



National Association of Residential Property Managers

Bylaws of

The Pierce County Chapter of

The National Association of Residential Property Managers

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Pierce County chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in Pierce County to include the entire County.
2. To promote a standard of business ethics, professionalism and fair 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 initiative in the Local, City and County in the State of Washington.

Section C: Powers

The chapter may exercise all powers granted to it as a corporation organized under the non-profit corporation laws of the State of Washington

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 D: This chapter's geographical definition shall be Pierce County to include the entire County.

ARTICLE II: Membership

Professional, Associate, Support Staff, and Affiliate Member



National Association of Residential Property Managers

Section A: Professional Member

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

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. These individuals must comply with state licensing laws, but do not hold an active real estate license.

Section B: Associate Member

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, or hold elective office.

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. These individuals must comply with state licensing laws, but do not hold an active real estate license.

Section C: 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 state's regulatory licensing law. A Support Staff Member does not vote or hold elective office.

Section D: Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry locally or nationally. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote; However, affiliate members can be a chairperson and can serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

The Chapter shall recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter. National Affiliate Members cannot serve as a chair person on the Pierce County chapter Committee



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Section I: Application by Professional, Associate, Support Staff Members:

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of 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 membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
2. Vote: Voting member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A: Suspension of Membership

Suspension of membership shall result in a member being unable to vote in chapter matters for a period of time designated by these 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: Suspension of membership for reasons stated in the bylaws of the national association.
2. By notification of the National NARPM® Board of Directors as a result of violations of the Code of Ethics and Standards of Professionalism.

Section B: Termination of Membership

Membership shall be terminated for reasons identified below. Upon termination, a member shall lose all rights and interests in the chapter and the national association.

1. Resignation:
 - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the Pierce County Chapter 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.
 - b. Affiliate member may resign at any time by forwarding a letter stating such intent to the Chapter. 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.
2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.



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3. 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.
4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

Section C: Reinstatement of Membership

A former member still meeting all membership requirements shall be reinstated:

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon 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 IV: Executive Committee/Board of Directors

Section A: Responsibilities

The chapter executive committee/board of directors, hereinafter known as the committee, 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.
3. Establishing annual chapter dues, application fees and special assessments.
4. Establishing new committees and dissolving existing committees.

Section B: The Executive Committee



National Association of Residential Property Managers

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of five (5) officers as follows:

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 year commencing with the beginning of the new calendar year.
 - h. Must be a Professional Member of the Chapter.
 - i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers or send President-Elect.
2. President-Elect: The president-elect 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 fiscal 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 year commencing with the beginning of the new calendar year.
 - g. Must be a Professional Member of the Chapter.
 - ~~h. Notify all chapter members of upcoming meetings~~
 - i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.
 - j. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - k. Oversee the submission of Chapter reports including Chapter Excellence submission
 - l. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.
3. Secretary: The secretary shall:
 - a. Maintain current chapter membership records to coincide with the national association's membership database.



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- b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
- c. ~~File all federal, state and local reports as needed.~~
- d. Undertake responsibility for such other activities as deemed appropriate by the committee.
- e. Serve a term commencing with the beginning of the new calendar year and conclude when they resign or do not get re-elected.
- f. Notify all chapter members of upcoming meetings
- g. Must be a Professional Member of the Chapter.

4. Treasurer: The treasurer shall:

- a. Be a signatory for all funds withdrawn from 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 committee 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. File all federal, state and local reports as needed.
- h. Undertake responsibility for other such activities as deemed appropriate by the committee.
- i. Serve a term commencing with the beginning of the new calendar year and conclude when they resign or do not get reelected.
- j. Must be a Professional Member of the Chapter.

6. Past President

- a. Shall serve as Chairman of the Nominating Committee
- b. Undertake responsibilities as assigned by the President
- c. Serve a term of one year commencing with the beginning of the new calendar year.
- d. Serve as Membership chair
- e. Must be a Professional Member of the Chapter.

ARTICLE V: 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. To be a nominee for President, the candidate must have served on the Pierce County Board for a least 1 year.

Section B: Notification of Members

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members



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at least thirty (30) days prior to the end of the calendar year. Nominations shall be done in two ways:

- a. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and signed by five percent (5%) of the professional chapter members.
- b. In Person: Any member who is present during the electoral process can be nominated.

Section C: Elections

Elections shall be conducted no later than the September chapter meeting, or electronically no later than the month of September, if approved by the chapter executive committee, prior to the end of the calendar year.

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Pierce County NARPM. Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
4. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
5. The Chapter shall allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude when they resign or do not get reelected.



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Section E: Vacancy

An office shall be declared vacant when an officer:

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.

Section F: Filling a Vacated Office

In the event that the position of president is vacated, the Vice-President shall automatically fill that position and shall continue to serve as both president and Vice-President. In the case of other officers, a vacated office shall be filled:

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.

ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The executive board committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, which must be no fewer than four (4) meetings annually.

1. Notice of Regular Meeting: With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by regular letter mailed to each member of the committee. Or notice by electronic methods.
2. Waiver of Notice: Attendance by any member of the executive committee 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 committee.
3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

Section B: Location

All meetings of the chapter shall be held within the geographic definition of the chapter. All meetings of the executive committee shall be held within the geographic definition of the chapter unless otherwise waived by all the members of the executive committee. Annual meeting location of the Chapter shall be approved by the Executive Committee.



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Section C: Quorum

1. A Majority of the executive committee officers in attendance shall constitute a quorum.
2. Quorum: A quorum to conduct business by the members shall be 10% of the member eligible to vote at a regularly scheduled meeting. A chapter event can be held without a quorum but no business can be conducted

Section D: Simple Majority Vote

All actions and decisions of the executive committee shall be made official by simple majority vote of the members present at any regular or special meeting of the committee, unless otherwise precluded by law.

ARTICLE VII: Committees

Section A: Appointment

Except as otherwise stated in these bylaws or the bylaws of the national association, the chairpersons and members of all sub-committees shall be appointed by the president with the advice and consent of the executive committee.

Section B: Responsibilities

Committees shall undertake such responsibilities as are identified in these bylaws or as may be assigned to them by the president with the advice and consent of the executive committee. No sub-committee may take any action on behalf of or representative of the chapter unless specifically authorized by the executive committee.

Section C: Creation and Dissolution

The president, with the advice and consent of the executive committee, shall have the authority to create and dissolve sub-committees according to the needs of the chapter.

ARTICLE VIII: Code of Ethics & Standards of Professionalism Acknowledgment and Enforcement

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.

Failure to satisfy this requirement will result in the professional members reverting to an associate member until course is completed.



National Association of Residential Property Managers

Section A: Acknowledgment

A Chapter Charter is granted by the National Association of Residential Property Managers, Inc, only upon the acknowledgment that the chapter members shall:

1. Be familiar with 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

It is the duty of the President of the chapter to report all violations to national association'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.

Section B: Chapter Dues

The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:

1. Payable: Optional Dues for local chapters are payable no later then October 1 of each year
2. Non-payment of Dues: Failure to pay the annual chapter dues ~~within [fill in number] 60 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.~~ By the first day of October shall result in monthly dues owed at the meeting. Prorated dues may be paid monthly at each meeting.



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3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
4. Affiliate dues: The amount of local chapter membership dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will not charge annual dues to National Affiliate members. Monthly meeting dues shall apply.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee may be assessed, at the discretion of the local Board. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

Section C: Special Assessments

Special Assessments may be established by the executive committee 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, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the Pierce County NARPM Executive Committee or 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: Proposals and Procedures for Amending

Section A: Proposals

Amendments to these bylaws may be proposed by any chapter member or board of director of the National Association of Residential Property Managers, Inc., at any time through a letter addressed to the executive committee and presented or mailed to the secretary. 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.

Section B: Procedure for Amending



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The entity assigned for the purpose of reviewing proposed Bylaw revisions shall present the proposed amendment to the executive committee with its findings and proposed recommendations of actions. A two-thirds majority of the Executive Committee is necessary in order to amend these bylaws.

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the National Association of Residential Property Managers, Inc., prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

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 executive committee, officer(s), sub-committee chairperson(s) and sub-committee members, as well as the national association, its board of directors, officers, 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, statutes, 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 Washington state law, Chapter shall notify the National Association of said amendments but no further action will be required.

Section E. Sexual Harassment

Any member of the Association may be reprimanded, placed on probation, suspended or expelled for harassment of an Association employee or Association Officer or Director after a hearing in accordance with the established procedures of the Association. As used in the 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,



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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, and President-Elect and one member of the Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the Association. If the complaint names the President, or President-Elect, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint.

Section E: Dissolution

Should the membership vote by majority to dissolve the operations of the Pierce County Chapter of NARPM, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

PC NARPM 2018 Budget

Expense	2018 Budget	Actual	
National Convention Fees	\$2,000.00		
Regional Convention Fees	\$2,000.00		
Regional and/or National Board Travel	\$2,700.00		
Leadership Airfare & Travel	\$1,000.00		
Charity	\$1,000.00		
Christmas Party	\$1,500.00		
Education	\$2,500.00		
Gifts (includes \$500 RHA Donation & any bal to X-mas gifts)	\$1,000.00		
Luncheon Fees & Guest Visit	\$6,000.00		
Monthly Drawing/ \$25 Gift Card	\$250.00		
Vendor Fair/ Appreciation	\$1,000.00		
Office Expenses	\$200.00		
Board Retreat	\$1,500.00		
Social Event	\$2,500.00		
Total:	\$25,150.00	\$0.00	

Income	Budget	Actual	
Affiliate Membership & Lunch Fees	\$5,000.00		
Meeting Income	\$2,700.00		
Membership Dues	\$3,500.00		
Education	\$2,500.00		
NARPM Chapter Incentive			Unknown until received
Social Event	\$1,250.00		
Total:	\$14,950.00	\$0.00	

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

PC NARPM 2018 Budget

[illegible]



Confirmation

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

- **Organization Name:** NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
- **EIN:** 911704070
- **Tax Year:** 2018
- **Tax Year Start Date:** 01-01-2018
- **Tax Year End Date:** 12-31-2018
- **Submission ID:** 10065520190252508677
- **Filing Status Date:** 01-25-2019
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS



February 15th 2018 Membership Meeting

QUESTIONS

RESPONSES 30

February 15th 2018 Membership Meeting

Topic: Tax Preparation

Speaker: Shawn Mattingly, Weinand and Associates CPA's

Thursday, February 15th 2018

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 Shawn Mattingly about what to expect, how to prepare your taxes and an update on any changes this year.

Name and Company *

Short answer text

Will you be attending this meeting?





No





Membership Meeting June 21 2018

QUESTIONS**RESPONSES 32**

Membership Meeting June 21 2018

Topic: Disparate Impact conversation: How to talk with your applicant about their criminal record.

Speaker: Megan McCormick, Moco Inc., Jim Henderson, Landlord Solutions
Thursday, June 21, 2018

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 Jim Henderson and Megan McCormick talk about Disparate Impact and the use of criminal records for tenant screening – we've all learned about the HUD guidelines surrounding disparate impact and have adjusted our business practices to comply. What happens when we're faced with a real life disparate impact scenario?! Do you know how to handle the individualized assessment? Don't miss this opportunity to how to follow HUD three step guidelines around disparate impact analysis.






Name and Company *

Short answer text

Will you be attending this meeting? *



☐ No





Membership Meeting August 16 2018

QUESTIONS

RESPONSES 30

Membership Meeting August 16 2018

Topic: Small Claims

Speaker: Evan L. Loeffler, Loeffler Law Group PLLC
Thursday, August 16 2018

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 Evan L. Loeffler with Loeffler Law Group PLLC talk about small claims and having a good idea on what to expect, how to prepare, and what your options are.






Name and Company *

Short answer text

Will you be attending this meeting? *

☐ Yes







April 19th 2018 Membership Meeting

QUESTIONS

RESPONSES

30

April 19th 2018 Membership Meeting

Topic: "Growing Your Successful Business"

Speaker: Brian Harding, The Plumbing and Drain Company.

Thursday, April 19th 2018

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 an amazing speaker Brian Harding from the Plumbing and Drain Company.

What could someone in the plumbing industry possibly know about property management? Brian Harding's "Growing Your Successful Business" will give you tips and techniques to growing your own business - no matter what kind of business you are in. You will see what worked for Brian and his team as they grew their business from scratch in 2011 - to invoicing over 9,000 jobs in 2017.

He will cover things like:

Specific things to do to differentiate you from your competition

How to make your customers your best salespeople

The methodology for making good decisions in tough situations

Maintaining the balance between driving your company to success and letting your employees flourish and feel empowered.

Name and Company *



Will you be attending this meeting? *

☐ Yes

☐ No



Membership Meeting September 20 2018

Topic: How to Operate a Low Effort, High Profit Small Property Management Company

Speaker: Steve Crossland, Crossland Real Estate
Thursday, September 20, 2018

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 Steve Crossland about how to achieve the optimal desired profit from the smallest possible portfolio with minimal effort and low overhead while living a balanced life and providing top notch service to owners and tenants.

At this meeting there will be 4 National Convention registrations give aways and the Installation of the 2019 Board of Directors!

* Required

Name and Company *

Your answer

Will you be attending this meeting? *

☐ Yes

☐ No



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Membership Meeting October 11 2018

QUESTIONS

RESPONSES 19

Membership Meeting October 11 2018

Topic: Spooky Stories

Speakers: Steve Williams with Steady Property, Diane Salz with 1-800 Water Damage,
Thursday, October 11, 2018

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 property managers and affiliates about spooky stories they came across and how they handled these situations. Be prepare to take notes.

Spooky Steve *






Short answer text

Will you be attending this meeting? *

☐ Yes



☐ No





March Vendor Fair 2018

QUESTIONS

RESPONSES

22

March Vendor Fair 2018

Vendor Fair 2018

Date: Thursday, March 15th, 2018

Time: 11:00 AM – 1:00 PM

Location: Great American Casino,
10117 S Tacoma Way
Tacoma, WA. 98499

Please RSVP and join us to network with our Vendors. RSVP: By March 9th, 2018

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 by March 9th 2018.

Note that this is in place of our membership meeting, there will be no membership meeting at the Emerald Queen Casino.

We are going to be giving away Four registrations for State Conference. You must be present to win!

If you are an affiliate and have a question, please email Brian Harding at brian@wapdco.com

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.

Your Name and Company *

Short answer text



Will you be attending the Vendor Fair? *

☐ Yes

☐ No





May 10th Membership Meeting

QUESTIONS**RESPONSES****13**

May 10th Membership Meeting

Topic: "What's new with NARPM"

Speaker: Chrysztyna Rowek, MPM® RMP® PRO , Lighthouse Cove Property Mgmt., Inc.
Thursday, May 10th

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 our guest speaker Chrysztyna Rowek, NARPM Northwest RVP. She will be talking about the benefits of NARPM and why is so important to share the information about The National Association of Residential Property Managers (NARPM®) .

Name and Company *






Short answer text

Will you be attending this meeting? *



Yes







Membership Meeting November 15 2018

QUESTIONS

RESPONSES 33

Membership Meeting November 15 2018

Topic: Legislative Update

Speaker: Heather Pierce, Rental Housing Association of Washington
Thursday, November 15 2018

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 Heather Pierce with RHAWA talk about legislative updates, upcoming 2019 Legislation proposed at State Level, Tenant Protection Codes and how property managers can get owners involve with having a voice with the local legislation.


Name and Company *


Short answer text


Will you be attending this meeting? *


☐ Yes
















BOARD MEETING MINUTES 1/4/2018

Meeting was called to order at 11:30 a.m. 1/4/2018 at the offices of BHHS in Puyallup by Steve Williams

Board members in attendance:

President: Steve Williams

President Elect: Lyle Crews

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

Treasurer: Kim Mulligan Report Approved and placed on file

Past-President: Rebekah Hermansen

Education: Alberto Dominguez

Membership: Jodi Williams

Vendor Committee: Brian Harding (absent)

Legislative: Jim Henderson (absent)

Charity: Megan McCormick (absent)

Old Business

- Discussed 2017
- Discussed Christmas party

New Business:

- Talked about moving Vendor Fair to March
- Talked about Day on the Hill
- Talked about the Spotlight times
- Reviewed the use of Google Docs
-

Meeting adjourned 1:30

Next Meeting: 11:30 January 25 at Burrs

Respectfully submitted by: Turena Koontz

It is the policy of NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



BOARD MEETING MINUTES 09/27/2018

Meeting was called to order at 11:30 at Burrs Restraunt

Board members in attendance:

President: Steve Williams

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

Treasurer: Kim Mulligan via phone

Past-President: Rebekah Hermansen

Membership: Jodi Williams

Legislative: Jim Henderson

Education: Alberto Dominguez

New Board members:

Carrie Jakeman-Swafford

Stephanie Elguera

Kirsten Harmon

President Elect: Lyle Crews ABSENT

Vendor Committee: Brian Harding Absent

Charity: Megan McCormick Absent

Old Business

All registrations except Lyles have been reimbursed from the drawing.

Board to decide next year if they want to use Zoom for meetings

Hoarding class had profit of \$245 13 attendees. Profit to be split with Kitsap. Worked ok to co sponsor, but will spell out duties and split next time

New Business:

Welcome to all new members

New members will need to go to Columbia Bank, as the account needs to be changed as follows:

REMOVE: Steve Williams, Kim Mulligan and Turena Koontz

ADD: Lyle Crews, Julie Collison and Carrie Jakeman

Next General meeting, need to ask for ideas for next year.

October Board meeting will work on calendar and board transition.

November Board meeting will work on budget.

Both of these meetings will be in person at Burrs.

Respectfully submitted by: Turena Koontz

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BOARD MEETING MINUTES 5/24/2018

Meeting was called to order at 11:30 a.m. 5/24/2018 at Burrs Restraunt by Lyle Crews

Board members in attendance:

President Elect: Lyle Crews

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

Treasurer: Kim Mulligan Lyle and Kim will review the budget to see if we are on track and will bring dues recommendation to next meeting

Past-President: Rebekah Hermansen

Membership: Jodi Williams

Vendor Committee: Brian Harding

Legislative: Jim Henderson

Charity: Megan McCormick

Absent

President: Steve Williams

Education: Alberto Dominguez

Old Business

- Convention was good. It was mentioned that speakers outside of NARPM member would be potentially more appealing.
- Class Flyer will be distributed to other chapters, Lyle will give to Krystina. Next time get it out 2-3 months ahead.
- Furniture build June 15 1-4 need more people.

New Business:

- We talked about having specific instruction books for each board position, to spell out when to do items (I.e., class flyers and planning/ budgeting)
- Jody is going to work on contacting member who are not currently actively participating.
- Talked about the Role play for meeting on the 21st. Jim and Megan are going to work up the scenarios.
- Next Board meeting will be immediately following the June 21 General meeting.

Meeting adjourned 1:30

Respectfully submitted by: Turena Koontz

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BOARD MEETING MINUTES 06/21/2018

Meeting was called to order at 1:10 by Steve Williams at Emerald Queen.

Board members in attendance:

President: Steve Williams

President Elect: Lyle Crews

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

Treasurer: Kim Mulligan ABSENT

Past-President: Rebekah Hermansen

Membership: Jodi Williams ABSENT

Vendor Committee: Brian Harding

Legislative: Jim Henderson

Charity: Megan McCormick

Education: Alberto Dominguez

Old Business

Clock hour class was good. 17 of the 19 registered were there

NW Furniture bank was fun, turn out was poor. Discussed better date options.

Meeting with Lyle, Lim and Steve re: dues increase did not happen. Need to reschedule.

New Business:

September clock hour class will be at Plumbing and Drain Co in Midland

September 5th Hoarding

Co sponsor with SW Washington Chapter

Flyers to go out in July. \$35 for class (?)

September speaker Steve Crossland

Discussed Board replacements

July 26th at 6pm is the Board retreat at Jewel Box on Pt Ruston

Respectfully submitted by: Turena Koontz

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BOARD MEETING MINUTES 10/25/2018

Meeting was called to order at 11:30 at Burrs Restaurant

Board members in attendance:

President: Steve Williams

President Elect: Lyle Crews

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

Past-President: Rebekah Hermansen

Education: Alberto Dominguez

New Board members:

Carrie Jakeman-Swafford

Stephanie Elguera

Kirsten Harmon

Julie Collison

Treasurer: Kim Mulligan absent

Membership: Jodi Williams absent

Legislative: Jim Henderson absent

Vendor Committee: Brian Harding absent

Charity: Megan McCormick absent

Old Business

National Convention Used 3 of the tickets...Lyle did not use his

New Business:

Next membership meeting November 15. Heather Pierce will talk about RHS legislative update.

Discussed topics for next years meetings here is the list we came up with:

Customer Relationship Management Strategies
Self Defense
Working with Section 8 and other housing
podcast speaker
Accounting - Shawn Mattingly
Retirement - Mark Mattingly
ONE OUT OF TOWN SPEAKER
Vendor Fair
1031 Exchange facilitator
Zillow - Skyler
Types of Insurance Property Managers Should Consider
Police Department - how to protect our businesses
Legislative Update

Next meeting November 28, 2018: will be discussing 2019 BUDGET

Respectfully submitted by: Turena Koontz

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BOARD MEETING MINUTES 11/28/2018

Meeting was called to order at 11:30 at Black Bear Diner

Board members in attendance:

President: Steve Williams

President Elect: Lyle Crews

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

Past-President: Rebekah Hermansen

Education: Alberto Dominguez

Treasurer: Kim Mulligan

Membership: Jodi Williams

Charity: Megan McCormick

New Board members:

Carrie Jakeman-Swafford

Stephanie Elguera

Kirsten Harmon

Julie Collison

Legislative: Jim Henderson absent

Vendor Committee: Brian Harding absent

Old Business

Submit receipts for reimbursement for leadership

Bring Toys for Tots to Christmas Party

New Business:

Kirsten will add TPCAR events to our calendar for next year

Discussed Day on the Hill

Narpm relationship with RHA

Trends is on 12/14

Will meet at 10:30 before Christmas party to approve budget.

Respectfully submitted by: Turena Koontz

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BOARD MEETING MINUTES 2/23/2018

Meeting was called to order at 11:30 a.m 2/23/2018 at Burrs Restaunt by Steve Williams

Board members in attendance:

President: Steve Williams

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

Treasurer: Kim Mulligan

Past-President: Rebekah Hermansen

Education: Alberto Dominguez

Membership: Jodi Williams

Vendor Committee: Brian Harding (absent)

Legislative: Jim Henderson (absent)

Charity: Megan McCormick (absent)

President Elect: Lyle Crews (absent)

Old Business

- Spotlight is going well
- Owner Broker sold out

New Business:

- September clock hour class will be at Service Master. Subject TBD
- Kelley Tollefson will be teaching a NARPM sponsored class in November
- We will offer clock hour classes in June, September and November
- Vickey Gaskill sent thank you for donation.
- Charity fir March is Diaper Drive
- All Vendors will get a printed copy of the membership list.
- Affilaite Dues letters to go out in March
- Becca covered Document Retention Rules
- Convention is in May. Will offer registrations at Vendor Fair
- Chapter compliance for Chapter Excellence is complete.
-

Meeting adjorned 1:30

Next Meeting: 11:30 March 22 at Burrs

Respectfully submitted by: Turena Koontz

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BOARD MEETING MINUTES 3/22/2018

Meeting was called to order at 11:30 a.m. 3/22/2018 at Burrs Restraunt by Steve Williams

Board members in attendance:

President: Steve Williams

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

Treasurer: Kim Mulligan

Past-President: Rebekah Hermansen

Education: Alberto Dominguez

Membership: Jodi Williams

Vendor Committee: Brian Harding

Legislative: Jim Henderson (absent)

Charity: Megan McCormick

President Elect: Lyle Crews

Old Business

- Vendor Fair: everyone liked the space, but it cost more than we planned for due to extensive set up \$1140 was final bill vs. Avg of \$584 at Emerald Queen
- Alberto is putting together the flyer for Landlord Tenant Law class to be held June 7 at Service master

New Business:

- Food Bank activity did not go as well as we hoped....next time we won't stagger start times.
- April Spotlight will be either a vendor or Becca sharing about Disparate impact experience.
- Voted to sponsor a table for NW conference and will spend \$400. Will look for volunteers are next meeting
- Motion was made and passed to donate a \$50 gift card to the PAC auction to be held at Broker Owner
- Becca has requested a list of members who need to take the required NARPM Ethics class which will be offered at NW conference. Have not heard back yet. Hope to have info by next meeting.
-

Meeting adjourned 1:30

Next Meeting: 11:30 April 26

Respectfully submitted by: Turena Koontz

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BOARD MEETING MINUTES 4/25/2018

Meeting was called to order at 11:30 a.m. 4/25/2018 at Burrs Restaurant by Steve Williams

Board members in attendance:

President: Steve Williams

Treasurer: Kim Mulligan

Past-President: Rebekah Hermansen

Education: Alberto Dominguez

Vendor Committee: Brian Harding

President Elect: Lyle Crews

Board members not in attendance:

Secretary: Turena Koontz

Membership: Jodi Williams

Legislative: Jim Henderson

Charity: Megan McCormick

Board Reports:

Secretary - March Board Meeting Minutes placed on file.

Treasurer - April Treasurer Report placed on file at membership meeting. 13 affiliates out of 29 have renewed and paid. All four state conference registrations have been paid and reimbursed.

Education - Clock Hour Class flyer will be distributed May 1st and then again every week after.

Vendor - Jen Noland to update Vendor Dues amount on website to reflect \$125 per year

Membership - Kim will send Jodi the sign in lists for the last few years. Jodi will reach out to the members who are not attending asking them why and if there is something we could be doing differently or offering to catch their interest

Old Business

- April Membership Meeting - Brian did an awesome job speaking, could have lengthened class. All positive feedback.

New Business:

- Waiting for Jim Henderson to let us know who we need to contact for the table sponsorship at the conference. Once sponsorship is secured, Kim and Bekah will put together table decorations and raffle. Board members in attendance liked fire pit/smores theme.
- Bekah will send out an email letting people know that they will receive an email if they are in need of Ethics. Jodi will follow up with only those who need to take Ethics.
- Steve will reach out to the self defense instructor that he knows today. If he can not do the May meeting Kim will reach out to her contact.
- State conference early bird special extended until April 30th.
- Paul with Timberland Bank will be the spotlight for May. Brian would like 5 minutes with vendors at the next meeting to explain the spotlight and see if he can get more on board.
- SW Washington would like to co-sponsor a clock hour class with us. Bekah will reach out to Ernie to see if he is interested in switching locations to The Plumbing and Drain. If we had more space and co-sponsored hopefully we could fill the room and make the class more profitable.
- No topic on the calendar for June. Bekah will reach out to Jim and see if he will do a class on disparate impact/intent to deny/appeal process.

Meeting adjourned 1:00

Next Meeting: 11:30 May 24

Respectfully submitted by: Bekah Hermansen

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Membership Meeting December 13 2018

QUESTIONS

RESPONSES 38

Christmas Party - December 13 2018

Yep, it's time for the annual holiday gift swap, where the goal is to walk away with the nicest gift while sticking someone else with something less desirable. Whether you call it a White Elephant, Yankee Swap, or one of its many other aliases, a gift exchange is the highlight of many Christmas gatherings.

Bring a \$25.00 WRAPPED Item if you would like to participate in the Gift Exchange FUN!

Wear a fun Christmas outfit to have the chance of winning an additional prize!

Remember: Donations for toy for Tots will be collected, bring UNWRAPPED toys and get an additional raffle ticket for more chances to win gifts!

Location:

Emerald Queen Casino and Hotel

Pacific Rim Buffet

5700 Pacific Hwy E

Fife, WA 98424

Time:

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

Christmas event: 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.

*Name and Company **






Short answer text

*Will you be attending this meeting? **



Yes

☐ No





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

January 24, 2019

Meeting was called to order at. on at by President, Lyle

Board members in attendance:

President Elect: Lyle Crews
Secretary: Julie Collison *Absent*
Past-President: Steve Williams
Education: Stephanie Elguera *Absent*
Treasurer: Carrie Jakeman-Swafford
Membership: Kirsten Harmon
Charity: Megan McCormick *Absent*
Legislative: Jim Henderson *Absent*
Vendor Committee: Brian Harding *Absent*

President – Lyle Crews

Secretary –

1. Minutes – meeting minutes e-mailed. Motion was moved & seconded, meeting minutes approved.

Treasurer –

1. Treasurer's report – The treasurer's report already approved at membership meeting.

Past President: Steve Williams

Committee Reports: No report

Old Business

1. Name Tags

New Business

1. Vote on 2019 budget
2. Vendor Fair Updates
3. Day on the Hill

Meeting adjourned.

Next Board Meeting:

February 28, 2019

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Form Responses 1 ▾

 Explore



Filed
Secretary of State
State of Washington
Date Filed: 12/12/2018
Effective Date: 12/12/2018
UBI #: 601 679 293

Annual Report

BUSINESS INFORMATION

Business Name:

PIERCE COUNTY WASHINGTON CHAPTER OF NATIONAL ASSOCIATION OF RESIDENTIAL

UBI Number:

601 679 293

Business Type:

WA NONPROFIT CORPORATION

Business Status:

ACTIVE

Principal Office Street Address:

5210 S PUGET SOUND AVE, TACOMA, WA, 98409-4317, UNITED STATES

Principal Office Mailing Address:

PO BOX 9038, TACOMA, WA, 98490-0038, UNITED STATES

Expiration Date:

12/31/2019

Jurisdiction:

UNITED STATES, WASHINGTON

Formation/Registration Date:

12/18/1995

Period of Duration:

PERPETUAL

Inactive Date:

Nature of Business:

PROFESSIONAL ASSOCIATION

REGISTERED AGENT RCW 23.95.410

Registered Agent Name

Street Address

Mailing Address

**PIERCE COUNTY WASHINGTON CHAPTER
OF NATIONAL ASSOCIATION OF R**

**3009 PACIFIC AVE SE STE 200,
OLYMPIA, WA, 98501-8811, UNITED
STATES**

**PO BOX 8337, LACEY, WA,
98509-8337, UNITED STATES**

PRINCIPAL OFFICE

Phone:

253-473-5200

Email:

CARRIE.J@PARK52.COM

Street Address:

5210 S PUGET SOUND AVE, TACOMA, WA, 98409-4317, USA

Mailing Address:

PO BOX 9038, TACOMA, WA, 98490-0038, USA

GOVERNORS

Title	Type	Entity Name	First Name	Last Name
GOVERNOR	ENTITY	PIERCE COUNTY NARPM	CARRIE	JAKEMAN-SWAFFORD

NATURE OF BUSINESS

- PROFESSIONAL ASSOCIATION

EFFECTIVE DATE

Effective Date:

12/12/2018

CONTROLLING INTEREST

1. Does your company own real property (including leasehold interests) in Washington?

NO

2. Has there been a transfer of stock, other financial interest change, or an option agreement exercised during the last 12 months that resulted in a transfer of controlling interest?

NO

3. Has an option agreement been executed in the last 12 months allowing for the future purchase or acquisition of the entity, that, if exercised would result in a transfer of controlling interest?

NO

You must contact the Washington State Department of Revenue to report a Controlling Interest Transfer **IF**:

* This company owns land, buildings or other real estate in Washington State,

AND

* Answered "YES" to questions 2 or 3 above.

Failure to report a Controlling Interest Transfer is subject to penalty provisions of RCW 82.45.220.

For more information on **Controlling Interest**, please call the Department of Revenue at (360) 534-1503, option 1, or visit www.dor.wa.gov/REET

RETURN ADDRESS FOR THIS FILING

Attention:

CARRIE JAKEMAN-SWAFFORD

Email:

CARRIE.J@PARK52.COM

Address:

PO BOX 9038, TACOMA, WA, 98490-0038, USA

UPLOAD ADDITIONAL DOCUMENTS

Do you have additional documents to upload? **No**

EMAIL OPT-IN

☐ By checking this box, I hereby opt into receiving all notifications from the Secretary of State for this entity via email only. I acknowledge that I will no longer receive paper notifications.

AUTHORIZED PERSON

☒ I am an authorized person.

Person Type:

ENTITY

First Name:

CARRIE

Last Name:

JAKEMAN-SWAFFORD

Entity Name:

PIERCE COUNTY NARPM

Title:

TREASURER

☒ This document is hereby executed under penalty of law and is to the best of my knowledge, true and correct.