National Association of Residential Property Managers

Greater MT Chapter of NARPM
PO Box 7735
Missoula, MT 59807

BOARD MEETING MINUTES
December 20, 2018

Meeting was called to order at 2:00pm by by Annie Kremin-Eckert of Topher Realty.

Attendees included Josh Plum of Plum Property Management, Paul Heihn of Northwest Collectors, Chira Gingerelli-Hegg of Summit Property Management, Heather Schwenk of Missoula Property Management, Jennifer Whipple of Collection Bureau Services, Inc and guests Aaron Gingerelli of Summit Property Management and Sherrie Featherly of Missoula Property Management.

There is not a quorum present.

Old business:

None

New business:

Guest Aaron Gingerelli spoke about vacancy reporting and asked the board to consider how to provide more accurate data to the public and ask for all members to submit vacancy report to the chapter. Sterling CRE Advisors out a vacancy rating report in the Missoulian newspaper with over 8% vacancy reported. NARPM member is showing 2% or less but only 3 companies consistently reporting to the narpm vacancy report. The board discussed making an approval to set vacancy reporting to be open and available for reporting all of the time instead of the current lock-out period each month, a future decision will be made on when and how to collect and share the data.

The board discussed cross training in several positions including web chair and Annie Kremin-Eckert offered to assist with webinar training through NARPM national website tools.

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

National Association of Residential Property Managers

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Paul Heihn provided a draft calendar of the 2019 legislative session along with a law bill search on landlord and tenant bills. Roger Webb has six bill draft requests on behalf of the landlords and Steve Fitzpatrick has one. A discussion was held in regards to the legislative chair as the chapter has an open seat and would like to fill it. Paul Heihn is willing to fill the role if directed and advises the legislative committee is currently in place to work on bill drafts for 2019.

A strategic planning board meeting is proposed to be held next week with a quorum present.

Meeting was adjourned.

Respectfully,

Jennifer Whipple

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National Association of Residential Property Managers

Greater Montana Chapter of NAPM
PO Box 7735
Missoula, MT 59807

MEETING MINUTES
January 18, 2018

Meeting was called to order by Karl Pare of Missoula Housing Authority.

Attendees included Josh Plum of Plum Property Management, Paul Heihn of Northwest Collectors, Chira Gingerelli-Hegg of Summit Property Management, Lisa Gohrick of Garden City Property Management, Dan Williams of Grizzly Property Management and Jennifer Plum of Plum Property Management.

Introductions were made around the room.

Josh Plum read code of ethics Article 1-3

- **1-3** The Property Manager shall comply with all relevant local and state ordinances regarding real estate law, licensing, insurance, and banking.

Guest Cole Johnson with immoviewer attended today.

Speakers were Justice of the Peace- Landee Holloway and Community Dispute Resolution Center members- Skip Hegman and Cynthia Manning. They spoke about mediation and the expectation in Missoula Justice Courts for mediation before judge involvement along with onus on both sides to mitigate damages in a situation.

Meeting was adjourned.

Jennifer Whipple

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National Association of Residential Property Managers

Western Montana Chapter
PO Box 7735
Missoula, MT 59807

Meeting Minutes for October 18, 2018

- The meeting was called to order.
- Dan Williams read the Code of Ethics. Article 3 Responsibility to Client; meeting minutes and the Treasurer's Report from September's meeting were approved;
- Introductions were made around the room. Lisa Gohrick announced that she has left Garden City Property Management to start her own company, Northwest Property Management;
- Sherrie Featherly of Missoula Property Management stressed the importance of vacancy reporting. There were enough members of the Board to form a quorum, so it was resolved that we would return to an incentive to encourage monthly vacancy reporting. The exact nature of the incentive was tabled until the next Board meeting;
- Given the fate of the *Independent*, the question arose regarding whether NARPM should try other advertising or invest its funds in other ways. No resolution was reached;
- Members discussed the ways of still submitting collection accounts without raising objections currently in play in the pending lawsuit for such accounts;
- Members discussed the necessity of altering the promissory note which is signed by the President Elect in the event that he or she does not fulfill proscribed duties. The crux of that discussion was that we should amend the note to be for the year of the actual service as President, not the years prior or after;
- Members discussed the benefits of sending yearly letters to tenants who have delinquent collection accounts. Most who currently have such a policy indicated that it has a decent success rate;
- Members discussed the merits of raising rents and/or security deposits to offset the problems we currently face with submitting accounts for collection;
- The meeting was adjourned.

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National Association of Residential Property Managers

Greater Montana Chapter of NAPM
PO Box 7735
Missoula, MT 59807

MEETING MINUTES
February 15, 2018

Meeting was called to order by Karl Pare of Missoula Housing Authority.

Attendees included Josh Plum of Plum Property Management, Cindee Jessop of Cardinal Properties, Lisa Gohrick of Garden City Property Management and Dan Williams of Grizzly Property Management.

Introductions were made around the room.

Karl Pare read code of ethics Article 3-1

Article 3: RESPONSIBILITY TO CLIENT

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

STANDARDS OF PROFESSIONALISM

- **3-1** The Property Manager shall use written agreements, and written extensions, if required, outlining all responsibilities and fees, if any. The Client will be provided a copy of all signed agreements and extensions, and the Property Manager will retain a copy.

Announcements were made:

March 15th continuing education with Travis Martinez on How to get rid of a tenant.

Coming in April- The Double Tree will be changing from banquet to table service with a limited menu. You can order your choice when you RSVP!

Speaker Eran Pehan with Missoula City Housing and Community Development gave an update on housing availability and supply in Missoula and shared her report on housing study "Making Missoula Home."

Meeting was adjourned.

Jennifer Whipple

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National Association of Residential Property Managers

Greater Montana Chapter of NAPM
PO Box 7735
Missoula, MT 59807

MEETING MINUTES
September 20, 2018

Meeting was called to order at 11:48am by Annie Kremin-Eckert of Topher Realty.

Attendees included Jennifer Plum of Plum Property Management, Chira Gingerelli-Hegg of Summit Property Management, Cindee Jessop of Cardinal Properties, Josh Plum of Plum Property Management, and Paul Heihn of Northwest Collectors.

The Minutes of the May 2018 meeting were emailed.

There is no Treasurer's report today.

Josh Plum read code of ethics Article 1-1

Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC

The Property Manager shall protect the public against fraud, misrepresentation, and unethical practices in property management.

STANDARDS OF PROFESSIONALISM

- **1-1** The Property Manager shall endeavor to eliminate, through the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.

An announcement was made by Jordan Lyons, MPA Director of ASUM Renter Center that he is working with Homeword, YWCA and the At-Risk Housing Coalition to reach out to property managers and other landlords to participate in a focus group on applicants returning from incarceration and or using housing vouchers.

Speakers Tom Orr, Paul Heihn and Jennifer Whipple spoke about the Missoula District Court decision on Galbraith VS. Professional Property Management, Inc. and discussed ability to work through legislature for law changes. NARPM members discussed setting up a committee; contact Annie Kremin-Eckert for more information.

Meeting was adjourned.

Jennifer Whipple

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National Association of Residential Property Managers

Greater Montana Chapter of NAPM
PO Box 7735
Missoula, MT 59807

MEETING MINUTES
November 15, 2018

Meeting was called to order at 12:00 by Annie Kremin-Eckert of Topher Realty.

The mission and vision statements were read.

Attendees included Jennifer Plum of Plum Property Management, Chira Gingerelli-Hegg of Summit Property Management, Cindee Jessop of Cardinal Properties, Josh Plum of Plum Property Management, Dan Williams of Grizzly Property Management and Paul Heihn of Northwest Collectors.

The Minutes of the October 2018 meeting were emailed and printed copies were on the tables.

The Treasurer report of October 2018 was emailed and printed copies were on the tables.

Chris Mockel read code of ethics Article 4-1

Article 4: OBLIGATIONS TO TENANTS
The Property Manager shall treat all Tenants honestly and professionally when they are applying for, living in, and/or vacating a managed residence, including through the deposit refund process.

STANDARDS OF PROFESSIONALISM

- **4-1** The Property Manager shall offer all prospective Tenants a written application.

An announcement and update was shared by Paul Heihn on the legislative task force on the court decision on delinquent accounts being sent to collections. Heihn advised the task force has verbiage prepared for a bill draft request. A bill draft request place holder was placed and the task force will be reaching out to legislative members to find the right person to carry the bill. Heihn spoke with John Sinrud of the Montana Landlords Association who suggested looking into a change to the next section of law in the commercial and residential lease section. The discussions will continue.

An announcement was made by guest Alison of the YWCA. Alison introduced the group to the Rapid Rehousing Rental Assistance Program. As the Rapid Rehousing coordinator, Alison wants to create partnerships with property managers. This is a case management program and Alison and her team act as a third party support system for

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both the landlord and the tenant to set up for success. They work with tenants at lower risk of becoming homeless again and provide the security deposit as well as the first two months of rent along with a formula of rent for months three through twelve.

A discussion was held about upcoming board elections. Nominations can be sent to Annie Kremin-Eckert.

Individual Round table style discussion was held for the remainder of the meeting.

Meeting was adjourned.

Jennifer Whipple

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Greater Montana NARPM
Treasurer's Report

Beginning Balance		$ 4,067.82

Income:		
Lunch income	$ 315.00	$ 4,382.82
CE Income	$ 1,345.00	$ 5,727.82
Income total	$ 1,660.00	$ 5,727.82

Expense:		
Finn & Porter (Board meeting)	$ (57.00)	$ 5,670.82
Doubletree	$ (324.00)	$ 5,346.82
U.S. Postal Service	$ (120.00)	$ 5,226.82
Independent	$ (66.00)	$ 5,160.82

Ending balance		$ 5,160.82

Submitted by Dan Williams
14 March 2018

Chapter President, Chapter Leader

Annie Kremin-Eckert

Chapter President Elect, Chapter Leader

Sabrina Murphy

Chapter Past President, Chapter Leader

Joshua Plum

Chapter Treasurer, Chapter Leader

Aaron Gingerelli

Chapter Membership Chair, Chapter Leader

Chira Gingerelli-Hegg

Chapter Education Chair, Chapter Leader

Travis A Martinez

Chapter Webmaster, Chapter Leader

Cindee Jessop

2019 NARPM Western Montana Board Ballot

Please make your votes for the 2019 NARPM Board Members. We will be closing the survey on December 21st, 2018 @ 05:00 p.m. MST. We are looking forward to another great year and appreciate your participation.

Question Title

1. President Elect for 2019

- Sabrina Murphy, Nest
- Other (please specify)

Question Title

2. Secretary for 2019

- Jennifer Whipple, Collection Bureau Services
- Other (please specify)

Question Title

3. Treasurer for 2019

- Dan Williams, Grizzly Property Management
- Other (please specify)

Question Title

4. Education Chair for 2019

- Lisa Gohrick, Northwest Property Management
- Other (please specify)

Question Title

5. Affiliate Chair for 2019

- Paul Heihn, North West Collectors
- Other (please specify)

Question Title

6. Chapter Membership Coordinator for 2019

- ○ Chira Gingerelli-Hegg
- ○ Other (please specify)

Question Title

7. Chapter Legislative Chair for 2019

Other (Please Specify)

Question Title

8. Chapter Website Chair for 2019

- ☐ Cindee Jessop, Cardinal Properties Inc
- ☐ Other (please specify)

DONE

Powered by
See how easy it is to create a survey.

Form **990-N**

Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)

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

OMB No. 1545-2085

2018

Open to Public Inspection

A For the **2018** Calendar year, or tax year beginning **2018-01-01** and ending **2018-12-31**

B Check if available

- ☐ **Terminated for Business**
- ☑ **Gross receipts are normally $50,000 or less**

C Name of Organization: **NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS**
PO Box 7735, Missoula, MT,
US, 59807

D Employee Identification Number **74-2712771**

E Website:
www.westernmontana.narpm.org

F Name of Principal Officer: **Aaron Gingerelli**
PO Box 7735, Missoula, MT,
US, 59807

Informational Copy
Do not send to IRS

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

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

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

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

IRS

Confirmation

e-Postcard Profile | Select EIN | Organization Details | Contact Information | Confirmation

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

- **Organization Name:** NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
- **EIN:** 742712771
- **Tax Year:** 2018
- **Tax Year Start Date:** 01-01-2018
- **Tax Year End Date:** 12-31-2018
- **Submission ID:** 10065520190732685822
- **Filing Status Date:** 03-14-2019
- **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

National Association of Residential Property Managers

Greater MT Chapter of NARPM
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BOARD MEETING MINUTES
May 24, 2018

Meeting was called to order at 10:00am by Josh Plum of Plum Property Management.

Attendees included Jennifer Plum of Plum Property Management, Lisa Gohrick of Garden City Property Management, Cindee Jessop of Cardinal Properties, Paul Heihn of Northwest Collectors, Chira Gingerelli-Hegg of Summit Property Management and Jennifer Whipple of Collection Bureau Services, Inc.

There is a quorum present.

Old business:

None

New business:

2018 Fall Schedule was discussed. Heihn and Whipple will present in September on *How to Read a Credit Report*. October meeting falls during NARPM National so board agrees to push our meeting October 25th and host a member drive/affiliate fair to kick off the season. Heihn will see if can get affiliates to cover food cost and board discussed making a call to members to garner attendance at the meeting. Other speaker ideas included having a lobbyist come and speak on the upcoming 2019 legislative session-*How to make a difference at the state level* or *How to be involved in legislative changes,* Inviting Montana Landlords Association and/or Presentation on Supreme Court 'Deposit handling' issue.

Karl Pare with Missoula Housing Authority did not complete his position as President for our chapter. The chapter paid for the November 2017 Leadership training in St Louis and board discussed what to do to recoup these monies. A motion to bill Missoula Housing Authority and/or Karle Pare was made and passed. Gohrick will ask Dan Williams to pull the expenses and put together an invoice. If a contract or signed agreement was not done, it was suggested that we do this in the future.

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National Association of Residential Property Managers

The membership email list was discussed as several members of leadership are working off differing lists. It was agreed to work on Mail Chimp to create master lists that we will all use that include members, prospects and affiliates.

The chapter website membership list and leadership chart are outdated. Annie and Cindee will work together on getting these website items updated.

Josh Plum inquired about joining as an affiliate at Missoula Organization of Realtors so that we can send our email blasts, flyers and invites to our chapter meetings and education. The cost is around $175 per year and then $10 for email blasts. The board agrees for Josh to move forward on this.

Budget is a growing concern from several board members. The current financials were reviewed and the board questioned an item for 'banquet' charges from The Double Tree as well as if our lunch income is really covering the expense to the chapter. The board will continue this discussion and review in more detail when Dan Williams returns from vacation.

Our next board meeting is proposed to be held in September-prior to our next luncheon.

Meeting was adjourned.

Respectfully,

Jennifer Whipple

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National Association of Residential Property Managers

Greater MT Chapter of NARPM
PO Box 7735
Missoula, MT 59807

BOARD MEETING MINUTES
February 15, 2018

Meeting was called to order at 10:30am by Karl Pare of Missoula Housing Authority.

Attendees included Josh Plum of Plum Property Management, Dan Williams of Grizzly Property Management, Lisa Gohrick of Garden City Property Management, Cindee Jessop of Cardinal Properties and Jennifer Whipple of Collection Bureau Services, Inc.

There is a quorum present.

Old business:

None

New business:

2018 Schedule was discussed. March speaker- Adam Hertz with Travis Martinez presenting a 3hour education on "How to get rid of a tenant". April speaker open, FilterEasy sponsoring April meeting with Pam Bean and Fair Housing as continuing education. Other speaker ideas included: Child Protective Services, Missoula's Renter's Union and/or the Sheriff Department-on destruction of property.

The board members spoke with Double Tree representative on hosting our meetings with a limited Finn and Porter menu rather than the banquet buffet style. It was agreed to do a limited menu with 5days in advance for food order where our members will choose their meal when they RSVP for the meeting. This will start in April, 2018.

Meeting was adjourned.

Respectfully,

Jennifer Whipple

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National Association of Residential Property Managers

Greater Montana Chapter of NAPM
PO Box 7735
Missoula, MT 59807

MEETING MINUTES
September 20, 2018

Meeting was called to order at 11:48am by Annie Kremin-Eckert of Topher Realty.

Attendees included Jennifer Plum of Plum Property Management, Chira Gingerelli-Hegg of Summit Property Management, Cindee Jessop of Cardinal Properties, Josh Plum of Plum Property Management, and Paul Heihn of Northwest Collectors.

The Minutes of the May 2018 meeting were emailed.

There is no Treasurer's report today.

Josh Plum read code of ethics Article 1-1

Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC
The Property Manager shall protect the public against fraud, misrepresentation, and unethical practices in property management.

STANDARDS OF PROFESSIONALISM

- **1-1** The Property Manager shall endeavor to eliminate, through the normal course of business, any practices which could be damaging to the public or bring discredit to the profession.

An announcement was made by Jordan Lyons, MPA Director of ASUM Renter Center that he is working with Homeword, YWCA and the At-Risk Housing Coalition to reach out to property managers and other landlords to participate in a focus group on applicants returning from incarceration and or using housing vouchers.

Speakers Tom Orr, Paul Heihn and Jennifer Whipple spoke about the Missoula District Court decision on Galbraith VS. Professional Property Management, Inc. and discussed ability to work through legislature for law changes. NARPM members discussed setting up a committee; contact Annie Kremin-Eckert for more information.

Meeting was adjourned.

Jennifer Whipple

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National Association of Residential Property Managers

Greater Montana Chapter of NAPM
PO Box 7735
Missoula, MT 59807

MEETING MINUTES
March 15, 2018

Meeting was called to order by Karl Pare of Missoula Housing Authority.

Attendees included Josh Plum of Plum Property Management, Lisa Gohrick of Garden City Property Management, Annie Kremin of Topher Realty LLC, Jennifer Plum of Plum Property Management and Dan Williams of Grizzly Property Management.

Karl made the following announcements:

- The luncheon meetings will be changing to a new and improved format. A seated lunch with four choose ahead options to select from will now be enjoyed and a lower price of $15 per person has been arranged. We would like more members involved in the monthly luncheon meetings, so come engage and enjoy great speakers and topics!
- There is a possible Renters Union forming in Missoula. Karl has been trying to reach out and engage with them and hopes to have more information to share in the future.

Introductions were made around the room.

Annie Kremin read code of ethics Article 3-1

Article 4: OBLIGATIONS TO TENANTS

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

STANDARDS OF PROFESSIONALISM

- **4-1** The Property Manager shall offer all prospective Tenants a written application.

New Affiliate member: Winnwood Flooring has joined. Welcome!

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A open floor discussion was held to share ideas and positive ways we can work with a Renters Union, as well as what we'd like to see from a Renters Union group.

Meeting was adjourned.

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National Association of Residential Property Managers

Greater Montana Chapter of NAPM
PO Box 7735
Missoula, MT 59807

MEETING MINUTES
May 17, 2018

Meeting was called to order by Josh Plum of Plum Property Management.

Attendees included Jennifer Plum of Plum Property Management, Chira Gingerelli-Hegg of Summit Property Management, Cindee Jessop of Cardinal Properties and Paul Heihn of Northwest Collectors.

Josh advised he is keeping open communication with Montana Renters Union.

Chira Gingerelli-Hegg read code of ethics Article 5-1

Article 5: CARE OF MANAGED PROPERTIES

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

STANDARDS OF PROFESSIONALISM

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

Macall McCollum with Real Estate MT + Co came as a guest. Welcome!

Josh gave an update from the broker/owner conference that the content was much better this year and the disaster planning exercise was good.

Save the date! NARPM National Conference in Coronado Bay October 16-19th.

Speaker Adam Hertz with Montana State Legislature and Lambros Realty spoke on the 2016 session bills. Looking at future sessions Adam discussed how bills need to be balanced on both landlord and tenant side and how he thought an interim study after the 2019 session/going into the 2021 session could be a great benefit.

Meeting was adjourned.

Jennifer Whipple

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National Association of Residential Property Managers

Western Montana Chapter NARPM
PO Box 7735
Missoula, MT 59807

NARPM 2019 Projected Budget

Beginning Balance:		**$5,604.67**
Income:		
Lunch Income	$4,050.00	
CE Income	$5,000.00	
Affiliate Membership Income	$2,250.00	
NARPM Grant	$500.00	
Income Total	**$11,800.00**	
		$17,404.67
Expenses:		
Lunch Expenses	($3,375.00)	
U.S.P.S.	($134.00)	
Printing Costs	($850.00)	
CE Expenses	($2,500.00)	
Secretary of State	($20.00)	
Advertising	($350.00)	
Expense Total	**($7,229.00)**	
Ending Balance:		**$10,175.67**

Prepared and Submitted by Chapter Treasurer: Aaron Gingerelli Date: 3/14/19

National Association of Residential Property Managers

Western Montana Chapter
PO Box 7735
Missoula, MT 59807

Meeting Minutes for October 18, 2018

- The meeting was called to order.
- Dan Williams read the Code of Ethics. Article 3 Responsibility to Client; meeting minutes and the Treasurer's Report from September's meeting were approved;
- Introductions were made around the room. Lisa Gohrick announced that she has left Garden City Property Management to start her own company, Northwest Property Management;
- Sherrie Featherly of Missoula Property Management stressed the importance of vacancy reporting. There were enough members of the Board to form a quorum, so it was resolved that we would return to an incentive to encourage monthly vacancy reporting. The exact nature of the incentive was tabled until the next Board meeting;
- Given the fate of the *Independent*, the question arose regarding whether NARPM should try other advertising or invest its funds in other ways. No resolution was reached;
- Members discussed the ways of still submitting collection accounts without raising objections currently in play in the pending lawsuit for such accounts;
- Members discussed the necessity of altering the promissory note which is signed by the President Elect in the event that he or she does not fulfill proscribed duties. The crux of that discussion was that we should amend the note to be for the year of the actual service as President, not the years prior or after;
- Members discussed the benefits of sending yearly letters to tenants who have delinquent collection accounts. Most who currently have such a policy indicated that it has a decent success rate;
- Members discussed the merits of raising rents and/or security deposits to offset the problems we currently face with submitting accounts for collection;
- The meeting was adjourned.

National Association of Residential Property Managers

Western Montana Chapter
PO Box 7735
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Greater Montana NARPM
Treasurer's Report

Beginning Balance		$ 4,067.82

Income:		
Lunch income	$ 315.00	$ 4,382.82
CE Income	$ 1,345.00	$ 5,727.82
Income total	$ 1,660.00	$ 5,727.82

Expense:		
Finn & Porter (Board meeting)	$ (57.00)	$ 5,670.82
Doubletree	$ (324.00)	$ 5,346.82
U.S. Postal Service	$ (120.00)	$ 5,226.82
Independent	$ (66.00)	$ 5,160.82

Ending balance		$ 5,160.82

Submitted by Dan Williams
14 March 2018

National Association of Residential Property Managers

Western Montana Chapter NARPM
PO Box 7735
Missoula, MT 59807

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Ending Balance:		**$10,175.67**

Prepared and Submitted by Chapter Treasurer: Aaron Gingerelli Date: 3/14/19

Chapter President, Chapter Leader

Annie Kremin-Eckert

Chapter President Elect, Chapter Leader

Sabrina Murphy

Chapter Past President, Chapter Leader

Joshua Plum

Chapter Treasurer, Chapter Leader

Aaron Gingerelli

Chapter Membership Chair, Chapter Leader

Chira Gingerelli-Hegg

Chapter Education Chair, Chapter Leader

Travis A Martinez

Chapter Webmaster, Chapter Leader

Cindee Jessop

National Association of Residential Property Managers

Greater Montana Chapter of NAPM
PO Box 7735
Missoula, MT 59807

MEETING MINUTES
September 20, 2018

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Attendees included Jennifer Plum of Plum Property Management, Chira Gingerelli-Hegg of Summit Property Management, Cindee Jessop of Cardinal Properties, Josh Plum of Plum Property Management, and Paul Heihn of Northwest Collectors.

The Minutes of the May 2018 meeting were emailed.

There is no Treasurer's report today.

Josh Plum read code of ethics Article 1-1

Article 1: RESPONSIBILITY TO PROTECT THE PUBLIC
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STANDARDS OF PROFESSIONALISM

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Form **990-N**

Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)

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

OMB No. 1545-2085

2018

Open to Public Inspection

A For the **2018** Calendar year, or tax year beginning **2018-01-01** and ending **2018-12-31**

B Check if available

- ☐ **Terminated for Business**
- ☑ **Gross receipts are normally $50,000 or less**

C Name of Organization: **NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS**
PO Box 7735, Missoula, MT,
US, 59807

D Employee Identification Number **74-2712771**

E Website:
www.westernmontana.narpm.org

F Name of Principal Officer: **Aaron Gingerelli**
PO Box 7735, Missoula, MT,
US, 59807

Informational Copy
Do not send to IRS

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

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

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

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

IRS

Confirmation

e-Postcard Profile | Select EIN | Organization Details | Contact Information | Confirmation

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

- **Organization Name:** NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
- **EIN:** 742712771
- **Tax Year:** 2018
- **Tax Year Start Date:** 01-01-2018
- **Tax Year End Date:** 12-31-2018
- **Submission ID:** 10065520190732685822
- **Filing Status Date:** 03-14-2019
- **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

National Association of Residential Property Managers

Greater Montana Chapter of NAPM
PO Box 7735
Missoula, MT 59807

MEETING MINUTES
May 17, 2018

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Josh advised he is keeping open communication with Montana Renters Union.

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National Association of Residential Property Managers

Greater MT Chapter of NARPM
PO Box 7735
Missoula, MT 59807

BOARD MEETING MINUTES
May 24, 2018

Meeting was called to order at 10:00am by Josh Plum of Plum Property Management.

Attendees included Jennifer Plum of Plum Property Management, Lisa Gohrick of Garden City Property Management, Cindee Jessop of Cardinal Properties, Paul Heihn of Northwest Collectors, Chira Gingerelli-Hegg of Summit Property Management and Jennifer Whipple of Collection Bureau Services, Inc.

There is a quorum present.

Old business:

None

New business:

2018 Fall Schedule was discussed. Heihn and Whipple will present in September on *How to Read a Credit Report*. October meeting falls during NARPM National so board agrees to push our meeting October 25th and host a member drive/affiliate fair to kick off the season. Heihn will see if can get affiliates to cover food cost and board discussed making a call to members to garner attendance at the meeting. Other speaker ideas included having a lobbyist come and speak on the upcoming 2019 legislative session-*How to make a difference at the state level* or *How to be involved in legislative changes,* Inviting Montana Landlords Association and/or Presentation on Supreme Court 'Deposit handling' issue.

Karl Pare with Missoula Housing Authority did not complete his position as President for our chapter. The chapter paid for the November 2017 Leadership training in St Louis and board discussed what to do to recoup these monies. A motion to bill Missoula Housing Authority and/or Karle Pare was made and passed. Gohrick will ask Dan Williams to pull the expenses and put together an invoice. If a contract or signed agreement was not done, it was suggested that we do this in the future.

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National Association of Residential Property Managers

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Our next board meeting is proposed to be held in September-prior to our next luncheon.

Meeting was adjourned.

Respectfully,

Jennifer Whipple

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National Association of Residential Property Managers

Greater Montana Chapter of NAPM
PO Box 7735
Missoula, MT 59807

MEETING MINUTES
March 15, 2018

Meeting was called to order by Karl Pare of Missoula Housing Authority.

Attendees included Josh Plum of Plum Property Management, Lisa Gohrick of Garden City Property Management, Annie Kremin of Topher Realty LLC, Jennifer Plum of Plum Property Management and Dan Williams of Grizzly Property Management.

Karl made the following announcements:

- The luncheon meetings will be changing to a new and improved format. A seated lunch with four choose ahead options to select from will now be enjoyed and a lower price of $15 per person has been arranged. We would like more members involved in the monthly luncheon meetings, so come engage and enjoy great speakers and topics!
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National Association of Residential Property Managers

Greater MT Chapter of NARPM
PO Box 7735
Missoula, MT 59807

BOARD MEETING MINUTES
December 20, 2018

Meeting was called to order at 2:00pm by by Annie Kremin-Eckert of Topher Realty.

Attendees included Josh Plum of Plum Property Management, Paul Heihn of Northwest Collectors, Chira Gingerelli-Hegg of Summit Property Management, Heather Schwenk of Missoula Property Management, Jennifer Whipple of Collection Bureau Services, Inc and guests Aaron Gingerelli of Summit Property Management and Sherrie Featherly of Missoula Property Management.

There is not a quorum present.

Old business:

None

New business:

Guest Aaron Gingerelli spoke about vacancy reporting and asked the board to consider how to provide more accurate data to the public and ask for all members to submit vacancy report to the chapter. Sterling CRE Advisors out a vacancy rating report in the Missoulian newspaper with over 8% vacancy reported. NARPM member is showing 2% or less but only 3 companies consistently reporting to the narpm vacancy report. The board discussed making an approval to set vacancy reporting to be open and available for reporting all of the time instead of the current lock-out period each month, a future decision will be made on when and how to collect and share the data.

The board discussed cross training in several positions including web chair and Annie Kremin-Eckert offered to assist with webinar training through NARPM national website tools.

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Josh Plum discussed setting up a strategic planning session and having NARPM Vice President Chrysztyna Rowek join the board in February for such an event. Kent, our ambassador from Idaho has also expressed a willingness to come visit.

Paul Heihn provided a draft calendar of the 2019 legislative session along with a law bill search on landlord and tenant bills. Roger Webb has six bill draft requests on behalf of the landlords and Steve Fitzpatrick has one. A discussion was held in regards to the legislative chair as the chapter has an open seat and would like to fill it. Paul Heihn is willing to fill the role if directed and advises the legislative committee is currently in place to work on bill drafts for 2019.

A strategic planning board meeting is proposed to be held next week with a quorum present.

Meeting was adjourned.

Respectfully,

Jennifer Whipple

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National Association of Residential Property Managers

Greater Montana Chapter of NAPM
PO Box 7735
Missoula, MT 59807

MEETING MINUTES
January 18, 2018

Meeting was called to order by Karl Pare of Missoula Housing Authority.

Attendees included Josh Plum of Plum Property Management, Paul Heihn of Northwest Collectors, Chira Gingerelli-Hegg of Summit Property Management, Lisa Gohrick of Garden City Property Management, Dan Williams of Grizzly Property Management and Jennifer Plum of Plum Property Management.

Introductions were made around the room.

Josh Plum read code of ethics Article 1-3

- **1-3** The Property Manager shall comply with all relevant local and state ordinances regarding real estate law, licensing, insurance, and banking.

Guest Cole Johnson with immoviewer attended today.

Speakers were Justice of the Peace- Landee Holloway and Community Dispute Resolution Center members- Skip Hegman and Cynthia Manning. They spoke about mediation and the expectation in Missoula Justice Courts for mediation before judge involvement along with onus on both sides to mitigate damages in a situation.

Meeting was adjourned.

Jennifer Whipple

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