Names and positions of each elected Board of Directors/Executive Committee positions

2018

Cindy Blyle- President

Elyse Pedersen- Vice President

Kim Cervantes- Treasurer

Sara Black- Secretary

2017

Todd Monohon- President

Cindy Blyle- Vice President

Sara Martin- Treasurer

Elyse Pedersen- Secretary

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Last Printed On:	3/26/2018 4:45:00 PM
As of Last Complete Printing	
Number of Pages:	1
Number of Words:	39
Number of Characters:	258

Form 990-N

Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)

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

OMB No. 1545-2085

2017

Open to Public Inspection

A For the 2017 Calendar year, or tax year beginning 2017-01-01 and ending 2017-12-31

B Check if available
- [ ] Terminated for Business
- [x] Gross receipts are normally $50,000 or less

C Name of Organization: SOUTHWEST WSHGTN CHPTR OF THE NTL ASSN OF RESIDENTAL PROPERTY MNGMNT
5500 Pacific Ave SE, Lacey,
WA, US, 98503

D Employee Identification Number 91-1907770

E Website:

F Name of Principal Officer: Southwest Washington Chapter of NARPM
5500 Pacific Ave SE, Lacey,
WA, US, 98503

Information copy.
Do not send to IRS.

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

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

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

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

2018 Budget Created February 2, 2018
Southwest Washington Chapter
NARPM

	Projected	Actual	
Income			
Member Contributions	$ 400.00		$ (400.00)
Education	$ 300.00		$ (300.00)
Raffle	$ 150.00	$ -	$ (150.00)
Chapter Incentive	$ 650.00	$ -	$ (650.00)
	$ -		$ -
	$ 1,500.00	$ -	$ (1,500.00)

Expenses				
Regional conference	raffle basket	$ 150.00		$ (150.00)
Leadership Airfare		$ 650.00		$ (650.00)
Summer Party		$ 300.00	$ -	$ (300.00)
Christmas Celebration		$ 600.00		$ (600.00)
Speakers lunches		$ 120.00	$ -	$ (120.00)
Gift cards		$ 400.00		$ (400.00)
Education		$ 60.00	$ -	$ (60.00)
Contributions		$ 150.00		$ (150.00)
Secretary of State filing		$ 10.00		$ (10.00)
		$ -	$ -	$ -
		$ -	$ -	$ -
			$ -	$ -
		$ -	$ -	$ -
		$ -	$ -	$ -
		$ -		$ -
		$ -		$ -
		$ -	$ -	$ -
		$ -	$ -	$ -
		$ -		$ -
		$ 2,440.00	$ -	$ (2,440.00)

National Association of Residential Property Managers
SOUTHWEST WASHINGTON CHAPTER OF NARPM

Board of Directors
MINUTES
April 25, 2017

Attendees:
Todd Monohon
Elyse Pedersen
Cindy Blyle

- Discussed reminding the chapter to check in during the meetings
- Discussed Cindy pre-assigning the ethics moment to members to be prepared before meeting
- Discussed the necessity to advertise for our upcoming sponsored class

- **Reviewed the remainder of assigned tasks to each board member:**

Todd	Cindy	Sarah	Elyse
! Contact Carl Supplee for May's meeting	Contact Tom Spahr for September meeting	**! Confirm current success with May's Topic/Speaker**	Set up clock hour class-pending list from Roy Gadley for **June**
Confirm Vantage's attendance for August panel	Contact Kelly Tollifson to speak in OCT on the benefits of NARPM?	Confirm VIS attendance for August panel	Confirm Mgnt Trust attendance for August panel
Contact Jeff Yanick for September meeting			

FEBRUARY: All Things Maintenance- *Todd*	AUGUST: HOA Panel, VIS/Susan Mitchell-*Sarah*, Vantage-*Todd*, Management Trust-*Elyse*
MARCH: Legislative update, Sean Martin & RHA lobbyist-*Todd*	SEPTEMBER: Collections/Tom Spahr-*Cindy* Jeff Yanick-*Todd*
APRIL: Acumen/carpet restoration, Great Floors/carpet life expectancy- *Sarah*	OCTOBER: *OPEN PENDING HOT TOPIC, Cindy to have Kelly Tollifson do class?*
MAY: On Base Housing- *Sarah*	NOVEMBER: Essentials of Risk Management Class on the **16th.**
JUNE: Roy Gadley Class, HUD Guidelines-*Elyse*	DECEMBER: Holiday Party
JULY: Summer Party	

Next Board Meeting: May 23rd 2017 at 11:30AM, Casa Mia 4426 Martin Way SE, Lacey, WA 98506

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As of Last Complete Printing
Number of Pages: 2
Number of Words: 224
Number of Characters: 1,308

National Association of Residential Property Managers
SOUTHWEST WASHINGTON CHAPTER OF NARPM

Board of Directors
MINUTES
May 23, 2017

Attendees:
Todd Monohon
Elyse Pedersen
Cindy Blyle
Kim Cervantes

- Discussed new treasurer elect Kim Cervantes and getting her all set up
- Discussed June's class.
  - Venue: Remax Building
  - Date: June 20th
  - Time: 1-4PM
  - Class (pending): Water Damage Mitigation, 3.5 hours.
- Discussed preparations for the summer party
  - $10 per person, enters member into drawing
  - Date: July 18th
  - Time: 3:00PM, Board members to help set up at 2:00PM.
- Discussed October's elections.

- **Reviewed the remainder of assigned tasks to each board member:**

Todd	Cindy	Kim	Elyse
Confirm Vantage's attendance for August summit	Contact Tom Spahr for September meeting	Organize snacks for June class	! Set up clock hour class-pending list from Roy Gadley for **June**
Contact Jeff Yanick for September meeting	Contact Kelly Tollifson to speak in OCT on the benefits of NARPM?	Confirm VIS attendance for August panel	Confirm Mgnt Trust attendance for August panel

FEBRUARY: All Things Maintenance- *Todd*	AUGUST: HOA Summit, VIS/Susan Mitchell-*Sarah*, Vantage-*Todd*, Management Trust-*Elyse*
MARCH: Legislative update, Sean Martin & RHA lobbyist-*Todd*	SEPTEMBER: Collections/Tom Spahr-*Cindy* Jeff Yanick-*Todd*
APRIL: Acumen/carpet restoration, Great Floors/carpet life expectancy- *Sarah*	OCTOBER: *OPEN PENDING HOT TOPIC, Cindy to have Kelly Tollifson do class?* *Elections for 2018 Board
MAY: On Base Housing- *Sarah*	NOVEMBER: Essentials of Risk Management Class on the **16th.**
JUNE: Roy Gadley Class, HUD Guidelines-*Elyse*	DECEMBER: Holiday Party
JULY: Summer Party- *Todd*	

Next Board Meeting: June 27th 2017 at 11:30AM, Casa Mia 4426 Martin Way SE, Lacey, WA 98506

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Number of Pages: 2
Number of Words: 256
Number of Characters: 1,440

National Association of Residential Property Managers
SOUTHWEST WASHINGTON CHAPTER OF NARPM

Board of Directors
MINUTES
June 27, 2017

Attendees:
Todd Monohon
Elyse Pedersen
Cindy Blyle
Kim Cervantes

- Discussed preparations for the summer party
  - $10 per person
  - Date: July 20th
  - Time: 3:00PM, Board members to help set up at 2:30.
  - $50 gift certificate for best story
  - Cindy to call members to invite
- Discussed October's elections.
- Discussed Cindy confirming November NARPM class details

- **Reviewed the remainder of assigned tasks to each board member:**

Todd	Cindy	Kim	Elyse
Confirm Vantage's attendance for August summit	Contact Tom Spahr for September meeting	Get food for summer NARPM party	Get food for summer NARPM party
Contact Jeff Yanick for September meeting	Contact Kelly Tollifson to speak in OCT on the benefits of NARPM?	Confirm VIS attendance for August panel	Confirm Mgnt Trust attendance for August panel

FEBRUARY: All Things Maintenance- *Todd*	AUGUST: HOA Summit, VIS/Susan Mitchell-*Sarah*, Vantage-*Todd*, Management Trust-*Elyse*
MARCH: Legislative update, Sean Martin & RHA lobbyist-*Todd*	SEPTEMBER: Collections/Tom Spahr-*Cindy* Jeff Yanick-*Todd*
APRIL: Acumen/carpet restoration, Great Floors/carpet life expectancy- *Sarah*	OCTOBER: *OPEN PENDING HOT TOPIC, Cindy to have Kelly Tollifson do class?* *Elections for 2018 Board
MAY: On Base Housing- *Sarah*	NOVEMBER: Essentials of Risk Management Class on the **16th.**
JUNE: Roy Gadley Class, HUD Guidelines-*Elyse*	DECEMBER: Holiday Party
JULY: Summer Party- *Todd*	

Next Board Meeting: July 24th 2017 at 11:30AM, Casa Mia 4426 Martin Way SE, Lacey, WA 98506

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Last Saved By: Elyse Pederson
Total Editing Time: 1 Minute
Last Printed On: 3/26/2018 4:46:00 PM
As of Last Complete Printing
Number of Pages: 1
Number of Words: 233
Number of Characters: 1,323

National Association of Residential Property Managers
SOUTHWEST WASHINGTON CHAPTER OF NARPM

Board of Directors
MINUTES
July 26, 2017

Attendees:
Todd Monohon
Elyse Pedersen
Cindy Blyle
Kim Cervantes

- Discussed Cindy to confirm NARPM class, Elyse to confirm registration forms and flyer
- Discussed Insurance company speaker, Kevin Sparks from State Farm, Cindy to contact.
- Discussed plans for Christmas Party, Marcados? Th the 14th?

- **Reviewed the remainder of assigned tasks to each board member:**

Todd	Cindy	Kim	Elyse
Confirm Vantage's attendance for August summit	Contact Tom Spahr for September meeting	Purchase $50 gift card for winner of Summer Party Best Story	Confirm Mgnt Trust attendance for August panel
Contact Jeff Yanick for September meeting	Contact Kelly Tollifson to speak in OCT on the benefits of NARPM?	Confirm VIS attendance for August panel	

FEBRUARY: All Things Maintenance- *Todd*	AUGUST: HOA Summit, VIS/Susan Mitchell-*Sarah*, Vantage-*Todd*, Management Trust-*Elyse*
MARCH: Legislative update, Sean Martin & RHA lobbyist-*Todd*	SEPTEMBER: Preparing for court/ Jeff Yanick? Todd
APRIL: Acumen/carpet restoration, Great Floors/carpet life expectancy- *Sarah*	OCTOBER: *Insurance Company Speaker- Cindy* *Elections for 2018 Board
MAY: On Base Housing- *Sarah*	NOVEMBER: Essentials of Risk Management Class on the **16th.**
JUNE: Roy Gadley Class, HUD Guidelines-*Elyse*	DECEMBER: Holiday Party
JULY: Summer Party- *Todd*	

Next Board Meeting: August 22th 2017 at 11:30AM, Casa Mia 4426 Martin Way SE, Lacey, WA 98506

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As of Last Complete Printing
Number of Pages: 1
Number of Words: 212
Number of Characters: 1,245

National Association of Residential Property Managers
SOUTHWEST WASHINGTON CHAPTER OF NARPM

Board of Directors
MINUTES
August 22, 2017

Attendees:
Todd Monohon
Cindy Blyle
Kim Cervantes

- Discussed Cindy to notify of new 2018 board members and book November 13th trip.
- Discussed Kim to remove Sarah Martin from savings account.
- Elyse to send Kim list of current members.
- **Reviewed the remainder of assigned tasks to each board member:**

Todd	Cindy	Kim	Elyse
Contact Owner of Fairway Collections for Sept	Contact Kevin Sparks for October meeting	Contact PM companies about NARPM Class	

FEBRUARY: All Things Maintenance- *Todd*	AUGUST: HOA Summit, VIS/Susan Mitchell- *Sarah*, Vantage-*Todd*, Management Trust-*Elyse*
MARCH: Legislative update, Sean Martin & RHA lobbyist-*Todd*	SEPTEMBER: Preparing for court/ Jeff Yanick? Todd
APRIL: Acumen/carpet restoration, Great Floors/carpet life expectancy- *Sarah*	OCTOBER: *Insurance Company Speaker- Cindy*
MAY: On Base Housing- *Sarah*	NOVEMBER: Essentials of Risk Management Class on the **16th.**
JUNE: Roy Gadley Class, HUD Guidelines- *Elyse*	DECEMBER: Holiday Party- Cindy's House?
JULY: Summer Party- *Todd*	

Next Board Meeting: September 26th 2017 at 11:30AM, Casa Mia 4426 Martin Way SE, Lacey, WA 98506

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As of Last Complete Printing
Number of Pages: 1
Number of Words: 170
Number of Characters: 1,002

National Association of Residential Property Managers
SOUTHWEST WASHINGTON CHAPTER OF NARPM

Board of Directors
MINUTES
September 28th, 2017

Attendees:
Todd Monohon
Cindy Blyle
Elyse Pedersen

- Discussed October's speaker/meeting
- Discussed Novembers NARPM class and registration
- Sara Black to join us for October board meeting
- Discussed preparations for chapter excellence
- Discussed Holiday party, at Cindy's December 14th (pending confirmation)
- **Reviewed the remainder of assigned tasks to each board member:**

Todd	Cindy	Kim	Elyse
Bring pad of paper for brainstorming Hot Topics OCT	Contact Kevin Sparks for October meeting	Contact PM companies about NARPM Class	

FEBRUARY: All Things Maintenance- *Todd*	AUGUST: HOA Summit, VIS/Susan Mitchell-*Sarah*, Vantage-*Todd*, Management Trust-*Elyse*
MARCH: Legislative update, Sean Martin & RHA lobbyist-*Todd*	SEPTEMBER: Preparing for court/ Jeff Yanick? Todd
APRIL: Acumen/carpet restoration, Great Floors/carpet life expectancy- *Sarah*	OCTOBER: *Insurance Company Speaker- Cindy* Need to brainstorm hot topics for 2018
MAY: On Base Housing- *Sarah*	NOVEMBER: Essentials of Risk Management Class on the **16th.**
JUNE: Roy Gadley Class, HUD Guidelines-*Elyse*	DECEMBER: Holiday Party- Cindy's House?
JULY: Summer Party- *Todd*	

Next Board Meeting: October 24th 2017 at 11:30AM, Casa Mia 4426 Martin Way SE, Lacey, WA 98506

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Number of Pages: 1
Number of Words: 180
Number of Characters: 1,112

National Association of Residential Property Managers

SOUTHWEST WASHINGTON CHAPTER OF NARPM

MINUTES

Tuesday, March 21, 2017

Attendees:

Elyse Pedersen	Mekanna Aneu
Sarah Martin	Ernie Dittmann
Felicia Glenn	Lori Delong
Kim Mulligan	Daniela Anderson
Sandra Burkhamer	Todd Monohon
Kim Cervantes	Wade Hough

Lunch
Meeting called to order at 11:30.
Introductions of all present.

Speakers: Sean Martin and Kyle Woodring
Topics Discussed: Legislative Update

- Seattle Move-In Fee Caps- Capped at no more than first month's rent, payment plans up to 6 months, pet rent banned,
- Source of Income Legislation- Section 8 Protections, Source of income protections
- First in time amendment
- "Tenant Protections"
- Rental Housing Inspections
- State Legislature, Source of Income, Rent increase notice, Increased termination notice.

New Business:

- Discussed the loop hole with tenant (unauthorized) "guests" and how tenant landlord law does not apply to them. Actively working on getting resolved.
- Discussed Broker Owner Conference
- Discussed NARPM upcoming sponsored classes. 6 around the state and counts towards license.
- Discussed Designations, process and benefits, other positions can also get certified i.e. maintenance, office staff.

Next Meeting: On Base Housing

Next meeting: Tuesday, April 18th, 2017 @ 11:30 Puerto Vallarta Restaurant 1400 Galaxy Dr Lacey.

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Last Printed On: 3/26/2018 4:46:00 PM
As of Last Complete Printing
Number of Pages: 1
Number of Words: 195
Number of Characters: 1,112

"NOT THE NORMAL TIME……NOT THE NORMAL PLACE"

NOT THE NORMAL SUMMER PARTY

Join us Thursday July 20th @ 3PM for

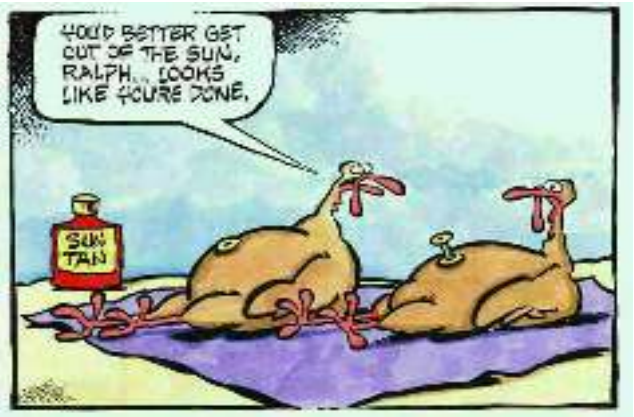
"Mystery Gourmet Treats" and a variety of Alcoholic Beverages!

Hosted by Todd Monohon

5407 Peninsula Dr SE Olympia, WA 98513

$10 per person

Take some time away from that busy summer chaos and hangout with your fellow NARPM members on the lake.



You'll want to brainstorm and bring to the table a quick **CRAZY** PM story to win a **$50 GIFT CARD TO RICARDO'S.**

RICARDO'S
the place for steak...period

Please RSVP by responding to elyse@hometownpm.com

Add a plus one onto the roster (with a background check and double deposit 😉)

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As of Last Complete Printing	
Number of Pages:	2
Number of Words:	106
Number of Characters:	485

National Association of Residential Property Managers

SOUTHWEST WASHINGTON CHAPTER OF NARPM

MINUTES

Tuesday, August 15, 2017

Attendees:

Elyse Pedersen	Melissa Smith	Sue Smith
Sarah Black	Ernie Dittmann	Rebecca Paramore
Felicia Glenn	Cindy Blyle	Leah Hawtin
Lee Blyle	Nicki Black	Wade Hough
Kim Mulligan	Daniela Anderson	Kim Cervantes
Sandra Burkhamer	Todd Monohon	

Lunch
Meeting called to order at 11:30.
Introductions of all present.

Speakers: Gina Buchanan representive from The Management Trust
Topics Discussed: Building a better relationship and working with the HOA
-Discussed the biggest challenges working with tenants from both stand points.
Concerns from the HOA: Tenants not being given enough information and aren't being educated as to what is expected of them. Tenants, owners, and PM's not understanding the processes and how the HOA functions.
-Discussed HOA being non-profit and not having enough staff, and the inability to make decisions without board approval.
-Discussed the benefit for PM's to attend board meetings.
-Discussed how home owners should not consider themselves separate from the HOA, they pay the dues, they are the HOA.
Concerns from PM's: ACC Application requirments, lack of communication and inability to contact HOA, compliance letters not being sent to owner, tenant, and PM, inconsistent standards of HOA boards and constant board member changes, unrealistic time constraints, common areas not being held to the same standards as individual properties, exterior modifications vs. general maintenance, the concern tenants have that HOA's pick on them for being tenants, HOA's unwillingness to work with PM's, owners only.

-Discussed Home First and their role in the community.

Code of Ethics: 1-3 The Property Manager shall comply with all relevant local and state ordinances regarding the real estate law, licensing, insurance, and banking. Presented by Lee Blyle

New Business:

- Elections for 2018 board members
-Awarded gift certificate from summer party story contest

Next meeting: Tuesday, September 19th, 2017 @ 11:30 Puerto Vallarta Restaurant 1400 Galaxy Dr Lacey.

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Last Printed On: 3/26/2018 4:47:00 PM
As of Last Complete Printing
Number of Pages: 1
Number of Words: 310
Number of Characters: 1,750

YOU ARE INVITED TO THE NORTHWEST WASHINGTON NARPM CHAPTER

HOLIDAY PARTY

DECEMBER 12TH, 4-6:30PM @

MERCATO RISORANTE

Mercato Banquet Appetizers provided:

Antipasta, Prawns Caprese, Breaded Calamari, Bruschetta, Ceasar Salad and light deserts, Soft Drinks, Beer and Wine

$10 for members

$35 non-members/guests

$25 GIFT EXCHANGE

111 Market St. NE Olympia, WA 98501

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Number of Pages:	1
Number of Words:	50
Number of Characters:	298

National Association of Residential Property Managers
SOUTHWEST WASHINGTON CHAPTER OF NARPM

Board of Directors
MINUTES
January 25, 2017

Attendees:
Todd Monohon
Cindy Blyle
Sarah Martin
Elyse Pedersen

Reviewed last meeting minutes:

- Discussed all board members receiving access to Dropbox
- Discussed delegating website updates to Fred at TJ Guyer
- Discussed reaching out to other property management companies to increase membership:
  Grays Harbor-*Cindy*
  Thurston County-*Elyse*
- Discussed estimated budget-*Sarah*
- Confirmed $500 donation
- **Began planning topics for the year:**

FEBRUARY: Topic: Military Liaison/Jag-*Sarah*	AUGUST: HOA Panel, VIS/Susan Mitchell-*Sarah*, Vantage-*Todd*, Management Trust-*Elyse*
MARCH: Legislative update, Sean Martin & RHA lobbyist-*Todd*	SEPTEMBER: Collections/Tom Spahr-*Cindy*
APRIL: Maintenance-*Todd*	OCTOBER: *OPEN PENDING HOT TOPIC*
MAY: Pet Damage/Carpet- Damage insurance-*Todd*, Acumen/carpet restoration-*Sarah*, Great Floors/carpet life expectancy- *Cindy*	NOVEMBER: Essentials of Risk Management Class on the **16th.**
JUNE: Roy Gadley Class, HUD Guidelines	DECEMBER: Holiday Party
JULY: Summer Party	

Next Board Meeting: February 28th 2017 at 11:30AM, Casa Mia 4426 Martin Way SE, Lacey, WA 98506

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Number of Pages: 1
Number of Words: 149
Number of Characters: 1,007

National Association of Residential Property Managers

SOUTHWEST WASHINGTON CHAPTER OF NARPM

MINUTES

Tuesday, May 16, 2017

Attendees:

Elyse Pedersen	Cindy Blyle
Ernie Dittmann	Lee Blyle
Felicia Glenn	Lori Delong
Kim Mulligan	Daniela Anderson
Todd Monohon	Sara Black
Kim Cervantes	Melissa Smith

Lunch
Meeting called to order at 11:30.
Introductions of all present.

Hot Topics: Broke up into groups to discuss hot topics

Group #1 Topics: Pets/Damage/Fees, Getting interest for new hires in the property management field
Group #2 Topics: Deceased Tenants, "How to sleep at night"- how to deal with tenants and owners that make it "personal"
Group #3 Topics: Unresponsive owners, Increase in homes for sale

New Business:

- Discussed failed attempt to set up military liaison speaker
- Voted in new Treasurer to replace Sarah Martin, new treasurer to be Kim Cervantes
- Discussed Designation Courses

Ethics Moment: Presented and discussed by Lori Delong
1-2 *The property manager shall cooperate with the governmental agency charged with Regulating the practice of property managers.*

Next meeting: Tuesday, June 20th, 2017; *pending class*

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Last Printed On: 3/26/2018 4:47:00 PM
As of Last Complete Printing
Number of Pages: 1
Number of Words: 166
Number of Characters: 911

National Association of Residential Property Managers
SOUTHWEST WASHINGTON CHAPTER OF NARPM

Board of Directors
MINUTES
February 28, 2017

Attendees:
Todd Monohon
Sarah Martin
Elyse Pedersen

Reviewed last meeting minutes:

- Reviewed our chapter's member ledger to see who still needs to sign up.
- Discussed incorporating an *Ethics Moment* into each meeting- Cindy
- Discussed delegating website updates to Fred at TJ Guyer
- Need to get thank you cards-Elyse
- **Revised scheduled topics for the year:**

FEBRUARY: ***All Things Maintenance- Todd***	AUGUST: HOA Panel, VIS/Susan Mitchell-*Sarah*, Vantage-*Todd*, Management Trust-*Elyse*
MARCH: Legislative update, Sean Martin & RHA lobbyist-*Todd*	SEPTEMBER: Collections/Tom Spahr-*Cindy* ***Jeff Yanick-Todd***
APRIL: ***On base housing-Sarah***	OCTOBER: *OPEN PENDING HOT TOPIC*
MAY: Acumen/carpet restoration-*Sarah*, Great Floors/carpet life expectancy- *Cindy*	NOVEMBER: Essentials of Risk Management Class on the **16th.**
JUNE: Roy Gadley Class, HUD Guidelines-Elyse	DECEMBER: Holiday Party
JULY: Summer Party	

Next Board Meeting: March 28th 2017 at 11:30AM, Casa Mia 4426 Martin Way SE, Lacey, WA 98506

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As of Last Complete Printing
Number of Pages: 1
Number of Words: 147
Number of Characters: 910

National Association of Residential Property Managers

SOUTHWEST WASHINGTON CHAPTER OF NARPM

MINUTES

Tuesday, February 21, 2017

Attendees:

Elyse Pedersen	Cindy Blyle
Sara Black	Cheri Piles
Felicia Glenn	Lori Delong
Kim Mulligan	Daniela Anderson
Sue Smith	Lee Blyle
Kim Cervantes	Todd Monohon
Wade Hough	Jenny Schiemer

Lunch
Meeting called to order at 11:30.
Introductions of all present.

Speakers: Todd Monohon on All Things Maintenance

Topics Discussed:

Hot tub filters and local vendors
Septic overview, operations, tenant negligence. County says pump every 3 years, too often?
Grease can also be soap, liquids no solids, get info from owner regarding the septic system and educate your tenants
Wood stoves, operations, smoke coming into the house, unlikely plugged up. Check to see if the top of the chimney looks clear, how to clear the cold air.
Water shut off, locations.
Gas shut off, locations.
Overview on furnace filters, electric breakers, and GFI's
How to troubleshooting when a refrigerator is leaking, operations of a refrigerator.
Operations and troubleshooting of a garbage disposal.

Next Meeting: Discussing the results from Hill Day with Kyle Woodring and Sean Martin

Next meeting: Tuesday, March 21st, 2017 @ 11:30 Puerto Vallarta Restaurant 1400 Galaxy Dr Lacey.

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As of Last Complete Printing
Number of Pages: 1
Number of Words: 190
Number of Characters: 1,038

National Association of Residential Property Managers

SOUTHWEST WASHINGTON CHAPTER OF NARPM

MINUTES

Tuesday, April 18, 2017

Attendees:

Elyse Pedersen	Lee Blyle	Cindy Blyle
Sarah Martin	Ernie Dittmann	Sara Black
Felicia Glenn	Lori Delong	Nikki Black
Kim Mulligan	Daniela Anderson	Cheri Piles
Todd Monohon	Jenny Schiemer	Pat Ward
Kim Cervantes	Sue Smith	

Lunch
Meeting called to order at 11:30.
Introductions of all present.

Speaker: Marco Roblos with Rainbow Carpet Cleaning
Topics Discussed: Carpet cleaning/dye/stain treatment/ bleach spot treatment/options and pet damage detection and solutions

Speaker: Pat Ward with Great Floors
Topics Discussed: Nylon Vs. Polyester carpeting pro's and con's. Discussed life expectancy of carpet being 10 years. Not a lot of recourse for a warranty claim on carpet. Re-stretching is usually the result of poor initial installation or cheap padding. Discussed laminate flooring pro's and con's and the improvements made over the years, especially concerning moisture barriers and being scratch resistant. 12-20 year life span on the new laminate. No wet mopping any laminate flooring. Compared laminate to hardwood floors pro's and con's. Discussed ever changing patterns and the importance of buying an extra box. Higher grade pad and lower grade carpet will last just as long as higher grade carpet.

Ethics Moment:
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.
Presented by Cindy Blyle: A current situation in which a homeowner has requested the tenants deposit to be held for carpet replacement when the carpet has exceeded its life expectancy. Although she is representing the owner, she does not feel it is ethical to take advantage of the tenant's deposit.

New Business:
- Reviewed article in "Residential Resources"
- Assistance with selecting next clock hour class set up by chapter board members
- NARPM classes go towards license renewal and designations
- National Hill Day

Next Meeting: On Base Housing

Next meeting: Tuesday, May 16th, 2017 @ 11:30 Puerto Vallarta Restaurant 1400 Galaxy Dr Lacey.

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As of Last Complete Printing
Number of Pages: 1
Number of Words: 333
Number of Characters: 1,827

National Association of Residential Property Managers

SOUTHWEST WASHINGTON CHAPTER OF NARPM

MINUTES

Tuesday, November 21, 2017

Attendees:

Elyse Pedersen	Cindy Blyle	Tom Guyer	Steve Garrett
Sara Black	Cheri Piles	Leah Hawtin	
Lori Delong	Ronnie Stewart	Bonnie Belden Doney	
Kim Mulligan	Melissa Smith	Dani Dillashaw	
Lee Blyle	Joe Bicondoal	Katie Arrott	
Kim Cervantes	Todd Monohon	Ernie Dittman	

Lunch
Meeting called to order at 11:30.
Introductions of all present.

Guest Speaker: Mary Ann Strickler

Panel Topic: Open Forum

Opened with a story regarding HUD and a recent encounter in which Cindy Blyle and Mary Ann Strickler were involved in regards to discrimination of a service animal.

Key tips:

- **Don't say much over the phone**
- **Make sure to have a good paper trail to include a phone log**
- **Make sure you have good insuarance**
- **Be specific of pet restrictions i.e. "small pets negotiable" instead of "pets negotiable"**

Open Forum continued
Some topics discussed:

- **Evicting on a ten day**
- **Service animials and procedures**

Ethics Moment: 1-6 The Property Manager shall use reasonable efforts to ensure that information on his or her website, or that of his or her Firm, is current and accurate. If it becomes apparent that information on the website is not current or accurate, then the Property Manager shall promptly take corrective action.

Discussed Holiday Party; Tues Dec 12th 4-6:30PM, Gift exchange, invite past speakers

Discussed Cindy's trip to National.
Key Points: Getting more support from the chapter
Planning NW State Conference May 17th, 18th, 19th.

Closed with a few stories from our vendors.

Next meeting: Tuesday, January 16th, 2018 @ 11:30 Puerto Vallarta Restaurant 1400 Galaxy Dr Lacey.

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As of Last Complete Printing
Number of Pages: 1
Number of Words: 262
Number of Characters: 1,382

National Association of Residential Property Managers
SOUTHWEST WASHINGTON CHAPTER OF NARPM

Board of Directors
MINUTES
March 28, 2017

Attendees:
Todd Monohon
Sarah Martin
Elyse Pedersen
Cindy Blyle

- Discussed getting clock hours class scheduled for June-Elyse
- Discussed incorporating an *Ethics Moment* into each meeting- Cindy
- Discussed delegating website updates to Sarah Black and Fred at TJ Guyer to work on membership
- Discussed revising the sign in sheet to include classification and eliminate signature
- Discussed reaching out to property management companies in Yelm, Aberdeen, Shelton, Dupont, and Olympia
- Discussed sending out mid-weekly reminders
- **Revised scheduled topics for the year:**

FEBRUARY: All Things Maintenance- *Todd*	AUGUST: HOA Panel, VIS/Susan Mitchell-*Sarah*, Vantage-*Todd*, Management Trust-*Elyse*
MARCH: Legislative update, Sean Martin & RHA lobbyist-*Todd*	SEPTEMBER: Collections/Tom Spahr-*Cindy* Jeff Yanick-*Todd*
APRIL: Acumen/carpet restoration, Great Floors/carpet life expectancy- *Sarah*	OCTOBER: *OPEN PENDING HOT TOPIC, Cindy to have Kelly Tollifson do class?*
MAY: On Base Housing- *Sarah*	NOVEMBER: Essentials of Risk Management Class on the **16th.**
JUNE: Roy Gadley Class, HUD Guidelines-*Elyse*	DECEMBER: Holiday Party
JULY: Summer Party	

Next Board Meeting: Apri 25th 2017 at 11:30AM, Casa Mia 4426 Martin Way SE, Lacey, WA 98506

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Number of Pages: 1
Number of Words: 180
Number of Characters: 1,119

National Association of Residential Property Managers

SOUTHWEST WASHINGTON CHAPTER OF NARPM

MINUTES

Tuesday, September 19, 2017

Attendees:

Elyse Pedersen	Dan Hunt	Sue Smith	Kim Mulligan
Sarah Black	Ernie Dittmann	Cheri Piles	Daniela Anderson
Felicia Glenn	Cindy Blyle	Melissa Smith	Nicole Black
Lee Blyle	John Near	Kim Cervantes	Todd Monohon
Lori Delong			

Lunch
Meeting called to order at 11:30.
Introductions of all present.

Speakers: Jim Henderson from Landlord Solutions Inc
Topics Discussed: How to prepare for court
1. Think about the end at the beginning. Keep excellent records. Create a timeline of events. 2. Stick to the facts. Avoid drama, focus on behavior not the person. Don't interrupt, be polite. Answer with short answers. 3. Be organized. Be prepared to cite RCW, have copies for judge and tenant. 4. Keep your motion to 10 minutes, practice before court, visit small claims session before hearing. 5. Bring evidence. Notices, ledger, photos (5-10), receipts, signed move in checklist, rental agreement.

Code of Ethics: 1-4 The property manager will comply with all federal and state antitrust laws and shall follow the NARPM Antitrust Policy and ant related procuedures. Presented by Melissa Smith

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Next meeting: Tuesday, October 17th, 2017 @ 11:30 Puerto Vallarta Restaurant 1400 Galaxy Dr Lacey.

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Number of Pages: 1
Number of Words: 197
Number of Characters: 1,063

National Association of Residential Property Managers

SOUTHWEST WASHINGTON CHAPTER OF NARPM

MINUTES

Tuesday, October 17, 2017

Attendees:

Elyse Pedersen	Sue Smith
Sarah Black	Daniela Anderson
Melissa Smith	Todd Monohon
Kim Cervantes	Kim Mulligan
Lori Delong	Joe Bicondoa

Lunch
Meeting called to order at 11:30.
Introductions of all present.

Speaker: Kevin Sparks, Allstate Insurance

Topics Discussed:

1. Benefits of Additional insurance
2. Benefits of umbrella policies, essential for owners with multiple properties
3. Insurance for aggressive pet breeds
4. Insurance for pools and trampolines
5. Risk Management
6. Property Insuarnace- Loss of items not generally covered, ie. W/D, microwave.
7. Drop down coverages
8. Liability limits

Brain stormed topics for 2018:

1. **Mold**
2. **Repuation management**
3. **Owner management**
4. **HUD guidelines**
5. **Legal Advice- Mary Ann Strickler**
6. **HOA management**
7. **Todd maintenance, open forem**
8. **Vender Management**
9. **Hostile Situations**
10. **Dealing/Preparing for shoppers**

Next meeting: January 16, 2017 @ 11:30 Puerto Vallarta Restaurant 1400 Galaxy Dr Lacey.

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As of Last Complete Printing
Number of Pages: 1
Number of Words: 153
Number of Characters: 883

SW WASHINGTON NONIATIONS FROM THE FLOOR FOR 2018 BOARD MEMBERS

Elections took place from the floor at the end of the August 15th 2017 Chapter Meeting.

Todd Monohan presided as the Chair for the elections.

Todd Monohon said, Cindy Blyle for President and asked if there were any further nominations for President?

Cindy Blyle nominated Elyse Pedersen for Vice Preident and asked for further nominations for Vice President.

Todd Monohon nominated Sara Black for Secretary and asked if there were any further nominations for Secretary.

Elyse Pedersen nominated Kim Cervantes for Treasurer and asked if there were futher nominations for Treasurer.

There were no further nominations for Board members and Todd Monohon closed nominations.

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