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## 2016 Chapter Compliance

**All chapters are required to answer questions 1-10 BY THE LAST DAY OF February**

Chapter: Western Colorado

1. Does your chapter have current bylaws on file with National? Yes

**Reminder:** Did you know that you need the approval of the national board to amend your bylaws? If you are unsure you can go to <http://www.narpm.org/members/documents-forms/chapter-documents/> and verify bylaws on file. If not on file, please upload bylaws below.

Bylaws Upload

Bylaws.pdf

2. Fill in number of RVP calls the chapter's president or their representative participated in: 3

3. Upload a copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS.

e-Postcard Filing Confirmation 2015.pdf

4. Upload a copy of your current year budget:

Western CO 2017 Budget.pdf

5. List number of membership meetings: 4

Flier Upload

04-16-15 & 04-17-16 Lynde classes.pdf

Flier Upload

Registration for Fair Housing.pdf

Flier Upload

Bev's CE classes.pdf

Flier Upload

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6. List number of board meetings: 4

Copy of Minutes WCNRAPM Board Meeting 2.17.16.docx

Copy of Minutes WCNARPM Board Meeting 12.5.16.docx

Copy of Minutes WCNARPM Board Meeting Minutes 9.26.16.pdf

Copy of Minutes WCNARPM Board Meeting 12.28.16.docx

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7. Does your chapter charge dues? No

8. If yes, how much are the dues? 0.00

9. If yes, are meals at meetings included? Yes

10. On a scale of 1-10, how well do you think your chapter is doing? 8

Do you want to apply for Chapter Excellence as well? No

Total Points from Application:

Total Points:

Total Points:

Total Points:

Total Points:

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Bylaws of  
The WESTERN COLORADO NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS  
Chapter of  
**The National Association of Residential Property Managers**

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

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

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in the Western Slope of Colorado. Boundaries are state lines of Wyoming, Utah, New Mexico and Arizona. Boundary east shall be the Continental Divide.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the [insert geographic area, such as city, state, or regional area]

Section C: Powers

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

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

Section D: This chapter's geographical definition shall be: Western Slope of Colorado. Boundaries are state lines of Wyoming, Utah, New Mexico and Arizona. Boundary east shall be the Continental Divide

ARTICLE II: Membership

Professional, Associate, Support Staff, Affiliate Member, ~~Junior, Student, Academic,~~ and Honorary Members

## Section A: Professional Member

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

A Professional Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

## Section B: Associate Member

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, or hold elective office.

An Associate Member may also be an employee of a company, or employee of a property owner, or employee of an investor, who handles all aspects of residential property management. These individuals must comply with state licensing laws, but do not hold an active real estate license.

## Section C: Support Staff

A Support Staff Member shall be a person acting in the role of support in the office of a Professional Member and the Support Staff Member must not be acting in a capacity requiring licensure according to his/her state's regulatory licensing law. A Support Staff Member does not vote or hold elective office.

## Section D: Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote; However, affiliate members cannot be a chairperson and [choose one: can or can not] serve in advisory positions to the executive committee or chairpersons or committee members. An affiliate member does not vote or hold elective office.

The Chapter [choose one] shall/shall not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

## ~~Section E: Honorary Member~~

~~Honorary membership shall be bestowed upon individuals who, are recommended by the chapter board of directors to the National Association Board of Directors, have rendered or continue to render distinguished service to the Chapter or the profession of property management. Honorary members shall pay no dues or other assessments, and shall be eligible to participate in the usual activities of the association, except they shall be ineligible to vote, hold office or serve as a member of the executive committee.~~

#### Section F: ~~Junior member~~

~~Junior Member must meet all Professional Member qualifications. A Junior Membership is only available for new members between the ages of 18-25. A copy of a valid government issued ID must accompany the application. A Junior Membership is good for two years from join date of application. Junior members receive all the benefits as Professional Members. Dues for these members will be set during budgeting process of the chapter. A Junior member may vote and hold an elective office~~

#### Section G: ~~Student Member~~

~~Student member must be enrolled in an undergraduate or graduate field of study. The Student Application and subsequent renewal dues must be accompanied with a copy of a valid student ID card and a class schedule from the college/university where they are enrolled. Students who hold an active real estate license do not qualify and must hold a Professional Membership. Should a Student Member secure employment or work as an independent contractor for a company providing property management services, their Student Membership is terminated and the student will be offered the appropriate Support Staff or Professional Membership. Members shall have the same benefits as a Support Staff Member with the following exceptions: they will not receive the Residential Resource Magazine but can obtain it through the website. These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the chapter. A Student Member does not vote or hold an elective office.~~

#### Section H: ~~Academic Member~~

~~Academic Member is an instructor who provides classroom instruction for any real estate or property management course at any accredited college/university or Real Estate School. The instructor must provide a copy of the course title they teach, which must be real estate or property management related. The instructor may not be employed or be an independent contractor with any company providing property management services. The Academic Member application will state that all NARPM® materials are to be used for the sole use of classroom instruction and promoting NARPM® and must be signed. Members shall have the same benefits as Support Staff Members with the following exceptions: they will not receive the Residential Resource Magazine but can obtain it through the website. These members may apply for, but not hold, a NARPM® designation. Dues for these members will be set during budgeting process of the chapter. An Academic Member does not vote or hold an elective office.~~

#### Section I: Application by Professional, Associate, or Support Staff, ~~Junior, Student, or Academic Members:~~

1. Acceptance into membership: An applicant for membership in a chapter shall first be a member of the national association. A member of the national association may be a member of more than one chapter as long as that member meets all requirements for each chapter membership. New Members must complete a Code of Ethics course of instruction from the National Association of Residential Property Managers to become a Professional Member.
2. Vote: Voting member shall be eligible to vote in person at the annual meeting of the chapter in which officers are elected. Any member shall be eligible to vote at all meetings of sub-committees upon which the member serves, if any.

### ARTICLE III: Suspension, Termination and Resignation of Membership

#### Section A: Suspension of Membership

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

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

#### Section B: Termination of Membership

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

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

#### Section C: Reinstatement of Membership

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

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



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

## ARTICLE IV: Executive Committee/Board of Directors

### Section A: Responsibilities

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

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

### Section B: The Executive Committee

All chapter executive committee members should faithfully attend all chapter executive committee meetings, the executive committee, hereinafter known as the committee, shall be composed of 4 officers as follows:

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

~~3. Vice President [optional position Choose either President Elect or Vice President]:~~

~~The vice president shall act as the chapter's publications chairperson. In this capacity the vice president shall:~~

~~h. Notify all chapter members of upcoming meetings~~

~~b. Serve a term of one year commencing with the beginning of the calendar year.~~

~~i. Coordinate speakers and lecturers that are relevant to the residential industry for chapter meetings.~~

~~j. Undertake responsibility for such other activities as deemed appropriate by the committee.~~

~~k. Oversee the submission of Chapter reports including Chapter Excellence submission~~

~~l. Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend. [REQUIRED]~~

~~e. Serve a term of one year commencing with the beginning of the calendar year.~~

~~l. Must be a Professional Member of the Chapter.~~

3. Secretary: The secretary shall:

a. Maintain current chapter membership records to coincide with the national association's membership database.

b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.

c. File all federal, state and local reports as needed.

d. Undertake responsibility for such other activities as deemed appropriate by the committee.

e. Serve a term of one year commencing with the beginning of the calendar year.

f. Must be a Professional Member of the Chapter.

4. Treasurer: The treasurer shall:

a. Be a signatory for all funds withdrawn from chapter account(s).

b. Distribute annual renewal notices for chapter dues and special assessments.

c. Deposit all funds into a federally insured financial institution.

d. Prepare a financial report for the committee upon request.

e. Prepare an end-of-fiscal year report for the national association.

f. File tax and other financial reports with the appropriate government agencies.

g. Undertake responsibility for other such activities as deemed appropriate by the committee.

h. Serve a term of one year commencing with the beginning of the calendar year.

i. Must be a Professional Member of the Chapter.

6. Past President

a. Shall serve as Chairman of the Nominating Committee

b. Undertake responsibilities as assigned by the President

c. Serve a term of one year commencing with the beginning of the calendar year.

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

Section A: Eligibility

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

#### Section B: Notification of Members

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

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

#### Section C: Elections

Elections shall be conducted in the last regularly scheduled **no later than the September** chapter meeting, or electronically **no later than the month of September**, if approved by the chapter executive committee, prior to the end of the calendar year.

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other chapter member provided that member is not a nominee.
2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the [Chapter Name] Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify **to the membership** those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
5. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the chapter meeting, or electronically if approved by the chapter executive committee. The nominee receiving a simple majority shall be elected to the position.
6. **The Chapter shall (choose one) allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.**

#### Section D: Term of Office

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

#### Section E: Vacancy

An office shall be declared vacant when an officer:

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

#### Section F: Filling a Vacated Office

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

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee **to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.**

### ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The executive committee shall meet with the same frequency as the chapter meetings, or at a time approved by the chapter executive committee, **which must be no fewer than four (4) meetings annually.**

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

#### Section B: Location

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

#### Section C: Quorum

1. A Majority of the executive committee officers in attendance shall constitute a quorum.

2. Quorum: A quorum to conduct business by the members shall be 10% of the member eligible to vote at a regularly scheduled meeting. A chapter event can be held without a quorum but no business can be conducted

#### Section D: Simple Majority Vote

All actions and decisions of the executive committee shall be made official by simple majority vote of the members present at any regular or special meeting of the committee, unless otherwise precluded by law.

### ARTICLE VII: Committees

#### Section A: Appointment

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

#### Section B: Responsibilities

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

#### Section C: Creation and Dissolution

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

### ARTICLE VIII: Code of Ethics & Standards of Professionalism.

#### Acknowledgment and Enforcement

As a condition of membership, all Professional Members of NARPM® must complete a NARPM® Code of Ethics training once within a four year period, beginning January 1, 2012, and each four year period thereafter. Each Professional Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means as approved by the board of directors of NARPM® National.

Failure to satisfy this requirement will result in the professional members reverting to an associate member until course is completed.

#### Section A: Acknowledgment

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

1. Be familiar with Code: Read and be familiar with the applicable Code of Ethics to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership.

2. Be Unopposed to Application: By receipt of the Chapter Charter, the chapter does hereby formally agree to not take any legal action(s) against the national association, its officer(s), director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s) or sub-committee member(s) for any prescribed action identified by these bylaws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

#### Section B: Enforcement

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

### ARTICLE IX: Financial Considerations

#### Section A: Calendar Year

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

#### Section B: Chapter Dues

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

1. Payable: Dues for local chapters are payable no later than January 1 of each year.
2. Non-payment of Dues: Failure to pay the annual chapter dues within 0 days after the first day of the year shall result in automatic termination of chapter membership unless there are extenuating circumstances.
3. Member Dues: The amount of the Chapter dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.
4. Affiliate dues: The amount of local chapter dues for Affiliate dues shall be established annually by the board of directors during the budgeting process. The chapter will not charge dues to National Affiliate members.
5. Late Fees: Any payment received after the due date will be considered late, and a late fee will be assessed. The Board of Directors must approve any schedule of late fees or returned check fees during the budgeting process.

#### Section C: Special Assessments

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

#### Section D: Budget

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

Section E: Non-Binding

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

ARTICLE X: Proposals and Procedures for Amending

Section A: Proposals

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

Section B: Procedure for Amending

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

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

ARTICLE XI: Miscellaneous

Section A: Invalidity

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

Section B: Waiver

No provision of these bylaws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, regardless of the number of violations or breaches which may have occurred.

Section C: Hold Harmless and Indemnify

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

## Section D: State Laws

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

## Section E. Sexual Harassment

**Any member of the Association may be reprimanded, placed on probation, suspended or expelled for harassment of an Association employee or Association Officer or Director after a hearing in accordance with the established procedures of the Association. As used in the Section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, and President-Elect and one member of the Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the Association. If the complaint names the President, or President-Elect, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint.**

## Section E: Dissolution

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





## Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

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

- **Organization Name:** NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
- **EIN:** 352300110
- **Tax Year:** 2015
- **Tax Year Start Date:** 01-01-2015
- **Tax Year End Date:** 12-31-2015
- **Submission ID:** 10065520163070586044
- **Filing Status Date:** 11-02-2016
- **Filing Status:** Pending

**Note:** [Print](#) a copy of this filing for your records. Once you leave this page, you will not be able to do so.

**MANAGE FORM 990-N SUBMISSIONS**



**-CP-27-  
April 16, 2015  
10:00-2:30 p.m.  
Lunch Included!**



National Association of Residential Property Managers

**Western Colorado Chapter**

Presents

two classes being offered by

**Annual Update-  
April 17, 2015  
8:30 a.m-12:30 p.m.  
Snacks Provided  
-**

## **Robert Lynde, MPM RMP**

Rob Lynde has been a member of the Real Estate Commission Education Task force since 2012. The task force helps put the Annual Update Course together. Rob shares insight into what is happening behind the scenes not just what's on the slide. In addition, he worked on the Property Management Task Force in 2013. His teaching style is interactive and interjects real life examples whenever possible. He has the only CE approved class specifically on Commission Position 27 that was amended in 2013 and deals directly with the Real Estate Commissions expectations for Property Management. This class will break down those expectations and will go into detail of the management agreement. Rob asks that you bring your management agreement for an interactive and lively class discussion.

- 1.) CP-27- Commission Position on the Performance of Residential Leasing and Property Management Functions (4 CEU). 10:00 a.m.-2:30 p.m. **4/16/2015** Lunch Provided- **\$65.00 (members) 75.00 (non-members)**
- 2.) Colorado Real Estate Mandatory Annual Update- (4 CEU)- 8:30 a.m-12:30 p.m. **4/17/2015**  
Snacks will be provided. **\$55.00 (members) 65.00 (non-members)**

**If you register for CP-27 the annual update class is reduced by 15.00!**

**Both Classes will be located at: Bray Education Center- 640 Belford Avenue, Grand Junction, CO 81501**

RSVP- Print, complete and fax, scan, mail or email this form back to:

Western Colorado Chapter of the NARPM, c/o Jaime Allen-Bray Property Management, 637 North Avenue Grand Junction, CO 81501  
Fax: 970-255-3501 Phone: 970-242-8450 Email: jallen@brayandco.com

Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Check enclosed for: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

Class(s) attending \_\_\_\_\_



National Association of Residential Property Managers

Western Colorado Chapter

Presents

**FAIR HOUSING DOUBLE FEATURE**

**By Tschetter Hamrick Sulzer Attorneys & Counselors at Law**

**MONDAY, OCTOBER 10<sup>TH</sup>, 2016**

**BASIC FAIR HOUSING WORKSHOP**

**8:30 AM – NOON**

What is a protected class?

What is a reasonable modification?

Penalties for Non-Compliance

Policies – Rental Criteria, Consistency, Occupancy Standards, Steering, Lease Documents, Rental Rates

**ADVANCED FAIR HOUSING WORKSHOP**

**1:00 PM – 4:30 PM**

Examples of disabled residents

Handling Requests

DOJ/HUD Guidelines (Information that can be requested/Sources of Information)

Defining a “Request”, Responding to a Request, Denying a Request and Alternatives

Using Correct forms

Assistive Animal Request

Retaliation

**Classes will be located at: Remax 4000 – 120 Park Dr #200, Grand Junction**

\$55 for NARPM members, \$65 for non-members

(each class – All day \$110/\$130)

Join us all day and lunch is provided

RSVP– Print, complete and fax, scan, mail or email this form back to:

Western Colorado Chapter of the NARPM, c/o [sarah@crystalproperty.com](mailto:sarah@crystalproperty.com) or Fax 970-945-7281

Prepaying mail your checks to Maxim 4000 (Attn: Dax) 120 Park Dr. #201, Grand Junction, CO 81505

Fax: 970-372-1699 Phone: 970-245-6411 Email: [dena@freedomprop.com](mailto:dena@freedomprop.com)

Basic Fair Housing (morning session)     Advanced Fair Housing (afternoon session)     Both classes, please RSVP me for lunch

Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Check enclosed for: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

E-Mail: \_\_\_\_\_



National Association of Residential Property Managers

Western Colorado Chapter

Presents

**CE CREDITS FOR PROPERTY MANAGERS WITH BEV PERINA  
MONDAY, DECEMBER 5TH, 2016**

Bev Perina is the owner broker of Armadillo Property Management, Inc. Bev has been in the property management business for 30 years. She currently manages 500 single family homes, apartments, condos, townhomes and duplexes in Fort Collins, Windsor, Loveland, Bellvue and Wellington. She has her RPM AND MPM designation from NATPM and loves to teach others about property management.

**MAINTENANCE REQUESTS & THE VENDOR CONTRACT**

**10:00 AM – NOON**

This class will cover taking maintenance work requests and in what form (written, verbal, email), routine or day to day maintenance, and the four categories of maintenance: routine, preventative, emergency and mover out turnover. We'll also go over the Vendor contractor agreement highlighting insurance and taxes, employees, resident contact, scheduling, keys and more. (2 CE credits)

**FINDING GREAT RESIDENTS AND MARKETING**

**1:00 PM – 2:00 PM**

In this class we'll cover where to find residents. We will look at strategies like websites, Craig's list, papers, sign in the yard, etc. We will cover pre-screening over the phone or email and an example of her application including a qualifying criteria cover sheet. (1 CE credits)

**LEASE RENEWALS**

**2:00 PM – 4:00 PM**

This class will cover the process and time line of renewing existing leases. Figuring out the new renewal rent rate and the process of doing so. Contacting the investor for written permission to renew or not. Renewal packet to the resident to include a Renewal cover letter, cost of moving worksheet, the renewal form filled out with the rent rate and any written changes you make to the current lease agreement. (2 CE credits)

**Classes will be located at: Remax 4000 – 120 Park Dr #200, Grand Junction**

Each class is \$25/members for NARPM members, or \$35 for non-members

If you attend all day \$55 for NARPM members or \$85 for non-members

Join us all day and lunch is provided

RSVP– Print, complete and fax, scan, mail or email this form back to:

Western Colorado Chapter of the NARPM, c/o [lindsay@brayandco.com](mailto:lindsay@brayandco.com) or Fax 970-625-9035  
Prepaying mail your checks to Maxim 4000 (Attn: Dax) 120 Park Dr. #201, Grand Junction, CO 81505

Maintenance Requests/Vendor Contract    Finding Great Residents and Marketing    Lease Renewals

Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Check enclosed for: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

E-Mail: \_\_\_\_\_

# *NARPM Western Colorado Chapter*

## **MINUTES of the Board Meeting – 2/17/2016**

1. **CALL TO ORDER:**  
Chair, Dena Watson called the meeting to order at approximately 8:22 a.m. at Main Street Bagels
2. **ATTENDANCE:**  
Members Present:  
Jaime Allen, Dena Watson, Dax Marutzky, Sarah Windholz.  
  
Members Absent:  
Lindsay Jewell.  
  
Guests present:  
None.
3. **APPROVAL OF MINUTES:**  
Approved.
4. **SECRETARY'S REPORT:**  
None.
5. **TREASURER'S REPORT:**  
It was agreed that Dax would be added as an additional signer for the Bank of Colorado and Jaime would stay on just in case. Dax and Jaime will coordinate and schedule the BOC.
6. **COMMITTEE REPORTS:**  
No Committee reports.
7. **BUSINESS DISCUSSION:**
  - a) We need to add the WCNARPM website to all email communication that is NAPRM related.
  - b) National is supposed to be creating a new/easier to use websites.
  - c) Please send Dena all forms that have been used in the past
  - d) Dena will start a shared drop box for all members to access documents
  - e) It was discussed and agreed for WCNARPM to join the GJARA Board, there are grants provided by National that should help/cover the fees. Sarah will check into what the fees are to join the Glenwood Springs areas Realtor Association.
  - f) Sarah Volunteered to go to Missouri next year for the Leadership Training sponsored by National.
  - g) Possibly have Rob Lynde over for Annual update and other educational classes.
  - h) The Colorado Springs Chapter is going to mentor us, in doing so they would like us to submit a newsletter. It was agreed that we would send one quarterly.
  - i) Dena will buy a recorder for future meetings.
  - j) Dena will look into buying quicken or other accounting software.

8. **NEXT MEETING:**  
Will be determined at a later date.

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9. **ADJOURNMENT:**  
Approximately 10:20 a.m.

Respectfully Submitted,

Jaime Allen  
Past President



National Association of Residential Property Managers

**Minutes of the Board Meeting – 12/5/2016**

1. Call to Order:  
Chair, Dena Watson called the meeting to order at approximately 8:16am at the office of ReMax 4000.
2. Attendance:  
Board Members Present:  
Dena Watson, Sarah Windholz, Dax Martuzky, and Lindsay Jewell  
  
Future Board Members Present:  
Chris Thompson  
  
Board Members Absent:  
Jaime Allen
3. Purpose, Overview, and Code of Ethics:  
Sarah Windholz reviewed the NARPM Mission, Vision, and Article 9 Code of Ethics: Relations with other Property Managers.
4. Approval of Minutes:  
Sarah Windholz made a motion to accept the Membership Meeting Minutes from 9/26/2016. Motion was seconded by Dena Watson. Motion passed and minutes were approved.
5. Secretary's Report:  
Meeting Minutes reviewed
6. Treasure's Report:
  - a. Sarah Windholz, Lindsay Jewell, and Chris Thompson need to be added as signers on the bank account, all others need to be removed. Dax Martuzky will look into updating signature card for The Western Colorado Chapter of National Association of Residential Property Managers.
  - b. The 2017 budget will be reviewed and presented at next Board Meeting.
7. National Committee Updates:
  - a. Dax Martuzky provided a review of 2016 National Convention and a short review of the General Session "Building an Epic Organization", Inspection Updates, and Fair Housing.
  - b. Sarah Windholz and Lindsay Jewell provided a short review of the NARPM Leadership Conference and 2017 plans.
8. Upcoming National and Regional Events:
  - a. The 2017 National schedule for events was reviewed, multiple board members may be attending both Broker/Owner Retreat and National Convention.





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9. New Business:
  - a. Affiliate Membership – Sarah Windholz would like to locate someone to chair an Affiliate member recruitment. She also suggested each Board member approach two affiliates to become members.
  - b. 2017 Classes – The Board would like to host one additional class in the fall of 2017.
  - c. 2016 Board Meetings – The Board needs to host one additional Board Meeting by the end of 2016.
  
10. Next Meeting:

Will be held through a phone conference.
  
11. Adjournment:

Approximately 9:44am

Respectfully Submitted,

Lindsay Jewell  
Secretary



National Association of Residential Property Managers

**Minutes of the Board Meeting – 9/26/2016**

1. Call to Order:  
Chair, Dena Watson called the meeting to order at approximately 1:05pm at the office of RE/MAX 4000.
2. Attendance:  
Members Present:  
Dena Watson, Sarah Windholz, Dax Martuzky, Jaime Allen, and Lindsay Jewell  
  
Members Absent:  
None  
  
Guests Present:  
Chris Thompson
3. Approval of Minutes:  
Sarah Windholz made a motion to accept the Board Meeting Minutes from 2/17/2016 with the edit on page two, striking "Pas President" and changing it to "Past President". Motion was seconded by Lindsay Jewell. Motion passed and minutes were edited and approved.
4. Secretary's Report:  
None.
5. Treasure's Report:  
None.
6. Committee Reports:  
None.
7. Business Discussion:
  - a. Dax Martuzky will be attending National Convention this October in Maui, Hawaii. Dena made a motion that the chapter pay for the registration fee associated with National Convention per the chapter By-Laws, asking that Dax return and share some items he learned and found most interesting with our chapter. Dax agreed to share with us in November at the Board Meeting. Sarah Windholz seconded the motion. Motion passed.
  - b. For future meetings it was suggested that meetings be recorded for more accurate meeting minutes. Chris Thompson agreed to get a recording device in order to assist with this.
  - c. Sarah Windholz is going to file for a grant in order to assist with the payment of the chapters upcoming continuing education class presented by Bev Purina.
  - d. It is possible that next year chapters are going to be required to host a class discussing the benefits of obtaining your designations. Dena Watson is going to find out if it is going to be a requirement of each chapter to hold a class.



National Association of Residential Property Managers

- e. The chapter would like to hold the 2017 Annual Update class in January or February 2017 with Rob Lynde. A board member needs to take the lead on the coordination of this task.
- f. Dena Watson has a current contact and email list used by the chapter for advertising the classes we are hosting. She will continue to update this for the remainder of this year.
- g. Dena Watson agreed to send out the flier regarding the upcoming Fair Housing Class, Basic and Advanced, hosted by the chapter Monday October 10<sup>th</sup>, 2016. Lunch will be provided by the chapter, the funds are available. Dena Watson will track who is attending the morning or afternoon class and who submits payment.
- h. Our affiliate members need to be updated with upcoming events in 2017 and renew their membership. We should also focus on obtaining more affiliate members.
- i. In the 2017 year the chapter would like to create a tentative scheduling of all the years events, including but not limited to classes, Board Meetings, Membership Meetings, etc. Preferably not in the summer when our schedules are busier.
  - i. The schedule for the previous year should be accessible through our drop box or NARPM website.
  - ii. Bev Purina's continuing education will also host a board meeting.
- j. Chapter Excellence and Chapter Compliance has to be completed before March 31<sup>st</sup>, 2017.
- k. Dena Watson will check to confirm that the 2016 taxes were filed.
- l. The Board would like to see someone step in as the Education Chair for 2017 in hopes that we can get membership up and more participation from members.
- m. The Board needs to communicate with Angela Allen regarding possible grant opportunities that may be open to us in 2016 and the 2017 year.
- n. Lindsay Jewell to create a Trello account for WCNARPM and send to Sarah for her to take a look at and see if we can use in the 2017 year.

8. Next Meeting:  
TBD after scheduling classes with Bev Purina

9. Adjournment:  
Approximately 2:10pm

Respectfully Submitted,

Lindsay Jewell  
Secretary



National Association of Residential Property Managers

**Minutes of the Board Meeting – 12/28/2016**

1. Call to Order:  
Chair, Sarah Windholz called the meeting to order at approximately 10:00am via conference call.
2. Attendance:  
Board Members Present:  
Sarah Windholz, Dax Martuzky, and Lindsay Jewell  
  
Future Board Members Present:  
Chris Thompson  
  
Board Members Absent:  
Jaime Allen and Dena Watson
3. Approval of Minutes:  
Sarah Windholz made a motion to edit the minutes from 12/5/2016 that the Board of Directors needed to hold one final Board Meeting in 2016. Motion was seconded by Chris Thompson. Motion passed and minutes were approved.
4. Treasure's Report:
  - a. Balance is currently at \$8,652.36.
  - b. Signature Cards: Dax Martuzky will get the change in signers started and then faxed to Glenwood Springs and Rifle branches so Sarah and Lindsay can sign. All signers need to be removed from accounts and the following new Board Members should be the only ones listed on the account; Sarah Windholz, Lindsay Jewell, and Chris Thompson. These minutes should serve as approval to change signers.
5. Upcoming National & Regional Events
  - a. Broker/Owner Retreat – March 20-22nd at the Mirage Hotel in Las Vegas Nevada
  - b. Colorado Property Management Conference – April 19th in Lakewood Colorado
  - c. National Convention – October 18-20th in Orlando Florida
6. New Business:
  - a. Software: Dena Watson informed us that the only reason she continued to use Quicken was because it was an easier transfer for her, however she was not opposed to switching to an online based system. By using an online accounting software multiple people can access the accounts. Quickbooks online is \$26.99 per month for a total of \$324 a year. Quicken (on a computer) is about \$80 for a one time download.
  - b. Chris would like to consider getting rid of our existing PO Box. Lindsay agreed.
7. Upcoming Classes:
  - a. 1<sup>st</sup> Quarter Class – January 19, 2016 - Annual Update and Security Deposit Class
  - b. 2<sup>nd</sup> Quarter Class – April 17, 2016 – Essentials of Risk Management



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- c. 3<sup>rd</sup> Quarter Class – September – Delta Disasters to present to CE Classes
  - d. 4<sup>th</sup> Quarter Class – Mid November – Lindsay is to call Mike or Steve to see if either of them would be available to come teach a class for our fourth quarter event.
8. Next Meeting:  
Will be held January 19<sup>th</sup>, 2017.
9. Adjournment:  
Approximately 11:02am

Respectfully Submitted,

Lindsay Jewell  
Secretary

Department of the Treasury  
Internal Revenue Service

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

2016

Open to Public Inspection

**A** For the **2016** Calendar year, or tax year beginning **2016-01-01** and ending **2016-12-31****B** Check if available Terminated for Business Gross receipts are normally \$50,000 or less**C** Name of Organization: **NATIONAL ASSOCIATION OF  
RESIDENTIAL PROPERTY MANAGERS**426 Railroad Ave. Rifle, CO.US, 81650**D** Employee IdentificationNumber 35-2300110**E** Website:**F** Name of Principal Officer: Lindsay Jewell426 Railroad Ave. Rifle, CO.US, 81650

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

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