



CHAPTER COMPLIANCE 2023 DUE DECEMBER 1, 2023

C019 MARIN & SONOMA CHAPTER

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

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

Levels of Chapter Recertification

Full recertification

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

Chapter in Review (Amended 2022)

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

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

De-certification

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



CHAPTER COMPLIANCE 2023 due December 1, 2023
ATTENDANCE REQUIREMENTS MET in 2023

C019 MARIN & SONOMA 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): Efren Espinoza & Jennifer Rihl

April 4, 2023, Attendee(s): Jennifer Rihl

August 1, 2023, Attendee(s): Jennifer Rihl

October 3, 2023, Attendee(s): Efren Espinoza

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): Jennifer Rihl

November 16, 2023, Attendee(s): Jaidene James & Jennifer Rihl

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Chapter Name

Marin & Sonoma

Name of person submitting Chapter Compliance documents

Ximena Candia

Email

remoteprof01@gmail.com

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

NO

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

4

3. File Upload - Chapter Tax Return



Marin & Sonoma epostcard 2... .pdf

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



Marin & Sonoma P&L.pdf

5. File Upload - Chapter Budget



5. Marin & Sonoma 2024 Bud... .pdf

6. File Upload - Membership Meetings





Presented by Fair Housing Advocates of Northern California
In collaboration with the City of Santa Rosa and the County of Sonoma



FREE VIRTUAL FAIR HOUSING LAW AND PRACTICE SEMINAR FOR HOUSING PROVIDERS

An Overview of Federal and State Fair Housing Law for Property Owners and Managers

DATE & TIME:

Wednesday, November 8, 2023
1:00 - 3:00 PM PST
via Zoom

TOPICS TO BE COVERED INCLUDE:

- ✓ Overview of federal/state fair housing laws and protected classes (including race, national origin, disability, familial status, source of income, and sexual harassment)
- ✓ Prohibited activities (including a refusal to rent, discriminatory statements, harassment/retaliation)
- ✓ Disability discrimination and reasonable accommodation/modification requests
- ✓ Overview of enforcement actions (administrative complaints/private lawsuits)

Register at:
<https://us06web.zoom.us/j/zoom/register/2Z0oduGedssEtdOEhgAY-xtWZLECo15Q834>

For more information, contact:
adriana@fairhousingnorcal.org



6. Membership Meetings 10-... .pdf

7. File Upload - Board of Directors Meeting Minutes



February 2023 Board Meetin... .pdf



January 2023 Board Meeting... .pdf



March 2023 Board Meetingpdf



November 2023 Board Meeti... .pdf

8. File Upload - Chapter Leadership Names



2024 Board of Directors Mari... .pdf

9. File Upload - Proof of Elections



Marin Election results (updat... .pdf

Department of the Treasury
Internal Revenue Service

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

2022

Open to Public Inspection

A For the 2022 Calendar year, or tax year beginning 2022-01-01 and ending 2022-12-31

B Check if available

- ☐ Terminated for Business
- ☒ Gross receipts are normally \$50,000 or less

C Name of Organization: MARIN-SONOMA CHAPTER OF NATL

ASSOC OF RESIDENTIAL PROPERTY MGRS INC

221 Petaluma Boulevard
South, Petaluma, CA, US,
94952

D Employee Identification

Number 80-0553206

E Website:

Westgate Real Estate

F Name of Principal Officer: Carolyn Gavriloff

221 Petaluma Boulevard
South, Petaluma, CA, US,
94952

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

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

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

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



Confirmation

[Privacy Policy](#)

Print this page for your records. The Confirmation Number below is proof that you successfully filed your 199N e-Postcard.

We received your 199N e-Postcard on 1/30/2023 2:11:12 PM.

Confirmation Number: 321774503010

Entity ID: 3217745
Entity Name: MARIN & SONOMA CHAPTER OF
THE NATIONAL ASSOCIATION
OF RESIDENTIAL

Account Period Information

Account Period Beginning: 1/1/2022
Account Period Ending: 12/31/2022

This is not your entity's first year in business.

Your entity has not terminated or gone out of business.

Your entity has not changed the account period.

Gross Receipts: \$5400

This is not an amended return.

An IRS Form 1023/1024 is not pending.

Entity Information

FEIN: 800553206
Doing Business As: Marin Sonoma Chapter of the
Na

Website Address:

Entity's Mailing Address

221 Petaluma Boulevard South
Petaluma CA 94952

Principal Officer's Information

Carolyn Gavriloff
221 Petaluma Boulevard South
Petaluma CA 94952

Contact Information

Name: Carolyn Gavriloff
Phone: 707-769-9590

After we process your 199N e-Postcard, you may receive a bill if the three year gross receipt average is greater than the amount allowed for filing a 199N e-Postcard.

[Print](#)[Log Out](#)

Marin-Sonoma Chapter NARPM

Profit & Loss

January 1 through November 21, 2023

	Jan 1 - Nov 21, 23
Ordinary Income/Expense	
Income	
Direct Public Support	
Corporate Contributions	1,400.00
Total Direct Public Support	1,400.00
Investments	
Interest-Savings, Short-term CD	0.13
Total Investments	0.13
Other Types of Income	
Miscellaneous Revenue	500.00
Total Other Types of Income	500.00
Program Income	
Membership Dues	9,027.00
Vendor Affiliate Member Dues	2,300.00
Total Program Income	11,327.00
Total Income	13,227.13
Expense	
Operations	
Supplies	110.81
Total Operations	110.81
Travel and Meetings	
Conference, Convention, Meeting	9,947.07
Travel	1,690.69
Total Travel and Meetings	11,637.76
Total Expense	11,748.57
Net Ordinary Income	1,478.56
Net Income	1,478.56

2024 Budget	
Created 11/30/2023	
Curent Balance	
	\$3,292.0
Projected income	
Vendor Affiliate Fees \$350 each X 10 minmium	\$3,500.0
Chapter Grant	\$500.0
Vendor Tradeshow \$250 X10	\$2,500.0
Lunch fees	\$11,500.0
Total Income	\$18,000.0
Meeting Expenses	
Venue+Lunch	-\$10,500.0
Board Travel Expenses	-\$1,500.0
Square + fees	-\$550.0
Holiday Party	-\$800
Speakers	-\$1,800
Total Expenses	-\$15,150
Net Income	\$2,850
Ending Cash Balance	\$6,142



**CAN WE
DEAL
YOU IN?**

MARKETING STRATEGIES BY BRAD LARSEN

MARIN SONOMA NARPM 707-494-3969

THURSDAY, MARCH 16 FROM 12:00 PM TO 1:30 PM PT

EPICENTER
3215 COFFEY LANE
SANTA ROSA, CA 95403



Upcoming class: In-House Maintenance: Running a Profitable Operation - Register Now!

1 message

Sonoma Marin <sonomamarinnarpm@gmail.com>

Wed, Oct 11, 2023 at 2:32 PM

To: RP1 NARPM <remoteprof01@gmail.com>

	Marin & Sonoma Chapter Chapter Education
CANCELLATION POLICY Cancellations must be received in writing. If received at least 30 days before the class date, registrant will receive a full refund less a \$25.00 processing fee. If received within 30 days of the class date, a 50% refund will be issued. No refunds will be made on the day of class; however, the registration fee can be applied to a later class, with a \$25.00 transfer charge. If course is cancelled because a minimum of 10 registrations have not been met or for any other reason, tuition paid will be fully refundable. All courses are subject to cancellation by NARPM®. In order to receive a certificate of completion, students must achieve a minimum of 70% on the NARPM® exams. NARPM® ANTITRUST STATEMENT It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM®'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members' ability to solicit competitors' clients. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive or otherwise illegal.	In-House Maintenance: Running a Profitable Operation <i>Date:</i> November 16, 2023 <i>Time:</i> 9am - 4pm PACIFIC <i>Location:</i> EpicCenter-Business Room 3215 Coffey Lane, Santa Rosa, CA 95403 <i>Instructor:</i> Dave Holt Upon completion of this course, participants will be able to identify and execute best practices for running a successful and profitable maintenance operation as a compliment to the property management company. Discussions include: options for maintenance company structure; naming the business; knowing when is the right time to start; best hiring practices for finding talented maintenance technicians and training and related personnel issues. The course covers important operational details and potential pitfalls to profitability. Completing this class will contribute to RMP® and MPM® Designations, accounting for 6 hours of NARPM® Education Courses. Course sponsored by the Marin & Sonoma Chapter of NARPM® Register here https://www.narpm.org/courses/in-house-maintenance-running-a-profitable-operation For more information on NARPM® classes, go to http://www.narpm.org/education/course-descriptions/ Questions? 800-782-3452



**Presented by Fair Housing Advocates of Northern California
In collaboration with the City of Santa Rosa and the County of Sonoma**



FREE VIRTUAL FAIR HOUSING LAW AND PRACTICE SEMINAR FOR HOUSING PROVIDERS

**An Overview of Federal and State
Fair Housing Law for Property
Owners and Managers**

DATE & TIME:

**Wednesday, November 8, 2023
1:00 - 3:00 PM PST
via Zoom**

TOPICS TO BE COVERED INCLUDE:

- ✓ Overview of federal/state fair housing laws and protected classes (including race, national origin, disability, familial status, source of income, and sexual harassment)
 - ✓ Prohibited activities (including a refusal to rent, discriminatory statements, harassment/retaliation)
 - ✓ Disability discrimination and reasonable accommodation/modification requests
 - ✓ Overview of enforcement actions (administrative complaints/private lawsuits)
-

Register at:

<https://us06web.zoom.us/meeting/register/tZ0oduGprjssEtdOENCSY-vbWZECb15O8j3z>

For more information, contact:

adriana@fairhousingnorcal.org

EPA - RRP CERTIFICATION CLASS

TAUGHT BY

**SOL
ENVIRONMENTAL**

**YOU MUST PASS A
TEST TO OBTAIN
CERTIFICATION
AFTER COMPLETING
THE CLASS**

**THURSDAY
NOVEMBER 16**

**POPPY BANK EPICENTER
3215 COFFEY LN,
SANTA ROSA, CA 95403**

**REGISTRATION ENDS
NOV 10TH**

8:30 AM - 3:30 PM

\$270.00 *INCLUDES LUNCH

**FOR DETAILS ON REGISTRATION
AND PAYMENT EMAIL:
efren@winecountrypm.com**



National Association of Residential Property Managers
MARIN & SONOMA CHAPTER



NARPM Sonoma-Marin Chapter

Board Meeting Minutes

January 11th, 2023

Location: PURE Property Management, Santa Rosa, CA

Start Time: 4:07pm

Attendance:

President - Efren Espinoza

President Elect - Jenny Rihl

Secretary - Jaidene James

Treasurer - Carolyn Gavriloff

Legislative Coordinator - Ariel Rhodes

Marketing Coordinator - Keehay Jackson

Past President - Korin Robles

Agenda Item I: Old Business - Approve December Board Meeting Minutes

1st Motion to Approve: Jenny Rihl - President Elect

2nd Motion to Approve: Korin Robles - Past President

Agenda Item II: New Business - Change bank account from US Bank to Chase Bank

1st Motion to Approve: Jenny Rihl - President Elect

2nd Motion to Approve: Ariel Rhodes - Legislative Coordinator

Agenda Item III: New Business - Increase Vendor Fee from \$250.00 to \$350.00

1st Motion to Approve: Jenny Rihl - President Elect

2nd Motion to Approve: Carolyn Gavriloff - Treasurer

Meeting Topic Agenda: (Discussed at December 2022 Meeting)

Month	Topic	Speaker
January	Skip	
February	Legislative Update	CAA?
March	Marketing Strategies	
April	Fair Housing	

May	Skip (State Conference)	
June	Legislative Update	
July		
August	Member Appreciation	
September	Designation Class	
October	Skip (Nationals)	
November		
December	Holiday Party	

Other Items of Discussion:

- Jenny to talk to Keith about obtaining a speaker from CAA for our February Legislative Update meeting. (Give update to Efren by Tuesday 1/17)
- Jenny to start applying for Grants front he National Branch
- Jenny to work on Chapter Excellence
- Korin to research invoice for web domain - if not located Efren to reach out to National.
- Keehay/Ariel work on excel sheet for tracking vendors at meetings.
- Conference Registrations are open.
- Everyone to discover/research 1 location that can become new meeting spot for 2023. **Will need:** Private room for max 60 people, Cost for food: \$18-\$20 including gratuity per person, Projector/Presentation Setup.

End Time: 5:31pm



NARPM Sonoma-Marin Chapter

Board Meeting Minutes

February 28, 2023

Location: PURE Property Management, Santa Rosa, CA

Start Time: 3:02pm

Attendance:

President - Efren Espinoza

President Elect - Jenny Rihl

Secretary - Jaidene James

Treasurer - Carolyn Gavriloff (by telephone)

Legislative Coordinator - Ariel Rhodes

Agenda Item I: Old Business - Approve January Board Meeting Minutes

1st Motion to Approve: Efren Espinoza - President

2nd Motion to Approve: Jenny Rihl - President Elect

Agenda Item II: New Business - Chapter Label Maker Reimbursement to Efren.

1st Motion to Approve: Jaidene James - Secretary

2nd Motion to Approve: Ariel Rhodes - Legislative Coordinator

Financial Update: Carolyn Gavriloff, Treasurer

- **NO UPDATE GIVEN**

Meeting Topic Agenda:

Month	Topic	Speaker
January	Skip	
February	Legislative Update	CAA 
March	Marketing Strategies	Speaker TBA
April	Fair Housing	Sonoma County Legal Aid
May	Skip (State Conference)	
June	Legislative Update	

July	Risk Management	
August	Member Appreciation	
September	Designation Class	
October	Skip (Nationals)	
November		
December	Holiday Party	

Other Items of Discussion:

- Jenny - Fill Out and Submit the Membership Retention Grant
- Confirm lunch fee is \$35.00
- Board Members to log into profile and update with correct photos, contact information, etc.
- Ariel assigning Calendar Invites for Training to Board Members on a rotation.
- Jenny to reach out to the March Meeting speaker.
- Efren to pick out a designation class.
- Jenny to host designation class.
- State is coming up - May 17th - 19th - \$395.00 Registration Fee
- Jaidene to reach out to the National Branch about additional free marketing materials.

End Time: 4:22pm



NARPM Sonoma-Marin Chapter

Board Meeting Minutes

March 23, 2023

Location: PURE Property Management, Santa Rosa, CA

Start Time: 3:13pm

Attendance:

President - Efren Espinoza

President Elect - Jenny Rihl

Secretary - Jaidene James

Treasurer - Carolyn Gavriloff

Legislative Coordinator - Ariel Rhodes

Past President- Korin Robles

Agenda Item I: *Old Business* - Approve February Board Meeting Minutes

1st Motion to Approve: Jaidene James- Secretary

2nd Motion to Approve: Efren Espinoza- President

Agenda Item II: *New Business*

- NO UPDATE GIVEN

Financial Update: Carolyn Gavriloff, Treasurer

- NO UPDATE GIVEN

Other Items of Discussion:

- Jenny-Leadership training
- Efren reached out to legal aid for April speaker
- Efren ordered feather flag from nationals
- Korin will obtain June speaker- Keith Becker (backup)
- Print apps for new members at meetings
- Andy- create suggestion cards for meeting topics
- Ariel- provides new tags/suggestion cards at meetings.

- Jaidene- redo Chapter logo for better resolution
- Carolyn-email Andy vendor confirmation
- Jenny-measure current space for T.S
- Jaidene/Jenny: T.S. prep
- Check in procedure at meetings
 - Ariel #1
 - Keehay #2
 - Jaidene #3

End Time: 4:59pm



Board Meeting Minutes
November 21, 2023
Location: Santa Rosa, CA

Attendance:
President 2023, Past President 2024 - Efren Espinoza
President Elect 2023, President 2024 - Jenny Rihl
Secretary 2023, President Elect 2024 - Jaidene James
Past President 2023, Treasurer 2024 - Korin Robles

Start Time: 3:40pm

Agenda Item I: Old Business:

- Chapter to pay back Efren from Lead training.

Agenda Item II: New Business:

- Monthly Meeting lunch price raise from \$35 to \$45
 - 1st: Jenny Rihl, President
 - 2nd: Jaidene James, President Elect

Other Items of Discussion:

- Chapter Compliance due December 1st. Exiting Treasurer Carolyn needs to supply missing financial reports to RTM and new, incoming Treasurer Korin.
- Efren to make hand off with Epicenter to Jenny and Jaidene (DONE)
- Jenny to ask Cheryl to move December meeting to December 14th
- Jaidene to create a "Suggestion Box" for meetings
- Jenny to submit reimbursements from the National Convention to the chapter.
- January Meeting - CAA Legislative Update

End Time: 5:09pm



National Association of Residential Property Managers

M A R I N & S O N O M A C H A P T E R

2024 Board of Directors

President- Jennifer Rihl

President-Elect – Jaidene James

Secretary – Keehay Jackson/ Vera Bulcke/ Marissa Barajas

Treasurer – Korin Robles/ Michael Tavis

Affiliate Chair- Keehay Jackson

Marketing Chair- Aislyn Hernandez

Membership Chair- Christopher Lopez

New Member Mentor - Christopher Lopez

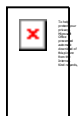
Rebecca Woodring

From: Jennifer Rihl <jrihl@purepm.co>
Sent: Tuesday, May 7, 2024 11:41 AM
To: Rebecca Woodring
Cc: Jenny Rihl; jjames@purepm.co; efren@winecountrypm.com; NARPM RP1; JJay Jensen; marissa@prestigerepro.com
Subject: Re: NARPM 2023 Chapter Compliance due Dec. 1, 2023, Marin & Sonoma Chapter - Need Additional Info

Hi Rebecca,

Regarding Keehay Jackson and Korin Robles; both of these individuals had left a company that previously paid their membership dues and started their own company. As a startup venture neither were able to pay for their memberships going forward. Because Korin holds an integral position on the executive board, our chapter voted to pay her membership dues in order to keep our Treasurer. Was Korin required to take the ethics course within the first 90 days of being sworn in as Treasurer or within the first 90 days of renewing her NARPM membership?

Currently, Keehay has stepped down from her position. During the last luncheon, she attended as a guest of Korin. But she is aware that she cannot continue to do that without being a member.



Jennifer Rihl

she/her
Property Manager
PURE | North Bay
707-524-8380 office
707-512-0889 mobile
CA DRE #01973343



On Fri, May 3, 2024 at 10:11 AM Rebecca Woodring <rwoodring@managegroup.com> wrote:

Thank you for submitting the 2023 Chapter Compliance documents on behalf of the Marin & Sonoma Chapter. We've reviewed the submission and still need your immediate action for membership activation for two board members:

- 24 Treasurer, Korin Robles, membership is now suspended (on May 1, 2024) for not taking the ethics course in the first 90 days of membership.
- 24 Secretary & Affiliate Chair, Keehay Jackson-Pratt is not a NARPM National member and must join. (Expired 10/3/23)

Both Korin and Keehay are ineligible to serve in these positions or vote until their memberships are active.

Please let us know today if their names are different than what was submitted and if they are still in their respective named positions for 2024, or if they are no longer serving and a new person is in their respective positions (and that person's name).

Upon receipt of Korin's and Keehay's statuses, I can approve the Chapter's compliance submission.

Thank you for everything you do for your Chapter and NARPM!



Rebecca Woodring, CAE

DEPUTY EXECUTIVE DIRECTOR | rwoodring@narpm.org

National Association of Residential Property Managers

1403 Greenbrier Parkway, Suite 150, Chesapeake, VA 23320 | P 800-782-3452 | M 757-287-6001 | www.narpm.org

Legislative Office | 1200 G Street NW, 8th Floor, Washington, DC 20005 | P: 202-918-1135

Join the Conversation in the NARPM Community today!

[Schedule a Zoom meeting with me!](#)

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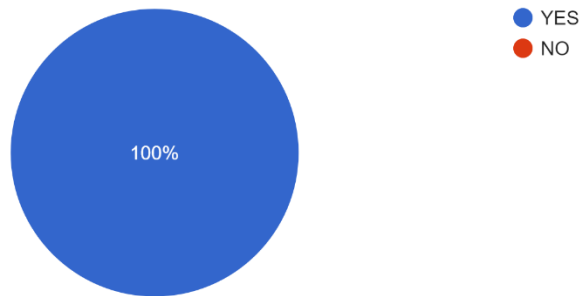
security and cyber resilience. Mimecast integrates email defenses with brand protection, security awareness training, web security, compliance and other essential capabilities. Mimecast helps protect large and small organizations from malicious activity, human error and technology failure; and to lead the movement toward building a more resilient world. To find out more, visit our website.



2024 BOD Election Results

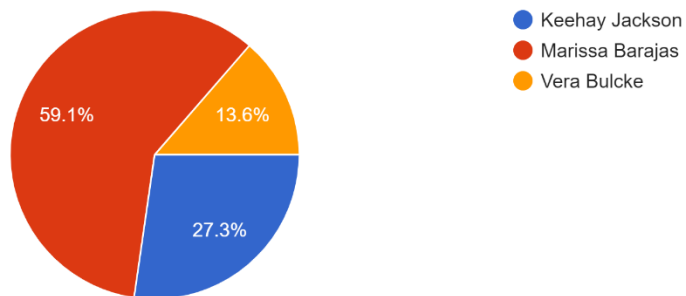
President-Elect: Jaidene James

22 responses



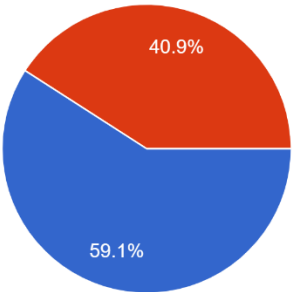
Secretary

22 responses



Treasurer

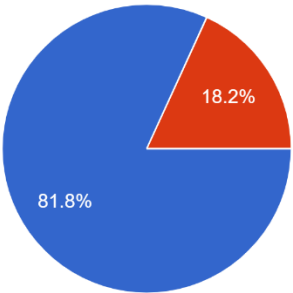
22 responses



- Korin Robles
- Michael Tavis

Affiliate Chair- Keehay Jackson

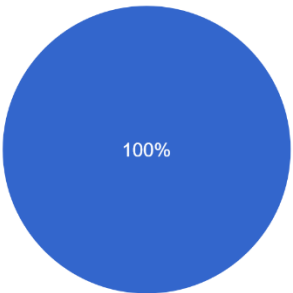
22 responses



- YES
- NO

Marketing Chair- Aislyn Hernandez

22 responses



- YES
- NO

Membership Chair- Christopher Lopez

22 responses

