

# 2019 NARPM Utah Chapter Budget

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<b>REVENUE</b>				
Dues - Managers	\$ 4,000.00	\$ 1,000.00	\$ 1,000.00	\$ 7,500.00
Dues - Vendors	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00
Education - Classes	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Sponsorships	\$ 800.00	\$ 800.00	\$ 400.00	\$ 400.00
Annual Conference				\$ 10,000.00
<b>TOTAL INCOME</b>	<b>\$ 9,800.00</b>	<b>\$ 6,300.00</b>	<b>\$ 16,100.00</b>	<b>\$ 24,400.00</b>
<b>EXPENSE</b>				
Meeting Lunches	\$ 1,500.00			
Board Travel	\$ 5,000.00			
Education - Classes	\$ 2,250.00			
Marketing/Swag	\$ 2,000.00			
Annual Conference	\$ 3,000.00			
UAA PAC	\$ 5,000.00			
Management Fees	\$ 5,000.00			
<b>TOTAL EXPENSES</b>	<b>\$ 23,750.00</b>			
<b>NET INCOME</b>	<b>\$ 650.00</b>			

# National Association of Residential Property Managers – Utah Chapter

## Annual Conference

Monday November 19th, 2018 8:30 AM – 3:30 PM

Utah Apartment Association  
230 W Towne Ridge Parkway (9600 S) Sandy  
In the Realtor building Alta Auditorium



### Featured Speakers



Utah Consumer Protection  
Division Director:  
Daniel O'Bannon (or staff)



Utah Real Estate Division:  
Jonathan Stewart (or staff)

### Attorney Panelists



Attorney: Jeremy Shorts



Attorney: Kirk Cullimore Jr.



Attorney: Mike J. Ostermiller

## Register Now!

[utah.narpm.org/events](http://utah.narpm.org/events)

Pricing Schedule (includes 4 CE Credits):

Now – November 10<sup>th</sup>: \$59 per person

November 10 – 19<sup>th</sup>: \$69 per person



Lunch will be provided

### SCHEDULE (4 CE Credits):

- 8:30 AM Networking with Sponsors
- 9:00 AM Welcome & Opening Ceremonies
- 9:45 AM Deposit Dispositions: Wear and Tear vs damage – Attorney panel will teach how to calculate and defend lawsuits
- 10:15 AM Training Section 8 Tenants and Housing Authorities to be your best and most profitable customers
- 10:45 AM BREAK/NETWORK WITH SPONSORS
- 11:05 AM Consumer Protection – Top 5 complaints about property management practices and how you can avoid them
- 11:30 AM Where does the money really come from? Treating tenants like indispensable revenue sources
- 12:00 PM Lunch with the Division of Real Estate – Panel on current Issues in PM and proposed 2019 changes
- 1:30 PM BREAK/NETWORK WITH SPONSORS
- 1:50 PM Attorney Panel Rapid Fire topics including: newest ways to not get sued and other best practices
- 2:45 PM Closing Ceremonies and Prize Raffles

### UPCOMING MEETINGS:

- December 5<sup>th</sup> Board Installation/ Holiday Party
- January 24<sup>th</sup> 1 Hour CE
- February 14<sup>th</sup> Social Event



Dear Utah Chapter NARPM Member,

Please join us for the December NARPM Utah Chapter meeting.

When: December 5, 2018 at 11:30 AM

Where: Utah Apartment Association

230 W Towne Ridge Pkwy #175 Sandy, UT 84070

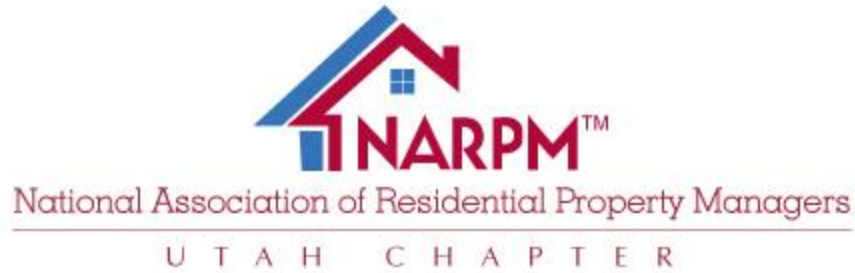
This chapter meeting will serve as our Holiday Party. We will have food, fun and a white elephant gift exchange.

We will also have a seminar on Medical Marijuana in Rental Housing which will have 1 HR CORE CE!

RSVP by Nov. 30th so we have plenty of food for all.

We hope you can make it!

Season's Greetings!



## **Monday, November 19<sup>th</sup> | Board Meeting Agenda**

1. Welcome
2. Introduction's
3. Review Annual Conference
  - a. Feedback
  - b. What to improve next year
  - c. Speaker topics
4. Idaho NARPM chapter round table
  - a. Review event
  - b. Review chapter goals
  - c. How to increase member investment/interaction
5. Upcoming Holiday Party
6. Other Business
7. Adjourn



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# Spring Social Event K1 Speed Go-Cart Racing May 24, 2018



We are excited to invite you to NARPM Utah's spring social event. This year we are holding it at K1 Speed in Sandy, Utah. K1 is a state of the art indoor race facility which is welcoming of drivers of any skill set. It is completely safe, and provides a unique opportunity to network and connect with your peers. We hope to see you there!

**Schedule:**

11:30 - Check-in  
11:40 - instructions from the K1 team  
12:00 - racing begins  
2:00 - conclude and awards

**Name:** NARPM Utah Go-Cart Racing  
**Date:** May 24, 2018  
**Time:** 11:30 - 2:00  
**Cost:** \$60

[Register Here](#)

## **2019 NARPM Board Positions and Titles**

<b>Title</b>	<b>First Name</b>	<b>Last Name</b>
Past Chair	Jeremiah	Maughan
2019 Chair	Aaron	Marshall
Vice Chair	Randall	Henderson
Secretary	Alison	Stokes
Treasurer	Mark	Cropper
Membership Chair	Maria	Maier
Co-Membership Chair	TJ	Robinson
Affiliates Chair	Kristin	Combs
Recognitions Chair	Craig	Hawker
Communications/Publications and Marketing Chair	Adam	Willis
Government Affairs	Derek	Seal
Education Chair	Bronson	Miller
Conference Chair	Paul	Watson
Designations Chair	Merilee	Christiansen



## 2019 Chapter Elections

Dear NARPM Utah Members,

As this year ends we have a great opportunity to thank our NARPM board and all the hard and dedicated work they have put in to making this year a success. We also have the opportunity to elect and install a new board for 2019. Below you will find a slate of candidates proposed to fulfil their prospective roles on the 2019 board. **Please attend this month's membership meeting in order to voice your concern about the association and vote on the following candidates:**

2019 Past Chair:	Jeremiah Maughan
2019 Board Chair:	Aaron Marshall
2019 Vice Chair:	Randall Henderson
2019 Secretary:	Alison Stokes
2019 Treasurer:	Mark Cropper
Membership Chair:	Maria Maier
Education Chair:	Bronson Miller
Affiliates Chair:	Maria Maier
Communications Chair:	Adam Willis
Government Affairs Chair:	Derek Seal
Conference Chair:	Paul Watson

*If you have questions, or to RSVP for the meeting please contact us at: 801-487-5619*



**Short Form**

**Return of Organization Exempt From Income Tax**

**2018**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

**Open to Public Inspection**

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to [www.irs.gov/Form990EZ](http://www.irs.gov/Form990EZ) for instructions and the latest information.

Department of the Treasury  
Internal Revenue Service

**A For the 2018 calendar year, or tax year beginning** January, 2018, and ending December, 2018

**B** Check if applicable:

Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

**C** Name of organization  
NARPM Utah Chapter

Number and street (or P.O. box, if mail is not delivered to street address) Room/suite  
230 W. Towne Ridge Pkwy 175

City or town, state or province, country, and ZIP or foreign postal code  
Sandy, Utah, United States of America, 84070

**D** Employer identification number

**E** Telephone number  
801-487-5619

**F** Group Exemption Number ▶

**G** Accounting Method:  Cash  Accrual Other (specify) ▶ \_\_\_\_\_

**H** Check  if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

**I** Website: ▶ www.utah.narpm.org

**J** Tax-exempt status (check only one) –  501(c)(3)  501(c) ( 4 ) ◀ (insert no.)  4947(a)(1) or  527

**K** Form of organization:  Corporation  Trust  Association  Other \_\_\_\_\_

**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ . . . . . ▶ \$ \_\_\_\_\_

**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)  
 Check if the organization used Schedule O to respond to any question in this Part I . . . . .

<b>Revenue</b>	<b>1</b>	Contributions, gifts, grants, and similar amounts received . . . . .	<b>1</b>	
	<b>2</b>	Program service revenue including government fees and contracts . . . . .	<b>2</b>	<u>2,000</u>
	<b>3</b>	Membership dues and assessments . . . . .	<b>3</b>	<u>7,700</u>
	<b>4</b>	Investment income . . . . .	<b>4</b>	
	<b>5a</b>	Gross amount from sale of assets other than inventory . . . . .	<b>5a</b>	
	<b>5b</b>	Less: cost or other basis and sales expenses . . . . .	<b>5b</b>	
	<b>5c</b>	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) . . . . .	<b>5c</b>	
	<b>6</b>	Gaming and fundraising events:		
	<b>6a</b>	Gross income from gaming (attach Schedule G if greater than \$15,000) . . . . .	<b>6a</b>	
<b>6b</b>	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000) . . . . .	<b>6b</b>		
<b>6c</b>	Less: direct expenses from gaming and fundraising events . . . . .	<b>6c</b>		
<b>6d</b>	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) . . . . .	<b>6d</b>		
<b>7a</b>	Gross sales of inventory, less returns and allowances . . . . .	<b>7a</b>		
<b>7b</b>	Less: cost of goods sold . . . . .	<b>7b</b>		
<b>7c</b>	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) . . . . .	<b>7c</b>		
<b>8</b>	Other revenue (describe in Schedule O) . . . . .	<b>8</b>		
<b>9</b>	<b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 . . . . . ▶	<b>9</b>	<u>10,100</u>	
<b>Expenses</b>	<b>10</b>	Grants and similar amounts paid (list in Schedule O) . . . . .	<b>10</b>	
	<b>11</b>	Benefits paid to or for members . . . . .	<b>11</b>	<u>2,000</u>
	<b>12</b>	Salaries, other compensation, and employee benefits . . . . .	<b>12</b>	
	<b>13</b>	Professional fees and other payments to independent contractors . . . . .	<b>13</b>	<u>5,060</u>
	<b>14</b>	Occupancy, rent, utilities, and maintenance . . . . .	<b>14</b>	
	<b>15</b>	Printing, publications, postage, and shipping . . . . .	<b>15</b>	<u>2,110</u>
	<b>16</b>	Other expenses (describe in Schedule O) . . . . .	<b>16</b>	
<b>17</b>	<b>Total expenses.</b> Add lines 10 through 16 . . . . . ▶	<b>17</b>	<u>9,160</u>	
<b>Net Assets</b>	<b>18</b>	Excess or (deficit) for the year (Subtract line 17 from line 9) . . . . .	<b>18</b>	<u>940</u>
	<b>19</b>	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) . . . . .	<b>19</b>	<u>1,100</u>
	<b>20</b>	Other changes in net assets or fund balances (explain in Schedule O) . . . . .	<b>20</b>	
	<b>21</b>	Net assets or fund balances at end of year. Combine lines 18 through 20 . . . . . ▶	<b>21</b>	<u>1,940</u>



**Part II Balance Sheets** (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

		(A) Beginning of year	(B) End of year
<b>22</b>	Cash, savings, and investments		<b>22</b> 1,940
<b>23</b>	Land and buildings		<b>23</b>
<b>24</b>	Other assets (describe in Schedule O)		<b>24</b>
<b>25</b>	<b>Total assets</b>		<b>25</b> 1,940
<b>26</b>	<b>Total liabilities</b> (describe in Schedule O)		<b>26</b>
<b>27</b>	<b>Net assets or fund balances</b> (line 27 of column (B) <b>must</b> agree with line 21)		<b>27</b>

**Part III Statement of Program Service Accomplishments** (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

**Expenses**

(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

What is the organization's primary exempt purpose? \_\_\_\_\_

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

<b>28</b>	_____		
<b>29</b>	(Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>28a</b>	
<b>30</b>	_____		
<b>31</b>	(Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>29a</b>	
<b>31</b>	Other program services (describe in Schedule O) _____		
<b>31</b>	(Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>30a</b>	
<b>32</b>	<b>Total program service expenses</b> (add lines 28a through 31a) _____	<b>31a</b>	
		<b>32</b>	

**Part IV List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated—see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Paul Smith Executive Director		0	0	0
Aaron Marshall Board Chair		0	0	0
_____				
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Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V

33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?
35b If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O
35c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N
37a Enter amount of political expenditures, direct or indirect, as described in the instructions
37b Did the organization file Form 1120-POL for this year?
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?
38b If "Yes," complete Schedule L, Part II and enter the total amount involved
39 Section 501(c)(7) organizations. Enter:
39a Initiation fees and capital contributions included on line 9
39b Gross receipts, included on line 9, for public use of club facilities
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911; section 4912; section 4955
40b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I
40c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958
40d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization
40e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T
41 List the states with which a copy of this return is filed
42a The organization's books are in care of Telephone no. Located at ZIP + 4
42b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).
42c At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here and enter the amount of tax-exempt interest received or accrued during the tax year
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ
44b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ
44c Did the organization receive any payments for indoor tanning services during the year?
44d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?
45b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions

	<b>Yes</b>	<b>No</b>
<b>46</b> Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
	<b>46</b>	<input checked="" type="checkbox"/>

**Part VI Section 501(c)(3) Organizations Only**

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI . . . . .

	<b>Yes</b>	<b>No</b>
<b>47</b> Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
<b>48</b> Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
<b>49a</b> Did the organization make any transfers to an exempt non-charitable related organization? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
<b>b</b> If "Yes," was the related organization a section 527 organization? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
<b>49b</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>50</b> Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."		

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

**f** Total number of other employees paid over \$100,000 . . . . . ▶ \_\_\_\_\_

**51** Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

**d** Total number of other independent contractors each receiving over \$100,000 . . . . . ▶ \_\_\_\_\_

**52** Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A . . . . . ▶  **Yes**  **No**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	▶ Signature of officer	Date
	▶ Type or print name and title	

<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name ▶	Firm's EIN ▶			
	Firm's address ▶	Phone no. ▶			

May the IRS discuss this return with the preparer shown above? See instructions . . . . . ▶  **Yes**  **No**



## NARPM Utah Chapter Board Meeting Agenda

December 5<sup>th</sup>, 2018 10:00 AM

- 1) Annual Conference: Post Conference Break Down
  - a. What did everyone like about it?
  - b. What didn't work? Improvements for next year.
  - c. Communication
  
- 2) Board Member Roles & Responsibilities
  - a. What Does Everyone Do
  - b. What Resources Are Available
  - c. Chapter Success Guide
  
- 3) 2019 Schedule
  - a. Draft changes approved
  - b. Final version ready for today's meeting
  
- 4) Additional Business

Next Chapter Meeting: Today 12/5/2018

Next Board Meeting : 1/18/2019



## NARPM Utah Chapter Board Meeting Agenda

October 11<sup>th</sup>, 2018 10:00 AM

- 1) Annual Conference Overview
  - a. Schedule
  - b. Speakers
  - c. Marketing
  
- 2) 2019 Board Member Elections
  - a. Nomination Updates
  - b. Open Positions
  
- 3) 2019 Schedule
  - a. Draft review
  
- 4) Additional Business

Next Chapter Meeting: Annual Conference 11/19/2018

Next Board Meeting : 11/19/2018



## NARPM Utah Chapter Board Meeting Agenda

March 22nd, 2018 10:00 AM

- 1) Trade Show Exhibit Coordination
  - a. Materials
  - b. Volunteers
  - c. Attendees
  
- 2) Broker Owner
  - a. Who's Going?
  - b. When is group dinner?
  
- 3) Discussion
  - a. Attracting Associate Members
  - b. Recruiting Board Members
  
- 4) Summer Social – Bowling Activity
  - a. First Flyer
  
- 5) Additional Business

No April Meetings – UAA Trade Show & Broker Owner