



## **CHAPTER COMPLIANCE 2023 DUE DECEMBER 1, 2023**

### **C017 ALAMEDA CONTRA COSTA COUNTIES CHAPTER**

Congratulations! Your NARPM 2023 Chapter Compliance Application form has been approved!

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

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#### **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 2023 due December 1, 2023  
ATTENDANCE REQUIREMENTS MET in 2023**

**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.

February 7, 2023, Attendee(s): Hosein Pedramfard

April 4, 2023, Attendee(s): Hosein Pedramfard

August 1, 2023, Attendee(s): Hosein Pedramfard

October 3, 2023, Attendee(s): did not attend

Chapter Bylaws Requirements for President and/or President-Elect to attend Chapter Leadership Training at Annual Convention on October 19, 2023, AND/OR Nuts and Bolts Virtual Session on November 16, 2023.

October 19, 2023, Attendee(s): did not attend

November 16, 2023, Attendee(s): did not attend

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### 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 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?

NO

### File Upload - If yes, please upload bylaws here.



Bylaws of the Alameda-Contr... .pdf

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

3

3. File Upload - Chapter Tax Return



ALAMEDA-CONTRA COST C... .pdf



ALAMEDA-CONTRA COST C... .pdf

4. File Upload - Chapter's Profit & Loss Statement



ProfitandLossbyMonth-4.pdf

5. File Upload - Chapter Budget



NARPM ACC 2024 Chapter B... .pdf

6. File Upload - Membership Meetings





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

## NOVEMBER 2023 MEETING

From SERPs to Chats:  
What's New in SEO and  
How to Stay Ahead of the Pack



Marie Llamzon Tepman

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

Director of Marketing from  
Fourandhalf

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



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

**OCTOBER 11TH, 2023**  
**5:30PM PST**

# HAPPY HOUR

LOCATION

"DANVILLE BREWING COMPANY" ON THE 680 CORRIDOR  
200 RAILROAD AVE. DANVILLE, CA 94526

THANK YOU TO OUR SPONSORS



SKYLAR VINCENT



GLENNA NICKERSON



GINA M. FAZIL

## APRIL 2023 MEETING

### Federal and State Fair Housing Laws



**Angie Watson-Hajjem**

**April 20th,  
11:30 am-1pm**

Fair Housing Coordinator at  
ECHO Housing

**NARPM Members- Free**  
**Non- Members- \$45**  
 (Cash and checks Only)



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

**JOIN US**

# HAPPY HOUR

## APRIL 6

**4:30PM-PST**

**INCLUDES:**

OUTSIDE DESSERT/CORKAGE  
 FEES MAY APPLY  
 15-20 APPETIZERS  
 1 COMPED DRINK PER PERSON



**LOCATION**

**"JACK'S IN PLEASANT HILL"**  
 60 CRESCENT DR SUITE A, PLEASANT HILL, CA 94523 (MAIN PATIO)

**THANK YOU TO OUR SPONSORS**



**SKYLAR VINCENT  
& MO HUSSEIN**



**ANDREW WAITE, ROBERT THOMPSON,  
& HECTOR DE LA CRUZ**



**MARIA JAMES**

## AUGUST 2023 MEETING

Update: Landlord/Tenant  
Issues: Post-Covid Moratorium  
What Property Managers Need  
to Know



**Daniel Bornstein**

**August 17th,  
11:30 am-1pm**

Attorney with Bornstein Law

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



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## FEBRUARY 2023 MEETING

Future Proof Your  
Organization



**Dr. Vic Baker**

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

Founder, President, and CPO  
of Equitify, LLC.

NARPM Members- Free  
Non- Members- \$45  
(Cash and checks Only)



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Pleasant Hill, CA 94523

## JANUARY 2023 MEETING

The status of the court re:  
landlord/tenant matters in  
Alameda/Contra Costa  
County



**Daniel Bornstein**

**January 19th,  
11:30 am-1pm**

Attorney with Bornstein Law

**NARPM Members- Free**  
**Non- Members- \$45**  
(Cash and checks Only)



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**Pleasant Hill, CA 94523**

## JULY 2023 MEETING

**Mid-Year Breakthrough:**  
**Inspect, Improve, and**  
**Ignite Progress to finish**  
**2023 strong!**



**Jerry Kidd**

**July 20th,  
11:30 am-1pm**

Business and Technology Coach

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



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**611 Gregory Ln,**  
**Pleasant Hill, CA 94523**

## Roundtable Meeting

June 15th, 2023 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- \$55**  
(Cash and checks Only)

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**Pleasant Hill, CA 94523**

## MARCH 2023 MEETING

Legislative & economic  
information on the California  
real estate rental market



**Rhovy Lyn Antonio**

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

Senior Vice President / Local Public Affairs  
for the Calif Apartment Association

If you are serious about learning the most up to date political and economic information regarding the California real estate rental market you must attend our next lunch meeting!

**NARPM Members- Free**  
**Non- Members- \$45**  
(Cash and checks Only)

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**Pleasant Hill, CA 94523**

**MAY 2023  
MEETING**

**How to Maximize  
Your Time**



**Christoph Nauer**

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

**CEO Balance6 Inc**  
Author, Mentor, Speaker, Consultant

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

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**Pleasant Hill, CA 94523**

**OCTOBER 2023  
MEETING**

**Insurance & Risk Management  
Panel Discussion**

**with Curt Bulloch, Valleri Howard,  
and Thomas Chapman**

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

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

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**Pleasant Hill, CA 94523**

**SEPTEMBER 2023  
MEETING**

**ChatGPT:**  
How to optimize AI in  
your PM business



**Kelli Segratto, CPM**  
Property Management  
Consultant

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

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

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**611 Gregory Ln,**  
**Pleasant Hill, CA 94523**

## 7. File Upload - Board of Directors Meeting Minutes



BOD Meeting Minutes 01-1... .docx



BOD Meeting Minutes 02-1... .docx



BOD Meeting Minutes 03-1... .docx



BOD Meeting Minutes 04-2... .docx



BOD Meeting Minutes 06-1... .docx



BOD Meeting Minutes 08-1... .docx



BOD Meeting Minutes 11-1... .docx

8. File Upload - Chapter Leadership Names

 2024 Board of Directors Ala... .docx

9. File Upload - Proof of Elections



 election results.docx

Bylaws of  
The Alameda/Contra Costa Counties Chapter of  
The National Association of Residential Property Managers  
**Updated January 2021**

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Alameda/Contra Costa Counties chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

Section B: Purpose

The purposes for which the organization is established are to:

1. Establish a permanent trade association in the residential property management industry in the Alameda/Contra Costa Counties.
2. To promote a standard of business ethics, professionalism and fair practices among its members.
3. To establish and promote education of its members.
4. To provide and promote an exchange of ideas regarding residential property management.
5. To educate and promote legislative initiative in the Alameda/Contra Costa Counties California

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 the national association.

Section D: This chapter's geographical definition shall be: [All cities/ towns located in Alameda and Contra Costa Counties California]

ARTICLE II: Membership

Professional, Associate, Support Staff, Affiliate Member, Honorary Members, and Company Membership

Section A: Professional Member

Professional Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory

licensing law regarding licensure in performing the duties of a property manager. This member has completed a course of instruction covering the NARPM® Code of Ethics.

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

Section B: Associate Member – grandfathered January 1, 2021

An Associate Member shall be an individual actively engaged in the management of residential properties as an agent for others. The individual must follow his/her specific state regulatory licensing law regarding licensure in performing the duties of a property manager. An Associate Member cannot hold the RMP® and/or MPM® designation, any certification, or hold elective office. This member has never completed a course of instruction covering the NARPM® Code of Ethics.

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

Section C: Support Staff

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

Section D: Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership, suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote; However, affiliate members 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 unless chapter affiliate dues are paid.

Section E: 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 F: 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 Professional 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 G: Application by Professional, Associate, or Support Staff Members:

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

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A: Suspension of Membership

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

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

Section B: Termination of Membership

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

1. Resignation:
  - a. Any member, other than Affiliate Member, may resign at any time by forwarding a letter stating such intent to the Alameda/Contra Costa Counties and the National Association, if applicable. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
  - b. Affiliate member may resign at any time by forwarding a letter stating such intent to the Chapter. The letter shall indicate the date on which the resignation is effective. No refund of chapter or national association dues shall be made for any reason.
2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual Chapter dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.

3. Delinquency in Payments: Any member failing to pay sums due to the National Association within 30 calendar days of an invoice due date, shall be considered delinquent. Delinquency status shall remain in effect for one year, or until payment of obligations is made in full, whichever occurs first.
4. Code of Ethics Violations: By notification from the National Association to the Chapter executive committee, of a violation(s) of the Code of Ethics and Standards of Professionalism or for non-payment of national annual dues.

Section C: Transferring in a Company membership:

The use of Company membership will enable the transfer of memberships to other people in their company. In order to transfer membership, proof of termination from the licensing division, showing evidence that the person has left the firm, is required. For Support Staff, or in 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 the national association.
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 the national association. Such management responsibilities shall include, but not be limited to:

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

Section B: The Executive Committee

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

1. President: The president shall:
  - a. Serve as the chief executive officer of the chapter.
  - b. Preside at all meetings of the chapter.
  - c. Act as an alternate signatory for funds withdrawn from the chapter account(s).
  - d. Sign all legal documents.
  - e. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - f. Shall ensure the completion of all documentation required by the National Association.
  - g. Serve a term of one year commencing with the beginning of the new calendar year.
  - h. Must be a Professional Member of the Chapter.
  - i. Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.
2. President-Elect: The president-elect shall:
  - a. Act as an alternate signatory for funds to be withdrawn from the chapter account(s).
  - b. Fulfill the responsibilities of the president during his/her absence.
  - c. Replace the president at the end of the fiscal year.
  - d. Automatically accede to the presidency during a calendar year when the presidency becomes vacant.
  - e. Undertake other activities as are deemed appropriate by the president.
  - f. Serve a term of one year commencing with the beginning of the calendar year.
  - g. Must be a Professional Member of the Chapter.
  - 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 be back up for be in attendance at 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 the national association's membership database.
  - b. Record, maintain and distribute minutes of all regular and special meetings of the committee as appropriate.
  - c. File all federal, state and local reports as needed.
  - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
  - e. Serve a term of one year commencing with the beginning of the calendar year.
  - f. Must be a Professional Member of the Chapter.
4. Treasurer: The treasurer shall:
  - a. Be a signatory for all funds withdrawn from chapter account(s).
  - b. Distribute annual renewal notices for chapter dues and special assessments.
  - c. Deposit all funds into a federally insured financial institution.
  - d. Prepare a financial report for the committee upon request.
  - e. Prepare an end-of-fiscal year report for the national association.
  - f. File tax and other financial reports with the appropriate government agencies.
  - g. Undertake responsibility for other such activities as deemed appropriate by the committee.

- h. Serve a term of one year commencing with the beginning of the calendar year.
  - i. Must be a Professional Member of the Chapter.
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.

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

### Section A: Eligibility

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

### Section B: Notification of Members

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from chapter members at least thirty (30) days prior to the end of the 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 professional chapter members.
- b. In Person: Any member who is present during the electoral process can be nominated.

### Section C: Elections

Elections shall be conducted 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. The Chapter shall allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be

added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of ten percent (10%) of the professional members in good standing recommending the candidates for a director or for an officer position.

Section D: Term of Office

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

ARTICLE VI: Meetings, Locations and Majority Rules

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

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

Section B: Location

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

Section C: Quorum

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

Section D: Simple Majority Vote

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

ARTICLE VII: Committees

Section A: Appointment

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

Section B: Responsibilities

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

Section C: Creation and Dissolution

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

ARTICLE VIII: Code of Ethics & Standards of Professionalism.

Acknowledgment and Enforcement

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

As a condition of membership all Professional Members of NARPM® must complete a NARPM® Code of Ethics training. Each Professional 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. Professional Members shall have successfully completed a course of instruction on the NARPM® Code of Ethics.

Section B. Enforcement: The Board of Directors shall be responsible for enforcement of the Code of Ethics and Standards of Professionalism. Should a complaint be filed with the Board, the Board is charged with being fair and equitable to both Complainant and Respondent. The complaint will be turned over to the Professional Standards Sub-Committee to investigate violations. The Committee shall report its findings to the Board; the Board will make a determination on the charges and take appropriate action.

#### Section C: 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 the national association, its officer(s), director(s), committee chairperson(s), committee member(s) or the chapter, its officer(s), sub-committee chairperson(s) or sub-committee member(s) for any prescribed action identified by these bylaws or the bylaws of the national association taken for the purpose of enforcing the applicable Code of Ethics and Standards of Professionalism.

#### Section B: Enforcement

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

#### ARTICLE IX: Financial Considerations

##### Section A: Calendar Year

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

##### Section B: Chapter Dues

- A. The Chapter may charge annual and pro-rated dues, subject to approval by the national association, as outlined below:
  1. Payable: Dues for local chapters are payable no later than January 1 of each year.
  2. Non-payment of Dues: Failure to pay the annual chapter dues within 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 at national's office.

*ARTICLE XI: Miscellaneous*

Section A: Invalidity

The invalidity of any provision of these bylaws shall not impair or affect in any manner the validity, enforceability or 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 the national association, its board of directors, officers, chairpersons and committee members who are acting within the scope of their responsibilities, duties or these bylaws.

Section D: State Laws

These bylaws may be amended to conform and comply with the laws, statutes, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction. Should amendments to these bylaws be required by California state law, Chapter shall notify the National Association 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.

Form **990-N****Electronic Notice (e-Postcard) for  
Tax-Exempt Organization Not Required to File  
Form 990 or 990-EZ****2022****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 2022, or tax year  
beginning , 2022, 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 . . . . . 94523Employer 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 STOCKLEY

Person . . . . . ☒ Business . . . . . ☐Address . . . . . 2300 CONTRA COSTA BLVD, #110City . . . . . PLEASANTON 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.

**2022****California Exempt Organization  
Annual Information Return****199**

Calendar Year 2022 or fiscal year beginning (mm/dd/yyyy) \_\_\_\_\_, and ending (mm/dd/yyyy) \_\_\_\_\_.

Corporation/Organization name **ALAMEDA-CONTRA COSTA COUNTIES NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS** California corporation number \_\_\_\_\_

Additional information. See instructions.

FEIN  
**68-0426344**

Street address (suite or room)

**2300 CONTRA COSTA COUNTY BLVD, 110**

PMB no.

City

**PLEASANT HILL**

State

**CA**

Zip code

**94523**

Foreign country name

Foreign province/state/county

Foreign postal code

- A** First return ..... ☐ Yes ☒ No
- B** Amended return ..... ☐ Yes ☒ No
- C** IRC Section 4947(a)(1) trust ..... ☐ Yes ☒ No
- D** Final information return?  
☐ Dissolved ☐ Surrendered (Withdrawn) ☐ Merged/Reorganized  
 Enter date: (mm/dd/yyyy) ● \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- E** Check accounting method: (1) ☒ Cash (2) ☐ Accrual (3) ☐ Other
- F** Federal return filed? (1) ☐ 990T (2) ☐ 990PF (3) ☐ Sch H (990)  
 (4) ☒ Other 990 series
- G** Is this a group filing? See instructions. .... ☐ Yes ☒ No
- H** Is this organization in a group exemption ..... ☐ Yes ☒ No  
 If "Yes," what is the parent's name? \_\_\_\_\_
- I** Did the organization have any changes to its guidelines not reported to the FTB? See instructions. .... ☐ Yes ☒ No
- J** If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions. .... ☐ Yes ☒ No
- K** Is the organization exempt under R&TC Section 23701g?.. ☐ Yes ☒ No  
 If "Yes," enter the gross receipts from nonmember sources .. \$ \_\_\_\_\_
- L** Is the organization a limited liability company? ..... ☐ Yes ☒ No
- M** Did the organization file Form 100 or Form 109 to report taxable income? ..... ☐ Yes ☒ No
- N** Is the organization under audit by the IRS or has the IRS audited in a prior year?..... ☐ Yes ☒ No
- O** Is federal Form 1023/1024 pending? ..... ☐ Yes ☒ No  
 Date filed with IRS \_\_\_\_\_

**Part I Complete Part I unless not required to file this form. See General Information B and C.**

|                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                   |                    |    |                                                   |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----|---------------------------------------------------|----|
| <b>Receipts and Revenues</b>                                                                                                                              | 1                                                                                                                                                                                                                                                                                                                      | Gross sales or receipts from other sources. From Side 2, Part II, line 8 .....                                                                                                    | ●                  | 1  |                                                   | 00 |
|                                                                                                                                                           | 2                                                                                                                                                                                                                                                                                                                      | Gross dues and assessments from members and affiliates .....                                                                                                                      | ●                  | 2  |                                                   | 00 |
|                                                                                                                                                           | 3                                                                                                                                                                                                                                                                                                                      | Gross contributions, gifts, grants, and similar amounts received .....                                                                                                            | ●                  | 3  |                                                   | 00 |
|                                                                                                                                                           | 4                                                                                                                                                                                                                                                                                                                      | Total gross receipts for filing requirement test. Add line 1 through line 3.<br>This line must be completed. If the result is less than \$50,000, see General Information B. .... | ●                  | 4  |                                                   | 00 |
|                                                                                                                                                           | 5                                                                                                                                                                                                                                                                                                                      | Cost of goods sold .....                                                                                                                                                          | ●                  | 5  |                                                   | 00 |
|                                                                                                                                                           | 6                                                                                                                                                                                                                                                                                                                      | Cost or other basis, and sales expenses of assets sold .....                                                                                                                      | ●                  | 6  |                                                   | 00 |
|                                                                                                                                                           | 7                                                                                                                                                                                                                                                                                                                      | Total costs. Add line 5 and line 6. ....                                                                                                                                          | ●                  | 7  |                                                   | 00 |
|                                                                                                                                                           | 8                                                                                                                                                                                                                                                                                                                      | Total gross income. Subtract line 7 from line 4. ....                                                                                                                             | ●                  | 8  |                                                   | 00 |
| <b>Expenses</b>                                                                                                                                           | 9                                                                                                                                                                                                                                                                                                                      | Total expenses and disbursements. From Side 2, Part II, line 18 .....                                                                                                             | ●                  | 9  |                                                   | 00 |
|                                                                                                                                                           | 10                                                                                                                                                                                                                                                                                                                     | Excess of receipts over expenses and disbursements. Subtract line 9 from line 8 .....                                                                                             | ●                  | 10 |                                                   | 00 |
| <b>Filing Fee</b>                                                                                                                                         | 11                                                                                                                                                                                                                                                                                                                     | Total payments .....                                                                                                                                                              | ●                  | 11 |                                                   | 00 |
|                                                                                                                                                           | 12                                                                                                                                                                                                                                                                                                                     | Use tax. See General Information K .....                                                                                                                                          | ●                  | 12 | 0                                                 | 00 |
|                                                                                                                                                           | 13                                                                                                                                                                                                                                                                                                                     | Payments balance. If line 11 is more than line 12, subtract line 12 from line 11 .....                                                                                            | ●                  | 13 |                                                   | 00 |
|                                                                                                                                                           | 14                                                                                                                                                                                                                                                                                                                     | Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12 .....                                                                                             | ●                  | 14 |                                                   | 00 |
|                                                                                                                                                           | 15                                                                                                                                                                                                                                                                                                                     | Penalties and interest. See General Information J. ....                                                                                                                           | ●                  | 15 |                                                   | 00 |
|                                                                                                                                                           | 16                                                                                                                                                                                                                                                                                                                     | Balance due. Add line 12 and line 15. Then subtract line 11 from the result .....                                                                                                 | ●                  | 16 | 0                                                 | 00 |
| <b>Sign Here</b>                                                                                                                                          | Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge. |                                                                                                                                                                                   |                    |    |                                                   |    |
|                                                                                                                                                           | Signature of officer ►                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                   | Title<br>CFO       |    | Date                                              |    |
| <b>Paid Preparer's Use Only</b>                                                                                                                           | Preparer's signature ► FARHAD AFLATOONI                                                                                                                                                                                                                                                                                |                                                                                                                                                                                   | Date<br>06-24-2023 |    | Check if self-employed ► <input type="checkbox"/> |    |
|                                                                                                                                                           | Firm's name (or yours, if self-employed) and address ► FARHAD AFLATOONI<br>40 DIABLO VIEW CT.<br>DANVILLE CA 94506                                                                                                                                                                                                     |                                                                                                                                                                                   |                    |    | ● PTIN<br>P01243077                               |    |
|                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                   |                    |    | ● Firm's FEIN                                     |    |
|                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                   |                    |    | ● Telephone<br>(925) 736-4619                     |    |
| May the FTB discuss this return with the preparer shown above? See instructions ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                   |                    |    |                                                   |    |

**Part II Organizations with gross receipts of more than \$50,000 and private foundations regardless of amount of gross receipts — complete Part II or furnish substitute information.**

|                                    |    |                                                                                                                                        |   |    |  |    |
|------------------------------------|----|----------------------------------------------------------------------------------------------------------------------------------------|---|----|--|----|
| <b>Receipts from Other Sources</b> | 1  | Gross sales or receipts from all business activities. See instructions . . . . .                                                       | ● | 1  |  | 00 |
|                                    | 2  | Interest . . . . .                                                                                                                     | ● | 2  |  | 00 |
|                                    | 3  | Dividends . . . . .                                                                                                                    | ● | 3  |  | 00 |
|                                    | 4  | Gross rents . . . . .                                                                                                                  | ● | 4  |  | 00 |
|                                    | 5  | Gross royalties . . . . .                                                                                                              | ● | 5  |  | 00 |
|                                    | 6  | Gross amount received from sale of assets (See instructions) . . . . .                                                                 | ● | 6  |  | 00 |
|                                    | 7  | Other income. Attach schedule . . . . .                                                                                                | ● | 7  |  | 00 |
|                                    | 8  | <b>Total</b> gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1 . . . . . | ● | 8  |  | 00 |
|                                    | 9  | Contributions, gifts, grants, and similar amounts paid. Attach schedule . . . . .                                                      | ● | 9  |  | 00 |
|                                    | 10 | Disbursements to or for members . . . . .                                                                                              | ● | 10 |  | 00 |
| <b>Expenses and Disbursements</b>  | 11 | Compensation of officers, directors, and trustees. Attach schedule . . . . .                                                           | ● | 11 |  | 00 |
|                                    | 12 | Other salaries and wages . . . . .                                                                                                     | ● | 12 |  | 00 |
|                                    | 13 | Interest . . . . .                                                                                                                     | ● | 13 |  | 00 |
|                                    | 14 | Taxes . . . . .                                                                                                                        | ● | 14 |  | 00 |
|                                    | 15 | Rents . . . . .                                                                                                                        | ● | 15 |  | 00 |
|                                    | 16 | Depreciation and depletion (See instructions) . . . . .                                                                                | ● | 16 |  | 00 |
|                                    | 17 | Other expenses and disbursements. Attach schedule . . . . .                                                                            | ● | 17 |  | 00 |
|                                    | 18 | <b>Total</b> expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9 . . . . .                | ● | 18 |  | 00 |

**Schedule L Balance Sheet**

**Beginning of taxable year**

**End of taxable year**

| Assets                                                         | (a) | (b) | (c) | (d) |
|----------------------------------------------------------------|-----|-----|-----|-----|
| 1 Cash . . . . .                                               |     |     |     | ●   |
| 2 Net accounts receivable . . . . .                            |     |     |     | ●   |
| 3 Net notes receivable . . . . .                               |     |     |     | ●   |
| 4 Inventories . . . . .                                        |     |     |     | ●   |
| 5 Federal and state government obligations . . . . .           |     |     |     | ●   |
| 6 Investments in other bonds . . . . .                         |     |     |     | ●   |
| 7 Investments in stock . . . . .                               |     |     |     | ●   |
| 8 Mortgage loans . . . . .                                     |     |     |     | ●   |
| 9 Other investments. Attach schedule . . . . .                 |     |     |     | ●   |
| 10 a Depreciable assets . . . . .                              |     |     |     |     |
| b Less accumulated depreciation . . . . .                      |     |     |     |     |
| 11 Land . . . . .                                              |     |     |     | ●   |
| 12 Other assets. Attach schedule . . . . .                     |     |     |     | ●   |
| 13 <b>Total assets</b> . . . . .                               |     |     |     |     |
| <b>Liabilities and net worth</b>                               |     |     |     |     |
| 14 Accounts payable . . . . .                                  |     |     |     | ●   |
| 15 Contributions, gifts, or grants payable . . . . .           |     |     |     | ●   |
| 16 Bonds and notes payable . . . . .                           |     |     |     | ●   |
| 17 Mortgages payable . . . . .                                 |     |     |     | ●   |
| 18 Other liabilities. Attach schedule . . . . .                |     |     |     |     |
| 19 Capital stock or principal fund . . . . .                   |     |     |     | ●   |
| 20 Paid-in or capital surplus. Attach reconciliation . . . . . |     |     |     | ●   |
| 21 Retained earnings or income fund . . . . .                  |     |     |     | ●   |
| 22 <b>Total liabilities and net worth</b> . . . . .            |     |     |     |     |

**Schedule M-1 Reconciliation of income per books with income per return**

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000.

|   |                                                                                             |   |    |                                                                                                |   |
|---|---------------------------------------------------------------------------------------------|---|----|------------------------------------------------------------------------------------------------|---|
| 1 | Net income per books . . . . .                                                              | ● | 7  | Income recorded on books this year not included in this return. Attach schedule . . . . .      | ● |
| 2 | Federal income tax . . . . .                                                                | ● | 8  | Deductions in this return not charged against book income this year. Attach schedule . . . . . | ● |
| 3 | Excess of capital losses over capital gains . . . . .                                       | ● | 9  | <b>Total.</b> Add line 7 and line 8 . . . . .                                                  |   |
| 4 | Income not recorded on books this year. Attach schedule . . . . .                           | ● | 10 | <b>Net income per return.</b> Subtract line 9 from line 6 . . . . .                            |   |
| 5 | Expenses recorded on books this year not deducted in this return. Attach schedule . . . . . | ● |    |                                                                                                |   |
| 6 | <b>Total.</b> Add line 1 through line 5 . . . . .                                           |   |    |                                                                                                |   |

# NARPM Alameda-Contra Costa Chapter

## Profit and Loss by Month

January - October, 2023

|                                    | JAN 2023          | FEB 2023          | MAR 2023          | APR 2023            | MAY 2023            | JUN 2023           | JUL 2023          | AUG 2023          | SEP 2023          | OCT 2023            | TOTAL              |
|------------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|-------------------|-------------------|-------------------|---------------------|--------------------|
| Income                             |                   |                   |                   |                     |                     |                    |                   |                   |                   |                     |                    |
| Luncheon - Guest                   | 620.00            |                   | 895.70            | 491.70              | 106.10              | 576.67             | 271.10            | 208.05            | 330.00            | 245.00              | \$3,744.32         |
| Luncheon Sponsorship - Monthly     |                   |                   |                   | 385.00              |                     | 125.00             |                   | 125.00            |                   |                     | \$635.00           |
| Member Dues Income - Affiliate     | 500.08            | 960.00            | 133.32            |                     | 76.49               | 10,129.15          | 0.00              | 550.00            |                   | 550.00              | \$12,899.04        |
| Member Dues Income - Prof Prop Mgr | 200.00            |                   | 133.33            |                     |                     | 11,355.00          |                   | 395.83            |                   |                     | \$12,084.16        |
| Services                           |                   | 290.00            | 400.00            | -750.00             |                     |                    | 590.00            | 375.00            | 250.00            |                     | \$1,155.00         |
| <b>Total Income</b>                | <b>\$1,320.08</b> | <b>\$1,250.00</b> | <b>\$1,562.35</b> | <b>\$126.70</b>     | <b>\$182.59</b>     | <b>\$22,185.82</b> | <b>\$861.10</b>   | <b>\$1,653.88</b> | <b>\$580.00</b>   | <b>\$795.00</b>     | <b>\$30,517.52</b> |
| GROSS PROFIT                       | <b>\$1,320.08</b> | <b>\$1,250.00</b> | <b>\$1,562.35</b> | <b>\$126.70</b>     | <b>\$182.59</b>     | <b>\$22,185.82</b> | <b>\$861.10</b>   | <b>\$1,653.88</b> | <b>\$580.00</b>   | <b>\$795.00</b>     | <b>\$30,517.52</b> |
| Expenses                           |                   |                   |                   |                     |                     |                    |                   |                   |                   |                     |                    |
| Advertising & Marketing            | 312.55            |                   | 9.95              | 9.95                | 9.95                | 9.95               | 9.95              | 9.95              | 42.35             | 1,041.70            | \$1,456.30         |
| Luncheon - Speaker                 |                   |                   |                   |                     |                     |                    |                   |                   |                   | 1,575.02            | \$1,575.02         |
| Meals & Entertainment              | 1,680.00          | 1,200.00          | 1,760.00          | 2,215.91            | 1,260.00            | 1,480.00           | 1,348.64          | 1,376.55          | 1,350.00          | 392.81              | \$14,063.91        |
| Other Business Expenses            | 155.95            |                   |                   |                     |                     |                    |                   |                   |                   | 71.01               | \$226.96           |
| QuickBooks Payments Fees           |                   |                   | 1.67              |                     |                     | 41.54              | 19.00             |                   |                   | 11.73               | \$73.94            |
| Taxes & Licenses                   |                   |                   |                   |                     |                     |                    | 425.00            |                   |                   |                     | \$425.00           |
| <b>Total Expenses</b>              | <b>\$2,148.50</b> | <b>\$1,200.00</b> | <b>\$1,771.62</b> | <b>\$2,225.86</b>   | <b>\$1,269.95</b>   | <b>\$1,531.49</b>  | <b>\$1,802.59</b> | <b>\$1,386.50</b> | <b>\$1,392.35</b> | <b>\$3,092.27</b>   | <b>\$17,821.13</b> |
| NET OPERATING INCOME               | <b>\$ -828.42</b> | <b>\$50.00</b>    | <b>\$ -209.27</b> | <b>\$ -2,099.16</b> | <b>\$ -1,087.36</b> | <b>\$20,654.33</b> | <b>\$ -941.49</b> | <b>\$267.38</b>   | <b>\$ -812.35</b> | <b>\$ -2,297.27</b> | <b>\$12,696.39</b> |
| Other Income                       |                   |                   |                   |                     |                     |                    |                   |                   |                   |                     |                    |
| Luncheon Sponsorship - Annual      |                   |                   |                   |                     |                     | 480.00             |                   |                   |                   |                     | \$480.00           |
| <b>Total Other Income</b>          | <b>\$0.00</b>     | <b>\$0.00</b>     | <b>\$0.00</b>     | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$480.00</b>    | <b>\$0.00</b>     | <b>\$0.00</b>     | <b>\$0.00</b>     | <b>\$0.00</b>       | <b>\$480.00</b>    |
| NET OTHER INCOME                   | <b>\$0.00</b>     | <b>\$0.00</b>     | <b>\$0.00</b>     | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$480.00</b>    | <b>\$0.00</b>     | <b>\$0.00</b>     | <b>\$0.00</b>     | <b>\$0.00</b>       | <b>\$480.00</b>    |
| NET INCOME                         | <b>\$ -828.42</b> | <b>\$50.00</b>    | <b>\$ -209.27</b> | <b>\$ -2,099.16</b> | <b>\$ -1,087.36</b> | <b>\$21,134.33</b> | <b>\$ -941.49</b> | <b>\$267.38</b>   | <b>\$ -812.35</b> | <b>\$ -2,297.27</b> | <b>\$13,176.39</b> |

**Alameda Contra Costa Counties  
Chapter of NARPM**

**2024 Chapter Budget**

**Income:**

|                             |           |
|-----------------------------|-----------|
| Membership Dues             | 25,000.00 |
| Lunch Meeting/Contributions | 6,000.00  |

|                      |                  |
|----------------------|------------------|
| <b>Total Income:</b> | <b>31,000.00</b> |
|----------------------|------------------|

**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              | 75.00     |
| Taxes                     | 500.00    |

|                        |                  |
|------------------------|------------------|
| <b>Total Expenses:</b> | <b>23,075.00</b> |
|------------------------|------------------|

|                         |                    |
|-------------------------|--------------------|
| <b>Net Income/Loss:</b> | <b>\$ 7,925.00</b> |
|-------------------------|--------------------|



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

# JANUARY 2023 MEETING

The status of the court re:  
landlord/tenant matters in  
Alameda/Contra Costa  
County



Daniel Bornstein

Attorney with Bornstein Law

January 19th,  
11:30 am-1pm

NARPM Members- Free  
Non- Members- \$45  
(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

# APRIL 2023 MEETING

## Federal and State Fair Housing Laws



Angie Watson-Hajjem

Fair Housing Coordinator at  
ECHO Housing

April 20th,  
11:30 am-1pm

NARPM Members- Free  
Non- Members- \$45  
(Cash and checks Only)



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National Association of Residential Property Managers  
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**JOIN US**

# HAPPY HOUR

**APRIL  
6**

**4:30PM-PST**

**INCLUDES:**

OUTSIDE DESSERT/CORKAGE  
FEES MAY APPLY  
15-20 APPETIZERS  
1 COMPED DRINK PER PERSON



**LOCATION**

**"JACK'S IN PLEASANT HILL"**

**60 CRESCENT DR SUITE A, PLEASANT HILL, CA 94523 (MAIN PATIO)**

**THANK YOU TO OUR SPONSORS**



Balanced Asset Solutions

**SKYLAR VINCENT  
& MO HUSSEIN**



**ANDREW WAITE, ROBERT THOMPSON,  
& HECTOR DE LA CRUZ**



**Fire & Water  
Damage Recovery™**

**MARIA JAMES**

**OCTOBER 11TH, 2023**

**5:30PM PST**

# **HAPPY HOUR**

## **LOCATION**

**"DANVILLE BREWING COMPANY" ON THE 680 CORRIDOR  
200 RAILROAD AVE. DANVILLE, CA 94526**

## **THANK YOU TO OUR SPONSORS**



**SKYLAR VINCENT**



**GLENNA NICKERSON**



**GINA M. FAZIL**



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

# FEBRUARY 2023 MEETING

## Future Proof Your Organization



**Dr. Vic Baker**

Founder, President, and CPO  
of Equitify, LLC.

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

**NARPM Members- Free**  
**Non- Members- \$45**  
(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 2023 MEETING

Legislative & economic  
information on the California  
real estate rental market



**Rhovy Lyn Antonio**

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

Senior Vice President / Local Public Affairs  
for the Calif Apartment Association

If you are serious about learning the most up to date political and economic information regarding the California real estate rental market you must attend our next lunch meeting!

**NARPM Members- Free**  
**Non- Members- \$45**  
(Cash and checks Only)



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

# MAY 2023 MEETING

## How to Maximize Your Time



**Christoph Nauer**

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

**CEO Balance6 Inc**  
Author, Mentor, Speaker, Consultant

**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

# Roundtable Meeting

**June 15th, 2023 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- \$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

# JULY 2023 MEETING

**Mid-Year Breakthrough:  
Inspect, Improve, and  
Ignite Progress to finish  
2023 strong!**



**Jerry Kidd**

**July 20th,  
11:30 am-1pm**

**Business and Technology Coach**

**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

# AUGUST 2023 MEETING

**Update: Landlord/Tenant  
Issues: Post-Covid Moratorium  
What Property Managers Need  
to Know**



**Daniel Bornstein**

Attorney with Bornstein Law

**August 17th,  
11:30 am-1pm**

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



**Zio Fraedo's  
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National Association of Residential Property Managers  
ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

# SEPTEMBER 2023 MEETING

**ChatGPT:  
How to optimize AI in  
your PM business**



**Kelli Segratto, CPM**

**Property Management  
Consultant**

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

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



**Zio Fraedo's  
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National Association of Residential Property Managers  
ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

# OCTOBER 2023 MEETING

## Insurance & Risk Management Panel Discussion

with Curt Bulloch, Valleri Howard,  
and Thomas Chapman

**October 19th 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

# NOVEMBER 2023 MEETING

**From SERPs to Chats:  
What's New in SEO and  
How to Stay Ahead of the Pack**



**Marie Liamzon Tepman**

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

**Director of Marketing from  
Fourandhalf**

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



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



# Christmas

## PARTY



DECEMBER 14TH | 11:30 AM

WISEGIRL BAR  
1932 OAK PARK BLVD. IN PLEASANT HILL



### BUFFET AND DRINKS

FOR OUR CHARITY DONATION, WE WILL HAVE A 'FILL THE BOOT' WHERE YOU CAN MAKE DONATIONS IN THE 'BOOT' AT THE PARTY (CASH OR CHECK) AND THE ALAMEDA-CONTRA COSTA COUNTIES CHAPTER OF NARPM WILL MATCH IT AND MAKE A DONATION TO CHRISTMAS FOR EVERYONE, HELPING FAMILIES IN NEED AT CHRISTMAS IN CONTRA COSTA.

PLEASE BRING A TOY OR FOOD DONATION FOR TOYS FOR TOTS OR THE FOOD BANK

BRING BUSINESS CARD RAFFLE ITEMS TOO!



## **BOARD OF DIRECTORS MEETING**

**Meeting Date** – Thursday, January 19th, 2023

**Meeting Time** – 10:30am PST

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

### **Attendees –**

- Hosein Pedramfard – Chapter President
- Charles Lassey- Chapter Past President/Secretary
- Sheila Stokley – Treasurer
- Curt Bulloch- Affiliate Chair
- Maria James- Neumann- Affiliate Chair

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

### **President's report**

There was a discussion regarding filling out the open board positions. They will start asking and contacting their local members.

A motion was made to have all the Board of Directors Meetings at the same location (Zio Fraedo's restaurant 611 Gregory Lnn, Pleasant Hill, CA 94523). The motion was seconded and carried.

### **Treasurer's report**

Sheila will continue working with Start Chapter regarding setting up the option for members to make payments through the Chapter website.

The 2023 local Chapter dues were established and approved by the board.

- \$400 for Property Managers members

- \$450 for Affiliates

### **Chapter Meetings and Speakers**

There was a discussion about start looking for speakers for the monthly Chapter meetings. A motion was made to create a shared spreadsheet with a list of possible topics, and speakers for the year to promote them. The motion was seconded and carried.

The suggestion of having a roundtable or a social event sponsored by an affiliate was brought to the table. Sheila suggested to have their paid members and affiliates as speakers.

### **Unfinished business**

- Update Chapter website with the 2023 local dues, monthly meetings information, speakers' bio, and current affiliates logos.
- Add new Chapter members and new prospects to the email list.
- Create a google spreadsheet with a speakers list and topics.

**Meeting adjourned at 11:12am PST**



## **BOARD OF DIRECTORS MEETING**

**Meeting Date** – Friday, February 17th, 2023

**Meeting Time** – 1:00 pm PST

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

### **Attendees –**

- Hosein Pedramfard
- Charles Lassey
- Joe Stokeley
- Rebecca Sa
- Skylar Vincent
- Andrew Waite

**Quorum was reached and called to order at 1:00 pm PST**

### **New business**

- Rebecca Sa took position as the 2023 Chapter secretary
- 2023 budget. The board discussed about having minimum a 6-month budget as a reserve.
- New chair members. Skylar Vincent and Andrew Waite will be part of the board as social event and membership chair.

### **Unfinished business**

- 2023 President-elect position (Rolanda Wilson is interested in the position).
- March Happy Hour event (Skylar and Andrew will take care of it).

**Meeting adjourned at 1:30 pm PST**





## **BOARD OF DIRECTORS MEETING**

**Meeting Date** – Thursday, March 16th, 2023

**Meeting Time** – 10:30 am PST

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

### **Attendees –**

- Hosein Pedramfard – Chapter President
- Charles Lassey- Chapter Past President
- Joe Stokley- Chapter Past President
- Sheila Stokley – Treasurer
- Rebecca Sa- Secretary
- Curt Bulloch and Skylar Vincent- Affiliate Chair

**Quorum was reached and called to order at 10:40 am PST**

### **Treasurer's report**

The following charges were approved:

- \$55.00 lunch meeting cost for non-members
- \$475.00 yearly dues for property managers
- \$550.00 yearly dues for Affiliates

These updated amounts will take effect on July 1, 2023 when this year's dues are paid.

### **Affiliate Chair report**

The sponsorship benefits were discussed.

### **1 month sponsorship (\$125.00) Includes:**

- Logo on screen at meeting
- 5 minute 'commercial' at the monthly meeting
- Logo & tag line on that month's meeting invitation
- Logo on the Chapter website

**Unfinished business**

- New Member Mentor Program

**Meeting adjourned at 11:20 am PST**



## **BOARD OF DIRECTORS MEETING**

**Meeting Date** – Thursday, April 20th, 2023

**Meeting Time** – 10:30 am PST

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

### **Attendees –**

- Hosein Pedramfard – Chapter President
- Sheila Stokley – Treasurer
- Rebecca Sa- Secretary
- Curt Bulloch and Skylar Vincent- Affiliate Chair

**Quorum was reached and called to order at 10:40 am PST**

### **President's report**

- The Chapter wants to apply for Chapter Excellence this year. Andy will schedule a meeting with the board to discuss all the requirements.
- There was a discussion about including the NARPM code of ethics in each Chapter meeting.

### **Treasurer's report**

- The Chapter balance is still even from last month.
- There was a motion to contact StartChapter regarding switching the charges of fees to the cardholders instead of the Chapter. The motion was seconded and carried by the board.
- The \$55.00 attendance meeting cost for non-members will begin to apply next month in May.

- The increase of the Chapter membership cost will take effect on July 1, 2023. All the Chapter members will be notified about it.

#### **Membership Chair's report**

- Andy, the remote professional from NARPM, will schedule a meeting with the board to show them the new automated member mentor program that describes the benefits of NARPM.

#### **Affiliate Chair report**

- Curt asked for suggestions for sponsors regarding upcoming meetings.

**Meeting adjourned at 11:10 am PST**



## **BOARD OF DIRECTORS MEETING**

**Meeting Date** – Thursday, June 15th, 2023

**Meeting Time** – 10:30 am PST

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

**Attendees –**

- Hosein Pedramfard – Chapter President
- Sheila Stokley – Treasurer
- Skylar Vincent- Affiliate Chair
- Charles Lassey- Past President

**Quorum was reached and called to order at 10:40 am PST**

**President's report**

- The Chapter President won't be available in September.
- There was a discussion about who will attend the 2023 NARPM Convention.
- The board discussed possible topic ideas for the July meeting.
  - Insurance changes
  - NARPM States
  - Charging fees to the tenants
- The July Happy Hour event was set for Wednesday, July 12<sup>th</sup> at 5:30 pm. The location is still to be discussed. (Options: brewery or bowling). The board members agreed to look for 3 sponsors for the event.

**Treasurer's report**

- The 2023-2024 dues were sent to all the members; they are due July 1<sup>st</sup>, 2023.
- There was a motion to confirm the payments of the monthly sponsors before they can speak during the meeting. The motion was seconded and carried by the board.

**Meeting adjourned at 11:19 am PST**



## **BOARD OF DIRECTORS MEETING**

**Meeting Date** – Thursday, August 17th, 2023

**Meeting Time** – 10:30 am PST

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

### **Attendees –**

- Hosein Pedramfard – Chapter President
- Charles Lassey- Past President
- Sheila Stokley – Treasurer
- Rebecca Sa- Secretary
- Curt Bulloch- Affiliate Chair
- Skylar Vincent- Hospitality Chair

**Quorum was reached and called to order at 10:40 am PST**

### **President's report**

- The Chapter needs to hold their election before September 30<sup>th</sup>.
- Deborah Bailey- might be interested in Treasurer Position
- Mary Hin- might be interested in a board position
- The board agreed to invite members to join the board meetings and participate.

### **Treasurer's report**

- Start Chapter content. Change the name of the sponsors section to affiliates on the Chapter website. Make a tab for Chapter members too.
- Talked about meeting sponsors 3-5 mins to plug business \$150 if you're a member \$300 nonmembers.

**Hospitality/Social Chair report**

- Happy Hour on Wednesday, September 27<sup>th</sup>, 2023. \$30 per person for 1 drink & food per person. Approved for location Danville Brewing Co. Cost covered by sponsors. We have 1 sponsor Balanced Asset Solution (Need 2 more)
- October insurance panel- Curt Bullock will set up a panel of speakers

**Meeting adjourned at 11:15 am PST**



## **BOARD OF DIRECTORS MEETING**

**Meeting Date** – Thursday, November 16th, 2023

**Meeting Time** – 10:30 am PST

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

### **Attendees –**

- Hosein Pedramfard – 2023 Chapter President
- Sheila Stokley – 2023 Treasurer
- Rebecca Sa- 2023 Secretary
- Skylar Vincent- 2023 Hospitality Chair
- Charles Lassey- Past President
- Tim Shaw- 2024 President
- Dustin Ventura- 2024 President Elect
- Mary Chieng- 2024 Secretary
- Deborah- 2024 Treasurer

**Quorum was reached and called to order at 10:40 am PST**

The following topics were discussed

- Hosein explained to the new 2024 board members their roles and responsibilities.
- Sheila suggested to give a Thank you card and bonus to Charles for his service as Past President.
- The 2023 Christmas Party details were discussed by the board. (No cost to attend)
- The Nov 16<sup>th</sup> Chapter Meeting speaker cancelled at the last minute. The board decided to have a Roundtable instead with all the attendees.

- Andy will schedule a meeting with Start Chapter to “Learn about the platform” (get the available dates from the board)
- 2024 January In Person Meeting- Invite an attorney as a speaker (TBD)

**Meeting adjourned at 11:20 am PST**



National Association of Residential Property Managers

ALAMEDA-CONTRA COSTA COUNTIES CHAPTER

**2024 Board of Directors**

President- Tim Shaw

President Elect- Dustin Ventura

Secretary- Mary Chiang

Treasurer- Deborah Bailey

Past President- Hosein Pedramfard

New Member Mentor- Dustin Ventura

Affiliate Chair- Curt Bulloch and Maria James

Membership Chair- Skylar Vincent and Andrew Waite



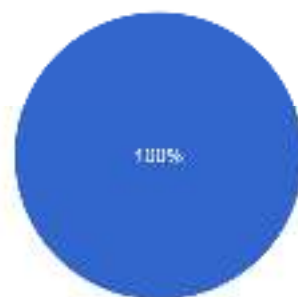
# WE ARE LOOKING FOR YOU

Nominations are now OPEN for our  
2024 Alameda-Contra Costa Counties  
Chapter Board of Directors!



President- Tim Shaw

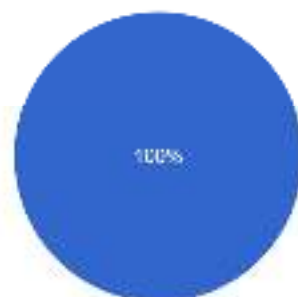
13 responses



● YES  
● NO

President Elect- Dustin Ventura

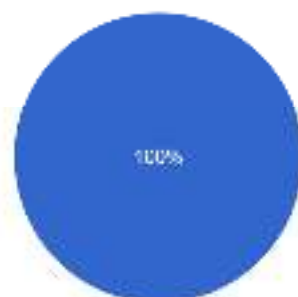
13 responses



● YES  
● NO

Secretary- Mary Chiang

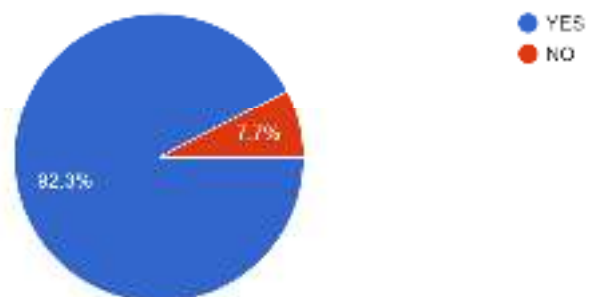
13 responses



● YES  
● NO

Treasurer- Deborah Bailey

13 responses



New Member Mentor- Dustin Ventura

13 responses

