

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, statutes, 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

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

- **Organization Name:** NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
- **EIN:** 352300110 
- **Tax Year:** 2020
- **Tax Year Start Date:** 01-01-2020
- **Tax Year End Date:** 12-31-2020
- **Submission ID:** 1006552021071441198 5
- **Filing Status Date:** 03-12-2021
- **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

Western Colorado Chapter NARPM
2020 Budget



Income	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Affiliate Member Dues	0	0	0	0	0	0	0	0	0	0	0	0	0
Education Grant	0	0	0	0	0	0	0	0	0	0	500	0	500
Leadership Training Grant	0	0	0	0	0	0	0	0	0	250	0	0	250
Class Fees	0	0	2000	0	0	0	0	700	0	0	700	0	3400
TOTAL INCOME	0	0	2000	0	0	0	0	700	0	250	1200	0	4150

Expenses	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Dues and Subs	0	0	0	625	0	0	0	0	0	0	0	0	625
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
Location Rental	0	0	0	0	0	0	0	125	0	0	0	0	125
Meeting Refreshments	0	0	250	0	0	0	0	100	0	0	100	0	450
Speaker Fund	0	0	850	0	0	0	0	225	0	0	225	0	1300
Gifts	0	0	0	0	0	0	0	0	0	0	0	0	0
Leadership Training/co	0	0	0	0	0	0	0	0	0	0	500	0	500
Conference Sponsor	0	0	0	0	0	0	0	0	0	400	0	0	400
Postage	0	0	0	0	0	0	0	0	0	0	0	0	0
Lodging/Travel	0	0	150	0	0	0	0	100	0	500	100	0	850
Accountant/Legal	0	0	75	0	0	0	0	0	0	0	0	0	75
Total Expenses	0	0	1325	625	0	0	0	550	0	900	925	0	4325



6 Hours of possible CE credit!!!

Western Colorado Chapter Presents



2020 Annual Update & Legal Issues and Concerns

Move Out Inspections 1 hour – 1 Hour CE!

This class takes a close look at how move out inspections are documented and completed. We will look at wear and tear versus tenant damage while documenting the inspection.

Security Deposits 1 hour – 1 hour CE!

This class goes hand in hand with the move out inspection class but will get into the nitty gritty of the security deposit disposition and security deposit disputes.

Presented by Rob Lynde

2020 Annual Commission Update (ACU):

Rob will give you more than just the power point presentation. His interactive and lively teaching style will also tell you what's behind the subjects in the 2020 ACU and how knowing and understanding them will help protect you in the course of being successful in real estate.

February 27th, 2020

8AM – 8:30AM - Board Meeting

8:30AM – 12:30AM - Annual Commission Update

12:30PM – 1:30PM - Lunch and Membership Meeting

1:30PM – 3:30PM – Move Out Inspections and Security Deposits

Bray Property Management Ed Center

640 Belford Ave

Grand Junction, CO 81501

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

Western Colorado Chapter of the NARPM, c/o Jami McLennan
Bray Property Management

637 North Ave, Grand Junction CO 81505

Phone: 970-242-8450 Email: jami@brayandco.com

Printed Name: _____ Telephone: _____

Company Name: _____ Check enclosed for: _____

Mailing Address: _____

Classes Attending:

- ☐ Annual Commission Update – WCNARPM Member - \$50.00
- ☐ Annual Commission Update - Non NARPM Member - \$60.00
- ☐ Legal Issues and Concerns – WCNARPM Member - \$40.00
- ☐ Legal Issues and Concerns – Non NARPM Member - \$50.00



Rob Lynde has owned and operated MileStone Real Estate Services with his wife Renee since 2007. Rob has worked with the Colorado Real Estate Commission Education Task Force since 2012. He was a member of the Property Management Task Force and is currently serving the Colorado Rule Review Committee. He has his MPM and RPM and has taught at the local, state, regional and national level. Rob and Renee currently manage over 300 units, handle over 20 sales per year and have expanded their staff and moved into a portfolio management system.

Jami McLennan

From: Cindy Hoppe
Sent: Thursday, October 29, 2020 11:49 AM
To: Jami McLennan; sarah@crystalproperty.com; Laura Brown; Jesse Watson; Danielle Smith
Subject: RE: Western Colorado NARPM BOD Meeting - Thursday
Attachments: NARPM - Colorado Landlord Legislative Coalition Financial Request 10.2020.pdf

We will be discussing this CLLC financial request today on the ZOOM meeting which I did not attach to the agenda yesterday.

Thanks!

Cindy







From: Cindy Hoppe
Sent: Wednesday, October 28, 2020 4:33 PM
To: 'Jami McLennan' <jami@brayandco.com>; sarah@crystalproperty.com; Laura Brown <laurabrown8787@gmail.com>; Jesse Watson <jesse@freedomprop.com>; Danielle Smith <danielle@brayandco.com>
Subject: Western Colorado NARPM BOD Meeting - Thursday

AGENDA

WESTERN COLORADO NARPM BOARD OF DIRECTORS MEETING

DATE: OCTOBER 29, 2020 - THURSDAY
TIME: NOON
VIA: ZOOM – Log-in instructions below

IN ATTENDANCE ON CALL:

-  2020 President – Cindy Hoppe
-  2021 President – Jami McLennan
-  2022 Incoming President – Sarah Windholz
-  2020/2021 Secretary – Laura Brown
-  2020 Treasurer – Jesse Watson
-  2021 Treasurer – Danielle Smith

ITEMS OF DISCUSSION:

1. Congratulations on Elections
 - a. Press Release – press photo?
2. Treasurers Report
 - a. Status of transfer of signature cards
3. Presentation of Colorado Landlord Legislative Coalition (CLLC) request for funding. Please see attached letter.
4. Schedule of any meetings balance of this year?
5. Schedule of early 2021 Meeting

Western Colorado NARPM BOD Meeting

August 12, 2020

11:15 am

Present via Zoom: Jesse Watson, Treasurer
 Danielle Smith, Past President
 Jami McLennan, 2021 President
 Cindy Hoppe, 2020 President
 Angela Holman, Guest

Items of Discussion:

Colorado Springs chapter invited our entire chapter to their August 18, 2020 virtual meeting where Marcia Walters, DORA, is going to be the guest speaker. It was unanimous to accept this invitation. Colorado Springs will get us the link. Jami & Danielle will work together to get our Western Colorado chapter an invitation to attend.

Next Meeting discussion was a unanimous vote for Cindy to contact Scott Abernathy to schedule a Western Colorado chapter ZOOM presentation for October'ish.

Angela explained the availability of a \$500 Chapter Support Grant that was still available to us. She will send Cindy the Grant Application and we will apply for a December chapter Social Event (date and theme to be determined). This grant can not be used for alcohol but can be used for food or Raffle Prizes, etc. It was decided to proceed with this.

Jesse as Treasurer has requested that all financial records be purged for anything older than 7 years. It was an unanimous vote to proceed with this.

Angela gave us a National update that in 2021 a new BOD Position must be filled, Designated Mentor. All new members would be assigned this Mentor. This position will be one we fill at our Scott Abernathy meeting.

Meeting Adjourned 11:40

Jami McLennan

From: Cindy Hoppe
Sent: Thursday, March 11, 2021 9:56 AM
To: Jami McLennan
Subject: FW: Western Colorado NARPM Chapter - 2021 Board Of Directors Election

Jami –
Notice to all members on W. Colorado chapter election.
Cindy

From: Cindy Hoppe <cindy@brayandco.com>
Sent: Wednesday, October 14, 2020 5:08 PM
To: Cindy Hoppe <cindy@brayandco.com>
Subject: Western Colorado NARPM Chapter - 2021 Board Of Directors Election

Western Colorado Chapter NARPM Members –

We are very happy to announce that we had two people offer their time and talents for the two Board Of Directors Open Position. We would like to announce candidates running unopposed for the open positions. As such, please let this email act as announcement of the Western Colorado 2021 Board of Directors:

- 2020 Past President - Cindy Hoppe
- 2021 President - Jami McLennan
- 2021 Secretary - Laura Brown - Thank you for agreeing to stay on another year!!!!
- **2022 Incoming President-Elect - UNAPOPOSED NOMINATION - Sarah Windholz.** Sarah is the Broker/Owner for Crystal Property Management Co (CPM) located in Glenwood Springs, CO. CPM. She specializes in residential management, commercial leasing, and association management. She is a past President of WCNARPM and looks forward to re-engaging in this amazing chapter!
- **2021 Treasurer - UNAPOPOSED NOMINATION - Danielle Smith.** Danielle is also a past President of WCNARPM. Danielle is the property manager at Bray & Company Rifle, specializing in residential and commercial property management.

Your 2021 Board is now set and we look forward to a new year where we can offer continuing education, including the ever changing legislative updates. We hope that we can schedule in-person training and gatherings in the near future for our membership. But, until then, we are working on virtual offerings ... there will be more details on that to follow.

Thank you Western Colorado NARPM Membership!

If there should be any questions, please do not hesitate to contact us.

Cindy Hoppe, 2020 Western Colorado NARPM Chapter President

Jami McLennan

From: Cindy Hoppe
Sent: Thursday, March 11, 2021 9:56 AM
To: Jami McLennan
Subject: FW: Western Colorado NARPM Chapter

Jami-
Here was the all members email for voting members
Cindy

From: Cindy Hoppe <cindy@brayandco.com>
Sent: Monday, October 5, 2020 3:33 PM
Subject: Western Colorado NARPM Chapter

Western Colorado Chapter NARPM Members -

Whew, what a year 2020 has been! It seems like a lifetime ago that we all met for CE Hours and the mandatory license update meeting in February, 2020. Although we were not able to meet in person the balance of this year, I think NARPM National did a wonderful job keeping membership informed with the everchanging legislative updates and helping navigate the crazy COVID jungle. But 2020 is coming to an end so it is time to focus on our chapter 2021 plans.

I would like to thank the 2020 Board of Directors who have all been on the board for several years. We need to elect a couple of positions. If we cannot find volunteers and fill the board our small chapter will not be able to continue and will be absorbed into one of the other state chapters. It is so important that we get some new energetic faces. NARPM does a great job educating the BOD and this upcoming BOD meeting will be held via email just for that.

That Said ----- We are calling for volunteers!!! Positions are as follows:

- 2020 Past President - Cindy Hoppe
- 2021 President - Jami McLennan
- Secretary - Thank You Laura Brown for agreeing to stay on another year!!!!
- 2022 Incoming President-Elect - **We need to fill this position**
- Treasurer - Thank you Jesse Watson for many years in this position. Jesse has decided to hang up the treasurer hat and we need to elect this position.

Calling all Volunteers!!!! Who is up to help lead this fun group?

I would ask that you respond to me with your position offer and a quick bio. We will be sending out ballots with info next week.