

Form **990-N****Electronic Notice (e-Postcard)**

OMB No. 1545-2085

Department of the Treasury  
Internal Revenue Service**for Tax-Exempt Organization not Required to File Form 990 or 990-EZ****2020**

Open to Public Inspection

**A** For the **2020** Calendar year, or tax year beginning **2020-01-01** and ending **2020-12-31****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**  
**4004 Genesee Pl,**  
**Woodbridge, VA, US, 22192****D** Employee IdentificationNumber **83-0511233****E** Website:**F** Name of Principal Officer: **Randy Huntley**  
**8133 Leesburg Pike, Vienna,**  
**VA, US, 22182**

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

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

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

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

**NARPM - Virginia State Chapter  
2021 Budget Worksheet**

	<u>Jan - Dec 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Donation	<u>\$149.90</u>
Event Sponsorship prior year	<u>\$250.00</u>
<b>Total Income</b>	<u>\$399.90</u>
<b>Gross Profit</b>	\$399.90
<b>Expense</b>	
Bank Service Charge	\$96.00
Legal Fees (Registered Agent)	\$125.00
SCC Fees	<u>\$25.00</u>
<b>Total Expenses</b>	<u>\$246.00</u>
<b>Net Ordinary Income</b>	<u>\$153.90</u>
<b>Net Income</b>	<u><b>\$153.90</b></u>

Steve Pardon is inviting you to a scheduled Zoom meeting.

Topic: VA State Chapter Exec Board

Time: Feb 25, 2020 09:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/492320484>

Meeting ID: 492 320 484

One tap mobile

+16465588656,,492320484# US (New York)

+14086380968,,492320484# US (San Jose)

Dial by your location

+1 646 558 8656 US (New York)

+1 408 638 0968 US (San Jose)

Meeting ID: 492 320 484

Find your local number: <https://zoom.us/u/adFTs2uLXE>

Host: Steve Pardon

Guest: Anne & Mark Lackey

Topic: Success through KPIs

Notes:

- **10:04am** - Elizabeth W: Treasurer's Report
  - Good financial standing with no income reported yet. Minimal expenses. Are on budget for the year and working toward creating the budget for next year.
- **10:05am** - Steve P: Website Update
  - Calvin D is handling the updates. Removed old information from the website and will be updating moving forward.
- **10:06am** - Steve P: Conference Update
  - Working on bringing it back. Visited NC NARPM Event to experience how it all works. They opened their playbook and we'll be working to mimic their layout.
  - Request to members: If anyone has interest in joining the event committee. Start locking down details with a location.
  - Goal: Q1 of 2021
- **10:09am** - HireSmart Virtual Assistants/ Mark & Anne Lackey: Improving Teams & Customer Service through KPIs
  - 200 Door PM Company and leverage 1 Virtual Assistant who manages their portfolio.
  - Primary reason for using KPIs is to know where you are in your business and know what you have to do to achieve the goals you've set for yourself/your company. What does success mean for each department?
    - Common Departments & KPIs
      - Leasing
        - Average Days on Market
        - Occupancy %
        - Time to list
      - Maintenance
        - Confirmation of Receipt of work order
        - Time to dispatch vendor
        - Time to close
      - Sales
        - Outbound messaging
        - Close %
        - Revenue Per Client/Door
      - Accounting
        - % Accuracy
    - Vendors also receive expectations and a version of KPIs
      - Each vendor executes agreement
      - Time to reply
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- Sales
  - Set KPIs for:
    - Prospecting Calls by lead channel
    - Follow up calls to "old" leads
    - Appointments set
    - Researched done to validate prospect choosing you or topic used to re-engage
- Evaluate
  - Monitor yourself as well. Even the "boss" needs goals!
- What if they aren't being met?
  - Review Data periodically
  - Identify what's working and what isn't, adjust accordingly
  - Schedule time to review with team
  - Ask for input from staff
  - Create plan of action, adjust & TRACK!

Host: Steve Pardon

Attendees: Michele Odom, Steve Pardon, Randy Huntley, Calvin Davis, Elizabeth Walthall

Date: 10.22.2020

Time: 10a

- 10:05a: Discussion about virtual meetings (email from member that is stepping down due to virtual meetings)
  - Randy outlining his attempt to join NoVA Chapter Meeting
- 10:10a: What do we focus on moving forward?
  - Calvin: 2020 was getting back to ground zero
  - Elizabeth: Finding members who want to contribute
  - Steve: Feels like we have a solid foundation with Chris McCracken & Michele O. stepping in.
    - Checklist for what you should do as a chapter on a monthly basis
    - Consistency in information and support provided to members
    - Board members run committees, what committees should we focus on?
    - PO Box: We still haven't been able to get access to it. Can't get anyone on the phone.
    - Tenant Turner: Get with TT and have them re-issue
- 10:25: Main Focus moving forward
  - Michele - Content of meetings. If networking is lacking due to virtual, we need to pick up the education and benefits of attending the virtual meetings.
    - Invite the whole country or is the topic specific enough to where it's only beneficial to our state chapter?
    - **Action Item: Connect with PMX**
  - Calvin - Survey to members, what do we need to do and how should we approach this survey?
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  - Randy - Can be the glue. Connect with other chapter leaders for support and to rejuvenate the VA Chapter.
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User: adminvirginia

Password: JuKY2tlyQdf16F6so6wj9j1aD (please don't change the password as NARPM National needs to have access too).

Also there are some short training videos on how to update the site here:

<http://bit.ly/NARPMCTvideos> in case you need that.

Alex, President @ VH.Agency - [alex@vh.agency](mailto:alex@vh.agency)

# 757.383.8044 (office)

# 757.339.3977 (mobile)

Host: Steve Pardon

Attendees: Elizabeth W, Steve P, Calvin D

Agenda:

- Putting together the committee for the 2021 State Conference
  - Survey results (attached)
  - Pick Time and location and then put together committee? Limit planning committee to maybe 5 and then have sub committees/on the ground help? Want help closer to the time but until then not too many cooks in the kitchen
  - Should we not ask people who did it in the past? (see survey) I feel like it needs 100% fresh.
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  - class already set up
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- PO Box
  - Need someone to recruit someone from a local chapter that they are member of to do this for us.
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- Web site
  - update from Calvin
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  - What else should we be doing?
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    - Can we close PO Box?
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    - lhylton@hyltonandcompany.com
  - Steve's recommendation: Chris McCracken - Dodson PM
  - Liz's recommendation: Need more representation in Northern VA
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  - Liz - More relevant information to COVID/Legislation changes
  - Calvin - What information can we provide from NARPM to provide additional insight to our members and potential members?

12/2/2020: 10a - 11a

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Attendees: Calvin Davis, Randy Huntley, Michele Odems, Chris McCracken

Agenda:

- Steve P. - MC
  - Overview of VA State NARPM Event that was rescheduled from April 2020 that partnered with Hampton Roads Association of Realtors.
  - Spoke with Traci Van Camp and has confirmed the Hampton Roads Association of Realtors is no longer involved. VA NARPM will conduct event by themselves.
  - Traci VC is a coordinator and Steve recommends leveraging her to the max to support you for the 2021 Event/Meeting.
  - Speakers and Sponsors will probably remain the same.
  - Michele Odoms: Virtual or In Person? Shooting for in person.
  - Leader Training: Randy Huntley attended, Calvin Davis didn't.
  - Contacting the 8 VA Members who said they would be willing to help with a committee:
    - Randy will take lead on initial contact to determine if they are truly interested.
  - January Meeting:
    - Should shoot for later January (two months to schedule) & get something setup ASAP.
  - Randy: When do the chapters meet so we don't overlap any VA State meetings
  - Steve: Focus on new members, get them involved immediately and setting up first meeting in January.
  - Chris: Focus on how to communicate this to members (local and state).
    - Facebook
    - Email (From NARPM local leadership & the VA State account)
    - Mail Chimp
    - NARPM Website National Calendar
    - VA State Website Calendar
    - TextMe Reminder?
    - Calvin & Chris to work together on this one
- Action Items:
  - Committees: Send out 8 contacts to Randy/Calvin. Randy will take point on connecting with the members to understand how they want to be involved.
  - Communication of Events: Calvin/Chris to work together on identifying channels to communicate with members to attend chapter meetings/webinars.
  - Treasurer: Intro email to Michelle & Elizabeth so the transition between treasurers is seamless

Date: 3.31.2020

Host: Steve Pardon (Va. President) & Lisa Noon (Zoom Host)

Topic: COVID

- **10:01** - Steve: Introduction
  - Introduction to Calvin & Elizabeth
  - North Carolina Conference - Steve & Randy attended and will mimic that event when we put ours back in play.
  - Introduction to Tyler Craddock - NARPM Lobbyist & General Council
- **10:07** - Tyler Craddock: Review of CARE Act
  - Good Law written poorly & Bad Law written well. Some of what we have going on here.
  - (Pulls up Power Point) CARES Act - An Overview for Property Managers
  - How the bill was pushed through the house and how that led to ambiguous "definitions"
  - **10:12** Mortgage/Evictions Provision
    - Properties including 1-4 units w/: FHA, Reverse Mortgages, Loans Guaranteed under 184/184a of the Housing & Community Development Act of 1992, VA Loans, Loans made/guaranteed/insured by USDA & any loans purchased or securitized by Fannie Mae/Freddie Mac
      - Lives until epidemic is over of December, 31 2020
      - 60 Day foreclosure moratorium
      - Can apply for 180 forbearance
    - Multifamily, 5+ units
      - 90 Day Forbearance
      - No evictions or late fees during forbearance period
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    - Mortgage/Evictions Provisions
      - 120 Moratorium (Begins on 3/27/2020) on late fees and evictions for nonpayment of rent for applicable properties
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      - Additional Funding
        - Tenant Based Rental Assistance (Section 8) - \$1.25 Billion
        - Project Based Rental Assistance - \$1 Billion
        - Fair Housing - \$2.5 Million
  - **10:38** Questions from Attendees
  - **10:50** Conclusion with Steve Pardon

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## Virginia State Narpm Chapter Meeting 1-28-2021

In attendance; [Michele Odems](#) , [Randy Huntley](#) , [Calvin Davis](#) , Chris Mccracken, Steve Pardon

-Discussed the chain of command between the state level and the individual State chapters. The State board is geared towards accessing the folks in the State that do not have close proximity to a local Chapter.

-Discussion of a possible State Conference. (Second Nature and Tenant Turner are possible facilitators). Education and speakers geared towards heavy legal topics that are Virginia specific.

-Michele has been given access to the bank information and the financials. Closing out a 2020 P&L. We need to discuss the preparation of a budget for 2021.

**-Current balance in the State account is \$768.55.**

-Look at grant opportunities through the NARPM website. Speakers fees, membership drives, etc.

-Ideas for State Conference  
Chip Dicks  
Vendor interaction for prizes, etc.

-Randy will take the lead on contacting Chips office to discuss the possibility of speaking at the State Conference.

-1st State Chapter meeting will be held on 2-25 at 9:30am. (Speaker Pending)

Host: Steve Pardon

Guest: Anne & Mark Lackey

Topic: Success through KPIs

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  - Calvin: 2020 was getting back to ground zero
  - Elizabeth: Finding members who want to contribute
  - Steve: Feels like we have a solid foundation with Chris McCracken & Michele O. stepping in.
    - Checklist for what you should do as a chapter on a monthly basis
    - Consistency in information and support provided to members
    - Board members run committees, what committees should we focus on?
    - PO Box: We still haven't been able to get access to it. Can't get anyone on the phone.
    - Tenant Turner: Get with TT and have them re-issue
- 10:25: Main Focus moving forward
  - Michele - Content of meetings. If networking is lacking due to virtual, we need to pick up the education and benefits of attending the virtual meetings.
    - Invite the whole country or is the topic specific enough to where it's only beneficial to our state chapter?
    - **Action Item: Connect with PMX**
  - Calvin - Survey to members, what do we need to do and how should we approach this survey?
    - **Action Item: Send list of questions to board**
  - Randy - Can be the glue. Connect with other chapter leaders for support and to rejuvenate the VA Chapter.
    - **Action Item: Connect with other chapter leaders for ideas and support.**

This is Alex Demeshkin from <https://vh.Agency>. We are a digital marketing, website and software development company that works with NARPM National in supporting them on various websites including NARPM.org and NARPM Chapter sites.

We received your support request below about access to the Virginia State Chapter of NARPM.

Here's your login credentials for the Virginia State Chapter of NARPM site:

<http://new.newchapters.narpm.org/virginia/wp-login.php>

User: adminvirginia

Password: JuKY2tlyQdf16F6so6wj9j1aD (please don't change the password as NARPM National needs to have access too).

Also there are some short training videos on how to update the site here:

<http://bit.ly/NARPMCTvideos> in case you need that.

Alex, President @ VH.Agency - [alex@vh.agency](mailto:alex@vh.agency)

# 757.383.8044 (office)

# 757.339.3977 (mobile)

Host: Steve Pardon

Attendees: Elizabeth W, Steve P, Calvin D

Agenda:

- Putting together the committee for the 2021 State Conference
  - Survey results (attached)
  - Pick Time and location and then put together committee? Limit planning committee to maybe 5 and then have sub committees/on the ground help? Want help closer to the time but until then not too many cooks in the kitchen
  - Should we not ask people who did it in the past? (see survey) I feel like it needs 100% fresh.
- Education:
  - class already set up
  - need to try and get to the full 20 because it's a money maker
- Set remaining 2020 Meetings
  - probably 3 remain tops. Need topics and coordination
- PO Box
  - Need someone to recruit someone from a local chapter that they are member of to do this for us.
- Elections
  - Officers...same as this year? It was my impression it was a 2 year deal. Kinda feel like just getting started. I'm very happy to move Randy to president and move on but also willing to have us all stay put and do a kick ass 2021. Totally open for discussion.
  - Regardless of who is in what office need someone to take charge of reading bylaws and putting out candidates and getting the official election done
- Web site
  - update from Calvin
  - discuss what should be being done with the website
- General
  - What else should we be doing?
  - What do we want from this and how can we work to groom additional members in 2021 to be involved in the chapter and get a few more for board?

Minutes

- Meeting Start - 10:05a
  - 10:05a - General Discussions
  - 10:10a - Additional Members
  - 10:15a - Event Planning: Committee
  - 10:20a - PO Box Clarification
    - Can we close PO Box?
    - October - \$200 check from Tenant Turner
    - Can simply pay online
    - Make business office of President the primary chapter address

- Find out what we need to do to gain access
- 10:23a - Elections
  - 2 year gig?
  - Keep current officers, first year was simply getting back to ground zero
  - Need to add 2 at large members
  - Calvins recommendation: LeQuan Hylton - Hylton & Company (Send Steve Introduction)
    - lhylton@hyltonandcompany.com
  - Steves recommendation: Chris McCracken - Dodson PM
  - Liza's recommendation: Need more representation in Northern VA
- 10:28a - Website
  - Are we updated based on the last email chain?
    - Calvin to review
    - Yes, those changes have been made
  - Liz & Steve to review to determine if we need other changes
- 10:30a - Next Meeting
  - Hold on July, looking at August (education in August)
  - Push to schedule a date for conference
  - Holding on setting remaining meetings until we identify what we're doing with the conference from April
- 10:32a - Additional items?
  - Liz - More relevant information to COVID/Legislation changes
  - Calvin - What information can we provide from NARPM to provide additional insight to our members and potential members?

12/2/2020: 10a - 11a

Host: Steve Pardon

Attendees: Calvin Davis, Randy Huntley, Michele Odems, Chris McCracken

Agenda:

- Steve P. - MC
  - Overview of VA State NARPM Event that was rescheduled from April 2020 that partnered with Hampton Roads Association of Realtors.
  - Spoke with Traci Van Camp and has confirmed the Hampton Roads Association of Realtors is no longer involved. VA NARPM will conduct event by themselves.
  - Traci VC is a coordinator and Steve recommends leveraging her to the max to support you for the 2021 Event/Meeting.
  - Speakers and Sponsors will probably remain the same.
  - Michele Odoms: Virtual or In Person? Shooting for in person.
  - Leader Training: Randy Huntley attended, Calvin Davis didn't.
  - Contacting the 8 VA Members who said they would be willing to help with a committee:
    - Randy will take lead on initial contact to determine if they are truly interested.
  - January Meeting:
    - Should shoot for later January (two months to schedule) & get something setup ASAP.
  - Randy: When do the chapters meet so we don't overlap any VA State meetings
  - Steve: Focus on new members, get them involved immediately and setting up first meeting in January.
  - Chris: Focus on how to communicate this to members (local and state).
    - Facebook
    - Email (From NARPM local leadership & the VA State account)
    - Mail Chimp
    - NARPM Website National Calendar
    - VA State Website Calendar
    - TextMe Reminder?
    - Calvin & Chris to work together on this one
- Action Items:
  - Committees: Send out 8 contacts to Randy/Calvin. Randy will take point on connecting with the members to understand how they want to be involved.
  - Communication of Events: Calvin/Chris to work together on identifying channels to communicate with members to attend chapter meetings/webinars.
  - Treasurer: Intro email to Michelle & Elizabeth so the transition between treasurers is seamless

Date: 3.31.2020

Host: Steve Pardon (Va. President) & Lisa Noon (Zoom Host)

Topic: COVID

- **10:01** - Steve: Introduction
  - Introduction to Calvin & Elizabeth
  - North Carolina Conference - Steve & Randy attended and will mimic that event when we put ours back in play.
  - Introduction to Tyler Craddock - NARPM Lobbyist & General Council
- **10:07** - Tyler Craddock: Review of CARE Act
  - Good Law written poorly & Bad Law written well. Some of what we have going on here.
  - (Pulls up Power Point) CARES Act - An Overview for Property Managers
  - How the bill was pushed through the house and how that led to ambiguous "definitions"
  - **10:12** Mortgage/Evictions Provision
    - Properties including 1-4 units w/: FHA, Reverse Mortgages, Loans Guaranteed under 184/184a of the Housing & Community Development Act of 1992, VA Loans, Loans made/guaranteed/insured by USDA & any loans purchased or securitized by Fannie Mae/Freddie Mac
      - Lives until epidemic is over of December, 31 2020
      - 60 Day foreclosure moratorium
      - Can apply for 180 forbearance
    - Multifamily, 5+ units
      - 90 Day Forbearance
      - No evictions or late fees during forbearance period
      - Lives until epidemic is over of December, 31 2020
    - Mortgage/Evictions Provisions
      - 120 Moratorium (Begins on 3/27/2020) on late fees and evictions for nonpayment of rent for applicable properties
      - No notice to vacate of less than 30 days and none during the moratorium period
    - SBA Provisions
      - Paycheck Protection Program
      - Expanded Economic Injury Disaster Loans
      - Tax Provisions
      - UI Provisions
      - Additional Funding
        - Tenant Based Rental Assistance (Section 8) - \$1.25 Billion
        - Project Based Rental Assistance - \$1 Billion
        - Fair Housing - \$2.5 Million
  - **10:38** Questions from Attendees
  - **10:50** Conclusion with Steve Pardon

- 10:54 Call Concluded