

Board of Directors Minutes

NAME: Triangle Chapter of NARPM
DATE: September 21, 2017
LOCATION: 111 Realtors Way,
Cary, NC 27513

ATTENDEES: Travis Register, Vice President, Membership Chair
Marybeth Neblett, Treasurer/Communications Chair
Colleen Rhynders, Secretary/Hospitality-Meetings Chair

WELCOME AND CALL TO ORDER

Vice President Travis Register called the meeting of the Triangle Chapter of the National Association of Residential Property Managers to order at 9:35 a.m. on September 21, 2017

ROLL CALL

Roll call was given and a quorum was present at the meeting

STRATEGIC/INDUSTRY DISCUSSION

Minutes of July 20, 2017 meeting reviewed. Colleen Rhynders approved and Marybeth Neblett seconded. Minutes were adopted.

TREASURER'S REPORT

Marybeth Neblett gave report. Current bank balance is \$21,321.73

COMMITTEE REPORT

Membership Committee – Travis Register will be reaching out to the current members directly to get them more involved and to have them assist us in growing membership. Travis will also be reaching out to past members to get them back involved.

Affiliates Committee – Work continues on signing up affiliates.

Hospitality/Meetings – Working on speakers for this year and trying to find affiliates to sponsor the lunch.

Communications Committee – Chapter website updates on-going. Working on bi-monthly newsletter to be sent during non-meeting months. Chapter is considering a Facebook page.

CONSENT AGENDA

None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

DISCUSSION ITEMS

We discussed that National is looking for each chapter to donate an item for the NARPM PAC silent auction which we be held at the National Convention in Orlando. A motion to purchase a \$500 Visa gift card to donate was made, seconded, and carried.

We discussed that the President and President-Elect must go to St. Louis to a 1 day leadership training in November, at chapter's expense. We decided that Colleen will wait until next year to attend as President-Elect, since she is holding that office for 2 years.

Next Board Meeting proposed to be held on November 16, 2017 at 9:30 a.m. at the RRAR offices at 111 Realtors Way, Cary, NC 27513. Motion was made, seconded and carried.

No further business to come before the directors, the meeting was adjourned.

Colleen Rhynders
Chapter Secretary

Board of Directors Strategic Planning Minutes

NAME: Triangle Chapter of NARPM
DATE: December 15, 2017
LOCATION: 1401 Sunday Drive, Suite 113
Raleigh, NC 27607

ATTENDEES: Cindy Minion, President
Travis Register, President-Elect, Membership Chair
Marybeth Neblett, Treasurer/Communications Chair
Colleen Rhynders, Secretary/Hospitality-Meetings Chair
Fred Fetterolf, Incoming Secretary, Legislative Chair

DISCUSSION ITEMS

We have set a goal to hold 2 NARPM classes in 2018.

We have our state conference planned for February 16, 2018.

We discussed ways to continue to grow our membership.

We discussed the core committees. Each Board member volunteered to chair a committee. Marybeth Neblett made a motion to have the Board members be “acting chair” initially and Cindy Minion seconded. At January’s meeting, the Board will take a few minutes to give a brief description of each committee to the membership. Volunteer sign-up sheets will be available for each committee following the meeting.

Meeting schedule/speakers were discussed: tentative schedule

Jan 18-“Tax Prep for Your Business”
Feb 15&16- Our state conference/NARPM class
March 15- Continuing Ed class on PM with RRAR
May 17- “Are You Profitable?”
July 19- Disaster Preparedness -“How Do You Survive a Disaster?”
Sept 20- Safety Month (local deputy to come and speak)
Nov 15- NARPM class

No further business to come before the directors, the meeting was adjourned.

Colleen Rhynders
Chapter Secretary

Board of Directors Minutes

NAME: Triangle Chapter of NARPM

DATE: May 18, 2017

LOCATION: 111 Realtors Way,
Cary, NC 27513

ATTENDEES: Cindy Minion, President

Travis Register, Vice President

Marybeth Neblett, Treasurer/Communications Chair

WELCOME AND CALL TO ORDER

President Cindy Minion called the meeting of the Triangle Chapter of the National Association of Residential Property Managers to order at 9:30 a.m. on May 18, 2017

ROLL CALL

Roll call was given and a quorum was present at the meeting

STRATEGIC/INDUSTRY DISCUSSION

Minutes of March 16, 2017 meeting reviewed. Marybeth Neblett approved and Travis Register seconded. Minutes were adopted.

TREASURER'S REPORT

Marybeth Neblett gave report. Current bank balance is \$21,803.03.

COMMITTEE REPORT

Affiliates Committee: Potential new affiliates have been identified – PropertyWare and Sears Commercial. A new Affiliate Membership Application was presented for review. Adoption of new application was proposed by Travis Register and seconded by Cindy Minion. New application adopted effective immediately.

CONSENT AGENDA

None

UNFINISHED BUSINESS

Speakers needed for the balance of the year. July meeting will be about Surviving A Disaster: Disaster Preparedness from the perspective of the property management businesses (office, employees, technology impacts). Travis Register will spearhead bringing together resources for a panel discussion / presentation.

Proposed (paid) speaker for September meeting – Jim Roman. Given the quality of the

speaker, suggestion was made to have a longer meeting, perhaps from 9-12. Cindy Minion to reach out to Jim to check availability and topic possibilities. November meeting speaker/topic still to be decided.

NEW BUSINESS

None

DISCUSSION ITEMS

Discussion was held regarding the \$2500 donation made by the Triangle Chapter to the Realtor Foundation of Wake County. Additional opportunities discussed regarding My Journey Bag, additional contributions or areas for service projects in the future. Additional discussion needed.

Given the depth of the Chapter's bank account, a discussion was held as to how best to spend some of the money. The following suggestions were put forth:

- Registration giveaway for National Conference in October – (2) plus 1 yr membership
- Grand Prize would include registration, 2 nights hotel, and \$100 spending money
- Convention drawings would be held in July – bring business card, must be present to win
- September drawing – giveaway 1 year membership dues
- December drawing – Broker / Owner giveaway
- Membership drive incentives – have drawing for 1st year dues at July meeting
- Suggestion was made to have an Affiliate appreciate lunch or a Chapter Social
- Suggestion made to have a January kickoff event – meet the new board, etc.

Cindy Minion will talk with National to see if any of these suggestions are not allowed.

Marybeth Neblett will send PMC and NARPM membership lists to Travis Register to utilize re: membership drive

Discussion was held around doing a survey to see what members and potential members would like to see Triangle Chapter present, get involved in, etc.

Next Board Meeting proposed to be held on July 20, 2017 at 9:30 a.m. at the RRAR offices at 111 Realtors Way, Cary, NC 27513. Motion was made, seconded and carried.

No further business to come before the directors, the meeting was adjourned.

Marybeth Neblett

Chapter Treasurer (for Colleen Rhynders, Chapter Secretary)

Triangle Chapter NARPM

2017

Officers & Directors

Cindy Minion, President

Travis Register, President-Elect

Marybeth Neblett – Treasurer

Colleen Rhynders, Secretary

Committee Chairs

Travis Register, Membership Chair

Marybeth Neblett, Communications Chair

Colleen Rhynders, Hospitality Chair

Tara Hargrove, Meetings Chair

Rodna Shontz, Affiliates Chair

Fred Fetterolf, Legislative Chair

Cindy Minion, 2017 Expo Chair

Rose Turco, Education Chair

2017 Expo Committee

Rodna Shontz

Travis Register

Marybeth Neblett

Rodna Shontz

Colleen Rhynders

Tara Hargrove

Rose Turco

Board of Directors Minutes

NAME: Triangle Chapter of NARPM

DATE: January 19, 2017

LOCATION: 111 Realtors Way,
Cary, NC 27513

ATTENDEES: Cindy Minion, President

Marybeth Neblett, Treasurer/Communications Chair

Colleen Rhynders, Secretary/Hospitality-Meetings Chair

WELCOME AND CALL TO ORDER

President Cindy Minion called the meeting of the Triangle Chapter of the National Association of Residential Property Managers to order at 9:45 a.m. on January 19, 2017

ROLL CALL

Roll call was given and a quorum was present at the meeting

STRATEGIC/INDUSTRY DISCUSSION

Minutes of December 2, 2016 meeting reviewed. Marybeth Neblett approved and Colleen Rhynders seconded. Minutes were adopted.

TREASURER'S REPORT

Marybeth Neblett gave report. Current bank balance is \$21,953.23

COMMITTEE REPORT

Membership Committee - We are continuing to reach out to at-large members for our area to get them to join the local chapter.

Affiliates Committee – Work continues on signing up affiliates. Several have committed for 2017 Property Management Conference and Expo

Hospitality/Meetings – Working on speakers for this year and trying to find affiliates to sponsor the lunch

Communications Committee – Chapter website updates on-going. Working on bi-monthly newsletter to be sent during non-meeting months

CONSENT AGENDA

None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

DISCUSSION ITEMS

Discussed 2017 Property Management Conference and Expo. Expo Committee is still working on lining up vendors. Speakers are all set and their hotel reservations are being made. We reviewed the time structure for the day and decided that there will be 3 tracks for the day.

Next Expo Committee meetings are to be held on February 3, 2017 and February 10, 2017 at Barker Realty office.

Next Board Meeting proposed to be held on March 16, 2017 at 9:30 a.m. at the RRAR offices at 111 Realtors Way, Cary, NC 27513. Motion was made, seconded and carried.

No further business to come before the directors, the meeting was adjourned.

Colleen Rhynders
Chapter Secretary

Board of Directors Minutes

NAME: Triangle Chapter of NARPM

DATE: July 20, 2017

LOCATION: 111 Realtors Way,
Cary, NC 27513

ATTENDEES: Cindy Minion, President
Travis Register, Vice President, Membership Chair
Marybeth Neblett, Treasurer/Communications Chair
Colleen Rhynders, Secretary/Hospitality-Meetings Chair

WELCOME AND CALL TO ORDER

President Cindy Minion called the meeting of the Triangle Chapter of the National Association of Residential Property Managers to order at 9:40 a.m. on July 20, 2017

ROLL CALL

Roll call was given and a quorum was present at the meeting

STRATEGIC/INDUSTRY DISCUSSION

Minutes of May 18, 2017 meeting reviewed. Travis Register approved and Marybeth Neblett seconded. Minutes were adopted.

TREASURER'S REPORT

Marybeth Neblett gave report. Current bank balance is \$21,321.73

COMMITTEE REPORT

Membership Committee - We are continuing to reach out to at-large members for our area to get them to join the local chapter. We are looking at New Member Mentor Program.

Affiliates Committee – Work continues on signing up affiliates, we had one new affiliate join the chapter.

Hospitality/Meetings – Working on speakers for this year and trying to find affiliates to sponsor the lunch.

Communications Committee – Chapter website updates on-going. Working on bi-monthly newsletter to be sent during non-meeting months

CONSENT AGENDA

None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

DISCUSSION ITEMS

We discussed needing to spend money out of our account: some ideas were to sponsor a Realtor function, pay for Legislative Chair and co-Chair to go to Legislative Day, pay for convention registration fee for committee volunteers, poll the general membership for ideas.

We discussed offering three (3) free 2018 NARPM memberships as giveaway prizes at the November 16, 2017 meeting. Motion was made, seconded and carried.

We discussed making an annual donation to the Realtor Foundation of Wake County of \$2,500 as long as our budget allowed. Motion was made, seconded and carried.

We discussed speakers and topics for future meetings. We decided that for September 21, 2017 meeting we would do Property Management case studies. We also decided we would be paying to have Jim Roman come and speak at the November 16, 2017 meeting. Our top idea for Jim to speak on was "Making 2018 Your Best Year Yet." We discussed breaking the day into 3 segments.

We discussed planning of the 2018 Expo: it will be held on February 16, 2018. We will ask for volunteers for the committee and look to have the first committee meeting towards the end of August.

Next Board Meeting proposed to be held on September 21, 2017 at 9:30 a.m. at the RRAR offices at 111 Realtors Way, Cary, NC 27513. Motion was made, seconded and carried.

No further business to come before the directors, the meeting was adjourned.

Colleen Rhynders
Chapter Secretary

Board of Directors Minutes

NAME: Triangle Chapter of NARPM
DATE: March 16, 2017
LOCATION: 111 Realtors Way,
Cary, NC 27513

ATTENDEES: Cindy Minion, President
Travis Register, Vice President, Membership Chair
Marybeth Neblett, Treasurer/Communications Chair
Colleen Rhynders, Secretary/Hospitality-Meetings Chair

WELCOME AND CALL TO ORDER

President Cindy Minion called the meeting of the Triangle Chapter of the National Association of Residential Property Managers to order at 9:45 a.m. on March 16, 2017

ROLL CALL

Roll call was given and a quorum was present at the meeting

STRATEGIC/INDUSTRY DISCUSSION

Minutes of January 19, 2017 meeting reviewed. Travis Register approved and Marybeth Neblett seconded. Minutes were adopted.

TREASURER'S REPORT

Marybeth Neblett gave report. Current bank balance is \$23,678.82

COMMITTEE REPORT

Membership Committee - We are continuing to reach out to at-large members for our area to get them to join the local chapter. We are looking at New Member Mentor Program.

Affiliates Committee – Work continues on signing up affiliates. Working on new membership application. Application fees to be \$100 to join, and \$50 renewal fee. If not renewed by Feb. 1st, then they will have to pay \$100 to re-join. Fee will be pro-rated if they join after July 1st. Affiliate will receive the following with their membership: Recognition at each chapter meeting, Name in published membership directory, Networking opportunities at chapter meetings, Priority registration for Expo at 20% discount to exhibit at Expo.

Hospitality/Meetings – Working on speakers for this year and trying to find affiliates to sponsor the lunch.

Education Committee- Luncheon for all NARPM designee candidates to be at Barker Realty, 1401 Sunday Drive, Raleigh, on Wednesday, April 12, 2017 at 12:00 pm.

Communications Committee – Chapter website updates on-going. Working on bi-monthly newsletter to be sent during non-meeting months

CONSENT AGENDA

None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

DISCUSSION ITEMS

We discussed finding a non-profit to get our membership involved in. Also discussed making a donation to the Realtor Foundation of Wake County of \$2,500. Motion was made, seconded and carried.

Next Board Meeting proposed to be held on May 18, 2017 at 9:30 a.m. at the RRAR offices at 111 Realtors Way, Cary, NC 27513. Motion was made, seconded and carried.

No further business to come before the directors, the meeting was adjourned.

Colleen Rhynders
Chapter Secretary



Triangle NC NARPM Chapter /
RRAR Property Management Council
January 19, 2017
Agenda



1. Welcome
2. Introduction: Affiliate Sponsor - 1-800-Water Damage (Patrick Griffin)
3. Antitrust Statement/ Code of Ethics
4. Round Table Discussion - What If This Happened To You?
5. Announcements
 - a. Class: Maintenance Basics and Beyond - February 16, 2017
 - b. 2017 Conference - February 17, 2017
 - c. NARPM Designations - January 25, 2017 3:00 p.m.
 - d. Volunteer Certifications
6. Lunch and Networking

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Excerpt from NARPM CODE OF ETHICS:

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.

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. 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.



Triangle NC NARPM Chapter /
RRAR Property Management Council
March 16, 2017
Agenda



1. Welcome
2. Introduction: Affiliate Sponsor - FilterEasy
3. Heather Thompson, Realtor Foundation of Wake County
4. Antitrust Statement/ Code of Ethics
5. "Insurance - Who needs it!"
Doug Barefoot, Barefoot Insurance Group
David Carver, Wester Insurance Agency
5. Announcements
 - a. Savannah conference
 - b. Committee reports
6. Lunch and Networking

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Excerpt from NARPM CODE OF ETHICS:

Article 7: AREAS OF EXPERTISE

The Property Manager must provide competent service within his or her area of expertise, and refrain from the unauthorized practice of any other profession for which he or she is not licensed or qualified.

7-1 The Property Manager shall perform only such services in such locations for which he or she is qualified and can reasonably be expected to perform with professional competence.

7-2 The Property Manager shall not perform and shall not represent that he or she can or will perform services outside of his or her area of expertise, particularly services that require a separate license or qualification – such as law, accounting, financial planning, construction, and/or contracting – unless the Property Manager independently possesses such license or qualification.

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. 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.



Triangle NC NARPM Chapter /
RRAR Property Management Council
May 18, 2017
Agenda



1. Welcome
2. Heather Thompson, Realtor Foundation of Wake County
3. Antitrust Statement/ Code of Ethics
4. "Legal Hot Topics"
*Tenant Screening, Fair Housing, Avoiding Scammers,
Tenant Deaths, Domestic Violence, Eviction Appeals, etc.*

Bart White & Stephanie D'Atri
Hatch Little & Bunn, LLP

5. Announcements
 - a. Savannah conference - June 29-30
 - b. Crystal Coast Chapter - Class July 19 - Essentials of Risk Mgmt
 - c. Orlando National Convention - October 18-20
 - d. Committee reports
6. Lunch and Networking

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Excerpt from NARPM CODE OF ETHICS:

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.

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. 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.



Triangle NC NARPM Chapter /
RRAR Property Management Council
July 20, 2017
Agenda



1. Welcome
2. Antitrust Statement/ Code of Ethics
3. It's A Disaster!!!

Speaker: Steve Newton, Wake County Emergency Management team leader

It's hurricane season - is your business prepared for it? Dealing with disasters and emergency situations in the context of business continuity, communications and reconstruction.

4. Announcements
 - a. NARPM Survey on Companion Animals
 - b. Orlando National Convention - October 18-20
 - c. Committee reports

6. Lunch and Networking

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Excerpt from NARPM CODE OF ETHICS:

11-1 The Property Manager shall strive to improve the property management profession and NARPM® by sharing with others his or her lessons of experience for the benefit of all.

11-2 The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.

11-3 The Property Manager shall maintain his or her real estate license, if a license is required in their state.

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. 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.



Triangle NC NARPM Chapter /
RRAR Property Management Council
September 21, 2017
Agenda



1. Welcome
2. Antitrust Statement/ Code of Ethics
3. Election of 2018 Officers
4. Topic: "You'll Never Guess What Happened to Me!"

Real life case studies in Property Management

5. Announcements
 - a. Jim Roman - November 16th
 - b. Orlando National Convention - October 18-20
 - c. Committee reports
 - d. Filter Easy - today's affiliate sponsor
 - e. Drawing for 3 NARPM 2018 memberships

6. Lunch and Networking

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Excerpt from NARPM CODE OF ETHICS:

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

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. 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.



Triangle NC NARPM Chapter /
RRAR Property Management Council
November 16, 2017
Agenda



1. Welcome
2. Antitrust Statement
3. Topic: "Making 2018 Your Best Year Ever"

8:45-10:30	The 5 Drivers to Excellence and Acceleration
11:00-12:30	Organizing Yourself to LIVE your LIFE
12:30-1:30	Catered Lunch – Sponsored by Barker Property Maintenance Co.
1:30-3:30	Organizing your Business: The 5 Pillars to Profit and Performance

Our Speaker

Jim Roman, founder, and CEO of Business Owners Institute is a highly respected Small Business Development Expert specializing in Strategic Growth so that you can RUN your business, so it doesn't RUN you. Jim has spent the last 20 years studying and researching why businesses fail or more importantly, why they succeed.

Jim has worked with thousands of business owners and entrepreneurs to figure out what is holding them back from going to the NEXT level. His inspiring and direct approach to building a better business has provided extreme value for his clients.

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Excerpt from NARPM CODE OF ETHICS:

12-4 The Property Manager must take and pass an ethics course, which shall include discussion of this Code, every four years as a condition of continued professional membership.

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. 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.



Confirmation

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

- **Organization Name:** TRIANGLE AREA CHAPTER OF NATIONAL ASSOCIATION OF RESIDENTIAL PROPERT
- **EIN:** 464578285
- **Tax Year:** 2017
- **Tax Year Start Date:** 01-01-2017
- **Tax Year End Date:** 12-31-2017
- **Submission ID:** 10065520180241653359
- **Filing Status Date:** 01-24-2018
- **Filing Status:** Pending

MANAGE FORM 990-N SUBMISSIONS

NARPM Triangle Chapter
Balance Sheet
As of December 31, 2016

	<u>Dec 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Paragon Bank	21,953.23
Total Checking/Savings	<u>21,953.23</u>
Total Current Assets	<u>21,953.23</u>
TOTAL ASSETS	<u>21,953.23</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	10,205.48
Net Income	11,747.75
Total Equity	<u>21,953.23</u>
TOTAL LIABILITIES & EQUITY	<u>21,953.23</u>

**NARPM Triangle Chapter
2018 Budget**

BUDGET

Income:

Conference Income	\$ 22,400.00
Affiliate membership income	<u>\$ 300.00</u>
Total Income:	\$ 22,700.00

Expenses:

Conference Related Expenses:	\$ 13,700.00
President - Leadership Training	\$ 1,000.00
Contributions	\$ 3,000.00
Meeting Lunches/Refreshments	\$ 2,500.00
Misc Supplies:	<u>\$ 400.00</u>
Total Expenses:	\$ 20,600.00

Total Budget Expected Income	<u><u>\$ 2,100.00</u></u>
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FINAL 1/24/18



Triangle NC NARPM Chapter /
RRAR Property Management Council
September 21, 2017
Agenda



1. Welcome
2. Antitrust Statement/ Code of Ethics
3. Election of 2018 Officers
4. Topic: "You'll Never Guess What Happened to Me!"

Real life case studies in Property Management

5. Announcements
 - a. Jim Roman - November 16th
 - b. Orlando National Convention - October 18-20
 - c. Committee reports
 - d. Filter Easy - today's affiliate sponsor
 - e. Drawing for 3 NARPM 2018 memberships

6. Lunch and Networking

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Excerpt from NARPM CODE OF ETHICS:

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

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. 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.

COPY OF EMAIL WITH ELECTION NOTICE TO ALL TRIANGLE CHAPTER MEMBERS

From: Cindy Minion [cindy@barker-inc.com]
Sent: Wednesday, September 06, 2017 8:20 PM
To: Membership of Triangle NARPM Chapter/ RRAR PMC Chapter
Subject: September 21 meeting - NARPM/PMC

Triangle NARPM/PMC members:

The September meeting will be an interactive discussion of case studies. If you have an unusual situation that you would be willing to share (note that the facts will be changed to protect the identity of the tenants/owners/property managers), please email me. The four cases we discussed last year were real situations that a fellow property manager encountered. We had a great time brainstorming various ways to handle it. Please email your case study to me no later than September 13th.

Elections for our 2018 officers will also be held at our September meeting. Current candidates are: President - Travis Register; President-Elect - Colleen Rhynders; Secretary - Fred Fetterolf; Treasurer - Marybeth Neblett. If you would like to run for one of these offices, or if you would like to nominate someone, please contact me or Tara Hargrove.

We look forward to seeing everyone at the September meeting!

Cindy Minion
President
Triangle Chapter NARPM/
RRAR Property Management Council

See September 21, 2017 meeting agenda – Elections were held just prior to the meeting topic. A verbal call was made for nominations from the floor. There were none. A verbal call was made to approve the slate of candidates. There was unanimous approval.