

Form **990-EZ**

Department of the Treasury
Internal Revenue Service

Short Form Return of Organization Exempt From Income Tax

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

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

▶ Go to www.irs.gov/Form990EZ for instructions and the latest information.

OMB No. 1545-1150

2018

**Open to Public
Inspection**

A For the 2018 calendar year, or tax year beginning , 2018, and ending , 20

B Check if applicable:

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

C Name of organization

Number and street (or P.O. box, if mail is not delivered to street address)

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

D Employer identification number

E Telephone number

F Group Exemption
Number ▶

G Accounting Method: ☐ Cash ☐ Accrual Other (specify) ▶

I Website: ▶

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

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

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 ☐

| | | | | |
|------------|--|--|-----------|--|
| Revenue | 1 | Contributions, gifts, grants, and similar amounts received | 1 | |
| | 2 | Program service revenue including government fees and contracts | 2 | |
| | 3 | Membership dues and assessments | 3 | |
| | 4 | Investment income | 4 | |
| | 5a | Gross amount from sale of assets other than inventory | 5a | |
| | 5b | Less: cost or other basis and sales expenses | 5b | |
| | 5c | Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) | 5c | |
| | 6 | Gaming and fundraising events: | | |
| | a | Gross income from gaming (attach Schedule G if greater than \$15,000) | 6a | |
| 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) | 6b | | |
| c | Less: direct expenses from gaming and fundraising events | 6c | | |
| d | Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) | 6d | | |
| 7a | Gross sales of inventory, less returns and allowances | 7a | | |
| b | Less: cost of goods sold | 7b | | |
| c | Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) | 7c | | |
| 8 | Other revenue (describe in Schedule O) | 8 | | |
| 9 | Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶ | 9 | | |
| Expenses | 10 | Grants and similar amounts paid (list in Schedule O) | 10 | |
| | 11 | Benefits paid to or for members | 11 | |
| | 12 | Salaries, other compensation, and employee benefits | 12 | |
| | 13 | Professional fees and other payments to independent contractors | 13 | |
| | 14 | Occupancy, rent, utilities, and maintenance | 14 | |
| | 15 | Printing, publications, postage, and shipping | 15 | |
| | 16 | Other expenses (describe in Schedule O) | 16 | |
| 17 | Total expenses. Add lines 10 through 16 ▶ | 17 | | |
| Net Assets | 18 | Excess or (deficit) for the year (Subtract line 17 from line 9) | 18 | |
| | 19 | 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) | 19 | |
| | 20 | Other changes in net assets or fund balances (explain in Schedule O) | 20 | |
| | 21 | Net assets or fund balances at end of year. Combine lines 18 through 20 ▶ | 21 | |

For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 106421

Form **990-EZ** (2018)

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 | |
|----|---|-----------------------|-----------------|--|
| 22 | Cash, savings, and investments | | 22 | |
| 23 | Land and buildings | | 23 | |
| 24 | Other assets (describe in Schedule O) | | 24 | |
| 25 | Total assets | | 25 | |
| 26 | Total liabilities (describe in Schedule O) | | 26 | |
| 27 | Net assets or fund balances (line 27 of column (B) must agree with line 21) | | 27 | |

| | |
|-----------------|---|
| 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 . . ☐

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.

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

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

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 |
|--------------------|--|---|--|---|
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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 ☐

| | Yes | No |
|---|------------|----|
| 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 | 33 | |
| 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 | 34 | |
| 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)? | 35a | |
| b If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O | 35b | |
| c 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 | 35c | |
| 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 | 36 | |
| 37a Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a | | |
| b Did the organization file Form 1120-POL for this year? | 37b | |
| 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? | 38a | |
| b If "Yes," complete Schedule L, Part II and enter the total amount involved | 38b | |
| 39 Section 501(c)(7) organizations. Enter: | | |
| a Initiation fees and capital contributions included on line 9 | 39a | |
| b Gross receipts, included on line 9, for public use of club facilities | 39b | |
| 40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ ; section 4912 ▶ ; section 4955 ▶ | | |
| b 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 | 40b | |
| c 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 ▶ | | |
| d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ | | |
| e 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 | 40e | |
| 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 ▶ | | |
| b 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). | 42b | |
| c 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 ▶ | 42c | |
| 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 ▶ 43 | | |
| 44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44a | |
| b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44b | |
| c Did the organization receive any payments for indoor tanning services during the year? | 44c | |
| d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O | 44d | |
| 45a Did the organization have a controlled entity within the meaning of section 512(b)(13)? | 45a | |
| b 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 | 45b | |

46 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

| | Yes | No |
|-----------|-----|----|
| 46 | | |

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 ☐

47 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

| | Yes | No |
|-----------|-----|----|
| 47 | | |

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

| | | |
|-----------|--|--|
| 48 | | |
|-----------|--|--|

49a Did the organization make any transfers to an exempt non-charitable related organization?

| | | |
|------------|--|--|
| 49a | | |
|------------|--|--|

b If "Yes," was the related organization a section 527 organization?

| | | |
|------------|--|--|
| 49b | | |
|------------|--|--|

50 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 |
|-------------------------------------|--|---|---|--|
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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 |
|--|---------------------|------------------|
| | | |
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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.

| | | | | | |
|-------------------------------|------------------------------|----------------------|------|---|------|
| Sign Here | Signature of officer | | Date | | |
| | Type or print name and title | | | | |
| Paid Preparer Use Only | 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

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

► Attach to Form 990 or Form 990-EZ.

► Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2018

**Open to Public
Inspection**

Name of the organization

VIRGINIA PENINSULA CHAPTER NARPM, INC

Employer identification number

020755642

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 ☐ A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☒ An organization that normally receives: (1) more than 33 $\frac{1}{3}$ % of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 $\frac{1}{3}$ % of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations
- g Provide the following information about the supported organization(s).

| (i) Name of supported organization | (ii) EIN | (iii) Type of organization (described on lines 1–10 above (see instructions)) | (iv) Is the organization listed in your governing document? | | (v) Amount of monetary support (see instructions) | (vi) Amount of other support (see instructions) |
|------------------------------------|----------|---|---|----|---|---|
| | | | Yes | No | | |
| (A) | | | | | | |
| (B) | | | | | | |
| (C) | | | | | | |
| (D) | | | | | | |
| (E) | | | | | | |
| Total | | | | | | |

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

| Calendar year (or fiscal year beginning in) ► | (a) 2014 | (b) 2015 | (c) 2016 | (d) 2017 | (e) 2018 | (f) Total |
|--|----------|----------|----------|----------|----------|-----------|
| 1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") | | | | | | |
| 2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf | | | | | | |
| 3 The value of services or facilities furnished by a governmental unit to the organization without charge | | | | | | |
| 4 Total. Add lines 1 through 3 | | | | | | |
| 5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) | | | | | | |
| 6 Public support. Subtract line 5 from line 4 | | | | | | |

Section B. Total Support

| Calendar year (or fiscal year beginning in) ► | (a) 2014 | (b) 2015 | (c) 2016 | (d) 2017 | (e) 2018 | (f) Total |
|---|----------|----------|----------|----------|-----------|-----------|
| 7 Amounts from line 4 | | | | | | |
| 8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources | | | | | | |
| 9 Net income from unrelated business activities, whether or not the business is regularly carried on | | | | | | |
| 10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) | | | | | | |
| 11 Total support. Add lines 7 through 10 | | | | | | |
| 12 Gross receipts from related activities, etc. (see instructions) | | | | | 12 | |
| 13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/> | | | | | | |

Section C. Computation of Public Support Percentage

| | | |
|---|-----------|---|
| 14 Public support percentage for 2018 (line 6, column (f) divided by line 11, column (f)) | 14 | % |
| 15 Public support percentage from 2017 Schedule A, Part II, line 14 | 15 | % |
| 16a 33⅓% support test—2018. If the organization did not check the box on line 13, and line 14 is 33⅓% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/> | | |
| b 33⅓% support test—2017. If the organization did not check a box on line 13 or 16a, and line 15 is 33⅓% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/> | | |
| 17a 10%-facts-and-circumstances test—2018. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/> | | |
| b 10%-facts-and-circumstances test—2017. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/> | | |
| 18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions <input type="checkbox"/> | | |

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II.
If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

| Calendar year (or fiscal year beginning in) ► | (a) 2014 | (b) 2015 | (c) 2016 | (d) 2017 | (e) 2018 | (f) Total |
|---|----------|----------|----------|----------|----------|-----------|
| 1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") | 4321 | 4050 | 4745 | 4756 | 3620 | 21492 |
| 2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose | | | | | | |
| 3 Gross receipts from activities that are not an unrelated trade or business under section 513 | | | | | | |
| 4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf | | | | | | |
| 5 The value of services or facilities furnished by a governmental unit to the organization without charge | | | | | | |
| 6 Total. Add lines 1 through 5 | 4321 | 4050 | 4745 | 4756 | 3620 | 21492 |
| 7a Amounts included on lines 1, 2, and 3 received from disqualified persons | | | | | | |
| b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year | | | | | | |
| c Add lines 7a and 7b | | | | | | |
| 8 Public support. (Subtract line 7c from line 6.) | | | | | | |

Section B. Total Support

| Calendar year (or fiscal year beginning in) ► | (a) 2014 | (b) 2015 | (c) 2016 | (d) 2017 | (e) 2018 | (f) Total |
|---|----------|----------|----------|----------|----------|-----------|
| 9 Amounts from line 6 | 4321 | 4050 | 4745 | 4756 | 3620 | 21492 |
| 10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources | | | | | | |
| b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 | | | | | | |
| c Add lines 10a and 10b | | | | | | |
| 11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on | | | | | | |
| 12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) | | | | | | |
| 13 Total support. (Add lines 9, 10c, 11, and 12.) | 4321 | 4050 | 4745 | 4756 | 3620 | 21492 |
| 14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/> | | | | | | |

Section C. Computation of Public Support Percentage

| | | |
|---|-----------|---|
| 15 Public support percentage for 2018 (line 8, column (f), divided by line 13, column (f)) | 15 | % |
| 16 Public support percentage from 2017 Schedule A, Part III, line 15 | 16 | % |

Section D. Computation of Investment Income Percentage

| | | |
|---|-----------|---|
| 17 Investment income percentage for 2018 (line 10c, column (f), divided by line 13, column (f)) | 17 | % |
| 18 Investment income percentage from 2017 Schedule A, Part III, line 17 | 18 | % |

- 19a 33 $\frac{1}{3}$ % support tests—2018.** If the organization did not check the box on line 14, and line 15 is more than 33 $\frac{1}{3}$ %, and line 17 is not more than 33 $\frac{1}{3}$ %, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐
- b 33 $\frac{1}{3}$ % support tests—2017.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 $\frac{1}{3}$ %, and line 18 is not more than 33 $\frac{1}{3}$ %, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐
- 20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

| | Yes | No |
|---|-----|----|
| 1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i> | | |
| 2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i> | | |
| 3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i> | | |
| b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i> | | |
| c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i> | | |
| 4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i> | | |
| b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i> | | |
| c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i> | | |
| 5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i> | | |
| b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document? | | |
| c Substitutions only. Was the substitution the result of an event beyond the organization's control? | | |
| 6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i> | | |
| 7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i> | | |
| 8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i> | | |
| 9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i> | | |
| b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i> | | |
| c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i> | | |
| 10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i> | | |
| b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i> | | |

Part IV Supporting Organizations (continued)

| | Yes | No |
|--|-----|----|
| 11 Has the organization accepted a gift or contribution from any of the following persons? | | |
| a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization? | | |
| b A family member of a person described in (a) above? | | |
| c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI . | | |

Section B. Type I Supporting Organizations

| | Yes | No |
|---|-----|----|
| 1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year. | | |
| 2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization. | | |

Section C. Type II Supporting Organizations

| | Yes | No |
|--|-----|----|
| 1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s). | | |

Section D. All Type III Supporting Organizations

| | Yes | No |
|---|-----|----|
| 1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided? | | |
| 2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s). | | |
| 3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard. | | |

Section E. Type III Functionally Integrated Supporting Organizations

| | | | |
|---|--|--|--|
| 1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions). | | | |
| a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below. | | | |
| b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below. | | | |
| c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions). | | | |
| 2 Activities Test. Answer (a) and (b) below. | | | |
| a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities. | | | |
| b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement. | | | |
| 3 Parent of Supported Organizations. Answer (a) and (b) below. | | | |
| a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI . | | | |
| b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard. | | | |

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1** ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

| Section A—Adjusted Net Income | | (A) Prior Year | (B) Current Year (optional) |
|---|-----------|----------------|-----------------------------|
| 1 Net short-term capital gain | 1 | | |
| 2 Recoveries of prior-year distributions | 2 | | |
| 3 Other gross income (see instructions) | 3 | | |
| 4 Add lines 1 through 3. | 4 | | |
| 5 Depreciation and depletion | 5 | | |
| 6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions) | 6 | | |
| 7 Other expenses (see instructions) | 7 | | |
| 8 Adjusted Net Income (subtract lines 5, 6, and 7 from line 4) | 8 | | |
| Section B—Minimum Asset Amount | | (A) Prior Year | (B) Current Year (optional) |
| 1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year): | | | |
| a Average monthly value of securities | 1a | | |
| b Average monthly cash balances | 1b | | |
| c Fair market value of other non-exempt-use assets | 1c | | |
| d Total (add lines 1a, 1b, and 1c) | 1d | | |
| e Discount claimed for blockage or other factors (explain in detail in Part VI): | | | |
| 2 Acquisition indebtedness applicable to non-exempt-use assets | 2 | | |
| 3 Subtract line 2 from line 1d. | 3 | | |
| 4 Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions). | 4 | | |
| 5 Net value of non-exempt-use assets (subtract line 4 from line 3) | 5 | | |
| 6 Multiply line 5 by .035. | 6 | | |
| 7 Recoveries of prior-year distributions | 7 | | |
| 8 Minimum Asset Amount (add line 7 to line 6) | 8 | | |
| Section C—Distributable Amount | | | Current Year |
| 1 Adjusted net income for prior year (from Section A, line 8, Column A) | 1 | | |
| 2 Enter 85% of line 1. | 2 | | |
| 3 Minimum asset amount for prior year (from Section B, line 8, Column A) | 3 | | |
| 4 Enter greater of line 2 or line 3. | 4 | | |
| 5 Income tax imposed in prior year | 5 | | |
| 6 Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions). | 6 | | |
| 7 <input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions). | | | |

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

| Section D—Distributions | | Current Year | |
|-------------------------|--|--------------|--|
| 1 | Amounts paid to supported organizations to accomplish exempt purposes | | |
| 2 | Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity | | |
| 3 | Administrative expenses paid to accomplish exempt purposes of supported organizations | | |
| 4 | Amounts paid to acquire exempt-use assets | | |
| 5 | Qualified set-aside amounts (prior IRS approval required) | | |
| 6 | Other distributions (describe in Part VI). See instructions. | | |
| 7 | Total annual distributions. Add lines 1 through 6. | | |
| 8 | Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions. | | |
| 9 | Distributable amount for 2018 from Section C, line 6 | | |
| 10 | Line 8 amount divided by line 9 amount | | |

| Section E—Distribution Allocations (see instructions) | (i) Excess Distributions | (ii) Underdistributions Pre-2018 | (iii) Distributable Amount for 2018 |
|--|-----------------------------|--|---|
| 1 Distributable amount for 2018 from Section C, line 6 | | | |
| 2 Underdistributions, if any, for years prior to 2018 (reasonable cause required—explain in Part VI). See instructions. | | | |
| 3 Excess distributions carryover, if any, to 2018 | | | |
| a From 2013 | | | |
| b From 2014 | | | |
| c From 2015 | | | |
| d From 2016 | | | |
| e From 2017 | | | |
| f Total of lines 3a through e | | | |
| g Applied to underdistributions of prior years | | | |
| h Applied to 2018 distributable amount | | | |
| i Carryover from 2013 not applied (see instructions) | | | |
| j Remainder. Subtract lines 3g, 3h, and 3i from 3f. | | | |
| 4 Distributions for 2018 from Section D, line 7: \$ | | | |
| a Applied to underdistributions of prior years | | | |
| b Applied to 2018 distributable amount | | | |
| c Remainder. Subtract lines 4a and 4b from 4. | | | |
| 5 Remaining underdistributions for years prior to 2018, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions. | | | |
| 6 Remaining underdistributions for 2018. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions. | | | |
| 7 Excess distributions carryover to 2019. Add lines 3j and 4c. | | | |
| 8 Breakdown of line 7: | | | |
| a Excess from 2014 . . . | | | |
| b Excess from 2015 . . . | | | |
| c Excess from 2016 . . . | | | |
| d Excess from 2017 . . . | | | |
| e Excess from 2018 . . . | | | |

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

[illegible]

| Income | Projected for 2019 | Actual for 2019 | Paid Date | Projected for 2020 | Actual for 2020 | Paid Date |
|---|--------------------|-------------------|----------------|--------------------|-------------------|----------------|
| Affiliate membership & Sponsorship Fees 13 total | \$2,548.00 | \$2,514.00 | as of April 15 | \$2,275.00 | \$1,070.00 | as of Feb 2020 |
| Tickets of Opportunity | \$300.00 | \$407.00 | As of Nov 2019 | \$400.00 | \$75.00 | as of Feb 2020 |
| Continuing Education Income | \$100.00 | \$0.00 | | \$100.00 | \$0.00 | |
| NARPM Education Sponsorship (\$180/Mbr 25% for 5 sign up) | | | | \$225.00 | | |
| NARPM Trade Show Grant | | | | up to \$1000 | | |
| Leadership Travel Grant (National) | \$250.00 | \$500.00 | Dec 2019 | \$500.00 | \$0.00 | |
| Advertising Sponsorship Grant | \$500.00 | \$500.00 | May 9,2019 | \$500.00 | \$0.00 | |
| Educational Grant (NARPM) | \$0.00 | \$0.00 | | \$0.00 | \$0.00 | |
| Membership Drive Chapter Grant | \$500.00 | \$500.00 | June 13,2019 | \$500.00 | \$0.00 | |
| Total Income | \$4,198.00 | \$4,421.00 | | \$4,500.00 | \$1,145.00 | |

| Expenses | Projected for 2019 | Actual for 2019 | Paid Date | Projected for 2020 | Actual for 2020 | Paid Date |
|---|--------------------|-------------------|-------------------|--------------------|-----------------|-----------|
| Marketing/ Admin Expenses | \$150.00 | \$50.78 | Nov & Dec 2019 | \$100.00 | \$0.00 | |
| Post Office Box Rental | \$135.00 | \$154.00 | 19-Jun | \$155.00 | \$0.00 | |
| Office Reimbursemet for National Conference Reg. | \$2,475.00 | \$0.00 | | \$1,500.00 | \$0.00 | |
| Virginia Peninsula Realtor Association (Bronze Sponsor) | \$500.00 | \$500.00 | 29-Nov | \$500.00 | \$0.00 | |
| Realtor Fest Booth ~ Vendor Fair * | \$850.00 | \$615.50 | Oct 10 | \$400.00 | \$0.00 | |
| Oct 28 , VPAR Lunch Sponsor approved (9/19)** | \$250.00 | \$250.00 | Oct 2019 | | | |
| Chapter Memebrhsip Drive | \$350.00 | \$0.00 | | \$350.00 | \$0.00 | |
| Silent Auction Gift Card For National Convention | \$100.00 | \$105.00 | Oct 2019 | \$100.00 | \$0.00 | |
| Vendor Party to include gift cards *** | \$250.00 | \$610.00 | Nov 15 | \$700.00 | \$0.00 | |
| Holiday Party **** | \$250.00 | \$107.54 | Dec 2019 | \$500.00 | \$0.00 | |
| Educational Event Sponsorship Listed Below | \$500.00 | \$0.00 | | \$500.00 | \$0.00 | |
| 1 | | | | | | |
| 2 | | | | | | |
| Leadership Training Travel | \$500.00 | \$500.00 | Paid out Feb 2020 | \$500.00 | \$0.00 | |
| NARPM Chapter Expense (SCC) Paid Annually | | \$25.00 | 75 | \$25.00 | \$0.00 | |
| Chip Dicks Education 2 events | \$800.00 | \$800.00 | 29-Nov | \$800.00 | \$0.00 | |
| | | | | | | |
| Total Expenses | \$7,110.00 | \$3,717.82 | | \$6,130.00 | \$0.00 | |
| | | | | | | |



www.narpm.org

www.vapeninsula.narpm.org

<https://www.facebook.com/NARPM-Virginia-Peninsula-Chapter-870582749720334>

Meeting Agenda

February 14, 2019

Location: 724 Thimble Shoals Blvd, Suite 10, Newport News VA 23606

Time: 11:30am-1pm

- 11:30 am -11:45 am Networking
- 11:45 am -11:55 am President Welcome & Affiliate Member, Professional Member, and Guests Introductions

Purpose and Overview

NARPM® Mission

NARPM® provides resources for residential property management professionals,
Who desire to learn, grow and build relationships?

NARPM® Vision

NARPM® will be the recognized leaders in residential property management industry.

Affiliate Member, Professional Member, and Guests Introductions (2 New Memebers)

- 11:55 pm-12:00 pm Lunch sponsor introduction- Smoke Detector Man, 948 Oakland Ave
- Virginia Beach, VA 23451 Phone: 757-717-7955 Dusty Williams
smokedetectorman@verizon.net
<http://smokedetectorman.com>
- 12:00 pm-12:10pm
 - a. **Membership Dues** Early Bird rate has ended. Dues can be paid online with no processing fee or through the office for a \$25 processing fee. Membership dues **must be paid by March 10, 2019.**
 - b. **NARPM Course:** April 23, 2019. 9-4pm Master Owner Clients Relations. Our chapter is sponsoring this course and we need at least 5 members to register this course in order to host the course here. Registration information will be provided soon.
 - c. **Virginia State NARPM Conference** -Our Virginia State NARPM Conference will be February 17-19, 2019 (Mastermind session is February 17. Conference is February 18-19. Education class-Master Owner Clients Relations scheduled for February 20.) At the Renaissance Hotel in Portsmouth. .
Members: <https://vastatenarpmconfreg.eventbrite.com>
Vendors: <http://vastatevendorreg.eventbrite.com?s=88654973>
 - d. **Have You Registered for the Broker/Owner Conference?** Free Rehab Sessions Included with Registration! Don't miss out on NARPM's premier event for company owners, brokers and major decision makers. The NARPM Broker/Owner Conference & Expo online registration is now open. The event will be held February 25-27, 2109 at The Mirage Hotel In Las Vegas. Two Rehab sessions will be included FREE with your registration. The Conference will feature nationally known speakers, Kelly McDonald, Jeff Hoffman, Kevin Brown, and Jay Baer. Remember this event is limited to 700 people who are brokers, owners, or company decision makers. Limit 2 attendees per firm. [Register today! https://www.narpmbrokerowner.org/registration](https://www.narpmbrokerowner.org/registration)



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

- e. **Fundraising Ideas:** We need your ideas! Please write your idea down before you leave this meeting room.
 - f. **NARPM Accounting Standards - Webinar**
Are you interested in learning more about the upcoming NARPM Accounting Standards and how they can not only help your business, but the industry as a whole? The NARPM Accounting Standards (NAS) is an initiative designed to assist NARPM in elevating the property management industry by collectively establishing an acceptable standard of accounting practices. The webinar will provide an overview of the NAS and answer questions like:
How should I structure my chart of accounts?
What are standard benchmarks for financial performance?
What financial metrics should I be tracking?
What are best practices for maintaining financial controls?
This webinar will be take place twice for those that can't make the first date. You can register for either date below:
Feb. 15, at 11:00am PST / 2:00pm EST. Register here.
<https://register.gotowebinar.com/register/5740105303077135629>
 - g. **Register today to participate in the 2018 National Day on the Hill. May 14-15, 2018**
Washington, DC Make contacts with key Members of Congress and their staffs on Residential Housing issues such as criminal background checks, certifying standards for Service Animals, and ADA reform.
 - h. **Next Month's Lunch Sponsor**-Peerless- Carpet Care / Restoration
- 12:10 pm-12:55 Featured Speaker: Smoke Detector Man- update regarding smoke detectors installation and regulation & Traci Vancamp-how to use national website of NARPM
 - 12:55 pm-1:00 pm Door Prizes /Tickets of opportunity raffle/ Closing

Membership Benefit:

Join the NARPM Facebook Discussion Group

NARPM Discussion Group is a private Facebook group where NARPM members and other property managers can discuss relevant issues within the property management industry and seek advice in a closed peer-to-peer environment. The discussion group may also help participants continue the education and networking that take place at the Broker/Owner Conference, Convention, and other conferences year-round, and allow members to share best practices in property management, seek advice and answers from peers, and gain insights and news to grow their own professionalism. Click <https://www.facebook.com/groups/1078108045694099/> to join.

Have You Referred a Member to NARPM Yet?

Start the New Year off with the NARPM® referral program for new Professional/Associate Members. For each new Professional/Associate Member you refer, you will receive a \$50 NARPM Voucher (or \$25 for each new Support Staff Member or Affiliate). The vouchers are valid for one year from date of issue and will be sent via email. Excludes Company Membership applications and those receiving the dues discount for a Chapter Grant. Vouchers can only be used towards Broker/Owner Registration, Convention Registration, and In-Classroom Courses. Applying member must list the name of referring member at the time of application. These vouchers can only be earned by non-Affiliate members. Have questions? Email leadershipinfo@narpm.org & Lea at lea.welcomehome@gmail.com

The Home Depot PRO Enrollment

You must be an active NARPM® member to enroll in this program.



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

<http://homedepot.com/prorewards> Visit the Website to Enroll

Maximize your membership and join the exclusive Home Depot Program. NARPM® members can earn cash back up to 2% when they enroll in the FREE Pro Xtra Loyalty program.

Article 2: DISCRIMINATION

The Property Manager shall not discriminate in the management, rental, lease or negotiation of real property, shall operate consistent with fair housing laws and regulations and shall comply with all federal, state and local laws concerning discrimination.

STANDARDS OF PROFESSIONALISM

- **2.1 It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination..**
- **2-2 The Property Manager shall not deny service to any person due to race, religion, sex, handicap, familial status, National Origin, sexual orientation, or gender identity.**

Note: The Federal Trade Commission (the "FTC") has conducted an investigation concerning certain Provisions in the NARPM® Code of Ethics and Standards of Professionalism ("Code of Ethics"). The Provisions of the Code of Ethics that were addressed by the FTC are those that stated: "NARPM® Professional Members shall refrain from criticizing other property managers or their business practices" and "The Property Manager shall not knowingly solicit competitor's clients." The FTC has alleged that these provisions in the Code of Ethics restrict members of NARPM® from competing for clients, thereby depriving clients of the benefits of competition among property managers, in violation of the Federal Trade Commission Act. Without admitting a violation of the law, NARPM® has agreed to the entry of a Consent Agreement and a Decision and Order by the FTC in this matter (the "Order"). The Order requires NARPM® to amend the Code of Ethics by deleting these two provisions; please note that such restrictions on solicitation or advertising by NARPM® members no longer apply.

NARPM® Antitrust Statement:

It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM®'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

Upcoming Events/Announcement

- **Virginia State NARPM Conference**
Date: February 18-20, 2019
Location Renaissance Portsmouth-Norfolk Waterfront Hotel
Portsmouth VA
<https://vastatenarpmconfreg.eventbrite.com>
- **VA Peninsula NARPM Chapter Monthly Meeting**
Date: Thursday March 14, 2019
Location: Howard Hannah Peninsula Office



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

724 Thimble Shoals Blvd Suite 100 Newport News VA 23606

Time 11:30am-1pm

- **NARPM Course**: Date: April 23, 2019. 9-4pm Master Owner Clients Relations
- **National Day On The Hill**: May 14-15, 2018 Washington, DC Make contacts with key Members of Congress and their staffs on Residential Housing issues such as criminal background checks, certifying standards for Service Animals, and ADA reform.

2019 Executive Board Officers and Chairs

| Title | Name | phone number | email |
|------------------------------|--------------------|--------------|--|
| President | Baylee Wang | 757-3036881 | bayleew@rpmvapeninsula.cc |
| Pres-Elec | Anne Row | 757-645-5977 | arow@sprentals.biz |
| Past-Pres | Lisa Doud | 757-270-4794 | lisa@doudrs.com |
| Secretary | Lara Cullipher | 757-637-0081 | lara@amwre.com |
| Treasurer | Priscilla Horner | 757-676-3339 | priscilla@doudrs.com |
| Education Chair | Petra Zayakosky | 757-717-4472 | petra.zayakosky@gmail.com |
| Membership Chair | Lea Yates | 804-356-1912 | Lea.welcomehome@gmail.cc |
| Marketing/Publications Chair | Lakesha Kirkendall | 757-236-1881 | Lakeshabrown3@gmail.com |
| Affiliate Chair | Butch Beckman | 757-681-2048 | Butch.capitalservices@gmail.com |
| Legislative & By Law Chair | David Whitley | 757-876-0284 | davidwhitley13@gmail.com |
| Event Chair | Carol Chandler | 757-707-5174 | carol@onestopcleaningllc.co |



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

Capital Carpet and Services

Carpet cleaning



133-1 Powhatan Spring Rd
Williamsburg, VA 23188
Butch Beckman
Phone: (757) 564-8000
butch.capitalservices@gmail.com
www.capitalcarpetandservices.com

CLEAN AIR CONCEPT, LLC

MOLD & MILDEW INSPECTION/REMOVAL AND
REMEDIATION



26 Town Center Way Suite 129
Hampton, VA 23666
Phone: 757-593-6361
Lawrence Warren
info@cleanairconcept.com
<http://www.cleanairconcept.com>

COMFORT TECHNOLOGIES, INC.

HVAC



2810 Build America Drive
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Lee Chapman
Phone: (757) 599-9700
comforttechnology@cox.net
<http://www.comforttechnologyinc.com>

COMMONWEALTH EXTERMINATING COMPANY, INC.

Pest Control



711 Gum Rock, Ste 5
Newport News, VA 23606
Johnny Newell
Phone: 757-873-2030
Fax: 757-873-2031
bugs@commonwealthext.com
www.commonwealthext.com

Irving B. "Chip" Goldstein Law Firm

Attorney



741 J. Clyde Morris Blvd
Newport News, VA 23601
Irving "Chip" Goldstein
Phone: 757-873-8773
igoldstein@IBGLaw.com
<http://www.ibglaw.com>

Mr. Rekey Of Hampton Roads

Lock Smith



326 Burgh Westra Drive
Hampton, VA 23669
Dennis Van Camp
Phone: 757-652-0962
dvancamp@rekey.com
<http://www.rekey.com/locksmith/hampton-roads/>



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

Nations Tax Expert



2094 Nickerson Blvd
Hampton, VA 23663
Ray D. Nations, EA, CTRS
Phone: 757-785-9086
Fax: 757-850-0842
ray@nationstaxexpert.com
www.nationstaxexpert.com

PuroClean

Water, Fire, Mold, Biohazard Remediation



1490-5A Quarteropth Road 327
Williamsburg, VA 23188
Mike O'Donnell
Phone: 757-207-7377

mdodonnell@puroclean.com
<https://www.puroclean.com/>

ONE STOP CARPET & Cleaning Services, LLC

Carpet Care / Cleaning Services



160 Second St Ste 202
Williamsburg, VA 23185
[Get Directions](#)
Phone: 757-707-9600
info@onestopcleaningllc.com
<https://onestopcleaningllc.com>

PEERLESS

Carpet Care/Restoration



1725 Endeavor Dr
Williamsburg, VA 23185
Mark Crews
Phone: 757-873-1495
Mark.crews@peerlessva.com
<http://www.peerlessva.com>

ServPro of Hampton and Chesapeake

Fire, Water, mold Restoration



SERVPRO of Hampton North

2807 Build America Dr.
Hampton, VA 23666
Reginald Thorne
Phone: 757-825-9700
Fax: 757-523-1807
r.thorne@servpro8233.com
<http://www.servprohamptonnorth.com/>

SMOKE DETECTOR MAN

Smoke Detector Inspections and Installations



948 Oakland Ave
Virginia Beach, VA 23451
Dusty Williams
Phone: 757-717-7955
smokedetectorman@verizon.net
<http://smokedetectorman.com>



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www.narpm.org

www.vapeninsula.narpm.org

<https://www.facebook.com/NARPM-Virginia-Peninsula-Chapter-870582749720334>

Meeting Agenda

June 13, 2019

Location: 724 Thimble Shoals Blvd, Suite 10, Newport News VA 23606

Time: 11:30am-1pm

- 11:30 am -11:45 am Networking
- 11:45 am -11:55 am President Welcome & Affiliate Member, Professional Member, and Guests Introductions

Purpose and Overview

NARPM® Mission

NARPM® provides resources for residential property management professionals,
Who desire to learn, grow and build relationships?

NARPM® Vision

NARPM® will be the recognized leaders in residential property management industry.

Affiliate Members (12), Professional Members (41) and Guests Introductions

- 11:55 pm-12:00 pm Standard Professionalism Article 6
Lunch Sponsor- Comfort Technology
2810 Build America Drive, Hampton, VA 23666
757-599-9700 <http://www.comforttechnologyinc.com>
- 12:00 pm-12:05pm
 - a. **Round Table Discussion:** Eviction Updates, Chip Dicks Presentation.
 - b. **NARPM Accounting Standards:** Have you taken advantage of this fantastic benefit yet? If not, check it out: <https://www.narpm.org/education/narpm-accounting-standards/>
- 12:55 pm-1:00 pm Door Prizes /Tickets of opportunity/ Closing

Article 6: HANDLING OF FUNDS

The Property Manager shall hold all funds received on behalf of others in compliance with state law and shall not commingle the funds with personal or other business funds or use the funds for other than their intended purpose.

STANDARDS OF PROFESSIONALISM



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VIRGINIA PENINSULA CHAPTER

- **6-1 The Property Manager shall keep appropriate records and shall prepare and furnish to the Client accurate and timely financial reports relating to the Client's rental and funds in accordance with the terms of the applicable management agreement.**

Note: The Federal Trade Commission (the "FTC") has conducted an investigation concerning certain Provisions in the NARPM® Code of Ethics and Standards of Professionalism ("Code of Ethics"). The Provisions of the Code of Ethics that were addressed by the FTC are those that stated: "NARPM® Professional Members shall refrain from criticizing other property managers or their business practices" and "The Property Manager shall not knowingly solicit competitor's clients." The FTC has alleged that these provisions in the Code of Ethics restrict members of NARPM® from competing for clients, thereby depriving clients of the benefits of competition among property managers, in violation of the Federal Trade Commission Act. Without admitting a violation of the law, NARPM® has agreed to the entry of a Consent Agreement and a Decision and Order by the FTC in this matter (the "Order"). The Order requires NARPM® to amend the Code of Ethics by deleting these two provisions; please note that such restrictions on solicitation or advertising by NARPM® members no longer apply.

NARPM® Antitrust Statement:

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Upcoming Events/Announcement

- **VA Peninsula NARPM Chapter Monthly Meeting**
Date: Thursday July 11, 2019
Location: Howard Hannah Peninsula Office
724 Thimble Shoals Blvd Suite 100 Newport News VA 23606
Time 11:30am-1pm



National Association of Residential Property Managers

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www.narpm.org

www.vapeninsula.narpm.org

<https://www.facebook.com/NARPM-Virginia-Peninsula-Chapter-870582749720334>

Meeting Agenda

October 10th, 2019

Location: 724 Thimble Shoals Blvd, Suite 10, Newport News VA 23606

Time: 11:30am-1pm

- 11:30 am -11:40 am Networking President Welcome & Affiliate Member, Professional Member, and Guests Introductions

Purpose and Overview

NARPM® Mission

NARPM® provides resources for residential property management professionals,
Who desire to learn, grow and build relationships?

NARPM® Vision

NARPM® will be the recognized leaders in residential property management industry.

Affiliate Members (14), Professional Members (27) and Guests Introductions

- 11:40 pm-11:50 pm Standard Professionalism Article 10

Lunch Sponsor- Stop Loss/ Shaun Whiteley/

804-873-3242/stoplossva@gmail.com/www.soplossva.com

- 11:50 pm-12:00 pm
 - a. **Chapter Election:** Angela Bailey is going to be Board of Directors 2020. We are seeking volunteers for Membership Chair and Communication Chair. Please let me know if you are interested.
 - b. **VPAR Day Court:** We are the lunch sponsor. **Day Court - Beginners Contract class for Property Managers:** October 28, 9:30am -11:30am; **Day Court - Real Estate Laws You Need to Know:** October 28, 12pm- 2pm. **VPAR member: \$20, not open to non-realtor agent.**
 - c. **Affiliate Member Appreciation Day-Nov.14, 2019:** Next meeting is our Affiliate Member Appreciation Day. Please mark your calendar and come join the free lunch, gift cards+certificate(Affiliates). Affiliates, please let Butch know if you are not able to come. Carol is helping with the food and we will email you the lunch options and please let us know which one you would like to take.
 - d. **Holiday Party-December 12, 2019:** Time to celebrate! Gift Exchange (\$20 under/gift), Food Bank 50/50 split on raffle tickets
- 12:00 pm-12:55pm Featured Speaker: *Shaun Whiteley*, Stop Loss
- 12:55 pm-1:00 pm Door Prizes /Tickets of opportunity/ Closing



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Article 10: TRUTH IN ADVERTISING

The Property Manager shall ensure that all advertising is clear and forthright and includes only accurate and truthful statements and about the property or serves advertised.

STANDARDS OF PROFESSIONALISM

- **10-1** Regardless of the type of media used, advertising content shall be truthful and honest at all times.
- **10-2** No property shall be offered as “For Rent” without the actual permission of the Client. If an unlisted property is offered, permission must be obtained from the owner.
- **10-3** Disclosure must be made to all parties if information gathered through electronic advertising media may be sold to an outside party.
- **10-4** All marketing materials, whether printed or electronic, shall comply with state laws.

Note: *The Federal Trade Commission (the “FTC”) has conducted an investigation concerning certain Provisions in the NARPM® Code of Ethics and Standards of Professionalism (“Code of Ethics”). The Provisions of the Code of Ethics that were addressed by the FTC are those that stated: “NARPM® Professional Members shall refrain from criticizing other property managers or their business practices” and “The Property Manager shall not knowingly solicit competitor’s clients.” The FTC has alleged that these provisions in the Code of Ethics restrict members of NARPM® from competing for clients, thereby depriving clients of the benefits of competition among property managers, in violation of the Federal Trade Commission Act. Without admitting a violation of the law, NARPM® has agreed to the entry of a Consent Agreement and a Decision and Order by the FTC in this matter (the “Order”). The Order requires NARPM® to amend the Code of Ethics by deleting these two provisions; please note that such restrictions on solicitation or advertising by NARPM® members no longer apply.*

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Upcoming Events/Announcement

- **VA Peninsula NARPM Chapter Monthly Meeting**
Date: Thursday, Nov.14th, 2019
Location: Howard Hannah Peninsula Office
724 Thimble Shoals Blvd Suite 100 Newport News VA 23606
Time 11:30am-1pm



National Association of Residential Property Managers

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www.narpm.org

www.vapeninsula.narpm.org

https://www.facebook.com/NARPM-Virginia-Peninsula-Chapter-870582749720334

Meeting Agenda

November 14th, 2019

Vendor Appreciation Day

Location: 724 Thimble Shoals Blvd, Suite 10, Newport News VA 23606

Time: 11:30am-1pm

- 11:30 am -11:40 am Networking President Welcome & Affiliate Member, Professional Member, and Guests Introductions

Purpose and Overview

NARPM® Mission

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Who desire to learn, grow and build relationships?

NARPM® Vision

NARPM® will be the recognized leaders in residential property management industry.

Affiliate Members (13), Professional Members (27) and Guests Introductions

- 11:40 pm-11:50 pm Standard Professionalism Article 11
- 11:50 pm-12:00 pm
 - a. **Holiday Party:** December 12th. Members gift exchange \$20 or less. Bring can food- Donation Food Bank. Volunteers needed for party decoration.
 - b. **PM Certified:** Virginia Realtors is offering new certification just for property managers. 8 courses are offered. Detail: <https://www.virginiarealtors.org/for-members/education/pm-certified/>
- 12:00 pm-12:55pm
 - a. Vendor's Speech- 3 minutes/vendor only
 - b. Vendor Certification and Gift Card Reward
- 12:55 pm-1:00 pm Door Prizes /Tickets of opportunity/ Closing

Article 11: RESPONSIBILITY TO NARPM AND THE PROFESSION

The Property Manager shall comply with all policies and pronouncements of NARPM and all relevant laws and rules of the jurisdiction in which he or she works, and shall strive to stay informed of and to educate others about relevant matters affecting the property management field.



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STANDARDS OF PROFESSIONALISM

- **11-1 The Property Manager Shall Strive to improve the property management profession and NARPM by sharing with others his or her lessons of experience for the benefit of all.**
- **11-2 The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.**
- **11-3 The Property Manager shall maintain his or her real estate license, if a license is required in their state.**
- **11-4 The Property Manager shall abide by NARPM's bylaws and other policies and procedures of NARPM, and shall seek to avoid doing harm to the organization.**
- **11-5 The Property Manager shall ensure that all electronic communications and marketing he or she prepares is professional with respect given to the recipients.**
- **11-6 The Property Manager shall act with integrity, good faith, and professionalism in connection with all NARPM and NARPM Chapter activities.**

Note: The Federal Trade Commission (the "FTC") has conducted an investigation concerning certain Provisions in the NARPM® Code of Ethics and Standards of Professionalism ("Code of Ethics"). The Provisions of the Code of Ethics that were addressed by the FTC are those that stated: "NARPM® Professional Members shall refrain from criticizing other property managers or their business practices" and "The Property Manager shall not knowingly solicit competitor's clients." The FTC has alleged that these provisions in the Code of Ethics restrict members of NARPM® from competing for clients, thereby depriving clients of the benefits of competition among property managers, in violation of the Federal Trade Commission Act. Without admitting a violation of the law, NARPM® has agreed to the entry of a Consent Agreement and a Decision and Order by the FTC in this matter (the "Order"). The Order requires NARPM® to amend the Code of Ethics by deleting these two provisions; please note that such restrictions on solicitation or advertising by NARPM® members no longer apply.

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Upcoming Events/Announcement

- **VA Peninsula NARPM Chapter Monthly Meeting**
Date: Thursday, December 12th, 2019
Location: Howard Hannah Peninsula Office
724 Thimble Shoals Blvd Suite 100 Newport News VA 23606
Time 11:30am-1pm



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER



Executive Committee Meeting Agenda

January 17^t , 2019

Location: 101 Charlene Ct, Yorktown, VA

via Zoom Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/623952829>

Or iPhone one-tap :

US: +16465588656,,6527994276# US (New York)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 558 8656 US (New York)

Meeting ID: 652 799 4276

President: Baylee Wang

President Elect: Anne Row

Past President: Lisa Doud

Treasure: Priscilla Horner

Secretary: Lara Cullipher

Committee Chairs: Lea Hyde-Yates, Lakesha Kirkendall, David Whitley, Butch Beckman, Carol Chandler, Petra Zayakosky

Time: 10AM-10:45 AM

1. Call to Order/Roll Call/ Welcome

Quorum? Excused absence? Unexcused absence?

2. Review/Approval of December 2018 meeting minutes

3. Treasure's Report

- Budget report.
- Affiliates and professional membership dues report.

4. Committee Report-

Education Chair: monthly speaker update

Membership Chair: new member update. Last meeting guest follow up. New member-Angela Bailey

Affiliate Chair: New affiliate update. Last meeting guest follow up. Vendor table & business cards

Event Chair- Food Bank event update. Social event update.



By Law Chair: by law review update

Legislative Chair:

Communication Chair:

5. Old Business: State conference. Broker Owner Retreat

6. New Business:

- Cost of meeting agendas. Do we have budget of it?
- Absence of Board member: Advance Notice, One (1) unexcused absence or two (2) excused absences within the year of service will be grounds for replacement of that Member.
- Outline of Basic Parliamentary Procedure

7. Discussion:

8. Adjourn

Chapter meetings and Board meetings for 2019 are as follows

Dates for Chapter meetings and Executive board Meetings Time is as follows:

| | |
|------------------------------|--|
| Chapter meeting at 11:30am | Executive Board Meeting will be at 10:00am |
| Second Thursday of the month | Third Thursday of the Month or online |
| 724 Thimble Shoals Blvd# 100 | 101 Charlene Court |
| Newport news VA | Yorktown Virginia 23692 |
| Thursday February 14, 2018 | Thursday February 21, 2018 |



Executive Committee Meeting Agenda

February 21, 2019

Location: 101 Charlene Ct, Yorktown, VA

President: Baylee Wang

President Elect: Ann Rowe

Past President: Lisa Doud

Treasure: Priscilla Horner

Secretary: Lara Cullipher

Committee Chairs: Lea Hyde-Yates, Lakesha Kirkendall, David Whitley,

Butch Beckman, Carol Chandler, Petra Zayakosky

Time: 10AM-10:45 AM

Via Zoom Join from PC, Mac, Linux, iOS or
Android: <https://zoom.us/j/623952829>

Or iPhone one-tap :

US: +16465588656,,6527994276# US (New
York)

Or Telephone:

Dial(for higher quality, dial a number based on
your current location):

US: +1 646 558 8656 US (New York)

Meeting ID: 652 799 4276

1. Call to Order/Roll Call/ Welcome

Quorum? Excused absence? Unexcused absence?

2. Review/Approval of January 2019 meeting minutes

3. Treasure's Report

- Budget report.
- Affiliates membership dues report.

4. Committee Report-

- Education Chair: monthly speaker update
- Membership Chair: new member update. Last meeting guest follow up. Update of members information at our chapter website. Contact members at large? Kim Smiley, Exit Realty, South Hill & Tim Penick, Lighthouse Property, Lynchburg
- Affiliate Chair: New affiliate update. Last meeting guest follow up. Do we need to update Chapter website?
- Event Chair- Food Bank event update. Social event update.
- By Law Chair: by law review update
- Legislative Chair:
- Communication Chair: Chapter website access issue? FB page update? Any Suggestion?

Website: <http://new.newchapters.narpm.org/vapeninsula/wp-login.php?loggedout=true>



Login name: sjockieamann Password: C079_narpm2016#

5. Old Business:

- By-law review
- CE credit course with VPAR and WAAR update

6. New Business:

- Chapter President Discretionary Spending/Holiday and Vendor Party \$500
- April 23 Chapter Sponsoring Course-profit generating event. The sponsoring chapter of a 6 hour course will get 25% of the profits from the course with 10 or more paid registrations. If coordinator or the chapters does not perform the duties as described above, the co-sponsorship reimbursement will be reduced to 15%. 30 days cancellation or pay \$250 cancelation fee. Flyer is ready. Work with VPAR and sharing the profit?
- Fundraising Ideas

7. Discussion:

8. Adjourn

Chapter meetings and Board meetings for 2019 are as follows

Dates for Chapter meetings and Executive board Meetings Time is as follows:

| | |
|------------------------------|--|
| Chapter meeting at 11:30am | Executive Board Meeting will be at 10:00am |
| Second Thursday of the month | Third Thursday of the Month or online |
| 724 Thimble Shoals Blvd# 100 | 101 Charlene Court |
| Newport news VA | Yorktown Virginia 23692 |
| Thursday February 14, 2018 | Thursday February 21, 2018 |



www.narpm.org

www.vapeninsula.narpm.org

<https://www.facebook.com/NARPM-Virginia-Peninsula-Chapter-870582749720334>

Meeting Agenda

April 11, 2019

Location: 724 Thimble Shoals Blvd, Suite 10, Newport News VA 23606

Time: 11:30am-1pm

- 11:30 am -11:45 am Networking
- 11:45 am -11:55 am President Welcome & Affiliate Member, Professional Member, and Guests Introductions

Purpose and Overview

NARPM® Mission

NARPM® provides resources for residential property management professionals,
Who desire to learn, grow and build relationships?

NARPM® Vision

NARPM® will be the recognized leaders in residential property management industry.

Affiliate Members (12), Professional Members (41) and Guests Introductions

- 11:55 pm-12:00 pm Lunch sponsor introduction- **Puroclean- Water, Fire, Mold, Biohazard Remediation**
1490-5A Quarteropath Road 327
Williamsburg, VA 23188, Mike O'Donnell, Phone: 757-207-7377
mdodonnell@puroclean.com
<https://www.puroclean.com/>
- 12:00 pm-12:05pm
 - a. **NARPM Course:** April 23, 2019. 9-4pm Master Owner Clients Relations.
 - b. **Virginia Realtor's PMX Spring Update April 30, 2019:** 9am-4pm. VA Realtors headquarters in Glen Allen. New Property management focused day of learning that brings you CE, networking, and valuable updates with a special focus: advocacy.
 - c. **NARPM PAC:** David Whitley
 - d. **Register today to participate in the 2018 National Day on the Hill. May 14-15, 2018 HUD to Join NARPM at Day on the Hill** <https://www.narpm.org/legislative/register-for-plan-a-day-on-the-hill/> (NARPM National Site-Legislative-Register for Day on the Hill) Washington, DC. Make contacts with key Members of Congress and their staffs on Residential Housing issues such as criminal background checks, certifying standards for Service Animals, and ADA reform. There are seven sponsorship levels available, each including different marketing opportunities. Review the Sponsorship levels and sign up for the level that fits your marketing goals.
 - e. **National Volunteer Appreciation Week** April 7-13, 2019. National Volunteer Week was established by Presidential Proclamation in 1974 to highlight the various opportunities available for those interested in volunteering. Thank you for all Chapter Officers and volunteers!
 - f. **Foodbank Community Food Pantry Sat. June 22 9 AM-12:30 PM.** Virginia Peninsula Foodbank , 2401 Aluminum Avenue, Hampton. We need 10 Volunteers.



National Association of Residential Property Managers

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g. **Next Month's Speaker:** Chip Goldstein

- 12:05 pm-12:55 Featured Speaker: **Mrs. Jones, Section 8-Hampton.**
- 12:55 pm-1:00 pm Door Prizes /Tickets of opportunity/ Closing

Membership Benefit:

Have You Referred a Member to NARPM Yet?

Start the New Year off with the NARPM® referral program for new Professional/Associate Members. For each new Professional/Associate Member you refer, you will receive a \$50 NARPM Voucher (or \$25 for each new Support Staff Member or Affiliate). The vouchers are valid for one year from date of issue and will be sent via email. Excludes Company Membership applications and those receiving the dues discount for a Chapter Grant. Vouchers can only be used towards Broker/Owner Registration, Convention Registration, and In-Classroom Courses. Applying member must list the name of referring member at the time of application. These vouchers can only be earned by non-Affiliate members. Have questions? [Email leadershipinfo@narpm.org](mailto:leadershipinfo@narpm.org) & Lea at lea.welcomehome@gmail.com

The Home Depot PRO Enrollment

You must be an active NARPM® member to enroll in this program.

<http://homedepot.com/prorewards> Visit the Website to Enroll

Maximize your membership and join the exclusive Home Depot Program. NARPM® members can earn cash back up to 2% when they enroll in the FREE Pro Xtra Loyalty program.

Article 4: Obligations to Tenants

The Property Manager shall treat all Tenants honestly and professionally when they are applying for, living in and/or vacating a managed residence, including through the deposit refund process.

STANDARDS OF PROFESSIONALISM

- 4-1 The Property Manager offers all prospective Tenants a written application.
- 4-2 The Property Manager shall provide all Tenants with a copy of the signed rental agreement and extensions with all addendums attached.
- 4-3 The Property Manager shall make all disclosure as required by state and local laws and provide the Tenant an opportunity to complete a written condition report within 7 days of moving in.
- 4-4 The property manager shall respond promptly to requests for repairs.
- 4-5 The Property Manager shall provide a written deposit refund determination to the tenant within the time prescribed by the law after the tenant has vacated the property. The Property manager shall not cause any undue delay in refunding or accounting for the security deposit.

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National Association of Residential Property Managers

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Upcoming Events/Announcement

- **VA Peninsula NARPM Chapter Monthly Meeting**
Date: Thursday May 9, 2019
Location: Howard Hannah Peninsula Office
724 Thimble Shoals Blvd Suite 100 Newport News VA 23606
Time 11:30am-1pm
- **National Day On The Hill:** May 14-15, 2018 Washington, DC
- **Foodbank Community Food Pantry Sat. June 22 9 AM-12:30 PM.** Virginia Peninsula
Foodbank , 2401 Aluminum Avenue, Hampton



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

2019 Executive Board Officers and Chairs

| Title | Name | phone number | email |
|------------------------------|--------------------|--------------|--|
| President | Baylee Wang | 757-3036881 | bayleew@rpmvapeninsula.com |
| Pres-Elec | Anne Rowe | 757-645-5977 | arowe@sprentals.biz |
| Past-Pres | Lisa Doud | 757-270-4794 | lisa@doudrs.com |
| Secretary | Lara Cullipher | 757-637-0081 | lara@amwre.com |
| Treasurer | Priscilla Horner | 757-676-3339 | priscilla@doudrs.com |
| Education Chair | Petra Zayakosky | 757-717-4472 | petra.zayakosky@gmail.com |
| Membership Chair | Lea Yates | 804-356-1912 | Lea.welcomehome@gmail.com |
| Marketing/Publications Chair | Lakesha Kirkendall | 757-236-1881 | Lakeshabrown3@gmail.com |
| Affiliate Chair | Butch Beckman | 757-681-2048 | Butch.capitalservices@gmail.com |
| Legislative & By Law Chair | David Whitley | 757-876-0284 | davidwhitley13@gmail.com |
| Event Chair | Carol Chandler | 757-707-5174 | carol@onestopcleaningllc.com |

Capital Carpet and Services

Carpet cleaning



133-1 Powhatan Spring Rd
Williamsburg, VA 23188
Butch Beckman
Phone: (757) 564-8000
butch.capitalservices@gmail.com
www.capitalcarpetandservices.com

CLEAN AIR CONCEPT, LLC

MOLD & MILDEW INSPECTION/REMOVAL AND
REMEDiation



26 Town Center Way Suite 129
Hampton, VA 23666
Phone: 757-593-6361
Lawrence Warren
info@cleanairconcept.com
<http://www.cleanairconcept.com>

COMFORT TECHNOLOGIES, INC.

HVAC



2810 Build America Drive
Hampton, VA 23663
Lee Chapman
Phone: (757) 599-9700
comforttechnology@cox.net
<http://www.comforttechnologyinc.com>

COMMONWEALTH EXTERMINATING COMPANY, INC.

Pest Control



711 Gum Rock, Ste 5
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bugs@commonwealthtext.com
www.commonwealthtext.com



National Association of Residential Property Managers

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Attorney



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Phone: 757-873-8773
igoldstein@IBGLaw.com
<http://www.ibglaw.com>

Mr. Rekey Of Hampton Roads
Lock Smith



326 Burgh Westra Drive
Hampton, VA 23669
Dennis Van Camp
Phone: 757-652-0962
dvancamp@rekey.com
<http://www.rekey.com/locksmith/hampton-roads/>

Nations Tax Expert



2094 Nickerson Blvd
Hampton, VA 23663
Ray D. Nations, EA, CTRS
Phone: 757-785-9086
Fax: 757-850-0842
ray@nationstaxexpert.com
www.nationstaxexpert.com

ONE STOP CARPET & Cleaning Services, LLC
Carpet Care / Cleaning Services



160 Second St Ste 202
Williamsburg, VA 23185
[Get Directions](#)
Phone: 757-707-9600
info@onestopcleaningllc.com
<https://onestopcleaningllc.com>

PEERLESS
Carpet Care/Restoration



1725 Endeavor Dr
Williamsburg, VA 23185
Mark Crews
Phone: 757-873-1495
Mark.crews@peerlessva.com
<http://www.peerlessva.com>

PuroClean
Water, Fire, Mold, Biohazard Remediation



1490-5A Quarteropath Road 327
Williamsburg, VA 23188
Mike O'Donnell
Phone: 757-207-7377

mdodonnell@puroclean.com
<https://www.puroclean.com/>



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

Environmental Restorations, INC

Fire, Water, mold Restoration

913 Business Park Dr.

Chesapeake, VA 23320

Missy Burns

Phone: 757-523-9700

m.burns@servpro8233.com

<http://www.servprohamptonnorth.com/>

STAT SERVICE INC



Your Home Restoration Experts

When you need it done right, Right Now.

133 Powhatan Springs Road,

Williamsburg, VA 23188

Debra Fowlkes

Phone: 757-220-2660

info@statsservicesva.com

www.statsservicesva.com



www.narpm.org

www.vapeninsula.narpm.org

<https://www.facebook.com/NARPM-Virginia-Peninsula-Chapter-870582749720334>

Meeting Agenda

December 12th, 2019

2020 Installation & Award for Excellence

Location: 724 Thimble Shoals Blvd, Suite 10, Newport News VA 23606

Time: 11:30am-1pm

- 11:30 am -11:40 am Networking President Welcome & Affiliate Member, Professional Member, and Guests Introductions

Purpose and Overview

NARPM® Mission

NARPM® provides resources for residential property management professionals,
Who desire to learn, grow and build relationships?

NARPM® Vision

NARPM® will be the recognized leaders in residential property management industry.

Affiliate Members (13), Professional Members (29) and Guests Introductions

Welcome 2 new professional members from Berkeley Realty: Catherine Dunn & Michelle Maciel

- 11:40 pm-11:45 pm Standard Professionalism Article 12
- 11:45 pm-12:00 pm
 - a. **Lunch Sponsor: Capital Carpet and Services: Butch Beckman 757-564-8000**
 - b. **Welcome new Board of Directors 2020: Angela Bailey-Tim Wehner (Atlantic Region RVP2019)**
2020 Board of Directors:
 - **President 2019-2020 Baylee Wang**
 - **President-Elect 2019-2020 Ann Rowe**
 - **Treasure 2019-2020 Priscilla Horner**
 - **Secretary 2019-2020 Lara Cullipher**
 - **Past President 2019-2020 Lisa Doud**
 - **Director at large: Angela Bailey**
 - c. **2020 Committees:**
 - **Education Committee Chair: Kasey Green;**
 - **Membership Committee Chair: Angela Bailey;**
 - **Affiliate Committee Chair: Butch Beckman;**
 - **Event Committee Chair: Carol Chandler**
 - **Legislative Committee Chair: David Whitley**
 - d. **Award for Excellence:2019 Officers, Charis, Members who attend more than 10 meetings**
 - e. **Food Bank: Canned food donation/ Donna Tighe**



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

f. **Next Month Speaker: Edward Jones Financial Advisor: Antonija Simpson**

- 12:10 pm-12:40pm **Gift Exchange**
- 12:45 pm-1:00 pm Door Prizes /Tickets of opportunity/ Closing

Article 12: COMPLAINT AND ENFORCEMENT

The Property Manager shall comply with this Code and shall participate in and/or cooperate with any investigation and/or hearing conducted by NARPM pursuant to this Code.

STANDARDS OF PROFESSIONALISM

- **12-1 The Property Manager shall review and shall take all necessary action to understand and to comply with this Code.**
- **12-2 The Property Manager shall not interfere with any NARPM action to investigate a violation of or to enforce this Code.**
- **12-3 The Property Manager shall promptly supply any information requested by NARPM during any investigation or enforcement action pursuant to this Code.**
- **12-4 The Property Manager must take and pass an ethics course, which shall include discussion of this Code, every four years as a condition of continued professional membership.**

Note: The Federal Trade Commission (the "FTC") has conducted an investigation concerning certain Provisions in the NARPM® Code of Ethics and Standards of Professionalism ("Code of Ethics"). The Provisions of the Code of Ethics that were addressed by the FTC are those that stated: "NARPM® Professional Members shall refrain from criticizing other property managers or their business practices" and "The Property Manager shall not knowingly solicit competitor's clients." The FTC has alleged that these provisions in the Code of Ethics restrict members of NARPM® from competing for clients, thereby depriving clients of the benefits of competition among property managers, in violation of the Federal Trade Commission Act. Without admitting a violation of the law, NARPM® has agreed to the entry of a Consent Agreement and a Decision and Order by the FTC in this matter (the "Order"). The Order requires NARPM® to amend the Code of Ethics by deleting these two provisions; please note that such restrictions on solicitation or advertising by NARPM® members no longer apply.

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Upcoming Events/Announcement

- **VA Peninsula NARPM Chapter Monthly Meeting**
Date: **Thursday, January 16th, 2020**
Location: Howard Hannah Peninsula Office
724 Thimble Shoals Blvd Suite 100 Newport News VA 23606
Time 11:30am-1pm



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER



Executive Committee Meeting Agenda

May 16th, 2019

Location: 101 Charlene Ct, Yorktown, VA

President: Baylee Wang

President Elect: Ann Rowe

Past President: Lisa Doud

Treasure: Priscilla Horner

Secretary: Lara Cullipher

Committee Chairs: Lea Hyde-Yates, Lakesha Kirkendall, David Whitley,

Butch Beckman, Carol Chandler, Petra Zayakosky

Time: 10AM-10:45 AM

1. Call to Order/Roll Call/ Welcome

Quorum? Excused absence? Unexcused absence?

2. Review/Approval of April 18th, 2019 meeting minutes

3. Treasure's Report

- Budget report.
- Affiliates membership dues report. New Affiliate-All State Insurance

4. Committee Report-

- Education Chair: monthly speaker update. Which NARPM webinar we should present at one of our meetings. June meeting?
- Membership Chair: Membership Drive-Chip Dick Fall Seminar? Order forms. Missing recently joined professional members' information at our Chapter website- is solved.
- Affiliate Chair: New affiliate update.
- Event Chair- Food Bank event update.
- By Law Chair: By Law. Submitted.
- Legislative Chair:
- Communication Chair: updated by National

Chapter Website Access: WordPress login:

Via Zoom Join from PC, Mac, Linux, iOS or
Android: <https://zoom.us/j/623952829>

Or iPhone one-tap :

US: +16465588656,,6527994276# US (New
York)

Or Telephone:

Dial(for higher quality, dial a number based on
your current location):

US: +1 646 558 8656 US (New York)

Meeting ID: 652 799 4276



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

User name:

adminvapeninsula

PW:

6fjWoosb70LSOHo0MK5nTvXav

5. Old Business: Do we want to sponsor this one? Lunch Sponsor?

The Property Management and Risk Management Committees presents Real Estate Laws You Need to Know New Content! Approved 2 Hours Legal Updates with Flood Content for CE; Approved 2 Hours Broker Management Approved for 2 Hours Current Industry Issues/Trends PL Your real estate practice requires knowledge of a wide range of complicated laws. This session will touch on hot- button topics that frequently come up and create confusion. Topics include the Property Owner's Association Act, contracts, short sales, property management, antitrust law, and more.

Date: Wednesday, July 10, 2019

Time: 12:00 PM – 2:00 PM

Location: Virginia Peninsula Association of REALTORS® Education Center
1001 North Campus Parkway, Hampton, VA 23666
757-599-5222

Event Type: Day Court

Instructors: Virginia REALTORS Legal Team of Cate Oroszlan and Jessica Toone

CE Credits: Virginia Peninsula Association will process the CE Credits

CE Hours: 2 Hour

6. New Business: 1. Budget for General Meeting Agenda 2. Update for the Grant.

7. Discussion:

8. Adjourn

Chapter meetings and Board meetings for 2019 are as follows

Dates for Chapter meetings and Executive board Meetings Time is as follows:

Chapter meeting at 11:30am

Executive Board Meeting will be at 10:00am

Second Thursday of the month

Third Thursday of the Month or online

724 Thimble Shoals Blvd# 100

101 Charlene Court

Newport news VA

Yorktown Virginia 23692



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER



www.narpm.org

www.vapeninsula.narpm.org

<https://www.facebook.com/NARPM-Virginia-Peninsula-Chapter-870582749720334>

Meeting Agenda

January 10, 2019

Location: 724 Thimble Shoals Blvd, Suite 10, Newport News VA 23606

Time: 11:30am-1pm

- 11:30 am -11:45 am Networking
- 11:45 am -11:50 am President Welcome
- Purpose and Overview

NARPM® Mission

NARPM® provides resources for residential property management professionals,
Who desire to learn, grow and build relationships?

NARPM® Vision

NARPM® will be the recognized leaders in residential property management industry.

- 11:50 am-12:00 pm Affiliate Member, Professional Member, and Guests Introductions
- 12:05 pm-12:10 pm Lunch sponsor introduction- Ray Nations from Nations Tax
- 12:05 pm-12:15 pm
 - a. Strategic Plan 2019 Overview
 - b. Have You Made Your Investment in the **NARPM PAC?**
Several years ago, one political figure gave the following advice: "Turn on to politics, or politics will turn on you." We need to communicate with our lawmakers and support those who are willing to listen to our views. Supporting the NARPM PAC is one of the most effective ways you can help. It is also one of the smartest steps that you can take to help protect the future we all share. You have the power to make a difference!
 - c. **NARPM Course:** April 23, 2019. 9-4pm Master Owner Clients Relations. Our chapter is sponsoring this course and we need at least 5 members to register this course in order to host the course here. Registration information will be provided soon.
 - d. **Virginia State NARPM Conference** -Our Virginia State NARPM Conference will be February 18-20, At the Renaissance Hotel in Portsmouth. If you have not received an invitation you can always just go to these link and you will be able to register.
Members: <https://vastatenarpmconfreg.eventbrite.com>
Vendors: <http://vastatevendorreg.eventbrite.com?s=88654973>
 - e. **Have You Registered for the Broker/Owner Conference?** Free Rehab Sessions Included with Registration! Don't miss out on NARPM's premier event for company owners, brokers and major decision makers. The NARPM Broker/Owner Conference & Expo online registration is now open. The event will be held February 25-27, 2109 at The Mirage Hotel In Las Vegas. Two Rehab sessions will be included FREE with your registration. The Conference will feature nationally known speakers, Kelly McDonald, Jeff Hoffman, Kevin Brown, and Jay Baer. Remember this event is limited to 700 people who are brokers, owners, or company decision makers. Limit 2 attendees per firm. [Register today! https://www.narpmbrokerowner.org/registration](https://www.narpmbrokerowner.org/registration)
 - f. **NARPM Dues** -2019 Membership Dues have been sent out to all members.
 - g. Next Month's Lunch Sponsor



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- 12:15 pm-12:45 Featured Speaker: Ray Nations from Nations Tax
757-825-8291/ Ray@nationstaxexpert.com/ nationstaxexpert.com/ 110 Coliseum Crossing #126,
Hampton, VA 23666
- 12:45 pm-1:00 pm Door Prizes /Tickets of opportunity raffle/ Closing

Membership Benefit:

Property Managers are TALKING!

The NARPM Discussion Boards have been burning up lately with all kinds of questions and talk about some really fascinating subjects. Here are a few you might be missing if you're not participating:

Should a new PM start out using one management platform that might cost less and then switch to another when the business grows?...

How to charge for damages to appliances beyond normal wear and tear...

Where to get training for your employees on great customer services...

If you're not yet registered to participate, you must be a Professional Member, and you can join either or both groups for NARPM Members and for NARPM Business Owners/Leaders. Click <https://www.narpm.org/members/discussion-boards/> to request entry and enjoy this valuable part of your NARPM membership!

Have You Referred a Member to NARPM Yet?

Start the New Year off with the NARPM® referral program for new Professional/Associate Members. For each new Professional/Associate Member you refer, you will receive a \$50 NARPM Voucher (or \$25 for each new Support Staff Member or Affiliate). The vouchers are valid for one year from date of issue and will be sent via email. Excludes Company Membership applications and those receiving the dues discount for a Chapter Grant. Vouchers can only be used towards Broker/Owner Registration, Convention Registration, and In-Classroom Courses. Applying member must list the name of referring member at the time of application. These vouchers can only be earned by non-Affiliate members. Have questions? [Email leadershipinfo@narpm.org](mailto:leadershipinfo@narpm.org) & Lea at lea.welcomehome@gmail.com

Pet addendums, move-out forms and much more

When you click on the Members side of [NARPM.org](https://www.narpm.org), then Documents & Forms - Document Sharing, you've entered a world of documents and information supplied by members from around the country! Need a condition report form when the tenants move out? We've got it. How about a sample job description for a maintenance coordinator? We've got that too. Maybe you need a roommate addendum or pet application - these and many, many more forms are available for you to download and use or adapt as you need. It's all part of your NARPM membership benefits - and don't forget - if you want to upload a document of your own to share with others, you can do that there too! Like many of our members say: the best part of NARPM is sharing ideas and information with each other!

Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC

The Property Manager shall protect the public against fraud, misrepresentation, and



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

unethical practices in property management.

STANDARDS OF PROFESSIONALISM

- 1-1 The Property Manager shall not endeavor to eliminate, though the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.
- 1-2 The Property Manager shall cooperate with the governmental agency charged with regulating.
- 1-3 The Property Manager Shall Comply with all Relevant local State ordinance regarding real estate law, licensing, insurance and banking.
- 1-4 The property manager shall comply with all federal and state antitrust laws and shall follow the NARPM Antitrust Policy and any related procedures.
- 1-5 The Property Manager shall not reveal confidential information of Clients, Tenants, or others except as required in the course of performing his or her duties as otherwise required by law. The Property Manager shall take all Reasonable Precautions Protecting confidential information.

Note: *The Federal Trade Commission (the "FTC") has conducted an investigation concerning certain Provisions in the NARPM® Code of Ethics and Standards of Professionalism ("Code of Ethics"). The Provisions of the Code of Ethics that were addressed by the FTC are those that stated: "NARPM® Professional Members shall refrain from criticizing other property managers or their business practices" and "The Property Manager shall not knowingly solicit competitor's clients." The FTC has alleged that these provisions in the Code of Ethics restrict members of NARPM® from competing for clients, thereby depriving clients of the benefits of competition among property managers, in violation of the Federal Trade Commission Act. Without admitting a violation of the law, NARPM® has agreed to the entry of a Consent Agreement and a Decision and Order by the FTC in this matter (the "Order"). The Order requires NARPM® to amend the Code of Ethics by deleting these two provisions; please note that such restrictions on solicitation or advertising by NARPM® members no longer apply.*

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2019 Executive Board Officers and Chairs

| Title | Name | phone number | email |
|------------------------------|--------------------|--------------|--|
| President | Baylee Wang | 757-3036881 | bayleew@rpmvapeninsula.com |
| Pres-Elec | Anne Row | 757-645-5977 | arow@sprentals.biz |
| Past-Pres | Lisa Doud | 757-270-4794 | lisa@doudrs.com |
| Secretary | Lara Cullipher | 757-637-0081 | lara@amwre.com |
| Treasurer | Priscilla Horner | 757-676-3339 | priscilla@doudrs.com |
| Education Chair | Petra Zayakosky | 757-717-4472 | petra.zayakosky@gmail.com |
| Membership Chair | Lea Yates | 804-356-1912 | Lea.welcomehome@gmail.com |
| Marketing/Publications Chair | Lakesha Kirkendall | 757-236-1881 | Lakeshabrown3@gmail.com |
| Affiliate Chair | Butch Beckman | 757-681-2048 | Butch.capitalservices@gmail.com |



National Association of Residential Property Managers

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Legislative & By Law Chair

David Whitley

757-876-0284

davidwhitley13@gmail.com

Event Chair

Carol Chandler

757-707-5174

carol@onestopcleaningllc.com

Upcoming Events/Announcement

- **VA Peninsula NARPM Chapter Monthly Meeting**

Date: Thursday February 14, 2019

Location: Howard Hannah Peninsula Office

724 Thimble Shoals Blvd Suite 100 Newport News VA 23606

Time 11:30am-1pm

- **Virginia State NARPM Conference**

Date February 18-20, 2019

Location Renaissance Portsmouth-Norfolk Waterfront Hotel

Portsmouth VA

<https://vastatenarpmconfreg.eventbrite.com>



National Association of Residential Property Managers

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Capital Carpet and Services

Carpet cleaning



133-1 Powhatan Spring Rd

Williamsburg, VA 23188

Butch Beckman

Phone: (757) 564-8000

butch.capitalservices@gmail.com

www.capitalcarpetandservices.com

CLEAN AIR CONCEPT, LLC

MOLD & MILDEW INSPECTION/REMOVAL AND
REMEDICATION



26 Town Center Way Suite 129

Hampton, VA 23666

Phone: 757-593-6361

Lawrence Warren

info@cleanairconcept.com

<http://www.cleanairconcept.com>

COMFORT TECHNOLOGIES, INC.

HVAC



2810 Build America Drive

Hampton, VA 23663

Lee Chapman

Phone: (757) 599-9700

comforttechnology@cox.net

<http://www.comforttechnologyinc.com>

COMMONWEALTH EXTERMINATING COMPANY, INC.

Pest Control



711 Gum Rock, Ste 5

Newport News, VA 23606

Johnny Newell

Phone: 757-873-2030

Fax: 757-873-2031

bugs@commonwealthtext.com

www.commonwealthtext.com

Dust Bunnies of Hampton Roads LLC

Irving B. "Chip" Goldstein Law Firm

Attorney



741 J. Clyde Morris Blvd

Newport News, VA 23601

Irving "Chip" Goldstein

Phone: 757-873-8773

igoldstein@IBGLaw.com

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Mr. Rekey Of Hampton Roads

Lock Smith



326 Burgh Westra Drive

Hampton, VA 23669

Dennis Van Camp

Phone: 757-652-0962

dvancamp@rekey.com

<http://www.rekey.com/locksmith/hampton-roads/>

Nations Tax Expert



2094 Nickerson Blvd

Hampton, VA 23663



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Fax: 757-850-0842
ray@nationstaxexpert.com
www.nationstaxexpert.com

<https://www.puroclean.com/>
ServPro of Hampton and Chesapeake
Fire, Water, mold Restoration

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Fax: 757-523-1807
r.thorne@servpro8233.com
<http://www.servprohamptonnorth.com/>

SMOKE DETECTOR MAN
Smoke Detector Inspections and Installations



948 Oakland Ave
Virginia Beach, VA 23451
Dusty Williams
Phone: 757-717-7955
smokedetectorman@verizon.net
<http://smokedetectorman.com>



www.narpm.org

www.vapeninsula.narpm.org

<https://www.facebook.com/NARPM-Virginia-Peninsula-Chapter-870582749720334>

Meeting Agenda

March 14, 2019

Location: 724 Thimble Shoals Blvd, Suite 10, Newport News VA 23606

Time: 11:30am-1pm

- 11:30 am -11:45 am Networking
- 11:45 am -11:55 am President Welcome & Affiliate Member, Professional Member, and Guests Introductions

Purpose and Overview

NARPM® Mission

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Who desire to learn, grow and build relationships?

NARPM® Vision

NARPM® will be the recognized leaders in residential property management industry.

Affiliate Members (12) , Professional Members (41) and Guests Introductions

- 11:55 pm-12:00 pm Lunch sponsor introduction- **Peerless Carpet Care and Restoration Service/ Mark Crews**, 1725 Endeavor Dr, Williamsburg, VA 23185 757.847.6301
<http://www.peerlessva.com>
- 12:00 pm-12:10pm
 - a. **NARPM Course:** April 23, 2019. 9-4pm Master Owner Clients Relations. Our chapter is sponsoring this course and we need at least 5 members to register this course in order to host the course here. We still need at least 1 more. The course can be registered at NARPM national website under Education section. If we can't have 5 people, the course will be canceled. Early bird special deadline 3/23/19. \$195. RVP candidate \$180
 - b. **Virginia Realtor's PMX Spring Update April 30, 2019:** 9am-4pm. VA Realtors headquarters in Glen Allen. New Property management focused day of learning that brings you CE, networking, and valuable updates with a special focus: advocacy.
 - c. **NARPM PAC:** David Whitley
 - d. **Register today to participate in the 2018 National Day on the Hill. May 14-15, 2018** Washington, DC, Make contacts with key Members of Congress and their staffs on Residential Housing issues such as criminal background checks, certifying standards for Service Animals, and ADA reform.
 - e. **Next Month's Lunch Sponsor: Puroclean**
 - f. **Next Month's Speaker:** Section 8
- 12:10 pm-12:55 Featured Speaker: Renter's Insurance- William Braveheart from Allstate.
- 12:55 pm-1:00 pm Door Prizes /Tickets of opportunity raffle/ Closing



National Association of Residential Property Managers

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Membership Benefit:

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The Home Depot PRO Enrollment

You must be an active NARPM® member to enroll in this program.

<http://homedepot.com/prorewards> Visit the Website to Enroll

Maximize your membership and join the exclusive Home Depot Program. NARPM® members can earn cash back up to 2% when they enroll in the FREE Pro Xtra Loyalty program.

Article 3: RESPONSIBILITY TO THE CLIENT

When working in a disclosed relationship with a client, the Property Manager Shall protect the Client's best interest at all times.

STANDARDS OF PROFESSIONALISM

3-1 The Property Manager shall use written agreements, and written extensions, if required outlining all responsibilities and fees, if any. The client will be provided a copy of all signed agreements and extensions, and the property Manager shall retain a copy. It is the duty of the Property Manager to educate those with whom the Property Manager is affiliated to comply with all fair housing laws and laws regarding discrimination.

3-2 The Property Manager shall communicate regularly with the Client, either orally or in writing. The Property Manager Shall provide the client with written reports as needed, on a regular basis and as agreed between all parties in writing. In the event of any dispute, the Property Manager shall provide a written accounting as soon as practical.

3-3 Should the Property Manager have a disclosed relationship with a property owner, The Property Manager shall review and verify all tenant applications to determine the applicant's ability to pay rental fees and the assess the likelihood that the applicant will comply with all provisions of the rental agreement.

3-4 The property manager shall accept no commissions, rebates, profits, discounts or any other benefit, which has not been fully disclosed to and approved by the Client.

3-5 The Property Manager shall not mislead a potential Client about the rental market value of a property in an attempt to secure a rental listing.

3-6 The Property Manager shall disclose to his or her Client all pertinent facts relating to any transaction.



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

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724 Thimble Shoals Blvd Suite 100 Newport News VA 23606
Time 11:30am-1pm
- **NARPM Course**: Date: April 23, 2019. 9-4pm Master Owner Clients Relations
- **National Day On The Hill**: May 14-15, 2018 Washington, DC Make contacts with key Members of Congress and their staffs on Residential Housing issues such as criminal background checks, certifying standards for Service Animals, and ADA reform.



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

2019 Executive Board Officers and Chairs

| Title | Name | phone number | email |
|------------------------------|--------------------|--------------|--|
| President | Baylee Wang | 757-3036881 | bayleew@rpmvapeninsula.com |
| Pres-Elec | Anne Rowe | 757-645-5977 | arowe@sprentals.biz |
| Past-Pres | Lisa Doud | 757-270-4794 | lisa@doudrs.com |
| Secretary | Lara Cullipher | 757-637-0081 | lara@amwre.com |
| Treasurer | Priscilla Horner | 757-676-3339 | priscilla@doudrs.com |
| Education Chair | Petra Zayakosky | 757-717-4472 | petra.zayakosky@gmail.com |
| Membership Chair | Lea Yates | 804-356-1912 | Lea.welcomehome@gmail.com |
| Marketing/Publications Chair | Lakesha Kirkendall | 757-236-1881 | Lakeshabrown3@gmail.com |
| Affiliate Chair | Butch Beckman | 757-681-2048 | Butch.capitalservices@gmail.com |
| Legislative & By Law Chair | David Whitley | 757-876-0284 | davidwhitley13@gmail.com |
| Event Chair | Carol Chandler | 757-707-5174 | carol@onestopcleaningllc.com |

Capital Carpet and Services

Carpet cleaning



133-1 Powhatan Spring Rd
Williamsburg, VA 23188
Butch Beckman
Phone: (757) 564-8000
butch.capitalservices@gmail.com
www.capitalcarpetandservices.com

CLEAN AIR CONCEPT, LLC

MOLD & MILDEW INSPECTION/REMOVAL AND
REMEDIATION



26 Town Center Way Suite 129
Hampton, VA 23666
Phone: 757-593-6361
Lawrence Warren
info@cleanairconcept.com
<http://www.cleanairconcept.com>

COMFORT TECHNOLOGIES, INC.

HVAC



2810 Build America Drive
Hampton, VA 23663
Lee Chapman
Phone: (757) 599-9700
comforttechnology@cox.net
<http://www.comforttechnologyinc.com>

COMMONWEALTH EXTERMINATING COMPANY, INC.

Pest Control



711 Gum Rock, Ste 5
Newport News, VA 23606
Johnny Newell
Phone: 757-873-2030
Fax: 757-873-2031
bugs@commonwealthext.com
www.commonwealthext.com



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

Irving B. "Chip" Goldstein Law Firm
Attorney



741 J. Clyde Morris Blvd
Newport News, VA 23601
Irving "Chip" Goldstein
Phone: 757-873-8773
igoldstein@IBGLaw.com
<http://www.ibglaw.com>

Mr. Rekey Of Hampton Roads
Lock Smith



326 Burgh Westra Drive
Hampton, VA 23669
Dennis Van Camp
Phone: 757-652-0962
dvancamp@rekey.com
<http://www.rekey.com/locksmith/hampton-roads/>

Nations Tax Expert



2094 Nickerson Blvd
Hampton, VA 23663
Ray D. Nations, EA, CTRS
Phone: 757-785-9086
Fax: 757-850-0842
ray@nationstaxexpert.com
www.nationstaxexpert.com

ONE STOP CARPET & Cleaning Services, LLC
Carpet Care / Cleaning Services



160 Second St Ste 202
Williamsburg, VA 23185
[Get Directions](#)
Phone: 757-707-9600
info@onestopcleaningllc.com
<https://onestopcleaningllc.com>

PEERLESS
Carpet Care/Restoration



1725 Endeavor Dr
Williamsburg, VA 23185
Mark Crews
Phone: 757-873-1495
Mark.crews@peerlessva.com
<http://www.peerlessva.com>

PuroClean
Water, Fire, Mold, Biohazard Remediation



1490-5A Quarterop Road 327
Williamsburg, VA 23188
Mike O'Donnell
Phone: 757-207-7377

mdodonnell@puroclean.com
<https://www.puroclean.com/>



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

Environmental Restorations, INC

Fire, Water, mold Restoration

913 Business Park Dr.

Chesapeake, VA 23320

Missy Burns

Phone: 757-523-9700

m.burns@servpro8233.com

<http://www.servprohamptonnorth.com/>

STAT SERVICE INC

Your Home Restoration Experts

When you need it done right, Right Now.

133 Powhatan Springs Road,

Williamsburg, VA 23188

Debra Fowlkes

Phone: 757-220-2660

info@statservicesva.com

www.statservicesva.com



www.narpm.org

www.vapeninsula.narpm.org

<https://www.facebook.com/NARPM-Virginia-Peninsula-Chapter-870582749720334>

Meeting Agenda

May 9, 2019

Location: 724 Thimble Shoals Blvd, Suite 10, Newport News VA 23606

Time: 11:30am-1pm

- 11:30 am -11:45 am Networking
- 11:45 am -11:55 am President Welcome & Affiliate Member, Professional Member, and Guests Introductions

Purpose and Overview

NARPM® Mission

NARPM® provides resources for residential property management professionals,
Who desire to learn, grow and build relationships?

NARPM® Vision

NARPM® will be the recognized leaders in residential property management industry.

Affiliate Members (12), Professional Members (41) and Guests Introductions

- 11:55 pm-12:00 pm Standard Professionalism Article 5
Lunch Sponsor- Goldstein Law Firm
741 J. Clyde Morris Blvd, Newport News, VA 2360
757-873-8773
<https://www.ibglaw.com/>
- 12:00 pm-12:05pm
 - a. **NARPM PAC:** David Whitley
 - b. **Register today to participate in the 2019 National Day on the Hill. May 13-14, 2019 HUD to Join NARPM at Day on the Hill** <https://www.narpm.org/legislative/register-for-plan-a-day-on-the-hill/> (NARPM National Site-Legislative-Register for Day on the Hill) Washington, DC_Make contacts with key Members of Congress and their staffs on Residential Housing issues such as criminal background checks, certifying standards for Service Animals, and ADA reform. There are seven sponsorship levels available, each including different marketing opportunities. Review the Sponsorship levels and sign up for the level that fits your marketing goals.
 - c. **2019 VRLTA Update with Chip Dicks. May 21 9-4pm 2019** Virginia Peninsula Association of Realtors, 1001 North Campus Parkway, Hampton 23666. Lunch is included. Sponsorship Opportunity
 - d. **Foodbank Community Food Pantry Sat. June 22 9 AM-12:30 PM.** Virginia Peninsula Foodbank , 2401 Aluminum Avenue, Hampton. We need 10 Volunteers.
 - e. **Next Month's Speaker:** If we are going to have a meeting?
- 12:05 pm-12:55 Featured Speaker: **Chip Goldstein-Judgment and Collection**
- 12:55 pm-1:00 pm Door Prizes /Tickets of opportunity/ Closing

Article 5: CARE OF MANAGED PROPERTIES

The Property Manager shall hold a high regard for the safety and health of those lawfully at a managed property and shall manage all properties in accordance with safety and habitability requirements of the local jurisdiction.

STANDARDS OF PROFESSIONALISM

- 5-1 The Property Manager shall not manage properties for Clients who refuse, or are unable to maintain their property in accordance with safety and habitability requirements of the local jurisdiction.
- 5-2 The Property Manager shall terminate management of property if the client does not comply with habitability requirements.

Note: The Federal Trade Commission (the "FTC") has conducted an investigation concerning certain Provisions in the NARPM® Code of Ethics and Standards of Professionalism ("Code of Ethics"). The Provisions of the Code of Ethics that were addressed by the FTC are those that stated: "NARPM® Professional Members shall refrain from criticizing other property managers or their business practices" and "The Property Manager shall not knowingly solicit competitor's clients." The FTC has alleged that these provisions in the Code of Ethics restrict members of NARPM® from competing for clients, thereby depriving clients of the benefits of competition among property managers, in violation of the Federal Trade Commission Act. Without admitting a violation of the law, NARPM® has agreed to the entry of a Consent Agreement and a Decision and Order by the FTC in this matter (the "Order"). The Order requires NARPM® to amend the Code of Ethics by deleting these two provisions; please note that such restrictions on solicitation or advertising by NARPM® members no longer apply.

NARPM® Antitrust Statement:

It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM®'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

Upcoming Events/Announcement

- **VA Peninsula NARPM Chapter Monthly Meeting**
Date: Thursday June 13, 2019
Location: Howard Hannah Peninsula Office
724 Thimble Shoals Blvd Suite 100 Newport News VA 23606
Time 11:30am-1pm
- **National Day On The Hill:** May 14-15, 2018 Washington, DC
- **2019 VRLTA Update with Chip Dicks:** May 21, 9-4pm Virginia Peninsula Association of Realtors
- **Foodbank Community Food Pantry Sat. June 22 9 AM-12:30 PM.** Virginia Peninsula Foodbank , 2401 Aluminum Avenue, Hampton



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

Capital Carpet and Services

Carpet cleaning



133-1 Powhatan Spring Rd
Williamsburg, VA 23188
Butch Beckman
Phone: (757) 564-8000
butch.capitalservices@gmail.com
www.capitalcarpetandservices.com

CLEAN AIR CONCEPT, LLC

MOLD & MILDEW INSPECTION/REMOVAL AND
REMEDATION



26 Town Center Way Suite 129
Hampton, VA 23666
Phone: 757-593-6361
Lawrence Warren
info@cleanairconcept.com
<http://www.cleanairconcept.com>

COMFORT TECHNOLOGIES, INC.
HVAC



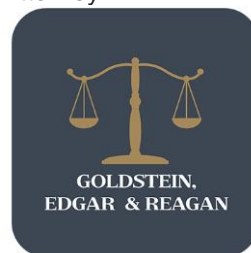
2810 Build America Drive
Hampton, VA 23663
Lee Chapman
Phone: (757) 599-9700
comforttechnology@cox.net
<http://www.comforttechnologyinc.com>

**COMMONWEALTH EXTERMINATING
COMPANY, INC.**
Pest Control



711 Gum Rock, Ste 5
Newport News, VA 23606
Johnny Newell
Phone: 757-873-2030
Fax: 757-873-2031
bugs@commonwealthtext.com
www.commonwealthtext.com

Irving B. "Chip" Goldstein Law Firm
Attorney



741 J. Clyde Morris Blvd
Newport News, VA 23601
Irving "Chip" Goldstein
Phone: 757-873-8773
igoldstein@IBGLaw.com
<http://www.ibglaw.com>

Mr. Rekey Of Hampton Roads
Lock Smith



326 Burgh Westra Drive
Hampton, VA 23669
Dennis Van Camp
Phone: 757-652-0962
dvancamp@rekey.com
<http://www.rekey.com/locksmith/hampton-roads/>

Nations Tax Expert



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

NATIONS TAX **EXPERT**

2094 Nickerson Blvd
Hampton, VA 23663
Ray D. Nations, EA, CTRS
Phone: 757-785-9086
Fax: 757-850-0842
ray@nationstaxexpert.com
www.nationstaxexpert.com

PuroClean

Water, Fire, Mold, Biohazard Remediation



1490-5A Quarteropth Road 327
Williamsburg, VA 23188
Mike O'Donnell
Phone: 757-207-7377

mdodonnell@puroclean.com
<https://www.puroclean.com/>

ONE STOP CARPET & Cleaning Services, LLC

Carpet Care / Cleaning Services



160 Second St Ste 202
Williamsburg, VA 23185
[Get Directions](#)
Phone: 757-707-9600
info@onestopcleaningllc.com
<https://onestopcleaningllc.com>

ServPro of Hampton and Chesapeake

Fire, Water, mold Restoration

913 Business Park Dr.
Chesapeake, VA 23320
Missy Burns
Phone: 757-523-9700
m.burns@servpro8233.com
<http://www.servprohamptonnorth.com/>

STAT SERVICE INC



Your Home Restoration Experts
When you need it done right, Right Now.
133 Powhatan Springs Road,
Williamsburg, VA 23188
Debra Fowlkes
Phone: 757-220-2660
info@stat-servicesva.com
www.stat-servicesva.com

PEERLESS

Carpet Care/Restoration



1725 Endeavor Dr
Williamsburg, VA 23185
Mark Crews
Phone: 757-873-1495
Mark.crews@peerlessva.com
<http://www.peerlessva.com>



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

Charles Powell Allstate Insurance

114 Big Bethel Road, Suite 104, Hampton,
VA, 23666

Nicki Hinson

Phone: 757-826-8900

Fax: 757-826-8969

nicki.hinson@allstate.com



www.narpm.org

www.vapeninsula.narpm.org

<https://www.facebook.com/NARPM-Virginia-Peninsula-Chapter-870582749720334>

Meeting Agenda

July 11, 2019

Location: 724 Thimble Shoals Blvd, Suite 10, Newport News VA 23606

Time: 11:30am-1pm

- 11:30 am -11:45 am Networking
- 11:45 am -11:55 am President Welcome & Affiliate Member, Professional Member, and Guests Introductions

Purpose and Overview

NARPM® Mission

NARPM® provides resources for residential property management professionals,
Who desire to learn, grow and build relationships?

NARPM® Vision

NARPM® will be the recognized leaders in residential property management industry.

Affiliate Members (12), Professional Members (41) and Guests Introductions

- 11:55 pm-12:00 pm Standard Professionalism Article 7
Lunch Sponsor- State Service (3 minutes speech)
133 Powhatan Springs Road,
Williamsburg, VA 23188
Debra Fowlkes
Phone: 757-220-2660
info@statservicesva.com
www.statservicesva.com
- 12:00 pm-12:05pm
 - a. **NARPM Convention & Expo:** October 15, 2019 - October 18, 2019. The 31st Annual NARPM® Convention and Trade Show, being held at the Arizona Grand Resort in Phoenix, Arizona.
 - b. **Next Month Lunch Sponsor:**
- 12:05 pm-12:55 Featured Speaker: *Susan S. Gaston*, The Gaston Group, LLC
A Virginia-Based Government Relations and Public Affairs Firm: legislative and public policy advocacy at the local, state and federal levels.....and how the important framework of landlord-tenant legislation, and the work of property managers
- 12:55 pm-1:00 pm Door Prizes /Tickets of opportunity/ Closing

Article 7: AREAS OF EXPERTISE

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

STANDARDS OF PROFESSIONALISM

- 7-1 The Property Manager shall perform only such service in such locations for which he or she is qualified and can reasonably be expected to perform with professional competence.
- 7-2 The Property Manager shall not perform and shall not represent that he or she can or will perform services outside of this or her area of expertise, particularly services that require a separate license or qualification-such as law accounting, financial planning, construction, and/or contracting-unless the Property Manager independently possesses such license or qualification

Note: *The Federal Trade Commission (the "FTC") has conducted an investigation concerning certain Provisions in the NARPM® Code of Ethics and Standards of Professionalism ("Code of Ethics"). The Provisions of the Code of Ethics that were addressed by the FTC are those that stated: "NARPM® Professional Members shall refrain from criticizing other property managers or their business practices" and "The Property Manager shall not knowingly solicit competitor's clients." The FTC has alleged that these provisions in the Code of Ethics restrict members of NARPM® from competing for clients, thereby depriving clients of the benefits of competition among property managers, in violation of the Federal Trade Commission Act. Without admitting a violation of the law, NARPM® has agreed to the entry of a Consent Agreement and a Decision and Order by the FTC in this matter (the "Order"). The Order requires NARPM® to amend the Code of Ethics by deleting these two provisions; please note that such restrictions on solicitation or advertising by NARPM® members no longer apply.*

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Upcoming Events/Announcement

- **VA Peninsula NARPM Chapter Monthly Meeting**
Date: Thursday August 15, 2019
Location: Howard Hannah Peninsula Office
724 Thimble Shoals Blvd Suite 100 Newport News VA 23606
Time 11:30am-1pm



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER



www.narpm.org

www.vapeninsula.narpm.org

<https://www.facebook.com/NARPM-Virginia-Peninsula-Chapter-870582749720334>

Meeting Agenda

August 15, 2019

Location: 724 Thimble Shoals Blvd, Suite 10, Newport News VA 23606

Time: 11:30am-1pm

- 11:30 am -11:45 am Networking
- 11:45 am -11:55 am President Welcome & Affiliate Member, Professional Member, and Guests Introductions

Purpose and Overview

NARPM® Mission

NARPM® provides resources for residential property management professionals,
Who desire to learn, grow and build relationships?

NARPM® Vision

NARPM® will be the recognized leaders in residential property management industry.

Affiliate Members (14), Professional Members (26) and Guests Introductions

- 11:55 pm-12:00 pm Standard Professionalism Article 8
Lunch Sponsor- Tenant Turner
Larry Hancock
larry@tenantturner.com
- 12:00 pm-12:05pm
 - a. **End Summer Fun-Get Together:** Wednesday, August 28. 6 pm-9pm. Port Warwick Summer Concert Series: 3100 William Styron Sq, Newport News, VA 23606 Bring your lawn chair, blanket, drink & family...
 - b. **Chapter Election:** Are you interested to volunteer your time to this chapter? Please consider sharing your time and leadership talent to this Chapter. We are looking for Chairs of Education, Communication & Membership Committee 2020. President-Elect will continue serving the Chapter; however, her career plan may not allow her to continue serving the position. Return your candidate form to me!
 - c. **NARPM Convention & Expo:** October 15, 2019 - October 18, 2019. The 31st Annual NARPM® Convention and Trade Show, being held at the Arizona Grand Resort in Phoenix, Arizona.
 - d. **PMX 2019 Property Management Conference:** October 23- October 25, 2019, Harrisonburg Certified PM Course will be offered at this conference.
 - e. **Next Month Lunch Sponsor:** One Stop Cleaning
 - f. **Next Month Speaker:** Susan Gaston
- 12:05 pm-12:55 Featured Speaker: *Larry Hancock -Tenant Turner-5 technologies to help improve your business*
- 12:55 pm-1:00 pm Door Prizes /Tickets of opportunity/ Closing

Article 8: COMMITMENT TO FIRM

The Property Manager shall act in the best interests of his or her property management Firm.

STANDARDS OF PROFESSIONALISM

- **8-1 The Property Manager shall not have any undisclosed conflict of interest with his or her Firm. If a conflict or potential conflict should arise, the Property Manager shall notify his or her Firm.**
- **8-2 The Property Manager shall not receive any form of compensation, rebates, or any other benefits without full disclosure to his or her Firm.**
- **8-3 The Property Manager may not take or use any proprietary documentation, including but not limited to Client/Tenant lists, during or after his or her relationship with a Firm without express written consent from the Firm.**

Note: *The Federal Trade Commission (the "FTC") has conducted an investigation concerning certain Provisions in the NARPM® Code of Ethics and Standards of Professionalism ("Code of Ethics"). The Provisions of the Code of Ethics that were addressed by the FTC are those that stated: "NARPM® Professional Members shall refrain from criticizing other property managers or their business practices" and "The Property Manager shall not knowingly solicit competitor's clients." The FTC has alleged that these provisions in the Code of Ethics restrict members of NARPM® from competing for clients, thereby depriving clients of the benefits of competition among property managers, in violation of the Federal Trade Commission Act. Without admitting a violation of the law, NARPM® has agreed to the entry of a Consent Agreement and a Decision and Order by the FTC in this matter (the "Order"). The Order requires NARPM® to amend the Code of Ethics by deleting these two provisions; please note that such restrictions on solicitation or advertising by NARPM® members no longer apply.*

NARPM® Antitrust Statement:

It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM®'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

Upcoming Events/Announcement

- **VA Peninsula NARPM Chapter Monthly Meeting**
Date: Thursday September 12, 2019
Location: Howard Hannah Peninsula Office
724 Thimble Shoals Blvd Suite 100 Newport News VA 23606
Time 11:30am-1pm



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER



Executive Committee Meeting Agenda

March 21, 2019

Location: 101 Charlene Ct, Yorktown, VA

President: Baylee Wang

President Elect: Ann Rowe

Past President: Lisa Doud

Treasure: Priscilla Horner

Secretary: Lara Cullipher

Committee Chairs: Lea Hyde-Yates, Lakesha Kirkendall, David Whitley,

Butch Beckman, Carol Chandler, Petra Zayakosky

Time: 10AM-10:45 AM

Via Zoom Join from PC, Mac, Linux, iOS or
Android: <https://zoom.us/j/623952829>

Or iPhone one-tap :

US: +16465588656,,6527994276# US (New
York)

Or Telephone:

Dial(for higher quality, dial a number based on
your current location):

US: +1 646 558 8656 US (New York)

Meeting ID: 652 799 4276

1. Call to Order/Roll Call/ Welcome

Quorum? Excused absence? Unexcused absence?

2. Review/Approval of Febury 2019 meeting minutes

3. Treasure's Report

- Budget report.
- Affiliates membership dues report.

4. Committee Report-

- Education Chair: monthly speaker update. Which NARPM webinar we should present at one of our meetings
- Membership Chair: new member update. Last meeting guest follow up. Update of members information at our chapter website. Contact members at large?
- Affiliate Chair: New affiliate update. Last meeting guest follow up.(Lara's guest took an affiliate application form)
- Event Chair- Food Bank event update. Social event update. Update of the scheduled social event?
- By Law Chair: By Law is updated again. Any question. What is the next?
- Legislative Chair:
- Communication Chair: Update Chapter website? Update affiliate members and professional member's information. FB page update? Any Suggestion?



Chapter Website Access: <http://new.newchapters.narpm.org/vapeninsula/wp-login.php?loggedout=true>

Login name: sjockieamann **Password:** C079_narpm2016#

5. Old Business:

- CE credit course with VPAR and WAAR update. Please review the VPAR legal continuing education classes sheet. We need to sponsor None NARPM CE credit course as part of chapter excellence requirement. Lunch Sponsor is good. VPAR suggest us to do: common legal hotline Q&A AS Property Management.

6. New Business:

Any new business?

7. Discussion:

8. Adjourn

Chapter meetings and Board meetings for 2019 are as follows

Dates for Chapter meetings and Executive board Meetings Time is as follows:

| | |
|------------------------------|--|
| Chapter meeting at 11:30am | Executive Board Meeting will be at 10:00am |
| Second Thursday of the month | Third Thursday of the Month or online |
| 724 Thimble Shoals Blvd# 100 | 101 Charlene Court |
| Newport news VA | Yorktown Virginia 23692 |
| Thursday February 14, 2018 | Thursday February 21, 2018 |



Executive Committee Meeting Agenda

April 18th, 2019

Location: 101 Charlene Ct, Yorktown, VA

President: Baylee Wang

President Elect: Ann Rowe

Past President: Lisa Doud

Treasure: Priscilla Horner

Secretary: Lara Cullipher

Committee Chairs: Lea Hyde-Yates, Lakesha Kirkendall, David Whitley,

Butch Beckman, Carol Chandler, Petra Zayakosky

Time: 10AM-10:45 AM

1. Call to Order/Roll Call/ Welcome

Quorum? Excused absence? Unexcused absence?

2. Review/Approval of March 21, 2019 meeting minutes

3. Treasure's Report

- Budget report.
- Affiliates membership dues report. New Affiliate-All State Insurance

4. Committee Report-

- Education Chair: monthly speaker update. Which NARPM webinar we should present at one of our meetings. Tina Bradley wants to join education committee
- Membership Chair: new member update. Last meeting guest follow up. Update of members information at our chapter website. Contact members at large? Tina Bradley wants to join membership committee
- Affiliate Chair: New affiliate update. Last meeting guest follow up.(Lara's guest took an affiliate application form)
- Event Chair- Food Bank event update. Social event update. Update of the scheduled social event?
- By Law Chair: By Law. Submission
- Legislative Chair:

Via Zoom Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/623952829>

Or iPhone one-tap :

US: +16465588656,,6527994276# US (New York)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 558 8656 US (New York)

Meeting ID: 652 799 4276



- Communication Chair: Update Chapter website? Update affiliate members and professional member's information. FB page update? Any Suggestion?

Chapter Website Access: <http://new.newchapters.narpm.org/vapeninsula/wp-login.php?loggedout=true>

Login name: sjockieamann Password: C079_narpm2016#

5. Old Business:

- CE credit course with VPAR and WAAR update. Please review the VPAR legal continuing education class sheet. We need to sponsor None NARPM CE credit course as part of chapter excellence requirement. Lunch Sponsor is good. VPAR suggest us to do: common legal hotline Q&A AS Property Management.

6. New Business:

Any new business?

7. Discussion:

8. Adjourn

Chapter meetings and Board meetings for 2019 are as follows

Dates for Chapter meetings and Executive board Meetings Time is as follows:

| | |
|------------------------------|--|
| Chapter meeting at 11:30am | Executive Board Meeting will be at 10:00am |
| Second Thursday of the month | Third Thursday of the Month or online |
| 724 Thimble Shoals Blvd# 100 | 101 Charlene Court |
| Newport news VA | Yorktown Virginia 23692 |
| Thursday February 14, 2018 | Thursday February 21, 2018 |



Executive Committee Meeting Agenda

July 18th, 2019

Location: 101 Charlene Ct, Yorktown, VA

President: Baylee Wang

President Elect: Ann Rowe

Past President: Lisa Doud

Treasure: Priscilla Horner

Secretary: Lara Cullipher

Committee Chairs: Lea Hyde-Yates, Lakesha Kirkendall, David Whitley,

Butch Beckman, Carol Chandler, Petra Zayakosky

Time: 10AM-10:45 AM

1. Call to Order/Roll Call/ Welcome

Quorum? Excused absence? Unexcused absence?

Treasure is on vacation.

2. Review/Approval of May 16th, 2019 meeting minutes

3. Treasure's Report

- Budget report. We received \$500 Chapter Grant in June- Advertising?

4. Committee Report- Please review our 2019 Strategic Plan and provide the update accordingly

- Education Chair: monthly speaker update. Which NARPM webinar we should present at one of our meetings. August meeting? Would like to have Susan Gaston back.
- Membership Chair: Membership Drive-Chip Dick Fall Seminar (no date yet) ? Order forms.
- Affiliate Chair: New affiliate update?
- Event Chair- Update?
- Legislative Chair: Any update?
- Communication Chair: Any update?

5. Old Business:

- How to handle the cost of the general meeting agenda

Via Zoom Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/623952829>

Or iPhone one-tap :

US: +16465588656,,6527994276# US (New York)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 558 8656 US (New York)

Meeting ID: 652 799 4276



6. New Business:

- Chapter Elections: We need a candidate for president –elect of 2020
- Grant Update: Grants are now listed in their own section under Chapter Leader Tools on narpm.org. If we have an event, make sure to submit your grant request as soon as possible. Some grants require 45-120 notice. <https://www.narpm.org/members/tools/chapter-services/chapter-grants/>
- 2020 NARPM Education is open for registration now. <https://www.narpm.org/education/>

7. Discussion:

8. Adjourn

Chapter meetings and Board meetings for 2019 are as follows

Dates for Chapter meetings and Executive board Meetings Time is as follows:

| | |
|------------------------------|--|
| Chapter meeting at 11:30am | Executive Board Meeting will be at 10:00am |
| Second Thursday of the month | Third Thursday of the Month or online |
| 724 Thimble Shoals Blvd# 100 | 101 Charlene Court |
| Newport news VA | Yorktown Virginia 23692 |



Executive Committee Meeting Agenda

August 22th, 2019

Location: 101 Charlene Ct, Yorktown, VA

President: Baylee Wang

President Elect: Ann Rowe

Past President: Lisa Doud

Treasure: Priscilla Horner

Secretary: Lara Cullipher

Committee Chairs: Lea Hyde-Yates, Lakesha Kirkendall, David Whitley,

Butch Beckman, Carol Chandler.

Time: 10AM-10:45 AM

1. Call to Order/Roll Call/ Welcome

Quorum? Absence?

2. Review/Approval of July 18th, 2019 meeting minutes

3. Treasure's Report

Please review the report and check book register

4. Committee Report

- **Education committee:** Susan Gaston returns on September 12th as the feature speaker.
Shaun Whiteley from Stop Loss will join us and be the feature speaker of October meeting. Updates of smoke detector regulations and law. We need Nov. Speaker. Any suggestions?
2020 East NARPM Education Schedule. Which course do we sponsor? <https://www.narpm.org/education/>
- **Membership committee:** VPAR Realtor Fest Tradeshow on September 24th. I have order flyers from National. We need volunteers to set up the booth and stay to the end of the show. Newport News Marriott. 12pm-4pm. Vendor only sponsorship \$200.
- **Affiliate committee:** New affiliate update? Stop Loss

Via Zoom Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/623952829>

Or iPhone one-tap :

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Or Telephone:

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Meeting ID: 652 799 4276



- **Event committee-** Update? HDC-Housing Development Corporation of Hampton Roads is for homeless and disable people. Please volunteer this Bingo Game run by Community Knights on behalf of HDC-As HDC Volunteer to help and support their cause. Sister David(HDC) visited our Chapter and we agreed to support her. However, we have not done anything since then. Can we get volunteers for this cause? Email all members?

<https://www.signupgenius.com/go/70a084da8ab2fa75-community79>

Days: Sunday, Wednesday and Friday. weekly. Online sign up upto 10/16/19

Sunday: 12-5:30pm, Wednesday: 11:00am-1:30pm, 5:15pm-10:30pm Friday: 10am-12:30pm

5. Old Business:

- How to handle the cost of the general meeting agenda. Email agenda to everyone. Chapter buy ink and paper to print out vendors page for each meeting.
- Chapter Elections: We need a candidate for president –elect of 2020

6. New Business: National Trade Show. Anyone plans to go?

7. Discussion:

8. Adjourn

Chapter meetings and Board meetings for 2019 are as follows

Dates for Chapter meetings and Executive board Meetings Time is as follows:

| | |
|------------------------------|--|
| Chapter meeting at 11:30am | Executive Board Meeting will be at 10:00am |
| Second Thursday of the month | Third Thursday of the Month or online |
| 724 Thimble Shoals Blvd# 100 | 101 Charlene Court |
| Newport news VA | Yorktown Virginia 23692 |



Executive Committee Meeting Agenda

September 19th, 2019

Location: 101 Charlene Ct, Yorktown, VA

President: Baylee Wang

President Elect: Ann Rowe

Past President: Lisa Doud

Treasure: Priscilla Horner

Secretary: Lara Cullipher

Committee Chairs: Lea Hyde-Yates, David Whitley, Butch Beckman, Carol Chandler.

Time: 10AM-10:45 AM

1. Call to Order/Roll Call/ Welcome

Quorum? Absence?

2. Review/Approval of August 22, 2019 meeting minutes

3. Treasure's Report

Please review the report and check book register

4. Committee Report

- **Education committee:** October speaker is Stop Loss. November is Affiliate Party. December is Installation and meeting. Chip Dick-September 9. NARPM 3 minutes speech.

VPAR has a Day Court-Beginners contract class for property managers 9:30-11:30 am and Day Court Real Estate Laws you need to know. 12-2 pm. October 28, 2019. Shall we sponsor the lunch? Budget?

- **Membership committee:** VPAR Realtor Fest Tradeshow on September 24th. I have order flyers from National. David and Russell will set up the booth and stay to the end of the show. Newport News Marriott. 12pm-4pm. Vendor need come in earlier, call Jo McNamara at 757-599-5222 for questions.

Do we offer gift cards?

- **Affiliate committee:** New affiliate update?
- **Event committee:** Vendor Party November

Via Zoom Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/623952829>

Or iPhone one-tap :

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Meeting ID: 652 799 4276



5. Old Business:

- Chapter Elections: 2020 Director at large. Angela Bailey is the candidate and the electronic vote is scheduled on September 17th to September 18 as announced at September membership meeting.
- NARPM Course 2020. Which one do we want to sponsor?

6. New Business:

- Lunch sponsor of VPAR Day Court on 10/28/19.
- Vendor Party Plan
- December meeting.

7. Discussion:

8. Adjourn

Chapter meetings and Board meetings for 2019 are as follows

Dates for Chapter meetings and Executive board Meetings Time is as follows:

| | |
|------------------------------|--|
| Chapter meeting at 11:30am | Executive Board Meeting will be at 10:00am |
| Second Thursday of the month | Third Thursday of the Month or online |
| 724 Thimble Shoals Blvd# 100 | 101 Charlene Court |
| Newport news VA | Yorktown Virginia 23692 |



Executive Committee Meeting Agenda

November 7th , 2019

Location: 101 Charlene Ct, Yorktown, VA

President: Baylee Wang

President Elect: Ann Rowe

Past President: Lisa Doud

Treasure: Priscilla Horner

Secretary: Lara Cullipher

Committee Chairs: Lea Hyde-Yates, David Whitley, Butch Beckman,
Carol Chandler.

Time: 10AM-10:45 AM

1. Call to Order/Roll Call/ Welcome

Quorum? Absence?

2. Review/Approval of September meeting minutes

3. Treasure's Report

Please review the report and check book register

4. Committee Report

- **Education committee:** VR PM Certified online registration is open. 8 courses. Monthly offered at Richmond VR office.
- **Membership committee:** New member: Kim Smiley(South Hill) and one from Chip Dicks. Bryant Delapp at Re/Max Peninsula.
- **Affiliate committee:** New affiliate update?
- **Event committee:** Vendor Party November: 3 menus offered. Budget \$150, gift card \$25?
Or keep \$20

5. Old Business:

- Vendor party: \$25 gift card, certificate, food, vendor speech, anything else?

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Or iPhone one-tap :

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Meeting ID: 652 799 4276



- Holiday Party: budget \$350. Howard Hanna \$50 + flower, Gift exchange. Food Bank (carol?)

6. New Business:

- Lunch sponsor of Jan
- Speaker of Jan.
- Need to pick another day for Nov. board meeting. Leadership Training and PM Certified that week.
- 2020 Budget Planning

7. Discussion:

8. Adjourn

Chapter meetings and Board meetings for 2019 are as follows

Dates for Chapter meetings and Executive board Meetings Time is as follows:

Chapter meeting at 11:30am

Executive Board Meeting will be at 10:00am

Second Thursday of the month

Third Thursday of the Month or online

724 Thimble Shoals Blvd# 100

101 Charlene Court

Newport News VA

Yorktown Virginia 23692



Executive Committee Meeting Agenda

November 26th , 2019

Location: 101 Charlene Ct, Yorktown, VA

President: Baylee Wang

President Elect: Ann Rowe

Past President: Lisa Doud

Treasure: Priscilla Horner

Secretary: Lara Cullipher

Committee Chairs: Lea Hyde-Yates, David Whitley, Butch Beckman,
Carol Chandler.

Time: 10AM-10:45 AM

1. Call to Order/Roll Call/ Welcome

Quorum? Absence?

2. Review/Approval of October meeting minutes

3. Treasure's Report

Please review the report and check book register

4. Committee Report

- **Education committee:** Education Chair 2020, Kasey Green Topics / Speaker Sheet
- **Membership committee:** Membership Chair 2020
- **Affiliate committee:** New affiliate update?
- **Event committee:** Need to send Mr. Rekey the certificate and the gift card. How many vendors were not there? Holiday Party-Volunteer and planning budget \$350. Howard Hanna \$50 + flower, Gift exchange. Food Bank (carol?)

5. Old Business:

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Meeting ID: 652 799 4276



- Holiday Party: budget. Howard Hanna \$50 + flower, Gift exchange. Food Bank (carol?)
- 2020 Budget Planning-Please review the guideline and we will discuss more at our Jan meeting
- Lunch sponsor of Jan

6. New Business:

- Treasure-Prepare 990's is filed
- Please be familiar with Chapter Success Guide. 2020 Strategical Planning-next meeting
- Next meeting time: December 19th

7. Discussion:

8. Adjourn

Chapter meetings and Board meetings for 2019 are as follows

Dates for Chapter meetings and Executive board Meetings Time is as follows:

Chapter meeting at 11:30am

Executive Board Meeting will be at 10:00am

Second Thursday of the month

Third Thursday of the Month or online

724 Thimble Shoals Blvd# 100

101 Charlene Court

Newport News VA

Yorktown Virginia 23692



Executive Committee Meeting Agenda

December 20th , 2019

Location: 101 Charlene Ct, Yorktown, VA

President: Baylee Wang

President Elect: Ann Rowe

Past President: Lisa Doud

Treasure: Priscilla Horner

Secretary: Lara Cullipher

Committee Chairs: David Whitley, Butch Beckman, Carol Chandler,

Angela Bailey, Kasey Green

Time: 10AM-10:45 AM

1. Call to Order/Roll Call/ Welcome

Quorum? Absence?

2. Review/Approval of November meeting minutes

3. Treasure's Report

Please review the report and check book register

4. Committee Report

- **Education committee:** Education Chair 2020, Kasey Green Topics / Speaker Sheet. Please use the NARPM Google Drive to upload or download the forms. January Speaker, : **Edward Jones Financial Advisor: Antonija Simpson.** Feb: Chip Goldstein March: 1031 Exchange April: Vacation Rental-Newport News. Home Warranty, August 27 NARPM Course is confirmed. Instructor is assigned. anything else?
- **Membership committee:** Membership Chair 2020-Angela Please use NARPM google Drive. Mike from PuroClean is interested to be on the committee to help grow our Chapter. Any incentive? Suggestion?

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Meeting ID: 652 799 4276



- **Affiliate committee:** New affiliate update?
- **Event committee:** Any Update?

5. Old Business:

- 2020 Budget Planning-Please review the guideline and we will discuss more at our Jan meeting
- Lunch sponsor of Jan
- Treasure-Prepare 990's
- Please read the Chapter Success Guide. You can see it at General Folder of NARPM Docs 2019-2020 folder through Nparm Google Drive.

6. New Business:

- Chapter Compliance is due by March 15 and Chapter Excellence is due by March 31. The portal for Compliance is now open. <https://www.narpm.org/members/tools/chapter-services/chapter-excellence-compliance-awards/>
- Please prepare your 2020 strategical Plan. We will discuss it at our Jan meeting. 2019 plan is under General Folder of NARPM Docs 2019-2020. For your reference
- Grant submissions for 2019 have closed but we are accepting applications for 2020. You can find all information here: <https://www.narpm.org/members/tools/chapter-services/chapter-grants/> Remember, these need to be submitted in advance of your event. (Chapter Membership Drive Grant, Chapter Growth Grant-\$500, Chapter Trade Show Grant-upto \$1000, Chapter Advertising Grant\$500, Chapter Leadership Travel Grant-\$250-\$750)
- Next meeting time: January 23, 2020 need to be changed. Have PM Certified Course

7. Discussion:

8. Adjourn



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| Newport News VA | Yorktown Virginia 23692 |



Executive Committee Meeting Agenda

September 19th, 2019

Location: 101 Charlene Ct, Yorktown, VA

President: Baylee Wang

President Elect: Ann Rowe

Past President: Lisa Doud

Treasure: Priscilla Horner

Secretary: Lara Cullipher

Committee Chairs: Lea Hyde-Yates, David Whitley, Butch Beckman, Carol Chandler.

Time: 10AM-10:45 AM

1. Call to Order/Roll Call/ Welcome

Quorum? Absence?

2. Review/Approval of August 22, 2019 meeting minutes

3. Treasure's Report

Please review the report and check book register

4. Committee Report

- **Education committee:** October speaker is Stop Loss. November is Affiliate Party. December is Installation and meeting. Chip Dick-September 9. NARPM 3 minutes speech.

VPAR has a Day Court-Beginners contract class for property managers 9:30-11:30 am and Day Court Real Estate Laws you need to know. 12-2 pm. October 28, 2019. Shall we sponsor the lunch? Budget?

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Meeting ID: 652 799 4276



5. Old Business:

- Chapter Elections: 2020 Director at large. Angela Bailey is the candidate and the electronic vote is scheduled on September 17th to September 18 as announced at September membership meeting.
- NARPM Course 2020. Which one do we want to sponsor?

6. New Business:

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- Vendor Party Plan
- December meeting.

7. Discussion:

8. Adjourn

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www.narpm.org

www.vapeninsula.narpm.org

<https://www.facebook.com/NARPM-Virginia-Peninsula-Chapter-870582749720334>

Meeting Agenda

August 15, 2019

Location: 724 Thimble Shoals Blvd, Suite 10, Newport News VA 23606

Time: 11:30am-1pm

- 11:30 am -11:45 am Networking
- 11:45 am -11:55 am President Welcome & Affiliate Member, Professional Member, and Guests Introductions

Purpose and Overview

NARPM® Mission

NARPM® provides resources for residential property management professionals,
Who desire to learn, grow and build relationships?

NARPM® Vision

NARPM® will be the recognized leaders in residential property management industry.

Affiliate Members (14), Professional Members (26) and Guests Introductions

- 11:55 pm-12:00 pm Standard Professionalism Article 8
Lunch Sponsor- Tenant Turner
Larry Hancock
larry@tenantturner.com
- 12:00 pm-12:05pm
 - a. **End Summer Fun-Get Together:** Wednesday, August 28. 6 pm-9pm. Port Warwick Summer Concert Series: 3100 William Styron Sq, Newport News, VA 23606 Bring your lawn chair, blanket, drink & family...
 - b. **Chapter Election:** Are you interested to volunteer your time to this chapter? Please consider sharing your time and leadership talent to this Chapter. We are looking for Chairs of Education, Communication & Membership Committee 2020. President-Elect will continue serving the Chapter; however, her career plan may not allow her to continue serving the position. Return your candidate form to me!
 - c. **NARPM Convention & Expo:** October 15, 2019 - October 18, 2019. The 31st Annual NARPM® Convention and Trade Show, being held at the Arizona Grand Resort in Phoenix, Arizona.
 - d. **PMX 2019 Property Management Conference:** October 23- October 25, 2019, Harrisonburg Certified PM Course will be offered at this conference.
 - e. **Next Month Lunch Sponsor:** One Stop Cleaning
 - f. **Next Month Speaker:** Susan Gaston
- 12:05 pm-12:55 Featured Speaker: *Larry Hancock -Tenant Turner-5 technologies to help improve your business*
- 12:55 pm-1:00 pm Door Prizes /Tickets of opportunity/ Closing

Article 8: COMMITMENT TO FIRM

The Property Manager shall act in the best interests of his or her property management Firm.

STANDARDS OF PROFESSIONALISM

- **8-1 The Property Manager shall not have any undisclosed conflict of interest with his or her Firm. If a conflict or potential conflict should arise, the Property Manager shall notify his or her Firm.**
- **8-2 The Property Manager shall not receive any form of compensation, rebates, or any other benefits without full disclosure to his or her Firm.**
- **8-3 The Property Manager may not take or use any proprietary documentation, including but not limited to Client/Tenant lists, during or after his or her relationship with a Firm without express written consent from the Firm.**

Note: *The Federal Trade Commission (the "FTC") has conducted an investigation concerning certain Provisions in the NARPM® Code of Ethics and Standards of Professionalism ("Code of Ethics"). The Provisions of the Code of Ethics that were addressed by the FTC are those that stated: "NARPM® Professional Members shall refrain from criticizing other property managers or their business practices" and "The Property Manager shall not knowingly solicit competitor's clients." The FTC has alleged that these provisions in the Code of Ethics restrict members of NARPM® from competing for clients, thereby depriving clients of the benefits of competition among property managers, in violation of the Federal Trade Commission Act. Without admitting a violation of the law, NARPM® has agreed to the entry of a Consent Agreement and a Decision and Order by the FTC in this matter (the "Order"). The Order requires NARPM® to amend the Code of Ethics by deleting these two provisions; please note that such restrictions on solicitation or advertising by NARPM® members no longer apply.*

NARPM® Antitrust Statement:

It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM®'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

Upcoming Events/Announcement

- **VA Peninsula NARPM Chapter Monthly Meeting**
Date: Thursday September 12, 2019
Location: Howard Hannah Peninsula Office
724 Thimble Shoals Blvd Suite 100 Newport News VA 23606
Time 11:30am-1pm



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER



www.narpm.org

www.vapeninsula.narpm.org

<https://www.facebook.com/NARPM-Virginia-Peninsula-Chapter-870582749720334>

Meeting Agenda

September 12th, 2019

Location: 724 Thimble Shoals Blvd, Suite 10, Newport News VA 23606

Time: 11:30am-1pm

- 11:30 am -11:40 am Networking President Welcome & Affiliate Member, Professional Member, and Guests Introductions

Purpose and Overview

NARPM® Mission

NARPM® provides resources for residential property management professionals,
Who desire to learn, grow and build relationships?

NARPM® Vision

NARPM® will be the recognized leaders in residential property management industry.

Affiliate Members (14), Professional Members (26) and Guests Introductions

- 11:40 pm-11:50 pm Standard Professionalism Article 9
Lunch Sponsor- One Stop Cleaning: Phone: 757-707-9600
info@onestopcleaningllc.com
- 11:50 pm-12:30pm Featured Speaker: *Susan S. Gaston*, The Gaston Group, LLC
A Virginia-Based Government Relations and Public Affairs Firm: legislative and public policy advocacy at the local, state and federal levels.....and how the important framework of landlord-tenant legislation, and the work of property managers
- 12:30 pm-12:55 pm
 - a. **Chapter Election:** We have Angela Bailey is nominated to be Board Directors 2020. We also have Louise Johnson volunteer herself for a committee chair.
 - b. **VPAR Realtor Fest Tradeshow:** We are a sponsor. David Whitely and Russell Skidmore are going to set up our booth at 10:30 am. Event starts from 12 to 4pm. This is our membership drive opportunity. Bring your realtor friends to our table!
 - c. **Binggo Game:** HDC-Housing Development Corporation of Hampton Roads is for homeless and disable people. Please volunteer this Bingo Game run by Community Knights on behalf of HDC-As HDC Volunteer to help and support their cause. Sister David(HDC) visited our Chapter and we agreed to support her. However, we have not done anything since then. Can we get volunteers for this cause? If you do offer your time to help, please let us know.
<https://www.signupgenius.com/go/70a084da8ab2fa75-community79>
Days: Sunday, Wednesday and Friday. weekly. Online sign up upto 10/16/19
Sunday: 12-5:30pm, Wednesday: 11:00am-1:30pm, 5:15pm-10:30pm Friday: 10am-12:30pm



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

- d. **NARPM Convention & Expo:** October 15, 2019 - October 18, 2019. The 31st Annual NARPM® Convention and Trade Show, being held at the Arizona Grand Resort in Phoenix, Arizona.
 - e. **PMX 2019 Property Management Conference:** October 23- October 25, 2019, Harrisonburg Certified PM Course will be offered at this conference.
 - f. **Next Month Lunch Sponsor:** Stop Loss
 - g. **Next Month Speaker:** Stop Loss
-
- 12:55 pm-1:00 pm Door Prizes /Tickets of opportunity/ Closing

Article 9: RELATION WITH OTHER PROPERTY MANAGERS

The Property Manager shall not knowingly or recklessly make false or misleading statements about the competence or professionalism of other property managers or about their business practices, or otherwise attempt to take business from other property managers by deceptive means.

STANDARDS OF PROFESSIONALISM

- **9-1 The Property Manager shall conduct business dealings with other property managers in an honest and professional manner and shall not knowingly engage in any practice or take any action against a property manager in an un-businesslike manner.**
- **9-2 The Property Manager shall not knowingly interfere with other property managers' contract rights, including by taking actions inconsistent with exclusive agreements that other property managers have with other clients. This does not preclude the Property Manager from otherwise soliciting potential Clients or making general announcements about this or her own services. For purposes of this Code, a general announcement may be defined as a general telephone canvass or a general mailing or distribution addressed to all prospects in a given geographical area or in a specific profession, business, club, organization, or other classification or group. This Code does not restrict fair and reasonable competition among property managers.**
- **9-3 In the event of a controversy between Property Managers with different Firms, the Property Manager of the Firm shall use best efforts to resolve the dispute prior to litigation.**
- **9-4 The Property Manager shall not obtain or use the proprietary materials or work of a competing management Firm without the express written permission of that Firm.**



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

- **9-5 The Property Manager shall cooperate with other property managers when it is in the best interests of the Client or Tenant to do so.**

Note: The Federal Trade Commission (the “FTC”) has conducted an investigation concerning certain Provisions in the NARPM® Code of Ethics and Standards of Professionalism (“Code of Ethics”). The Provisions of the Code of Ethics that were addressed by the FTC are those that stated: “NARPM® Professional Members shall refrain from criticizing other property managers or their business practices” and “The Property Manager shall not knowingly solicit competitor’s clients.” The FTC has alleged that these provisions in the Code of Ethics restrict members of NARPM® from competing for clients, thereby depriving clients of the benefits of competition among property managers, in violation of the Federal Trade Commission Act. Without admitting a violation of the law, NARPM® has agreed to the entry of a Consent Agreement and a Decision and Order by the FTC in this matter (the “Order”). The Order requires NARPM® to amend the Code of Ethics by deleting these two provisions; please note that such restrictions on solicitation or advertising by NARPM® members no longer apply.

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It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM®’s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM® shall not restrict members’ ability to solicit competitors’ clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

Upcoming Events/Announcement

- **VA Peninsula NARPM Chapter Monthly Meeting**
Date: Thursday October 10th, 2019
Location: Howard Hannah Peninsula Office
724 Thimble Shoals Blvd Suite 100 Newport News VA 23606
Time 11:30am-1pm



Executive Board Meeting Minutes

September 19, 2019

Opening

Welcome and Call to Order President Baylee Wang called the meeting of the Virginia Peninsula Chapter of the National Association of Residential Property Managers to order at 10:03 AM on September 19, 2019. 101 Charlene Ct., Yorktown, VA 23692 and Zoom

Present

Officers: Lara Cullipher, Anne Rowe, Baylee Wang, Lisa Doud, Priscilla Horner
Committee Members: David Whitley, Carol Chandler, Lea Yates, Butch Beckman, Russell Skidmore
Absent: Lakesha Kirkendale

Approval of Minutes:

Minutes approved as written

Treasurer's Report

The Treasurer's Report was read update on paid affiliates

Committee Chair Update

Petra (Education) –October 9, 2019 Chip Dicks membership drive. D

Butch (Affiliate): Stop Loss will reach out

| | Speaker | Sponsor |
|--|------------------------|----------------------|
| | Stop Loss | Stop Loss |
| | Affiliate Appreciation | Affiliate Appreciton |
| | | Capital Carpet Care |
| | | |

| | | |
|--|--|--|
| | | |
| | | |

Lea (Membership) – VPAR Realtor Tradeshow to do the booth order swag for flyers and hats Baylee 2 \$50 giftcards for raffle

Carol (Events/food) – Affiliate appreciation We do food 500 for both parties Lea will take care of certificates and \$10 gift card vendor gets to talk for 3 minutes.

Narpm Sponsor Look and see what we need money wise

Anne, Bailey, David (By Law) - Submitted to National Baylee answered questions

David (Legislative) - Nothing

Lakesha (Website and Facebook) – Absent

Old Business

- Director at large. Director from general member. Not officer but can vote because she is a director. VP directed liaison between executive board and members Nominating committee Lisa past president not available because of family issue. Baylee is helping and so is Ann. Discussion for bylaws. She volunteered as board of director. Gail approved
- NARPM 2020 course Cash Flow Analysis August 27, 2020 class all approved place to have

New Business

- Lunch Sponsor VPAR day court 10/28/2019 \$20 for each person 2 sessions contracts for property managers almost all day it's 2 lunch and learns 1st its VAR Lease and 2nd is about law updates need to sponsor education course that is not NARPM Motion for \$250 and a 2nd unanimous carried

Discussion

- December party Butch lunch sponsor. Gift exchange (personal cost) no more than \$20 Budget for decorations (table cloths, and poinsettia, etc.) NARPM. Member Certificates and gift card for Howard Hannah Broker Sandy Wagner and flowers
- December is installation and Holiday party No installation this year Invite Regional Vice President
- Food Bank 50/50 tickets of opportunity for December
- Silent Auction National Convention for offering \$100 gift card motion all agree Lisa is going
- Chapter Website Access: <http://new.newchapters.narpm.org/vapeninsula/wp-login.php?loggedout=true>

Chapter website login: sjockieamann password: C079_narpm2016#

Marked some as spam because not tech savvy can only update affiliates National does members also didn't take ethics so not a professional member (membership issues with applications) put as member at large



Adjournment:

Meeting was adjourned by Baylee Wang at 10:52 AM. The next Executive meeting will be at Amanda M Walsh Real Estate (101 Charlene Ct, Yorktown) or zoom <https://zoom.us/j/6527994276> on October 17, 2019, at 10:00 AM.

Minutes submitted by: Lara Cullipher



www.narpm.org

www.vapeninsula.narpm.org

<https://www.facebook.com/NARPM-Virginia-Peninsula-Chapter-870582749720334>

Meeting Agenda

December 12th, 2019

2020 Installation & Award for Excellence

Location: 724 Thimble Shoals Blvd, Suite 10, Newport News VA 23606

Time: 11:30am-1pm

- 11:30 am -11:40 am Networking President Welcome & Affiliate Member, Professional Member, and Guests Introductions

Purpose and Overview

NARPM® Mission

NARPM® provides resources for residential property management professionals,
Who desire to learn, grow and build relationships?

NARPM® Vision

NARPM® will be the recognized leaders in residential property management industry.

Affiliate Members (13), Professional Members (29) and Guests Introductions

Welcome 2 new professional members from Berkeley Realty: Catherine Dunn & Michelle Maciel

- 11:40 pm-11:45 pm Standard Professionalism Article 12
- 11:45 pm-12:00 pm
 - a. **Lunch Sponsor: Capital Carpet and Services: Butch Beckman 757-564-8000**
 - b. **Welcome new Board of Directors 2020: Angela Bailey-Tim Wehner (Atlantic Region RVP2019)**
2020 Board of Directors:
 - **President 2019-2020 Baylee Wang**
 - **President-Elect 2019-2020 Ann Rowe**
 - **Treasure 2019-2020 Priscilla Horner**
 - **Secretary 2019-2020 Lara Cullipher**
 - **Past President 2019-2020 Lisa Doud**
 - **Director at large: Angela Bailey**
 - c. **2020 Committees:**
 - **Education Committee Chair: Kasey Green;**
 - **Membership Committee Chair: Angela Bailey;**
 - **Affiliate Committee Chair: Butch Beckman;**
 - **Event Committee Chair: Carol Chandler**
 - **Legislative Committee Chair: David Whitley**
 - d. **Award for Excellence:2019 Officers, Charis, Members who attend more than 10 meetings**
 - e. **Food Bank: Canned food donation/ Donna Tighe**



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

f. **Next Month Speaker: Edward Jones Financial Advisor: Antonija Simpson**

- 12:10 pm-12:40pm **Gift Exchange**
- 12:45 pm-1:00 pm Door Prizes /Tickets of opportunity/ Closing

Article 12: COMPLAINT AND ENFORCEMENT

The Property Manager shall comply with this Code and shall participate in and/or cooperate with any investigation and/or hearing conducted by NARPM pursuant to this Code.

STANDARDS OF PROFESSIONALISM

- **12-1 The Property Manager shall review and shall take all necessary action to understand and to comply with this Code.**
- **12-2 The Property Manager shall not interfere with any NARPM action to investigate a violation of or to enforce this Code.**
- **12-3 The Property Manager shall promptly supply any information requested by NARPM during any investigation or enforcement action pursuant to this Code.**
- **12-4 The Property Manager must take and pass an ethics course, which shall include discussion of this Code, every four years as a condition of continued professional membership.**

Note: The Federal Trade Commission (the "FTC") has conducted an investigation concerning certain Provisions in the NARPM® Code of Ethics and Standards of Professionalism ("Code of Ethics"). The Provisions of the Code of Ethics that were addressed by the FTC are those that stated: "NARPM® Professional Members shall refrain from criticizing other property managers or their business practices" and "The Property Manager shall not knowingly solicit competitor's clients." The FTC has alleged that these provisions in the Code of Ethics restrict members of NARPM® from competing for clients, thereby depriving clients of the benefits of competition among property managers, in violation of the Federal Trade Commission Act. Without admitting a violation of the law, NARPM® has agreed to the entry of a Consent Agreement and a Decision and Order by the FTC in this matter (the "Order"). The Order requires NARPM® to amend the Code of Ethics by deleting these two provisions; please note that such restrictions on solicitation or advertising by NARPM® members no longer apply.

NARPM® Antitrust Statement:

It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM®'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.

Upcoming Events/Announcement

- **VA Peninsula NARPM Chapter Monthly Meeting**
Date: **Thursday, January 16th, 2020**
Location: Howard Hannah Peninsula Office
724 Thimble Shoals Blvd Suite 100 Newport News VA 23606
Time 11:30am-1pm



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

unethical practices in property management.

STANDARDS OF PROFESSIONALISM

- 1-1 The Property Manager shall not endeavor to eliminate, though the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.
- 1-2 The Property Manager shall cooperate with the governmental agency charged with regulating.
- 1-3 The Property Manager Shall Comply with all Relevant local State ordinance regarding real estate law, licensing, insurance and banking.
- 1-4 The property manager shall comply with all federal and state antitrust laws and shall follow the NARPM Antitrust Policy and any related procedures.
- 1-5 The Property Manager shall not reveal confidential information of Clients, Tenants, or others except as required in the course of performing his or her duties as otherwise required by law. The Property Manager shall take all Reasonable Precautions Protecting confidential information.

Note: The Federal Trade Commission (the "FTC") has conducted an investigation concerning certain Provisions in the NARPM® Code of Ethics and Standards of Professionalism ("Code of Ethics"). The Provisions of the Code of Ethics that were addressed by the FTC are those that stated: "NARPM® Professional Members shall refrain from criticizing other property managers or their business practices" and "The Property Manager shall not knowingly solicit competitor's clients." The FTC has alleged that these provisions in the Code of Ethics restrict members of NARPM® from competing for clients, thereby depriving clients of the benefits of competition among property managers, in violation of the Federal Trade Commission Act. Without admitting a violation of the law, NARPM® has agreed to the entry of a Consent Agreement and a Decision and Order by the FTC in this matter (the "Order"). The Order requires NARPM® to amend the Code of Ethics by deleting these two provisions; please note that such restrictions on solicitation or advertising by NARPM® members no longer apply.

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2019 Executive Board Officers and Chairs

| Title | Name | phone number | email |
|------------------------------|--------------------|--------------|--|
| President | Baylee Wang | 757-3036881 | bayleew@rpmvapeninsula.com |
| Pres-Elec | Anne Row | 757-645-5977 | arow@sprentals.biz |
| Past-Pres | Lisa Doud | 757-270-4794 | lisa@doudrs.com |
| Secretary | Lara Cullipher | 757-637-0081 | lara@amwre.com |
| Treasurer | Priscilla Horner | 757-676-3339 | priscilla@doudrs.com |
| Education Chair | Petra Zayakosky | 757-717-4472 | petra.zayakosky@gmail.com |
| Membership Chair | Lea Yates | 804-356-1912 | Lea.welcomehome@gmail.com |
| Marketing/Publications Chair | Lakesha Kirkendall | 757-236-1881 | Lakeshabrown3@gmail.com |
| Affiliate Chair | Butch Beckman | 757-681-2048 | Butch.capitalservices@gmail.com |



National Association of Residential Property Managers

VIRGINIA PENINSULA CHAPTER

Legislative & By Law Chair

David Whitley

757-876-0284

davidwhitley13@gmail.com

Event Chair

Carol Chandler

757-707-5174

carol@onestopcleaningllc.com

Upcoming Events/Announcement

- **VA Peninsula NARPM Chapter Monthly Meeting**

Date: Thursday February 14, 2019

Location: Howard Hannah Peninsula Office

724 Thimble Shoals Blvd Suite 100 Newport News VA 23606

Time 11:30am-1pm

- **Virginia State NARPM Conference**

Date February 18-20, 2019

Location Renaissance Portsmouth-Norfolk Waterfront Hotel

Portsmouth VA

<https://vastatenarpmconfreg.eventbrite.com>

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2019

**Open to Public
Inspection**

Name of the organization

VIRGINIA PENINSULA CHAPTER NARPM, INV

Employer identification number

020755642

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☒ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations
- g Provide the following information about the supported organization(s).

| (i) Name of supported organization | (ii) EIN | (iii) Type of organization (described on lines 1–10 above (see instructions)) | (iv) Is the organization listed in your governing document? | | (v) Amount of monetary support (see instructions) | (vi) Amount of other support (see instructions) |
|------------------------------------|----------|---|---|----|---|---|
| | | | Yes | No | | |
| (A) | | | | | | |
| (B) | | | | | | |
| (C) | | | | | | |
| (D) | | | | | | |
| (E) | | | | | | |
| Total | | | | | | |

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

| Calendar year (or fiscal year beginning in) ▶ | (a) 2015 | (b) 2016 | (c) 2017 | (d) 2018 | (e) 2019 | (f) Total |
|--|----------|----------|----------|----------|----------|-----------|
| 1 | | | | | | |
| Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") | | | | | | |
| 2 | | | | | | |
| Tax revenues levied for the organization's benefit and either paid to or expended on its behalf | | | | | | |
| 3 | | | | | | |
| The value of services or facilities furnished by a governmental unit to the organization without charge | | | | | | |
| 4 | | | | | | |
| Total. Add lines 1 through 3. | | | | | | |
| 5 | | | | | | |
| The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f). | | | | | | |
| 6 | | | | | | |
| Public support. Subtract line 5 from line 4. | | | | | | |

Section B. Total Support

| Calendar year (or fiscal year beginning in) ▶ | (a) 2015 | (b) 2016 | (c) 2017 | (d) 2018 | (e) 2019 | (f) Total |
|---|----------|----------|----------|----------|----------|-----------|
| 7 | | | | | | |
| Amounts from line 4 | | | | | | |
| 8 | | | | | | |
| Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources | | | | | | |
| 9 | | | | | | |
| Net income from unrelated business activities, whether or not the business is regularly carried on | | | | | | |
| 10 | | | | | | |
| Other income. Do not include gain or loss from the sale of capital assets | | | | | | |
| 11 | | | | | | |
| Total support. Add lines 7 through 10 | | | | | | |
| 12 | | | | | | |
| Gross receipts from related activities, etc. (see instructions) | | | | | | |
| 13 | | | | | | |
| First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here | | | | | | |

Section C. Computation of Public Support Percentage

| | 14 | 15 |
|--|----|----|
| Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f)) | | |
| % | 14 | 15 |
| Public support percentage from 2018 Schedule A, Part II, line 14 | | |
| 33 1/3% support test—2019. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization | | |
| b | | |
| 33 1/3% support test—2018. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization | | |
| 17a | | |
| 10%-facts-and-circumstances test—2019. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization | | |
| b | | |
| 10%-facts-and-circumstances test—2018. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization | | |
| 18 | | |
| Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions | | |

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II.

If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

| Calendar year (or fiscal year beginning in) ► | (a) 2015 | (b) 2016 | (c) 2017 | (d) 2018 | (e) 2019 | (f) Total |
|---|----------|----------|----------|----------|----------|-----------|
| 1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") | 4050 | 4745 | 4756 | 3620 | 3113 | 20284 |
| 2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose | | | | | | |
| 3 Gross receipts from activities that are not an unrelated trade or business under section 513 | | | | | | |
| 4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf | | | | | | |
| 5 The value of services or facilities furnished by a governmental unit to the organization without charge | | | | | | |
| 6 Total. Add lines 1 through 5 | 4050 | 4745 | 4756 | 3620 | 3113 | 20284 |
| 7a Amounts included on lines 1, 2, and 3 received from disqualified persons | | | | | | |
| b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year | | | | | | |
| c Add lines 7a and 7b | | | | | | |
| 8 Public support. (Subtract line 7c from line 6.) | | | | | | |

Section B. Total Support

| Calendar year (or fiscal year beginning in) ► | (a) 2015 | (b) 2016 | (c) 2017 | (d) 2018 | (e) 2019 | (f) Total |
|---|----------|----------|----------|----------|----------|-----------|
| 9 Amounts from line 6 | 4050 | 4745 | 4756 | 3620 | 3113 | 20284 |
| 10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources | | | | | | |
| b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 | | | | | | |
| c Add lines 10a and 10b | | | | | | |
| 11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on | | | | | | |
| 12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) | | | | | | |
| 13 Total support. (Add lines 9, 10c, 11, and 12.) | | | | | | |
| 14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/> | | | | | | |

Section C. Computation of Public Support Percentage

| | | |
|---|-----------|---|
| 15 Public support percentage for 2019 (line 8, column (f), divided by line 13, column (f)) | 15 | % |
| 16 Public support percentage from 2018 Schedule A, Part III, line 15 | 16 | % |

Section D. Computation of Investment Income Percentage

| | | |
|--|-----------|---|
| 17 Investment income percentage for 2019 (line 10c, column (f), divided by line 13, column (f)) | 17 | % |
| 18 Investment income percentage from 2018 Schedule A, Part III, line 17 | 18 | % |
| 19a 33¹/₃% support tests—2019. If the organization did not check the box on line 14, and line 15 is more than 33 ¹ / ₃ %, and line 17 is not more than 33 ¹ / ₃ %, check this box and stop here . The organization qualifies as a publicly supported organization <input type="checkbox"/> | | |
| b 33¹/₃% support tests—2018. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 ¹ / ₃ %, and line 18 is not more than 33 ¹ / ₃ %, check this box and stop here . The organization qualifies as a publicly supported organization <input type="checkbox"/> | | |
| 20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions <input type="checkbox"/> | | |

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

| | | | | |
|-----|---|-----|--|--|
| 1 | Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain. | 1 | | |
| 2 | Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2). | 2 | | |
| 3a | Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below. | 3a | | |
| b | Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination. | 3b | | |
| c | Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use. | 3c | | |
| 4a | Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below. | 4a | | |
| b | Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations. | 4b | | |
| c | Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes. | 4c | | |
| 5a | Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document). | 5a | | |
| b | Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document? | 5b | | |
| c | Substitutions only. Was the substitution the result of an event beyond the organization's control? | 5c | | |
| 6 | Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI. | 6 | | |
| 7 | Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ). | 7 | | |
| 8 | Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ). | 8 | | |
| 9a | Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI. | 9a | | |
| b | Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI. | 9b | | |
| c | Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI. | 9c | | |
| 10a | Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below. | 10a | | |
| b | Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.) | 10b | | |

Part IV Supporting Organizations (continued)

| | Yes | No |
|--|-----|----|
| 11 Has the organization accepted a gift or contribution from any of the following persons? | | |
| a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization? | | |
| b A family member of a person described in (a) above? | | |
| c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI . | | |

| | | |
|------------|--|--|
| 11a | | |
| 11b | | |
| 11c | | |

Section B. Type I Supporting Organizations

| | Yes | No |
|---|-----|----|
| 1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year. | | |
| 1 | | |
| 2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization. | | |
| 2 | | |

Section C. Type II Supporting Organizations

| | Yes | No |
|--|-----|----|
| 1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s). | | |
| 1 | | |

Section D. All Type III Supporting Organizations

| | Yes | No |
|---|-----|----|
| 1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided? | | |
| 1 | | |
| 2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s). | | |
| 2 | | |
| 3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard. | | |
| 3 | | |

Section E. Type III Functionally Integrated Supporting Organizations

| | | |
|---|--|--|
| 1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions). | | |
| a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below. | | |
| b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below. | | |
| c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions). | | |
| 2 Activities Test. Answer (a) and (b) below. | | |
| a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities. | | |
| 2a | | |
| b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement. | | |
| 2b | | |
| 3 Parent of Supported Organizations. Answer (a) and (b) below. | | |
| a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI . | | |
| 3a | | |
| b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard. | | |
| 3b | | |

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A—Adjusted Net Income

| | | Adjusted Net Income | |
|---|--|---------------------|-----------------------------|
| | | (A) Prior Year | (B) Current Year (optional) |
| 1 | Net short-term capital gain | 1 | |
| 2 | Recoveries of prior-year distributions | 2 | |
| 3 | Other gross income (see instructions) | 3 | |
| 4 | Add lines 1 through 3. | 4 | |
| 5 | Depreciation and depletion | 5 | |
| 6 | Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions) | 6 | |
| 7 | Other expenses (see instructions) | 7 | |
| 8 | Adjusted Net Income (subtract lines 5, 6, and 7 from line 4) | 8 | |

Section B—Minimum Asset Amount

| | | Minimum Asset Amount | |
|--|--|----------------------|-----------------------------|
| | | (A) Prior Year | (B) Current Year (optional) |

1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):

a Average monthly value of securities

b Average monthly cash balances

c Fair market value of other non-exempt-use assets

d Total (add lines 1a, 1b, and 1c)

e Discount claimed for blockage or other factors (explain in detail in Part VI):

2 Acquisition indebtedness applicable to non-exempt-use assets

3 Subtract line 2 from line 1d.

4 Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).

5 Net value of non-exempt-use assets (subtract line 4 from line 3)

6 Multiply line 5 by .035.

7 Recoveries of prior-year distributions

8 Minimum Asset Amount (add line 7 to line 6)

Section C—Distributable Amount

1 Adjusted net income for prior year (from Section A, line 8, Column A)

2 Enter 85% of line 1.

3 Minimum asset amount for prior year (from Section B, line 8, Column A)

4 Enter greater of line 2 or line 3.

5 Income tax imposed in prior year

6 Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

| Section D—Distributions | Current Year |
|--|--------------|
| 1 Amounts paid to supported organizations to accomplish exempt purposes | |
| 2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity | |
| 3 Administrative expenses paid to accomplish exempt purposes of supported organizations | |
| 4 Amounts paid to acquire exempt-use assets | |
| 5 Qualified set-aside amounts (prior IRS approval required) | |
| 6 Other distributions (describe in Part VI). See instructions. | |
| 7 Total annual distributions. Add lines 1 through 6. | |
| 8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions. | |
| 9 Distributable amount for 2019 from Section C, line 6 | |
| 10 Line 8 amount divided by line 9 amount | |

| Section E—Distribution Allocations (see instructions) | (i) Excess Distributions | (ii) Underdistributions Pre-2019 | (iii) Distributable Amount for 2019 |
|---|-----------------------------|--|---|
| 1 Distributable amount for 2019 from Section C, line 6 | | | |
| 2 Underdistributions, if any, for years prior to 2019 (reasonable cause required—explain in Part VI). See instructions. | | | |
| 3 Excess distributions carryover, if any, to 2019 | | | |
| a From 2014 | | | |
| b From 2015 | | | |
| c From 2016 | | | |
| d From 2017 | | | |
| e From 2018 | | | |
| f Total of lines 3a through e | | | |
| g Applied to underdistributions of prior years | | | |
| h Applied to 2019 distributable amount | | | |
| i Carryover from 2014 not applied (see instructions) | | | |
| j Remainder. Subtract lines 3g, 3h, and 3i from 3f. | | | |
| 4 Distributions for 2019 from Section D, line 7: \$ | | | |
| a Applied to underdistributions of prior years | | | |
| b Applied to 2019 distributable amount | | | |
| c Remainder. Subtract lines 4a and 4b from 4. | | | |
| 5 Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions. | | | |
| 6 Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions. | | | |
| 7 Excess distributions carryover to 2020. Add lines 3j and 4c. | | | |
| 8 Breakdown of line 7: | | | |
| a Excess from 2015 | | | |
| b Excess from 2016 | | | |
| c Excess from 2017 | | | |
| d Excess from 2018 | | | |
| e Excess from 2019 | | | |