

jeannette@pullman.com

From: Kelly Palau <Kpalau@licenselogix.com>
Sent: Friday, February 12, 2021 6:25 AM
To: Gail Phillips; Amy Karns
Cc: alau@licenselogix.com; Team Redwood (LicenseLogix)
Subject: RE: New State Chapters-WA and TX

All,

The IRS had raised the fee on the exemption application, so I am getting a check sent out to be overnighted today. As an FYI, you may see an invoice for the additional \$200 they are not now charging on these applications for a total of \$600.

Best,
Kelly

• • •

licenselogix.

Kelly Palau | Account Management Supervisor, Team Redwood
kpalau@licenselogix.com | www.licenselogix.com

140 Grand Street, Suite 300 | White Plains, NY 10601
Phone: 800.292.0909 x313 | Fax: 212.672.1105

From: Kelly Palau <Kpalau@licenselogix.com>
Sent: Friday, February 12, 2021 9:11 AM
To: Gail Phillips <gphillips@narpm.org>; Amy Karns <manager@aplusrocks.com>
Cc: alau@licenselogix.com; Team Redwood (LicenseLogix) <TeamRedwood@LicenseLogix.com>
Subject: RE: New State Chapters-WA and TX

Good Morning,

I am trying to contact the IRS as the form we sent in for WA is the same form they currently have listed on their website, with a revision date of January 2018. I will advise shortly on what they say.

Best,
Kelly

• • •

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Kelly Palau | Account Management Supervisor, Team Redwood
kpalau@licenselogix.com | www.licenselogix.com

140 Grand Street, Suite 300 | White Plains, NY 10601
Phone: 800.292.0909 x313 | Fax: 212.672.1105

From: Gail Phillips <gphillips@narpm.org>
Sent: Wednesday, February 10, 2021 12:24 PM
To: Amy Karns <manager@aplusrocks.com>
Cc: alau@licenselogix.com; Team Redwood (LicenseLogix) <TeamRedwood@LicenseLogix.com>
Subject: RE: New State Chapters-WA and TX
Importance: High

License Logix
Are you able to help Amy with this issue?

Gail



Gail S. Phillips, CAE

CHIEF EXECUTIVE OFFICER | gphillips@narpm.org

National Association of Residential Property Managers

1403 Greenbrier Parkway, Suite 150, Chesapeake, VA 23320 | P 800-782-3452 | www.narpm.org

WE HAVE MOVED. PLEASE NOTE NEW ADDRESS

Please consider the environment before printing this e-mail.

From: Amy Karns A Plus Management <manager@aplusrocks.com>
Sent: Wednesday, February 10, 2021 11:56 AM
To: Gail Phillips <gphillips@narpm.org>
Cc: alau@licenselogix.com; Team Redwood (LicenseLogix) <TeamRedwood@licenselogix.com>
Subject: Re: New State Chapters-WA and TX

Any news???????????



Amy Karns

Real Estate BROKER

a: WCR, CRS, GRI, NARPM

m: 469.215.2042 e: manager@aplusrocks.com w: www.aplusrocks.com

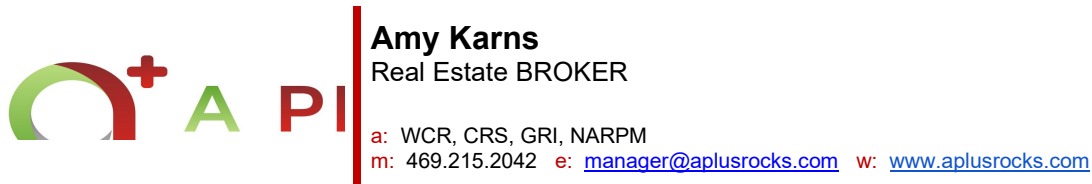
On Thu, Feb 4, 2021 at 5:36 PM Gail Phillips <gphillips@narpm.org> wrote:

Ok we need this one taken care of also.

Gail S. Phillips, CAE

From: Amy Karns A Plus Management <manager@aplusrocks.com>
Sent: Thursday, February 4, 2021 5:00:11 PM
To: Gail Phillips <gphillips@narpm.org>
Cc: alau@licenselogix.com <alau@licenselogix.com>; Team Redwood (LicenseLogix) <TeamRedwood@licenselogix.com>
Subject: Re: New State Chapters-WA and TX

Anyone have anyluck on this - we cant file the IRS taxes without it.



On Fri, Jan 22, 2021 at 10:51 AM Gail Phillips <gphillips@narpm.org> wrote:

Hi all

That is address for the Washington State Chapters as it was mailed to the state of Washington.

Can you look for Texas State Chapter? I attached their Texas EIN and I think the original application

I have also attached the Washington State form and address you sent is Sarah Laidler in Washington state

Gail

From: Amy Karns A Plus Management <manager@aplusrocks.com>

Sent: Thursday, January 21, 2021 4:52 PM

To: Gail Phillips <gphillips@narpm.org>

Subject: Fwd: New State Chapters-WA and TX

Any idea what address this is? Texas State Chapter is missing the determination forms from IRS to be able to file the Taxes for 2019.



Amy Karns

Real Estate BROKER

a: WCR, CRS, GRI, NARPM

m: 469.215.2042 e: manager@aplusrocks.com w: www.aplusrocks.com

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

From: **Kelly Palau** <Kpalau@licenselogix.com>

Date: Thu, Jan 21, 2021 at 3:42 PM

Subject: RE: New State Chapters-WA and TX

To: Amy Karns A Plus Management <manager@aplusrocks.com>

Cc: Gail Phillips <gphillips@narpm.org>, Angela Gonzales <angela@rentmoxie.com>, Team Redwood (LicenseLogix) <TeamRedwood@licenselogix.com>

Amy,

The address is 200 Galloway Drive, Yakima, WA 98908.

Best,

Kelly

...

licenselogix.

Kelly Palau | Account Management Supervisor, Team Redwood

kpalau@licenselogix.com | www.licenselogix.com

140 Grand Street, Suite 300 | White Plains, NY 10601

Phone: 800.292.0909 x313 | Fax: 212.672.1105

From: Amy Karns A Plus Management <manager@aplusrocks.com>

Sent: Thursday, January 21, 2021 4:41 PM

To: Kelly Palau <Kpalau@licenselogix.com>

Cc: Gail Phillips <gphillips@narpm.org>; Angela Gonzales <angela@rentmoxie.com>; Team Redwood (LicenseLogix) <TeamRedwood@LicenseLogix.com>

Subject: Re: New State Chapters-WA and TX

We cant file the taxes as we dont have the determination letter.

Any idea what address the letter is going to?



Amy Karns

Real Estate BROKER

a: WCR, CRS, GRI, NARPM

m: 469.215.2042 e: manager@aplusrocks.com w: www.aplusrocks.com

On Thu, Jan 21, 2021 at 3:40 PM Kelly Palau <Kpalau@licenselogix.com> wrote:

Amy,

Once the filing is approved through the IRS, the letter gets sent out to the address of record. It could possibly still be in process. We will try to call the IRS to get an answer. It is often unsuccessful that they give us information even with the Power of Attorney, but we will try.

Best,

Kelly

...



Kelly Palau | Account Management Supervisor, Team Redwood

kpalau@licenseelogix.com | www.licenseelogix.com

140 Grand Street, Suite 300 | White Plains, NY 10601

Phone: 800.292.0909 x313 | Fax: 212.672.1105

From: Amy Karns A Plus Management <manager@aplusrocks.com>

Sent: Thursday, January 21, 2021 4:32 PM

To: Savannah Cordero <SCordero@LicenseLogix.com>

Cc: Gail Phillips <gphillips@narpm.org>; Angela Gonzales <angela@rentmoxie.com>; Kelly Palau <Kpalau@licenseelogix.com>; Team Redwood (LicenseLogix) <TeamRedwood@LicenseLogix.com>

Subject: Re: New State Chapters-WA and TX

Savannah / Kelly - I am still looking for the IRS final determination letter. Can anyone help me?



Amy Karns

Real Estate BROKER

a: WCR, CRS, GRI, NARPM

m: 469.215.2042 e: manager@aplusrocks.com w: www.aplusrocks.com

On Thu, Jan 14, 2021 at 12:11 PM Amy Karns A Plus Management <manager@aplusrocks.com> wrote:

We are trying to file the taxes but - we are not showing up in the IRS postcard system yet. Has anyone received the final determination letter???



Amy Karns

Real Estate BROKER

a: WCR, CRS, GRI, NARPM

m: 469.215.2042 e: manager@aplusrocks.com w: www.aplusrocks.com

On Wed, Jul 15, 2020 at 6:50 PM Savannah Cordero <SCordero@licenselogix.com> wrote:

Amy,

Angela signed the original packet.

...

Savannah Cordero | Senior Account Manager, Team Redwood

scordero@licenselogix.com | www.licenselogix.com

2151 River Plaza Drive, Suite 195 | Sacramento, CA 95833

Phone: 800.292.0909 x424 | Fax: 212.672.1105

Questions/Feedback? Please contact my manager Joe Vitulli, at jvitulli@licenselogix.com!

Until further notice all mail must be sent to our NY office.

140 Grand St, Suite 300 White Plains, NY 10601

From: Amy Karns A Plus Management <manager@aplusrocks.com>

Sent: Friday, July 10, 2020 9:16 AM

To: Savannah Cordero <SCordero@LicenseLogix.com>

Cc: Gail Phillips <gphillips@narpm.org>; Angela Gonzales <angela@rentmoxie.com>; Kelly Palau <Kpalau@licenselogix.com>; Team Redwood (LicenseLogix) <TeamRedwood@LicenseLogix.com>

Subject: Re: New State Chapters-WA and TX

Who needs to sign it? If I can email it to me.



Amy Karns

Real Estate BROKER

a: WCR, CRS, GRI, NARPM

m: 469.215.2042 e: manager@aplusrocks.com w: www.aplusrocks.com

On Fri, Jul 10, 2020 at 10:47 AM Savannah Cordero <SCordero@licenselogix.com> wrote:

Hello,

We have saved the EIN letter to your file, it appears for the Texas entity, we are pending the newly signed application, single sided, along with the completed Power of Attorney form. Please let me know if you have any questions.

...

Savannah Cordero | Senior Account Manager, Team Redwood

scordero@licenselogix.com | www.licenselogix.com

2151 River Plaza Drive, Suite 195 | Sacramento, CA 95833

Phone: 800.292.0909 x424 | Fax: 212.672.1105

Questions/Feedback? Please contact my manager Joe Vitulli, at jvitulli@licenselogix.com!

Until further notice all mail must be sent to our NY office.

140 Grand St, Suite 300 White Plains, NY 10601

From: Gail Phillips <gphillips@narpm.org>

Sent: Wednesday, July 8, 2020 1:51 PM

To: Amy Karns A Plus Management <manager@aplusrocks.com>

Cc: Angela Gonzales <angela@rentmoxie.com>; Kelly Palau <Kpalau@licenselogix.com>; Savannah Cordero <SCordero@LicenseLogix.com>; Team Redwood (LicenseLogix) <TeamRedwood@LicenseLogix.com>

Subject: Re: New State Chapters-WA and TX

Thank you Amy.

Gail

Gail S. Phillips, CAE

Please forgive typos as I am sending from my iPhone.

On Jul 8, 2020, at 4:32 PM, Amy Karns A Plus Management <manager@aplusrocks.com> wrote:

Here is the letter from the IRS:



Amy Karns

Real Estate BROKER

a: WCR, CRS, GRI, NARPM

m: 469.215.2042 e: manager@aplusrocks.com w: www.aplusrocks.com

On Tue, Jul 7, 2020 at 9:39 AM Angela Gonzales <angela@rentmoxie.com> wrote:

My last call to the IRS they said they could only fax the document to me and I needed to confirm, while on the phone with them, that I'd received the fax. I don't have access to a fax machine so I couldn't obtain that day....not sure what my Plan B will be yet.

Angela @ Moxie PM

On Mon, Jun 8, 2020, 9:09 AM Gail Phillips <gphillips@narpm.org> wrote:

I have added Angela Gonzales and Amy Karns as they are the leaders who filed the paperwork

Gail

Gail S. Phillips, CAE

From: Kelly Palau <Kpalau@licenselogix.com>
Sent: Monday, June 08, 2020 9:40 AM
To: Gail Phillips <gphillips@narpm.org>; Savannah Cordero <SCordero@LicenseLogix.com>
Cc: Sarah Laidler <sarah@accolade-rentals.com>; Lisa Noon <lnoon@narpm.org>; Leeann Ghiglione <LeeannG@johnlscott.com>; Team Redwood (LicenseLogix) <TeamRedwood@LicenseLogix.com>
Subject: RE: New State Chapters-WA and TX

Good Morning,

I am following back up on the Texas chapter to see if there was an update on the FEIN

Best,

Kelly

• • •

Error! Filename not specified.

Kelly Palau | Account Manager, Team RedWood

kpalau@licenselogix.com | www.licenselogix.com

140 Grand Street, Suite 300 | White Plains, NY 10601

Phone: 800.292.0909 x313 | Fax: 212.672.1105

From: Kelly Palau
Sent: Tuesday, May 12, 2020 10:06 AM
To: 'Gail Phillips' <gphillips@narpm.org>; Theresa Bitterman <TBitterman@LicenseLogix.com>
Cc: Sarah Laidler <sarah@accolade-rentals.com>; Lisa Noon <lnoon@narpm.org>; Leeann Ghiglione <LeeannG@johnlscott.com>; Savannah Cordero <SCordero@LicenseLogix.com>; Team Redwood (LicenseLogix) <TeamRedwood@LicenseLogix.com>
Subject: RE: New State Chapters-WA and TX

Good Morning,

I wanted to follow-up on the attached two chapters for Washington and Texas. Please see the attached last correspondence. Did you want to proceed with the Tax Exemption filings?

Best,

Kelly

• • •

Error! Filename not specified.

Kelly Palau | Account Manager, Team RedWood

kpalau@licenselogix.com | www.licenselogix.com

140 Grand Street, Suite 300 | White Plains, NY 10601

Phone: 800.292.0909 x313 | Fax: 212.672.1105

From: Gail Phillips <gphillips@narpm.org>

Sent: Wednesday, March 11, 2020 6:29 PM

To: Theresa Bitterman <TBitterman@LicenseLogix.com>
Cc: Sarah Laidler <sarah@accolade-rentals.com>; Kelly Palau
<Kpalau@licenselogix.com>; Lisa Noon <lnoon@narpm.org>; Leeann Ghiglione
<LeeannG@johnlscott.com>; Savannah Cordero <SCordero@LicenseLogix.com>;
CLiC.LicenseLogix <Clic@LicenseLogix.com>
Subject: Re: New State Chapters-WA

Thank you Theresa!

Gail

Gail S. Phillips, CAE

Please forgive typos as I am sending from my iPhone.

On Mar 11, 2020, at 5:47 PM, Theresa Bitterman
<TBitterman@licenselogix.com> wrote:

Hi Gail,

We did not receive a signed application back yet for this Chapter. There appears to have some difficulty in obtaining the necessary information to complete the packet sent for signature. Please see attached email thread.

Please let us know if we can be of additional assistance.

Best,

Theresa

• • •

Theresa Bitterman | Account Management Supervisor

TBitterman@licenselogix.com | www.licenselogix.com

140 Grand St, Suite 300 | White Plains, NY 10601

Office: 800.292.0909 x 409 | Fax: 212.672.1105

From: Gail Phillips <gphillips@narpm.org>
Sent: Wednesday, March 11, 2020 5:20 PM
To: Theresa Bitterman <TBitterman@Licenselogix.com>
Cc: Sarah Laidler <sarah@accolade-rentals.com>; Kelly Palau <Kpalau@licenselogix.com>; Lisa Noon <lnoon@narpm.org>; Leeann Ghiglione <LeeannG@johnlscott.com>
Subject: Re: New State Chapters-WA

Theresa

The chapter is having issues finding their chapter in the IRS. They just got off the phone with them and they could not locate the Washington State Chapter of the National Association of Residential Property Manager.

They would appreciate any assistance you can provide.

Gail

Gail S. Phillips, CAE

Please forgive typos as I am sending from my iPhone.

On Apr 22, 2019, at 5:17 PM, Theresa Bitterman <TBitterman@licenselogix.com> wrote:

Sarah,

Please find the updated packet with the address noted below attached. Let us know if we can assist further.

Best,

Theresa

• • •

Theresa Bitterman | Senior Account Manager

TBitterman@licenselogix.com | www.licenselogix.com

140 Grand St, Suite 300 | White Plains, NY 10601

Office: 800.292.0909 x 409 | Fax: 212.672.1105

From: Sarah Laidler <sarah@accolade-rentals.com>
Sent: Monday, April 22, 2019 2:55 PM
To: Theresa Bitterman <TBitterman@LicenseLogix.com>
Cc: Gail Phillips <gphillips@narpm.org>; Kelly Konkus <KKonkus@LicenseLogix.com>; Lisa Noon <lnoon@narpm.org>; Leeann Ghiglione <LeeannG@johnlscott.com>
Subject: Re: New State Chapters-WA

Thank you, Theresa!

For the organizational address, can we please change the address to 200 Galloway Drive, Yakima, WA 98908.

Originally, when we submitted the paperwork I provided the Seattle address to you. However, all other legal formation documents have been set up for the 200 Galloway Drive address. I think it is best that we keep all legal documents being shipped to the same address vs multiple addresses.

Gail, is National taking care of Part III of this form Financial Data?

Sincerely,

Sarah

Sarah Laidler , RMP, CAM
Designated Broker

ACCOLADE PROPERTY MANAGEMENT GROUP

ADDRESS: [407 NORTH PINE STREET ELLENSBURG WA 98926](#)

PHONE: [\(509\) 933-2600](#)

FAX: [\(509\) 933-2601](#)

EMAIL: SARAH@ACCOLADE-RENTALS.COM

WEBSITE: ACCOLADE-RENTALS.COM

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<image003.jpg>

How did we do?

<image004.jpg> <image004.jpg>

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On Thu, Apr 18, 2019 at 12:37 PM Theresa Bitterman
<TBitterman@licenselogix.com> wrote:

Gail/Sarah,

I have finished preparing your applications and instructions. Please review the attached packet(s), and if all of the information provided is correct, follow the instructions detailed on the cover page(s). If you have any questions at all, please do not hesitate to contact me.
Thanks!

Best,

Theresa

• • •

<image005.png>

Theresa Bitterman | Senior Account Manager

TBitterman@licenselogix.com | www.licenselogix.com

140 Grand St, Suite 300 | White Plains, NY 10601

Office: 800.292.0909 x 409 | Fax: 212.672.1105

From: Theresa Bitterman
Sent: Monday, April 8, 2019 4:16 PM
To: 'Gail Phillips' <gphillips@narpm.org>; Sarah Laidler <sarah@accolade-rentals.com>
Cc: Kelly Konkus <KKonkus@LicenseLogix.com>; Lisa Noon <lnoon@narpm.org>; Leeann Ghiglione <LeeannG@johnlscott.com>
Subject: RE: New State Chapters-WA

Thank you Gail. We are proceeding.

Best,

Theresa

• • •

Theresa Bitterman | Senior Account Manager

TBitterman@licenselogix.com | www.licenselogix.com

140 Grand St, Suite 300 | White Plains, NY 10601

Office: 800.292.0909 x 409 | Fax: 212.672.1105

From: Gail Phillips <gphillips@narpm.org>
Sent: Wednesday, April 3, 2019 5:20 PM
To: Sarah Laidler <sarah@accolade-rentals.com>; Theresa Bitterman <TBitterman@LicenseLogix.com>
Cc: Kelly Konkus <KKonkus@LicenseLogix.com>; Lisa Noon <lnoon@narpm.org>; Leeann Ghiglione <LeeannG@johnlscott.com>
Subject: RE: New State Chapters-WA

Theresa now we can proceed with their 201 c-6 application

Gail

Gail S. Phillips, CAE

From: Sarah Laidler [mailto:sarah@accolade-rentals.com]
Sent: Wednesday, April 03, 2019 4:43 PM
To: Theresa Bitterman <TBitterman@licenseelogix.com>
Cc: Kelly Konkus <KKonkus@licenseelogix.com>; Gail Phillips <gphillips@narpm.org>; Lisa Noon <lnoon@narpm.org>; Leeann Ghiglione <LeeannG@johnlscott.com>
Subject: Re: New State Chapters-WA

Hi Theresa,

Great news! We received the WA State NARPM EIN number in the mail today! I have attached this for your records.

What is the next step?

Sincerely,

Sarah Laidler , RMP, CAM
Designated Broker

ACCOLADE PROPERTY MANAGEMENT GROUP

ADDRESS: [407 NORTH PINE STREET ELLENSBURG WA 98926](#)

PHONE: [\(509\) 933-2600](#)

FAX: [\(509\) 933-2601](#)

EMAIL: SARAH@ACCOLADE-RENTALS.COM

WEBSITE: ACCOLADE-RENTALS.COM

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How did we do?

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On Tue, Mar 5, 2019 at 4:26 AM Theresa Bitterman
<TBitterman@licenselogix.com> wrote:

Thank you Sarah. We will save this in our system and await further word from you on the EIN.

Best,

Theresa

• • •

Theresa Bitterman | Senior Account Manager

TBitterman@licenselogix.com | www.licenselogix.com

140 Grand St, Suite 300 | White Plains, NY 10601

Office: 800.292.0909 x 409 | Fax: 212.672.1105

From: Sarah Laidler <sarah@accolade-rentals.com>
Sent: Monday, March 4, 2019 8:07 PM
To: Kelly Konkus <KKonkus@LicenseLogix.com>
Cc: Gail Phillips <gphillips@narpm.org>; Theresa Bitterman <TBitterman@LicenseLogix.com>; Lisa Noon <lnoon@narpm.org>; Leeann Ghiglione <LeeannG@johnlscott.com>
Subject: Re: New State Chapters-WA

Hi Kelly,

Attached is the form you requested. Please note we do not have an EIN number yet. Once we have this, I can forward to you. Also attached are Articles of Incorporation and Bylaws.

Sincerely,

Sarah Laidler , RMP, CAM
Designated Broker

ACCOLADE PROPERTY MANAGEMENT GROUP

ADDRESS: [407 NORTH PINE STREET ELLENSBURG WA 98926](#)

PHONE: [\(509\) 933-2600](tel:(509)933-2600)

FAX: [\(509\) 933-2601](tel:(509)933-2601)

EMAIL: SARAH@ACCOLADE-RENTALS.COM

WEBSITE: ACCOLADE-RENTALS.COM

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On Mon, Mar 4, 2019 at 1:09 PM Sarah Laidler
<sarah@accolade-rentals.com> wrote:

Hi Kelly,

I'll be back in my office tomorrow morning. I thought that this was sent off to you the last day of January. I'll be in touch shortly.

Sarah Laidler , RMP, CAM
Designated Broker

ACCOLADE PROPERTY MANAGEMENT GROUP

ADDRESS: [407 NORTH PINE STREET ELLENSBURG WA 98926](#)

PHONE: [\(509\) 933-2600](tel:(509)933-2600)

FAX: [\(509\) 933-2601](tel:(509)933-2601)

EMAIL: SARAH@ACCOLADE-RENTALS.COM

WEBSITE: ACCOLADE-RENTALS.COM

[Follow us on Facebook!!!](#)

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<image007.jpg>

How did we do?

<image008.jpg> <image008.jpg>

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On Mon, Mar 4, 2019 at 7:14 AM Kelly Konkus
<KKonkus@licenselogix.com> wrote:

Good Morning,

I am just checking back here to send a reminder on the
attached RFI. Thanks!

Best,

Kelly

• • •

Kelly Konkus | Project Coordinator

KKonkus@licenselogix.com | www.licenselogix.com

140 Grand Street, Suite 300 | White Plains, NY 10601

Office: 800-292-0909 x 313 | Fax: 212-672-1105

From: Gail Phillips <gphillips@narpm.org>
Sent: Wednesday, January 30, 2019 12:55 PM
To: Kelly Konkus <KKonkus@LicenseLogix.com>
Cc: Theresa Bitterman
<TBitterman@LicenseLogix.com>; Sarah Laidler
<sarah@accolade-rentals.com>; Lisa Noon
<lnoon@narpm.org>; Leeann Ghiglione
<LeeannG@johnlscott.com>; CLiC.LicenseLogix
<Clic@LicenseLogix.com>
Subject: Re: New State Chapters-WA

Hi all

Do you know if paperwork was competed?

Thank you

Gail Phillips, CAE

Sent from my iPhone

Please forgive my typos as I am sending this from my phone.

On Jan 30, 2019, at 12:10 PM, Kelly Konkus
<KKonkus@licenselogix.com> wrote:

Good Afternoon,

Just checking back here on the attached RFI needed. Let us know if there are any questions or concerns. Thank you!

Best,

Kelly

...

Kelly Konkus | Project Coordinator

KKonkus@licenselogix.com
| www.licenselogix.com

140 Grand Street, Suite 300 | White Plains, NY 10601

Office: 800-292-0909 x 313 | Fax: 212-672-1105

From: Theresa Bitterman
<TBitterman@LicenseLogix.com>
Sent: Monday, January 7, 2019 9:32 PM
To: 'Sarah Laidler' <sarah@accolade-rentals.com>
Cc: Gail Phillips
<gphillips@narpm.org>; Kelly Konkus
<KKonkus@LicenseLogix.com>; Lisa Noon
<lnoon@narpm.org>; Leeann Ghiglione
<LeeannG@johnlscott.com>; CLiC.LicenseLogix
<Clic@LicenseLogix.com>
Subject: RE: New State Chapters-WA

Hi Gail,

Attached please find the additional request for information for the WA chapter. Please let us know if you have any questions.

We will proceed once all information has been returned.

Best,

Theresa

• • •

<image001.png>

Theresa Bitterman | Senior Account Manager

TBitterman@licenselogix.com | www.licenselogix.com

140 Grand St, Suite 300 | White Plains, NY 10601

Office: 800.292.0909 x 409 | Fax: 212.672.1105

<image002.gif> <image003.gif> <image004.gif>

From: Sarah Laidler <sarah@accolade-rentals.com>

Sent: Wednesday, January 2, 2019 12:40 PM

To: Theresa Bitterman

<TBitterman@Licenselogix.com>

Cc: Gail Phillips
<gphillips@narpm.org>; Kelly Konkus
<KKonkus@LicenseLogix.com>; Lisa
Noon <lnoon@narpm.org>; Leeann
Ghiglione <LeeannG@johnlscott.com>;
CLiC.LicenseLogix
<Clic@LicenseLogix.com>
Subject: Re: New State Chapters

Thank you, Theresa!

Sarah Laidler , RPM, CAM
Designated Broker

**ACCOLADE PROPERTY MANA
GEMENT GROUP**

ADDRESS: [407 NORTH PINE STREET](#)

[ELLENSBURG WA 98926](#)

PHONE: [\(509\) 933-2600](#)

FAX: [\(509\) 933-2601](#)

EMAIL: SARAH@ACCOLADE-RENTALS.COM

WEBSITE: ACCOLADE-RENTALS.COM

[Follow us on Facebook!!!](#)

<image006.jpg><image007.jpg><image008.jpg>

How did we do?

<image014.jpg> <image014.jpg>

[Click to rate your experience with Accolade Property Management Group: Accolade Property Management](#)

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On Wed, Jan 2, 2019 at 9:34 AM
Theresa Bitterman
<TBitterman@licenselogix.com>
wrote:

Great. We'll get an order placed for this chapter and be in touch with a request for any additional information.

Best,

Theresa

• • •

<image001.png>

Theresa Bitterman | Senior Account Manager

TBitterman@licenselogix.com | www.licenselogix.com

140 Grand St, Suite 300 | White Plains, NY 10601

Office: 800.292.0909 x 409 | Fax: 212.672.1105

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<image004.gif>

*“**Please note, I will be out of the office December 28th and December 31st. Additionally, the LicenseLogix Offices will be closed January 1st.**”*

<div style="border:none;border-top:solid #E1E1E1 1.0pt;padding:3.0pt

<IRS EIN Letter July 2020 .pdf>

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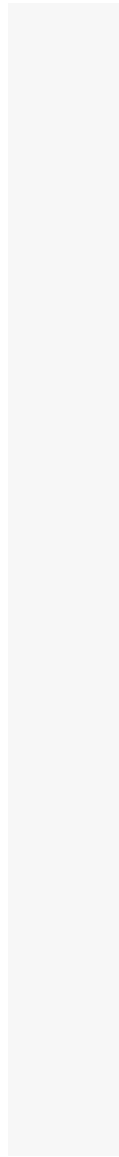
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NARPM WA STATE BUDGET

2021

REVENUE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR	
INCOME														
Annual WA State Member Dues													\$0.00	
Bank Interest													\$0.00	
Chapter Grant Advertising			\$500.00										\$500.00	
Chapter Grant Leadership								\$500.00					\$500.00	
Chapter Grant Marketing			\$500.00										\$500.00	
Conference							\$50,000.00						\$50,000.00	
Miscellaneous													\$0.00	
Total	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,500.00	

EXPENSES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR	
NARPM WA STATE CHAPTER														
Conference fees						\$30,000.00								
Nat'l Conference Registration Ch Pres											\$495.00			
Accounting fees/Quicken	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$240.00	
Bank Fees	\$100.00												\$100.00	
Leadership Training											\$1,500.00		\$1,500.00	
Lobbist	\$10,000.00												\$10,000.00	
Miscellaneous	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00	
PAC Contribution	\$5,000.00												\$5,000.00	
Sec of State License Fee		\$10.00											\$10.00	
Total	\$15,220.00	\$130.00	\$120.00	\$120.00	\$120.00	\$30,120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$2,115.00	\$120.00	\$48,545.00	
TOTALS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR	
Total expenses	# REF!	# REF!	# REF!	# REF!	# REF!	# REF!	# REF!	# REF!	# REF!	# REF!	# REF!	# REF!	# REF!	
Cash short/extra	# REF!	# REF!	# REF!	# REF!	# REF!	# REF!	# REF!	# REF!	# REF!	# REF!	# REF!	# REF!	# REF!	



Hello Everyone!

Please find attached the "WA State Resources for Housing Providers Impacted by COVID19". This guide is put out by NARPM, the Rental Housing Association of Washington (RHAWA), Washington Multifamily Housing Association (WMFHA), and Washington Landlord Association (WLA).

Your local chapters of NARPM, as well as the Washington State Chapter and National are all working steadfastly to get information out to you as it comes in. As you know, the information changes hourly.

Your WA State Chapter is also planning on having an online Zoom meeting with Representative Barkis next Tuesday at 11am. We will get the link out to our members as soon as it is available. If you have questions for Rep Barkis, please email those to Jim Henderson, our WA State NARPM Lobbyist at jim@landlordsolutionsinc.com, so that he can forward them onto Barkis.

If you are like me, you are very thankful for our NARPM family and all the support that we are able to offer to each other. These are strange times that we are living in and we need to remember to be empathetic to our tenants and owners and work through this together.

Stay Strong Washington!

Jeannette Gordon

WA State NARPM Secretary

Inland NW Chapter President

April 16, 2020

11:00am

WA State NARPM Legislative Update

Hosted by Jim Henderson, Lobbyist via teleconference

46 Attendees

Governor Inslee is expected today or tomorrow to extend the eviction moratorium to either May 4, 2020 or 30 days from the announcement.

Initially there were 16 bills introduced that concerned property management. Four were passed and become law June 11, 2020.

Bills THAT DID NOT PASS:

1. Security deposit bill. Onerous to landlord at move in and move out.
2. Preventing criminal records in tenant screening.
3. Rent Control
4. Just Cause

But, you can bet these will be back in some form in 2020.

Bills THAT DID PASS: Take effect 6/11/20

1. Discrimination based on immigration or citizenship status.
 - Effect: A housing provider cannot require a social security number on a rental application, or provide different terms and conditions to a prospective tenant if that tenant does not maintain United States citizenship.
2. Grace period before late fees can be imposed.
 - Must have a 5-day grace period before late fees can be charged. Example, rent is due on the first. The 2nd, 3rd, 4th, 5th and 6th are the five grace period days. Late fee can be assessed on the 7th. If you have a daily late fee, you can back date it to the day after rent was due, if they haven't paid by the time the 5-day grace period ends.
 - You can still serve a pay or vacate before the five-day grace period is up.
 - If tenant will be receiving government assistance (SSI, Section 8, etc) then the tenant can request to change the due date of rent to a different day, up to 5 days after the original due date.
3. Deposit, fees, last months' rent payment plans.
 - If rental agreement is less than 3 months or month-to-month: Move in costs can be split in two payments. First payment is due at move in and final payment is due with the second months' rent.
 - If they pay rent but not the additional payment, then you can serve a 14-day notice.
 - If rental agreement is longer than three months: Move in costs can be split into three consecutive and equal payments. First months' payment is due with first months' rent and the following two months until paid in full.
 - Installment plan wording needs to be in lease and in writing.
 - Holding fees are limited to 25% of a full months rent. The holding fee can be applied to first months rent or the security deposit.
4. Trailer bill to last years 5600 bill.

- More info added to the 14-day notice. Info on Northwest Justice hotline and website.
- Removes the cash payment requirement. Payment must be pursuant to your rental agreement.
- Prohibits landlord from threatening eviction for charges other than rent (example: you can't threaten to evict because tenant has not paid the late fees).
- Requires landlord to accept emergency rental funds. You must suspend court action for 7 days to allow for emergency rental assistance.

Respectfully Submitted:

Jeannette Gordon

WA State NARPM Secretary

Legislation-What's going on!?!? Here's a quick cheat sheet.

ESB 5165 (Saldaña) - Discrimination based on immigration or citizenship status

Effect: The effect of this law is that a housing provider cannot require a social security number on a rental application, or provide different terms and conditions to a prospective resident if that resident does not maintain United States citizenship.

Discrimination based on citizenship or immigration status is an unfair practice and violates WLAD. A person or entity may make a distinction or treat someone differently based on citizenship or immigration status only if a state or federal law, regulation, or a government contract requires it. An employer, potential employer, labor organization, or employment agency commits an unfair employment practice if it discriminates against a person based on their citizenship or immigration status. A person or entity discriminates in a real estate transaction by refusing to sell or rent to someone who makes a bona fide offer, or

refuses to negotiate for the sale or rental of a dwelling based on their citizenship or immigration status, subject to specific exceptions. Any person, their employee, or agent who excludes or overcharges at any place of public accommodation based on someone's citizenship or immigration status commits an unfair practice.

ESHB 2535 (Kirby) - Providing for a grace period before late fees may be imposed for past due rent

Effect: This bill provides tenants with a five day grace period before a late fee is charged. When rent is more than five days past the due date, the landlord may charge a late fee commencing on the first day after rent is due, until paid.

No rental agreement may provide that the tenant pay late fees for rent this paid within five days of the rent due date.

Landlord may serve a notice to pay or vacate at any time after rent has become due.

Tenant may request , in writing, to change the rent due date up to five days after the rent due date in the rental agreement, if their monthly source of income is government assistance that isn't received until after the date rent date in the rental agreement.

EHB 1694 (Morgan) - Allowing tenants to pay certain sums in installments

Effect: This bill allows a tenant to request in writing to pay move-in cost (deposit, fees and last months' rent) in installment payments, as follows:

Rental agreements for a term of less than three months:

Tenant may pay move-in cost in two consecutive and equal installment payments with the first payment due at move-in.

Rental agreement for a term of three months or longer:

Tenant may pay move-in cost in three consecutive and equal installment payment with the first payment due at move-in.

A landlord is not required to allow an installment payment option when the deposits and fees do not exceed 25% of the first full months' rent AND last month's rent isn't required.

Holding fees are limited to 25% of a full months' rent and may be applied to either the first months' rent or deposit (RCW 59.18.253).

A landlord may not charge any fee, interest or other cost because a tenant elects to pay in installments.

Installment payments are due at the same time as rent is due.

The installment schedule must be in writing and signed by the landlord and tenant.

Penalty: Beginning January 1, 2021 any landlord that deny the tenant's written request for an installment payment option, may be liable to a statutory penalty of one months' rent payable to the tenant.

Landlord Mitigation Program (LMP): A tenant who fails to make their installment payment, may be evicted by a court. If a court finds the tenant is low-income, limited resources or experiencing a hardship the landlord may apply for reimbursement through the LMP.

ESSB 6378 (Kuderer) (HB 2724 – Macri) - residential tenant protections

Effect: Technical changes. To avoid opening up this bill to other changes that could be more harmful, we are not suggesting any amendments.

1. Changes to the notice to pay or vacate
 - Adds Northwest Justice Project's CLEAR hotline with weekday hours
 - Adds www.washingtonlawhelp.org
 - Removes cash as a payment option. Landlord may refuse to accept cash.
 - Requires payment pursuant to the rental agreement
2. Changes to the Summons
 - Adds Northwest Justice Project's CLEAR hotline with weekday hours
 - Adds www.washingtonlawhelp.org
3. Claims submitted to the LMP require an order staying writ
4. Restores three strike language back to 5600
5. Restores attorney fee language back to 5600
6. Prohibits a landlord from threatening eviction if the tenant doesn't pay charges other than rent
7. Requires a landlord to accept emergency rental assistance funds
 - Before the notice to pay or vacate expires
 - After the notice to pay or vacate expires if the pledge contributes to or pays the notice in full, including any new rent and cost incurred.
 - Landlord must suspend any court action for seven days to allow for payment of emergency funds.

Legislation, Education & Information

Mission

NARPM® provides resources for residential property management professionals,
Who desire to learn, grow and build relationships

Vision

NARPM® will be the recognized leaders in residential property management.

Purpose of the WA State Chapter of NARPM®

- a. Establish a permanent trade association in the residential property management industry in the State of Washington.
- b. Promote a standard of business ethics, professionalism and fair practices among its members.
 - c. Establish and promote education of its members.
- d. Provide and promote an exchange of ideas regarding residential property management.
 - e. Educate and promote legislative initiative in the State of Washington.

1. Welcome by President Sarah Laidler

- Introducing WA State NARPM monthly Zoom meetings. Third Wednesday of each month at 9am.
- Code of Ethics-see additional page for Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC

2. Introductions of WA State Chapter Board (each member briefly introduce themselves, designations and position)

3. Legislative Update-Jim Henderson, WA State NARPM Lobbyist

4. Board member spotlight: Stacey Salyer with Leading Edge Property Management

5. 2021 WA State Conference Update (Stacey?)

- Members prefer live, virtual or combo?
- Cost to attend
- Committee Chair needed-time commitment, job description, committee makeup

6. Q&A

7. Next Meeting: Sep. 16, 2020. 9am

It is the policy of the NARPM® to comply fully with antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM® 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. NARPM® shall not restrict members' ability to solicit competitors' clients. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive or otherwise illegal.

NARPM® Code of Ethics

Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC: *The Property Manager shall protect the public against fraud, misrepresentation, and unethical practices in property management.*

STANDARDS OF PROFESSIONALISM

- **1-1** The Property Manager shall endeavor to eliminate, through the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.
- **1-2** The Property Manager shall cooperate with the governmental agency charged with regulating the practices of Property Managers.
- **1-3** The Property Manager shall comply with all relevant local and state ordinances regarding real estate law, licensing, insurance, and banking.
- **1-4** The Property Manager shall comply with all federal and state antitrust laws and shall follow the NARP® Antitrust Policy and any related procedures.
- **1-5** The Property Manager shall not reveal confidential information of Clients, Tenants or others except as required in the course of performing his or her duties or as otherwise required by law. The Property Manager shall take all reasonable precautions to protect confidential information.
- **1-6** The Property Manager shall use reasonable efforts to ensure that information on his or her website, or that of his or her Firm, is current and accurate. If it becomes apparent that information on the website is not current or accurate, then the Property Manager shall promptly take corrective action.
- **1-7** Websites of the Property Manager shall not contain any deceptive metatags or other devices/methods to direct, drive, or divert Internet traffic in a deceptive manner or to otherwise mislead users. The websites shall also not manipulate listing content in any deceptive or misleading way.
- **1-8** The Property Manager shall disclose all details on the availability of rental properties to prospective parties on a regular and timely basis.
- **1-9** The Property Manager shall not exaggerate, misrepresent, misinform, or conceal pertinent facts in the advertising, leasing, and management of property.
- **1-10** The Property Manager shall make reasonable attempts to remove from the Internet listings for rentals that are no longer available.

Legislation, Education & Information

Join Zoom Meeting

<https://zoom.us/j/99734499237?pwd=Y08zbXB1bnhtMHI3T2J6dVBLV0VTZz09>

Meeting ID: 997 3449 9237

Passcode: 182937

One tap mobile

+12532158782,,99734499237#,,,,,0#,,182937# US (Tacoma)

+16699006833,,99734499237#,,,,,0#,,182937# US (San Jose)

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 997 3449 9237

Passcode: 182937

1. Welcome Members and Guests
2. Purpose & Overview

Mission

NARPM® provides resources for residential property management professionals,
Who desire to learn, grow and build relationships

Vision

NARPM® will be the recognized leaders in residential property management.

Purpose of the WA State Chapter of NARPM®

- a. Establish a permanent trade association in the residential property management industry in the State of Washington.
 - b. Promote a standard of business ethics, professionalism and fair practices among its members.
 - c. Establish and promote education of its members.
 - d. Provide and promote an exchange of ideas regarding residential property management.
 - e. Educate and promote legislative initiative in the State of Washington.
3. Welcome by President Sarah Laidler
 - Introducing WA State NARPM monthly Zoom meetings. Third Wed of each month at 9am.
 - 2021 Elections-Anyone willing to serve?
 4. Board member spotlight-James Tungsvik, MPM, RMP, CRMC-Around the Clock Inc
 5. Code of Ethics-see additional page for Article 2: Discrimination -
 6. Legislative Update-Jim Henderson, WA State NARPM Lobbyist
 - a. PM Licensing

- b. Mediation
 - c. PAC (CORE PAC)
 - d. Raising money to pay for Lobbyist
 - e. Survey -Drawing for a \$100 VISA gift card
 - f. Legislative Priorities
 - g. Criminal Records
 - h. Just Cause
 - i. Rent Control
 - j. Payment Plans
 - k. Licensing
 - l. Mediation
7. Next Meeting: Oct 21, 2020. 9am via Zoom

It is the policy of the NARPM® to comply fully with antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM® 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. NARPM® shall not restrict members' ability to solicit competitors' clients. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive or otherwise illegal.

NARPM® Code of Ethics

Article 2: DISCRIMINATION

The Property Manager shall not discriminate in the management, rental, lease, or negotiation for real property, shall operate consistent with fair housing laws and regulations and shall comply with all federal, state, and local laws concerning discrimination.

STANDARDS OF PROFESSIONALISM

- **2-1** It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.
- **2-2** The Property Manager shall not deny service to any person due to race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity.



**Washington State Chapter
National Association of Residential Property Managers
Executive Board Meeting
January 20, 2020**

NARPM Executive Board Meeting called to order at 10:04am via phone conference call.

Present: Sarah Laidler - President, Jeannette Gordon – Secretary, James Emory Tungsvik-Co-Treasurer, LeeAnn Ghiglione Co-Treasurer, Jim Henderson-Lobbyist, Brian Harding.

Excused: Stacey Salyer-State Conference Chair.

Strat Planning will be 2/19/2020 with Melissa Sharone at Brian's office. 926 96th St E, Tacoma. 9am-3pm.

Treasurers Report: Balance \$26,808.62 as of 12/31/2019. James and LeeAnn are working on a budget and will send out the week before our Strat Planning.

Chapter Compliance. Jeannette will start working on it and reach out to board when she needs assistance. Will bring update to Strat Planning.

DOTH- We will not be having this year. Instead we feel our members time would be better served by reaching out to them when we need them to testify at hearings.

Legislative Update: Jim had his first GA Committee meeting with the five WA State chapter reps this morning. He will email to board on Fridays a weekly update that we can disseminate out to our members. One of our major goals is to keep our state members updated on what we are doing for them.

Meeting adjourned at 10:20am.

Respectfully submitted,
Jeannette Gordon
Secretary

**Washington State Chapter
National Association of Residential Property Managers
Executive Board Meeting
March 16, 2020**

NARPM Executive Board Meeting called to order at 10:00am via phone conference call.

Present: Sarah Laidler - President, Jeannette Gordon – Secretary, James Emory Tungsvik-Co-Treasurer, LeeAnn Ghiglione Co-Treasurer, Jim Henderson-Lobbyist, Stacey Salyer-State Conference Chair, Brian Harding, Melissa Sharone-RVP.

Excused:

Coronavirus Discussion:

- State Conference-Stacey will contact hotel and make changes now with hotel right away to try to move to July 2020.
- Discussion was had about whether Brad Larsen should be a speaker.
- Melissa spoke on liability if someone gets sick while attending.
- It was decided to postpone conference while national NARPM reviews our contracts.
- We will watch the situation and update as info becomes available.
- What are other companies doing in regards to notifications/updates to owners? Some offices closed. Letters to owners. Letters to tenants. Suspending periodic inspections. Not showing occupied units.

January Board meeting minutes approved. MMSC

Treasurers Report:

- 501c3 application has been sent to License Logic 3/13/20.
- Waiting to hear from National. Chapter Compliance does not have to be done this year because we have not been a Chapter for a full year. Started as a Chapter in March 2019.
- Our mailing address is listed as the President's address.

Legislative Update: Jim Henderson

- Seattle has placed a hold on evictions. Can't give a pay or vacate for non-payment. Pending court dates to be rescheduled.
- It is likely that the governor will come out with statewide order around evictions.
- Tenant Preservation fund available to be used by tenants.
- Discussion on providing one video per legislative law that passed (four) to send to our members. However, discussion was made on whether the videos should be password/login protected at National to avoid having them taken out of context by the public.

Tasks:

- Stacey will write up and email to Jeannette the update on the conference for Jeannette to disseminate to membership.
- For April 20th meeting each board member needs to write up their job descriptions and email to Sarah to collect and combine to discuss. Get to Sarah by April 13th.

Meeting adjourned at 10:46am.

Respectfully submitted,
Jeannette Gordon
Secretary

**Washington State Chapter
National Association of Residential Property Managers
Executive Board Meeting
April 20, 2020**

NARPM Executive Board Meeting called to order at 10:00am via Zoom.

Present: Sarah Laidler - President, Jeannette Gordon – Secretary, James Emory Tungsvik-Co-Treasurer, LeeAnn Ghiglione Co-Treasurer, Jim Henderson-Lobbyist, Stacey Salyer-State Conference Chair, Brian Harding

Excused:

Legislative Update:

- You are required to accept rental assistance if tenant gets it. We are still working on how to get rental assistance in the hands of our tenants.
- Recommended people join the FB group WA Residential PM Masterminds.
- Tyler Craddock-CARES act, eviction section, cleaning up the language on eviction section and notice to vacate sections. Emergency rental assistance, next week there will be a federal call to action.
- Fill out April's rent survey sent from national. Email info@narpm.org if you haven't received it.
- Discussion on whether we could charge NSF fees. There is an increase in NSF fees. This goes back to customer service. Opportunity to show that we care.
- Rep. Barkis-Things they are working on:
 1. Ways to restart economy
 2. Get people back to work-landscapers, builders.
 3. Rental Assistance Program-hope to have more updates soon.
 4. Moratorium on evictions may be extended.
 5. Rent forgiveness-Reimbursed by state?
 6. They're monitoring tenant union groups
 7. Legis. Is not in session so it's difficult with everyone not being in the same room to discuss and pass a bill.
 8. Governor-special session most likely coming up.
 9. What are tenant advocates asking for? Some form of just cause, manner of giving notice. We offered that rent can't be raised for x months after rent assistance payment.
 10. Landlords should not receive more than what HUD considers fair market value.

Brian:

- If rents decline in May and June, owners will have higher expectations and owner doesn't have the money. Such as: I haven't gotten rent in 3 months. I have 10 days to fix according to LL law. I don't have the money. Recommends sending letter to owners letting them know that even though their tenants don't pay rent there may still be maintenance and they need to plan to pay for it.
- Discussion on disinfection costs: 1. If no one in house is infected \$2-\$3,000. 2. If someone in household is exposed: Hazmat exposed. Chemical showers. \$5,000 for a 1200 sqft house.
- Maintenance questions to tenant: Employee and tenant safety is our first concern. Do not enter with confirmed COVID or even symptoms. Recovery: how long has it been? 14 days is the number of safe days after end of symptoms.

Respectfully submitted,
Jeannette Gordon
Secretary

**Washington State Chapter
National Association of Residential Property Managers
Executive Board Meeting
May 18, 2020**

NARPM Executive Board Meeting called to order at 10:00am via Zoom.

Present: Sarah Laidler - President, Jeannette Gordon – Secretary, James Emory Tungsvik-Co-Treasurer, LeeAnn Ghiglione Co-Treasurer, Jim Henderson-Lobbyist, Stacey Salyer-State Conference Chair

Excused:

April minutes tabled

Conference Update-Stacey Salyer

- Rescheduled for May 11-14, 2021 at same hotel.
- Stacey still deciding whether she still wants to be chair.
- Outline will make it easier next year.
- Will need to ask presenters for breakout sessions.

Legislative Update-Jim Henderson

- Olympia moving forward with just cause.
- Probably special session in June to discuss:
 - 6 month moratorium on evictions
 - Payment plan to avoid evictions
 - Chronic issues like unpaid rent and lease violations.
- Current moratorium through June 4, 2020. Expected to be extended through June.
- We are the only industry expected to work for free.
- Discussion of a sunset date (such as 12/31/20) for payment plans.
- Jim working on survey about lease violations.

General Discussion:

- What should we be doing for our members?
 - Bullet point update on legislative changes coming up
 - Zoom meeting week of May 28th
 - Q&A Law recap with Jim Henderson and Kellie Tollifson
- To members and owners: fundraising for NARPM to emphasize issues.
 - Email campaign
 - CTA regarding inability to operate our businesses and recoup rent.

Meeting adjourned 10:44am

Respectfully submitted,
Jeannette Gordon
Secretary

**Washington State Chapter
National Association of Residential Property Managers
Executive Board Meeting
June 15, 2020**

NARPM Executive Board Meeting called to order at 10:00am via Zoom.

Present: Sarah Laidler - President, Jeannette Gordon – Secretary, James Emory Tungsvik-Co-Treasurer, LeeAnn Ghiglione Co-Treasurer, Jim Henderson-Lobbyist, Stacey Salyer-State Conference Chair, Brian Henning-Affiliate Chair

Excused:

COVID Gratitude: Each member reflected on the good things that have come out of COVID, whether business related or personal empowerment.

April and May minutes approved.

Treasurers Report: Approved

- Attempted to send \$250 to Eric Steven for his time on our last legislative Zoom meeting where he presented. He declined. Jeannette will get a thank you card and send to him instead.

Discussion of WA State hosted Zoom Meeting

- Great value to our members, well attended. Almost 100 members joined.
- Should we have monthly/bi-monthly meetings?
- It's a way to get members involved and get volunteers.
- It's a good way to bridge western WA and eastern WA.
- We could have pop up meetings when something big happens that our members need to be aware of.
- The meetings need structure and be on a regular schedule.
- We need to survey our members
- Maybe host an online class
- For our next meeting we will concentrate on implementation and content of monthly/bi-monthly chapter meetings.

2021 Board of Directors

- Sarah has been in contact with Lyle Crews of Aspen NW, and former President of the Pierce County Chapter about possibly serving.
- No other recruitment ideas came up.

Legislative Update-Jim Henderson

- No updates. Possible special session in August.

More discussion on Survey Monkey to our members

- Board to get question suggestions to Jeannette by Wednesday, June 17.
- Jeannette will review Strat Plan for questions
- Jeannette will put together a list of questions and get to board by Friday June 19th.
- Offer \$50 Amazon card entry to participants.
- Email survey out to members on Tuesday.

Adjourned 10:34am.

Respectfully submitted,

Jeannette Gordon

Secretary

**Washington State Chapter
National Association of Residential Property Managers
Executive Board Meeting
July 20, 2020**

NARPM Executive Board Meeting called to order at 10:00am via Zoom.

Present: Sarah Laidler - President, Jeannette Gordon – Secretary, James Emory Tungsvik-Co-Treasurer, LeeAnn Ghiglione Co-Treasurer, Jim Henderson-Lobbyist, Stacey Salyer-State Conference Chair

Excused:

June minutes tabled

Treasurers Report: Approved. Only expense is GoToMeeting monthly charge.

Discussion of WA State hosted Zoom Meeting

- We will have a regularly scheduled WA State NARPM Chapter general meeting the third Wed of each month at 9am.
- Agenda ideas:
 - Have standardized agenda
 - How to get involved-spotlight a board member on how NARPM has benefitted them.
 - 2021 board vacancies. Anyone willing to serve?
 - Have President of each chapter nominate someone to be on the call to take info back to chapters.
 - Ask members if they would attend a live conference next year, or a virtual conference, or combo. And if so, would they pay?
 - 10 minutes on COVID
 - 10 minutes on legislation
 - 10 minutes on.....
- We reviewed our purpose statement in our bylaws and decided that it was too wordy. We need a shorter, catchier phrase. "Legislation, Education and Information" was submitted. LeeAnn volunteered to investigate other state chapters and see if they have a slogan/motto.

Conference Update:

- Stacey is unsure if she will be able to make the time commitment to serve as the chair for next years conference, although most of the hard work has been done. A new person would just have to follow their checklists.
- A virtual or partially virtual conference would allow us to bring in more expensive speakers at a more reasonable expense.

2021 Board of Directors

- Sarah has been in contact with Lyle Crews of Aspen NW, and former President of the Pierce County Chapter about possibly serving. She has invited him to the last two board meetings and he hasn't joined.

Legislative Update-Jim Henderson

- Expecting a 30-60 day extension of the eviction moratorium, and will probably continue into the January 2021 legislation session so that they can actually write up legislation to back it up.
- Governors office has asked for interested parties to help come up with a solution to the eviction crisis that may come. Jim suggested maybe mediation after serving the notice, but before the court date to try to work it out.

Trade Shows-TRENDS-James

- James suggested that we should be utilizing our Vendor Chair Brian Harding a bit more. James will reach out to Brian and see if we can get his perspectives on TRENDS and how we can be represented.

Other Business:

- 2021 nominations for board. Still looking for volunteers for 2021 board.

Adjourned 10:59 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter
National Association of Residential Property Managers
Executive Board Meeting
August 17, 2020**

NARPM Executive Board Meeting called to order at 10:00am via Zoom.

Present: Sarah Laidler - President, Jeannette Gordon – Secretary, LeeAnn Ghiglione Co-Treasurer, Jim Henderson-Lobbyist, Stacey Salyer-State Conference Chair, Brian Harding-Affiliate Liaison

Excused: James Tungsvik-Co-Treasurer

Treasurers Report: Tabled

Discussion of WA State hosted Zoom Meeting

- Order of agenda discussed and who would be speaking during each item.
- Brian will introduce our monthly Vendor Spotlight. \$50 fee to be Vendor Spotlight at monthly Zoom meeting.
- Jim has several updates to give including Auburn legislation, Supreme Court legislation on mediation for evictions, eviction moratorium extensions.
- Stacey will speak on the State Conference.

Conference Update:

- We need to ask National to review our cancellation policy.

Get on agenda for September: Jim will speak on a WA State Chapter fundraiser ideas.

Adjourned 10:45 am.

Respectfully submitted,

Jeannette Gordon

Secretary

**Washington State Chapter
National Association of Residential Property Managers
Executive Board Meeting
September 21, 2020**

NARPM Executive Board Meeting called to order at 10:00am via Zoom.

Present: Sarah Laidler - President, Jeannette Gordon – Secretary, Jim Henderson-Lobbyist, Stacey Salyer-State Conference Chair, Brian Harding-Affiliate Liaison

Excused: James Tungsvik-Co-Treasurer, LeeAnn Ghiglione Co-Treasurer

Treasurers Report: Tabled

Meeting Minutes from Aug tabled

2021 Elections

- Jeannette willing to serve again as Secretary
- Jim was asked if he would be willing to be President.

Membership Discussion

- Each chapter needs to have someone on the board
- 5 chapters in WA. Snohomish, King, Pierce, SW Thurston, Inland
- Need Kitsap County on board. Not currently represented.
- Jeannette will send email to Jim so he can forward to Thurston.

Monthly Chapter Meetings:

- Education?
- Dues? Company pays?
- We don't want to seem like we are in competition with local chapters

Strategic Planning:

- November 11, 2020 in person in Yakima
- Facilitator? Melissa Sharone? Dr. James Crawford
- Board members to do short videos on how NARPM membership has benefitted them.

Legislative Update:

- Deposit bill-appliances, carpet life
- How to pay for lobbyist next year
- PM Licensing
- Survey results? Jim will resent.

Adjourned 10:45 am.

Respectfully submitted,

Jeannette Gordon

Secretary



**Washington State Chapter
National Association of Residential Property Managers
Executive Board Meeting
October 19, 2020**

NARPM Executive Board Meeting called to order at 10:00am via Zoom.

Present: Sarah Laidler - President, Jeannette Gordon – Secretary, James Tungsvik-Co-Treasurer, LeeAnn Ghiglione Co-Treasurer, Jim Henderson-Lobbyist

Guests: Jodi Williams-Pierce County President

Excused: Brian Harding-Affiliate Liaison, Stacy Salyer-Conference Chair

Treasurers Report: Financials accepted

Meeting Minutes from Sep tabled

Conference Update:

- Stacy stepping down. Need a new conference chair.
- Suggestions: Christina R or Ian. While on the call Jim texted Christina and Ian. Ian volunteered to chair. Christina may still assist, we didn't get a definitive answer while the meeting was going on. We will put Ian in touch with Stacy to transfer info. Ian does not want to chair if the event will be virtual only.
- Still need national to review contract with hotel.

2021 Board Slate:

- President: Jim Henderson
- Pres-Elect: Jodi Williams
- Co-Treasurers: James Tungsvik and LeeAnn Ghiglione
- Secretary: Jeannette Gordon
- Past President: Sarah Laidler

Strat Planning:

- November 11, 2020
- Changed to virtual only.
- Sarah will find facilitator and set up.

Legislative Update:

- Eviction moratorium extended to 12/31/20
- Proclamation updated:
 - Clarified communication with tenants
 - Allows LL to send notice of rent increase to become effective after moratorium is over.
- National put out their guidelines on HUD's Disparate Impact statement.

General meeting for 10/21/20 cancelled. Jeannette to email members. (Jeannette tried to email members after this meeting was adjourned and the email function on the national site is still not working. Unable to send email to members. Jnet email Jackie to see if she can send an email if the wording is provided).

Adjourned 10:41 am.

Respectfully submitted,

Jeannette Gordon

Secretary

October 19, 2020

Hello Everyone,

There will not be a meeting this month of the Washington State Chapter of NARPM due to the national conference starting tomorrow.

A couple of things of interest:

1. Here is a link to the changes in the Governors proclamation:

https://www.governor.wa.gov/sites/default/files/proclamations/proc_20-19.4.pdf

2. Your chapter executive board for 2021 will be:

-President: Jim Henderson

-Pres-elect: Jodi Williams

-Co-Treasures: James Tungsvik and LeeAnn Ghiglione

-Secretary: Jeannette Gordon

-Past President: Sarah Laidler

-We are looking for someone to serve on the board from Thurston County. If you are from this area and would like to be an additional board member, please let us know. We would like to have all 5 chapters in WA State represented on the board.

3. Our next chapter meeting will be November 18, 2020 at 9 am.

Jeannette Gordon

WA State NARPM Secretary