



CHAPTER COMPLIANCE 2023

S004 VIRGINIA STATE CHAPTER

Congratulations! Your NARPM 2023 Chapter Compliance Application form has been approved!

The chapter has met all recertification requirements and is fully certified.

Levels of Chapter Recertification

Full recertification

The chapter has met all recertification requirements, indicated by compliance with items listed on the certificate of compliance. Only fully certified chapters are eligible for Chapter Excellence Awards. Once recertified, an email will be sent.

Chapter in Review (Amended 2022)

Should the Chapter submittal displays lack of submission of any items on the certificate of compliance. Chapters will have six (6) months from compliance deadline to restore their certification. NARPM® Board of Directors must confirm that a Chapter can be taken off Chapter in Review status.

A Chapter will be placed in **Chapter in Review/Conditional Compliance** if documents are not submitted by compliance deadline. Members of the chapter will not be notified when a Chapter is placed in conditional compliance. The chapter must meet the chapter compliance deadline for the following year.

De-certification

De-certification must be preceded by a period of Chapter in Review and indicates continued non-compliance of recertification requirements. NARPM Board of Directors must approve all de-certification of chapters.



**CHAPTER COMPLIANCE 2023
ATTENDANCE REQUIREMENTS MET in 2022**

S004 VIRGINIA STATE

Compliance Question:

How many Chapter Leader Calls, hosted by RVPs, did the chapter president, or their representative, participate in? Your chapter president, or their representative, must attend at least two of these calls to obtain chapter compliance.

February 3, 2022 Attendee(s): Stella Stanley

October 11, 2022 Attendee(s): Stella Stanley

Chapter Bylaws Requirements for President and/or President-Elect to attend Chapter Leadership Training at Annual Convention on October 20, 2022 AND/OR Nuts and Bolts Virtual Sessions on November 16, 2022.

October 20, 2022 Attendee(s): Stella Stanley

November 16, 2022 Attendee(s): Stephanie Michael; Michele Odems

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2022

Open to Public Inspection

A For the 2022 Calendar year, or tax year beginning 2022-01-01 and ending 2022-12-31

B Check if available

☐ Terminated for Business☒ Gross receipts are normally \$50,000 or lessC Name of Organization: VIRGINIA STATE CHAPTER OF
NATIONAL ASSOC OF RESID PROPERTY MANAGERS710 Princess Anne Street
Suite 1, Fredricksburg, VA,
US, 22401

D Employee Identification

Number 83-0511233

E Website:

virginia.narpm.org

F Name of Principal Officer: Stephanie Michael

710 Princess Anne St Suite
1, Fredericksburg, VA, US,
22401

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

NARPM VIRGINIA CHAPTER 2023 BUDGET

		Item	Rate	Qty - low	Qty - High	Income - Low	Income - High	Notes & Comparisons
INCOME	Attendees							
		Attendees - Early Member	\$200.00	85	135	\$17,000.00	\$27,000.00	Southern States Conference = \$275
		Attendees - Early Non-Member	\$250.00	5	10	\$1,250.00	\$2,500.00	
		Attendees - Member	\$250.00	20	40	\$5,000.00	\$10,000.00	
		Attendees - Non-Member	\$300.00	3	6	\$900.00	\$1,800.00	
		CE Class registration	\$40.00	25	50	\$1,000.00	\$2,000.00	
		Total Attendee Income		113	191	\$24,150.00	\$41,300.00	
	Vendor Booths & Sponsorships							
		Booth Cost	\$1,200.00	18	26	\$21,600.00	\$31,200.00	2 meal tickets (for each meal) included per booth
		Upgrade Larger Booth	\$800.00	3	6	\$2,400.00	\$4,800.00	Non-exclusive sponsorships for all events
		Sponsor for coffee and snack breaks	\$2,500.00	2	4	\$5,000.00	\$10,000.00	
		Casino Night Bar Sponsor	\$1,350.00	2	4	\$2,700.00	\$5,400.00	
		Poker table sponsor	\$600.00	3	5	\$1,800.00	\$3,000.00	
		Sponsor pop up banners	\$300.00	2	4	\$600.00	\$1,200.00	
		Additional meal tickets	\$75.00	2	5	\$150.00	\$375.00	
		Logo on Registration bags	\$100.00	3	6	\$300.00	\$600.00	
		Total Attendee Income		35	60	\$34,550.00	\$56,575.00	
TOTAL INCOME						\$58,700.00	\$97,875.00	
EXPENSES								
	Operations Expenses							
		Marketing	\$200.00					
		Printing	\$500.00					
		SCC Filing	\$400.00					State fees for incorporation/annual reports & registered agent
		Software	\$300.00					bookkeeping software like QuickBooks Online
		Website	\$229.72					Go Daddy
		Dues and Subscriptions	\$439.90					MailChimp/ Zoom
		Total Operations Expenses	\$2,069.62					
	Venue Expenses	Anticipated Sleeping Room	\$12,876.00					
		Anticipated Food & Beverage cost	\$30,000.00					
		Total Anticipated Costs	\$42,876.00					
	Speaker Expenses	Total for all	\$6,000.00					
TOTAL EXPENSES			\$50,945.62	NET PROFIT/LOSS		\$7,754.38	\$46,929.38	

NARPM VIRGINIA CHAPTER 2023 BUDGET

[illegible]

Monthly Profit & Loss Statement

For NARPM VA State Chapter (Name of Business)

Month Ending December 2022

Starting bank account \$348

Income:

- 1 Your Business Income
2 **TOTAL INCOME**

0
\$ 348

Business Expenses:

- 3 Advertising/Marketing
4 Credit/Debit Card Fees
5 Equipment Rental/Lease
6 Insurance Expense
7 Licenses/Permits
8 Office Supplies Expense
9 Postage & Delivery
10 Rent - Office/Storage Space, Etc.
11 Supplies/Materials Expense
12 Travel/Entertainment
13 Utilities Expense
14 Vehicle Expense

\$ 0
\$ 0
\$ 0
\$ 0
\$ 0
\$ 0
\$ 0
\$ 0
\$ 0
\$ 0
\$ 0
\$ 0

Other Business Expenses:

- 15
16
17

\$ #
\$ #
\$ #

- 18 **TOTAL OPERATING EXPENSES**

\$ 0

(Add lines 3 through 17 = line 18)

- 19 **PROFIT OR (LOSS) FROM BUSINESS**

\$ 348

(Line 2 minus line 18 = line 19)

PREPARED BY: Stephanie Michael

DATE PREPARED: 03/23/2023



Stephanie Michael, RPM, MPM <stephaniedmichael@gmail.com>

NARPM VA Chapter

Stephanie Michael <stephaniem@dodsonpropertymanagement.com>

Tue, Mar 1, 2022 at 12:58 PM

To: jake@pmcommonwealth.com

Cc: Stella Stanley <stella@signaturemanagementllc.com>

Bcc: Stephaniedmichael@gmail.com

Hello Jake,

Welcome to NARPM! We're excited to have you join our community! NARPM is a great organization filled with wonderful people. Stella and I are the New Member Ambassadors for our state. We're here to help you with any questions you may have and to make sure that you get the most out of our organization.

Due to the continued concern with Covid, we elected to have quarterly meetings via Zoom this year. During the meetings, we plan to have presenters which can give you insight and help you with your day-to-day business.

The schedule is as follows:

Tuesday, March 15, 2022, at 10:30 a.m.

Tuesday, June 21, 2022, at 10 a.m.

Tuesday, September 20, 2022, at 10 a.m.

Tuesday, December 20, 2022, at 10 a.m.

We'll be sending out the links to the meetings to all of our members before each meeting.

If there is anything you need from State NARPM please let us know. We hope that you will be able to attend our meetings as well.

Thanks and again, welcome to NARPM! Please reach out if there is anything we can do to help you. Our contact information is listed below for your easy reference.

Stella Stanley, Broker

Signature Properties

(804)746-7466 x 702

www.signaturemanagementllc.com

Stephanie Michael, MPM

Dodson Properties

Work cell: (540) 915-1193 Personal cell: 540-842-1236

StephanieM@dodsonprop.com

Stephanie Michael, MPM | Portfolio Operations Manager | SF Fredericksburg Division

Mobile: (540) 915-1193 | **After Hours Emergencies:** (804) 355-7368

To schedule a meeting or conference call please click [HERE](#)

My normal hours are Monday – Friday 9:00 am to 5:00 pm.

Dodson Property Management

Address: 1313 Emancipation Highway, Fredericksburg, VA 22401

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Licensed Real Estate Broker in the Commonwealth of Virginia.



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VIRGINIA CHAPTER BOARD MEETING

January 28, 2022 @ 11:00 am via Zoom

1. Established Quorum - Call to Order
2. Roll Call - Attendance:
 - a. Stella Stanley
 - b. Stephanie Michael
 - c. Chris McCracken
 - d. Michele Odems
 - e. Randy Huntley
 - f. Steve Pardon
3. Treasurer Report - \$522 in account
4. Discussed plans for scheduling state chapter meetings.
5. Decided to continue with zoom meetings for board meetings and chapter meetings. We will not do any in-person events.
6. General Discussion regarding improving membership participation and ideas for meetings. What can we do to bring in more attendance and participation. Decided we need to do a survey to ask what our members want/need.
7. Next Meeting Set for February 1, 2022
8. Adjourned



Virginia NARPM BOD Meeting 2-1-2022

Members in Attendance;

- Stella Stanley
- Stephanie Michael
- Michelle Odems
- Chris Mccracken

Minutes;

- Annual SEC paperwork and payment has been submitted by Michelle
- Banking information has been updated. Waiting on a couple final pieces from Steve Pardon
- Misty discussed having 2 new member mentors. Stella and Stephanie have volunteered to help with this.
- We need to reestablish our presence on our State Facebook and Website(if it exists). TLVC currently holds the administrator title and Misty is reaching out to her to add

Stephanie as an admin.

- Surveys are ready to go out. Stella will send them over the weekend.

- Projecting to have Martin Williams teach a fair housing class (in person) for our June meeting. Possibly consider charging for the class to help generate revenue at the state level. We can also use this class as a membership drive.

- Once Martin is locked in Stella will let Chris know and he will apply for a National Grant in order to help pay for the class.

- We started discussing an in person event sometime later this year.

- State by-laws need to be updated. Misty is going to send the template over to Stella for her review.

- Start being mindful of the items needed for Chapter Compliance. (Tax docs, etc.)



VIRGINIA CHAPTER BOARD MEETING

June 21, 2022 @ 10:30 am via Zoom

1. Established Quorum - Call to Order
2. Roll Call - Attendance:
 - a. Stella Stanley
 - b. Stephanie Michael
 - c. Chris McCracken
 - d. Michele Odems
3. Treasurer Report - \$348 in account
4. Discussed upcoming chapter meetings and topics and possible speakers. How to use and spotlight our vendors through zoom meetings?
5. Discussed getting the word out for elections and open board seats.
6. General Discussion regarding improving membership participation. Looking for new ideas to connect. Stephanie and Stella taking on new membership connections with phone calls.
7. Next Meeting Set for October 11, 2022
8. Adjourned



VIRGINIA CHAPTER BOARD MEETING

October 11, 2022 @ 11:00 am via Zoom

1. Established Quorum - Call to Order
2. Roll Call - Attendance:
 - a. Stella Stanley
 - b. Stephanie Michael
 - c. Chris McCracken
 - d. Michele Odems
3. Treasurer Report - \$348 in account
4. Discussed 2023 State Conference ideas, possibly combine with other states including MD & PA
5. Discussed 2023 Budget and ideas on how to increase our chapter revenue. Discussed possibly having some in-person meetings with local chapters next year.
6. General Discussion regarding improving membership participation. Looking for new ideas to connect.
7. Next Meeting Set for December 16, 2022
8. Adjourned

VA Chapter Board	2023
Past President	Stella Stanely
President	Stephanie Michael
President Elect	Angela Morath
Treasurer	Catherine Dunn
Secretary	Joyce Taylor
New Member Mentor	Stephanie Michael
Affiliate Member	Stop Loss



NARPM Virginia Chapter Board of Directors for the 2023 year Election Timeline:

1. Thursday, January 24, 2023 – Email from past President to board stating the leaders from last year moving up to positions but Michele Odems is retiring and will no longer be Treasurer.
2. Monday, February 13, 2023 – Board of Directors agreed to install volunteers for vacant positions with the agreement of the RVP Steve Pardon. Catherine Dunn will be Treasurer and Joyce Taylor will be Secretary for 2023 term.
3. Thursday, February 23, 2023 – Board of Directors Meeting – All Board members and committee members agreed to install the volunteers for the open positions with no opposing candidates available.

Officers & Directors:

President: Stephanie Michael, MPM®, RMP®

President Elect: Vacant

Treasurer: Catherine Dunn

Secretary: Joyce Taylor

Past President: Stella Stanley

Committee Chairs and Co-Chairs:

Programs & Events: Tiffany Izenour & Kelly Coffman

Affiliates: Sarah Gragnani-Butler – Stop Loss

Chapter Excellence: Catherine Dunn

New Member: Joyce Taylor

4. We are still in search of a President-elect. Catherine Dunn agreed to move up but we would still have a vacant seat. Hoping to get some volunteers out of our next meetings.

DocuSigned by:

23F72F66F606428... 3/27/2023

Stella Stanley
2023 Virginia Chapter Past President

DocuSigned by:
 
E80962376EE5423... 3/27/2023

Stephanie Michael, MPM®, RMP®
2023 Virginia Chapter President



Stephanie Michael <smichael@evernest.co>

VA NARPM State Elections & Make Up Meeting

8 messages

Stella Stanley <stella@signaturemanagementllc.com>

Wed, Sep 28, 2022 at 11:42 AM

To: Michele Odems <michele@rpm-directva.com>, Stephanie Michael <smichael@evernest.co>, Chris McCracken <cmccracken@evernest.co>

Cc: RP1 NARPM <remoteprof01@gmail.com>

Good morning- attached are the ByLaws. They state that we have to hold the election no later than 60 days before the end of the calendar year. It also states that we have to submit for nominees no later than the September meeting or if electronically, end of September.

If any of you interpret this differently please let me know asap.

My plan is to send out an email blast asking for nominations today. I would assume that all goes as per usual with a Board, the current board members are also eligible and if no one steps up, they would be the nominees and elected.

Let me know your thoughts and if this is acceptable to all. Full disclosure- I misread the part about the September nominees. I was thinking we had the 60 days which would be no later than November 1.

On another note, I had suggested October 4th or October 11th for the make up meeting. Can you all let me know which you prefer? I'd like to include that in the email blast. Michele had mentioned October 11th to give more time. This would be my choice as well.

Thank you-

*Stella Stanley, Broker
Signature Properties
(804)746-7466 x 702
www.signaturemanagementllc.com*

Please note our website and emails have changed.

**VA State ByLaws.1.1.22.pdf**

146K

Stephanie Michael <smichael@evernest.co>

Wed, Sep 28, 2022 at 11:49 AM

To: Stella Stanley <stella@signaturemanagementllc.com>

Cc: Michele Odems <michele@rpm-directva.com>, Chris McCracken <cmccracken@evernest.co>, RP1 NARPM <remoteprof01@gmail.com>

Hi Stella,

You are absolutely correct. We do need to submit any elections for seats on the board no later than September 30, 2022 electronically. So we need to send out nominations or ask for nominations as soon as possible. Please let me know if you need any support in getting this done.

I am fine with either Oct 4th or 11th. Whatever works best for everyone else.

[Quoted text hidden]

--

Stephanie Michael, MPM

Licensed Real Estate Broker in the Commonwealth of Virginia

Team Leader Fredericksburg at Evernest

E: smichael@evernest.co

C: (540) 915-1193

W: evernest.co

Schedule a call: [CLICK HERE](#)

Follow Evernest on [LinkedIn](#)



Inc. 5000
HONOR ROLL
2020
10X HONOREE

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Stella Stanley <stella@signaturemanagementllc.com>

Wed, Sep 28, 2022 at 11:51 AM

To: Stephanie Michael <smichael@evernest.co>

Cc: Michele Odems <michele@rpmdirectva.com>, Chris McCracken <cmccracken@evernest.co>, RP1 NARPM <remoteprof01@gmail.com>

Michele- I know you said 10/11 would be your preference.

Chris- do you have a conflict with 10/11?

I'd like to send the make up date out with the email blast regarding the nominees.

Thank you-

Stella Stanley, Broker

Signature Properties

(804)746-7466 x 702

www.signaturemanagementllc.com

Please note our website and emails have changed.

[Quoted text hidden]

RP1 NARPM <remoteprof01@gmail.com>

Wed, Sep 28, 2022 at 12:21 PM

To: Stella Stanley <stella@signaturemanagementllc.com>

Cc: Stephanie Michael <smichael@evernest.co>, Michele Odems <michele@rpmdirectva.com>, Chris McCracken <cmccracken@evernest.co>

Hi there! thanks for keeping me in the loop. Please see attached a flyer you can use for the Nominations, let me know if you'll need a self-nomination form or something like that. I'll keep an eye out.



[Quoted text hidden]



Karla Zamora

REMOTE PROFESSIONAL | rp1@narpm.org | remoteprof01@gmail.com

National Association of Residential Property Managers

[1403 Greenbrier Parkway, Suite 150, Chesapeake, VA 23320](#) | P 800-782-3452 | www.narpm.org

Legislative Office | 10 G Street NE, Suite 600, Washington, DC 20002 | P 202-289-5947

· [Schedule a meeting with me](#) ·

Stella Stanley <stella@signaturemanagementllc.com>

Wed, Sep 28, 2022 at 12:22 PM

To: RP1 NARPM <remoteprof01@gmail.com>

Cc: Stephanie Michael <smichael@evernest.co>, Michele Odems <michele@rpmdirectva.com>, Chris McCracken <cmccracken@evernest.co>

Looks perfect! Can you send it out asap?

Thank you-

Stella Stanley, Broker

Signature Properties

(804)746-7466 x 702

www.signaturemanagementllc.com

Please note our website and emails have changed.

[Quoted text hidden]

RP1 NARPM <remoteprof01@gmail.com>

Wed, Sep 28, 2022 at 12:23 PM

To: Stella Stanley <stella@signaturemanagementllc.com>

Cc: Stephanie Michael <smichael@evernest.co>, Michele Odems <michele@rpmdirectva.com>, Chris McCracken <cmccracken@evernest.co>

Sure! I can use the NARPM website e-mail platform to send it if you won't use your Constant Contact.

[Quoted text hidden]

Stella Stanley <stella@signaturemanagementllc.com>

Wed, Sep 28, 2022 at 12:27 PM

To: RP1 NARPM <remoteprof01@gmail.com>

Cc: Stephanie Michael <smichael@evernest.co>, Michele Odems <michele@rpmdirectva.com>, Chris McCracken <cmccracken@evernest.co>

I was also going to send it out via Constant Contact to make sure it gets out to everyone.

Thank you-

Stella Stanley, Broker

Signature Properties

(804)746-7466 x 702

www.signaturemanagementllc.com

Please note our website and emails have changed.

[Quoted text hidden]

RP1 NARPM <remoteprof01@gmail.com>

Wed, Sep 28, 2022 at 12:34 PM

To: Stella Stanley <stella@signaturemanagementllc.com>

Cc: Stephanie Michael <smichael@evernest.co>, Michele Odems <michele@rpmdirectva.com>, Chris McCracken <cmccracken@evernest.co>

Oh ok good... then you can link the self-nomination form if needed! Here is the link. I'll send it as well with the NARPM website, please let me know if I share the link to the form below or not.

[Apply here!](https://forms.gle/kHCNQmRVG6VtWk37) ➡ <https://forms.gle/kHCNQmRVG6VtWk37>

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