

Department of the Treasury  
Internal Revenue Service

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

2019

Open to Public Inspection

**A** For the **2019** Calendar year, or tax year beginning **2019-01-01** and ending **2019-12-31****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: **Mercedes Price****PO Box 7735, Missoula, MT,  
US, 59807**

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National Association of Residential Property Managers

**Western Montana Chapter NARPM**

PO Box 7735

Missoula, MT 59807

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**Western MT Chapter NARPM 2019 Year End Financial Statement**

**Bank Account Balance:**

As of 01/01/2019 \$5,604.67

**Income:**

2019 Income Total \$6,842.47

**Expenses:**

2019 Expense Total \$7,476.89

**Net Income:**

2019 Year End Total -\$634.42

**Bank Account Balance:**

As of 12/31/2019 \$4,970.25

*Prepared and Submitted by Chapter Treasurer: Aaron Gingerelli Date: 12/31/2019*



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**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

Greater Montana Chapter of NAPM

PO Box 7735

Missoula, MT 59807

## MEETING MINUTES

February 21, 2019

Meeting was called to order at 12:00 by Josh Plum of Plum Property Management.

Attendees included Chira Gingerelli-Hegg of Summit Property Management, Aaron Gingerelli of Summit Property Management, Sabrina Murphy of Nest Property Management, Paul Heihn of Northwest Collectors and Travis Martinez of Greener Montana Properties. (List any board members present here, no need to list all attendees)

The Minutes of the January 17 meeting were provided and approved.

The Treasurer report was provided and approved.

Aaron Gingerelli read code of ethics Article 5.

### 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.*

Announcements:

The March NARPM meeting is March 21<sup>st</sup>, 2019.

Old Business:

New Business:

*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

Greater Montana Chapter of NAPM

PO Box 7735

Missoula, MT 59807

## MEETING MINUTES

March 21, 2019

Meeting was called to order at 12:00 by Josh Plum of Plum Property Management.

Attendees included Chira Gingerelli-Hegg of Summit Property Management, Aaron Gingerelli of Summit Property Management, Sabrina Murphy of Nest Property Management, Paul Heihn of Northwest Collectors and Travis Martinez of Greener Montana Properties. (List any board members present here, no need to list all attendees)

The Minutes of the January 17 meeting were provided and approved.

The Treasurer report was provided and approved.

Aaron Gingerelli read code of ethics Article 5.

### 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.***

Announcements:

The March NARPM meeting is March 21<sup>st</sup>, 2019.

Old Business:

New Business:

Speaker was :

***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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## MEETING MINUTES

April 18 2019

Meeting was called to order at 12:00 by **Sabrina Murphy**

Attendees included Sabrina Murphy of Nest Property Management and Norm MHA, Debbie MHA, Aaron Gingerelli Summit PM, .

The Minutes of the April 18th meeting were provided and approved.

The Treasurer report was provided and approved.

Aaron Gingerelli read code of ethics Article 5: Care of Managed Properties.

### Article 5: CARE OF MANAGED PROPERTIES

**5-2 The Property Manager shall terminate management of a property if the Client does not comply with habitability requirements.**

Announcements:

A. Open floor to other announcements -

Next Meeting: 05/16/2019

Speaker was : Helia Jazayeri with Kalkstein & Dye

Meeting was adjourned.

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# National Association of Residential Property Managers

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Missoula, MT 59807

## MEETING MINUTES

November 21, 2019

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

Attendees included Chira Gingerelli-Hegg of Summit Property Management, Aaron Gingerelli of Summit Property Management, Sabrina Murphy of Nest Property Management, Paul Heihn of Northwest Collectors, Kala Sylte with Missoula Property Management, Mercedes Price with Summit Property Management and Tom Hurd with Rent Smart.

The Minutes of the September 16th meeting were provided and approved.

The Treasurer report was provided and approved.

Josh Plum read aloud Code of Ethics Article 1.

**Code of Ethics-** Article 1: Responsibility to Protect the Public

### STANDARDS OF PROFESSIONALISM

**1-2 The Property Manager shall cooperate with governmental agency charged with regulating the practices of Property Managers.**

#### Announcements:

Office Operations Policy & Procedures class Dec 12, 2019. Speaker will be Kellie Tollifson.

Board induction, strategic meeting, and meeting speak, January 16<sup>th</sup>, 2020 Melissa Sharone

#### Old Business:

1. Nominations were made and accepted. A ballot for voting was sent out to NARPM Chapter Members to elect vacant board positions. Board members were announced via email October 3<sup>rd</sup>, 2019.

2. Tom Hurd and Travis Martinez volunteered to attend Leadership Training.

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## National Association of Residential Property Managers

### New Business:

1. Tom Hurd reported on the Leadership Training. He relayed information about his experience, including how other NARPM chapters strongly utilize affiliate memberships as well as how Portland is handling new rent control laws.

2. It was voted to not renew 2019 MOR Affiliate Membership, and rather table the renewal until 2020. Tom Hurd mentioned the possibility to obtain a grant to assist in the costs of the membership.

Speaker was: Jamie Porter, Fire Inspector

Meeting was adjourned.

Kala Sylte

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National Association of Residential Property Managers

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## BOARD MEETING MINUTES

January 17th, 2019

Rumours Restaurant Missoula MT

Meeting was called to order at 10:30 by \_\_\_\_\_

Attendees included Chira Gingerelli-Hegg of Summit Property Management, Aaron Gingerelli of Summit Property Management, Paul Heihn of Northwest Collectors, Cindee Jessop of Cardinal Properties, Josh Plum of Plum Property Management, Annie Kremin-Eckert of Topher Realty and Guest: Chrysztnyna Rowek of Lighthouse Cove Property Management

### **Announcements:**

### **New Business:**

- Chrysztnyna Rowek spoke about Planning/Conducting Strategic Planning and how important it is for our chapter to do. Also talked about Changing/forming a State Chapter. Board discussed State chapter idea and was decided not an option we would like to pursue at this time.

Meeting was adjourned.

Annie Kremin-Eckert



# National Association of Residential Property Managers

Greater Montana Chapter of NARPM

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Missoula, MT 59807

## BOARD MEETING MINUTES

May 15th, 2019

Video Conference

Meeting was called to order at 8:50 am by Annie Kremin-Eckert.

Attendees included Chira Gingerelli-Hegg of Summit Property Management, Aaron Gingerelli of Summit Property Management, Paul Heihn of Northwest Collectors, Travis Martinez of Greener Montana Properties and Josh Plum of Plum Property Management

### Old Business:

#### Committee Reports:

**Education:** class made \$500.00. One class was free to the chapter. Discussed future class offerings. Decided 2 to 4 hours preferred. Designation class set for December 12<sup>th</sup> 2019 9:00 AM to 4:00 PM

Type of Classes the board thinks would be beneficial are professional and legal realms, and home inspection changes.

**New Member:** No grants for it but do get a \$50 off on individual membership. Prop Company membership is four for the price of 3 and can add others on for a lower price than individual memberships.

**Affiliate:** Discussed how to make these members feel that they have value in being part of this. Affiliate spotlight? Board where they can put their business cards at every meeting? Binder for their cards that is passed around for members to take? Affiliate bring a door prize? 11 affiliates but 9 meetings? How do we do that? Discussion if we change venue that could offer affiliates to provide treats and speak at a meeting. Also discussed different meeting time, lower price, more people? Allow Affiliates to bring trade show items be able to bring that to the meeting to display? Didn't come to any one decision at this time.

**Legislature:** No updates

**Website:** I contacted national and have had Lisa removed from the website as education chair

### Unfinished Business:



## National Association of Residential Property Managers

**Vacancy reporting** – We never asked Visual Harbor to make the changes. Would we like to do that? Their estimate for the requested updates is 4 hours @ \$135/hr. Do we have any other ideas/price information? Maybe no changes at this time. Aaron talk about this at the next meeting, remind members at the next meeting. Prizes for reporting. Free lunch/door prize starting September? Look at membership prize for the following year 20/21 if reporting increases?

**Member Drive:** Do we want to implement this?

### New Business:

- Possible to make is if someone RVSPs to lunch and does not attend they are still billed for the missed lunch if they did not notify us in time to change the meal count? (see above).
- Has everyone filled out the member survey on the invite? Thought on the questions asked? Survey was missed will resend at a future time.
- Content for meetings – better speakers bring more people to the table
- Election nominations?

Meeting was adjourned.

Annie Kremin-Eckert

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# National Association of Residential Property Managers

Greater Montana Chapter of NARPM

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## BOARD MEETING MINUTES

August 22nd, 2019

Video Conference

Meeting was called to order at 10:00 am by Annie Kremin-Eckert.

Attendees included Chira Gingerelli-Hegg of Summit Property Management, Aaron Gingerelli of Summit Property Management, Josh Plum of Plum Property Management, Sabrina Murphy of MT Properties Group

### Announcements:

#### Old Business:

**Election Nomination:** Need to have elections done by the end of September to comply with National. Still looking for nominations for the following openings:

President- elect  
Secretary  
Treasurer  
New Member Chair

#### New meeting schedule: 2020-2021 Member Meeting Schedule will be

September 19th 2019

**\*\* December 12<sup>th</sup> 2019 NO MEETING\*\*** NARPM Designation Class Office Operations – Policy & Procedures \$

November 21<sup>st</sup> 2019

January 15<sup>th</sup> 2020

March 19<sup>th</sup> 2020

May 21<sup>st</sup> 2020

July 16<sup>th</sup> 2020



## National Association of Residential Property Managers

**Affiliate:**

**Legislature:**

**Website:**

### **New Business:**

- Meeting Venue change was discussed. Decided we are happy with current location Aaron was going to contact Rumor see if we can always get the big room.
- Lunch online sign up with pre-payment option discussed. Discussed using Eventbrite like we do for classes but worried about additional fees. Aaron and team going to look into setting up a Venmo account we can share with folks to pay meal online.
- Offering CE Credit for member meeting

Last 4 credits of CE – October 7<sup>th</sup> class

- Venue for Dec 12<sup>th</sup> course details discussed for instructor housing (to be handled by Plums), board dinner with instructor will be setup once know travel info.
- Bylaw change to sync with national requirements of board information to them by the end of September. (This would allow for the next year President AND President-elect to go to leadership training with actual training costs covered by National. Whoever goes would still be responsible for travel and stay beyond the dates covered. Are we still open to reimbursing all travel costs or do we want to give a budget amount...?)

Meeting was adjourned.

Annie Kremin-Eckert

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# National Association of Residential Property Managers

Greater Montana Chapter of NAPM

PO Box 7735

Missoula, MT 59807

## BOARD MEETING MINUTES

December 20, 2019

Meeting was called to order at 9 am by Annie Kremin-Eckert of Topher Realty.

Attendees included Aaron Gingerelli of Summit Property Management, Sabrina Murphy of Nest Property Management, Kala Sylte with Missoula Property Management, Mercedes Price with Summit Property Management, Tom Hurd with Rent Smart, Cindee Jessop with Cardinal Properties and Travis Martinez with Greener Properties.

### Education/CE Offerings

The Board discussed educational options for the 2020 year.

- Travis will submit a survey to members to determine what class offerings peak the most interest.

All members were in consensus to still offer the 12 Continuing Education credits through classes as well as the luncheons. One of the classes offered would be Trust Accounting, so new members may still fulfill their education requirements.

- Travis will draft a policy for instructor approval.

### Treasure Report

The Board voted in a travel expense policy. In addition, the expenses from the December 12<sup>th</sup> event were approved and submitted to the Treasurer.

### NARPM Reporting

The Board discussed vacancy reporting and importance of regular submission through NARPM. It was mentioned reinstating incentives for reporting.

### Chapter Bylaws

Annie brought to the Board's attention that our chapter bylaws are outdated and in need of revisions.

- Annie and Travis will present a draft of updated bylaws to the Board in January

### Announcements:

Board induction, strategic meeting, and meeting speaker, January 16<sup>th</sup>, 2020 Melissa Sharone. Annie emailed Collen with Rumour for use of their facilities after the lunch for the Board meeting.

Meeting was adjourned.

Kala Sylte, Secretary

2019 Western MT Board

President: Annie Kremin-Eckert

President Elect: Sabrina Murphy

Past President: Josh Plum

Secretary: Jennifer Whipple - Vacated February 2019 Not filled to 2020 Board Election

Treasure: Aaron Gingerelli

Education Chair: Travis Martinez

Affiliate Chair: Paul Heihn

Membership Coordinator: Chira Gingerelli-Hegg

Website Chair: Cindee Jessop

## 2020 NARPM Western Montana Board Ballot

Please make your votes for the 2020 NARPM Board Members. We will be closing the survey on Sunday September 29, 2019 @ 05:00 p.m. MST. We are looking forward to another great year and appreciate your participation.

OK

### Question Title

#### 1. President Elect for 2020

- ☐ Tom Hurd, Rent Smart Missoula, LLC
- ☐ Other (please specify)

### Question Title

#### 2. Secretary for 2020

- ☐ Kala Sylte, Missoula Property Management
- ☐ Other (please specify)

### Question Title

#### 3. Treasurer for 2020

- ☐ Mercedes Price, Summit Property Management
- ☐ Other (please specify)

### Question Title

#### 4. Education Chair for 2020

- ☐ Travis Martinez, Greener Montana Properties
- ☐ Other (please specify)

### Question Title

#### 5. Affiliate Chair for 2020

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

### Question Title

#### 6. Chapter Membership Coordinator for 2020

- ☐ Chira Gingerelli-Hegg



☐ Other (please specify)

**Question Title**

7. Chapter Legislative Chair for 2020

Other (Please Specify)

**Question Title**

8. Chapter Website Chair for 2020

☐ Cindee Jessop, Cardinal Properties Inc

☐ Other (please specify)

DONE

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