

Department of the Treasury
Internal Revenue Service

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

2018

Open to Public Inspection

A For the **2018** Calendar year, or tax year beginning **2018-01-01** and ending **2018-12-31****B** Check if available Terminated for Business Gross receipts are normally \$50,000 or less**C** Name of Organization: **VIRGINIA STATE CHAPTER OF
NATIONAL ASSOC OF RESID PROPERTY MANAGERS****312 Grain Way, Chesapeake,****VA, US, 23323****D** Employee IdentificationNumber **83-0511233****E** Website:**F** Name of Principal Officer: **Crystal Lovell****312 Grain Way, Chesapeake,****VA, US, 23323**

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Bylaws of
The **Virginia State** Chapter of
The National Association of Residential Property Managers

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the **Virginia State** chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in the state of Virginia.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the state of Virginia.

Section C: Powers

The chapter may exercise all powers granted to it as a corporation organized under the non-profit corporation laws of the State of Virginia.

1. The chapter shall be subject to all rules, regulations, ethics, and standards and bylaws of the National Association of Residential Property Managers, Inc.
2. Chapter bylaws shall not conflict with those of the National Association of Residential Property Managers, Inc., hereinafter referred to as the national association.

Section D: This chapter's geographical definition shall be: the state of Virginia.

ARTICLE II: Membership

Professional, Associate, Support Staff, Affiliate Member, and Honorary Members

Section A: 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.

Section B: 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.

Section C: 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.

Section D: 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 serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

The Chapter shall not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

Section I: 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.

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A: Suspension of Membership

Suspension of membership shall result in a member being unable to vote in chapter matters for a period of time designated by these or the national association bylaws or, where such discretion is authorized by the national association, for any one of the following reasons:

1. Suspension of membership: Suspension of membership for reasons stated in the bylaws of the national association.
2. By notification of the National NARPM® Board of Directors as a result of violations of the Code of Ethics and Standards of Professionalism.

Section B: Termination of Membership

Membership shall be terminated for reasons identified below. Upon termination, a member shall lose all rights and interests in the chapter and the national association.

1. Resignation:
 - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the [name of chapter] and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
 - b. Affiliate member may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.
3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

Section C: Reinstatement of Membership

A former member still meeting all membership requirements shall be reinstated:

1. Upon request, if such request is received during the calendar year during which a resignation occurred.
2. Upon request, provided that all financial indebtedness incurred has been paid and is current.
3. After a waiting period of one calendar year from the date of termination as a result of a presidential request or by an action of the board of directors of the national association.

4. Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Committee/Board of Directors

Section A: Responsibilities

The chapter executive committee/board of directors, hereinafter known as the committee, shall have responsibility for the management of the chapter and shall exercise all rights and powers not expressly reserved by these bylaws or the bylaws of the national association. Such management responsibilities shall include, but not be limited to:

1. Establishing and implementing an organization framework for the chapter.
2. Establishing new or modifying existing operating rules that are not inconsistent with these bylaws, the bylaws of the national association or their intent. Changes to the bylaws must be submitted to the board of directors of the national association for approval.
3. Establishing annual chapter dues, application fees and special assessments.
4. Establishing new committees and dissolving existing committees.

Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of 5 officers as follows:

1. President: The president shall:
 - a. Be the chief executive officer of the chapter.
 - b. Preside at all meetings of the chapter.
 - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
 - d. Sign all legal documents.
 - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - f. Shall ensure the completion of all documentation required by the National Association.
 - g. Serve a term of one year commencing with the beginning of the new calendar year.
 - 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.
2. President-Elect: The president-elect shall:
 - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
 - b. Fulfill the responsibilities of the president during his/her absence.
 - c. Replace the president at the end of the fiscal year.
 - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
 - e. Undertake other activities as are deemed appropriate by the president.
 - f. Serve a term of one year commencing with the beginning of the calendar year.
 - g. Must be a Professional Member of the Chapter.

3. Secretary: The secretary shall:
 - a. Maintain current chapter membership records to coincide with the national association's membership database.
 - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
 - c. File all federal, state and local reports as needed.
 - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - e. Serve a term of one year commencing with the beginning of the calendar year.
 - f. Must be a Professional Member of the Chapter.

4. Treasurer: The treasurer shall:
 - a. Be a signatory for all funds withdrawn from chapter account(s).
 - b. Distribute annual renewal notices for chapter dues and special assessments.
 - c. Deposit all funds into a federally insured financial institution.
 - d. Prepare a financial report for the committee upon request.
 - e. Prepare an end-of-fiscal year report for the national association.
 - f. File tax and other financial reports with the appropriate government agencies.
 - g. Undertake responsibility for other such activities as deemed appropriate by the committee.
 - h. Serve a term of one year commencing with the beginning of the calendar year.
 - i. Must be a Professional Member of the Chapter.

5. Past President
 - a. Shall serve as Chairman of the Nominating Committee
 - b. Undertake responsibilities as assigned by the President
 - c. Serve a term of one year commencing with the beginning of the calendar year.

ARTICLE V: Eligibility, Nominations, Elections, Terms of Office and Vacancies

Section A: Eligibility

To be eligible to serve as a chapter officer, an individual shall be a member in good standing with both the chapter and the national association. Furthermore, the chapter member must be willing to fulfill the duties of the office to which he/she is elected, including those duties relating to the national association.

Section B: Notification of Members

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the end of the calendar year. Nominations shall be done in two ways:

- a. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and signed by five percent (5%) of the professional chapter members.
- b. In Person: Any member who is present during the electoral process can be nominated.

Section C: Elections

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.

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
2. 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 [Chapter Name] Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: 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.
5. Contested Offices: 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.
6. **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.**

Section D: Term of Office

An officer's term of office shall commence with the beginning of the chapters calendar year and conclude at the end of the same.

Section E: Vacancy

An office shall be declared vacant when an officer:

1. Resigns that office through written notification to the president or the secretary.
2. Is no longer eligible for membership in the chapter or the national association.
3. Is no longer capable of fulfilling duties of the office involved.

Section F: Filling a Vacated Office

In the event that the position of president is vacated, the president-elect shall automatically fill that position and shall continue to serve as both president and president-elect. In the case of other officers, a vacated office shall be filled:

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.

2. Procedure: By an individual nominated and approved by the executive committee **to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.**

ARTICLE VI: Meetings, Locations and Majority Rules

Section A: 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.**

1. Notice of Regular Meeting: With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by regular letter mailed to each member of the committee.
2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.
3. Electronic Meetings: If approved by the chapter executive committee, meeting can be held electronically in order to conduct the business of the chapter.

Section B: Location

All meetings of the chapter shall be held within the geographic definition of the chapter. All meetings of the executive committee shall be held within the geographic definition of the chapter unless otherwise waived by all the members of the executive committee. Annual meeting location of the Chapter shall be approved by the Executive Committee.

Section C: Quorum

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

Section D: Simple Majority Vote

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.

ARTICLE VII: Committees

Section A: Appointment

Except as otherwise stated in these bylaws or the bylaws of the national association, the chairpersons and members of all sub-committees shall be appointed by the president with the advice and consent of the executive committee.

Section B: Responsibilities

Committees shall undertake such responsibilities as are identified in these bylaws or as may be assigned to them by the president with the advice and consent of the executive committee. No sub-committee may take any action on behalf of or representative of the chapter unless specifically authorized by the executive committee.

Section C: Creation and Dissolution

The president, with the advice and consent of the executive committee, shall have the authority to create and dissolve sub-committees according to the needs of the chapter.

ARTICLE VIII: Code of Ethics & 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.

Section A: Acknowledgment

A Chapter Charter is granted **by the National Association of Residential Property Managers, Inc.**, only upon the acknowledgment that the chapter members shall:

1. Be familiar with Code: Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.
2. Be Unopposed to Application: By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal action(s) against the national association, its officer(s), director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s) or sub-committee member(s) for any prescribed action identified by these bylaws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section B: Enforcement

It is the duty of the President of the chapter to report all violations to national association's Code of Ethics and Standards of Professionalism to the national association's grievance committee.

ARTICLE IX: Financial Considerations

Section A: Calendar Year

The chapter's financial year shall be a calendar year.

Section B: Chapter Dues

A The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:

1. Payable: Dues for local chapters are payable no later than January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual chapter dues within 60 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
4. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter **will** charge dues to National Affiliate members.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

Section C: Special Assessments

Special Assessments may be established by the executive committee and imposed upon its chapter members and/or affiliate members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting of the chapter prior to the imposition of such an assessment. No more than one special assessment may be imposed in any calendar year.

Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the chapter's ability to pay the same and shall be approved by the [chapter name] Executive Committee or Board of Directors.

Section E: Non-Binding

The chapter shall not have any authority to financially obligate or bind the **National Association of Residential Property Managers, Inc.**, for any reason.

ARTICLE X: Proposals and Procedures for Amending

Section A: Proposals

Amendments to these bylaws may be proposed by any chapter member or board of director of the **National Association of Residential Property Managers, Inc.**, at any time through a letter addressed to the executive committee and presented or mailed to the secretary. Any proposal shall be studied by the entire executive committee or an officer of the executive committee or by a sub-committee created and/or assigned for that purpose as appointed by the president.

Section B: Procedure for Amending

The entity assigned for the purpose of reviewing proposed Bylaw revisions shall present the proposed amendment to the executive committee with its findings and proposed recommendations of actions. A two-thirds majority of the Executive Committee is necessary in order to amend these bylaws.

Once approved by the Chapter Executive Committee, amendments shall be subject to approval by the board of directors of the **National Association of Residential Property Managers, Inc.**, prior to their implementation or adoption by the chapter and a final copy of these bylaws are to remain on file at national's office.

ARTICLE XI: Miscellaneous

Section A: Invalidity

The invalidity of any provision of these bylaws shall not impair or affect in any manner the validity, enforceability or affect of the remainder of these bylaws.

Section B: Waiver

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.

Section C: Hold Harmless and Indemnify

The chapter shall hold harmless and indemnify members of the executive committee, officer(s), sub-committee chairperson(s) and sub-committee members, as well as the national association, its board of directors, officers, chairpersons and committee members who are acting within the scope of their responsibilities, duties or these bylaws.

Section D: State Laws

These bylaws may be amended to conform and comply with the laws, statues, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by [insert state name] state law, Chapter shall notify the National Association of said amendments but no further action will be required.

Section E. 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.

Section E: Dissolution

Should the membership vote by majority to dissolve the operations of the [insert chapter name], all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

2019 Virginia NARPM State Chapter Budget					
Sunday, Feb. 17 - Wednesday, Feb. 20, 2019					
INCOME					
Description- Mastermind	Rate	Qty - Low	Qty - High	Income - Low	Income - High
Attendees					
Attendees - Member	\$199.00	30	70	\$5,970.00	\$13,930.00
Attendees - Non-Member	\$224.00	10	15	\$2,240.00	\$3,360.00
Total Attendees		40	85	\$8,210.00	\$17,290.00
Description- February 18-19, 2019	Rate	Qty - Low	Qty - High	Income - Low	Income - High
Attendees					
Attendees - Early Member	\$199.00	125	135	\$24,875.00	\$26,865.00
Attendees - Early Non-Member	\$224.00	5	10	\$1,120.00	\$2,240.00
Attendees - Member	\$224.00	5	10	\$1,120.00	\$2,240.00
Attendees - Non-Member	\$249.00	2	5	\$498.00	\$1,245.00
Total Attendees		137	160	\$27,613.00	\$32,590.00
Vendor Booths & Sponsorships	Rate	Qty - Low	Qty - High	Income - Low	Income - High
Platinum	\$1,200.00	1	1	\$1,200.00	\$1,200.00
Gold	\$800.00	1	7	\$800.00	\$5,600.00
Silver	\$600.00	1	17	\$600.00	\$10,200.00
Bronze	\$500.00	1	7	\$500.00	\$3,500.00
Total Vendor Booths Income		4	32	\$3,100.00	\$20,500.00
Optional Vendor Sponsorships	Rate	Qty - Low	Qty - High	Income - Low	Income - High
Extra Exhibitor for Company	\$125.00	10	40	\$1,250.00	\$5,000.00
Spirit of Norfolk Harbor Cruise per person	100	10	100	\$1,000.00	\$10,000.00
Exclusive Opportunity-Mastermind	350	1	3	\$350.00	\$1,050.00
Cruise Director (Spirit of Norfolk)	750	0	1	\$0.00	\$750.00
Scavenger Hunt (Spirit of Norfolk)	300	0	1	\$0.00	\$300.00
Dance off (Spirit of Norfolk)	300	0	1	\$0.00	\$300.00
Photo Booth (Spirit of Norfolk)	500	0	1	\$0.00	\$500.00
DJ Sponsor (Spirit of Norfolk)	300	0	1	\$0.00	\$300.00

Drink Sponsor (Spirit of Norfolk)	300	1	12	\$300.00	\$3,600.00
Additional Conference Advertising Special	150	5	25	\$750.00	\$3,750.00
		27	185	\$3,650.00	\$25,550.00
EXPENSE					
Description	Rate	Qty - Low	Qty - High	Income - Low	Income - High
Hotel & Food					
Room Rental	119	40	50	\$4,760.00	\$5,950.00
Day 1 - Breakfast	\$15.00	125	175	\$1,875.00	\$2,625.00
Day 1 - Lunch	\$30.00	125	175	\$3,750.00	\$5,250.00
Day 2 - Breakfast	\$20.00	125	175	\$2,500.00	\$3,500.00
Day 2 - Lunch	\$30.00	125	175	\$3,750.00	\$5,250.00
Total Hotel & Food	\$95.00	125	175	\$11,875.00	\$16,625.00
Optional Attendee Events	Rate	Qty - Low	Qty - High	Income - Low	Income - High
Spirit of Norfolk- Add on Ticket	\$100.00	20	50	\$2,000.00	\$5,000.00
Total Optional Attendee Events	100	20	50	\$2,000.00	\$5,000.00
Other Expenses	Rate	Qty - Low	Qty - High	Income - Low	Income - High
Speakers	\$7,500.00	125	135	\$60.00	\$55.56
Advertising	\$1,000.00	125	135	\$8.00	\$7.41
Audio/Visual Equipment	\$300.00	125	135	\$2.40	\$2.22
General Supplies	\$300.00	125	135	\$2.40	\$2.22
Contingency Reserve	\$1,500.00	5	10	\$300.00	\$150.00
Spirit of Norfolk Cruise	\$7,001.14	125	200	\$56.01	\$35.01
Total Other Expenses	\$17,601.14	130	200	\$135.39	\$88.01
TOTAL EXPENSE					
NET SURPLUS (LOSS)					
Instructor Lead Course- February 20, 2019	Rate	Qty - Low	Qty - High	Income - Low	Income - High
Mastering Owner Clients		30	50	0	0
Disc- Personality Assessment	\$99.00	25	50	2475	4950
2019 Virginia NARPM State Chapter Budget					

Notes & Comparisons					
Souther States Conf = \$195					
2016 Virginia NARPM = \$130					
2017 Virginia NARPM=\$150					
2018 Virginia NARPM=\$199					
2 meal tickets (for each meal) included per booth					
Non-exclusive sponsorships for all events					
Notes & Comparisons					
Headcount for Attendees + Vendors (2 each)					

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
State Conference Call: Dial in number: 641-552-9102 Access number: 244248

MINUTES FOR THE BOARD OF DIRECTORS MEETING
Wednesday, August 16, 2018 at 9am

- **The Board members present were:** President: **Don Atkinson**, Vice President: **Patty Young**, Treasurer: **Crystal Lovell**, Secretary: Maily Roberts-Jacobs, RVP: **Scott Abernathy**, Ambassador: **Dianne Stanley**, **Randy Huntley**, **Lisa Doud**
- **Not in attendance:** Maily Roberts-Jacobs, Dianne Stanley
- **Also attending:**
- The Board meeting was called to order: 9:05 a.m.

MINUTES

A motion was made to approve the minutes from the **xxx, 2018** Board meeting, the motion was seconded ____ yes ____ no or ____ yes with modifications.

- **Conference Chair Report**
 1. **Contract for the Spirit of Norfolk has been approved, signed and \$100 deposit submitted.**
 2. **Contract for Renaissance has been approved, signed and check will be sent for the deposit.**
 3. **We are still waiting for the vendor diagrams so that we can finalize the vendor prices. The prices will be in alignment with what we discussed and we will finalize the prices and get the Eventbrite page set up by next week.**
 4. **Lisa, Patty, and Crystal will finalize the vendor packages and attendee Eventbrite sites, pull together a draft for the content and advertising for the conference.**
 5. **Crystal and Patty will work to finalize the conference budget.**
 6. **Crystal will input the data for Eventbrite payments and purchase the reconciliation software for the chapter.**
 7. **Patty discussed each chapter donating \$500 to the state to fund the State Chapter Budget and each chapter raffling one or two conference registrations for local meeting attendance. She suggested putting the members name in a hat for each meeting attended and drawing at the end of December.**
 8. **Don would like for us to check into advertising for the conference with the Renaissance.**
- **TREASURER'S REPORT**

The balance in the checking account is \$844.50 as of July 31, 2018

- **COMMITTEE REPORTS**

Election Committee – Randy reported that the slate has not been put together as of yet. He is still working on the communication to go out to the members. Brief discussion on the status of the Northern VA Chapter.

Education Report

Date of next education class: February 18-20, 2019

Ethics and Instructor led course needs to be selected for the conference.

We have to select the class for the conference 4months prior to the event. The schedule is not out at this time.

- **OLD BUSINESS**
 1. **Elections**

- **Next meeting: August 21 at 9am. Dial in number: 641-552-9102 Access number: 244248**

Meeting finished at 9:46 am

Respectfully submitted,
Crystal Lovell for Maily Roberts-Jacobs, Secretary

VIRGINIA STATE CHAPTER MEETING-NARPM

Meeting Minutes

March 7, 2018

Opening

The regular meeting of the VIRGINIA STATE CHAPTER MEETING-NARPM was called to order at 9:00 AM on March 7, 2018 by Dianne Stanley.

Present

Dianne Stanley, Patty Young, Maily Roberts-Jacobs, Crystal Lovell, Lisa Doud

Open Issues

Discussion VA State Convention. Primary goal of having the conference is to provide good topics and speakers, classes that will be of value to our property managers.

Treasury Report given by Crystal: Current balance \$51,266.17

- I. Hotel: \$43,332.93
- II. Flyers: 215.32
- III. Chip Dicks: \$2000.00
- IV. Chip Dicks Packet: \$ 991.98
- V. Red Bags: 594.95
- VI. Lisa Studevant: \$1000.00
- VII. Roll of tickets: \$3.72

- VIII. Speaker Room: \$470.00

Balance after payment: \$2205.42

Additional funds are expected from NARPM National for classes that was held during the conference.

Crystal will apply for a grant with NARPM National

Various suggestions were given:

1. Vendors to bring their own extension cords
2. Shorten the sessions to three 50 minutes sessions with 30 minutes breaks in between instead of two hours and forty-five minutes sessions
3. Schedule the conference at different dates rather than the same date as the legislature.
4. Provide members and speakers with badges that has their full name and their company
5. Check vendors in the night before to make it easier the of

6. Have vendors list ahead of time what they need in terms of setup and provide them with utility cost.
7. Provide name badges and brochures when attendees and vendors check in with the hotel.
8. Charge extra fee for additional members of a vendor
9. Have a large banner made with NARPM logo to place next to registration table for future conference
10. Keep information consistent with Eventbrite

New Business

Summarize the discussion for new issues, state the next steps, and assign any action item.

Agenda for Next Meeting

Decides on the next location for the VA State Conference

Adjournment

Meeting was adjourned at by Dianne Stanley. The next general meeting will be at on , in

.

Minutes submitted by: Maily Roberts-Jacobs

VIRGINIA STATE CHAPTER MEETING-NARPM

Meeting Minutes

May 21, 2018

Opening

The regular meeting of the VIRGINIA STATE CHAPTER MEETING-NARPM was called to order at 10:00 AM on May 21, 2018 by Dianne Stanley.

Present

Dianne Stanley, Don Atkinson, Patty Young, Maily Roberts-Jacobs, Crystal Lovell, Lisa Doud, Randy Huntley

Open Issues

*Discussion for the next location for the VA State Convention. Dianne has narrowed the location to Williamsburg, VA with tentative date of March 17-20, 2019

*Cost for the venue to include accommodations for speakers, food, free parking, advertisements etc.

*Feasibility of signing a contract for 2 years versus 1 year to get the same low rate and discounts.

* Suggestion by Patty to get information/pricing to do the cocktail social with the vendors on a boat versus at the venue

Primary goal of having the conference is to provide good topics and speakers, classes that will be of value to our property managers.

Treasury Report: None given

Dianne Stanley: To chair the next VA State Conference to be held March 17-19

Randy Huntley: To be chair the committee to bring in speakers for the conference.

Agenda for Next Meeting

Decide on the location for the next VA State Conference

A budget for the conference

Adjournment

Meeting was adjourned at 10:34AM by Dianne Stanley. The next general meeting will be at 10:00AM on May 31, 2018, in Phone Conference.

Minutes submitted by: Maily Roberts-Jacobs

Approved by: Board

VIRGINIA STATE CHAPTER MEETING-NARPM

Meeting Minutes

May 31, 2018

Opening

The regular meeting of the VIRGINIA STATE CHAPTER MEETING-NARPM was called to order at 10:00 AM on May 31, 2018 by Dianne Stanley.

Present

Dianne Stanley, Don Atkinson, Patty Young, Maily Roberts-Jacobs, Crystal Lovell, Scott Abernathy, Randy Huntley,

Open Issues

Don Atkinson: Went ahead and put in for the Williamsburg, VA and is putting a proposal together.

Recap for this year's goal of the VA State Chapter

1. Awareness: Expand NARPM throughout the state
2. Increase membership for local and state
3. Have position within the state legislature
4. Bring educations of value to our members and non-members

**There have been several meetings between Dianne Stanley, Don Atkinson and members of the Williamsburg Conference Center to work out pricing and other details. Some details include in the pricing are:

- Discount pricing for multiple years
- \$20 cheaper per night stay
- \$0 for parking
- Marketing campaign that can be used throughout the state
- Free videos marketing
- Free Youtube marketing
- Same rate discount extended to families 3 days before and 3 days after

Don Stanley would like to lock the contract into place for year 2019 and 2010 before the cost increases. Don's goal is to have 200-300 hundred people attends 2019 VA Chapter Conference

* Williamsburg Venue needs \$5000 deposit to lock in the location

Treasury Report: \$1549.50

We are still waiting for CE credits from Gail Phillips.

Crystal is filing for a \$500 grant from NARPM

Agenda for Next Meeting

Patty Young to check out Charlottesville location for next VA State Conference

Crystal Lovell to check out Renaissance, Portsmouth, VA location for the next VA State Conference

A budget for the conference is needed

A nominating committee is needed to be put into place before August. Randy Huntley volunteered to chair the committee.

Adjournment

Meeting was adjourned at 11:09AM by Dianne Stanley. The next general meeting will be at 9:00AM on June 15, 2018, in Phone Conference.

Minutes submitted by: Maily Roberts-Jacobs

Approved by: Board

VIRGINIA STATE CHAPTER MEETING-NARPM

Meeting Minutes

June 15, 2018

Opening

The regular meeting of the VIRGINIA STATE CHAPTER MEETING-NARPM was called to order at 09:00 AM on June 15, 2018 by Don Atkinson.

Present

Dianne Stanley, Don Atkinson, Patty Young, Maily Roberts-Jacobs, Crystal Lovell, Scott Abernathy, Randy Huntley,

Open Issues

Williamsburg or Portsmouth location

Don and Dianne would like to lock the contract into place for year 2019 and possibly 2020 before the cost increases. Don's goal is to have 200-300 hundred people attend 2019 VA Chapter Conference. Preference is Williamsburg due to central location.

Crystal and Patty like The Renaissance in Portsmouth better because it can accommodate the same as Richmond for a considerable less cost.

The cost can include a cruise on the Spirit of Norfolk.

It was suggested that we should look at food portion of the conference to save money going from buffet to plated lunch to save cost at whichever location.

Voting:

Patty-Renaissance

Crystal-Renaissance

Maily-Williamsburg

Renaissance is the winner:

Date for the next conference will remain the same.

Crystal Lovell will chair the conference with the rest of us to assist.

Treasury Report: \$859.50 balance in bank account with an expectation of getting an additional grant.

The goal is to have at least \$5000 left going into the following year.

Agenda for Next Meeting

Need to know how we are advertising and the expected cost

Update from Crystal as to who the speakers are going to be.

Adjournment

Meeting was adjourned at 09:00AM by Don Atkinson. The next general meeting will be at 9:52AM on July 16, 2018, in Phone Conference.

Minutes submitted by: Maily Roberts-Jacobs

Approved by: Board

VIRGINIA STATE CHAPTER MEETING-NARPM

Meeting Minutes

June 15, 2018

Opening

The regular meeting of the VIRGINIA STATE CHAPTER MEETING-NARPM was called to order at 09:00 AM on June 15, 2018 by Don Atkinson.

Present

Dianne Stanley, Don Atkinson, Patty Young, Maily Roberts-Jacobs, Crystal Lovell, Scott Abernathy, Randy Huntley,

Open Issues

Williamsburg or Portsmouth location

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Crystal-Renaissance

Maily-Williamsburg

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Agenda for Next Meeting

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Update from Crystal as to who the speakers are going to be.

Adjournment

Meeting was adjourned at 09:00AM by Don Atkinson. The next general meeting will be at 9:52AM on July 16, 2018, in Phone Conference.

Minutes submitted by: Maily Roberts-Jacobs

Approved by: Board

VIRGINIA STATE CHAPTER MEETING-NARPM

Meeting Minutes

June 15, 2018

Opening

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Present

Dianne Stanley, Don Atkinson, Patty Young, Maily Roberts-Jacobs, Crystal Lovell, Scott Abernathy, Randy Huntley,

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Maily-Williamsburg

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Update from Crystal as to who the speakers are going to be.

Adjournment

Meeting was adjourned at 09:00AM by Don Atkinson. The next general meeting will be at 9:52AM on July 16, 2018, in Phone Conference.

Minutes submitted by: Maily Roberts-Jacobs

Approved by: Board

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
State Conference Call: Dial in number: 641-552-9102 Access number: 244248

MINUTES FOR THE BOARD OF DIRECTORS MEETING
Tuesday, August 21, 2018 at 9am

- **The Board members present were:** President: Don Atkinson, Vice President: Patty Young, Treasurer: Crystal Lovell, Secretary: Maily Roberts-Jacobs, RVP: Scott Abernathy, Ambassador: Dianne Stanley, Randy Huntley, Lisa Doud
- **Not in attendance:** Maily Roberts-Jacobs and Randy Huntley
- **Also attending:**
- The Board meeting was called to order: 9:10 a.m.

MINUTES

A motion was made to approve the minutes from the **08/16/ 2018** Board meeting, the motion was seconded X yes ____ no or ____ yes with modifications.

- **Conference Chair Report**
 1. **Deposit sent to Renaissance.**
 2. **We received the vendor diagrams so that we can finalize the vendor prices and set up the Eventbrite 8/31/2018.**
 3. **Lisa, Patty, and Crystal will continue to work to finalize the vendor packages and attendee Eventbrite sites, pull together a draft for the content and advertising for the conference.**
 4. **Crystal shared the option of adding Jim Roman to the agenda. The cost is actually \$1000 not \$2500. Crystal will reach out to him for options so that we can finalize the major parts of the program.**
 5. **Crystal and Patty will continue to work on finalizing the conference budget.**
 6. **Patty and Crystal are keeping track of time spent volunteering for the conference and have created a VA State NARPM email with Google documents to keep all state chapter information in one location.**
 7. **Crystal will research Regonline as a registration option.**
 8. **Don discussed future options of having the conference in the same location for at least two years going forward to leverage negotiations and save money. In addition, Don and Dianne believe the state chapter should maintain the planning of the state chapter as well as get more involved with legislation for the state. All agreed.**

- **TREASURER'S REPORT**

The balance in the checking account is \$844.50 as of July 31, 2018

- **COMMITTEE REPORTS**

Election Committee – Randy was not present but Don came up with a slate to present to the chapter. The slate is as follows:

President: Patty Young

President Elect: Crystal Lovell

Treasurer: Lisa Doud

Secretary: Maily Jacobs-Roberts or Randy Huntley if either would like the positions

Past President: Don Atkinson

Membership Chair:

Legislative Chair: ?

Scott shared that NOVA chapter really worked to get in compliance and that the VA State chapter is compliant and has 385 members. All agreed that the VA State Chapter should remain intact. Scott also answered the question about local by-laws that are not in alignment with National. He explained that National by-laws do not necessarily supersede the local. However, the local may want to get in alignment with the National so that the officers (President) do not miss the leadership training.

Education Report

Date of next education class: February 18-20, 2019

Ethics and Instructor led course needs to be selected for the conference.

We have to select the class for the conference 4 months prior to the event. The schedule is not out at this time.

- **Next meeting: September 19 at 9am. Dial in number: 641-552-9102 Access number: 244248**

Meeting finished at 9:46 am

Respectfully submitted,
Crystal Lovell for Maily Roberts-Jacobs, Secretary

A special election was held in March of 2019 due to unexpectant vacancies and to get the state chapter in compliance. The next elections should be within the guidelines of the compliance documents.

Crystal Lovell

President

2019 Virginia State Chapter Board Elections



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RESPONDENTS: 24 of 24

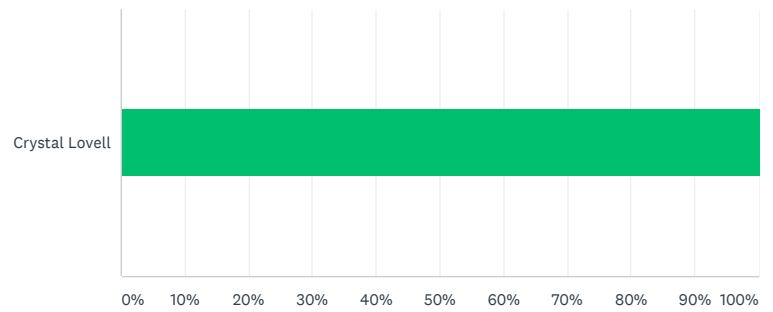
QUESTION SUMMARIES DATA TRENDS INDIVIDUAL RESPONSES

Page 1

Q1

President

Answered: 24 Skipped: 0



ANSWER CHOICES

▼ Crystal Lovell

TOTAL

Comments (0)

RESPONSES

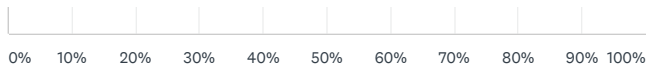
100.00%

Q2

President Elect

Answered: 23 Skipped: 1





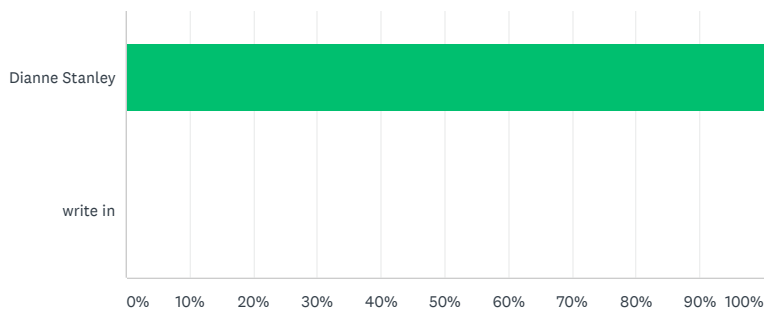
ANSWER CHOICES	RESPONSES
▼ Lisa Doud	100.00%
▼ write in	Responses 0.00%
TOTAL	

Q3



Secretary

Answered: 24 Skipped: 0



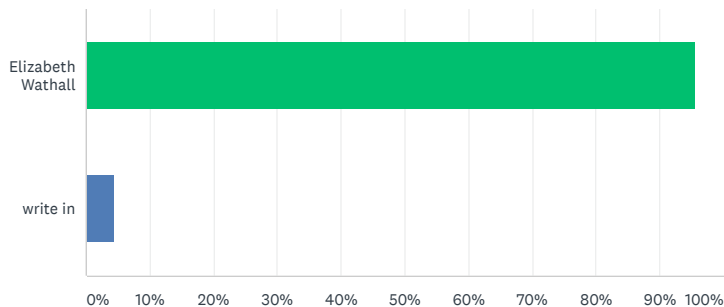
ANSWER CHOICES	RESPONSES
▼ Dianne Stanley	100.00%
▼ write in	Responses 0.00%
TOTAL	

Q4



Treasurer

Answered: 23 Skipped: 1



ANSWER CHOICES	RESPONSES
▼ Elizabeth Wathall	95.65%

write in	Responses	4.35%
TOTAL		

ENGLISH

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Board of Directors for 2019

President: Crystal Lovell

President Elect: Lisa Doud

Treasurer: Elizabeth Wathall

Secretary: Dianne Stanley

Membership Chair: Tina Bradley

Education Chair: TJ Isome

Legislative Chair: Randy Huntly

Vendor Affiliate Chair: Beverly Brown

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
State Conference Call: Dial in number: 641-552-9102 Access number: 244248

MINUTES FOR THE BOARD OF DIRECTORS MEETING
Wednesday, August 16, 2018 at 9am

- **The Board members present were:** President: **Don Atkinson**, Vice President: **Patty Young**, Treasurer: **Crystal Lovell**, Secretary: Maily Roberts-Jacobs, RVP: **Scott Abernathy**, Ambassador: **Dianne Stanley**, **Randy Huntley**, **Lisa Doud**
- **Not in attendance:** Maily Roberts-Jacobs, Dianne Stanley
- **Also attending:**
- The Board meeting was called to order: 9:05 a.m.

MINUTES

A motion was made to approve the minutes from the **xxx, 2018** Board meeting, the motion was seconded ____ yes ____ no or ____ yes with modifications.

- **Conference Chair Report**
 1. **Contract for the Spirit of Norfolk has been approved, signed and \$100 deposit submitted.**
 2. **Contract for Renaissance has been approved, signed and check will be sent for the deposit.**
 3. **We are still waiting for the vendor diagrams so that we can finalize the vendor prices. The prices will be in alignment with what we discussed and we will finalize the prices and get the Eventbrite page set up by next week.**
 4. **Lisa, Patty, and Crystal will finalize the vendor packages and attendee Eventbrite sites, pull together a draft for the content and advertising for the conference.**
 5. **Crystal and Patty will work to finalize the conference budget.**
 6. **Crystal will input the data for Eventbrite payments and purchase the reconciliation software for the chapter.**
 7. **Patty discussed each chapter donating \$500 to the state to fund the State Chapter Budget and each chapter raffling one or two conference registrations for local meeting attendance. She suggested putting the members name in a hat for each meeting attended and drawing at the end of December.**
 8. **Don would like for us to check into advertising for the conference with the Renaissance.**
- **TREASURER'S REPORT**

The balance in the checking account is \$844.50 as of July 31, 2018

- **COMMITTEE REPORTS**

Election Committee – Randy reported that the slate has not been put together as of yet. He is still working on the communication to go out to the members. Brief discussion on the status of the Northern VA Chapter.

Education Report

Date of next education class: February 18-20, 2019

Ethics and Instructor led course needs to be selected for the conference.

We have to select the class for the conference 4months prior to the event. The schedule is not out at this time.

- **OLD BUSINESS**
 1. **Elections**

- **Next meeting: August 21 at 9am. Dial in number: 641-552-9102 Access number: 244248**

Meeting finished at 9:46 am

Respectfully submitted,
Crystal Lovell for Maily Roberts-Jacobs, Secretary

NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
State Conference Call: Dial in number: 641-552-9102 Access number: 244248

MINUTES FOR THE BOARD OF DIRECTORS MEETING
September 22, 2018 at 9am

- **The Board members present were:** President: Don Atkinson, Vice President: **Patty Young**, Treasurer: **Crystal Lovell**, Secretary: Maily Roberts-Jacobs, RVP: **Scott Abernathy**, Ambassador: **Dianne Stanley**, **Randy Huntley**, **Lisa Doud**

- **Not in attendance:** Don Atkinson, Dianne Stanley, Maily Roberts-Jacobs and Randy Huntley
- **Also attending:**
- The Board meeting was called to order: 9:10 a.m.

MINUTES

Did not approve minutes or make and business decisions. Only worked on conference items.

- **Conference Chair Report**

1. **Worked to finalize the conference prices for the vendor and member.**

- **TREASURER'S REPORT**

The balance in the checking account is was not discussed.

- **COMMITTEE REPORTS**

None given

- **Next meeting: TBD. Dial in number: 641-552-9102 Access number: 244248**

Meeting finished at 9:46 am

Respectfully submitted,
Crystal Lovell for Maily Roberts-Jacobs, Secretary