

Luncheon Agenda

11-1130 meet and greet

1130 (KATY) Welcome everyone, Mission and Vision Statement

(ROD) Pledge, Ethics, Antitrust

Mission: THE NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS (NARPM®) PROVIDES RESOURCES FOR RESIDENTIAL PROPERTY MANAGEMENT PROFESSIONALS WHO DESIRE TO LEARN, GROW, AND BUILD RELATIONSHIPS

Vision: NARPM will be the recognized industry leaders in the residential property management industry

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 NARPM[®] 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.

Antitrust: It is the policy of the 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. 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.

**2019 Platinum Sponsor Recognition: Oak Valley
Community Bank, The Flying Locksmiths,
Independent Plumbing, and S&G Carpet**

Announce Today's Sponsor 1145 (Katy) : Curt Bulloch is with CSE Insurance and is married with 3 kids, his favorite hobby is fishing in Alaska and his favorite charity is the Juvenile Diabetes Research Foundation.

Independent Insurance Broker, specializing in insurance for Landlord's and Property Managers. Bachelor of Science Degree in Finance. Past positions with: Moody's Rating Agency, Standard and Poor's rating agency, Morningstar and IBM. 5 Time Presenter at Cal Narpm Conference Panel Discussion on Top Insurance Coverages for Property Managers. Curt is going to come up and introduce themselves and tell you a little about their business. (3 minutes)

Please give CSE Insurance a try as we should aim to support our affiliate members

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name and where you work) and also one fact about yourself. Pick a random person and ask them who they met at their table and what they learned about them

Ask Kathleen to have Lunch (1155)

Affiliate Chair Introduction 1155: (Yana) speak about upcoming mixer and affiliate program

Release tables to go get lunch: 1205

Bring up Kathleen 1215 (KATY) Kathleen's Intro:

Kathleen Richards, is the owner of **LandlordSource** and **The Property Management Coach**. With her 13 years as a broker/owner of a two time award winning property management company she speaks from experience. Kathleen authored, Property Management A-Z and teaches regularly at community colleges and conferences on property management topics. She is active in her field and holds professional designations as Master Property Manager (MPM®) and Residential Management Professional (RMP®) and her company held the coveted, Certified Residential Management Company (CRMC®) designation from NARPM®. She is currently a National Instructor for NARPM® and is honored to be sharing best practices with other NARPM® professionals. Kathleen has served at the local and state level on the boards for NARPM® (National Association of Residential Property Managers).

Kathleen's Presentation

Raffle

Thank You and please be sure to attend the vendor mixer at Pine Cove Thursday at 5 PM, property managers drink free!

11-1130 meet and greet

1130 (KATY) Welcome everyone. Thank You for being here today, and please be sure to attend the vendor mixer at Limelight Thursday at 5 PM, property managers drink free and there will be food provided! Also please save the date December 7 for our annual membership appreciation party. We will be holding it at the Elk's Lodge downtown and will have a great night of music, food, drinks and fun!

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(ROD) Pledge

Rod: 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.

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Announce Today's Sponsor 1145 (Katy) : Second Nature is the Sponsor for today's luncheon. Second Nature is the synthesis of a lot of smart market research. Second Nature embodies their mission to empower the modern-day homeowner to be master of his or her household, never forgetting to stay on top of all of the out-of-sight, out-of-mind to-dos. Second Nature aims to transform people's home habits so that important home wellness tasks become second nature and never go neglected. Additionally Second Nature pursues products that are eco-conscious and help customers do their part in restoring nature to its purest state, and, in a way, bring about a second nature. Second Nature looks to

empower customers to better care for their home which is a refuge from the busy, chaotic world. In doing so, we hope they'll see that good home wellness habits lead to a better sense of personal wellness. Second Nature offers programs for property managers and rental owners to help remind tenants that it's time to change the filter and provide them with the correct size and type of filter for your property owner's system. Second Nature is going to come up and introduce themselves and tell you a little about their business. (3 minutes)

Please give Second Nature a try as we should aim to support our affiliate members and event sponsors.

Ask Sarah to have Lunch (1155)

Introduce Jim: As most of you hopefully know, there has been a recent change to Sacramento's rent control and eviction procedures and protocols, so we are lucky enough to have Jim Lofgren from CAA here to discuss these changes with us today. Please join me in welcoming Jim Lofgren.

Release tables to go get lunch 1205

Bring up Sarah 1215 (KATY) Sarah's Intro:

The Greater Sacramento Economic Council is the catalyst for innovative growth strategies in the Capital Region of California. The organization spearheads community-led direction to retain, attract, grow and scale new businesses, develop advanced industries and create jobs and investment throughout a six-county region. Greater Sacramento represents a collaboration between local and state governments, market leaders, influencers, and

stakeholders, with the sole mission of driving economic growth. Sarah leads the Greater Sacramento Economic Council's strategic marketing efforts. Previously, she served the organization in a business development capacity, helping innovative and diverse organizations engage strategically in the Greater Sacramento region. As a Sacramento native who spent over a decade on the east coast, Sarah understands the unique opportunities the Northern California Megaregion has to offer. Most recently, Sarah worked at Visit Sacramento developing partnerships and marketing efforts to support the city's growing brands, such as Farm to Fork and Sac Sports. Sarah helped to build authentic brands by engaging locals and visitors at key events such as the Amgen Tour of California, the NCAA Men's Tournament, the Tower Bridge Dinner, and the Farm-to-Fork Festival. Sarah holds a BA with a major in history and a minor in anthropology. Please join me in welcoming Sarah Frayne.

Sarah's Presentation

Raffle

11-1130 meet and greet

1130 (KATY) Welcome everyone. Thank You for being here today, and please be sure to attend the upcoming Legal Update provided by The Law Offices of Gary Link and the Law Offices of Thomas M Hogan right here at SAR on December 11 from 9-12. Any new members who sign up that day will receive \$50 off of their 2020 dues and any current member who successfully refers a new member will receive a \$50 credit off of their 2020 dues. Also we have a really fun Membership Appreciate Party planned for this year! It will be on December 7 at 7 PM in the two-story penthouse of the Elk's Lodge downtown and will feature a DJ and dancing, heavy appetizers and drinks, and it will be a great time!

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guided the Bank since its opening. The Bank's unique brand of personalized service has strategically grown throughout California's San Joaquin Valley and Greater Sacramento Region. Guided by a hands-on Board of Directors and a seasoned Executive Management Team, the Bank continues to focus on personalized service, client referrals and employee satisfaction. Central Valley Community Bank maintains state-of-the-art data processing and information systems, and offers a complete line of innovative and competitive business and personal deposit and loan products. Bev with Central Valley Community Bank is going to come up and introduce themselves and tell you a little about their business. (3 minutes)

Please give CVCB a try as we should aim to support our affiliate members

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Please go around your table and introduce yourself to everyone (tell them your name and where you work) and also one fact about yourself. Pick a random person and ask them who they met at their table and what they learned about them

Ask Chrysztyna to have Lunch (1155)

Affiliate Chair Introduction 1155: (Yana) speak about upcoming mixer and 2020 affiliate program

Release tables to go get lunch 1205

Bring up Chrysztyna 1215 (KATY)Intro: Chrysztyna's property management career literally started at the bottom, as she owned the cleaning company that was in charge of all the Lighthouse Cove cleaning for 5 years. She gradually began doing inspections, and eventually came into the office, first as a receptionist, then as a licensed real estate agent and property manager, and then bought the

company in July 2007. In July of 2009 she also bought the property management division of Strategy Real Estate, Inc. She is a proud member of NARPM, the National Association of Residential Property Managers, having served as Kitsap County Chapter President in 2010 and again in 2014. In 2010, she received her RMP NARPM designation and her MPM designation in 2013. In 2014, she held the National Professional Development Committee Chair position for NARPM. She travels all over the country as a sought after professional speaker and educator, where she shares her property management journey with other property managers. She is also a Certified Real Estate Instructor for the State of Washington. She is mom to an amazing talented daughter who is off to college. She is also fluent in several languages and has lived in three different countries.

Chrysztyna's Presentation

Raffle

February Class agenda

9 AM - Welcome everyone to the February Class covering Social Media Marketing and Technology.

We would like to thank our platinum sponsors: Oak Valley Bank, The Flying Locksmiths, Independent Plumbing, and S&G Carpet.

Thank Sponsor – Harold Newbill with McClatchy Insurance and introduce

Harold was born and raised in the Sacramento area and grew up in the Insurance industry having started with the agency in 1994 conducting property inspections on investment properties. He served four years in the United States Navy on active duty before leaving the Navy to return to Sacramento to complete his Bachelor's Degree from Sac State. Harold joined at McClatchy Insurance Agency full time in 2004 working first with his father Bill before becoming the Agency Owner in 2011. With over 15 years of experience in Multi Family he continues the agency's 90 plus year tradition of serving the Sacramento business community. Harold has served on numerous boards and committees in the Residential Property area, Insurance community and Business Networking. His hands on approach with people and value minded policy placement know

how ensures that the company owners insure with offers more than just a cheap price. He enjoys learning about real estate, the outdoors and motorcycle travel. Harold has two sons Josh and Sam and along with his wife Kelly and live in Sacramento.

Harold up to present (3-5 min)

9 :10 AM Welcome up Ulysses –

Director of Real Estate Technology & Social Marketing Coach & Trainer at Eric Lofholm International Coaching & Training Company. Owner of Sacramento Homes & Lifestyle powered By Keller Williams Realty.

Ulysses, a Former United States Army Special Ops Soldier now a U.S. Veteran servicing and helping the local community achieve their American Dream in real estate, and helping real estate industry professionals get educated in the constant evolution of technology, social marketing and it's effects. His mission to help personnel and businesses become self-sufficient marketing experts themselves through coaching, training, strategies and implementation

processes. Bridging the gap between Technology & Agents through education.

Ulysses up to present

BREAK 1030-1045

End Presentation 1145

1145 - Bring up Harold for raffle

12 thank you to everyone, announce march presentation with kathleen richards and ask for registration

11-1130 meet and greet

1130 (KATY) Welcome everyone, You'll see that on the table are the chapter's current financial statements in the interest of being transparent, we want our members to know how healthy our chapter has become so thank you for your membership and thank you to the affiliates for your sponsorships because that is what allows us to host such great events like this, our classes, the vendor fair which is free to all property managers, and the free membership appreciation parties.

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Release tables to go get lunch and Welcome
Charlene Minor: 1205

Charlene Is originally from Denver Colorado and relocated to Atlanta Georgia in 2000 to be closer to her family and grandkids. She is the co—owner of Bailey and Hunter which serves the area in real estate sales and property management. Bailey and Hunter is known as the local expert in working with the housing choice voucher program and investment groups. Charlene holds both the RMP and MPM designations and is the current Regional Vice President for the Pacific/Pacific Islands Region of NARPM. Please join me in welcoming Charlene Minor!

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Kathleen's Presentation

Thank You and please be sure to attend the vendor mixer at Tilted Mash in Elk Grove Thursday at 5 PM, property managers drink free and pizza provided by Old Town Pizza! Two free drinks and free food for all property managers! Also the Annual Fair Housing Class will be on April 16 and Registration is now open on the SacNARPM website, please register today as space is limited.

The CalNARPM convention is in Napa on April 24 and 25 and the link for registration is posted on the CalNARPM website so please register today while early-bird pricing is still available.

Raffle

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Chrysztyna's Presentation

Raffle

IRS e-file Signature Authorization
for an Exempt Organization

OMB No. 1545-1878

Department of the Treasury
Internal Revenue Service

For calendar year 2018, or fiscal year beginning _____, 2018, and ending _____, 2018

▶ Do not send to the IRS. Keep for your records.

▶ Go to www.irs.gov/Form8879EO for the latest information.

2018

Name of exempt organization

SACRAMENTO AREA CHAPTER OF NARPM

Employer identification number

68-0280193

Name and title of officer

NICK MAIONCHI

TREASURER

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a	Form 990 check here	▶ ☐	b	Total revenue, if any (Form 990, Part VIII, column (A), line 12) . . .	1b	
2a	Form 990-EZ check here	▶ ☒	b	Total revenue, if any (Form 990-EZ, line 9) . . .	2b	29,393
3a	Form 1120-POL check here	▶ ☐	b	Total tax (Form 1120-POL, line 22). . .	3b	
4a	Form 990-PF check here	▶ ☐	b	Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a	Form 8868 check here	▶ ☐	b	Balance Due (Form 8868, line 3c) . . .	5b	

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2018 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

☒ I authorize Hirsch CPA Tax Pros to enter my PIN 95628 as my signature
ERO firm name

Enter five numbers, but do not enter all zeros

on the organization's tax year 2018 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☒ As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2018 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶

Nick Maionchi

Date ▶

5/14/2019

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

68533089128

do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2018 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶

Melanie Hirsch

Date ▶

5/14/2019

ERO Must Retain This Form—See Instructions**Do Not Submit This Form to the IRS Unless Requested To Do So**

For Paperwork Reduction Act Notice, see back of form.

HTA

Form 8879-EO (2018)

**IRS e-file Signature Authorization
for an Exempt Organization**

OMB No. 1545-1878

Department of the Treasury
Internal Revenue Service

For calendar year 2018, or fiscal year beginning _____, 2018, and ending _____, 20_____

▶ **Do not send to the IRS. Keep for your records.**▶ **Go to www.irs.gov/Form8879EO for the latest information.****2018**

Name of exempt organization

SACRAMENTO AREA CHAPTER OF NARPM

Employer identification number

68-0280193

Name and title of officer

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TREASURER

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a	Form 990 check here	▶ ☐	b	Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	
2a	Form 990-EZ check here	▶ ☐	b	Total revenue, if any (Form 990-EZ, line 9)	2b	
3a	Form 1120-POL check here	▶ ☐	b	Total tax (Form 1120-POL, line 22)	3b	
4a	Form 990-PF check here	▶ ☐	b	Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a	Form 8868 check here	▶ ☒	b	Balance Due (Form 8868, line 3c)	5b	0

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2018 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

☐ I authorize Hirsch CPA Tax Pros to enter my PIN as my signature
ERO firm name

Enter five numbers, but do not enter all zeros

on the organization's tax year 2018 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2018 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶

Nick Maionchi

Date ▶

*5/14/2019***Part III Certification and Authentication**

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

685330

do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2018 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.**

ERO's signature ▶ Melanie Hirsch

Date ▶

5/14/2019

ERO Must Retain This Form—See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

For Paperwork Reduction Act Notice, see back of form.

HTA

Form **8879-EO** (2018)

Date Accepted _____

DO NOT MAIL THIS FORM TO THE FTB

TAXABLE YEAR

2018

California e-file Return Authorization for Exempt Organizations

FORM

8453-EO

Exempt Organization name

SACRAMENTO AREA CHAPTER OF NARPM

Identifying number

68-0280193

Part I Electronic Return Information (whole dollars only)

1	Total gross receipts (Form 199, line 4)	1	35,591
2	Total gross income (Form 199, line 8)	2	35,591
3	Total expenses and disbursements (Form 199, Line 9)	3	35,321

Part II Settle Your Account Electronically for Taxable Year 2018

4 ☐ Electronic funds withdrawal 4a Amount _____ 0 4b Withdrawal date (mm/dd/yyyy) _____

Part III Banking Information (Have you verified the exempt organization's banking information?)

5 Routing number _____
 6 Account number _____ 7 Type of account: ☐ Checking ☐ Savings

Part IV Declaration of Officer

I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, Box 4, I authorize an electronic funds withdrawal for the amount listed on line 4a.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2018 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's fee liability, the exempt organization will remain liable for the fee liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. **If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay.**

Sign Here

Signature of officer *Melanie Hirsch* Date 5/14/2019

TREASURER
Title

Part V Declaration of Electronic Return Originator (ERO) and Paid Preparer. See instructions.

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB; I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2018 Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

ERO Must Sign

ERO's signature MELANIE HIRSCH Date _____ Check if also paid preparer ☒ Check if self-employed ☒ ERO's PTIN P01864551

Firm's name (or yours if self-employed) and address MELANIE HIRSCH FEIN 27-0153242
5330 PRIMROSE DRIVE #228 ZIP code 95628
FAIR OAKS CA

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

Paid Preparer Must Sign

Paid preparer's signature MELANIE HIRSCH Date _____ Check if self-employed ☒ Paid preparer's PTIN P01864551

Firm's name (or yours if self-employed) and address MELANIE HIRSCH FEIN 27-0153242
5330 PRIMROSE DRIVE #228 ZIP code 95628
FAIR OAKS CA



**Sacramento Chapter
Board of Director's Meeting Minutes
January 9, 2019**

CALL MEETING TO ORDER
The meeting is called to order 9:33

MEMBERS

President:	Katy Drack
Past President:	Jeff Slodowitz
President Elect:	Rod Luman
Secretary:	Desiree White**
Treasurer:	Nick Maionchi
Directors:	Michelle Wight
	Alejandro White**
	Cheryl Muzinich**
	<u>Bev Hoeft</u>
	Rita Gordon
Affiliate Chair:	Yana Carpenter, <u>Nate Moran, Puneet Singh, Jason Thompson</u>
Education Committee:	Kesha York- Jenkins, Kelli Dodson, Charissa Graham
Legislative Committee:	Bob Thomas
Membership Committee:	Kim Prindle, Jason Pickens
Social Media Marketing Committee:	Shelby Challberg

** Members were late _____ Members were not present

MINUTES – A Motion to Approve December Board of Directors Minutes was made by Rod with a second by Kim.

President's Report-

1. Big Thanks to Jeff Slodowitz, Alejandro White, Desiree White, Nick Maionchi, Rod Luman, Michelle Wight, Bev Hoeft, Cheryl Muzinich, Bob thomas, Kim Prindle, Kesha York-Jenkins, Jason Thompson, Yana Carpenter for a great 2018!
2. Luncheon January e-blasts going out, sponsor is Lighthouse window cleaning, Sworn in by Ted white, Presentation by Bob Machado – bios and photos ready, slideshow ready, Sponsor bringing gift raffle prize of \$100 value

3. We are going to try a new networking attempt by asking people to introduce themselves at the table and state one fact about themselves and will then ask a person at random who they met and what they learned about them at each table.. this will help promote networking and friendly interaction
4. Jeff, Alejandro, Katy, Rod doing the chapter of excellence and chapter compliance.
 - Our part is done, waiting for National for ½ of it
 - Compliance done, need to get final numbers from Nick
5. February Class with Ryan Lundquist cost, approved? (\$200-\$250) Is there a grant we could use to cover this cost?
 - Unanimous vote passed to pay \$200 for the speaker, check to see if there is a grant
 - Need a sponsor still
6. September Luncheon still open, Chrystyna Rowenszyk from NARPM National (Washington) does a great presentation on “Acing the Owner Interview” (how to get the clients YOU WANT) but requires us to buy her ticket and put her up in a hotel if she is going to come speak for us. We could ask for a grant for this, is it okay?
 - Katy to get more details on the cost and what we will be getting for the 40 minutes of her time
7. New member mentor program- Is membership okay with how it works and are they ready to implement it?
 - Make sure to keep all paperwork
8. Charity for 2019- Are we okay with the Salvation Army’s Program for Pre-K age children school program located in Oak Park?
 - Katy will get more information and see if they have a wishlist rather than just donating funds
9. Need to Make sure that e-blasts for events go out at least one month ahead of time and that the website is always updated with current events/registration links
 - See new business as far as talking about letting Courtney go
 - Check into switching to the National website
10. Our Community Outreach day in August... any ideas? Have not heard back from SAR coordinator for this program
 - Food Bank and River Clean up
 - Rod will talk to Tony for information
 - Kesha will bring information on river cleanup

Platinum Sponsor Package and Registrants 2019 5 prepaid luncheon passes, premium vendor fair booth, advertisement on signage at all SacNARPM events, announcement of sponsor at all SacNARPM events, 12 months of advertisement in news and notes, Business card sized ad on SacNARPM home page.

The Flying Locksmiths, Oak Valley Community Bank, S&G Carpet, Independent Plumbing

- First Foundation would like to come on as a Platinum Sponsor. Since there are only 4 it was agreed to let them on

Gold Sponsor Package and Registrants 2019 5 prepaid luncheon passes, standard booth at vendor fair, 1 class sponsorship (NARPM's choice), 6 months of advertisements in news and notes.

McClatchy Insurance

Silver Sponsor Package and Registrants 2019 5 prepaid luncheon passes, standard booth at vendor fair, 3 months advertising in news and notes and 3 months advertising in news and notes.
First citizens bank, Sac Self help housing, 1A Garage Door

Luncheon Sponsorships – January Lighthouse window Cleaning, March Curt Bulloch CSE Insurance

6 Months News and Notes Sign up : NorSac Glass, Renter Inc

Prepaid Lunch Passes: S&G (Todd), Curt Bulloch

TRESURER'S REPORT – Paypal balance issue resolved yet? What can we do to help?

- Paypal is resolved
- \$23191.55 in bank not including Accounts Receivable
- 48 signed up for the Luncheon
- Rod will ask what our SAR dues are

PRESIDENT ELECT REPORT-

MEMBERSHIP REPORT –

- Make sure to check Residential Resource for new members

AFFILIATE REPORT-

- Mixer is on Thursday the 17th at Pine Cove. Dinks and Apps
- Yana to double check on food
- Eblast going out today
- \$30 for affiliates

NEW BUSINESS-

- Looking into letting Courtney go as the admin. Need someone who can attend meetings. Having issues with getting things done in a timely manner. We have 1 resume on file and Rita will send information on Julia to see if she is even an option for the chapter
- Rod is looking at a possible Crab Feed as the Charity even next year
- Cornhole Charity Even Committee-Cheryl, Shelby, Katy, Kim, Kelli

LEGISLATIVE-

- Citrus Heights inspection are coming. Info should go out to our clients
- Rent control is not over. The battle is still going

SOCIAL MEDIA-

- Goal is to amp things up this year

UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:

Jan. 11, 2019	Subject:	Swearing in Ceremony, 10 Rules for Winning at Property Management- CONFIRMED
	Speaker:	Ted White and Bob Machado
	Location:	Sac Assn. of Realtors on Howe Avenue, Lunchroom
	Equipment:	Projector, 1 microphone
	Time:	11:15 a.m. to 1 p.m.
	Price:	\$25/person (future members \$35)
	Sponsor:	Lighthouse Window Cleaning- PAID
Feb. 21, 2019	Subject:	Social Media and Blogging
	Speaker:	Ryan Lundquist
	Location:	Sac Assn. of Realtors on Howe Avenue, Classroom
	Equipment:	Projector, 1 microphone
	Time:	9 a.m. to 12 p.m.
	Price:	\$25/person (future members \$35)
	Sponsor:	NEEDED –Possibly McClatchy??
Mar 19, 2019	Subject:	Life Hacks and Organizing your Life- CONFIRMED
	Speaker:	Kathleen Richards
	Location:	Sac Assn. of Realtors on Howe Avenue
	Equipment:	Projector and 1 Microphone
	Time:	11:15 a.m. to 1 p.m.
	Price:	\$25/person (future members \$35)
	Sponsor:	Curt Bulloch - PAID

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.

Antitrust Compliance: Reminder to all board members - It is the policy of the 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.

Meeting Adjourned at __10:41__



**Sacramento Chapter
Board of Director's Meeting Minutes
February 13, 2019**

CALL MEETING TO ORDER
The meeting is called to order ____9:31____.

MEMBERS

President:	Katy Drack
Past President:	Jeff Slodowitz
President Elect:	Rod Luman
Secretary:	Desiree White
Treasurer:	Nick Maionchi
Directors:	Michelle Wight <u>Alejandro White</u> <u>Cheryl Muzinich</u>
Affiliate Directors:	Bev Hoeft, Rita Gordon
Affiliate Chairs:	Yana Carpenter**
Affiliate Committee:	<u>Nate Moran</u> , Puneet Singh**, <u>Jason Thompson</u>
Education Committee:	Kesha York- Jenkins(Chair), <u>Kelli Dodson</u> , Charissa Graham
Legislative Committee:	Bob Thomas(Chair)
Membership Committee:	<u>Kim Prindle</u> (Chair), Jason Pickens
Social Media Marketing Committee:	Shelby Challberg (Chair)

_____Member were not present ** Members were late

MINUTES – A Motion to Approve December Board of Directors Minutes was made by Kesha with a second by Rod.

President's Report-

1. Please be asking vendors to sponsor classes or luncheons, after March, we will have only one paid sponsorship left that hasn't selected an event.
2. Class February e-blasts going out, sponsor is McClatchy Insurance Presentation by Ulysses Salazar – bios and photos ready, slideshow ready, Sponsor bringing gift raffle prize of \$100 value, SAR confirmed, Kesha bringing coffee and breakfast-Numbers?
-27 registeres

3. What NARPM National class do we want to offer this year? The Options are NARPM 101: Basics of Property Management, Marketing for Residential Property Management, Tenancy, Developing Rewarding Owner Relationships, Risk Awareness (Formerly Essentials of Risk Management), Personnel Procedures Essentials – Hiring and Firing, Intro to Maintenance: Covering the Basics of Standards, Codes & Safety, In-House Maintenance – Running a Profitable Operation, Maintenance: Beyond the Basics, Office Operations – Policy & Procedures, Advanced Risk Management, Personnel Procedures Advanced, Mastering Owner-Client Relations (Former name Growing Your Business), Finance: Cash Flow Analysis.
-Office operations was requested by Rod and Jeff
4. Jeff, Alejandro, Katy, Rod doing the chapter of excellence and chapter compliance.
-Compliance is done. Jeff, Katy and Rod to meet on Feb 23 @ 11 am
5. September Luncheon still open, we contacted Chrysztyna Rowek from NARPM National (Washington) does a great presentation on “Acing the Owner Interview” (how to get the clients YOU WANT) but she wouldn’t be available for September but offered up to come in November.... I looked at ticket and hotel and for her to fly nonstop on Alaska airlines and stay at the Kimpton for one night it is a total of \$440 and we could get a \$500 grant from NARPM National we approve. NARPM stressed that we should be treating the national speakers well when they come to visit (ie picking them up at the airport, showing them around or having some personal time with them, making them feel welcome and appreciated, etc) Any other input from anyone who wants to suggest a speaker for September if we approve?
-Motion was not made to approve. Bev was going to see if Neal could do September and we would then have Chrystyna on November 19th
6. Our Community Outreach day in August... Kesha – American River Cleanup, SAR outreach day at Food Bank (Tony)?
-Outreach day would be August 20th. Not sure if we would have enough manpower to have our own day. Need to piggyback with another group
-Team giving was another option.
-Bev to talk with Beth at Homeaide as well for options
7. Vendor fair committee – who would be willing to help Jason? Is there someone who would want to write and shoot a short promo video to send out in an email blast to membership for the invitation? Does anyone have footage from any of the last years’ vendor fairs? Donovan did liquor license, Al did security company, Cheryl band, Al and Bob did the food, Kelli from KTS did the flyers for promo and the passport, Keep prices the same as last year, Need to get more property managers there, Two night stay at the lodge at edgewood for the grand prize instead of tv this year but still do some physical prizes for the other items?, have rounds of prizes that start at 2 PM/3PM/4PM etc, Tell the Jenkins that they cannot win the grand prize this year?
-If you want to have a say in the way things are going to be ran or the raffle then join the committee

8. September Cornhole tournament/(add in Membership appreciation?) Book Gibson Ranch? Committee to plan the event, are we using the cornhole tournament company?
 - Decided not to add in the membership appreciation
 - Cheryl to help Katy book Gibson Ranch
 - Please reach out to join the committee

Platinum Sponsor Package and Registrants 2019 5 prepaid luncheon passes, premium vendor fair booth, advertisement on signage at all SacNARPM events, announcement of sponsor at all SacNARPM events, 12 months of advertisement in news and notes, Business card sized ad on SacNARPM home page.

The Flying Locksmiths, Oak Valley Community Bank, S&G Carpet, Independent Plumbing

Gold Sponsor Package and Registrants 2019 5 prepaid luncheon passes, standard booth at vendor fair, 1 class sponsorship (NARPM's choice), 6 months of advertisements in news and notes.

McClatchy Insurance (Feb Class), First Foundation Bank

Silver Sponsor Package and Registrants 2019 5 prepaid luncheon passes, standard booth at vendor fair, 3 months advertising in news and notes and 3 months advertising in news and notes.
First citizens bank, Sac Self help housing, 1A Garage Door

Luncheon Sponsorships – March Curt Bulloch CSE Insurance (MARCH)

6 Months News and Notes Sign up: NorSac Glass, Renter Inc

Prepaid Lunch Passes: S&G (Todd), Curt Bulloch

TRESURER'S REPORT – As of January we have \$21,826. \$300 in AR, \$3627 in Paypal and \$950 to be deposited. Board approved to buy a square for \$50.00

PRESIDENT ELECT REPORT-

MEMBERSHIP REPORT –

EDUCATION REPORT-Need a calendar for the SAR breakfasts

LEGISLATIVE REPORT- The March 2020 ballot may be move to November 2020 due to the fact a primary election is not a general election.
Legal challenge is unlikely, city council does not to do it due to political reasons.
SWA, Waste collection issues for 5 units or more.

Costa Hawkins maybe changed due to the governor and both houses, wanting rent control, this would help the housing shortage.

The alternative Housing proposal, by Hansen will not stop the rent control issues.

-CAA legal date is May 8th, 8am at Sheraton Grand

-CAA to get information out to Owners regarding the SWA

-Still fighting rent control. 4-6 million to fight. Do not increase rents more than 10%

SOCIAL MEDIA MARKETING REPORT-

-New website coming soon

-Much larger gathering on social media. Going to switch to a business page (Shelby)

AFFILIATE REPORT-

-Should we start to move the mixers out of downtown?

-We will now have a separate raffle for vendors and property managers

NEW BUSINESS-

-Michelle will pick up 2 raffle prizes at \$20 each

Need to get class sponsors

UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:

Feb. 21, 2019	Subject:	Social Media Class- CONFIRMED
	Speaker:	Ulysses Baltazar
	Location:	Sac Assn. of Realtors on Howe Avenue, Classroom
	Equipment:	Projector, 1 microphone
	Time:	9 a.m. to 12 p.m.
	Price:	\$25/person (future members \$35)
	Sponsor:	McClatchy Insurance-PAID
Mar 19, 2019	Subject:	Life Hacks and Organizing your Life- CONFIRMED
	Speaker:	Kathleen Richards
	Location:	Sac Assn. of Realtors on Howe Avenue
	Equipment:	Projector and 1 Microphone
	Time:	11:15 a.m. to 1 p.m.
	Price:	\$25/person (future members \$35)
	Sponsor:	Curt Bulloch - PAID

Article 3: RESPONSIBILITY TO CLIENT

The Property Manager shall serve the Client's and act in the best interests of the Client.

STANDARDS OF PROFESSIONALISM

- **3-1** The Property Manager shall use written agreements, and written extensions, if required, outlining all responsibilities and fees, if any. The Client will be provided a copy of all signed agreements and extensions, and the Property Manager will retain a copy.
- **3-2** The Property Manager shall communicate regularly with the Client, either orally or in writing and shall provide the Client with written reports as needed and as agreed between all parties. In the event of any dispute, the Property Manager shall provide a written accounting as soon as practical.
- **3-3** On behalf of the Client, the Property Manager shall review and verify all Tenant applications to determine the applicant's ability to pay rental fees and to assess the likelihood that the applicant will comply with all provisions of the rental agreement.
- **3-4** The Property Manager shall accept no commissions, rebates, profits, discounts, or any other benefit which has not been fully disclosed to and approved by the Client.
- **3-5** The Property Manager shall not mislead a potential Client about the rental market value of a property in an attempt to secure a rental listing.
- **3-6** The Property Manager shall disclose to his or her Client all pertinent facts relating to any transaction.

Antitrust Compliance: Reminder to all board members - It is the policy of the 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.

Meeting Adjourned at 10:38



**Sacramento Chapter
Board of Director's Meeting Minutes
March 13, 2019**

CALL MEETING TO ORDER
The meeting is called to order 9:32 AM.

MEMBERS

President:	Katy Drack
Past President:	Jeff Slodowitz**
President Elect:	<u>Rod Luman</u>
Secretary:	<u>Desiree White</u>
Treasurer:	Nick Maionchi
Directors:	Michelle Wight Alejandro White** <u>Cheryl Muzinich</u>
Affiliate Directors:	Bev Hoeft, <u>Rita Gordon</u>
Affiliate Chairs:	Yana Carpenter
Affiliate Committee:	<u>Nate Moran</u> , <u>Puneet Singh</u> , Jason Thompson
Education Committee:	<u>Kesha York- Jenkins</u> (Chair), Kelli Dodson, Charissa Graham
Legislative Committee:	<u>Bob Thomas</u> (Chair), <u>Puneet Singh</u>
Membership Committee:	<u>Kim Prindle</u> (Chair), Jason Pickens
Social Media Marketing Committee:	Shelby Challberg (Chair)

_____=Not present

**=late

MINUTES – A Motion to Approve December Board of Directors Minutes was made by Shelby with a second by Jason Pickens.

President's Report-

1. Please be asking vendors to sponsor classes and luncheons. S&G to sponsor the November luncheon and Bev's bank to sponsor the Mulvaney luncheon. Michelle will bring two \$20 prizes for affiliates to all luncheons and we are hoping affiliates will bring more prizes for property managers.

2. Feb Class feedback? Great presenter, wish more people came. Board members should try to go to all events to show support for presenters and to help facilitate success.
3. March luncheon - Sponsor is CSE Insurance Presentation by Kathleen Richards – bios and photos done, slideshow done, Sponsor bringing gift raffle prize of \$100 value, SAR confirmed-46 for luncheon so far and 22 for mixer with six sponsors! Al or Katy will pay at end of March mixer and get reimbursement from Nick.
4. RVP Charlene Minor coming from Georgia to the March luncheon she would like to network Tuesday night, anyone up to take her out for dinner or show her around? She has a rental car and flies out early Wed morning – Nick bringing profit and loss statement, Desiree bringing minutes. Jeff bringing event calendars for the tables. We always need people there early to set up and people there late to network and keep the members around as well as clean up. Sac Delta might host her after the luncheon and then Bev and Michelle will take her out to dinner after.
5. NARPM national class has been ordered, need to confirm date from National – office operations is the topic confirmed for Sept 23 9-4, Rod is facilitating this Courtney to add it to the Event calendar and send revision to Jeff.
6. Do we want to change the DBA of the chapter to be “Sacramento/Central Valley” so that we incorporate the new chapter that we absorbed? Legal logistics involved? All voted yes, Katy will work on this throughout the next month.
7. Jeff and Katy completed the chapter of excellence and chapter compliance. Good job jeff
8. September Luncheon booked by Bev with Greater Sacramento Regional Council – actual speaker wont be given to us for about another two weeks. Good job bev!
9. Katy will book Chrysztyna Rowek from NARPM National (Washington) “Acing the Owner Interview” for November Luncheon (how to get the clients YOU WANT). The ticket and hotel and for her to fly nonstop on Alaska airlines and stay at the Kimpton for one night it is a total of \$440 and Katy will apply for a \$500 grant from NARPM National since this has been approved by the BOD. NARPM stressed that we should be treating the national speakers well when they come to visit (ie picking them up at the airport, showing them around or having some personal time with them, making them feel welcome and appreciated, etc) Katy will book it when Chrysztyna gives her a travel itinerary
10. Our Community Outreach day in August... Kesha – American River Cleanup, SAR outreach day at Food Bank confirmed can do August 20 but would want about 30 members or so Today we are voting on it as we need to make the decision and move forward. Tony at SAR confirmed this day for the Food Bank but wants us to bring 20-30 members with us to the day so we need to amp up the invite and show up. We are moving forward with the food bank day.
11. Vendor fair committee –Show of hands who will be on the committee? Is there someone who would want to write and shoot a short promo video to send out in an email blast to membership for the invitation? Does anyone have footage from any of the last years’ vendor fairs? Donovan will do liquor license, Al will arrange security company, Cheryl has secured the band, Al and Bob will do the food, Kelli from KTS will do the flyers for

- promo and the passport, Keep prices the same as last year, Need to get more property managers there, Air BNB gift card for grand prize instead of tv this year but still do some physical prizes for the other items?, have rounds of prizes that start at 2 PM/3PM/4PM etc, Jenkins cannot win the grand prize this year. Jason to present budget – Derek wants to charge \$200 per keg this year. KTS did a flyer, approved cost of beer, also will add a free donated keg of hard cider from shelby's contact and have a \$350 hard cider sponsor – we need to start advertising the vendor fair through SAR, want to know if SAR has any other events that day, copy of vendor fair budget from Jason
12. September Cornhole tournament- Cheryl can you confirm with Gibson Ranch? Show of hands who will be on the committee to plan the event? Are we using the cornhole tournament company? Shelby, Yana, Katy, Jason Thompson, Kelli on the planning committee so far. We will have a call to discuss the logistics. We are okay to use the professional cornhole tournament company
13. First foundation is sponsoring the fair housing class, KTS is confirmed, eblasts are going out – Kesha will grab breakfast for the class. New speaker confirmed has specialties in Fair Housing- need to change certification to certificate of completion in the invite

Platinum Sponsor Package and Registrants 2019 5 prepaid luncheon passes, premium vendor fair booth, advertisement on signage at all SacNARPM events, announcement of sponsor at all SacNARPM events, 12 months of advertisement in news and notes, Business card sized ad on SacNARPM home page.

The Flying Locksmiths, Oak Valley Community Bank, S&G Carpet, Independent Plumbing

Gold Sponsor Package and Registrants 2019 5 prepaid luncheon passes, standard booth at vendor fair, 1 class sponsorship (NARPM's choice), 6 months of advertisements in news and notes. McClatchy Insurance (Feb Class), First Foundation Bank , City Wide Chem Dry

Silver Sponsor Package and Registrants 2019 5 prepaid luncheon passes, standard booth at vendor fair, 3 months advertising in news and notes and 3 months advertising in news and notes. First citizens bank, Sac Self help housing, 1A Garage Door

Luncheon Sponsorships –

6 Months News and Notes Sign up: NorSac Glass, Renter Inc

Prepaid Lunch Passes: S&G (Todd), Curt Bulloch

TRESURER'S REPORT –

All balanced – total of \$28548.35 in the bank as of now with no receivables.

PRESIDENT ELECT REPORT- none

MEMBERSHIP REPORT – none

EDUCATION REPORT- none

LEGISLATIVE REPORT- none

SOCIAL MEDIA MARKETING REPORT- uncovered the business profile to link to the friends page. Shelby is making a flyer for the mixer to bring to the luncheon. Yana is going to send Shelby a video from the last vendor fair to put on the social media pages

AFFILIATE REPORT- we added two new vendors last month – still working on vendor fair details, we have another gold sponsor

NEW BUSINESS- katy is working with national on converting the old website to a new better website but jumping through hops, bev and michelle are working on finding a date and location for the membership party this year – we discussed early November or late October and maybe at the same location but maybe not. S&G is adding a branch that does carpet cleaning and wanted to know if they had to pay two dues or if one was okay – we said we would work with them but also it would depend if they were acting separately at NARPM (vendor fair etc). we need to pick a charity for the cornhole day and we are all to bring ideas to the next board meeting (maybe sac self help, maybe salvation army, maybe home aid).

UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:

Mar 19, 2019	Subject:	From Underwhelmed to Overjoyed - CONFIRMED
	Speaker:	Kathleen Richards
	Location:	Sac Assn. of Realtors on Howe Avenue
	Equipment:	Projector and 1 Microphone
	Time:	11-1
	Price:	\$25 for members, \$35 for nonmembers
	Sponsor:	Curt Bulloch - PAID

Apr 16, 2019 Subject: **Fair Housing Class- CONFIRMED**
Speaker: KTS Law
Location: Sac Assn. of Realtors on Howe Avenue
Equipment: Projector and 1 Microphone
Time: 9 a.m. - 12 p.m.
Price: \$55/person (future members \$65)
Sponsor: **First Foundation – PAID**

STANDARDS OF PROFESSIONALISM

Article 9: RELATIONS WITH OTHER PROPERTY MANAGERS

NARPM® Professional Members shall not knowingly or recklessly make false or misleading statements about other property managers or their business practices, or otherwise attempt to take business from other property managers by deceptive means.

STANDARDS OF PROFESSIONALISM

- **9-1** The Property Manager shall treat all property managers in an honest and professional manner and shall not knowingly engage in any practice or take any action against a property manager in an un-businesslike manner.
- **9-2** The Property Manager shall not knowingly interfere with other property managers' contract rights, including by taking actions inconsistent with exclusive agreements that other property managers have with clients. This does not preclude the Property Manager from otherwise soliciting clients or making general announcements about their own services. For purposes of this code, a general announcement may be defined as a general telephone canvass or a general mailing or distribution addressed to all prospects in a given geographical area or in a specific profession, business, club, organization, or other classification or group. This code does not restrict fair and reasonable competition among property managers.
- **9-3** In the event of a controversy between Property Managers with different firms, the Property Managers/owner of firm shall submit the dispute to mediation prior to litigation.
- **9-4** Property Managers shall not use the work of competing management firms that are considered proprietary without the expressed written permission of the management firm.

Antitrust Compliance: Reminder to all board members - It is the policy of the 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.

Meeting Adjourned at 10:32



**Sacramento Chapter
Board of Director's Meeting Minutes
April 10, 2019**

CALL MEETING TO ORDER
The meeting is called to order ____9:36____.

MEMBERS

President:	Katy Drack
Past President:	Jeff Slodowitz
President Elect:	<u>Rod Luman</u>
Secretary:	Desiree White
Treasurer:	Nick Maionchi
Directors:	Michelle Wight <u>Alejandro White</u> <u>Cheryl Muzinich</u>
Affiliate Directors:	Bev Hoeft, Rita Gordon
Affiliate Chairs:	Yana Carpenter
Affiliate Committee:	<u>Nate Moran</u> , <u>Puneet Singh</u> , <u>Jason Thompson</u>
Education Committee:	Kesha York- Jenkins(Chair), Kelli Dodson, Charissa Graham
Legislative Committee:	Bob Thomas (Chair), <u>Puneet Singh</u>
Membership Committee:	Kim Prindle (Chair), Jason Pickens
Social Media Marketing Committee:	Shelby Challberg (Chair)**

** Member that were late _____ Memebrs that were absent

MINUTES – A Motion to Approve December Board of Directors Minutes was made by Jeff with a second by Kesha.

President's Report-

1. Please be asking vendors to sponsor classes and luncheons.- All are now sponsored
2. March Luncheon feedback?
-RVP had a great time and looking forward to coming back
3. Fair Housing Sponsor is First foundation – bios and photos ready, Sponsor bringing gift raffle prize of \$100 value, SAR confirmed-90+ registered. Bev and Kesha handling food and drink SAR handling coffee

- Bev is taking care of all food
- Kesha, Nick and Jeff to arrive at 8:30 to help set up
- 4. NARPM national class has been ordered, need to confirm date from National – office operations is the topic
 - Katy will send out the date to everyone
- 5. We will need revise chapter name to be “Sacramento/Central Valley” so that we incorporate the new chapter that we absorbed Bev will need to work with me on Legal logistics involved
 - Bev and Katy to discuss whether or not to do a DBA
 - Need to go over bylaws
- 6. Katy will book Chrysztyna Rowek from NARPM National (Washington) “Acing the Owner Interview” for November Luncheon (how to get the clients YOU WANT). The ticket and hotel and for her to fly nonstop on Alaska airlines and stay at the Kimpton for one night it is a total of \$440 and Katy will apply for a \$500 grant from NARPM National since this has been approved by the BOD. NARPM stressed that we should be treating the national speakers well when they come to visit (ie picking them up at the airport, showing them around or having some personal time with them, making them feel welcome and appreciated, etc)
- 7. Our Community Outreach day in August SAR outreach day at Food Bank confirmed can do August 20 but would want about 30 members or so- we should be promoting this in the next news and notes with Courtney
 - Spread the word to everyone
- 8. Vendor fair committee – Donovan will do liquor license, Al arranged security company, Cheryl has secured the band, Al and Bob will do the food, Kelli from KTS will do the flyers for promo and the passport, Keep prices the same as last year, Need to get more property managers there, Air BNB gift card for grand prize instead of tv this year but still do some physical prizes for the other items?, have rounds of prizes that start at 2 PM/3PM/4PM etc, Jenkins cannot win the grand prize this year. Jason to present budget – Derek wants to charge \$200 per keg this year and donated hard cider! 15 vendors registered so far and 30 people registered, we need to put feet to the ground and be pushing the vendor fair with all of our vendors especially – SAR had it in their eblast and on their calendar and they have a WCAR meeting right beforehand so there should be some good attendance from them
 - Rita will do lic. If no one else does. Nick will also look to see if he has the info for Jason from last year. Not waiting for Donovan
 - 20 confirmed vendors, 2 that are signed up but not yet paid their dues
 - Katy to send out list of all vendors currently signed up
- 9. September Cornhole tournament- Cheryl can you confirm with Gibson Ranch? We have a preliminary income presentation – will be a season of growing and possibly not getting a lot of money for the charity but since we usually make a charitable donation yearly and have a good amount of funds set aside, we can make the donation at that time on top of

whatever we get... sound good? Would membership party reconsider merging the party with this even in order to boost attendance?

-Jason needs to put down \$\$ with Cornhole Company

-Shelby will look into Eventbrite.

-Sticking to a Thursday or are we moving date to Friday?

-Rita has offered to donate suite tickets for winner (Thank you Rita!!)

Platinum Sponsor Package and Registrants 2019 5 prepaid luncheon passes, premium vendor fair booth, advertisement on signage at all SacNARPM events, announcement of sponsor at all SacNARPM events, 12 months of advertisement in news and notes, Business card sized ad on SacNARPM home page.

The Flying Locksmiths, Oak Valley Community Bank, S&G Carpet, Independent Plumbing

Gold Sponsor Package and Registrants 2019 5 prepaid luncheon passes, standard booth at vendor fair, 1 class sponsorship (NARPM's choice), 6 months of advertisements in news and notes. McClatchy Insurance (Feb Class), First Foundation Bank, City Wide Chem Dry

Silver Sponsor Package and Registrants 2019 5 prepaid luncheon passes, standard booth at vendor fair, 3 months advertising in news and notes and 3 months advertising in news and notes. First citizens bank, Sac Self help housing, 1A Garage Door

Luncheon Sponsorships –

6 Months News and Notes Sign up: NorSac Glass, Renter Inc

Prepaid Lunch Passes: S&G (Todd), Curt Bulloch

TRESURER'S REPORT –

-\$25,649.95 in account as of Mar 31.

-\$4173.20 to be transferred from Paypal

PRESIDENT ELECT REPORT-

MEMBERSHIP REPORT –

EDUCATION REPORT-

LEGISLATIVE REPORT- Please see the additional email that Katy sent out regarding legal

-CAA-Rent control is going to happen

-Protection and relief act

SOCIAL MEDIA MARKETING REPORT-

- 1 like per day
- Share events/register for events
- 286 Followers 252 Like page
- Give reactions

AFFILIATE REPORT-

NEW BUSINESS-New website is coming shortly

UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:

Apr 16, 2019	Subject:	Fair Housing Class- CONFIRMED
	Speaker:	KTS Law
	Location:	Sac Assn. of Realtors on Howe Avenue
	Equipment:	Projector and 1 Microphone
	Time:	9 a.m. - 12 p.m.
	Price:	\$55/person (future members \$65)
	Sponsor:	First Foundation – PAID
Apr 16, 2019	Subject:	Vendor Fair- CONFIRMED
	Speaker:	N/a
	Location:	Sac Assn. of Realtors Parking Lot
	Equipment:	Tables and chairs, extension cords
	Time:	2p.m.-5p.m.
	Price:	free to members, \$250 to vendors
	Sponsor:	N/A

Article 5: CARE OF MANAGED PROPERTIES

The Property Manager shall hold a high regard for the safety and health of those lawfully at a managed property and shall manage all properties in accordance with safety and habitability requirements of the local jurisdiction.

STANDARDS OF PROFESSIONALISM

- **5-1** The Property Manager shall not manage properties for Clients who refuse, or are unable, to maintain their property in accordance with safety and habitability requirements of the local jurisdiction.
- **5-2** The Property Manager shall terminate management of a property if the Client does not comply with habitability requirements.

Antitrust Compliance: Reminder to all board members - It is the policy of the 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.

Meeting Adjourned at __10:33__



**Sacramento Chapter
Board of Director's Meeting Minutes
May 8, 2019**

CALL MEETING TO ORDER
The meeting is called to order _9:28_____.

MEMBERS

President:	Katy Drack
Past President:	<u>Jeff Slodowitz</u>
President Elect:	Rod Luman
Secretary:	Desiree White
Treasurer:	Nick Maionchi**
Directors:	Michelle Wight <u>Alejandro White</u> <u>Cheryl Muzinich</u>
Affiliate Directors:	Bev Hoeft, Rita Gordon
Affiliate Chairs:	Yana Carpenter
Affiliate Committee:	<u>Nate Moran, Puneet Singh</u> , Jason Thompson, Donovan Flores
Education Committee:	<u>Kesha York- Jenkins</u> (Chair), Kelli Dodson, Charissa Graham
Legislative Committee:	Bob Thomas (Chair), <u>Puneet Singh</u>
Membership Committee:	Kim Prindle (Chair), Jason Pickens
Social Media Marketing Committee:	Shelby Challberg (Chair)
*** Members were late _____	Members were absent

MINUTES – A Motion to Approve December Board of Directors Minutes was made by Shelby with a second by Kelli_.

President's Report-

1. Please be asking vendors to sponsor classes and luncheons.
-Only 1 class open at the end of the year
2. Fair Housing Class feedback?
-Great turnout
3. NARPM national class has been ordered, July 23, 9-4 – office operations is the topic.
Courtney will send out the e-blast soon. Michelle will double check on room booking.

4. We will be sending out the June class invitations soon, Cheryl set up a real estate safety class with Sgt Daniels. This will be at SAR
5. We will need revise chapter name to be “Sacramento/Central Valley” so that we incorporate the new chapter that we absorbed Bev- any update?
-We will be filing to change the name, amend the articles, not doing a DBA
6. Katy will book Chrysztyna Rowek from NARPM National (Washington) “Acing the Owner Interview” for November Luncheon (how to get the clients YOU WANT). The ticket and hotel and for her to fly nonstop on Alaska airlines and stay at the Kimpton for one night it is a total of \$440 .
-We are currently waiting on Chrysztyna to decide he times before booking her ticket
-Kesha will apply for the Grant through National.
7. Our Community Outreach day in August SAR outreach day at Food Bank confirmed can do August 20 but would want about 30 members or so- we should be promoting this in the next news and notes with Courtney
8. Vendor fair committee – Rita did the liquor license (wow that was chaotic), Al arranged security company, Cheryl has secured the band, Al and Jason P and Bob will do the food, Kelli from KTS will do the flyers for promo and the passport, Need to get more property managers there, Rita donated the grand prize instead of tv this year but still do some physical prizes for the other items and a large raffle prize, Jason made signs that we can re-use for future years for the major sponsors, Jason will be picking up the sides and the mains, have rounds of prizes that start at 2 PM/3PM/4PM etc, Jenkins cannot win the grand prize this year. We need to put feet to the ground and be pushing the vendor fair with all of our vendors especially – SAR had it in their eblast and on their calendar and they have a WCAR meeting right beforehand so there should be some good attendance from them
-59 Property managers registered, almost 40 vendors
-Possible prizes: Yeti Cooler, Air Buds, Smart Home and grand prize
-Bev to do minor decorations
-Jason to bring Corn Hole Boards for NARPM booth
Must register with NARPM booth to be entered into Grand Prize raffle (must be Property manager for grand prize.
-Katy will make tickets for grand prize
-Sacramento Self help will benefit from Booze Basket
9. September Cornhole tournament- Board voted to move forward. Will need check for tournament guy and Gibson Ranch. Start thinking about sponsor levels and costs
-Sept 27th at Gibson Ranch from 11-3.
-Shelby to make a save the date for the vendor fair
-To generate interest at vendor fair \$5 to 3 bags. If make all 3 entered to win Due paid

TRESURER’S REPORT – \$27120.43 as of 4/30

- \$6223.55 stuck in PayPal. Nick trying to work with them and bank to get the money released
- Taxes sent in

MEMBERSHIP REPORT – Kim and Kesha working table at vendor fair

LEGISLATIVE REPORT-

- AB 1482 Passed- Limits increases to 5% plus rate of inflation
- AB36 to weaken Costa Hawkins failed

SOCIAL MEDIA MARKETING REPORT-

Over 200 followers. All events are being posted

AFFILIATE REPORT-Next up will be the Mixer in July at Palm Tree Brewery

NEW BUSINESS- New website. All content will be moved over this week.
sacramento.narpm.org

UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:

May 16, 2019	Subject:	Vendor Fair- CONFIRMED
	Speaker:	N/a
	Location:	Sac Assn. of Realtors Parking Lot
	Equipment:	Tables and chairs, extension cords
	Time:	2p.m.-5p.m.
	Price:	free to members, \$250 to vendors
	Sponsor:	N/A
June 20, 2019	Subject:	Real Estate Safety Class - CONFIRMED
	Speaker:	Sgt Dobson
	Location:	Sac Assn. of Realtors on Howe Avenue
	Equipment:	Projector and 1 Microphone
	Time:	9 a.m. - 12 p.m.
	Price:	\$25/person (future members \$35)
	Sponsor:	??? (Phil's Locksmith?) – NOT PAID

Article 4: OBLIGATIONS TO TENANTS

The Property Manager shall treat all Tenants honestly and professionally when they are applying for, living in, and/or vacating a managed residence, including through the deposit refund process.

STANDARDS OF PROFESSIONALISM

4-1 The Property Manager shall offer all prospective Tenants a written application.

4-2 The Property Manager shall provide all Tenants with a copy of the signed rental agreement and extensions with all addendums attached.

4-3 The Property Manager shall make all disclosures as required by state and local laws and provide the Tenant an opportunity to complete a written condition report within 7 days of moving in.

4-4 The Property Manager shall respond promptly to requests for repairs.

4-5 The Property Manager shall provide a written deposit refund determination to the Tenant within the time prescribed by law after the Tenant has vacated a property. The Property Manager shall not cause any undue delay in refunding or accounting for the security deposit.

Meeting Adjourned at ____10:46____



**Sacramento Chapter
Board of Director's Meeting Minutes
June 12, 2019**

CALL MEETING TO ORDER
The meeting is called to order 9:30

MEMBERS

President:	Katy Drack
Past President:	Jeff Slodowitz
President Elect:	Rod Luman
Secretary:	Desiree White
Treasurer:	Nick Maionchi
Directors:	Michelle Wight Alejandro White <u>Cheryl Muzinich</u>
Affiliate Directors:	Bev Hoeft, Rita Gordon
Affiliate Chairs:	Yana Carpenter
Affiliate Committee:	<u>Nate Moran, Puneet Singh</u> , Jason Thompson, Donovan Flores
Education Committee:	Kesha York-Jenkins (Chair), Kelli Dodson, Charissa Graham
Legislative Committee:	<u>Bob Thomas (Chair), Puneet Singh</u>
Membership Committee:	Kim Prindle (Chair), Jason Pickens
Social Media Marketing Committee:	Shelby Challberg (Chair)

_____Members were not present

MINUTES – A Motion to Approve December Board of Directors Minutes was made by Kesha with a second by Rod

President's Report-

1. Vendor Fair feedback? Did everyone get paid (Derek, SAR...)? Nick, can you please write the check for SSHH?
-Katy made a motion to donate \$500 to SSHH, Jeff second
2. NARPM national class has been ordered, July 23, 9-4 – office operations is the topic. Courtney will send out the e-blast soon.
-Sign up now or class will be cancelled

3. June class invitations are going out now, attendance is almost sold out – the sponsor is chem dry and they may not have someone at the class but we will mention them at the beginning of the class.
–Yana will get Bio
4. We will need revise chapter name to be “Sacramento/Central Valley” so that we incorporate the new chapter that we absorbed Bev- Does someone want to spearhead this effort?
-Board unanimously passed the approval of the name change
5. Katy will book Chrysztyna Rowek from NARPM National (Washington) “Acing the Owner Interview” for November Luncheon (how to get the clients YOU WANT). The ticket and hotel and for her to fly nonstop on Alaska airlines and stay at the Kimpton for one night it is a total of \$440. National stressed that we should be treating the national speakers well when they come to visit (ie picking them up at the airport, showing them around or having some personal time with them, making them feel welcome and appreciated, etc)
-Have not booked yet as we are waiting for Chrysztyna to confirm her dates
6. Our Community Outreach day in August SAR outreach day at Food Bank confirmed can do August 20 but would want about 30 members or so- we should be promoting this in the next news and notes with Courtney
-Invite anyone you can. Eblast will be going out soon
7. September Cornhole tournament- we have booked the cornhole tournament guy, now that the vendor fair is over, lets all plan to be a part of the committee to make this happen. Shelby is going to work on marketing materials, jason and yana are going to work on promoting this to the vendors, I will work on the food truck and also trying to secure a pro-bono band or entertainment.
-Date is Sept 27th, Kelli and Rita have also volunteered to help
8. Kesha registered for the education grant for the Chrysztyna Rowek trip in September through the NARPM National site. Thank you!

TRESURER’S REPORT –

-\$21,157 as of 5/31. \$28,457.19 as of June 12th. Paypal has all been resolved now.

PRESIDENT ELECT REPORT-

- We need to get volunteer to sign up for the board next year. Reach out to anyone who might want to be on the board.

MEMBERSHIP REPORT –

- Membership drive to be done at legal update per usual

EDUCATION REPORT-

-We want to send out a survey about a legislative class to see the interest. Possibly check into doing a webinar?

LEGISLATIVE REPORT- 1482 passed

-Looking to donate to CAA, but need to double check with National to make sure it is ok to donate to CAA to battle rent control

SOCIAL MEDIA MARKETING REPORT- Starting to spread the word about the corn hole tournament. Working to find sponsor and play price points. \$100, \$500 and \$250 sponsor levels. \$40 per player includes lunch and drink ticket

AFFILIATE REPORT- Mixer July 18th at Palm Tree Brewery

NEW BUSINESS- Cheryl has resigned

UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:

June 20, 2019	Subject:	Real Estate Safety Class - CONFIRMED
	Speaker:	Sgt Dobson
	Location:	Sac Assn. of Realtors on Howe Avenue
	Equipment:	Projector and 1 Microphone
	Time:	9 a.m. - 12 p.m.
	Price:	\$25/person (future members \$35)
	Sponsor:	Chem Dry – PAID
July 23, 2019	Subject:	Office Operations National Class - CONFIRMED
	Speaker:	Michelle Horneff-Cohen, MPM RMP
	Location:	HomeRiver Office Conference Room on Howe Avenue
	Equipment:	None
	Time:	9 a.m. - 2 p.m.
	Price:	\$195 until June 23, \$250 after June 23 for members (+\$100 for non-members)
	Sponsor:	NONE
July 16, 2019	Subject:	Community Outreach - CONFIRMED
	Speaker:	Patrick Mulvaney
	Location:	Sac Assn. of Realtors on Howe Avenue
	Equipment:	Projector and 1 Microphone
	Time:	11 a.m. - 1 p.m.
	Price:	\$25/person (future members \$35)
	Sponsor:	UNKNOWN – YANA?

Article 6: HANDLING OF FUNDS

The Property Manager shall hold all funds received on behalf of others in compliance with state law and shall not commingle the funds with personal or other business funds or use the funds for other than their intended purposes.

STANDARDS OF PROFESSIONALISM

6-1 The Property Manager shall keep appropriate records and shall prepare and furnish to the Client accurate and timely financial reports relating to the Client's rental and funds in accordance with the terms of the applicable management agreement.

NARPM® Antitrust Statement:

It is the policy of the 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. 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.

Meeting Adjourned at 10:27



**Sacramento Chapter
Board of Director's Meeting Minutes
July 10, 2019**

CALL MEETING TO ORDER
The meeting is called to order 9:34.

MEMBERS

President:	Katy Drack
Past President:	Jeff Slodowitz
President Elect:	Rod Luman
Secretary:	Desiree White
Treasurer:	Nick Maionchi
Directors:	Michelle Wight <u>Alejandro White</u>
Affiliate Directors:	<u>Bev Hoeft</u> , Rita Gordon
Affiliate Chairs:	Yana Carpenter
Affiliate Committee:	<u>Nate Moran, Puneet Singh, Jason Thompson,</u> Donovan Flores
Education Committee:	Kesha York- Jenkins (Chair), Kelli Dodson, <u>Charissa Graham</u>
Legislative Committee:	Bob Thomas (Chair), <u>Puneet Singh</u>
Membership Committee:	Kim Prindle (Chair), Jason Pickens
Social Media Marketing Committee:	Shelby Challberg (Chair)

** Members late _____Members not present

MINUTES – A Motion to Approve December Board of Directors Minutes was made by Kesha with a second by Rod.

President's Report-

1. June class feedback? Nick, can you please write the check for SSHH? We want to present it at the July luncheon.
-Nick will write a check for \$500
2. NARPM national class his all set, July 23, 9-4 at HomeRiver Woodbridge office – office operations is the topic. They register through the National website. I emailed Jackie to confirm how many we have registered. There are 6 registered at this time

3. August community outreach invitations are going out now, we have 10 registrants. Courtney is sending out continuous e-blasts to drum up participation. Please be sure to mention it at your office and that you will be entered to win a discount on your 2020 dues.
-Date is August 20th and eblast are going out
4. We will need revise chapter name to be “Sacramento/Central Valley” so that we incorporate the new chapter that we absorbed Bev- Does someone want to spearhead this effort?
5. Katy will book Chrysztyna Rowek from NARPM National (Washington) “Acing the Owner Interview” for November Luncheon (how to get the clients YOU WANT). The ticket and hotel and for her to fly nonstop on Alaska airlines and stay at the Kimpton for one night it is a total of \$440 and Katy will apply for a \$500 grant from NARPM National since this has been approved by the BOD. NARPM stressed that we should be treating the national speakers well when they come to visit (ie picking them up at the airport, showing them around or having some personal time with them, making them feel welcome and appreciated, etc)
-We have received the check for the grant and also the membership retention check
6. September Cornhole tournament- we have booked the cornhole tournament guy and sent in the deposit, now that the vendor fair is over, lets all plan to be a part of the committee to make this happen. What is being done to promote this right now? We should have flyers going out to the PMs and vendors and e-blasts from Courtney to get sponsors and PMs to register. Shelby is going to work on marketing materials, Jason and Yana are going to work on promoting this to the vendors, I will work on the food truck and also trying to secure a pro-bono band or entertainment.
7. Rod, how is the nominations and elections process going?
-Email vote to membership in late July
8. Update on the membership event? Looking at some options right now, possibly same venue as last year

TRESURER’S REPORT –

\$25,709 at the end of June. \$780 in Paypal. \$750 Cornhole deposit. Unlceared checks on statement will be voided out.

PRESIDENT ELECT REPORT-

Figuring our SAR for next year. If Bev is ok with it and her bank is not already a member, we would like to appoint her for the affiliate membership contact. Rita as a back up

EDUCATION REPORT-

August 9th is class. Eblasts are going out. Put a hyperlink in the eblast to donate.

SOCIAL MEDIA MARKETING REPORT-

Shelby to get Paypal set up for Cornhome today so eblasts can go out.

AFFILIATE REPORT- Affiliates who are members and aren't responding to PMs?

We need to take this as a case by case thing. No one should be able to speak on behalf of NARPM or the board.

NEW BUSINESS-

CAA Expo is October 30th

Katy will apply for the grant for the convention, motion was made by Jeff with a second by Rod to sign up for the grant.

UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:

July 23, 2019	Subject:	Office Operations National Class - CONFIRMED
	Speaker:	Michelle Horneff-Cohen, MPM RMP
	Location:	HomeRiver Office Conference Room on Howe Avenue
	Equipment:	None
	Time:	9 a.m. - 2 p.m.
	Price:	\$195 until June 23, \$250 after June 23 for members (+\$100 for non-members)
July 16, 2019	Sponsor:	NONE
	Subject:	Community Outreach - CONFIRMED
	Speaker:	Patrick Mulvaney
	Location:	Sac Assn. of Realtors on Howe Avenue
	Equipment:	Projector and 1 Microphone
	Time:	11 a.m. - 1 p.m.
	Price:	\$25/person (future members \$35)
	Sponsor:	UNKNOWN – YANA?

Article 6: HANDLING OF FUNDS

The Property Manager shall hold all funds received on behalf of others in compliance with state law and shall not commingle the funds with personal or other business funds or use the funds for other than their intended purposes.

STANDARDS OF PROFESSIONALISM

6-1 The Property Manager shall keep appropriate records and shall prepare and furnish to the Client accurate and timely financial reports relating to the Client's rental and funds in accordance with the terms of the applicable management agreement.

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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.

Meeting Adjourned at ____10:30____



**Sacramento Chapter
Board of Director's Meeting Minutes
August 7, 2019**

CALL MEETING TO ORDER
The meeting is called to order 9:32.

MEMBERS

President:	<u>Katy Drack</u>
Past President:	Jeff Slodowitz
President Elect:	Rod Luman
Secretary:	Desiree White
Treasurer:	Nick Maionchi
Directors:	Michelle Wight <u>Alejandro White</u>
Affiliate Directors:	Bev Hoeft, <u>Rita Gordon</u>
Affiliate Chairs:	Yana Carpenter
Affiliate Committee:	<u>Nate Moran, Puneet Singh, Jason Thompson,</u> <u>Donovan Flores</u>
Education Committee:	Kesha York- Jenkins (Chair), Kelli Dodson, Charissa Graham
Legislative Committee:	Bob Thomas (Chair), <u>Puneet Singh</u>
Membership Committee:	Kim Prindle (Chair), <u>Jason Pickens</u>
Social Media Marketing Committee:	Shelby Challberg (Chair)

 Members were not present

MINUTES – A Motion to Approve December Board of Directors Minutes was made by Kesha with a second by Kim.

President's Report-

1. July luncheon feedback?
-Low turnout, but normal for July. Speaker was good but did not touch on what we thought. We should figure out our own charity drive.
2. The check for SSHH was presented at the July Luncheon. Lets be sure to tell out tax guy.
3. NARPM national class feedback?
-Good, just dragged slightly

4. August community outreach invitations are going out now, we have 22 registrants. Courtney is sending out continuous e-blasts to drum up participation. Please be sure to mention it at your office and that you will be entered to win a discount on your 2020 dues. Rita invited some local college students looking for community service to participate as well.
5. We will need revise chapter name to be “Sacramento/Central Valley” so that we incorporate the new chapter that we absorbed.
-Katy and Michelle are working on changing it with National
6. Katy will book Chrysztyna Rowek from NARPM National (Washington) “Acing the Owner Interview” for November Luncheon (how to get the clients YOU WANT). The ticket and hotel and for her to fly nonstop on Alaska airlines and stay at the Kimpton for one night it is a total of \$440 and Katy will apply for a \$500 grant from NARPM National since this has been approved by the BOD. NARPM stressed that we should be treating the national speakers well when they come to visit (ie picking them up at the airport, showing them around or having some personal time with them, making them feel welcome and appreciated, etc)
-Katy to let us know the exact dates she will be here
7. September Cornhole tournament- we have booked the cornhole tournament guy, now that the vendor fair is over, lets all plan to be a part of the committee to make this happen. What is being done to promote this right now? We should have flyers going out to the PMs and vendors and e-blasts from Courtney to get sponsors and PMs to register. Shelby is going to work on marketing materials, Jason and Yana are going to work on promoting this to the vendors, I will work on the food truck and also trying to secure a pro-bono band or entertainment.
 - We need 64 players
 - Need a drop dead date
 - 2 separate eblasts to go out. 1 for players and 1 for sponsors
 - Just BBQ there for the food as hiring will be too expensive
8. Rod, how is the nominations and elections process going?
-Courteney to get ballot out, Al might have the template still?
9. Update on the membership event?
-Working on it now. Date to be Dec 7th. Will be solidified this week.
10. Need speaker fir September? Can’t do another real estate safety course since the last one didn’t go so well.

-We have someone booked, Bev will let us know who is booked.

TRESURER’S REPORT –

-\$24,060.46 at end of July. \$2100.00 in paypal

PRESIDENT ELECT REPORT-

MEMBERSHIP REPORT – Possible gift/treat drop off @ PM companies to increase involvement

EDUCATION REPORT-September class is Danielle Casey (Greater Sacramento Economic Counsel. Should we increase budget for speakers?

LEGISLATIVE REPORT- Rent control passed 8-1. Just cause passed. More details to come in the coming month

UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:

July 23, 2019	Subject:	Office Operations National Class - CONFIRMED
	Speaker:	Michelle Horneff-Cohen, MPM RMP
	Location:	HomeRiver Office Conference Room on Howe Avenue
	Equipment:	None
	Time:	9 a.m. - 2 p.m.
	Price:	\$195 until June 23, \$250 after June 23 for members (+\$100 for non-members)
	Sponsor:	NONE
July 16, 2019	Subject:	Community Outreach - CONFIRMED
	Speaker:	Patrick Mulvaney
	Location:	Sac Assn. of Realtors on Howe Avenue
	Equipment:	Projector and 1 Microphone
	Time:	11 a.m. - 1 p.m.
	Price:	\$25/person (future members \$35)
	Sponsor:	UNKNOWN – YANA?

Article 6: HANDLING OF FUNDS

The Property Manager shall hold all funds received on behalf of others in compliance with state law and shall not commingle the funds with personal or other business funds or use the funds for other than their intended purposes.

STANDARDS OF PROFESSIONALISM

6-1 The Property Manager shall keep appropriate records and shall prepare and furnish to the Client accurate and timely financial reports relating to the Client's rental and funds in accordance with the terms of the applicable management agreement.

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Meeting Adjourned at 10:49



**Sacramento Chapter
Board of Director's Meeting Minutes
September 11, 2019**

CALL MEETING TO ORDER
The meeting is called to order 9:31.

MEMBERS

President:	Katy Drack
Past President:	Jeff Slodowitz
President Elect:	Rod Luman
Secretary:	Desiree White
Treasurer:	Nick Maionchi
Directors:	Michelle Wight Alejandro White
Affiliate Directors:	Bev Hoeft, Rita Gordon
Affiliate Chairs:	Yana Carpenter**
Affiliate Committee:	<u>Nate Moran, Puneet Singh, Jason Thompson,</u> Donovan Flores
Education Committee:	Kesha York- Jenkins (Chair), Kelli Dodson, Charissa Graham
Legislative Committee:	Bob Thomas (Chair), <u>Puneet Singh</u>
Membership Committee:	Kim Prindle (Chair), Jason Pickens
Social Media Marketing Committee:	Shelby Challberg (Chair)

**Members were late _____ Members were absent

MINUTES – A Motion to Approve August Board of Directors Minutes was made by Rod with a second by Jeff.

President's Report-

1. Feedback on August community outreach day.
-It was a good turnout. We should try and do it again but on our own.
2. We will need revise chapter name to be "Sacramento/Central Valley" so that we incorporate the new chapter that we absorbed Bev?
-Michelle and Katy will be working on this week.

3. Chrysztyna Rowek from NARPM National (Washington) is confirmed “Acing the Owner Interview” for November Luncheon (how to get the clients YOU WANT). We got a \$500 grant from NARPM National and will reimburse her directly for her costs. Would someone be interested in picking them up at the airport, showing them around or having some personal time with them, making them feel welcome and appreciated? Rita has offered some tickets in the DH Construction Suite for the Kings game on Nov 19 to them and to the Board!
4. September Cornhole tournament- CANCELLED – we need to refund the people who have paid.
 - We cancelled within 30 days so we will need to get our deposit back from the Cornhole guy and also check in with Gibson Ranch.
 - Nick will send out all reimbursements
5. Elections Process is underway and voting will be done on Sept 19. At that time Rod and Kesha will need to register for Leadership training in TX. Please apply for the leadership grants!!!!!!!!!!!!
 - Kesha has already booked her trip
6. Update on the membership event?
 - Room has been booked. Its at the Elks Lodge, Penthouse room. Dec. 7th from 7-11. Each person will receive 2 drink tickets, food will be provided. We will need a committee to decorate. DH is donating a photo booth. We will only be doing paper certificates for board members.

TREASURER’S REPORT – As of 8/31 we have \$24,632.87. We will need to refund the corn hole people. We have 27 registered for the September Luncheon.

PRESIDENT ELECT REPORT-

MEMBERSHIP REPORT –

EDUCATION REPORT- We will check with SAR about changing the legal update to January due to all the changing laws (Update**We will be keeping it in December as not to lose member to other legal updates)

LEGISLATIVE REPORT- Lots changing. City wide is into effect. At this time there is no state wide cap. Rita and Bob will circulate information as it comes out. No real guidance at this time.

SOCIAL MEDIA MARKETING REPORT- Will send a formal notice of cancellation for Corn hole. Shelby will send out and create a save the date for the Member Appreciation party

AFFILIATE REPORT- Mixer on Sept 19th at Limelight. Jeff will handle the bill at the end

NEW BUSINESS-We need to push the luncheon.

CAA Expo on October 30th. Need a committee to set up and we need to fill shifts. Set up will be on Oct. 29th. We will be doing the lock box fun. Kesha offered to donate a Go Pro. We need some swag for the table.

UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:

September 17, 2019

Subject: SPEAKER NEEDED

Speaker:

Location: Sac Assn. of Realtors on Howe Avenue

Equipment: Projector and 1 Microphone

Time: 11 a.m. -1 p.m.

Price: \$25/person (future members \$35)

Sponsor: **Second Nature**

Article 6: HANDLING OF FUNDS

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Meeting Adjourned at 10:27



**Sacramento Chapter
Board of Director's Meeting Minutes
November 13, 2019**

CALL MEETING TO ORDER
The meeting is called to order 9:30.

MEMBERS

President:	Katy Drack
Past President:	Jeff Slodowitz
President Elect:	Rod Luman
Secretary:	Desiree White
Treasurer:	Nick Maionchi
Directors:	Michelle Wight <u>Alejandro White</u>
Affiliate Directors:	Bev Hoeft, Rita Gordon
Affiliate Chairs:	Yana Carpenter
Affiliate Committee:	<u>Nate Moran, Puneet Singh, Jason Thompson,</u> Donovan Flores
Education Committee:	Kesha York- Jenkins (Chair), Kelli Dodson, Charissa Graham
Legislative Committee:	<u>Bob Thomas (Chair), Puneet Singh</u>
Membership Committee:	Kim Prindle (Chair), Jason Pickens
Social Media Marketing Committee:	Shelby Challberg (Chair)

** Members late _____ Members not present

President's Report-

1. Feedback on the CAA Connect conference, pros and cons? Tips for next year?
 - There was a lot of interest in joining
 - many Owners showed up looking to possibly hire a PM
 - Shelby to create a nurturing system for those met
2. We will need revise chapter name to be "Sacramento/Central Valley" so that we incorporate the new chapter that we absorbed. Michelle and Bev?
 - Now we may not do this.
 - Michelle to ask Shawn on what needs to be done
 - Rod will check with NARPM

3. Chrysztyna Rowek from NARPM National (Washington) is confirmed “Aging the Owner Interview” for November Luncheon (how to get the clients YOU WANT). We got a \$500 grant from NARPM National and will reimburse her directly for her costs. Nick please have a check ready for her at the luncheon. We are not giving her a gift card also. Would someone be interested in picking them up at the airport, showing them around or having some personal time with them, making them feel welcome and appreciated? 11:45 AM is the arrival time on Monday. Can she visit with someone at their office? Rita has offered some tickets in the DH Construction Suite for the Kings game on Nov 19 to them and to the Board! (Thank you Rita for this!)
-Who is going to pick them up? Possibly Cheryl?
4. We have the membership grant for the legal update, please try to talk up the event so that we can grow our membership at the event. E-blasts are going out. Rod getting bios and photos for the attorneys to Courtney.
-You will sign up online w/ a code from NARPM
5. Courtney has been let go effective 12/1/19 and Shelby will be taking her place.
-Katy to send contract to Desiree, Al, Rod, Michelle, Nick and Jeff to view and approve prior to sending to Shelby.
6. Membership event eblasts went out. I was going to do framed certificates without gift cards. Do people want gift cards or framed certificates? We need to vote on the affiliate of the year via email. The ballot will go out to all non-affiliate board members this week.
-Voted, just to do paper certificates with no frames.

TREASURER’S REPORT –

Had not received the bank statement yet, Nick will send out as soon as he does. As of 10/31 there was \$20,207.72.

PRESIDENT ELECT REPORT-

- Get classes solidified for next year
- Pushing for designations
- Email Rod size of shirt, spelling and title for badge for next year

MEMBERSHIP REPORT –

We are getting new members about once a week

EDUCATION REPORT-Getting things ready for next year. Sacramento Realist Expo would like NARPM to attend next year.

LEGISLATIVE REPORT-

SEIU not dropping 2020 ballot initiative for next year

SOCIAL MEDIA MARKETING REPORT- Clean up constant contact. Get a finalized calendar out so we can make fliers.

AFFILIATE REPORT- Need a spot on the website for affiliates/sponsors to sign up and pay. Will be selling sponsorships at luncheon

NEW BUSINESS-Legal Update

-Doing coffee service through SAR. Bev to get fruit and pastries.

Jeff and Rod to get raffle prizes

Katy made a motion with a second by Rita to donate Toys to Sacramento Children's Home

Donovan to bring raffle prize for luncheon, Katy to get one for affiliates

Thoughts on making pre pay for luncheons next year. Change wording to register and pay now?

Membership Appreciation party Dec 7th. Need a crew to come early to help decorate. Please push the event with your office and all members. Food and drinks.

UPCOMING CLASSES & LUNCHEONS – CONFIRM DETAILS:

December 11, 2019

Subject: Legal Update

Speaker: Tom Hogan and Gary Link

Location: Sac Assn. of Realtors on Howe Avenue

Equipment: Projector and 2 Microphones

Time: 9 a.m. -12 p.m.

Price: \$45 for members

Sponsor:

Article 6: HANDLING OF FUNDS

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Meeting Adjourned at 10:28

SacNARPM

PROFIT AND LOSS DETAIL

January - December 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses							
Income							
2016 Golf Tournament							
Event Sponsor							
July 2019 Mixer							
08/14/2019	Expense	1075	Yana Carpenter	Reimbursement for July Mixer	First Foundation	-305.70	-305.70
Total for July 2019 Mixer						\$ -305.70	
Total for Event Sponsor						\$ -305.70	
Total for 2016 Golf Tournament						\$ -305.70	
2019 Gold Sponsorship							
03/08/2019	Deposit				First Foundation	775.00	775.00
03/08/2019	Deposit				First Foundation	775.00	1,550.00
Total for 2019 Gold Sponsorship						\$1,550.00	
2019 January Luncheon							
01/03/2019	Deposit			Lisa Airola	First Foundation	25.00	25.00
01/03/2019	Deposit			Rodney Luman	First Foundation	50.00	75.00
01/03/2019	Deposit			Alexandra Goldwaite	First Foundation	25.00	100.00
01/03/2019	Deposit			Daniel Irwin	First Foundation	50.00	150.00
01/03/2019	Deposit			Mariana Vicsai	First Foundation	60.00	210.00
01/03/2019	Deposit			John Tiner	First Foundation	25.00	235.00
01/03/2019	Deposit			Rita Gordon	First Foundation	25.00	260.00
01/03/2019	Deposit			Ed Favinger	First Foundation	50.00	310.00
01/03/2019	Deposit			Bev Hoeft	First Foundation	25.00	335.00
01/15/2019	Deposit				First Foundation	25.00	360.00
01/15/2019	Deposit				First Foundation	75.00	435.00
01/15/2019	Deposit				First Foundation	25.00	460.00
01/15/2019	Deposit				First Foundation	25.00	485.00
01/15/2019	Deposit				First Foundation	25.00	510.00
01/15/2019	Deposit				First Foundation	50.00	560.00
01/15/2019	Deposit				First Foundation	25.00	585.00
01/15/2019	Deposit				First Foundation	25.00	610.00
01/15/2019	Deposit				First Foundation	25.00	635.00
03/08/2019	Deposit			Marisa Sagil	First Foundation	30.00	665.00
03/08/2019	Deposit				First Foundation	175.00	840.00
03/08/2019	Deposit				First Foundation	125.00	965.00
03/08/2019	Deposit			Kim Prindle	First Foundation	25.00	990.00
03/08/2019	Deposit			John Chen	First Foundation	75.00	1,065.00
03/08/2019	Deposit			Michael Gibney	First Foundation	30.00	1,095.00
03/08/2019	Deposit				First Foundation	25.00	1,120.00
03/08/2019	Deposit			Karen Sproull	First Foundation	25.00	1,145.00
03/08/2019	Deposit			Rick Fairall	First Foundation	25.00	1,170.00
Total for 2019 January Luncheon						\$1,170.00	
2019 July Mixer							
08/27/2019	Deposit				First Foundation	30.00	30.00
08/27/2019	Deposit				First Foundation	30.00	60.00
08/27/2019	Deposit			Barbara Luke	First Foundation	30.00	90.00
08/27/2019	Deposit			Daniel Pintor	First Foundation	30.00	120.00
08/27/2019	Deposit				First Foundation	30.00	150.00
08/27/2019	Deposit				First Foundation	60.00	210.00
08/27/2019	Deposit			Daniel Pintor	First Foundation	30.00	240.00
08/27/2019	Deposit				First Foundation	30.00	270.00
08/27/2019	Deposit				First Foundation	150.00	420.00
Total for 2019 July Mixer						\$420.00	
2019 News & Notes Advertisements (6 month)							
01/03/2019	Deposit				First Foundation	250.00	250.00
01/03/2019	Deposit				First Foundation	250.00	500.00
03/08/2019	Deposit				First Foundation	500.00	1,000.00
08/27/2019	Deposit				First Foundation	350.00	1,350.00
Total for 2019 News & Notes Advertisements (6 month)						\$1,350.00	
2019 September Luncheon SPonsor							
01/03/2019	Deposit				First Foundation	175.00	175.00
Total for 2019 September Luncheon SPonsor						\$175.00	
2019 Silver Sponsorship							
01/03/2019	Deposit				First Foundation	450.00	450.00
01/03/2019	Deposit				First Foundation	450.00	900.00
03/08/2019	Deposit				First Foundation	450.00	1,350.00
03/08/2019	Deposit				First Foundation	450.00	1,800.00
03/08/2019	Deposit				First Foundation	450.00	2,250.00
03/08/2019	Deposit				First Foundation	450.00	2,700.00
06/03/2019	Deposit				First Foundation	450.00	3,150.00
06/03/2019	Deposit				First Foundation	450.00	3,600.00
Total for 2019 Silver Sponsorship						\$3,600.00	
Affiliate dues income							
2018 Affiliate Dues							
Service/Fee Income							

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
11/21/2019	Deposit			Retention Check	First Foundation	1,000.00	1,000.00
Total for Service/Fee Income						\$1,000.00	
Total for 2018 Affiliate Dues						\$1,000.00	
2019 Affiliate Dues							
01/03/2019	Deposit				First Foundation	150.00	150.00
01/03/2019	Deposit				First Foundation	150.00	300.00
01/03/2019	Deposit				First Foundation	150.00	450.00
01/03/2019	Deposit				First Foundation	150.00	600.00
01/03/2019	Deposit				First Foundation	150.00	750.00
03/08/2019	Deposit				First Foundation	150.00	900.00
03/08/2019	Deposit				First Foundation	150.00	1,050.00
03/08/2019	Deposit				First Foundation	150.00	1,200.00
03/08/2019	Deposit				First Foundation	150.00	1,350.00
03/08/2019	Deposit				First Foundation	150.00	1,500.00
03/08/2019	Deposit				First Foundation	150.00	1,650.00
03/08/2019	Deposit				First Foundation	150.00	1,800.00
03/08/2019	Deposit				First Foundation	150.00	1,950.00
03/14/2019	Deposit				First Foundation	180.00	2,130.00
05/16/2019	Deposit				First Foundation	175.00	2,305.00
06/03/2019	Deposit				First Foundation	150.00	2,455.00
Total for 2019 Affiliate Dues						\$2,455.00	
2019 Platinum Affiliate Member							
01/03/2019	Deposit				First Foundation	1,100.00	1,100.00
01/08/2019	Deposit				First Foundation	1,100.00	2,200.00
Total for 2019 Platinum Affiliate Member						\$2,200.00	
Total for Affiliate dues income						\$5,655.00	
Education income							
12/11/2019	Deposit		Cash Deposit		First Foundation	600.00	600.00
Total for Education income						\$600.00	
2018 Legal Update							
01/03/2019	Deposit			William Shower	First Foundation	45.00	45.00
01/03/2019	Deposit			Terina Pirhofer	First Foundation	110.00	155.00
01/03/2019	Deposit			Desiree Hastey	First Foundation	45.00	200.00
01/03/2019	Deposit			Gary Kikumoto	First Foundation	45.00	245.00
01/03/2019	Deposit			CYA Properties	First Foundation	65.00	310.00
01/03/2019	Deposit			Clifford Brown	First Foundation	45.00	355.00
01/03/2019	Deposit			Mechelle Reasoner	First Foundation	45.00	400.00
01/03/2019	Deposit			Elizabeth Tan	First Foundation	130.00	530.00
01/03/2019	Deposit			Lyn Ivans	First Foundation	45.00	575.00
01/03/2019	Deposit			Jared Hastey	First Foundation	45.00	620.00
01/03/2019	Deposit			Lisa Airola	First Foundation	90.00	710.00
01/03/2019	Deposit			Dan Hines	First Foundation	225.00	935.00
01/03/2019	Deposit			Jeff Slodowitz	First Foundation	45.00	980.00
01/03/2019	Deposit			Geri Taylor	First Foundation	65.00	1,045.00
01/03/2019	Deposit			RT Willsey	First Foundation	65.00	1,110.00
01/03/2019	Deposit			Curtis Price	First Foundation	45.00	1,155.00
01/03/2019	Deposit			Andrea Hamburg	First Foundation	110.00	1,265.00
01/03/2019	Deposit			Jared Hazell	First Foundation	45.00	1,310.00
01/03/2019	Deposit			Raymond Henson	First Foundation	45.00	1,355.00
01/03/2019	Deposit			Brad Maynard	First Foundation	110.00	1,465.00
01/03/2019	Deposit			Hilary Leffler	First Foundation	45.00	1,510.00
01/03/2019	Deposit			Ed Favinger	First Foundation	270.00	1,780.00
01/08/2019	Deposit				First Foundation	45.00	1,825.00
01/08/2019	Deposit				First Foundation	45.00	1,870.00
01/08/2019	Deposit				First Foundation	45.00	1,915.00
01/08/2019	Deposit				First Foundation	180.00	2,095.00
01/08/2019	Deposit				First Foundation	45.00	2,140.00
01/08/2019	Deposit				First Foundation	65.00	2,205.00
Total for 2018 Legal Update						\$2,205.00	
2019 Fair Housing Class							
03/08/2019	Deposit			James Dean	First Foundation	165.00	165.00
03/08/2019	Deposit			Brad Maynard	First Foundation	185.00	350.00
03/08/2019	Deposit			Angela West	First Foundation	55.00	405.00
03/08/2019	Deposit			Ed Favinger	First Foundation	275.00	680.00
03/08/2019	Deposit			Kimberly Knight	First Foundation	230.00	910.00
04/16/2019	Deposit				First Foundation	55.00	965.00
04/16/2019	Deposit				First Foundation	55.00	1,020.00
04/16/2019	Deposit				First Foundation	55.00	1,075.00
04/16/2019	Deposit				First Foundation	220.00	1,295.00
04/16/2019	Expense		Beverly Hoeft	Snacks & Drinks	First Foundation	-199.18	1,095.82
04/16/2019	Deposit				First Foundation	55.00	1,150.82
04/16/2019	Deposit				First Foundation	110.00	1,260.82
04/16/2019	Deposit				First Foundation	185.00	1,445.82
04/16/2019	Deposit				First Foundation	65.00	1,510.82
04/16/2019	Deposit				First Foundation	220.00	1,730.82
04/16/2019	Deposit				First Foundation	55.00	1,785.82
05/06/2019	Check	1046	Law Offices of Kimball, Tirey and St. John LLP	Presented Legal Seminar	First Foundation	-1,200.00	585.82
06/03/2019	Deposit				First Foundation	230.00	815.82
06/03/2019	Deposit			Clifford Brown	First Foundation	55.00	870.82
06/03/2019	Deposit			Rodney Luman	First Foundation	55.00	925.82
06/03/2019	Deposit			Jeff Slodowitz	First Foundation	55.00	980.82

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
06/03/2019	Deposit			Chinedu Ohaegbu	First Foundation	55.00	1,035.82
06/03/2019	Deposit			JTS Property Management	First Foundation	65.00	1,100.82
06/03/2019	Deposit			Barbara Godfrey	First Foundation	55.00	1,155.82
06/03/2019	Deposit			DH Construction	First Foundation	55.00	1,210.82
06/03/2019	Deposit			Golden Lion Homes	First Foundation	55.00	1,265.82
06/03/2019	Deposit			Liberty Property Management	First Foundation	65.00	1,330.82
07/18/2019	Deposit				First Foundation	120.00	1,450.82
07/18/2019	Deposit				First Foundation	660.00	2,110.82
07/18/2019	Deposit				First Foundation	275.00	2,385.82
07/18/2019	Deposit				First Foundation	55.00	2,440.82
Total for 2019 Fair Housing Class						\$2,440.82	
2019 Legal Update							
12/11/2019	Deposit		Paypal		First Foundation	3,505.00	3,505.00
12/12/2019	Deposit				First Foundation	135.00	3,640.00
12/12/2019	Deposit				First Foundation	45.00	3,685.00
12/12/2019	Deposit				First Foundation	45.00	3,730.00
12/12/2019	Deposit				First Foundation	90.00	3,820.00
12/12/2019	Deposit				First Foundation	45.00	3,865.00
12/12/2019	Deposit				First Foundation	45.00	3,910.00
12/12/2019	Deposit				First Foundation	45.00	3,955.00
12/12/2019	Deposit				First Foundation	45.00	4,000.00
12/12/2019	Deposit				First Foundation	45.00	4,045.00
12/12/2019	Deposit				First Foundation	45.00	4,090.00
12/12/2019	Deposit				First Foundation	90.00	4,180.00
12/12/2019	Deposit				First Foundation	45.00	4,225.00
12/12/2019	Deposit				First Foundation	45.00	4,270.00
12/12/2019	Deposit				First Foundation	45.00	4,315.00
12/12/2019	Deposit				First Foundation	45.00	4,360.00
12/12/2019	Deposit				First Foundation	45.00	4,405.00
12/12/2019	Deposit				First Foundation	45.00	4,450.00
12/12/2019	Deposit				First Foundation	180.00	4,630.00
12/12/2019	Deposit				First Foundation	65.00	4,695.00
12/12/2019	Deposit				First Foundation	240.00	4,935.00
12/12/2019	Deposit				First Foundation	45.00	4,980.00
Total for 2019 Legal Update						\$4,980.00	
2019 Social Media Class							
03/06/2019	Expense	1030	Kesha Jenkins	Food Expense	First Foundation	-63.54	-63.54
03/08/2019	Deposit			Rita Gordon	First Foundation	25.00	-38.54
03/08/2019	Deposit			Brian Regan	First Foundation	60.00	21.46
03/08/2019	Deposit			Rick Fairall	First Foundation	25.00	46.46
03/08/2019	Deposit			Clifford Brown	First Foundation	25.00	71.46
03/08/2019	Deposit			Marissa Sagil	First Foundation	25.00	96.46
03/08/2019	Deposit				First Foundation	35.00	131.46
03/08/2019	Deposit			Rita Gordon	First Foundation	25.00	156.46
03/08/2019	Deposit			Bev Hoeft	First Foundation	25.00	181.46
03/08/2019	Deposit			Patti Uplinger	First Foundation	25.00	206.46
03/08/2019	Deposit			Joseph Moxley	First Foundation	25.00	231.46
03/14/2019	Deposit				First Foundation	70.00	301.46
04/16/2019	Deposit				First Foundation	70.00	371.46
Total for 2019 Social Media Class						\$371.46	
Real Estate Safety Class							
06/03/2019	Deposit			Chloe Regan	First Foundation	35.00	35.00
06/03/2019	Deposit			Bradford Maynard	First Foundation	60.00	95.00
06/21/2019	Deposit				First Foundation	30.00	125.00
06/21/2019	Deposit				First Foundation	25.00	150.00
06/21/2019	Deposit				First Foundation	25.00	175.00
06/21/2019	Deposit				First Foundation	25.00	200.00
07/18/2019	Deposit				First Foundation	25.00	225.00
07/18/2019	Deposit				First Foundation	35.00	260.00
08/27/2019	Deposit			Curtis Morelli	First Foundation	35.00	295.00
08/27/2019	Deposit			Jeff Slodowitz	First Foundation	25.00	320.00
08/27/2019	Deposit			Ed Favinger	First Foundation	100.00	420.00
08/27/2019	Deposit			Jeff Slodowitz	First Foundation	25.00	445.00
08/27/2019	Deposit			Andrea Hamburg	First Foundation	25.00	470.00
08/27/2019	Deposit				First Foundation	25.00	495.00
08/27/2019	Deposit				First Foundation	25.00	520.00
08/27/2019	Deposit				First Foundation	25.00	545.00
08/27/2019	Deposit				First Foundation	105.00	650.00
08/27/2019	Deposit				First Foundation	25.00	675.00
08/27/2019	Deposit				First Foundation	25.00	700.00
08/27/2019	Deposit				First Foundation	25.00	725.00
08/27/2019	Deposit				First Foundation	-75.00	650.00
08/27/2019	Deposit			Dan Irwin	First Foundation	50.00	700.00
08/27/2019	Deposit			Renee Cabral	First Foundation	25.00	725.00
Total for Real Estate Safety Class						\$725.00	
Rent Control Class							
08/27/2019	Deposit				First Foundation	25.00	25.00
08/27/2019	Deposit				First Foundation	60.00	85.00
08/27/2019	Deposit				First Foundation	50.00	135.00
08/27/2019	Deposit				First Foundation	35.00	170.00
08/27/2019	Deposit				First Foundation	35.00	205.00
08/27/2019	Deposit				First Foundation	25.00	230.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
08/27/2019	Deposit				First Foundation	60.00	290.00
08/27/2019	Deposit				First Foundation	25.00	315.00
08/27/2019	Deposit				First Foundation	35.00	350.00
08/27/2019	Deposit				First Foundation	25.00	375.00
08/27/2019	Deposit				First Foundation	25.00	400.00
08/27/2019	Deposit				First Foundation	25.00	425.00
08/27/2019	Deposit				First Foundation	25.00	450.00
08/29/2019	Deposit				First Foundation	25.00	475.00
08/29/2019	Deposit				First Foundation	25.00	500.00
08/29/2019	Deposit				First Foundation	25.00	525.00
08/29/2019	Deposit				First Foundation	25.00	550.00
08/29/2019	Deposit				First Foundation	25.00	575.00
08/29/2019	Deposit				First Foundation	25.00	600.00
08/29/2019	Deposit				First Foundation	25.00	625.00
08/29/2019	Deposit				First Foundation	25.00	650.00
12/12/2019	Deposit				First Foundation	175.00	825.00
Total for Rent Control Class						\$825.00	
Total for Education income with sub-accounts						\$12,147.28	
Luncheon income							
2018 November Luncheon							
01/03/2019	Deposit			Harold Newbill	First Foundation	35.00	35.00
01/03/2019	Deposit			Bev Hoeft	First Foundation	25.00	60.00
01/03/2019	Deposit			Donovan Flores	First Foundation	50.00	110.00
01/03/2019	Deposit			Greg Weirich	First Foundation	25.00	135.00
01/03/2019	Deposit			John Shanahan	First Foundation	25.00	160.00
01/03/2019	Deposit			John Chen	First Foundation	75.00	235.00
Total for 2018 November Luncheon						\$235.00	
2019 Affiliate Lunch Pass							
03/08/2019	Deposit				First Foundation	125.00	125.00
03/08/2019	Deposit				First Foundation	125.00	250.00
08/27/2019	Deposit				First Foundation	125.00	375.00
Total for 2019 Affiliate Lunch Pass						\$375.00	
2019 July Luncheon							
08/15/2019	Deposit				First Foundation	25.00	25.00
08/15/2019	Deposit				First Foundation	50.00	75.00
08/15/2019	Deposit				First Foundation	25.00	100.00
08/15/2019	Deposit				First Foundation	25.00	125.00
08/15/2019	Deposit				First Foundation	175.00	300.00
08/15/2019	Deposit				First Foundation	25.00	325.00
08/15/2019	Deposit				First Foundation	25.00	350.00
08/27/2019	Deposit			Matthew Stewart	First Foundation	25.00	375.00
08/27/2019	Deposit			John Tiner	First Foundation	75.00	450.00
Total for 2019 July Luncheon						\$450.00	
2019 March Luncheon							
03/08/2019	Deposit			RT Willsey	First Foundation	35.00	35.00
03/08/2019	Deposit			Erica Hazlett	First Foundation	25.00	60.00
03/08/2019	Deposit			John Shanahan	First Foundation	25.00	85.00
03/08/2019	Deposit			Kelli Dodson	First Foundation	25.00	110.00
03/08/2019	Deposit			Bev Hoeft	First Foundation	25.00	135.00
03/08/2019	Deposit			Rodney Luman	First Foundation	50.00	185.00
03/08/2019	Deposit			Mariana Vicsai	First Foundation	35.00	220.00
03/08/2019	Deposit			Brian Shields	First Foundation	35.00	255.00
03/08/2019	Deposit			Jeff Slodowitz	First Foundation	25.00	280.00
03/08/2019	Deposit			Curtis Price	First Foundation	25.00	305.00
03/08/2019	Deposit			Alexandra Goldthwaite	First Foundation	25.00	330.00
03/14/2019	Deposit				First Foundation	25.00	355.00
03/19/2019	Expense	1034	Michelle Wight	Raffle Prizes	First Foundation	-39.78	315.22
03/23/2019	Deposit				First Foundation	25.00	340.22
03/23/2019	Deposit				First Foundation	25.00	365.22
03/23/2019	Deposit				First Foundation	25.00	390.22
03/23/2019	Deposit				First Foundation	25.00	415.22
03/23/2019	Deposit				First Foundation	25.00	440.22
03/23/2019	Deposit				First Foundation	70.00	510.22
03/23/2019	Deposit				First Foundation	25.00	535.22
04/16/2019	Deposit				First Foundation	25.00	560.22
04/16/2019	Deposit				First Foundation	250.00	810.22
06/03/2019	Deposit			Hazell Real Estate	First Foundation	25.00	835.22
06/03/2019	Deposit			Hillary Leffler	First Foundation	25.00	860.22
06/03/2019	Deposit			Reliable Association Management	First Foundation	25.00	885.22
06/03/2019	Deposit			Serve Pro Citrus Heights	First Foundation	25.00	910.22
06/03/2019	Deposit			Gladiator Pipe	First Foundation	50.00	960.22
06/03/2019	Deposit			Ed Favinger	First Foundation	50.00	1,010.22
Total for 2019 March Luncheon						\$1,010.22	
2019 September Luncheon							
09/18/2019	Deposit		Square		First Foundation	175.00	175.00
11/21/2019	Deposit				First Foundation	25.00	200.00
12/11/2019	Deposit		Paypal		First Foundation	200.00	400.00
Total for 2019 September Luncheon						\$400.00	
November Luncheon							
11/19/2019	Deposit				First Foundation	25.00	25.00
11/19/2019	Deposit				First Foundation	25.00	50.00

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11/19/2019	Deposit				First Foundation	25.00	75.00
11/19/2019	Deposit				First Foundation	25.00	100.00
11/19/2019	Deposit				First Foundation	50.00	150.00
11/19/2019	Deposit				First Foundation	25.00	175.00
11/21/2019	Deposit				First Foundation	25.00	200.00
11/21/2019	Deposit				First Foundation	25.00	225.00
11/21/2019	Deposit				First Foundation	60.00	285.00
11/21/2019	Deposit				First Foundation	25.00	310.00
11/21/2019	Deposit				First Foundation	25.00	335.00
12/11/2019	Deposit		Paypal		First Foundation	705.00	1,040.00
12/12/2019	Deposit				First Foundation	100.00	1,140.00
12/12/2019	Deposit				First Foundation	175.00	1,315.00
Total for November Luncheon						\$1,315.00	
Total for Luncheon income						\$3,785.22	
Special Events							
10/11/2019	Deposit		Gibson Ranch	Refund from Gibson Ranch	First Foundation	75.00	75.00
11/21/2019	Deposit			Refund for Bocce Ball	First Foundation	750.00	825.00
Total for Special Events						\$825.00	
2019 Vendor Fair							
04/16/2019	Deposit				First Foundation	350.00	350.00
04/16/2019	Deposit				First Foundation	350.00	700.00
04/16/2019	Deposit				First Foundation	200.00	900.00
05/16/2019	Expense		Square	Transaction Charge	First Foundation	-8.66	891.34
05/24/2019	Deposit		Paypal	Test Deposit	First Foundation	0.16	891.50
05/24/2019	Deposit		Paypal	Test Deposit	First Foundation	0.04	891.54
05/28/2019	Deposit		Paypal	Test deposit	First Foundation	5.00	896.54
06/03/2019	Deposit				First Foundation	500.00	1,396.54
06/03/2019	Deposit				First Foundation	200.00	1,596.54
06/03/2019	Deposit				First Foundation	200.00	1,796.54
06/03/2019	Deposit				First Foundation	350.00	2,146.54
06/03/2019	Deposit				First Foundation	200.00	2,346.54
06/03/2019	Deposit				First Foundation	200.00	2,546.54
06/03/2019	Deposit				First Foundation	200.00	2,746.54
06/03/2019	Deposit				First Foundation	200.00	2,946.54
06/03/2019	Deposit				First Foundation	300.00	3,246.54
06/03/2019	Deposit				First Foundation	200.00	3,446.54
06/03/2019	Deposit				First Foundation	300.00	3,746.54
06/03/2019	Deposit				First Foundation	200.00	3,946.54
06/03/2019	Deposit				First Foundation	200.00	4,146.54
06/03/2019	Deposit				First Foundation	350.00	4,496.54
06/03/2019	Deposit				First Foundation	200.00	4,696.54
06/03/2019	Deposit				First Foundation	500.00	5,196.54
Total for 2019 Vendor Fair						\$5,196.54	
2019 Raffle Tickets							
05/16/2019	Deposit				First Foundation	20.00	20.00
05/16/2019	Deposit				First Foundation	40.00	60.00
05/16/2019	Deposit				First Foundation	20.00	80.00
05/16/2019	Deposit				First Foundation	20.00	100.00
05/16/2019	Deposit				First Foundation	20.00	120.00
05/16/2019	Deposit				First Foundation	20.00	140.00
Total for 2019 Raffle Tickets						\$140.00	
Total for 2019 Vendor Fair with sub-accounts						\$5,336.54	
Cornhole Tournament							
08/27/2019	Deposit				First Foundation	500.00	500.00
08/27/2019	Deposit				First Foundation	40.00	540.00
08/27/2019	Deposit			Jason Pickens	First Foundation	80.00	620.00
08/27/2019	Deposit				First Foundation	500.00	1,120.00
Total for Cornhole Tournament						\$1,120.00	
Cornhole Tournament Sponsor							
08/27/2019	Deposit				First Foundation	250.00	250.00
Total for Cornhole Tournament Sponsor						\$250.00	
Total for Special Events with sub-accounts						\$7,531.54	
Sponsorship Income							
12/12/2019	Deposit				First Foundation	175.00	175.00
Total for Sponsorship Income						\$175.00	
2019 January Mixer							
03/04/2019	Expense	1028	Yana Carpenter	Reimbursement	First Foundation	-121.07	-121.07
03/08/2019	Deposit			Harold Newbill	First Foundation	30.00	-91.07
03/08/2019	Deposit			Andrea Hamburg	First Foundation	60.00	-31.07
03/08/2019	Deposit			John Chen	First Foundation	60.00	28.93
03/08/2019	Deposit			Priscilla KandeH	First Foundation	30.00	58.93
03/08/2019	Deposit			Kristi Franklin	First Foundation	60.00	118.93
03/08/2019	Deposit			Margarette Paraoan	First Foundation	30.00	148.93
03/08/2019	Deposit			Bev Hoeft	First Foundation	30.00	178.93
Total for 2019 January Mixer						\$178.93	
2019 March Mixer Sponsor							
03/08/2019	Deposit			City Wide Dry Chem	First Foundation	60.00	60.00
03/08/2019	Deposit			Bev Hoeft	First Foundation	30.00	90.00
06/03/2019	Deposit			Manage Casa	First Foundation	60.00	150.00
06/03/2019	Deposit			Blue Ribbon Flooring	First Foundation	30.00	180.00
06/03/2019	Deposit			Priscilla KandeH	First Foundation	30.00	210.00

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06/03/2019	Deposit			Eagle Management	First Foundation	30.00	240.00
Total for 2019 March Mixer Sponsor						\$240.00	
2020 Platinum Sponsor							
11/19/2019	Deposit				First Foundation	1,200.00	1,200.00
12/12/2019	Deposit				First Foundation	1,200.00	2,400.00
Total for 2020 Platinum Sponsor						\$2,400.00	
Total for Sponsorship Income with sub-accounts						\$2,993.93	
Unapplied Cash Payment Income							
12/05/2019	Payment	2734	HomeRiver Property Management		First Foundation	25.00	25.00
12/11/2019	Payment		HomeRiver Property Management		First Foundation	100.00	125.00
Total for Unapplied Cash Payment Income						\$125.00	
Uncategorized Income							
03/21/2019	Deposit		Custom Ink		First Foundation	107.82	107.82
04/16/2019	Deposit			Refunded 9 months worth Affiliate Dues	First Foundation	183.75	291.57
07/18/2019	Deposit				First Foundation	500.00	791.57
07/18/2019	Deposit			Member Retention	First Foundation	1,200.00	1,991.57
08/27/2019	Deposit			Paypal	First Foundation	2.18	1,993.75
Total for Uncategorized Income						\$1,993.75	
Toys for Tots							
12/12/2019	Deposit				First Foundation	100.00	100.00
Total for Toys for Tots						\$100.00	
Total for Uncategorized Income with sub-accounts						\$2,093.75	
Total for Income						\$42,291.02	
Expenses							
Admin Expenses							
01/04/2019	Expense		Paypal	January 2019 Money Transfer	First Foundation	181.41	181.41
01/09/2019	Expense		Constant Contact	December 2018	First Foundation	70.00	251.41
01/28/2019	Expense	1024	Courtney Pettinger	January 2019 Admin	First Foundation	500.00	751.41
01/30/2019	Expense		Intuit QuickBooks	January 2019	First Foundation	35.00	786.41
02/11/2019	Expense		Constant Contact	January 2018	First Foundation	70.00	856.41
03/01/2019	Expense		Intuit QuickBooks	February 2019	First Foundation	35.00	891.41
03/04/2019	Expense	1031	Courtney Pettinger	February 2019 Admin	First Foundation	500.00	1,391.41
03/08/2019	Expense		Paypal	March 2019 Money Transfer	First Foundation	203.82	1,595.23
03/25/2019	Expense	1040	Courtney Pettinger	March 2019 Admin	First Foundation	500.00	2,095.23
03/29/2019	Expense		Intuit QuickBooks	March 2019	First Foundation	35.00	2,130.23
04/04/2019	Expense	1060	Secretary of State	Non Profit Filing Fee	First Foundation	20.00	2,150.23
04/10/2019	Expense		Courtney Pettinger	April Admin 2019	First Foundation	500.00	2,650.23
04/16/2019	Expense		Square	April 2019	First Foundation	12.09	2,662.32
04/16/2019	Expense		Intuit QuickBooks	April 2019	First Foundation	35.00	2,697.32
04/16/2019	Expense		Constant Contact	April 2019	First Foundation	70.00	2,767.32
05/09/2019	Expense		Constant Contact	May 2019	First Foundation	70.00	2,837.32
05/14/2019	Expense	1051	Franchise Tax Board	2018 Tax Expense	First Foundation	10.00	2,847.32
05/24/2019	Expense		Paypal	Test Deposit Transfer Cost	First Foundation	0.20	2,847.52
05/24/2019	Expense	1061	Courtney Pettinger	May Admin Expense	First Foundation	500.00	3,347.52
05/28/2019	Expense		Intuit QuickBooks	May 2019	First Foundation	35.00	3,382.52
06/03/2019	Expense		Paypal	Deposit Transfer Cost	First Foundation	224.81	3,607.33
06/11/2019	Expense	1062	Courtney Pettinger	June Admin	First Foundation	500.00	4,107.33
06/21/2019	Expense		Square	Transaction Charge	First Foundation	2.90	4,110.23
06/28/2019	Expense		Intuit QuickBooks	June 2019	First Foundation	35.00	4,145.23
07/09/2019	Expense		Constant Contact	June 2019	First Foundation	65.00	4,210.23
07/10/2019	Expense	1067	California Cornhole Association	Cornhole Tournament Organizer	First Foundation	750.00	4,960.23
07/17/2019	Expense	1070	Courtney Pettinger	July Admin	First Foundation	500.00	5,460.23
07/29/2019	Expense		Intuit QuickBooks	July 2019	First Foundation	40.00	5,500.23
08/07/2019	Expense	1072	Hirsch Tax Pros	Tex Filing Fee	First Foundation	50.00	5,550.23
08/09/2019	Expense		Square	Transaction Charge	First Foundation	6.54	5,556.77
08/09/2019	Expense		Constant Contact	June 2019	First Foundation	70.00	5,626.77
08/20/2019	Expense		Courtney Pettinger	August Admin	First Foundation	500.00	6,126.77
08/28/2019	Expense		Intuit QuickBooks	August 2019	First Foundation	40.00	6,166.77
08/28/2019	Expense		Paypal	Mailed Statement Fee	First Foundation	3.00	6,169.77
08/29/2019	Expense		Intuit QuickBooks	August 2019	First Foundation	110.92	6,280.69
09/03/2019	Expense	1079	Hirsch Tax Pros	Tax Return Preparation	First Foundation	160.00	6,440.69
09/09/2019	Expense		Constant Contact	September 2019	First Foundation	70.00	6,510.69
09/18/2019	Expense		Square	Transaction Charge	First Foundation	6.71	6,517.40
09/26/2019	Expense	1089	Courtney Pettinger	September Admin	First Foundation	500.00	7,017.40
09/30/2019	Expense		Intuit QuickBooks	September 2019	First Foundation	40.00	7,057.40
09/30/2019	Check		First Foundation Bank	Mailed Statement Fee	First Foundation	3.00	7,060.40
10/09/2019	Expense		Constant Contact	October 2019	First Foundation	70.00	7,130.40
10/22/2019	Expense	500.00	Courtney Pettinger	October Admin	First Foundation	500.00	7,630.40
10/22/2019	Check		First Foundation Bank	Mailed Statement Expense	First Foundation	3.00	7,633.40
10/28/2019	Expense		Intuit QuickBooks	October 2019	First Foundation	40.00	7,673.40
11/12/2019	Expense		Constant Contact	November 2019	First Foundation	70.00	7,743.40
11/19/2019	Expense		Square	Transaction Charge	First Foundation	36.45	7,779.85
11/20/2019	Expense	1104	Courtney Pettinger	November Admin	First Foundation	500.00	8,279.85
11/29/2019	Expense		Intuit QuickBooks	November 2019	First Foundation	40.00	8,319.85
11/30/2019	Check		First Foundation Bank	Mailed Statement Fee	First Foundation	3.00	8,322.85
12/09/2019	Expense		Constant Contact	December 2019	First Foundation	70.00	8,392.85
12/11/2019	Expense		Paypal	Paypal Fee	First Foundation	154.70	8,547.55
12/12/2019	Expense		Square	Transaction Charge	First Foundation	16.21	8,563.76
12/30/2019	Expense		Intuit QuickBooks	December 2019	First Foundation	40.00	8,603.76
12/31/2019	Check		First Foundation Bank	Mailed Statement	First Foundation	3.00	8,606.76
Total for Admin Expenses						\$8,606.76	

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Advertising							
02/08/2019	Expense	1026	Jack Rabbit Enterprise Inc	Sign for Platinum Sponsor	First Foundation	110.44	110.44
Total for Advertising						\$110.44	
Charity/Donations							
07/16/2019	Expense	1068	Sacramento Self Help Housing	Self Help Housing Donation	First Foundation	500.00	500.00
Total for Charity/Donations						\$500.00	
Education expenses							
07/10/2019	Expense	1066	Bob Thomas	CAA Rental Housing Conference Expense	First Foundation	1,200.00	1,200.00
12/12/2019	Check	1109	Caleb Khan	Legal Update Refund	First Foundation	45.00	1,245.00
12/13/2019	Expense	1110	Geri Taylor	Legal Update Reimbursement	First Foundation	65.00	1,310.00
Total for Education expenses						\$1,310.00	
2019 Gift Cards							
01/23/2019	Expense		Topgolf	Gift Card	First Foundation	100.00	100.00
02/04/2019	Expense	1021	Beverly Hoeft	January Luncheon	First Foundation	75.00	175.00
09/20/2019	Expense	1087	Michelle Wight	September Gift cards	First Foundation	53.95	228.95
11/18/2019	Expense	1100	Katy Drack	Board Members Gift Cards	First Foundation	961.06	1,190.01
12/12/2019	Expense		Raley's		First Foundation	109.90	1,299.91
Total for 2019 Gift Cards						\$1,299.91	
Total for Education expenses with sub-accounts						\$2,609.91	
Events							
01/17/2019	Expense	1020	Katy Drack	Leadership Retreat	First Foundation	250.00	250.00
03/19/2019	Expense		Katy Drack	SAR Flyers	First Foundation	17.00	267.00
05/28/2019	Expense		Gibson Ranch	Corn Hole Tournament Gibson Ranch Rental	First Foundation	325.00	592.00
09/17/2019	Expense	1085	Nesreen Shabbar	DJ Deposit	First Foundation	150.00	742.00
Total for Events						\$742.00	
2019 September Mixer							
09/25/2019	Expense	1088	Jeff Slodowitz	September Mixer Cost	First Foundation	286.38	286.38
12/11/2019	Deposit		Paypal		First Foundation	-150.00	136.38
Total for 2019 September Mixer						\$136.38	
Total for Events with sub-accounts						\$878.38	
Luncheon Meeting expenses							
03/19/2019	Expense		Kathleen Richards	March 2019 Lunch Speaker	First Foundation	200.00	200.00
03/20/2019	Expense	1039	Shelby Challberg	March Mixer Flyer	First Foundation	40.24	240.24
03/20/2019	Expense	1036	Rayna's Catering	March Luncheon 2019 Food	First Foundation	880.00	1,120.24
03/26/2019	Check	1037	Bev Hoeft/Bank of Sacramento	Coffee & Decor	First Foundation	77.93	1,198.17
07/16/2019	Expense	1069	Rayna's Catering	July Luncheon 2019 Food	First Foundation	800.00	1,998.17
09/18/2019	Expense	1086	Rayna's Catering	September Luncheon 2019 Food	First Foundation	697.00	2,695.17
12/13/2019	Expense	1111	Michelle Wight	Membership Party Expenses	First Foundation	35.67	2,730.84
Total for Luncheon Meeting expenses						\$2,730.84	
Catering							
01/16/2019	Expense	1023	Rayna's Catering	January Luncheon	First Foundation	960.00	960.00
05/09/2019	Expense	1047	Jason Thompson	Vendor Fair 2019 Expense	First Foundation	401.18	1,361.18
05/10/2019	Expense	1049	Yana Carpenter	Reimbursement for March Mixer	First Foundation	134.23	1,495.41
05/16/2019	Expense	1054	Derek Clark	Vendor Fair Beer	First Foundation	300.00	1,795.41
05/20/2019	Expense	1041	Katy Drack	March Mixer Expense	First Foundation	135.00	1,930.41
05/24/2019	Expense	1053	Jason Thompson	Vendor Fair Food Expense	First Foundation	700.82	2,631.23
05/24/2019	Expense	1058	Jason Thompson	Vendor Fair Food Expense	First Foundation	170.60	2,801.83
05/30/2019	Expense	1057	Alejandro White	Vendor Fair Food	First Foundation	914.05	3,715.88
07/18/2019	Check	1071	Bev Hoeft/Bank of Sacramento	Reimbursements	First Foundation	102.10	3,817.98
08/09/2019	Expense	1073	Kesha Jenkins	Food Expense for Rent Control Class	First Foundation	46.34	3,864.32
08/14/2019	Expense	1076	Bev Hoeft	Board Meeting Food & Drink	First Foundation	34.56	3,898.88
09/11/2019	Expense	1083	Bev Hoeft	September Board Meeting Food & Drink	First Foundation	60.32	3,959.20
11/13/2019	Expense	1099	Bev Hoeft	Board Meeting Food	First Foundation	73.97	4,033.17
11/19/2019	Expense	1103	Rayna's Catering	November Luncheon	First Foundation	1,020.00	5,053.17
11/19/2019	Expense	1102	Bev Hoeft	November Luncheon Expense	First Foundation	31.35	5,084.52
11/26/2019	Expense	1105	Kris Kat LLC	Membership Party	First Foundation	4,386.60	9,471.12
Total for Catering						\$9,471.12	
Raffle prizes							
05/20/2019	Expense	1048	Katy Drack	Vendor Fair Raffle Prizes	First Foundation	443.03	443.03
05/20/2019	Expense	1056	Katy Drack	Vendor Fair Prizes	First Foundation	386.48	829.51
Total for Raffle prizes						\$829.51	
Room rental							
03/01/2019	Expense	To print	Realtor Association	March Luncheon Room Rental	First Foundation	440.00	440.00
03/27/2019	Expense		Realtor Association	January Luncheon	First Foundation	440.00	880.00
06/07/2019	Expense		Sacramento Association of Realtors	2019 Vendor Fair	First Foundation	445.00	1,325.00
06/19/2019	Expense		Sacramento Association of Realtors	Fair Housing Class	First Foundation	440.00	1,765.00
07/03/2019	Expense	1064	Sacramento Association of Realtors	Affiliate Dues	First Foundation	180.00	1,945.00
07/10/2019	Expense	1065	Sacramento Association of Realtors	Affiliate Dues	First Foundation	180.00	2,125.00
07/19/2019	Expense		Realtor Association	West Hall Room Rental	First Foundation	440.00	2,565.00
08/14/2019	Expense		Realtor Association	West Hall Room Rental	First Foundation	440.00	3,005.00
08/16/2019	Expense	1077	Kris Kat LLC	Deposit for Member Party	First Foundation	1,000.00	4,005.00
10/17/2019	Expense		Realtor Association	West Hall Room Rental	First Foundation	440.00	4,445.00
12/05/2019	Expense		Realtor Association	West Hall Room Rental	First Foundation	440.00	4,885.00
Total for Room rental						\$4,885.00	
Speaker Gifts or Fees							
07/16/2019	Expense		Bel Air	Bought two gift cards for speakers	First Foundation	211.90	211.90
Total for Speaker Gifts or Fees						\$211.90	
Total for Luncheon Meeting expenses with sub-accounts						\$18,128.37	
Meals and Entertainment							
02/13/2019	Expense	1029	Beverly Hoeft	February Board Meeting Food	First Foundation	38.05	38.05

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
03/22/2019	Expense	1042	Beverly Hoeft	Dinner with RVP	First Foundation	238.64	276.69
10/09/2019	Expense	1090	Bev Hoeft	2019 Retreat Food & Drink	First Foundation	335.24	611.93
10/11/2019	Expense	1091	Bev Hoeft	October Board Meeting Food	First Foundation	63.09	675.02
Total for Meals and Entertainment						\$675.02	
Printing, awards, badges							
11/13/2019	Expense	1097	Katy Drack	2019 Awards	First Foundation	153.73	153.73
Total for Printing, awards, badges						\$153.73	
Repair & Maintenance							
02/14/2019	Expense	1027	Shelby Challberg	Bought a new Square Card Reader for NARPM	First Foundation	40.89	40.89
Total for Repair & Maintenance						\$40.89	
Speaker Gifts or Feesft							
11/19/2019	Expense	1101	Chrysztyna Rowek	November Speaker	First Foundation	500.00	500.00
Total for Speaker Gifts or Feesft						\$500.00	
Supplies							
03/18/2019	Expense	1033	Michelle Dean	Office Supplies	First Foundation	22.94	22.94
Total for Supplies						\$22.94	
Travel							
11/13/2019	Expense	1096	Kesha Jenkins	NARPM Leadership Conference	First Foundation	327.51	327.51
Total for Travel						\$327.51	
Uncategorized Expense							
03/20/2019	Expense		Custom Ink	Men's Shirts	First Foundation	217.88	217.88
03/20/2019	Expense		Custom Ink	Women's Shirts	First Foundation	279.20	497.08
05/20/2019	Expense	1052	Shelby Challberg	Printing Flyers	First Foundation	46.61	543.69
05/20/2019	Expense	1060	SIA Security Services	Vendor Fair 2019 Security	First Foundation	295.60	839.29
05/20/2019	Expense	1055	Matt Rainey	Vendor Fair Music	First Foundation	700.00	1,539.29
05/21/2019	Expense	1050	Bulloch Insurance Brokers Inc.	Vendor Fair Insurance	First Foundation	247.00	1,786.29
08/09/2019	Expense	1074	Rod Luman	Office Procedures Class	First Foundation	208.41	1,994.70
09/11/2019	Expense	1084	Jason Pickens	Cornhole Tournament Refund	First Foundation	80.00	2,074.70
09/11/2019	Check	1081	Lynsey Camara	Cornhole Tournament Refund	First Foundation	500.00	2,574.70
09/11/2019	Expense	1082	Shelby Challberg	Cornhole Tournament Refund	First Foundation	250.00	2,824.70
11/01/2019	Expense	1094	Rod Luman	CAA Fair Prize Money	First Foundation	40.00	2,864.70
11/01/2019	Expense	1093	Shelby Challberg	CAA Fair Prize Money	First Foundation	80.00	2,944.70
11/13/2019	Expense	1098	Rod Luman	Receipt Reimbursement	First Foundation	121.59	3,066.29
11/13/2019	Expense	1095	Rod Luman	NARPM Leadership Conference	First Foundation	375.50	3,441.79
12/09/2019	Expense	1106	Shelby Challberg	Membership party DJ Expense	First Foundation	255.00	3,696.79
12/10/2019	Expense	1107	Rod Luman	Raffle Expense Reimbursement	First Foundation	137.77	3,834.56
Total for Uncategorized Expense						\$3,834.56	
Web Hosting							
10/15/2019	Expense		Wix	Sign Up	First Foundation	99.00	99.00
10/15/2019	Expense		Wix	October 2019 Web Hosting	First Foundation	24.85	123.85
Total for Web Hosting						\$123.85	
Total for Expenses						\$36,512.36	
Net Income						\$5,778.66	



National Association of Residential Property Managers

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

Bylaws

Of the

Sacramento Area Chapter

of

The National Association of Residential Property Managers

Revised & Adopted

March 30, 2016

June 27, 2012

July 11, 2006

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Article 1 - Introduction

1. Corporate Name

The name of this corporate organization shall be The Sacramento Area Chapter of the National Association of Residential Property Managers, Inc., (NARPM) hereinafter referred to as the Chapter.

The terms "Chapter" and "Corporation" are used in the Bylaws to indicate the differences between administrative versus management and fiscal functions of the entity.

2. Principal Office

The Principal office is located in the County of Sacramento, State of California.

3. Change of Address

The designation of the county of the corporation's principal office may be changed by amendment to the Bylaws. The Board of Directors may change the principal office from one location to another within the named county. Such changes of address shall not be deemed, nor require, an amendment of these Bylaws.

4. Other Offices

The Corporation may also have offices at such other places within or without its county where it is qualified to do business, as its business and activities may require, and as the Board of Directors may designate.

Article 2 – Purpose of the Organization

5. General

- a) To establish a permanent trade association in the residential property management industry in the Northern California geographical area.
- b) To promote a standard of business ethics, professionalism and fair practices among its members.
- c) To establish and promote the professional education of its members.
- d) To provide and promote an exchange of ideas regarding residential property management.

6. Tax Exempt Status

- a) This Corporation is organized to comply with tax-exempt provisions of the Federal Internal Revenue Code providing such status to trade organizations. IRC section 501(c)(6).
- b) This Corporation is organized as a California nonstick, nonprofit entity under the Nonprofit Corporation Law as embodied in the California Corporations Code beginning at Section 5000. As such, it qualifies as a "business league" under R&TC Section 23071e.

Article 3 – Authority and Geographic Jurisdiction

7. Authority

- a) This Chapter shall be subject to all rules, regulations, ethics and standards, and the Bylaws of the National Association of Residential Property Managers, Inc. ~~Appeal from any of the above shall be to the Board of Directors of the National Association.~~
- b) Chapter Bylaws shall be guided by those of the National Association of Residential Property Managers and shall not be in conflict. Variances due to local conditions must be approved by the Board of Directors of the National Association.

8. Geographic Jurisdiction

The Sacramento Area Chapter of NARPM will have organizational and membership jurisdiction over the territory of Northern California defined as: North to city of Chico, east to Lake Tahoe, south to the city of Stockton and west to the city of Vacaville.

Article 4 – Directors

9. Designation Number of Directors

The Corporation shall have nine (9) Directors and collectively they shall be known as the Board of Directors. The Directors will consist of the following positions. Positions “a” through “e” are also Officers of the Corporation.

- | | |
|------------------------------|-----------------------------|
| a) President | f) Director at large |
| b) President – Elect | g) Director at large |
| c) Vice President | h) Director at large |
| d) Secretary | i) Immediate Past President |
| e) Treasurer | |

10. Qualifications of Directors

Directors shall be of the age of majority in this state. Other qualifications of Directors shall be:

- Directors shall be licensed under the real estate law of the state of California, except that the Affiliate Director need not be licensed.
- Directors shall be members of the National Association of Residential Property Managers and remain in good standing during their term.

11. Terms of Office of Directors

Each Director shall hold office for a period of one year and until his or her successor is elected and qualifies. Directors may serve successive terms.

12. Nominations of Directors and Officers

Chapter members will be notified, in writing **or electronically** of the pending annual election of Directors and Officers. This notification will be at least thirty (30) days prior to the last regularly scheduled Chapter meeting of the calendar year.

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 Sacramento Area Chapter Executive Committee and presented to the membership for final vote.

~~The Board of Directors will appoint a Nominating Committee, which will nominate at least one person for each director position, except the Immediate Past President, and publish their nominations in the written notice of the General Election Meeting. Members may support the candidacy of a member for office by petition to the Board of Directors. Nominations may be made from the floor of the General Election Meeting.~~

13. Election and Installation of Directors and Officers

Directors may be:

- Elected as Officers of the Chapter.
- Elected as Directors at Large by the Chapter membership.
- Appointed by the Board of Directors as permitted by these Bylaws.

The President and the President-Elect must be elected by the Chapter members.

~~Election of Directors and Officers will be held during the last regularly held General Membership meeting of the year.~~ **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.** The Immediate Past President will conduct the election or may delegate this duty to another Chapter Officer who is a nominee. ~~A Quorum of members is not necessary if sufficient written notice was given of the meeting by mail~~

- ~~Uncontested Offices: The presiding authority will identify those offices for which there is no contest. Upon a motion from the floor to close the nominations, that nominee shall be declared elected.~~

The presiding authority shall identify to the membership 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.

- b) ~~Contested offices: shall be decided by written ballot. A simple majority will decide the winner.~~ **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.**
- c) **The Chapter shall not 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.**

14. Powers of Board of Directors

Subject to the provisions of the laws of this state and any limitations in the Articles of Incorporation and these Bylaws related to action required or permitted to be taken or approved by the members of this Corporation, the activities and affairs of this Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

15. Duties of Directors

It shall be the duty of the Directors to:

- a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation or by these Bylaws.
- b) Appoint and remove, employ and discharge, and except as otherwise provided in these Bylaws, prescribe the duties and fix compensation, if any, of all agents and employees of the Corporation.
- c) Supervise all agents and employees of the Corporation to assure that their duties are performed properly.
- d) Meet at such times and places as provided by these Bylaws.
- e) Register their address with the Secretary of the Corporation.

16. Compensation of Directors

Directors shall serve without compensation. Directors shall be allowed reasonable reimbursement of expenses incurred in the performance of their duties, with the approval of the Board of Directors.

17. Place of Meeting of Directors

Meetings shall be held at the principal office of the Corporation or at such other place as may be designated from time to time by resolution of the Board of Directors.

18. Date and Time of Regular Meeting of Directors

Regular meetings of Directors shall be held ~~once a month on the second Tuesday at 9:00AM, unless day falls on a legal holiday, in which event the regular meeting shall be held on an alternate date as approved by the board.~~ **Bi-monthly or monthly at a time and location designated by the board of directors.**

19. Special Meetings of Directors

Special meetings of the Board of Directors may be called by the president, any officer of the Corporation, by any two Directors, or if different, by the persons specifically authorized under the laws of this state to call special meetings of the Board. Such meetings shall be held at the principal office of the Corporation or, if different, at the place designated by the person or persons calling the special meeting.

20. Notice of Directors' Meetings

Unless otherwise provided by the Articles of Incorporation, these Bylaws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the Board of Directors:

- a) Regular Meetings: No notice need be given of any regular meeting of the Board of Directors.

- b) Special Meeting: At least one week prior notice shall be given by the Secretary of the Corporation to each Director of each special meeting of the Board. Such notice shall be written, may be given personally, by first class mail, by telephone, or by facsimile machine or email, and shall state the place, date and time of the meeting and the matters proposed to be acted upon at the meeting.
- c) Waiver of Notice: Whenever any notice of a meeting is required to be given to any Director of this Corporation under the provisions of the Articles of Incorporation, these Bylaws or the law of this state, a waiver of notice in writing signed by the Director, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

21. Quorum for Directors' Meetings

A quorum shall consist of five (5) members of the Board of Directors, present, and in attendance.

Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, no business shall be considered by the Board at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

22. Majority Action as Board Action

Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is an act of the Board of Directors, unless the Articles of Incorporation, these Bylaws, or law require a greater percentage or different voting rules for approval of matter by the board.

23. Conduct of Directors' Meetings

Meetings of members shall be presided over by the President, or in his absence, by the President-Elect ~~or Vice President~~, or in the absence of these persons, by a Chairperson chosen by a majority of the voting members present at the meeting.

The Secretary of the Corporation shall act as Secretary of all meetings of the Board, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the meeting.

Meetings shall be governed by "Robert's Rules of Order" insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law.

24. Vacancies of Directors

Vacancies on the Board of Directors shall exist: (1) on the death, resignation or removal of any Director, and (2) whenever the number of authorized directors is increased.

Any Director may resign effective upon giving written notice to the Chairperson of the Board, the President, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation.

Unless otherwise prohibited by the Articles of Incorporation, these Bylaws or provisions of law, vacancies on the Board may be filled by approval of the Board of Directors. If the numbers of Directors then in office is less than a quorum, a vacancy on the Board may be filled by a sole remaining Director. A person elected to fill a vacancy on the Board shall hold office until the next election of the Board of Directors or until his or her death, registration or removal from office.

25. Non-Liability Directors

The Directors shall not be personally liable for the debts, liabilities or other obligations of the Corporation.

26. Indemnification by Corporation of Directors and Officers

The Directors and Officers of the Corporation shall be indemnified by the Corporation to the fullest extent permissible under the laws of this state.

27. Insurance for Corporate Agents

Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Corporation (including

Director, employee or other agent of the Corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws, or provisions of law.

Article 5 – Officers

28. Designation Number of Officers

The Five (5) officers of the Corporation shall be a President, a President-Elect, ~~a Vice President~~, a Secretary, a Treasurer and **immediate past President**. The Corporation may also have one or more Assistant Secretaries and Assistant Treasurers, and such other Officers with such titles as may be determined from time to time by the Board of Directors. The President shall be the Chief Executive Officer of the Chapter and Corporation. Officers are members of the Board of Directors.

29. Qualification of Officers

Any member in good standing of the Chapter may serve as an Officer of this Corporation.

30. Term of Office of Officers

The term of the President and the President-Elect are for one year, with the President-Elect automatically succeeding the President. The President may not succeed him or herself but remains as a Director for one year after he or she vacates the Presidency.

The Vice President, Treasurer and Secretary may be elected or may be appointed by the Board of Directors. These Officers may be elected or appointed for successive terms.

31. Removal and Resignation of Officers

Any Officer may be removed, either with or without cause, by the Board of Directors, at any time, by simple majority of the entire Board, not including the member to be removed. Any Officer may resign at any time by giving written notice to the Board of Directors or to the President or Secretary of the Corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

32. Filling Vacancies of Officers

Any vacancies caused by death, resignation, removal, disqualification, or otherwise of any Officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. In the event of the presidency, the president-elect shall automatically fill that position. Vacancies in the positions of ~~Vice president~~, Treasurer and Secretary may or may not be filled as the Board shall determine.

33. Duties of President

The President shall:

- a) Be the Chief Executive Officer of the Chapter and the Chairperson of the Corporation.
- b) Preside at all meetings of the Chapter.
- c) Act as an alternate signatory for funds withdrawn on the Chapter bank accounts **and provide signatory card by January 1st of the elected year.**
- d) In addition to the Treasurer, sign all checks or approve in writing over \$500.00.
- e) Sign all legal documents.
- f) Undertake responsibility for such other activities as deemed appropriate by the Board of Directors.
- g) Serve a term of one year as Director immediately after vacating the office.
- 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.**

34. President-Elect

The President-Elect shall:

- a) Act as an alternate signatory for funds to be withdrawn from the Chapter bank accounts.
- b) Fulfill the responsibilities of the President during that officer's absences.
- c) Succeed the President at the beginning of the calendar year.
- d) Automatically assume the Presidency in the event the Presidency becomes vacant during a calendar year.
- e) Organize, host and lead a retreat during the month of November to plan the following year's programs, events and budget.
- f) Undertake other activities as are deemed appropriate by the President or the Board of Directors.
- g) **Select and arrange informative and entertaining speakers for general membership luncheon meetings. Topics must be relevant to the residential rental industry.**
- h) **Oversee the submission of Chapter reports including Chapter Excellence submission**
- i) **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**

35. Vice President

The Vice President shall:

- ~~a) Act as the President of the Chapter in the absence of the President and the President-Elect.~~
- ~~b) Act as the Chapter's Publications Officer. Notify all Chapter members of upcoming meetings by mail. Include time, date, location, chapter business to be conducted and speakers and events scheduled.~~
- ~~c) Report all chapter activities and information gleaned from guest lecturers to the National Associations publication, "Residential Resource".~~
- ~~d) Select and arrange informative and entertaining speakers for general membership luncheon meetings. Topics must be relevant to the residential rental industry.~~

36. Secretary

The Secretary shall:

- a) Certify and keeper the principal office of the Corporation the original of these bylaws as amended or otherwise altered to date.
- b) Keep at the principal office of the Corporation or at such other place as the Board may determine, a book of minutes of all meetings of the Board of Directors and of the Chapter meetings, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of the Directors present and the proceedings thereof.
- c) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- d) Be custodian of the records and of the Seal of the Corporation and affix the Seal, as authorized by law or the provisions of these Bylaws, to duly executed documents of the Corporation.
- e) Keep at the principal office of the Corporation a membership book containing the name and address of each and every member, and, in the case where any membership has been terminated, record such fact together with the date on which termination occurred.
- f) Exhibit at all reasonable times to any Director of the Corporation, or to agents and attorneys, on request there for, the Bylaws, Membership book, and the Minutes of the proceedings of the Directors of the Corporation.
- g) The Secretary may not serve concurrently as President.

37. Treasurer

The Treasurer shall:

- a) Have charge and custody of and be responsible for all funds and securities of the Corporation, and deposit all such funds in the name of the Corporation in such banks, trust companies or other depositories as shall be selected by the Board of Directors.
- b) Receive and give receipt for monies due and payable to the Corporation from any source whatsoever.
- c) Disburse or cause to be disbursed the funds of the Corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursement.
- d) Keep and maintain adequate and correct accounts of the Corporation's property and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

- e) Exhibit at all reasonable times, the books of account and financial records to any Director to the Corporation or to his or her agent or attorney on request thereof.
- f) Render to the Directors and members whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the Corporation.
- g) Prepare and submit an end-of-year report to the Treasurer of the National Association.
- h) With assistance of the Board of Directors, prepare a budget for next calendar year.
- i) File such tax and other financial reports with the appropriate government entities as may be required by law or regulation.
- j) The Treasurer may not serve concurrently as President.

38. Directors at Large

Duties as assigned by the President.

39. Directors at Large

Duties as assigned by the President.

40. Directors at Large

Duties as assigned by the President.

41. Immediate Past President

- a) Shall serve as Chairman of the Nominating Committee
- b) Provide advice based upon experience and continuity to the operation of the Sacramento Chapter
- c) Serve a term of one year commencing with the beginning of the calendar year.

Article 6 – Committee Responsibility and Operation

42. Committees and Responsibilities

The President with the advice and consent of the Board of Directors shall have the authority to create and dissolve Committees according to the needs of the Chapter. The Committee Chairpersons will attend Board of Directors' meetings and report their activities and announce the progress toward meeting the goals of the Chapter. No Committee may take any action on behalf of the Chapter unless authorized by the Board of Directors. Such Committees may be:

- a) The Education Committee. This committee carries out the education program for the members, holds local NARPM certification seminars, supports members in their efforts to earn NARPM designations and seeks ways to promote the public recognition of the PPM and MPM designations. Develop and present to the Board of Directors a schedule of classes for the following calendar year.
- b) The Membership Committee. The committee is responsible for the recruitment and retention of NARPM members. The committee develops and implements strategies to increase membership, accepts and processes applications for new members, and maintains the Chapter Membership Record.
- c) The Publications/Public Relations Committee. This committee writes, prepares for printing, prints and distributes the Chapter publications including the Membership Roster, the Vendor Directory and the Newsletter.
- d) The Website Committee. This committee oversees design, maintenance and operation of the Chapter website. It monitors content and links, ensuring current information.
- e) The Legislation Committee. This committee monitors local and state governmental activities and regulations affecting the residential property management industry and recommends specific actions and strategies to the Board of Directors.
- f) The Affiliate Committee. This committee represents the whole of the Affiliate Membership, promotes the rental management industry, the goals of NARPM and the local Chapter and initiates

and carries on progress towards those ends. It acts as the Affiliate voice at Board of Directors meetings. The Affiliate Committee is chaired by an Affiliate member, who is also a member of the Board of Directors.

- ~~g) General Membership Meeting (Luncheon) Committee. This committee arranges for registration, facilities, food, speaker requested equipment and budgets for Chapter luncheons.~~
- h) The Nominations Committee. This committee seeks qualified members for Chapter office, prepares ballots for the Annual Election of Officer and Directors and assists the Immediate Past President in conducting the Annual Election. Because proven leadership experience and willingness to perform tasks are important to the success of the Chapter, current and past committee chairs should be thoughtfully considered when nominating directors.
- i) Golf and Picnic Committee. This committee organizes the annual golf tournament and picnic. The committee recommends a date and location. This committee arranges volunteers, food and activities.
- ~~j) Christmas Party Committee. This committee organizes the Christmas party, selecting a site and arranging food, volunteers and catering staff. The Christmas party is usually held on the first Saturday of December.~~
- k) Events Committee: This committee organizes events (holiday party, membership events). This committee recommends a date and locations while arranging volunteers, food and activities.**

43. Meetings and Actions of Committees

Because much of the operation of the Chapter takes place in the Committees, their proper functioning is vital to the progress of the Chapter. Committees shall be formed and staffed two months before the end of the year to provide time for planning the activities of the following year. Committee Chairpersons will:

- a) Form and staff their committees for optimum functions to accomplish their goals.
- b) Develop an annual plan to implement their goals and communicate this plan to the Board of Directors at the annual retreat and at regularly scheduled meetings.
- c) Scheduled regular committee meetings and announce this schedule for the Board of Directors Committee and the general membership both at luncheons and in the Chapter newsletter.
- d) Report on plans and progress at each Board of Directors' meeting, at each General Membership meeting and in the Chapter newsletter.
- e) Maintain the Committee's Chapter web page.

Article 7 - Membership Provisions

44. Membership Categories

~~This corporation shall have four (4) categories of membership. They are:~~

Professional, Associate, Support Staff, Affiliate Member, ~~Junior, Student, Academic~~, Honorary Members and Founding Chapter Members.

- a) Founding Chapter Member. A Founding Member is a Chapter member who is one of the founding members of the Chapter. Requirements relating to acceptance into the Founding Membership, suspension of Founding Membership and termination of Founding Membership shall be identical to regular membership.
 - 1) All regular members of record as of August 31, 1993 are Founding Members.
 - 2) A vacancy in the Founding Membership shall not be replaced.

- 3) The founding Members may meet once a year to provide counsel and advice to the Board of Directors regarding future trends in the industry and to lend their membership strength to the chapter.
- ~~b) Regular Member. A Regular Member shall be a member in good standing with the National Association, and is current with Chapter dues or assessments, if any.~~
 - ~~1) An applicant for Regular Membership applies for membership in the National Association. After acceptance, membership in the Chapter is automatic.~~
 - ~~2) A Regular Member is entitled to vote in person at the annual Meeting of the Chapter in which officers and directors are elected. The Member is entitled to be nominated for any office or directorship vacancy, a regular Member of the Committee is entitled to vote on any matter before any committee in which he is a member.~~

c) 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.

d) 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.

e) 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.

f) Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. 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 or serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

Affiliate Member. An Affiliate Member shall be a business or individual representing a company who services the Property Management Industry. Affiliate Members may be, but do not have to be, members of the National Association. Annual fees are charged for Chapter Affiliate membership. Affiliate members are charged the same as Regular Members at General Meetings.

- 1) Affiliate Membership does not require a Real Estate License. However the Affiliate should be licensed in their trade, if required by law or regulation.
 - 2) Affiliate Members are not eligible to vote in any matter affecting the Chapter, with the exception of the Affiliate Chairperson.
 - 3) Affiliate Members are carried on the Membership Roster of the Chapter.
 - 4) **The Chapter shall not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.**
- g) Honorary Member. Honorary Membership may be bestowed upon individuals who, in the opinion of the Board of Directors, have rendered or continue to render distinguished service to the Association of the profession of Property Management. Honorary Members pay no dues or other assessments. They are not entitled to core in any matter of the Chapter they may participate in all chapter activities at the same rates as regular members.
- h) **Application by Professional, Associate, or 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.**

45. Number of Members

There shall be no limit as to the numbers of members in the Chapter, nor shall there be any limit in the membership of each category.

46. Non-liability for Members

A member of this Corporation is not personally liable for the debts, liabilities or obligations of the Corporation.

47. Non-transferability of Memberships

No member may transfer a membership or any right arising therefrom. All rights of membership cease upon the member's death.

48. Suspension

Members may be suspended from the Chapter:

- a) By recommendation of and approval of the Chapter Board of Directors.
- b) For reasons stated in Article III of the Bylaws of the National Association.
- c) For failure to pay dues or assessments as levied by the Board of Directors, within 30 calendar days of invoice resentment or failure to pay Chapter dues, if any, in full by January 31.
- d) Suspension from the National Association shall result in automatic suspension from the Chapter.

49. Termination

- a) Resignation. A member may resign at any time by forwarding a letter stating such intent to the Chapter President or Secretary. The letter shall indicate the date on which the resignation is to be effective. No refund of Chapter or National Association dues shall be made for any reason.
- b) Failure to Pay Obligations. Upon approval of the Board of Directors, membership shall terminate when a member fails to pay Chapter dues within Sixty (60) days of invoice presentation. Mitigating circumstances may be reported to the President or Treasurer within the sixty-day period and may be considered by the Board of Directors.

50. Reinstatement

A suspended or terminated member of the Chapter meeting all membership requirements may be reinstated upon approval by the Board of Directors. All past indebtedness must have been paid.

Article 8 – General Membership Meetings and Voting

51. Place of Membership Meetings

Meetings of the members shall be held within the jurisdiction of the Chapter, at such places as may be designated from time to time by resolution of the Board of Directors.

52. Regular Membership Meetings

Regular meetings of the members will be held in January, March, May, July, September and November on the third Tuesday of the month, from 11:30 AM to 1:00 PM.

The executive 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.

53. Special Membership Meetings

Special meetings of the membership may be called by the President, Board of directors or by persons specifically authorized under the laws of this state, for the consideration of a matter involving the survival of this Chapter or for an industry-wide emergency.

54. Notice of Membership Meetings

Unless otherwise provided by the Articles of Incorporation, these Bylaws or provisions of law, notice stating the place, day and hour of the meeting and, in the case of a special meeting, the purposes for which the meeting is called, shall be delivered not less than ten (10) days nor more than fifty (50) days before the date of the meeting, either personally, by mail **or electronically**. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the member at his or her address as it appears on the records of the Chapter with postage prepaid. Personal notification includes notification by telephone, facsimile machine **or by email**.

The notice of any meeting of members at which Directors are to be elevated shall also state the names of all those who are nominees or candidates for election to the Board at the time notice is given.

Whenever any notice of a meeting is required to be given to any member of this Corporation under the provisions of the Articles of Incorporation, these Bylaws, or the law of this state, a waiver of notice in writing signed by the member, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

55. Quorum for Membership Meetings

~~A quorum shall consist of twenty-five (25) percent of the voting members of the Chapter~~

~~Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, no business shall be considered by the members at any meeting at which the required quorum is not present, and the only motions which the Chair may entertain is a motion to adjourn.~~

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**

56. Majority Action as Membership Action

Every act or decision done or made by a majority of voting members present, at a duly held meeting at which a quorum is present, is the act of the members, unless the Articles of Incorporation, these Bylaws, or provisions of law require a greater number.

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.

57. Voting Rights

Each member is entitled to one vote on each matter submitted to a vote by the members. ~~Voting at duly held meetings shall be by a counted show of hands.~~

~~58. Action by Written Ballot~~

~~Except as otherwise provided under the Articles of Incorporation, these Bylaws or provisions of law, any action which may be taken at any regular or special meeting of members may be taken without a meeting if the Chapter distributes a written ballot to each member entitled to vote on the matter. The ballot shall:~~

- ~~a) Set forth the proposed action.~~
- ~~b) Provide an opportunity to specifically approve or disapprove of each proposal.~~
- ~~c) Indicate the number of responses needed to meet the quorum requirement and, except for the ballots soliciting votes for the election of Directors, state the percentage of approvals necessary to pass the measure submitted.~~
- ~~d) Shall specify the date by which the ballot must be received by the Corporation in order to be counted. The date set shall afford members a reasonable time within which to return the ballots to the Corporation.~~

~~Ballots shall be mailed or delivered in the manner required for notice of membership meetings as specified in these Bylaws.~~

~~Approval of action by written ballot shall be valid only when the number of votes cast by ballot within the time period specified equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve the action at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.~~

59. Conduct of Membership Meetings

Meetings of members shall be presided over by the President, or in his/her absence, by the President-Elect ~~or Vice President~~, or in the absence of these persons, by a Chairperson chosen by a majority of the voting members present at the meeting.

The Secretary of the Corporation shall act as Secretary on all meetings of members, provided that in his/her absence, the presiding Officer shall appoint another person to act as Secretary.

Meetings shall be governed by "Robert's Rules of Order" insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law.

Article 9 – Code of Conduct and Standards of Professionalism

60. Acknowledgement of Code

A Chapter Charter is granted only upon the acknowledgement that the Chapter members shall:

Read and be familiar with the application Code of Ethics and Standards of Professionalism as promulgated by the National Association of Residential Property Managers, and to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership. To this end, the Code of Conduct and Standards of Professionalism are made a part of these Bylaws and are attached thereto.

Formally agree to take no legal action(s) against the National Association, its Officer(s), Director(s), Committee Chairperson(s), Committee member(s), or the Chapter, Sub-Committee Chairperson(s), or Sub-Committee member(s) for any prescribed action identified by these Bylaws or the Bylaws of the National Association for the purpose of enforcing the applicable Code of Ethics and 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.

61. Enforcement

It is the duty of the President of the Chapter to report all violations of the National Association's Code of Ethics and Standards of Professionalism to the National Association.

Article 10 – Financial Considerations

62. Calendar and Fiscal Year

The calendar year and fiscal year of the Chapter shall be the January 1 to December 31.

63. Dues

The Board of Directors, in furtherance of the goals of the Chapter, shall be empowered to levy annual dues upon the Chapter members. Dues shall be payable on January 1st and will be considered late if unpaid after January 31. Late dues may be assessed a late fee in an amount established by the Board of Directors.

64. Annual Budget

The Board of Directors will direct the preparation of the Annual Chapter Budget by the Treasurer. The Budget will not exceed the Chapter's ability to carry out the same. Specific goals and expenditures will be planned, and dues and assessments planned to meet the budget.

The Chapter shall not have any authority to financially obligate or bind the National Association for any reason.

65. Execution of Instruments

The Board of Directors may authorize any Officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances, except as otherwise provided in these Bylaws.

No Officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount, unless authorized by the Board of Directors.

66. Execution of Checks and Notes

Check, drafts promissory notes, orders for the payment of money, and other evidence of indebtedness of the Corporations shall be signed by the Treasurer, except as otherwise instructed by the Board of Directors or as otherwise required by law, Instruments in excess of \$500.00 must ask be signed or approved by the President in writing.

67. Deposits

All funds of the Corporation shall be deposited in a timely manner to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

68. Gifts

The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the nonprofit purposes of this Corporation, subject to full disclosure to the general membership. Funds will be kept in a FDIC account.

Article 11 – Corporate Records and Reports

69. Maintenance of Corporate Records

The Corporation shall keep at its principal office:

- a) Minutes of all meetings the Board of Directors, or committees and all meetings of the general membership. Indicating the time and place of holdings such meetings, whether regular or special, how called, the notice given, and the names of those present (not required for general meetings) and the proceedings thereof.
- b) Adequate and correct books and record of accounts, including accounts of its properties and business transactions, disbursements, gains and losses.
- c) A record of its members, indicating their names and addresses, their class of membership, credentials earned, status of dues and assessment, committee participations, etc. These records may be kept by other than the Secretary, but the Secretary will possess a hard paper copy of such data.
- d) A copy of the Corporation's Articles of Incorporation, Bylaws as amended to date, which shall be open to inspections by the members of the Corporation at all reasonable times during office hours.

70. Corporate Seal

The Board of Directors may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the Corporation. Failure to affix the seal to corporate instrument, however, shall not affect the validity of any such instrument.

71. Director's Inspection Rights

Every Director shall have the absolute right at any reasonable time to inspect and copy all books, record and documents of every kind and to inspect the physical properties of the Corporation.

72. Member's Inspection Rights

Each and every member shall have the following rights, for a purpose reasonably related to such a person's interest:

- a) To inspect and copy the record of the most recent record of all members' names, addresses and voting rights, upon written demand on the Secretary of the Corporation, which demand shall state the purpose for which the inspection is requested. A reasonable fee will be charged for providing said records.
- b) To inspect at any reasonable time the books, records or minutes of proceedings of the members or of the Board or of the Committees of the Board, upon written demand on the Secretary by the member for a purpose reasonably related to such person's interest as a member.
- c) The membership list shall be made available within a reasonable time after the demand is received by the Secretary.

Members shall have such other rights to inspect the books, records, and properties of this Corporation a may be required under the Articles of Incorporation, other provisions of these Bylaws and provisions of law.

73. Right to Copy and Make Extracts

Any inspection under the provisions of this Article may be made in person or by an agent or attorney and shall include the right to copy and make extracts.

74. Periodic Report

The Board shall cause any annual or periodic report required under law to be prepared and delivered to an office of the state or to the members, and delivered within the time limits set by law. This shall include reports required by the National Association.

Article 12-Amendment, Construction and Terms of Bylaws

75. Amendment

Subject to the powers of the membership of this Corporation to adopt, amend or repeal the Bylaws of this Corporation and except as may otherwise be specified under provisions of law, these Bylaws, or any of them, may be altered, amended, or repealed and new Bylaws adopted by approval of the Board of Directors.

76. Construction and Terms

If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of the Corporation, the provisions of this Articles of Incorporation will govern.

Should any of the provisions of portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

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.

These Bylaws may be amended to conform and comply with the law, statutes, rules and regulations of the governing bodies of local, county, state or federal authorities that have jurisdiction and to comply with the tax exempt provisions of the same.

All amendments shall be subject to review and approval by the Board of Directors of the National Association prior to their implementation or adoption by the Chapter.

77. 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, 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.

78. Dissolution

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

Adopted revisions March 30, 2016



Chapter Leadership

President:	Katy Drack- kdrack@sacdelta.net 916-429-0245
Vice President:	Rod Luman- rod@keyrealtyventer.com 916-335-8100
Secretary:	Desiree White – dwhite@sacdelta.net 916-972-7891
Treasurer:	Nick Maionchi – nmaionchi@homeriver.com 916-920-0561
Educational Chair	Kesha Jenkins-kjenkins@sacdelta.net 916-484-4353
Educational Vice Chair	Charissa Graham – cgraham@sacdelta.net 916-486-7733 Kelli Dodson-kelli.dodson@kts-law.com
Membership Chair	Kim Prindle – kim@ktbpropertymgmt.com 916-666-3421
Membership Vice Chair	Jason Pickens – Jpickens@sacdelta.net 916-486-7742
Legislative Chair	Bob Thomas – bob@ktbpropertymgmt.com 916-217-9180
Affiliate Program Chair	Yana Carpenter – yana@waterheateronly.com 530-274-3001
Affiliate Vice Chair	Nate Moran – nate@waterheateronly.com Puneet Singh – puneet@pks-lawgroup.com
Vendor Fair Coordinator	Jason Thompson– jasonthompson@sgcarpet.com 916-709-3019
SocialMedia/Marketing Chair	Shelby Challberg - schallberg@homeriver.com
Admin	Courtney Pettenger- sacnarp@gmail.com 209-745-5100
Directors	Alejandro White – awhite@sacdelta.net 916-395-7703 Cheryl Muzinich- cherylmuzinich@gmail.com 916-548-4282 Michelle Wight – mwight@homeriver.com 916-206-5901 Rita Gordon – rita@dhfirerestoration.com 916-407-7704

Bev Hoeft – bhoeft@ovcb.com 916-260-5812

Past President/ Legislative

Vice Chair

Jeff Slodowitz – jeff@garciarealestate.com 916-202-7436



Sac NARPM 2020 Board Elections

Sent Mon, Sep 9, 2019

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☐	malfaro98@gmail.com			http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	rod@rluman.com	Rodney	Luman	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	cgraham@sacdelta.net	Charissa	Graham	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	jpickens@sacdelta.net	Jason	Pickens	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start



Constant Contact

☐	rt@rtwillsey.com	Rt	Willsey	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	sherry@pacificapros.com	Sherry	Luttrell	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	advancedairductcleanings@gmail.com	Gina	Fazil	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	rmiller@millerrestore.com	Rose	Miller	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	katherine.drack@hcd.ca.gov	Katy	Drack	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	katherine.drack@hcd.ca.gov	Katy	Drack	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	gkikumoto@kikumotorealestate.com	Gary	Kikumoto	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	rod@rluman.com	Rodney	Luman	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start

3/3/2020

Constant Contact: Contacts Tracking



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☐	propmgrcarla@prodigy.net	Carla	Morgan	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	therugbug@aol.com	Mary	Townshend	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	awhite@sacdelta.net	Alejandro	White	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	kensimas@gmail.com	Ken	Simas	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	schallberg@sacdelta.net	Shelby	Challberg	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	dwhite@sacdelta.net	Desiree	White	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	kcarlson@pmerents.com	Karen	Carlson	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	twhite@sacdelta.net	Ted	White	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start

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☐	rod@rluman.com	Rodney	Luman	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	curtbulloch@gmail.com	Curt	Bulloch	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	sgrzeczka@puroclean.com	Shila	Grzeczka	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
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☐	mmcgraw@sacdelta.net	Michelle	McGraw	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	jim@rha.org	Jim	Lofgren	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	sshaynes@rent916.com	Stephen	Haynes	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	lauren@abornpowers.com	Lauren	Prichard	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start

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☐	cbird@golygon.com	Carmen	Bird	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	info@americanleakdetect.com	Donovan	Flores	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	rita@dhfirerestoration.com	Rita	Gordon	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	mckenryblinds@yahoo.com	JEAN	MCKENRY	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
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☐	mwight@homepointe.com	Michelle	Wight	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start
☐	chris@rentpros.com	Chris	Airola	http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start

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yana@waterheatersonly Yana
.com

Carpenter`

<http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start>



kjenkins@sacdelta.net Kesha

Jenkins

<http://survey.constantcontact.com/survey/a07egkwzfc8k07m9t0a/start>

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Kesha Jenkins

From: Jackie Sabogal <jsabogal@narpm.org>
Sent: Friday, February 28, 2020 10:53 AM
To: Kesha Jenkins
Subject: RE: NARPM Chapter Leader Information
Attachments: Sacramento chapter grant.pdf; Sacramento_membership drive.pdf; Sacramento_tradeshows.pdf

Hi Kesha,

All of the documents that we have available for this are listed here:

<https://www.narpm.org/members/tools/chapter-services/chapter-excellence-compliance-awards/>

It is the 2019 supporting documents file.

We do not track state conference attendance as we do not handle those events.

I attached copies of your Chapters grant applications submitted last year.

Thank you,

Jackie Sabogal
MEMBER SERVICES MANAGER | jsabogal@narpm.org National Association of Residential Property Managers
638 Independence Parkway, Suite 100, Chesapeake, VA 23320 | P 800-782-3452 | www.narpm.org

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-----Original Message-----

From: Kesha Jenkins [mailto:kjenkins@sacdelta.net]
Sent: Tuesday, February 25, 2020 9:15 PM
To: Jackie Sabogal
Subject: RE: NARPM Chapter Leader Information
Importance: High

Hi Jackie,

I need some help with completing chapter of excellence and chapter compliance applications. I have no idea where to find the information I need and I'm frustrated with both the past and current President because I cannot seem to pen down either of them to work on this.

I need to know the follow:

1. Professional Members in 2019
2. Associate Members in 2019
3. Support Staff in 2019
4. Members in 2019

5. Annual Convention Attendance in 2019

6. Annual State Chapter Convention Attendance in 2019

7. Chapter Grants in 2019

Thank you,

Kesha Jenkins
Property Manager

Cal DRE #02019155 | Sacramento Delta Property Management, Inc

916-484-4353

kjenkins@sacdelta.net

www.sacdelt.com

3800 Auburn Boulevard, Ste A, Sacramento, CA 95821 facebook twitter linkedin instagram Create Your Own Free Signature

From: Jackie Sabogal [jsabogal@narpm.org]
Sent: Wednesday, February 12, 2020 11:26 AM
Subject: NARPM Chapter Leader Information

Hello Chapter Leaders,

I wanted to share a few important pieces of information with all of you.

- Chapter Compliance – the deadline is March 15, 2020. When you click the link for the upload application<<https://docs.narpm.org/login>>, you will need to click 'registration' and set up an account for the portal. If you submitted Compliance last year, your username and password remain in the system. *it may differ from your NARPM® login*
- Chapter Excellence – the deadline is March 31, 2020. The portal is the same as above. There are two videos at the link below to help guide you. Supporting documents can be found here (login required)
<https://www.narpm.org/members/tools/chapter-services/chapter-excellence-compliance-awards/>
- Thank you to all Chapters that submitted their report through Survey Monkey for the February National Board meeting. I will be emailing a request every other month to complete this.
- Chapter Logo and Documents – Each Chapter has their own logo and a list of Chapter documents under the Leader Tools section of the website. Please make sure you are using your Chapter logo on all Chapter related

information, social media etc. You can access each region here (login required)
<https://www.narpm.org/members/documents-forms/chapter-documents/>

• Chapter Grants – we have not received many requests for grants yet this year. Please remember that most require at least 30 days notice. All grants can be found here (login required)
<https://www.narpm.org/members/tools/chapter-services/chapter-grants/>

• If you need to make any changes to your Chapter's leaders for this year, please be sure to email me and I can get those updated. Also, please make sure you are scheduling your meetings/events for this year and promoting them/adding to local calendars. We want to make sure there is a lot of member engagement.

• Lastly, please let me know where you feel you need more support this year. I want to be sure to help your Chapter run as efficiently as possible.

Cc: RVP, Ambassador

Thank you,

[narpm] Jackie Sabogal

MEMBER SERVICES MANAGER | jsabogal@narpm.org<<mailto:jsabogal@narpm.org>>
National Association of Residential Property Managers
638 Independence Parkway, Suite 100, Chesapeake, VA 23320 | P 800-782-3452 |
www.narpm.org<<http://www.narpm.org/>>

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**IRS e-file Signature Authorization
for an Exempt Organization**

OMB No. 1545-1878

Department of the Treasury
Internal Revenue Service

For calendar year 2019, or fiscal year beginning _____, 2019, and ending _____, 20____

▶ **Do not send to the IRS. Keep for your records.**▶ **Go to www.irs.gov/Form8879EO for the latest information.****2019**

Name of exempt organization

SACRAMENTO AREA CHAPTER OF NARPM

Employer identification number

68-0280193

Name and title of officer

Nick Maionch

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a	Form 990 check here	▶ ☐	b	Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	_____
2a	Form 990-EZ check here	▶ ☐	b	Total revenue, if any (Form 990-EZ, line 9)	2b	_____
3a	Form 1120-POL check here	▶ ☐	b	Total tax (Form 1120-POL, line 22).	3b	_____
4a	Form 990-PF check here	▶ ☐	b	Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	_____
5a	Form 8868 check here	▶ ☐	b	Balance Due (Form 8868, line 3c)	5b	_____

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2019 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

☒ I authorize Hirsch CPA Tax Pros to enter my PIN 95628 as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the organization's tax year 2019 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☒ As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2019 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶

Nick Maionch

Date ▶

*3/5/2020***Part III Certification and Authentication**

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

685330

do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2019 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.**

ERO's signature ▶ Melanie Hirsch

Date ▶

3/4/2020**ERO Must Retain This Form—See Instructions****Do Not Submit This Form to the IRS Unless Requested To Do So**

For Paperwork Reduction Act Notice, see back of form.

HTA

Form **8879-EO** (2019)

Date Accepted _____

DO NOT MAIL THIS FORM TO THE FTB

TAXABLE YEAR

2019**California e-file Return Authorization for
Exempt Organizations**

FORM

8453-EO

Exempt Organization name

SACRAMENTO AREA CHAPTER OF NARPM

Identifying number

68-0280193

Part I Electronic Return Information (whole dollars only)

1	Total gross receipts (Form 199, line 4)	1	42,291
2	Total gross income (Form 199, line 8)	2	42,291
3	Total expenses and disbursements (Form 199, Line 9)	3	36,512

Part II Settle Your Account Electronically for Taxable Year 2019
 4 ☐ Electronic funds withdrawal 4a Amount 0 4b Withdrawal date (mm/dd/yyyy) _____
Part III Banking Information (Have you verified the exempt organization's banking information?)
 5 Routing number _____
 6 Account number _____ 7 Type of account: ☐ Checking ☐ Savings
Part IV Declaration of Officer

I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, Box 4, I authorize an electronic funds withdrawal for the amount listed on line 4a.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2019 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's fee liability, the exempt organization will remain liable for the fee liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. **If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay.**

**Sign
Here**
 Signature of officer *Nail Maronick* Date 3/5/2020

 Title TREASURER
Part V Declaration of Electronic Return Originator (ERO) and Paid Preparer. See instructions.

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB; I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2019 Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

**ERO
Must
Sign**ERO's-
signature

Date

Check if
also paid
preparer ☒Check
if self-
employed ☒

ERO's PTIN

P01864551

Firm's name (or yours
if self-employed)
and address
MELANIE HIRSCH
5330 PRIMROSE DR. STE. 228
FAIR OAKS CA

Firm's FEIN

26-2646471

ZIP code

95628

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

**Paid
Preparer
Must
Sign**Paid
preparer's
signature

Date

Check
if self-
employed ☒

Paid preparer's PTIN

P01864551

Firm's name (or yours
if self-employed)
and address
MELANIE HIRSCH
5330 PRIMROSE DR. STE. 228
FAIR OAKS CA

Firm's FEIN

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ZIP code

95628

Date Accepted _____

DO NOT MAIL THIS FORM TO THE FTB

TAXABLE YEAR

2019**California e-file Return Authorization for
Exempt Organizations**

FORM

8453-EO

Exempt Organization name

SACRAMENTO AREA CHAPTER OF NARPM

Identifying number

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**Sign
Here**

 3/5/2020
 Signature of officer Date

 TREASURER
 Title

Part V Declaration of Electronic Return Originator (ERO) and Paid Preparer. See instructions.

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB; I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2019 Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

**ERO
Must
Sign**

ERO's- signature 	Date _____	Check if also paid preparer ☒	Check if self- employed ☒	ERO's PTIN P01864551
Firm's name (or yours if self-employed) and address	MELANIE HIRSCH 5330 PRIMROSE DR. STE. 228 FAIR OAKS CA			Firm's FEIN 26-2646471 ZIP code 95628

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

**Paid
Preparer
Must
Sign**

Paid preparer's signature 	Date _____	Check if self- employed ☒	Paid preparer's PTIN P01864551
Firm's name (or yours if self-employed) and address	MELANIE HIRSCH 5330 PRIMROSE DR. STE. 228 FAIR OAKS CA		
	Firm's FEIN 26-2646471	ZIP code 95628	

Date Accepted _____

DO NOT MAIL THIS FORM TO THE FTB

TAXABLE YEAR

2019**California e-file Return Authorization for
Exempt Organizations**

FORM

8453-EO

Exempt Organization name

SACRAMENTO AREA CHAPTER OF NARPM

Identifying number

68-0280193

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Part III Banking Information (Have you verified the exempt organization's banking information?)
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Part IV Declaration of Officer

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Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2019 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's fee liability, the exempt organization will remain liable for the fee liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. **If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay.**

**Sign
Here**

Signature of officer *Melanie Hirsch* Date 3/5/2020

TREASURER
Title

Part V Declaration of Electronic Return Originator (ERO) and Paid Preparer. See instructions.

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB; I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2019 Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

**ERO
Must
Sign**

ERO's- signature	Date	Check if also paid preparer ☒	Check if self- employed ☒	ERO's PTIN
<u><i>Melanie Hirsch</i></u>				P01864551
Firm's name (or yours if self-employed) and address	Firm's FEIN			
<u>MELANIE HIRSCH</u> <u>5330 PRIMROSE DR. STE. 228</u> <u>FAIR OAKS CA</u>	<u>26-2646471</u>			ZIP code <u>95628</u>

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

**Paid
Preparer
Must
Sign**

Paid preparer's signature	Date	Check if self- employed ☒	Paid preparer's PTIN
<u>MELANIE HIRSCH</u>			P01864551
Firm's name (or yours if self-employed) and address	Firm's FEIN		
<u>MELANIE HIRSCH</u> <u>5330 PRIMROSE DR. STE. 228</u> <u>FAIR OAKS CA</u>	<u>26-2646471</u>		ZIP code <u>95628</u>

**IRS e-file Signature Authorization
for an Exempt Organization**

OMB No. 1545-1878

Department of the Treasury
Internal Revenue Service

For calendar year 2019, or fiscal year beginning _____, 2019, and ending _____, 20____

▶ **Do not send to the IRS. Keep for your records.**▶ **Go to www.irs.gov/Form8879EO for the latest information.****2019**

Name of exempt organization

SACRAMENTO AREA CHAPTER OF NARPM

Employer identification number

68-0280193

Name and title of officer

Nick Maionch

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a	Form 990 check here	▶ ☐	b	Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	_____
2a	Form 990-EZ check here	▶ ☐	b	Total revenue, if any (Form 990-EZ, line 9)	2b	_____
3a	Form 1120-POL check here	▶ ☐	b	Total tax (Form 1120-POL, line 22).	3b	_____
4a	Form 990-PF check here	▶ ☐	b	Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	_____
5a	Form 8868 check here	▶ ☒	b	Balance Due (Form 8868, line 3c)	5b	0

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2019 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

☒ I authorize Hirsch CPA Tax Pros to enter my PIN 95628 as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the organization's tax year 2019 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☒ As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2019 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶

Nick Maionch

Date ▶

3/5/2020

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

685330

do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2019 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ Melanie Hirsch

Date ▶

3/4/2020

ERO Must Retain This Form—See Instructions**Do Not Submit This Form to the IRS Unless Requested To Do So**

For Paperwork Reduction Act Notice, see back of form.

Form **8879-EO** (2019)

HTA