change at this time. Burs is a possible if we change in the future.

Meeting adjourned 1:30

Next Meeting: 3/23/2017 At Burrs in Lakewood (Steve will be absent)

Respectfully submitted by: Turena Koontz

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National Association of Residential Property Managers

P I E R C E C O U N T Y C H A P T E R

BOARD MEETING MINUTES 3/23/2017

Meeting was called to order at 11:30 a.m. April 27, 2017 at Burs Restaurant in Lakewood by Steve Williams

Board members in attendance:

President: Steve Williams

President Elect: Lyle Crews

Secretary: Turena Koontz Minutes from 2/23 were approved and placed on file

Treasurer: Kim Mulligan

Past-President: Rebekah Hermansen

Vendor Committee: Jim Henderson

Education: Alberto Dominguez

Membership: Marie Pettie

Old Business

- Member Dues: Marie has contacted everyone and thinks we are only losing 1 member.
- Charity event at Food bank on 3/10 was good
- Steve will ask Jamie, Dorothy and John to share about the Broker/Owner retreat

New Business:

- Summer Social Event: date will be at the end of July , either the 21 or the 28th. Jim is going to check into the possibility/cost of doing a boat trip on the Pt Ruston Ferry. Steve is going to check on "Escape the Room"
- Steve is going to video bits of our meeting to post on Facebook.
- Limiting time spent on committee reports at the meetings was discussed. Going to see if perhaps we can move the buffet line time to earlier.

Meeting adjourned 1:30

Next Meeting: 5/25/2017 At Burrs in Lakewood

Respectfully submitted by: Turena Koontz

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BOARD MEETING MINUTES 5/25/2017

Meeting was called to order at 11:30 a.m. May 25, 2017 at Burs Restaurant in Lakewood by Steve Williams

Board members in attendance:

President: Steve Williams
President Elect: Lyle Crews
Secretary: Turena Koontz Minutes from 4/27/2017 were approved and placed on file
Treasurer: Kim Mulligan
Past-President: Rebekah Hermansen
Vendor Committee: Jim Henderson
Education: Alberto Dominguez
Membership: Marie Pettie

Old Business

- Summer Social Event: Steve will get info on the "my Girl" and Jim will check with his friend as well. Date still either 7/21 or 7/28
- Discussed ways to use the Facebook video as a "teaser" for the meeting.
- The new flow of getting food first seemed to work well.

New Business:

- June Charity is the Wandering Paws . Alberto has flyer and will re-send it.
- June BOD meeting will be 21st.
- Vendors who have not paid by the end of May will be removed from the website the first week of June.
- Discussed how we will handle the next meeting. Steve, Jamie, Lyle will talk about Sho Mojo and Turena and Becca will cover other ways. Open discussion from the group to share ideas.

Meeting adjourned 1:30

Next Meeting: 6/21/2017 at 11:30 At Burrs in Lakewood

Respectfully submitted by: Turena Koontz

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BOARD MEETING MINUTES 9/28/2017

Meeting was called to order at 11:30 a.m. August 24, 2017 at Burs Restaurant in Lakewood by Steve Williams

Board members in attendance:

President: Steve Williams
President Elect: Lyle Crews
Secretary: Turena Koontz Minutes from August were approved and placed on file.
Treasurer: Kim Mulligan
Past-President: Rebekah Hermansen
Education: Alberto Dominguez Discussed sponsors for designation class
Membership: Marie Pettie (absent)
Vendor Committee: Jim Henderson
Charity: Megan McCornick (absent) Exceeded Union Gospel goal, so next month will be moving on to Food Bank. Will collect food and then have a sign up sheet to work at next meeting.

Old Business

- Discussed getting Trends booth for membership. Need to do it early (April/May) as space fills up fast

New Business:

- Decided to maintain the Board incentive of local membership fees.
- In October we will be looking at the estimated new budget and will approve on November.
- Hope to have new speaker ideas from National Conference at next meeting
- Christmas party to be held in place of meeting in December. December 14 from 11:30 to 1:30. Details to follow.

Meeting adjourned 1:30

Next Meeting: 10/26/2017 at 11:30 At Burrs in Lakewood

Respectfully submitted by: Turena Koontz

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