



CHAPTER COMPLIANCE 2024 DUE DECEMBER 1, 2024

C017 ALAMEDA CONTRA COSTA COUNTIES CHAPTER

Congratulations! Your NARPM 2024 Chapter Compliance Application form has been approved!

The chapter has met all recertification requirements and is fully certified.

Levels of Chapter Recertification

Full recertification

The chapter has met all recertification requirements, indicated by compliance with items listed on the certificate of compliance. Only fully certified chapters are eligible for Chapter Excellence Awards. Once recertified, an email will be sent.

Chapter in Review (Amended 2022)

Should the Chapter submittal displays lack of submission of any items on the certificate of compliance. Chapters will have six (6) months from compliance deadline to restore their certification. NARPM® Board of Directors must confirm that a Chapter can be taken off Chapter in Review status.

A Chapter will be placed in **Chapter in Review/Conditional Compliance** if documents are not submitted by compliance deadline. Members of the chapter will not be notified when a Chapter is placed in conditional compliance. The chapter must meet the chapter compliance deadline for the following year.

De-certification

De-certification must be preceded by a period of Chapter in Review and indicates continued non-compliance of recertification requirements. NARPM Board of Directors must approve all de-certification of chapters.



**CHAPTER COMPLIANCE 2024 due December 1, 2024
ATTENDANCE REQUIREMENTS MET in 2024**

C017 ALAMEDA CONTRA COSTA COUNTIES CHAPTER

Compliance Question:

How many Chapter Leader Calls, hosted by RVPs, did the chapter president, or their representative, participate in? Your chapter president, or their representative, must attend at least two of these calls to obtain chapter compliance.

January 24, 2024, Attendee(s): Timothy Shaw

April 3, 2024, Attendee(s): Timothy Shaw

June 26, 2024, Attendee(s): Dustin Ventura

October 2, 2024, Attendee(s): did not attend

Chapter Bylaws Requirements for President and/or President-Elect to attend Chapter Leadership Meet-Up at Annual Convention on October 24, 2024, AND/OR Nuts and Bolts Virtual Session on November 21, 2024.

October 24, 2024, Attendee(s): did not attend

November 21, 2024, Attendee(s): Dustin Ventura

Levels of Chapter Recertification

Full recertification

The chapter has met all recertification requirements, indicated by compliance with items listed on the certificate of compliance. Only fully certified chapters are eligible for Chapter Excellence Awards, Chapter grants and Chapter incentives. Once recertified, an email will be sent.

Conditional Compliance/Chapter in Review

If documents are not submitted by compliance deadline, members of the Chapter will be notified when a Chapter is placed in conditional compliance/Chapter in Review. The Chapter must meet full recertification by the Chapter compliance deadline for the following year.

De-certification

De-certification must be preceded by a period of Conditional Compliance/Chapter in Review and indicates continued non-compliance of recertification requirements. NARPM's Board of Directors must approve all de-certifications of Chapters.

A timeline was established for Chapter Recertification:

December 1 - DEADLINE to submit Chapter Compliance Certification to NARPM staff. Compliance status update of Chapters will be provided to RVPs.

February 1 - March 31 – RVP works with NARPM staff to get Chapter certifications completed and turned in. Updated list of Chapters in conditional compliance/Chapter in review status will be sent to RVPs regularly.

Beginning in April - A list of Chapters in conditional compliance/Chapter in review status will be included in Highlights to members.

Beginning of May - Email from President to members of all Chapters who have not responded to Chapter certification notifying them the Chapter is in conditional compliance/Chapter in review status.

June Board Meeting - Chapters are decertified, and all members are notified by email with a list of all current NARPM chapters and they are placed as at-large members until such time they choose another Chapter.

Chapter Name

Alameda/Contra Costa Counties

Name of person submitting Chapter Compliance documents

Andy Coronel

Email

remoteprof02@gmail.com

1. Has your Chapter made any changes to your bylaws since last year's compliance submission?

YES

File Upload - If yes, please upload bylaws here.



updated ACC NARPM local_chapter_....docx

2. Has your Chapter made any changes to your Articles of Incorporation since last year's compliance submission?

NO

File Upload - If yes, please upload Articles of Incorporation here.



PENDING-ACC Articles of Incorporation.pdf

3. File Upload - 2024 Proof of Current State with Chapter's State (State Corporation Filings)



PENDING-ACC Proof of Chapter's Cor... .pdf

4. File Upload - 2023 Chapter Tax Return



2023 ACC Tax Form.pdf

5. File Upload - 2024 Chapter's Profit & Loss Statement



ACC-Profit and Loss Report.pdf

6. File Upload - 2025 Chapter Budget



PENDING-ACC 2025 Budget.pdf

7. How many 2024 Chapter Leader Calls, hosted by RVPs, did the Chapter president, or their representative, participate in?

2

8. How many Membership Meetings did your Chapter hold in 2024?

More than 4



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National Association of Residential Property Managers
ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

JANUARY 2024
MEETING

New Real Estate
Laws for 2024



Nicholas Roscha, Esq.

January 18th,
11:30 am-1pm

ROSCHA LAW, INC

NARPM Members- Free
Non- Members- \$55
(Cash and checks Only)



Zio Fraedo's
611 Gregory Ln,
Pleasant Hill, CA 94523



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MARCH 2024
MEETING

Beyond the Numbers:
Trust Accounting
Strategies to Empower
PMs in Today's Landscape



Mohamed Hussein

March 21st,
11:30 am-1pm

CEO of Balanced Asset
Solutions

NARPM Members- Free
Non- Members- \$55
(Cash and checks Only)



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APRIL 2024 MEETING

Federal and State Fair Housing Laws



Angie Watson-Hajjem

Fair Housing Coordinator at
ECHO Housing

April 18th,
11:30 am-1pm

NARPM Members- Free
Non- Members- \$55
(Cash and checks Only)



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MAY 2024 MEETING

How to avoid policies that could lead to discrimination complaints and lawsuits



Tracey Merrell

Managing Partner of Education

May 16th,
11:30 am-1pm

NARPM Members- Free
Non- Members- \$55
(Cash and checks Only)



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JUNE 11TH, 2024

5:30PM PST

HAPPY HOUR

LOCATION

"Pleasanton sunshine saloon"

1807 Santa Rita Rd, Pleasanton, CA 94566

THANK YOU TO OUR SPONSORS



SKYLAR VINCENT



NAJIB RAHMATTI



GINA M. FAZIL

2024 VENDOR APPRECIATION

JUNE 20TH, 2024



June 20th, 2024



11:30 am-1:00 pm



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Pleasant Hill, CA 94523

Registration is required

\$55- Non-Members
Free- NarpM Members

(Cash and checks only at the door)

JULY 2024 MEETING

**Tips of the Month to Avoid
Legal Headaches in
Property Management**



Robert Wells

Real Estate Attorney

July 18th
11:30 am-1pm

NARPM Members- Free
Non- Members- \$55
(Cash and checks Only)

Thank you to our meeting's
sponsor



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National Association of Residential Property Managers
ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

AUGUST 2024 MEETING

**Tax credits and Rebates
for Energy Efficient HVAC**



Najib Rahmatti

**August 15th
11:30 am-1pm**

Owner of AireServ Heating & Air
Conditioning company

NARPM Members- Free
Non- Members- \$65
(Cash and checks Only)

Thank you to our meeting's
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SEPTEMBER 2024 MEETING

**How to navigate the
complexities of tenant
screening**



Jennifer Howell

**September 19th
11:30 am-1pm**

Marketing and Sales Manager at
Insight Screening Solutions

NARPM Members- Free
Non- Members- \$65
(Cash and checks Only)

Thank you to our meeting's sponsor

Jack with

second nature



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National Association of Residential Property Managers
ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

Roundtable Meeting

October 17th, 2024 11:30 am-1pm



Come to share your ideas, knowledge, or issues you might have as a property manager with the group.

NARPM Members- Free
Non- Members- \$65
(Cash and checks Only)



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National Association of Residential Property Managers
ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

NOVEMBER 2024 MEETING

**Common allegations in
accusations filed by the
Department of Real Estate,
against property managers**



Joshua A. Rosenthal
Litigation Partner at Hargrave
Rosenthal, A Professional Corporation

November 21st
11:30 am-1pm

NARPM Members- Free
Non- Members- \$65
(Cash and checks Only)



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9. How many Board of Directors/Executive Committee Meetings were held in 2024?

more than 4

8

File Upload - 2024 Board of Directors Meeting Minutes

	Jan 9th, 2024 ACC BOD Meeting Min....docx
	Feb 15th, 2024- ACC BOD Meeting M....docx
	April 4th, 2024- ACC BOD Meeting M... .docx
	May 16th, 2024-ACC BOD Meeting M....docx
	July 18th, 2024 ACC BOD Meeting A... .docx
	Aug 15th,2024 ACC BOD Meeting Ag....docx
	Sept 12th, 2024 ACC BOD Meetingdocx
	Oct 17th, 2024 ACC BOD Meeting Mi... .docx
	Nov 21st, 2024 ACC BOD Meeting M... .docx

10. File Upload - 2025 Chapter Leadership Names

	2025 Board of Directors-ACCC.docx
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11. File Upload - 2024 Proof of Elections



 PENDING-2024 Proof of election.pdf

Bylaws of
The Alameda/Contra Costa Counties Chapter of
The National Association of Residential Property Managers
Updated October 2024

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Alameda/Contra Costa 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 all counties within Alameda and Contra Costa.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote the 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 Alameda and Contra Costa.

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 California.

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 NARPM National.

Section D: This Chapter's geographical definition shall be all cities/towns located in Alameda and Contra Costa Counties, California.

ARTICLE II: Membership

NARPM Members must be members of NARPM National before joining the local Chapter. This does not apply to local affiliates.

Membership categories are defined as:

Section A: NARPM® Member

A NARPM Member shall be an individual actively engaged in the professional delivery of residential management services. This individual must follow their specific state regulatory licensing law and have completed a course of instruction covering the NARPM Code of Ethics.

A NARPM Member may also be an employee of a company, a property owner, or an investor, who handles any aspect of the professional delivery of residential management services. This individual must follow their specific state regulatory licensing law and have completed a course of instruction covering the NARPM Code of Ethics.

Section B: Associate Member

An Associate Member classification, after January 1, 2021, will no longer be granted to members of NARPM. The grandfathered members shall have met the criteria as outlined in Section A of this Article but have not met the course of instruction covering the NARPM Code of Ethics. An Associate Member cannot hold the RMP® and/or MPM® designation, any certification, or hold elective office as they have not completed the mandatory Ethics class.

Section C: 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 or suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote. However, affiliate members can be a chairperson and can 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 shall not recognize all NARPM® National Affiliate Members as Affiliate Members of this Chapter.

Section D: Honorary Member

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

Section E: Life Member

Life members shall be all national past Presidents of NARPM®. Life membership will begin as the President's term is completed. Dues will be waived for Life members.

Other members who qualify may apply for Life Member as outlined in the national bylaws and complete the approved application.

Life Members shall not pay dues and are strongly encouraged to complete a course of instruction covering the NARPM® Code of Ethics. They shall be eligible to participate in the usual activities of the Association and its Committees and are eligible to vote and hold office.

- All Past Presidents shall be deemed Life NARPM Members of the Association
- Shall be bestowed upon individuals who have retired from the property management business and, in the opinion of the Board of Directors, have rendered, or continue to render, distinguished service to the Association or the property management profession. An application to the NARPM® National Board of Director must be approved in order to hold this membership type.

Section F: Company Membership

Company Membership is offered to the responsible individual of the company. In order to hold Company Membership, the company must have four (4) NARPM Members. Additional NARPM Members and Associate Members may register under the company for an additional fee. Membership categories under the Company will follow the same eligibility and requirements as outlined above.

Section G: Application by NARPM or Associate Members:

1. Acceptance into membership: An applicant for membership in a Chapter shall first be a member of NARPM National. A member of NARPM National 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 NARPM Member.
2. Vote: Voting members shall be eligible to vote 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 NARPM National bylaws or, where such discretion is authorized by NARPM National, for any one of the following reasons:

1. Suspension of membership: Suspension of membership for reasons stated in the bylaws of NARPM National.
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 NARPM National.

1. Resignation:

- a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the Alameda/Contra Costa Counties and NARPM National, 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 the obligation.
3. Delinquency in Payments: Any member failing to pay sums due to NARPM National 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 NARPM National 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: Transfers in a Company membership:

The use of Company membership will enable the transfer of memberships to other people in their company. To transfer membership, proof of termination from the licensing division, showing evidence that the person has left the firm, is required. For states where licensing is not required, other proof of termination must be submitted.

Section D: 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 NARPM National.

4. 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 NARPM National. 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 NARPM National, or their intent. Changes to the bylaws must be submitted to the board of directors of NARPM National for approval.
3. Establishing annual Chapter dues, application fees, and special assessments.
5. 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 5 officers as follows:

1. President: The president shall:
 - a. Serve as the chief executive officer of the Chapter.
 - b. Preside over 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 NARPM National.
 - g. Serve a term of one year commencing with the beginning of the new calendar year.
 - h. Must be a NARPM Member of the Chapter and an active member of NARPM National.
 - i. Must attend the annual Board Leadership Training offered by the National Association of Residential Property Managers.
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 their 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 NARPM Member of the Chapter and an active member of NARPM National.
- h. Notify all Chapter members of upcoming meetings.
- 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 attend the annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.

3. Secretary: The secretary shall:

- a. Maintain current Chapter membership records to coincide with NARPM National'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 NARPM Member of the Chapter and an active member of NARPM National.
- g. Must be back up for attendance at the annual Board Leadership Training offered by the National Association of Residential Property Managers if the President-Elect is unable to attend.

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 NARPM National.
- 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 NARPM Member of the Chapter and an active member of NARPM National.

5. 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.
- d. Must be a NARPM Member of the Local Chapter and an active member of NARPM National.

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 NARPM National. Furthermore, the Chapter member must be willing to fulfill the duties of the office to which the member is elected, including those duties relating to NARPM National.

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 election. 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 NARPM Chapter members.
- b. Face-to-Face Meeting: Any member who is present during the electoral process can be nominated. If the Chapter holds electronic elections, they shall not allow nominations from the floor of the Chapter meeting.

Section C: Elections

Elections shall be conducted 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 Alameda/Contra Costa Counties 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.

4. 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.
5. If the Chapter holds electronic elections, they shall not 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 candidates' names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of five percent (5%) of the NARPM 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 Chapter's calendar year and conclude at the end of the same, unless stated otherwise in these bylaws.

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. No longer is eligible for membership in the Chapter or NARPM National.
3. No longer is 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 nomination 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, or if approved by the Chapter executive committee electronically, mailed, or sent electronically 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, meetings 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. The 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 members 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 a simple majority vote of the members present at any regular or special meetings 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 NARPM National, 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.

The Affiliate Chair shall:

- a) Attend all Chapter committee meetings. Invite and welcome the participation of quality affiliate members in the Chapter organization.
- b) Arrange for spotlights of affiliate members in the Chapter publications.
- c) Coordinate affiliates to participate in state Chapter trade shows and events.
- d) Encourage the affiliates to financially participate with sponsorship of Chapter events. Leverage discounts to members from qualified affiliate members.
- e) Participate in establishing affiliate members' dues during annual budget process.
- f) Must be a Member of the Chapter

The Certification Chair shall:

- a) Attend all Chapter committee meetings.
- b) Promote and convey to members and potential members the importance, value and benefits of NARPM
- c) NARPM® classes and designations.
- d) Coordinate with local Chapter's education chairpersons to offer designation classes.
- e) Must be a NARPM Member of the Chapter (Optional)

The Education Chair shall:

- a) Attend all Chapter committee meetings.
- b) Conduct regular member surveys to determine the educational needs of the members.
- c) Work closely with the Chapter President to select and arrange for educational topics, speakers and membership activities as conveyed by regular membership survey results.
- d) Assist the State Conference Committee Chair to secure speakers and instructors subject to the budgeted amount for state Chapter events and with continuing education credits if possible.
- e) Renew continuing education credit certification with the state as required.
- f) Must be a NARPM Member of the Chapter (Optional)

The Legislative Chair shall:

- a) Attend all Chapter committee meetings.
- b) Be the focal point for the legislative related topics and issues for the Chapter.
- c) Keep abreast of state laws and ordinances that impact members in the Chapter.
- d) Develop relationships with local/state Association of Realtors and state apartment associations to coordinate lobbying and promotion of shared legislative amendments for the mutual benefit of the property management industry.
- e) Subscribe to newsletters and monitor for activities which impact Chapter membership, share insights through the Marketing Chair for distribution to the Chapter.
- f) Must be a NARPM Member of the Chapter (Optional)

The Marketing/Communications Chair shall:

- a) Promote Chapter events and communication with members and prospective members.
- b) Prepare and publish a regularly scheduled newsletter for distribution at Chapter meetings.
- c) Post provided information to the Chapter website,
- d) Post and promote Chapter Facebook page

- e) Be responsible to update web site, newsletters and social media with Chapter events.
- f) Must be a NARPM Member of the Chapter. Note: A co-chair may assist the Chair who is not required to be a NARPM Member of the Chapter, e.g. a social media coordinator. (Optional)

The Membership Chair shall:

- a) Attend all Chapter committee meetings.
- b) Invite and welcome the participation of prospective members in the Chapter.
- c) Maintain current membership records to coincide with the National NARPM® online database
- d) Review and contact new members and members at large to assign to local Chapters as applicable.
- e) Present report at board meetings of current membership in the Chapter.
- f) Promote membership through networking.
- g) Must be a NARPM Member of the Chapter (Optional)

ARTICLE VIII: Code of Ethics & Standards of Professionalism.

The Code of Ethics and Standards of Professionalism shall be approved by the National NARPM Board of Directors.

As a condition of membership all NARPM Members of NARPM® must complete a NARPM® Code of Ethics training. Each NARPM Member of the association is required to complete a NARPM® approved ethics training either in classroom or through other means within ninety (90) days of making application, as approved by the board of directors of NARPM®. The association shall design a new course of instruction each four-year period to meet the requirement of membership.

Failure to satisfy this requirement within ninety (90) days of making application to the association will result in the membership of the Conditional Member being suspended. If a Conditional Member has not taken the new member ethics class during their first year (12 months) of application, they will be terminated and will need to reapply for new membership.

Section A. Acknowledgment:

Each applicant for membership in the Association shall read and be familiar with the Association Code of Ethics and Standards of Professionalism. Continual adherence to the Code is mandatory for membership in the Association. NARPM Members shall have successfully completed a course of instruction on the NARPM® Code of Ethics.

Section B: Chapter Charter

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 NARPM National, 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 NARPM National taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

Section C: Enforcement

It is the duty of the President of the Chapter to report all potential violations to national association's Code of Ethics and Standards of Professionalism to NARPM National's Corporate Secretary/Chief Executive Officer.

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, 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 60 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 Alameda/Contra Costa Counties 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 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 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 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 with NARPM National.

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 effect 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 NARPM National, 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 California state law, the Chapter shall notify NARPM National of said amendments, but no further action will be required.

Section E. Sexual Harassment

The National Association of Residential Property Managers (NARPM) has adopted a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including but not limited to sexual harassment. This zero-tolerance policy means that no form of unlawful discriminatory or harassing conduct by or towards any employee, member, vendor, or other person in our workplace and at our events/meetings will be tolerated.

NARPM is committed to enforcing its policy at all levels within the Association. Any officer, director, volunteer, member, or employee who engages in prohibited discrimination or harassment will be subject to discipline, up to and including immediate discharge from employment or dismissal from the association.

Reporting Without Fear of Retaliation: No Association member will be retaliated against for reporting harassment. This no-retaliation policy applies whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded. No Association officer, director, volunteer, or member is authorized, or permitted, to retaliate or to take any adverse action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice.

Section F: Dissolution

Should the membership vote by majority to dissolve the operations of the Alameda/Contra Costa Counties, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.

2127404

FILED

In the office of the Secretary of State
of the State of California

DEC 08 1998

Bill Jones
BILL JONES, Secretary of State

ARTICLES OF INCORPORATION

OF

*ALAMEDA - CONTRA COSTA COUNTIES NATIONAL ASSOCIATION
OF RESIDENTIAL PROPERTY MANAGERS, INC.*

I.

The name of the corporation is Alameda - Contra Costa Counties National Association of Residential Property Managers, Inc.

II.

This corporation is a nonprofit mutual benefit corporation organized under the Nonprofit Mutual Benefit Corporation Law. The purpose of this corporation is to engage in any lawful act or activity for which a corporation may be organized under such law.

III.

Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

IV.

The name and address in the State of California of the Corporations's initial agent for service of process is Brian D. Seibel, Attorney at Law, 1850 Mt. Diablo Blvd., Suite 650, Walnut Creek, California.

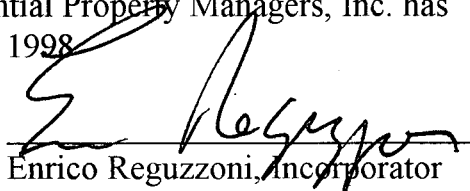
V.

The name of the unincorporated association which is being incorporated is the Alameda - Contra Costa Counties National Association of Residential Property Managers.

VI.

The unincorporated association whose name is set forth in Article V of these Articles of Incorporation is being incorporated by the filing of these Articles.

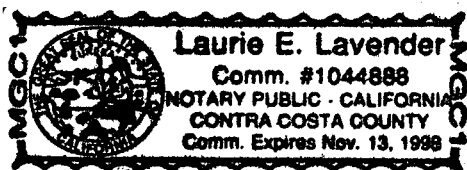
IN WITNESS WHEREOF, the undersigned, being the Incorporator of Alameda - Contra Costa Counties National Association of Residential Property Managers, Inc. has executed these Articles of Incorporation on August 20, 1998


Enrico Reguzzoni, Incorporator

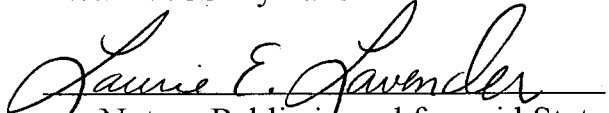
ACKNOWLEDGMENT

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

On this 20th day of August in the year of 1998, before me, the undersigned, a Notary Public in and for said State, personally appeared ENRICO REGUZZONI, personally known to me (or proved on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

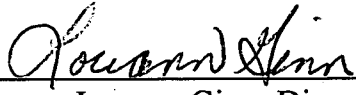


WITNESS my hand and official seal.


Notary Public in and for said State

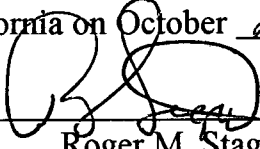
We the undersigned officers of Alameda - Contra Costa Counties National Association of Residential Property Managers, Inc., an unincorporated association hereby verify that the incorporation of Alameda - Contra Costa Counties National Association of Residential Property Managers, Inc., by means of the Articles attached hereto have been approved by the association in accordance with its rules and procedures.

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed at Concord, California on October 22, 1998.



Louann Ginn, Director

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed at Concord, California on October 22, 1998.



Roger M. Staggs, Director



STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 1286
RANCHO CORDOVA CA 95741-1286

In reply refer to
755:G :JCA

December 8, 1998

ALAMEDA-CONTRA COSTA COUNTIES NATIONAL ASSOCIATION OF RESIDENTIAL
PROPERTY MANAGERS INC
3526 CLAYTON RD
CONCORD CA 94520

Purpose : PROFESSIONAL ASSOCIATION
Code Section : 23701e
Form of Organization : Corporation
Accounting Period Ending: December 31

You are exempt from state franchise or income tax under the section of the Revenue and Taxation Code indicated above.

This decision is based on information you submitted and assumes that your present operations continue unchanged or conform to those proposed in your application. Any change in operation, character, or purpose of the organization must be reported immediately to this office so that we may determine the effect on your exempt status. Any change of name or address also must be reported.

In the event of a change in relevant statutory, administrative, judicial case law, a change in federal interpretation of federal law in cases where our opinion is based upon such an interpretation, or a change in the material facts or circumstances relating to your application upon which this opinion is based, this opinion may no longer be applicable. It is your responsibility to be aware of these changes should they occur. This paragraph constitutes written advice, other than a chief counsel ruling, within the meaning of Revenue and Taxation Code Section 21012 (a)(2).

You may be required to file Form 199 (Exempt Organization Annual Information Return) on or before the 15th day of the 5th month (4 1/2 months) after the close of your accounting period. See annual instructions with forms for requirements.

You are not required to file state franchise or income tax returns unless you have income subject to the unrelated business income tax under Section 23731 of the Code. In this event, you are required to file Form 109 (Exempt Organization Business Income Tax Return) by the

December 8, 1998

ALAMEDA-CONTRA COSTA COUNTIES NATIONAL ASSOCIATION OF RESIDENTIAL

Page 2

15th day of the 5th month (4 1/2 months) after the close of your annual accounting period.

If the organization is incorporating, this approval will expire unless incorporation is completed with the Secretary of State within 60 days.

Exemption from federal income or other taxes and other state taxes requires separate applications.

A copy of this letter has been sent to the Office of the Secretary of State.

J AMAYA
EXEMPT ORGANIZATION SECTION
PROCESSING SERVICES BUREAU
Telephone (916) 845-6644

EO :
CC :BRIAN D SEIBEL

COPY

2127404

ENDORSED - FILED
IN THE OFFICE OF THE
SECRETARY OF STATE
OF THE STATE OF CALIFORNIA

DEC -8 1998

HILL JONES, SECRETARY OF STATE

ARTICLES OF INCORPORATION

OF

*ALAMEDA - CONTRA COSTA COUNTIES NATIONAL ASSOCIATION
OF RESIDENTIAL PROPERTY MANAGERS, INC.*

I.

The name of the corporation is Alameda - Contra Costa Counties National Association of Residential Property Managers, Inc.

II.

This corporation is a nonprofit mutual benefit corporation organized under the Nonprofit Mutual Benefit Corporation Law. The purpose of this corporation is to engage in any lawful act or activity for which a corporation may be organized under such law.

III.

Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

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The name and address in the State of California of the Corporations's initial agent for service of process is Brian D. Seibel, Attorney at Law, 1850 Mt. Diablo Blvd., Suite 650, Walnut Creek, California.

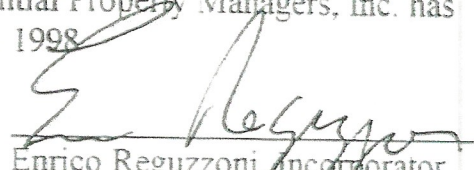
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VI.

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IN WITNESS WHEREOF, the undersigned, being the Incorporator of Alameda - Contra Costa Counties National Association of Residential Property Managers, Inc. has executed these Articles of Incorporation on August 20, 1998.


Enrico Reguzzoni, Incorporator

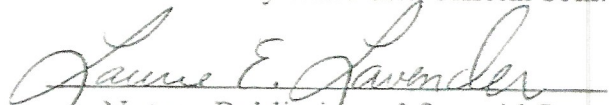
ACKNOWLEDGMENT

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

On this 20th day of August in the year of 1998, before me, the undersigned, a Notary Public in and for said State, personally appeared ENRICO REGUZZONI, personally known to me (or proved on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



WITNESS my hand and official seal.


Notary Public in and for said State

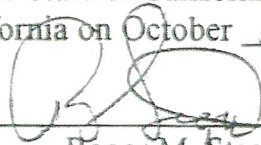
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I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed at Concord, California on October 22, 1998.

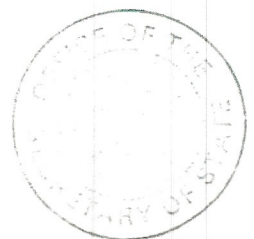


Louann Ginn, Director

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed at Concord, California on October 22, 1998.



Roger M. Staggs, Director



the board shall promptly cause the most recent annual report to be sent to the requesting member. The annual report shall be prepared not later than one hundred and twenty (120) days after the close of the Corporation's fiscal year. The annual report shall contain in appropriate detail the following: (1) a balance sheet as of the end of such fiscal year and an income statement and statement of changes in financial position for such fiscal year; (2) a statement of the place where the names and addresses of the current members are located; and (3) any information concerning certain transactions and indemnification required by Corporations Code Section 8322. The annual report shall be accompanied by any report thereon of independent accountants or, if there is not such a report, the certificate of any authorized officer of the Corporation that such statements were prepared without audit from the books and records of the Corporation.

Annual Statement of Certain Transactions and Indemnifications

Section 6.03. The corporation shall furnish annually to its members a statement of any transaction or indemnification described in Corporations Code Section 8322(d) and (e), if such transaction or indemnification took place. Such annual statement shall be affixed to and sent with the annual report described in Section 6.02 of these Bylaws.

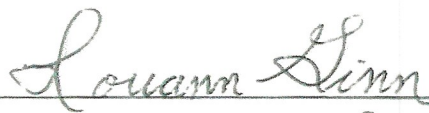
Corporate Seal

Section 6.04. The Board of Directors shall adopt a corporate seal which shall be in the following form and design: [describe]. The Secretary [or specify other officer] of the Corporation shall have the custody of the seal and affix it in all appropriate cases to all corporate documents. Failure to affix the seal shall not, however, affect the validity of any instrument.

CERTIFICATE OF SECRETARY
OF
ALAMEDA - CONTRA COSTA COUNTIES NATIONAL ASSOCIATION
OF RESIDENTIAL PROPERTY MANAGERS, INC.
a California Nonprofit Corporation

I hereby certify that I am the duly elected and acting Secretary of said Corporation and that the foregoing Bylaws, comprising 17 [number] pages, constitute the Bylaws of said Corporation as duly adopted at a meeting of the Board of Directors thereof held on 10/15, 1998.

Dated: 10/15, 1998



Secretary

CERTIFICATE OF AMENDMENT OF
ARTICLES OF INCORPORATION

The undersigned certify that:

1. They are the President and Secretary, respectively of **Alameda-Contra Costa Counties National Association of Residential Property Managers, Inc.** a California mutual benefit corporation.
2. Article III of the Articles of Incorporation of this corporation filed December 8, 1998 are hereby deleted in their entirety.
3. The forgoing amendment of the Articles of Incorporation have been duly approved by the Board of Directors.
4. The forgoing amendment of the Articles of Incorporation has been duly approved by the required vote of its members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of own knowledge.

Date: 1/22/2025

DocuSigned by:
By: Dustin Ventura
84BFDA87127F46A...
Dustin Ventura, President

Date: 1/22/2025

Signed by:
By: Kate Halfon
2FA8457E8384498...
Kate Halfon, Secretary



BA20241890305



STATE OF CALIFORNIA
Office of the Secretary of State
STATEMENT OF INFORMATION
CA NONPROFIT CORPORATION

California Secretary of State
1500 11th Street
Sacramento, California 95814
(916) 657-5448

For Office Use Only

-FILED-

File No.: BA20241890305

Date Filed: 10/24/2024

Entity Details			
Corporation Name	ALAMEDA - CONTRA COSTA COUNTIES NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS, INC.		
Entity No.	2127404		
Formed In	CALIFORNIA		
Street Address of California Principal Office of Corporation			
Street Address of California Office	None		
Mailing Address of Corporation			
Mailing Address	2300 CONTRA COSTA BLVD, SUITE 110 PLEASANT HILL, CA 94523		
Attention	sheila stokley		
Officers			
Officer Name	Officer Address	Position(s)	
Hosein Pedramfard	39 QUAIL CT. SUITE 102 WALNUT CREEK, CA 94596	Chief Executive Officer	
Rebecca Sa	2300 Contra Costa Blvd. Suite 110 Pleasant Hill, CA 94523	Secretary	
Sheila Stokley	2300 Contra Costa Blvd. Suite 110 Pleasant Hill, CA 94523	Chief Financial Officer	
Additional Officers			
Officer Name	Officer Address	Position	Stated Position
None Entered			
Agent for Service of Process			
Agent Name	SHEILA STOKLEY		
Agent Address	2300 CONTRA COSTA BLVD, SUITE 110 PLEASANT HILL, CA 94523		
Email Notifications			
Opt-in Email Notifications	Yes, I opt-in to receive entity notifications via email.		
Electronic Signature			
☒ By signing, I affirm that the information herein is true and correct and that I am authorized by California law to sign.			
Deborah Bailey		10/24/2024	
Signature		Date	

B3144-1419 10/24/2024 1:45 PM Received by California Secretary of State

Form **990-N**

**Electronic Notice (e-Postcard) for
Tax-Exempt Organization Not Required to File
Form 990 or 990-EZ**

2023

**For Electronic Filing Only
DO NOT MAIL -- e-POSTCARD WILL BE SENT FOR YOU**

Small tax-exempt organization with gross receipts of \$50,000
or less is required to use this form per enactment of the
Pension Protection Act of 2006 (PPA)

For calendar year 2023, or tax year
beginning , 2023, ending ,

Part I – Identifying Information

Name of Organization ALAMEDA-CONTRA COSTA COUNTIES NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
Address 2300 CONTRA COSTA COUNTY BLVD
Room/Suite 110
City PLEASANT HILL
State CA
ZIP Code 94523

Employer Identification Number . . 68-0426344

Part II – Required Information

A ☒ Check this box to verify that organization's annual receipts are normally \$50,000 or less
Note: Not eligible to file Form 990-N if gross receipts are more than \$50,000

B Other Names Organization is Doing Business As

C Website: . . . _____

D Principal Officer of the Organization SHEILA STOKLEY

Person ☒ Business ☐

Address 2300 CONTRA COSTA BLVD #110

City PLEASANT HILL State . CA ZIP Code . 94523

Foreign Country _____

E ☐ Check this box if organization is going out of business

Form 990-N, also known as the e-Postcard, must be filed
electronically with the Internal Revenue Service. There will be no
paper form accepted by the Internal Revenue Service.

Do Not mail this form to the Internal Revenue Service.

NARPM Alameda-Contra Costa Chapter

Profit and Loss

January 2019 - December 2024

	JAN - DEC 2019	JAN - DEC 2020	JAN - DEC 2021	JAN - DEC 2022	JAN - DEC 2023	JAN - DEC 2024	TOTAL
Income							
Luncheon - Guest	5,700.00	735.00		3,698.00	4,606.52	2,433.75	\$17,173.27
Luncheon Sponsorship - Monthly	250.00				635.00	375.00	\$1,260.00
Member Dues Income - Affiliate	4,488.82	6,000.00		4,702.71	9,736.56	14,375.00	\$39,303.09
Member Dues Income - Prof Prop Mgr	5,166.00	6,528.50	300.00	6,354.00	5,711.24	13,908.75	\$37,968.49
NARPM National	480.00	884.37	520.00			572.49	\$2,456.86
Services		70.00		-1,320.00	1,740.00	-2,089.56	\$ -1,599.56
Total Income	\$16,084.82	\$14,217.87	\$820.00	\$13,434.71	\$22,429.32	\$29,575.43	\$96,562.15
GROSS PROFIT	\$16,084.82	\$14,217.87	\$820.00	\$13,434.71	\$22,429.32	\$29,575.43	\$96,562.15
Expenses							
Advertising & Marketing		1,284.00		1,637.95	1,476.20	688.84	\$5,086.99
Bank Charges & Fees	10.00					-29.13	\$ -19.13
Charitable Contributions					1,100.00		\$1,100.00
Legal & Professional Services	2,530.00	1,033.75	990.00			425.00	\$4,978.75
Luncheon - Speaker	250.00	3,424.83	3,280.00		1,575.02		\$8,529.85
Meals & Entertainment	17,053.78	1,680.00	1,007.92	11,736.68	17,259.67	14,556.89	\$63,294.94
Office Supplies & Software		215.00	30.75				\$245.75
Other Business Expenses	0.00				226.96	240.50	\$467.46
QuickBooks Payments Fees					11.73	147.29	\$159.02
Reimbursable Expenses				364.84			\$364.84
Taxes & Licenses			75.00	825.00	425.00		\$1,325.00
Uncategorized Expense				3,075.00			\$3,075.00
Total Expenses	\$19,843.78	\$7,637.58	\$5,383.67	\$17,639.47	\$22,074.58	\$16,029.39	\$88,608.47
NET OPERATING INCOME	\$ -3,758.96	\$6,580.29	\$ -4,563.67	\$ -4,204.76	\$354.74	\$13,546.04	\$7,953.68
Other Income							
Charity Donations Collected	25.00		663.82				\$688.82
Luncheon Sponsorship - Annual	500.00				480.00		\$980.00
Total Other Income	\$525.00	\$0.00	\$663.82	\$0.00	\$480.00	\$0.00	\$1,668.82
NET OTHER INCOME	\$525.00	\$0.00	\$663.82	\$0.00	\$480.00	\$0.00	\$1,668.82
NET INCOME	\$ -3,233.96	\$6,580.29	\$ -3,899.85	\$ -4,204.76	\$834.74	\$13,546.04	\$9,622.50

**Alameda Contra Costa Counties
Chapter of NARPM**

2025 Chapter Budget

Income:

Membership Dues	25,000.00
Lunch Meeting/non members	4,000.00

Total Income:	29,000.00
----------------------	------------------

Expenses:

Contributions	1,000.00
Meeting Expense	19,000.00
Advertising and Marketing	1,500.00
Legal and Professional	1,000.00
Supplies	-
Bank/QB Fees	1,500.00
Taxes	500.00

Total Expenses:	24,500.00
------------------------	------------------

Net Income/Loss:	\$ 4,500.00
-------------------------	--------------------



National Association of Residential Property Managers
ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

JANUARY 2024 MEETING

**New Real Estate
Laws for 2024**



Nicholas Roscha, Esq.

ROSCHA LAW, INC

**January 18th,
11:30 am-1pm**

NARPM Members- Free
Non- Members- \$55
(Cash and checks Only)



Zio Fraedo's
611 Gregory Ln,
Pleasant Hill, CA 94523



National Association of Residential Property Managers

ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

MARCH 2024 MEETING

**Beyond the Numbers:
Trust Accounting
Strategies to Empower
PMs in Today's Landscape**



Mohamed Hussein

**CEO of Balanced Asset
Solutions**

**March 21st,
11:30 am-1pm**

**NARPM Members- Free
Non- Members- \$55**

(Cash and checks Only)



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National Association of Residential Property Managers
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APRIL 2024 MEETING

Federal and State Fair Housing Laws



Angie Watson-Hajjem

Fair Housing Coordinator at
ECHO Housing

**April 18th,
11:30 am-1pm**

NARPM Members- Free
Non- Members- \$55
(Cash and checks Only)



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MAY 2024 MEETING

**How to avoid policies
that could lead to
discrimination
complaints and lawsuits**



Tracey Merrell

Managing Partner of Education

**May 16th,
11:30 am-1pm**

NARPM Members- Free
Non- Members- \$55
(Cash and checks Only)



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National Association of Residential Property Managers
ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

JUNE 11TH, 2024

5:30PM PST

HAPPY HOUR

LOCATION

"Pleasanton sunshine saloon"
1807 Santa Rita Rd, Pleasanton, CA 94566

THANK YOU TO OUR SPONSORS



Balanced Asset Solutions

SKYLAR VINCENT



NAJIB RAHMATTI



GINA M. FAZIL



National Association of Residential Property Managers
ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

2024 VENDOR APPRECIATION

JUNE 20TH, 2024



June 20th, 2024



11:30 am-1:00 pm



Zio Fraedo's
611 Gregory Ln,
Pleasant Hill, CA 94523

Registration is required

\$55- Non-Members

Free- NarpM Members

(Cash and checks only at the door)



National Association of Residential Property Managers
ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

JULY 2024 MEETING

**Tips of the Month to Avoid
Legal Headaches in
Property Management**



Robert Wells

Real Estate Attorney

**July 18th
11:30 am-1pm**

**NARPM Members- Free
Non- Members- \$55
(Cash and checks Only)**



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Thank you to our meeting's
sponsor





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AUGUST 2024 MEETING

**Tax credits and Rebates
for Energy Efficient HVAC**



Najib Rahmatti

Owner of AireServ Heating & Air
Conditioning company

**August 15th
11:30 am-1pm**

**NARPM Members- Free
Non- Members- \$65
(Cash and checks Only)**



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sponsor

AIRESERV
HEATING & AIR CONDITIONING
a neighborly company



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ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

SEPTEMBER 2024 MEETING

How to navigate the
complexities of tenant
screening



Jennifer Howell

September 19th
11:30 am-1pm

Marketing and Sales Manager at
Insight Screening Solutions

NARPM Members- Free
Non- Members- \$65

(Cash and checks Only)

Thank you to our meeting's sponsor

Jack with

second nature



Zio Fraedo's

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National Association of Residential Property Managers
ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

Roundtable Meeting

October 17th, 2024 11:30 am-1pm



Come to share your ideas, knowledge, or issues you might have as a property manager with the group.

NARPM Members- Free
Non- Members- \$65
(Cash and checks Only)



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Pleasant Hill, CA 94523



National Association of Residential Property Managers

ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

NOVEMBER 2024 MEETING

**Common allegations in
accusations filed by the
Department of Real Estate,
against property managers**



Joshua A. Rosenthal

**November 21st
11:30 am-1pm**

Litigation Partner at Hargrave
Rosenthal, A Professional Corporation

**NARPM Members- Free
Non- Members- \$65**

(Cash and checks Only)



**Zio Fraedo's
611 Gregory Ln,
Pleasant Hill, CA 94523**



BOARD OF DIRECTORS MEETING

Meeting Date – Tuesday, January 9th, 2024

Meeting Time – 10:00 am PST

Location- 2300 Contra Costa Blvd #110 Pleasant Hill, CA 94523

Attendees –

- Tim Shaw- 2024 President
- Dustin Ventura- 2024 President Elect
- Mary Chiang- 2024 Secretary
- Deborah Bailey- 2024 Treasurer
- Skylar Vincent-Social Chair
- Curt Bulloch – Affiliate Chair
- Maria James- Hospitality Chair
- Andy Coronel-RP from NARPM
- Hosein Pedramfard – Past President
- Sheila Stokley- Past Treasurer
- Rebecca Sa- Past Secretary

Quorum was reached and called to order at 10:00 am PST

The 2024 board members and RP Andy were introduced.

Sheila started the meeting by explaining her responsibilities as past treasurer and how she used QuickBooks. She brought to the table the following topics regarding finances.

- The new 2024 board has to go to the bank to get new signature cards. (Bring the minutes where they were elected)
- Sheila will ask the bank about setting up Zelle so people can pay at the door during the Chapter meetings.

StarChapter updates

- Make the 2024 board admins in StarChapter and remove the old board members
(Andy will take care of that)
- Ask for the 2024 board headshots and contact information to update the website.

Membership

There was a discussion about looking for better options for new prospects to join the Chapter.

- Create a Q&A document or email template with all the instructions on how to join the Chapter.

New Business

- Andy will share the 2024 speakers' spreadsheet with the new board.
- Create general email addresses so they can transfer them to the new boards.
- Create BOD Meeting agendas before each meeting.
- Get more exposure in social media.
- Follow up with NARPM about giving access to the new board to the NARPM resources.

Meeting adjourned at 11:20 am PST



BOARD OF DIRECTORS MEETING

Meeting Date – Tuesday, February 15th, 2024

Meeting Time – 10:30 am PST

Location- 2300 Contra Costa Blvd #110 Pleasant Hill, CA 94523

Attendees –

- Tim Shaw- 2024 President
- Dustin Ventura- 2024 President Elect
- Mary Chieng- 2024 Secretary
- Deborah Bailey- 2024 Treasurer
- Skylar Vincent- Affiliate Chair
- Curt Bulloch – Affiliate Chair
- Hosein Pedramfard- Past President
- Sheila Stokley- Past Treasurer
- Andy Coronel-RP from NARPM

Quorum was reached and called to order at 10:30 am PST

Adoption of minutes from previous meeting. (They were approved)

Treasurer's Report/Financial Health

- Bank card signature for new BODs
- Square payment system (Tabled)

There was a discussion about to look for more online payments options like Venmo or Zelle to charge attendees for the meetings. Mary will look if Venmo or Zelle charge fees.

President's Report (No reports)

Membership/Meetings

- Negotiate Zio lunch price (increased from \$35 to \$43)
- New location for meeting (There was a discussion to use different locations for the Chapter meetings)

Upcoming speakers

- March 21st- Balanced Assets
- April 18th- Jennifer Howell (Insight) / Hosein will look for a speaker
- May 16th- Angie Watson / Fair Housing
- Hosein suggested also to look for NARPM speakers, increase the members dues to \$50 to cover speakers' charges.
- Ideas: Vendors Fair

Next Happy Hour / Mixer

Skylar provided the following updates.

- Tentative date-Tuesday, April 23rd
- Gina from Dryer Vent Wizard is interested to be the sponsor.
- 10-15 appetizers, 1 drink.

Unfinished Business

- BOD meeting dates (The BOD agreed to meet monthly)
- Create a Q&A document or email template with all the instructions on how to join the Chapter (Andy and Mary will set up a meeting to discuss that)
- Get more exposure in social media (Hosein will give access to the Facebook page to Andy)
- Follow up with NARPM about giving access to the new board to the NARPM resources (Done)

New Business

- Set up a meeting with the new BOD or send a recording on how to use StartChapter

Meeting adjourned at 11:20 am PST Next Meeting: March 21st, 2024.



BOARD OF DIRECTORS MEETING

Meeting Date – Tuesday, April 18th, 2024

Meeting Time – 10:30 am PST

Location- Zio Fraedo's Restaurant. 611 Gregory Ln, Pleasant Hill, CA 94523

Attendees –

- Tim Shaw- 2024 President
- Dustin Ventura- 2024 President Elect
- Mary Chieng- 2024 Secretary
- Deborah Bailey- 2024 Treasurer
- Hosein Pedramfard- Past President
- Andy Coronel-RP from NARPM

Quorum was reached and called to order at 10:30 am PST

Treasurer's Report

The following topics were discussed.

- Bank card signature (Mary will take care of it)
- There was a discussion about increasing the Chapter membership dues.
- The Chapter account balance was \$7,000 at the end of March. The Chapter will get a charge of \$400 from Quickbooks.
- Mary mentioned that Venmo charges some fees while Zelle is free. (Tabled)

Membership/Meetings

There was a discussion regarding changing the location of the Chapter meetings. Dustin gave an update about some new location options.

The board agreed to ask their members to vote between

- Decreasing the membership Chapter dues but the attendees must pay for their lunches.
- Change the location of the Chapter meetings.
- Increasing the membership dues to cover lunches and location.

Unfinished Business

- April Happy Hour (Tabled)
- Create a Q&A document or email template with all the instructions on how to join the Chapter (Mary will work on that)
- Get more exposure in social media (Hosein will give Andy access to the Facebook page)

New Business

- Mary will create a Chapter Gmail account, give access to all the board, and upload all the agendas and documents.
- StarChapter Training Session- Andy will set up a meeting for Friday, April 26th at 10:30 AM PST (Calendar Invite)

Meeting adjourned at 11:20 am PST Next Meeting: May 16th, 2024.



BOARD OF DIRECTORS MEETING

Meeting Date – Tuesday, May 16th, 2024

Meeting Time – 10:35 am PST

Location- Zio Fraedo's Restaurant. 611 Gregory Ln, Pleasant Hill, CA 94523

Attendees –

- Tim Shaw- 2024 President
- Dustin Ventura- 2024 President Elect
- Mary Chieng- 2024 Secretary
- Deborah Bailey- 2024 Treasurer
- Skylar Vincent- Social Chair
- Hosein Pedramfard- Past President
- Andy Coronel-RP from NARPM

Quorum was reached and called to order at 10:35 am PST

Treasurer Report

- \$5,500 in their bank account
- A new affiliate wants to join, Deborah will take care directly of the proration of the rest of the months for the membership dues.

Unfinished Business

- Chapter Gmail account and Zelle payment option. (Mary created the Gmail account and gave access to all the board members. She also mentioned that the Chapter's bank doesn't have the option to use Zelle).
- FAQ page for new members. Tabled (Mary still working on it).
- StarChapter charges update (Andy still waiting for an answer from the support team)

New Business

- Excellence Award application update (Andy will email the list of requirements and total of points to the board)
- Set up Starchapter so the website fees are charge to the people instead of the Chapter.
(Andy will work on it with StarChapter)
- Next Happy Hour: June 11th Skyler

Meeting adjourned at 11:20 am PST



BOARD OF DIRECTORS MEETING AGENDA

July 18th, 2024- 10:15 AM PST

Zio Fraedo's Restaurant

Call meeting to order and determine quorum: Secretary will present prior meeting minutes for consent.

1. Treasurer Report. Membership dues increase, results or feedback from increase.
2. Equipment for presentations.
3. Venue for December meeting
4. Education Committee - Robert Wells is interested in chairing this committee.
5. 2025 Nominations



BOARD OF DIRECTORS MEETING

Meeting Date – Thursday, July 18th, 2024

Meeting Time – 10:35 am PST

Location- Zio Fraedo's Restaurant. 611 Gregory Ln, Pleasant Hill, CA 94523

Attendees –

- Tim Shaw- 2024 President
- Mary Chieng- 2024 Secretary
- Deborah Bailey- 2024 Treasurer
- Skylar Vincent- Social Chair
- Robert Wells- Education Chair
- Hosein Pedramfard- Past President
- Andy Coronel-RP from NARPM

Quorum was reached and called to order at 10:35 am PST

President's report

- Tim started the meeting mentioning that NARPM sent money to the Chapter related to the retention of members.
- Robert Wells is interested in chairing this committee. Tim made a motion to add him as part of the board. The motion was seconded and carried.
- Membership dues increase

Meetings

- Sponsorship-Andy needs to confirm with the board first about the meetings sponsors and if they have paid.
- The board discussed to give 5 min to Gina from Dryvent to talk today.

Affiliates-speakers

- Vendors appreciation event. Received a good acceptance. People enjoyed the opportunity to speak in front of the members.
- Hossein suggested to have roundtables with the vendors and have all of them to sponsor that event.
- \$150 charge vendors to sponsor
- Andy- create a flyer for the vendors 3-5min to speak in front of the members, etc. (send it to the board for approval)

New Business

- **Election-** The board will look for candidates for their positions. Andy will create the CALL FOR CANDIDATES campaign. (All the board/committees' positions are open)
- **Travel grant-** Andy will apply for a \$250 grant. A motion was made to give money to the President-Elect to attend the NARPM Convention.
- **December Meeting-** They discussed about booking a location and different options for this year's charity event.

Meeting adjourned at 11:30 am PST



BOARD OF DIRECTORS MEETING AGENDA

August 15th, 2024- 10:15 AM PST

Zio Fraedo's Restaurant

Call meeting to order and determine quorum: Secretary will present prior meeting minutes for consent.

1. Treasurer Report.
2. NARPM Convention. (The Chapter will cover the convention registration cost only)
3. Affiliates sponsorship
 - Sponsor a meeting \$125.00 (doesn't include the \$65 lunch fee) (max of 5 minutes to share) (This should be arranged with Tim and scheduled to avoid any scheduling problems and receipt of payment should be confirmed by Deborah)
 - Sponsor an after hour event \$250.00 (they must be members)



BOARD OF DIRECTORS MEETING MINUTES

Meeting Date – Thursday, August 15th, 2024

Meeting Time – 10:30 am PST

Location- Zio Fraedo's Restaurant. 611 Gregory Ln, Pleasant Hill, CA 94523

Attendees –

- Dustin Ventura- 2024 President Elect
- Mary Chieng- 2024 Secretary
- Deborah Bailey- 2024 Treasurer
- Skylar Vincent- Social Chair
- Hosein Pedramfard – Past President
- Curt Bulloch – Affiliate Chair
- Andy Coronel-RP from NARPM

Quorum was reached and called to order at 10:35 am PST

Treasurer's report

The Chapter pays for the attendance to NARPM Convention.

Sponsorship cost

- \$250 Non NARPM Affiliates Members (5 min) / Include lunch
- \$150 NARPM Affiliates Members (5min)
- \$65 for lunch
- \$250 Affiliates Members and Non-Members to sponsor Happy Hours.

Meeting adjourned at 11:30 am PST



BOARD OF DIRECTORS MEETING MINUTES

Meeting Date – Thursday, September 12th, 2024

Meeting Time – 1:30 pm PST

Location- Via Zoom

Attendees –

- Tim Shaw- President
- Dustin Ventura- President Elect
- Deborah Bailey- Treasurer
- Mary Chieng- Secretary
- Curt Bulloch- Affiliate Chair
- Robert Wells- Education Chair
- Skylar Vincent- Social Chair
- Hosein Pedramfard-Past President
- Andy Coronel-RP from NARPM

Quorum was reached and called to order at 1:30pm

Treasurer's Report

Budget. Deborah Bailey stated we are on budget for the year. The increase adjustment that was made in June 2024 shows we were on track for the year. Deborah also confirmed sponsors for meetings the fees will be \$150 for members and \$250 for non-members.

Membership/Meetings

Holiday Party. We will see about Wisegirl Restaurant for our holiday meeting/party with the date of December 12, 2024. Tim Shaw will contact the restaurant to confirm date and pricing.

Unfinished Business

Secretary position. No nominations at this time. Possibly speak with Deverick with Krystal Properties to see if there is interest with one of their property managers. (Mary will ask some people too) Kate Halfon from Welcome Home Management Inc. will be interested in the Secretary position for next year. kate@welcomehmi.com

New Business

Articles of Incorporation and new Bylaws. The Chapter needs to update them. They will attend the NARPM Q&A online session.

Meeting adjourned at 2:30pm PST

Next Meeting: October 17th, 2024.



BOARD OF DIRECTORS MEETING MINUTES

Meeting Date – Thursday, October 17th, 2024

Meeting Time – 10:30 am PST

Location- Zio Fraedo's restaurant

Attendees –

- Tim Shaw- President
- Dustin Ventura- President Elect
- Mary Chieng- Secretary
- Curt Bulloch- Affiliate Chair
- Robert Wells- Education Chair
- Skylar Vincent- Social Chair
- Andy Coronel-RP from NARPM

Quorum was reached and called to order at 10:35 am

2025 Board of Directors

Dustin will be the 2025 President, Deborah will continue as treasurer, and Kate will be the secretary. The chairs members will continue the same (Curt, Robert, and Skylar)

Unfinished Business

- Robert gave an update on bylaws.
- Tim gave an update about the Holiday party Dec 12th, 11:30am-2pm at Wise Girl
- Mary finished the FAQ's and Andy uploaded it to the website.

New Business

- Dustin suggested to have a member and an affiliate to help with contacting the new members.
- Curt met new people at the Sacramento Chapter and forwarded their contact info to Tim as future speakers or sponsors.

- Andy will work on the Nov campaign

Meeting adjourned at 11:00 am PST

Next Meeting: November 21st, 2024.



BOARD OF DIRECTORS MEETING MINUTES

Meeting Date – Thursday, November 21st, 2024

Meeting Time – 10:30 am PST

Location- Zio Fraedo's restaurant

Attendees –

- Tim Shaw- President
- Dustin Ventura- President Elect
- Kate Halfon- Secretary
- Deborah Bailey- Treasurer
- Robert Wells- Education Chair
- Skylar Vincent- Social Chair
- Curt Bulloch- Affiliates Chair
- RP Andy Coronel

Quorum was reached and called to order at 10:39 am

Unfinished Business

- Robert started the meeting with an update about the articles of incorporation. (He still working on it)
- Deborah completed the new bylaws. (She will send them to Andy)

New Business

- 2024 Compliance (The board will send the tax return form, 2025 budget, and P&L to Andy)
- StarChapter: Annual fee, monthly fee, transaction fee. The board discussed about keeping it or not
- Holiday party: Dec 19th 11:30am-1pm. Tim talked with the restaurant about the menu options. Will depend on their budget \$72 per person (dinner or buffet) Cash bar, raffle center pieces

Meeting adjourned at 11:30 am



2025 Board of Directors

President- Dustin Ventura

President Elect- Open Position

Secretary- Kate Halfon

Treasurer- Deborah Bailey

Past President- Tim Shaw

New Member Mentor- Kate Halfon

Social Chair- Skylar Vincent

Affiliate Chair- Curt Bulloch

Education Chair- Robert Wells



The District of Columbia Chapter held an uncontested election in accordance with their Chapter Bylaws.

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.

The following leaders were elected for 2025:

- President- Dustin Ventura
- President Elect- Open Position
- Secretary- Kathleen Halfon
- Treasurer- Deborah Bailey
- Affiliate Chair- Curt Bulloch
- Social Chair- Skylar Vincent
- Legislative Chair- Robert Wells



National Association of Residential Property Managers
ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

WE ARE LOOKING FOR YOU

- PRESIDENT-ELECT
- SECRETARY
- TREASURER

If you are interested in any of these positions.
Please contact our President Tim Shaw

tim@pminorthbay.com

