



CHAPTER COMPLIANCE 2025 DUE DECEMBER 1, 2025

C004 SACRAMENTO AREA CHAPTER

Congratulations! Your NARPM 2025 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 display 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.

All NARPM Chapters must complete a Chapter compliance recertification form annually. Only fully certified Chapters are eligible for Chapter Excellence Awards, Chapter grants and Chapter incentives.

The compliance certification requirements were developed to maintain fair, specific procedural standards for the Chapters and to protect the legal accountability of the Chapter. The NARPM® Board of Directors determines each Chapter's compliance recertification status after consideration of recommendations submitted by the NARPM Chapter Support Manager.

Levels of Chapter Recertification

Full recertification

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

Conditional Compliance/Chapter in Review

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

De-certification

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

A timeline was established for Chapter Recertification:

December 1 - DEADLINE to submit Chapter Compliance Certification to NARPM staff. Compliance status update of Chapters will be provided to the NARPM National Board of Directors.

February 1 - March 31 – NARPM Chapter Support Manager works with Chapters to get Chapter certifications completed and turned in. An updated list of Chapters in conditional compliance/Chapter in review status will be sent to the NARPM National Board of Directors

regularly.

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

Beginning of May - Email from NARPM National President to members of all Chapters who have not responded to Chapter certification notifying them the Chapter is in Conditional Compliance/Chapter in Review status.

June Board Meeting - Chapters are decertified, and all respective Chapter Members are notified by email with a list of all current NARPM Chapters and they are placed as At-Large Members until such time they choose another Chapter.

Chapter Name	Sacramento Area
Name of person submitting Chapter Compliance documents	Jim Lofgren
Email	admin@sacnarpm.org
1. Has your Chapter made any changes to your bylaws since last year's compliance submission?	YES
File Upload - If yes, please upload bylaws here.	 NARPM Sacramento Bylaws revisionspdf
2. Has your Chapter made any changes to your Articles of Incorporation since last year's compliance submission?	NO
3. File Upload - 2025 Proof of Current State with Chapter's State (State Corporation Filings)	 NARPM Sacramento Statement of Inf... .pdf
4. File Upload - 2024 Chapter Tax Return	 2024 Tax Return Documents NARPMpdf
7. How many 2025 Chapter Leader Calls, hosted by RVPs, did the Chapter President, or their representative, participate in?	2
8. How many Membership Meetings did your Chapter hold in 2025?	4

9. How many Board of Directors/Executive Committee Meetings were held in 2025?

4

10. File Upload - 2026 Chapter Leadership Names

 2026 Board of Directors and staff.pdf

Bylaws
of the
Sacramento Area Chapter
of the
National Association of
Residential Property Managers

Revised Bylaws
Approved By Board of Directors
December 12, 2024



Article 1 - Introduction

1. Corporate Name

The name of this corporate organization shall be Sacramento Area Chapter of the National Association of Residential Property Managers, Inc., hereinafter referred to as the Chapter.

The terms "Chapter" and "Corporation" are used in the Bylaws to indicate the differences between administrative versus management and fiscal functions of the entity.

2. Principal Office

The Principal office is located in the County of Sacramento, State of California.

3. Change of Address

The designation of the county of the corporation's principal office may be changed by amendment to the Bylaws. The Board of Directors may change the principal office from one location to another within the named county. Such changes of address shall not be deemed, nor require, an amendment of these Bylaws.

4. Other Offices

The Corporation may also have offices at such other places within or without its county where it is qualified to do business, as its business and activities may require, and as the Board of Directors may designate.

Article 2 – Purpose of the Organization

5. General

- a) To establish a permanent trade association in the residential property management industry in the Northern California geographical area.
- b) To promote a standard of business ethics, professionalism and fair practices among its members.
- c) To establish and promote the professional education of its members.
- d) To provide and promote an exchange of ideas regarding residential property management.

6. Tax Exempt Status

- a) This Corporation is organized to comply with tax-exempt provisions of the Federal Internal Revenue Code providing such status to trade organizations. IRC section 501(c)(6).
- b) This Corporation is organized as a California nonstock, nonprofit entity under the Nonprofit Corporation Law as embodied in the California Corporations Code beginning at Section 5000. As such, it qualifies as a "business league" under R&TC Section 23071e.

Article 3 – Authority and Geographic Jurisdiction

7. Authority

- a) This Chapter shall be subject to all rules, regulations, ethics and standards, and the Bylaws of the National Association of Residential Property Managers, Inc.
- b) Chapter Bylaws shall be guided by those of the National Association of Residential Property Managers and shall not be in conflict. Variances due to local conditions must be approved by the Board of Directors of the National Association.

8. Geographic Jurisdiction

The Sacramento Area Chapter of NARPM will have organizational and membership jurisdiction over the territory of Northern California defined as: the Counties of Sacramento, San Joaquin, Amador, El Dorado, Placer, Nevada, Sierra, Plumas, Butte, Yuba, Sutter, Yolo, and Solano.

Article 4 – Directors

9. Designation Number of Directors

The Corporation shall have nine (9) Directors and collectively they shall be known as the Board of Directors. The Directors will consist of the following positions. Positions “a” through “e” are also Officers of the Corporation.

- a) President
- b) President-Elect
- c) Immediate Past President
- d) Secretary
- e) Treasurer
- f) Director at large
- g) Director at large
- h) Director at large
- i) Director at large

10. Qualifications of Directors

Directors shall be of the age of majority in this state. Other qualifications of Directors shall be:

- a) Directors shall be licensed under the real estate law of the state of California, except that the Affiliate Director need not be licensed.
- b) Directors shall be members of the National Association of Residential Property Managers and remain in good standing during their term.

11. Terms of Office of Directors

Each Director shall hold office for a period of one year and until his or her successor is elected and qualifies. Directors may serve successive terms.

12. Nominations of Directors and Officers

Chapter members will be notified, in writing or electronically, of the pending annual election of Directors and Officers. This notification will be at least thirty (30) days prior to the last regularly scheduled Chapter meeting of the calendar year.

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 Sacramento Area Chapter Executive Committee and presented to the membership for final vote.

13. Election and Installation of Directors and Officers

Directors may be:

- a) Elected as Officers of the Chapter.
- b) Elected as Directors at Large by the Chapter membership.
- c) Appointed by the Board of Directors as permitted by these Bylaws.

The President and the President-Elect must be elected by the Chapter members.

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. The immediate Past President will conduct the election or may delegate this duty to another Chapter Officer who is not a nominee.

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.

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.

The Chapter shall not allow nominations from the floor of the chapter meeting. If electronic elections take place write-In Candidates must be solicited. Write-in candidates shall be added to the slate if said 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.

Eligibility, Nominations, Elections, Terms of Office and Vacancies

Section A: Eligibility

To be eligible to serve as a Chapter officer, an individual shall be a member in good standing with both the Chapter and NARPM National. Furthermore, the Chapter member must be willing to fulfill the duties of the office to which the member is elected, including those duties relating to NARPM National.

Section B: Notification of Members

Chapter members shall be notified in writing, or electronically if approved by the Chapter Executive Committee, of the pending election and nominations solicited from Chapter members at least thirty (30) days prior to the election. Nominations shall be done in two ways:

- a. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and signed by five percent (5%) of the NARPM Chapter members.
- b. Face-to-Face Meeting: Any member who is present during the electoral process can be nominated. If the Chapter holds electronic elections, they shall not allow nominations from the floor of the Chapter meeting.

Section C: Elections

Elections shall be conducted no later than the September Chapter meeting, or electronically no later than the month of September, if approved by the Chapter executive committee, prior to the end of the calendar year.

1. Presiding Authority: The outgoing president shall conduct the election. The outgoing president can delegate the electoral process to the president-elect or any other Chapter member provided that member is not a nominee.
2. Nominating Committee – The immediate past president shall serve as chair of the nominating committee and the President shall appoint the other two members of the committee. The recommendation of the Nominating Committee shall be approved by the Executive Committee and presented to the membership for final vote.
3. Uncontested Offices: The presiding authority shall identify to the membership those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
4. Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at the Chapter meeting, or electronically if approved by the Chapter executive committee. The nominee receiving a simple majority shall be elected to the position.

5. If the Chapter holds electronic elections, they shall not allow nominations from the floor of the Chapter meeting. If electronic elections take place, write-in Candidates must be solicited. Write-in candidates shall be added to the slate if said candidates' names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of five percent (5%) of the NARPM members in good standing recommending the candidates for a director or for an officer position.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the Chapter's calendar year and conclude at the end of the same, unless stated otherwise in these bylaws.

Section E: Vacancy

An office shall be declared vacant when an officer:

1. Resigns that office through written notification to the president or the secretary.
2. No longer is eligible for membership in the Chapter or NARPM National.
3. No longer is capable of fulfilling duties of the office involved.

Section F: Filling a Vacated Office

In the event that the position of president is vacated, the president-elect shall automatically fill that position and shall continue to serve as both president and president-elect. In the case of other officers, a vacated office shall be filled:

1. When: When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
2. Procedure: By an individual nominated and approved by the executive committee to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the 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, or if approved by the Chapter executive committee electronically, mailed or sent electronically to each member of the committee.
2. Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.
3. Electronic Meetings: If approved by the Chapter executive committee, meetings can be held electronically in order to conduct the business of the Chapter.

Section B: Location

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

Section C: Quorum

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

Section D: Simple Majority Vote

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

14. Powers of Board of Directors

Subject to the provisions of the laws of this state and any limitations in the Articles of Incorporation and these Bylaws related to action required or permitted to be taken or approved by the members of this Corporation, the activities and affairs of this Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

- a. The Chapter shall be subject to all rules, regulations, ethics, and standards and bylaws of the National Association of Residential Property Managers, Inc.
- b. Chapter bylaws shall not conflict with those of the National Association of Residential Property Managers, Inc., hereinafter referred to as NARPM National.

15. Duties of Directors

It shall be the duty of the Directors to:

- a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation or by these Bylaws.
- b) Appoint and remove, employ and discharge, and except as otherwise provided in these Bylaws, prescribe the duties and fix compensation, if any, of all agents and employees of the Corporation.
- c) Supervise all agents and employees of the Corporation to assure that their duties are performed properly.
- d) Meet at such times and places as provided by these Bylaws.
- e) Register their address with the Secretary of the Corporation.

16. Compensation of Directors

Directors shall serve without compensation. Directors shall be allowed reasonable reimbursement of expenses incurred in the performance of their duties, with the approval of the Board of Directors.

17. Place of Meeting of Directors

Meetings shall be held at the principal office of the Corporation or at such other place as may be designated from time to time by resolution of the Board of Directors.

18. Date and Time of Regular Meeting of Directors

Regular meetings of Directors shall be held: Bi-monthly or monthly at a time and location designated by the board of directors.

19. Special Meetings of Directors

Special meetings of the Board of Directors may be called by the president, any officer of the Corporation, by any two Directors, or if different, by the persons specifically authorized under the laws of this state to call special meetings of the Board. Such meetings shall be held at the principal office of the Corporation or, if different, at the place designated by the person or persons calling the special meeting.

20. Notice of Directors' Meetings

Unless otherwise provided by the Articles of Incorporation, these Bylaws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the Board of Directors:

- a) Regular Meetings: No notice need be given of any regular meeting of the Board of Directors.
- b) Special Meeting: At least one-week prior notice shall be given by the Secretary of the Corporation to each Director of each special meeting of the Board. Such notice shall be written, may be given personally, by first-class mail, by telephone, or by facsimile machine or email, and shall state the place, date and time of the meeting and the matters proposed to be acted upon at the meeting.
- c) Waiver of Notice: Whenever any notice of a meeting is required to be given to any Director of this Corporation under the provisions of the Articles of Incorporation, these Bylaws or the law of this state, a waiver of notice in writing signed by the Director, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

21. Quorum for Directors' Meetings

A quorum shall consist of five (5) members of the Board of Directors, present, and in attendance.

Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, no business shall be considered by the Board at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

22. Majority Action as Board Action

Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is an act of the Board of Directors, unless the Articles of Incorporation, these Bylaws, or law require a greater percentage or different voting rules for approval of matter by the board.

23. Conduct of Directors' Meetings

Meetings of members shall be presided over by the President, or in his absence, by the President-Elect, or in the absence of these persons, by a Chairperson chosen by a majority of the voting members present at the meeting.

The Secretary of the Corporation shall act as Secretary of all meetings of the Board, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the meeting.

Meetings shall be governed by "Robert's Rules of Order" insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law.

24. Vacancies of Directors

Vacancies on the Board of Directors shall exist: (1) on the death, resignation or removal of any Director, and (2) whenever the number of authorized directors is increased.

Any Director may resign effective upon giving written notice to the Chairperson of the Board, the President, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation.

Unless otherwise prohibited by the Articles of Incorporation, these Bylaws or provisions of law, vacancies on the Board may be filled by approval of the Board of Directors. If the number of Directors then in office is less than a quorum, a vacancy on the Board may be filled by a sole remaining Director. A person elected to fill a vacancy on the Board shall hold office until the next election of the Board of Directors or until his or her death, resignation or removal from office.

25. Non-Liability Directors

The Directors shall not be personally liable for the debts, liabilities or other obligations of the Corporation.

26. Indemnification by Corporation of Directors and Officers

The Directors and Officers of the Corporation shall be indemnified by the Corporation to the fullest extent permissible under the laws of this state.

27. Insurance for Corporate Agents

Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Corporation (including

Director, employee or other agent of the Corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws, or provisions of law.

Article 5 – Officers

28. Designation Number of Officers

The Five (5) officers of the Corporation shall be a President, a President-Elect, a Secretary, a Treasurer and Immediate Past President. The Corporation may also have one or more Assistant Secretaries and Assistant Treasurers, and such other Officers with such titles as may be determined from time to time by the Board of Directors. The President shall be the Chief Executive Officer of the Chapter and Corporation. Officers are members of the Board of Directors.

29. Qualification of Officers

Any member in good standing of the Chapter may serve as an Officer of this Corporation.

30. Term of Office of Officers

The term of the President and the President-Elect are for one year, with the President-Elect automatically succeeding the President. The President may not succeed him or herself but remains as a Director for one year after he or she vacates the Presidency.

The Vice President, Treasurer and Secretary may be elected or may be appointed by the Board of Directors. These Officers may be elected or appointed for successive terms.

31. Removal and Resignation of Officers

Any Officer may be removed, either with or without cause, by the Board of Directors, at any time, by simple majority of the entire Board, not including the member to be removed. Any Officer may resign at any time by giving written notice to the Board of Directors or to the President or Secretary of the Corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

32. Filling Vacancies of Officers

Any vacancies caused by death, resignation, removal, disqualification, or otherwise of any Officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. In the event of the presidency, the president-elect shall automatically fill that position. Vacancies in the positions of Treasurer and Secretary may or may not be filled as the Board shall determine.

33. Duties of President

The President shall:

- a) Be the Chief Executive Officer of the Chapter and the Chairperson of the Corporation.
- b) Preside at all meetings of the Chapter.
- c) Act as an alternate signatory for funds withdrawn on the Chapter bank accounts and provide signatory card by January 1 of the elected year.
- d) In addition to the Treasurer, sign all checks or approve in writing over \$500.
- e) Sign all legal documents.
- f) Undertake responsibility for such other activities as deemed appropriate by the Board of Directors.
- g) Serve a term of one year as Director immediately after vacating the office.
- h) Must be a NARPM Member of the Chapter and an active member of NARPM National.
- i) Must attend annual Board Leadership Training offered by the National Association of Residential Property Managers.

34. President-Elect

The President-Elect shall:

- a) Act as an alternate signatory for funds to be withdrawn from the Chapter bank accounts.
- b) Fulfill the responsibilities of the President during that officer's absences.
- c) Succeed the President at the beginning of the calendar year.
- d) Automatically assume the Presidency in the event the Presidency becomes vacant during a calendar year.
- e) Organize, host and lead a retreat during the month of November to plan the following year's programs, events and budget.
- f) Undertake other activities as are deemed appropriate by the President or the Board of Directors.
- g) Select and arrange informative and entertaining speakers for general membership luncheon meetings. Topics must be relevant to the residential rental industry.
- h) Oversee the submission of Chapter reports including Chapter Excellence submission
- i) Must be back up for attendance at annual Board Leadership Training offered by the National Association of Residential Property Managers if the President is unable to attend.
- j) Must be a NARPM Member of the Chapter and an active member of NARPM National.

35. Secretary

The Secretary shall:

- a) Certify and keep the principal office of the Corporation the original of these bylaws as amended or otherwise altered to date.
- b) Keep at the principal office of the Corporation or at such other place as the Board may determine, a book of minutes of all meetings of the Board of Directors and of the Chapter meetings, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of the Directors present and the proceedings thereof.
- c) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- d) Be custodian of the records and of the Seal of the Corporation and affix the Seal, as authorized by law or the provisions of these Bylaws, to duly execute documents of the Corporation.
- e) Keep at the principal office of the Corporation a membership book containing the name and address of each and every member, and, in the case where any membership has been terminated, record such fact together with the date on which termination occurred.
- f) Exhibit at all reasonable times to any Director of the Corporation, or to agents and attorneys, on request there for, the Bylaws, Membership book, and the Minutes of the proceedings of the Directors of the Corporation.
- g) The Secretary may not serve concurrently as President.
- h) Must be a NARPM Member of the Chapter and an active member of NARPM National.

36. Treasurer

The Treasurer shall:

- a) Have charge and custody of and be responsible for all funds and securities of the Corporation, and deposit all such funds in the name of the Corporation in such banks, trust companies or other depositories as shall be selected by the Board of Directors.
- b) Receive and give receipt for monies due and payable to the Corporation from any source whatsoever.
- c) Disburse or cause to be disbursed the funds of the Corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursement.
- d) Keep and maintain adequate and correct accounts of the Corporation's property and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- e) Exhibit at all reasonable times, the books of account and financial records to any Director to the Corporation or to his or her agent or attorney on request thereof.
- f) Render to the Directors and members, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the Corporation.
- g) Prepare and submit an end-of-year report to the Treasurer of the National Association.
- h) With assistance of the Board of Directors, prepare a budget for next calendar year.
- i) File such tax and other financial reports with the appropriate government entities as may be required by law or regulation.
- j) The Treasurer may not serve concurrently as President.
- k) Must be a NARPM Member of the Chapter and an active member of NARPM National.

37. Directors at Large

Duties as assigned by the President.

38. Immediate Past President

- a) Shall serve as Chairman of the Nominating Committee
- b) Provide advice based upon experience and continuity to the operation of the Sacramento Chapter
- c) Serve a term of one year commencing with the beginning of the calendar year.
- d) Must be a NARPM Member of the Chapter and an active member of NARPM National.

Article 6 – Committee Responsibility and Operation

39. Committees and Responsibilities

The President with the advice and consent of the Board of Directors shall have the authority to create and dissolve Committees according to the needs of the Chapter. The Committee Chairpersons will attend Board of Directors' meetings and report their activities and announce the progress toward meeting the goals of the Chapter. No Committee may take any action on behalf of the Chapter unless authorized by the Board of Directors. Such Committees may be:

- a) **Education Committee.** This committee carries out the education program for the members, holds local NARPM certification seminars, supports members in their efforts to earn NARPM designations and seeks ways to promote the public recognition of the PPM and MPM designations. Develop and present to the Board of Directors a schedule of classes for the following calendar year.
- b) **Membership Committee.** The committee is responsible for the recruitment and retention of NARPM members. The committee develops and implements strategies to increase membership, accepts and processes applications for new members, and maintains the Chapter Membership Record.
- c) **Publications/Public Relations Committee.** This committee writes, prepares for printing, prints and distributes the Chapter publications including the Membership Roster, the Vendor Directory and the Newsletter.
- d) **Website Committee.** This committee oversees design, maintenance and operation of the Chapter website. It monitors content and links, ensuring current information.

- e) Legislation Committee. This committee monitors local and state governmental activities and regulations affecting the residential property management industry and recommends specific actions and strategies to the Board of Directors.
- f) Affiliate Committee. This committee represents the whole of the Affiliate Membership, promotes the rental management industry, the goals of NARPM and the local Chapter and initiates

and carries on progress towards those ends. It acts as the Affiliate voice at Board of Directors meetings. The Affiliate Committee is chaired by an Affiliate member, who is also a member of the Board of Directors.
- g) Nominations Committee. This committee seeks qualified members for Chapter office, prepares ballots for the Annual Election of Officer and Directors and assists the Immediate Past President in conducting the Annual Election. Because proven leadership experience and willingness to perform tasks are important to the success of the Chapter, current and past committee chairs should be thoughtfully considered when nominating directors.
- h) Golf and Picnic Committee. This committee organizes the annual golf tournament and picnic. The committee recommends a date and location. This committee arranges volunteers, food and activities.
- i) Events Committee: This committee organizes events (holiday party, membership events). This committee recommends a date and locations while arranging volunteers, food and activities.

40. Meetings and Actions of Committees

Because much of the operation of the Chapter takes place in the Committees, their proper functioning is vital to the progress of the Chapter. Committees shall be formed and staffed two months before the end of the year to provide time for planning the activities of the following year. Committee Chairpersons will:

- a) Form and staff their committees for optimum functions to accomplish their goals.
- b) Develop an annual plan to implement their goals and communicate this plan to the Board of Directors at the annual retreat and at regularly scheduled meetings.
- c) Scheduled regular committee meetings and announce this schedule for the Board of Directors Committee and the general membership both at luncheons and in the Chapter newsletter.
- d) Report on plans and progress at each Board of Directors' meeting, at each General Membership meeting and in the Chapter newsletter.
- e) Maintain the Committee's Chapter web page.

Article 7 - Membership Provisions

41. Membership Categories

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

Membership categories are defined as:

Section A: NARPM® Member

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

completed a course of instruction covering the NARPM Code of Ethics.

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

Section B: Associate Member

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

Section C: Affiliate Member

An Affiliate Member shall be an individual or business entity, which provides products, services or expertise to the residential property management industry. Requirements relating to acceptance into affiliate membership or suspension of affiliate membership shall be identical to those specified for members, except that affiliate members are not eligible to vote. However, Affiliate members can be a chairperson and can serve in advisory positions to the executive committee or chairpersons or committee members. An Affiliate member does not vote or hold elective office.

Section D: Honorary Member

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

Section E: Life Member

Life members shall be all national past Presidents of NARPM®. Life membership will begin as the President's term is completed. Dues will be waived for Life members. Other members who qualify may apply for Life Member as outlined in the national bylaws and complete the approved application.

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

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

Section F: Company Membership

Company Membership is offered to the responsible individual of the company. In order to hold Company Membership, the company must have four (4) NARPM Members. Additional NARPM

Members and Associate Members may register under the company for an additional fee. Membership categories under the Company will follow the same eligibility and requirements as outlined above.

Section G: Application by NARPM or Associate Members:

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

42. Number of Members

There shall be no limit as to the numbers of members in the Chapter, nor shall there be any limit in the membership of each category.

43. Non-liability for Members

A member of this Corporation is not personally liable for the debts, liabilities or obligations of the Corporation.

44. Non-transferability of Memberships

No member may transfer a membership or any right arising there from. All rights of membership cease upon the member's death.

45. Suspension

Members may be suspended from the Chapter:

- a) By recommendation of and approval of the Chapter Board of Directors.
- b) For reasons stated in Article III of the Bylaws of the National Association.
- c) For failure to pay dues or assessments as levied by the Board of Directors, within 30 calendar days of invoice resentment or failure to pay Chapter dues, if any, in full by January 31.
- d) Suspension from the National Association shall result in automatic suspension from the Chapter.

46. Termination

- a) Resignation. A member may resign at any time by forwarding a letter stating such intent to the Chapter President or Secretary. The letter shall indicate the date on which the resignation is to be effective. No refund of Chapter or National Association dues shall be made for any reason.
- b) Failure to Pay Obligations. Upon approval of the Board of Directors, membership shall terminate when a member fails to pay Chapter dues within Sixty (60) days of invoice presentation. Mitigating circumstances may be reported to the President or Treasurer within the sixty-day period and may be considered by the Board of Directors.

47. Reinstatement

A suspended or terminated member of the Chapter meeting all membership requirements may be reinstated upon approval by the Board of Directors. All past indebtedness must have been paid.

Article 8 – General Membership Meetings and Voting

48. Place of Membership Meetings

Meetings of the members shall be held within the jurisdiction of the Chapter, at such places as may be designated from time to time by resolution of the Board of Directors.

49. Regular Membership Meetings

Regular meetings of the members will be held in January, March, May, July, September and November on the third Tuesday of the month, from 11:30 AM to 1:00 PM.

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.

50. Special Membership Meetings

Special meetings of the membership may be called by the President, Board of directors or by persons specifically authorized under the laws of this state, for the consideration of a matter involving the survival of this Chapter or for an industry-wide emergency.

51. Notice of Membership Meetings

Notice of Regular Meeting: With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by regular letter, or if approved by the Chapter executive committee electronically, mailed or sent electronically to each member of the committee.

Unless otherwise provided by the Articles of Incorporation, these Bylaws or provisions of law, notice stating the place, day and hour of the meeting and, in the case of a special meeting, the purposes for which the meeting is called, shall be delivered not less than ten (10) days nor more than fifty (50) days before the date of the meeting, either personally, by mail **or electronically**. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the member at his or her address as it appears on the records of the Chapter with postage prepaid. Personal notification includes notification by telephone, facsimile machine **or by email**.

The notice of any meeting of members at which Directors are to be elevated shall also state the names of all those who are nominees or candidates for election to the Board at the time notice is given.

Whenever any notice of a meeting is required to be given to any member of this Corporation under the provisions of the Articles of Incorporation, these Bylaws, or the law of this state, a waiver of notice in writing signed by the member, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

52. Quorum for Membership Meetings

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

53. Majority Action as Membership Action

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.

54. Voting Rights

Each member is entitled to one vote on each matter submitted to a vote by the members.

Meetings of members shall be presided over by the President, or in his/her absence, by the President-Elect or in the absence of these persons, by a Chairperson chosen by a majority of the voting members present at the meeting.

The Secretary of the Corporation shall act as Secretary on all meetings of members, provided that in his/her absence, the presiding Officer shall appoint another person to act as Secretary.

Meetings shall be governed by "Robert's Rules of Order" insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law.

Article 9 – Code of Conduct and Standards of Professionalism

55. Acknowledgement of Code

A Chapter Charter is granted only upon the acknowledgement that the Chapter members shall:

Read and be familiar with the application Code of Ethics and Standards of Professionalism as promulgated by the National Association of Residential Property Managers, and to which continual adherence is mandatory for continuation of a Chapter Charter and individual membership. To this end, the Code of Conduct and Standards of Professionalism are made a part of these Bylaws and are attached thereto.

Formally agree to take no legal action(s) against the National Association, its Officer(s), Director(s), Committee Chairperson(s), Committee member(s), or the Chapter, Sub-Committee Chairperson(s), or Sub-Committee member(s) for any prescribed action identified by these Bylaws or the Bylaws of the National Association for the purpose of enforcing the applicable Code of Ethics and 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), subcommittee chairperson(s) or subcommittee 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.

56. Enforcement

It is the duty of the President of the Chapter to report all violations of the National Association's Code of Ethics and Standards of Professionalism to the National Association.

Article 10 – Financial Considerations

57. Calendar and Fiscal Year

The calendar year and fiscal year of the Chapter shall be January 1 to December 31.

58. Dues

The Board of Directors, in furtherance of the goals of the Chapter, shall be empowered to levy annual dues upon the Chapter members. Dues shall be payable on January 1 and will be considered late if unpaid after January 31. Late dues may be assessed a late fee in an amount established by the Board of Directors.

59. Annual Budget

The Board of Directors will direct the preparation of the Annual Chapter Budget by the Treasurer. The Budget will not exceed the Chapter's ability to carry out the same. Specific goals and expenditures will be planned, and dues and assessments planned to meet the budget.

The Chapter shall not have any authority to financially obligate or bind the National Association for any reason.

60. Execution of Instruments

The Board of Directors may authorize any Officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances, except as otherwise provided in these Bylaws.

No Officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount, unless authorized by the Board of Directors.

61. Execution of Checks and Notes

Check, drafts promissory notes, orders for the payment of money, and other evidence of indebtedness of the Corporations shall be signed by the Treasurer, except as otherwise instructed by the Board of Directors or as otherwise required by law, Instruments in excess of \$500.00 must ask be signed or approved by the President in writing.

62. Deposits

All funds of the Corporation shall be deposited in a timely manner to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

63. Gifts

The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the nonprofit purposes of this Corporation, subject to full disclosure to the general membership. Funds will be kept in a FDIC account.

Article 11 – Corporate Records and Reports

64. Maintenance of Corporate Records

The Corporation shall keep at its principal office:

- a) Minutes of all meetings of the Board of Directors, committees, and all meetings of the general membership. Indicating the time and place of holdings such meetings, whether regular or special, how called, the notice given, and the names of those present (not required for general meetings) and the proceedings thereof.
- b) Adequate and correct books and records of accounts, including accounts of its properties and business transactions, disbursements, gains and losses.
- c) A record of its members, indicating their names and addresses, their class of membership, credentials earned, status of dues and assessment, committee participation, etc. These records may be kept by other than the Secretary, but the Secretary will possess a hard paper copy of such data.
- d) A copy of the Corporation's Articles of Incorporation, Bylaws as amended to date, which shall be open to inspections by the members of the Corporation at all reasonable times during office hours.

65. Corporate Seal

The Board of Directors may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the Corporation. Failure to affix the seal to corporate instrument, however, shall not affect the validity of any such instrument.

66. Director's Inspection Rights

Every Director shall have the absolute right at any reasonable time to inspect and copy all books, record and documents of every kind and to inspect the physical properties of the Corporation.

67. Member's Inspection Rights

Each and every member shall have the following rights, for a purpose reasonably related to such a person's interest:

- a) To inspect and copy the record of the most recent record of all members' names, addresses and voting rights, upon written demand on the Secretary of the Corporation, which demand shall state the purpose for which the inspection is requested. A reasonable fee will be charged for providing said records.
- b) To inspect at any reasonable time the books, records or minutes of proceedings of the members or of the Board or of the Committees of the Board, upon written demand on the Secretary by the member for a purpose reasonably related to such person's interest as a member.
- c) The membership list shall be made available within a reasonable time after the demand is received by the Secretary.

Members shall have such other rights to inspect the books, records, and properties of this Corporation as may be required under the Articles of Incorporation, other provisions of these Bylaws and provisions of law.

68. Right to Copy and Make Extracts

Any inspection under the provisions of this Article may be made in person or by an agent or attorney and shall include the right to copy and make extracts.

69. Periodic Report

The Board shall cause any annual or periodic report required under law to be prepared and delivered to an office of the state or to the members and delivered within the time limits set by law. This shall include reports required by the National Association.

Article 12-Amendment, Construction and Terms of Bylaws

70. Amendment

Subject to the powers of the membership of this Corporation to adopt, amend or repeal the Bylaws of this Corporation and except as may otherwise be specified under provisions of law, these Bylaws, or any of them, may be altered, amended, or repealed and new Bylaws adopted by approval of the Board of Directors.

71. Construction and Terms

If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of the Corporation, the provisions of these Articles of Incorporation will govern.

Should any of the provisions of portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

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.

These Bylaws may be amended to conform and comply with the law, statutes, rules and regulations of the governing bodies of local, county, state or federal authorities that have jurisdiction and to comply with the tax-exempt provisions of the same.

All amendments shall be subject to review and approval by the Board of Directors of the National Association prior to their implementation or adoption by the Chapter.

72. 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.

73. Dissolution

Should the membership vote by majority to dissolve the operations of the Sacramento Area Chapter, all remaining funds in the treasury will be sent to the National Association of Residential Property Managers.



BA20250594015

B3545-1113 03/22/2025 3:22 PM Received by California Secretary of State



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

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

For Office Use Only

-FILED-

File No.: BA20250594015

Date Filed: 3/22/2025

Entity Details

Corporation Name THE SACRAMENTO AREA CHAPTER OF NARPM
Entity No. 1860839
Formed In CALIFORNIA

Street Address of California Principal Office of Corporation

Street Address of California Office 3112 O ST.
SUITE 5
SACRAMENTO, CA 95816

Mailing Address of Corporation

Mailing Address PO BOX 162736
SACRAMENTO, CA 95816

Attention

Officers

Officer Name	Officer Address	Position(s)
Paul T. Villaluz Weubbe	3112 O ST. SUITE 5 SACRAMENTO, CA 95816	Secretary
☒ Amy Nuccio	622 JACKSON ST. SUITE 101 VACAVILLE, CA 94533	Chief Financial Officer
James A Lofgren	PO BOX 162736 SACRAMENTO, CA 95816	Chief Executive Officer

Additional Officers

Officer Name	Officer Address	Position	Stated Position
Mechelle Reasoner	5170 GOLDEN FOOTHILL PARKWAY EL DORADO HILLS, CA 95762	President	
Eric Lee	9520 MISTY RIVER WAY ELK GROVE, CA 95624	Other	President-Elect
Krystal Tiner	6837 FAIR OAKS BLVD. CARMICHAEL, CA 95608	Other	Past President

Agent for Service of Process

Agent Name Paul T. Villaluz Weubbe
Agent Address 3112 O ST.
SUITE 5
SACRAMENTO, CA 95816

Email Notifications

Opt-in Email Notifications Yes, I opt-in to receive entity notifications via email.

Electronic Signature

☒ By signing, I affirm that the information herein is true and correct and that I am authorized by California law to sign.

Jim Lofgren

Signature

03/22/2025

Date

FOR TAX YEAR 2024

SACRAMENTO CHAPTER OF NARPM

Hirsch CPA Tax Consultants
2130 Professional Dr Ste 230
Roseville, CA 95661
(916)962-1040

Hirsch CPA Tax Consultants

2130 Professional Dr Ste 230
Roseville, CA 95661
cpa@hirschconsultants.com
Phone: (916)962-1040 | Fax: (916)242-8849

November 16, 2025

Sacramento Chapter of NARPM
P O Box 162736
Sacramento, CA 95816

Subject: Preparation of 2024 Tax Returns

Sacramento Chapter of NARPM:

Thank you for choosing Hirsch CPA Tax Consultants to assist with the 2024 taxes for Sacramento Chapter of NARPM. This letter confirms the terms of the engagement and outlines the nature and extent of the services we will provide.

We will prepare the 2024 federal and state income tax returns for Sacramento Chapter of NARPM. We will depend on management to provide the information we need to prepare complete and accurate returns. We may ask management to clarify some items but will not audit or otherwise verify the data submitted.

We will perform accounting services only as needed to prepare the tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for management to clarify some of the information submitted. We will inform management of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Call us if there are any concerns about such penalties.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on the behalf of Sacramento Chapter of NARPM, the alternative selected by management.

Our fee is based on the time required at standard billing rates plus out-of-pocket expenses. Invoices are due and payable upon presentation. All accounts not paid within thirty (30) days are subject to interest charges to the extent permitted by state law.

We will return the original records to management at the end of this engagement. Store these records, along with all supporting documents, in a secure location. We retain copies of your records and our work papers from your engagement for up to seven years, after which these documents will be destroyed.

If management has not selected to e-file the returns with our office, management will be solely responsible to file the returns with the appropriate taxing authorities. The tax matters representative should review all tax-return documents carefully before signing them. Our engagement to prepare the 2024 tax returns will conclude with the delivery of the completed returns to management, or with e-filed returns, with the tax matters representative's signature and our subsequent submittal of the tax return.

To affirm that this letter correctly summarizes the arrangements for this work, sign the enclosed copy of this letter in the space indicated and return it to us in the envelope provided.

Thank you for the opportunity to be of service. For further assistance with your tax return needs, contact our office at (916)962-1040.

Sincerely,

Melanie Hirsch
Hirsch CPA Tax Consultants

Accepted By:

Officer

Date

Hirsch CPA Tax Consultants

2130 Professional Dr Ste 230
Roseville, CA 95661
cpa@hirschconsultants.com
Phone: (916)962-1040 | Fax: (916)242-8849

November 16, 2025

Sacramento Chapter of NARPM
P O Box 162736
Sacramento, CA 95816

Sacramento Chapter of NARPM:

Enclosed is the 2024 federal return for a tax-exempt organization, prepared for Sacramento Chapter of NARPM from the information provided. The return will be e-filed with the IRS once we receive a signed Form 8879-TE, IRS e-file Signature Authorization for an Exempt Organization.

The federal return reflects neither a refund nor a balance due.

Enclosed is the 2024 California Income Tax return for Sacramento Chapter of NARPM, prepared from the information provided. The return will be e-filed with the California taxing authority.

The organization's California Income Tax return reflects neither a refund nor a balance due.

The return will be efiled after the tax preparation payment has been received. Thank you for the opportunity to be of service. For further assistance with the organization's tax return needs, contact our office at (916)962-1040.

Sincerely,

Melanie Hirsch
Hirsch CPA Tax Consultants

Hirsch CPA Tax Consultants

2130 Professional Dr Ste 230
Roseville, CA 95661
cpa@hirschconsultants.com
Phone: (916)962-1040 | Fax: (916)242-8849

November 16, 2025

Sacramento Chapter of NARPM
P O Box 162736
Sacramento, CA 95816

Your privacy is important to us. Read the following privacy policy.

We collect nonpublic personal information about you from various sources, including:

- * Interviews regarding your tax situation
- * Applications, organizers, or other documents that supply such information as your name, address, telephone number, Social Security Number, number of dependents, income, and other tax-related data
- * Tax-related documents you provide that are required for processing tax returns, such as Forms W-2, 1099R, 1099-INT and 1099-DIV, and stock transactions

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as requested by our clients or as required by law.

We restrict access to personal information concerning you, except to our employees who need such information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal information.

If you have any questions about our privacy policy, contact our office at (916)962-1040.

Sincerely,

Melanie Hirsch
Hirsch CPA Tax Consultants

Hirsch CPA Tax Consultants

2130 Professional Dr Ste 230
Roseville, CA 95661
cpa@hirschconsultants.com
Phone: (916)962-1040 | Fax: (916)242-8849

Customer Name	Customer Information	
Sacramento Chapter of NARPM P O Box 162736 Sacramento, CA 95816	Invoice #:	565
	Date:	November 16, 2025
	Phone:	
	E-mail:	amy@norcalpm.com

Your 2024 tax return was prepared by Melanie Hirsch.

Description		Fee
Federal And Supplemental Forms		
Form 990EZ	Organization Exempt from Income Tax EZ , page 1	
Form 990EZ pg 2	Organization Exempt from Income Tax EZ, page 2	
Form 990EZ pg 3	Organization Exempt from Income Tax EZ, page 3	
Form 990EZ pg 4	Organization Exempt from Income Tax EZ, page 4	
Schedule O	Supplemental Information, page 1	
Form 8879-TE	E-file Signature Authorization for Tax Exempt	
Overflow	Itemized Listing Attachment	
Overflow	Itemized Listing Attachment	
EF Notice	General Information for Electronic Filing	
California Forms		
CA199	Exempt Organization Annual Information	
CA199ATT PG 4	California Form 199 Supporting Statement Other Inc	
CA199ATT PG 5	California Form 199 Supporting Statement Other	
CA8453EO	E-file Authorization for Exempt Organizations	
CAOVFLOW	CA Overflow Statement	
Total Forms	14	Forms Subtotal
		0.00
		Total Balance Due
		0.00

Payment due upon receipt. Thank you for your business!

**Acknowledgement and General Information for
Entities That File Returns Electronically**

2024

Name(s) as shown on return

Sacramento Chapter of NARPM

Tax ID Number

**** - ***0193**

Entity address

P O Box 162736

Sacramento, CA 95816

Thank you for participating in IRS e-file.

1. ☒ 2024 **8868-01** income tax return for **Federal** was filed electronically.
The electronic filing services were provided by **Hirsch CPA Tax Consultants**.
2. ☒ **8868-01** income tax return was accepted on **05-12-2025** using a Personal Identification Number (PIN) as an electronic signature. The entity entered a PIN or authorized the Electronic Return Originator (ERO) to enter or generate a PIN signature.
The submission ID assigned to this return is **6853302025132jg1bccc**.

**PLEASE DO NOT SEND A PAPER COPY OF ENTITY'S RETURN TO THE
IRS. IF YOU DO, IT WILL DELAY THE PROCESSING OF THE RETURN.**

Return of Organization Exempt From Income Tax

2024

Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form, as it may be made public.

Go to www.irs.gov/Form990EZ for instructions and the latest information.Open to Public
Inspection

A For the 2024 calendar year, or tax year beginning , 2024, and ending , 20

B Check if applicable:

☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization
Sacramento Chapter of NARPM

Number and street (or P.O. box if mail is not delivered to street address) Room/suite
P O Box 162736

City or town, state or province, country, and ZIP or foreign postal code
Sacramento, CA 95816

D Employer identification number
68-0280193

E Telephone number

F Group Exemption Number

G Accounting Method: ☒ Cash ☐ Accrual Other (specify):

H Check ☒ if the organization is not required to attach Schedule B (Form 990).

I Website: **<https://sacramento.narpm.org/>**

J Tax-exempt status (check only one) - ☐ 501(c)(3) ☒ 501(c) (6) (insert no.) ☐ 4947(a)(1) or ☐ 527

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other:

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ \$ **119,841**

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I ☒

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	
	2	Program service revenue including government fees and contracts	2	78,899
	3	Membership dues and assessments	3	27,365
	4	Investment income	4	
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events:		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	13,577
c	Less: direct expenses from gaming and fundraising events	6c	3,726	
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	9,851	
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less: cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	116,115	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	38,500
	13	Professional fees and other payments to independent contractors	13	44,364
	14	Occupancy, rent, utilities, and maintenance	14	17,146
	15	Printing, publications, postage, and shipping	15	477
	16	Other expenses (describe in Schedule O)	16	17,638
	17	Total expenses. Add lines 10 through 16	17	118,125
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)	18	(2,010)
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	29,007
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	6,567
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	33,564

For Paperwork Reduction Act Notice, see the separate instructions.

EEA

Form 990-EZ (2024)

Part II Balance Sheets (see the instructions for Part II)Check if the organization used Schedule O to respond to any question in this Part II ☐

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	29,007	22 33,564
23 Land and buildings	0	23 0
24 Other assets (describe in Schedule O)	0	24 0
25 Total assets	29,007	25 33,564
26 Total liabilities (describe in Schedule O)	0	26 0
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	29,007	27 33,564

Part III Statement of Program Service Accomplishments (see the instructions for Part III)Check if the organization used Schedule O to respond to any question in this Part III ☐What is the organization's primary exempt purpose? **Organization for Property Managers**

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28 To provided education, legislative advocacy, networking, support for property managers		
(Grants \$ 63,800) If this amount includes foreign grants, check here ☐	28a	38,500
29		
(Grants \$) If this amount includes foreign grants, check here ☐	29a	
30		
(Grants \$) If this amount includes foreign grants, check here ☐	30a	
31 Other program services (describe in Schedule O)		
(Grants \$) If this amount includes foreign grants, check here ☐	31a	
32 Total program service expenses (add lines 28a through 31a)	32	38,500

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated-see the instructions for Part IV)Check if the organization used Schedule O to respond to any question in this Part IV ☐

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Krystal T Tiner President	0.00	0	0	0
Amy Nuccio Treasurer	0.00	0	0	0
Charisa Pickens Secretary	0.00	0	0	0
Mechelle Reasoner Commitee Chair	0.00	0	0	0
James Lofgren Chapter Administrator	0.00	0	0	0
Paul Villaluz Weubbe Past President	0.00	0	0	0
Tom Manning Director	0.00	0	0	0
Cheryl Muzinich Director	0.00	0	0	0
Eric Lee Director	0.00	0	0	0
Deborah Henning Director	0.00	0	0	0
Rita Gordon-Anderson Member	0.00	0	0	0

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V ☐

	Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O	33	X
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions	34	X
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	35a	X
b If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O	35b	
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III.	35c	X
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N.	36	X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions 37a		
b Did the organization file Form 1120-POL for this year?	37b	X
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a	X
b If "Yes," complete Schedule L, Part II, and enter the total amount involved 38b		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9 39a		
b Gross receipts, included on line 9, for public use of club facilities 39b		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911: _____; section 4912: _____; section 4955: _____		
b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I.	40b	
c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e	X
41 List the states with which a copy of this return is filed: _____		
42a The organization's books are in care of: Jim Lofgren Telephone no. 916-500-9759 Located at: P O Box 162736, Sacramento, CA ZIP + 4 95816		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	42b	X
If "Yes," enter the name of the foreign country: _____ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
c At any time during the calendar year, did the organization maintain an office outside the United States?	42c	X
If "Yes," enter the name of the foreign country: _____		
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here ☐ and enter the amount of tax-exempt interest received or accrued during the tax year 43		
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a	X
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b	X
c Did the organization receive any payments for indoor tanning services during the year?	44c	X
d If "Yes," to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d	
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a	X
b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions	45b	X

- 46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

	Yes	No
46		X

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

- 47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II
- 48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E
- 49a Did the organization make any transfers to an exempt non-charitable related organization?
- b If "Yes," was the related organization a section 527 organization?
- 50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

	Yes	No
47		
48		
49a		
49b		

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

- f Total number of other employees paid over \$100,000
- 51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

- d Total number of other independent contractors each receiving over \$100,000

- 52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A

☐ Yes ☐ No

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 officer) is based on all information of which preparer has any knowledge.

Sign Here	James A Lofgren		Date	
	Signature of officer			
Paid Preparer Use Only	James A Lofgren, Chapter Administrator			
	Type or print name and title			
	Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed PTIN
	Melanie Hirsch		11-16-2025	XXXXXXXXXX
	Firm's name	Hirsch CPA Tax Consultants	Firm's EIN	
	Firm's address	2130 Professional Dr Ste 230 Roseville CA 95661	Phone no. 916-962-1040	

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

Name of the organization	Employer identification number
Sacramento Chapter of NARPM	68-0280193

01. Description of other expenses (Part I, line 16)

Description	Amount
Awards	2,915
Bank fees	60
Contributions	2,000
Cc fees	6,187
Insurance	1,636
Meals	893
misc	503
Software subscriptions	986
Supplies	2,392
Taxes and fees	66

02. Other changes in net assets or fund balances (Part I, line 20)

Description	Amount
	6,567

Form **8879-TE****IRS E-file Signature Authorization
for a Tax Exempt Entity**

OMB No. 1545-0047

For calendar year 2024, or fiscal year beginning , 2024, and ending , 20

2024Department of the Treasury
Internal Revenue Service**Do not send to the IRS. Keep for your records.**
Go to www.irs.gov/Form8879TE for the latest information.

Name of filer

Sacramento Chapter of NARPM

EIN or SSN

68-0280193

Name and title of officer or person subject to tax

James A Lofgren, Chapter Administrator**Part I Type of Return and Return Information**

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a Form 990 check here ☐	b Total revenue, if any (Form 990, Part VIII, column (A), line 12) 1b	
2a Form 990-EZ check here ☒	b Total revenue, if any (Form 990-EZ, line 9) 2b	116,115
3a Form 1120-POL check here. ☐	b Total tax (Form 1120-POL, line 22) 3b	
4a Form 990-PF check here ☐	b Tax based on investment income (Form 990-PF, Part V, line 5). 4b	
5a Form 8868 check here ☐	b Balance due (Form 8868, line 3c) 5b	
6a Form 990-T check here ☐	b Total tax (Form 990-T, Part III, line 4) 6b	
7a Form 4720 check here ☐	b Total tax (Form 4720, Part III, line 1). 7b	
8a Form 5227 check here ☐	b FMV of assets at end of tax year (Form 5227, Item D) 8b	
9a Form 5330 check here ☐	b Tax due (Form 5330, Part II, line 19). 9b	
10a Form 8038-CP check here ☐	b Amount of credit payment requested (Form 8038-CP, Part III, line 22) 10b	

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☐ I am an officer of the above entity or ☐ I am a person subject to tax with respect to (name of entity) , (EIN) and that I have examined a copy of the

2024 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize **Hirsch CPA Tax Consultants** to enter my PIN **50193** as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax

Date **11-15-2025****Part III Certification and Authentication**

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

685330 89128**Do not enter all zeros**

I certify that the above numeric entry is my PIN, which is my signature on the 2024 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature

Date **11-16-2025**

ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

For Privacy Act and Paperwork Reduction Act Notice, see the instructions.Form **8879-TE** (2024)

990

Overflow Statement

(This page is not filed with the return. It is for your records only.)

2024

Page 1

Name(s) as shown on return

FEIN

Sacramento Chapter of NARPM

68-0280193

Overflow Statement

Description	Amount
Education	\$ 8,113
Dues	27,365
Luncheons	11,570
Mixers	13,587
Breakfast	3,165
Total:	\$ 63,800

Overflow Statement

Description	Amount
Bowling Tournament	\$ 13,577
Total:	\$ 13,577

Overflow Statement

Description	Amount
Affiliate dues	\$ 22,915
Professional Members	4,450
Total:	\$ 27,365

Overflow Statement

Description	Amount
Postage and Shipping	\$ 12
Printing and Graphic design	465
Total:	\$ 477

Overflow Statement

Description	Amount
Accounting	\$ 2,296
Catering	36,353
Speaker fees	3,215
Temp services	2,500
Total:	\$ 44,364

990

Overflow Statement

(This page is not filed with the return. It is for your records only.)

2024

Page 2

Name(s) as shown on return

FEIN

Sacramento Chapter of NARPM

68-0280193

Overflow Statement

Description	Amount
Education	\$ 8,113
Luncheon income	11,570
Property Mgr Breakfasts	3,165
Management expo	42,464
Networking Mixer	13,587
Total:	<u>\$ 78,899</u>

Overflow Statement

Description	Amount
Facility rental	\$ 16,812
Phone service	334
Total:	<u>\$ 17,146</u>

Overflow Statement

Description	Amount
Association Mgmt	\$ 38,500
Total:	<u>\$ 38,500</u>

2024

California Exempt Organization
Annual Information Return

199

Calendar Year 2024 or fiscal year beginning (mm/dd/yyyy) _____, and ending (mm/dd/yyyy) _____.

Corporation/Organization name

SACRAMENTO CHAPTER OF NARPM

California corporation number

Additional information. See instructions.

FEIN

68-0280193

Street address (suite or room)

P O BOX 162736

PMB no.

City

SACRAMENTO

State

CA

ZIP code

95816

Foreign country name

Foreign province/state/county

Foreign postal code

A First return ☐ Yes ☐ NoB Amended return ☒ Yes ☐ NoC 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) ☐ OtherF Federal return filed? (1) ☐ 990T (2) ☐ 990PF (3) ☐ Sch H (990)
(4) ☒ Other 990 seriesG Is this a group filing? See instructions ☐ Yes ☐ NoH 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 ☐ NoK 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 ☒ NoM Did the organization file Form 100 or Form 109 to report
taxable income? ☐ Yes ☐ NoN Is the organization under audit by the IRS or has the IRS
audited in a prior year? ☐ Yes ☐ NoO 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.

Receipts and Revenues	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8	1	119,841	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.	4	119,841	00
	This line must be completed. If the result is less than \$50,000, see General Information B				
	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	119,841	00	
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18	9	121,851	00
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8	10	(2,010)	00
Payments	11	Total payments	11		00
	12	Use tax. See General Information K	12		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		00

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.

Sign Here	Signature of officer	JAMES A LOFGREN	Title	CHAPTER ADMIN	Date	11/15/2025	•Telephone
	Preparer's signature		Date	11/16/2025	Check if self-employed	☐	•PTIN XXXXXXXXXX
Paid Preparer's Use Only	Firm's name (or yours, if self-employed) and address	HIRSCH CPA TAX CONSULTANTS 2130 PROFESSIONAL DR STE 230 ROSEVILLE, CA 95661					•Firm's FEIN 83-3921544
							•Telephone 916-962-1040
May the FTB discuss this return with the preparer shown above? See instructions							☒ Yes ☐ 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.

68-0280193

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions	•	1	92,476	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	27,365	00
	8	Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1		8	119,841	00
	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule	•	9		00
Expenses and Disbursements	10	Disbursements to or for members	•	10	23,195	00
	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	37,765	00
	16	Depreciation and depletion (See instructions)	•	16		00
	17	Other expenses and disbursements. Attach schedule	•	17	60,891	00
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line-9		18	121,851	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	Total assets				
Liabilities and net worth					
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	Total liabilities and net worth				

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	Total. Add line 7 and line 8	
4	Income not recorded on books this year. Attach schedule	•	10	Net income per return. Subtract line 9 from line 6	
5	Expenses recorded on books this year not deducted in this return. Attach schedule	•			
6	Total. Add line 1 through line 5				

TAXABLE YEAR

2024**California e-file Return Authorization for
Exempt Organizations**

FORM

8453-EO

Exempt Organization name

Identifying number

SACRAMENTO CHAPTER OF NARPM**68-0280193****Part I Electronic Return Information** (whole dollars only)

1	Total gross receipts or unrelated business taxable income (Form 199, line 4 or Form 109, line 5)	1	119,841
2	Total gross income or total tax (Form 199, line 8 or Form 109, line 14)	2	119,841
3	Refund (Form 109, line 26)	3	
4	Balance due or Total amount due (Form 199, line 16 or Form 109, line 29)	4	

Part II Settle Your Account Electronically for Taxable Year 20245 ☐ Direct deposit of refund (Form 109 only.)6 ☐ Electronic funds withdrawal 6a Amount _____

6b Withdrawal date (mm/dd/yyyy) _____

Part III Schedule of Estimated Tax Payments for Taxable Year 2025 (These are not installment payments for the current amount the exempt organization owes.)

	First Payment	Second Payment	Third Payment	Fourth Payment
7 Amount				
8 Withdrawal Date				

Part IV Banking Information (Have you verified the exempt organization's banking information?)

9 Routing number _____

10 Account number _____

11 Type of account: ☐ Checking ☐ Savings**Part V Declaration of Officer**

I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, box 5, I declare that the bank account specified in Part IV for the direct deposit refund agrees with the authorization stated on my return. If I check Part II, box 6, I authorize an electronic funds withdrawal for the amount listed on line 6a and any estimated payment amounts listed on Part III, line 7 from the bank account specified in Part IV.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2024 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's tax liability, the exempt organization will remain liable for the tax liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay or the date when the refund was sent.

**Sign
Here**

Signature of officer

11-15-2025

Date

CHAPTER ADMINISTRATOR

Title

Part VI Declaration of Electronic Return Originator (ERO) and Paid Preparer. See instructions.

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB. I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2024 Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

**ERO
Must
Sign**ERO's
signature

Date

Check if
also paid
preparer ☒Check
if self-
employed ☐

ERO's PTIN

XXXXXXXXXXFirm's name (or yours
if self-employed)
and address**HIRSCH CPA TAX CONSULTANTS
2130 PROFESSIONAL DR STE 230
ROSEVILLE, CA**

Firm's FEIN

83-3921544

ZIP code

95661

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

**Paid
Preparer
Must
Sign**Paid
preparer's
signature

Date

Check
if self-
employed ☐

Paid preparer's PTIN

Firm's name (or yours
if self-employed)
and address

Firm's FEIN

ZIP code

Name(s) as shown on return

SSN/FEIN

Sacramento Chapter of NARPM

68-0280193

Overflow Statement

Description	Amount
Exhibitor fees	\$ 30,097
Raffle ticket sales	2,968
Registration fees	39,926
Sponsorships	19,485
Total:	<u>\$ 92,476</u>

Overflow Statement

Description	Amount
Education	\$ 4,276
Luncheons	8,908
Property Mgr Breakfasts	631
Mixers	9,380
Total:	<u>\$ 23,195</u>

Overflow Statement

Description	Amount
Expo	\$ 37,765
Total:	<u>\$ 37,765</u>

CA 199 Other Income

2024

Name(s) shown on return Sacramento Chapter of NARPM	Identifying Number 68-0280193
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OTHER INCOME	
Description	Amount
Dues	27,365

Client Copy

CA 199 Other Expenses

2024

Name(s) shown on return Sacramento Chapter of NARPM	Identifying Number 68-0280193
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OTHER EXPENSES

Description	Amount
Admin	51,226
Bowling tournament	9,665

Client Copy

2025 Board of Directors & Officers

12/1/2025

President

Eric Lee
Evergreen Property Management

Past President

Mechelle Reasoner
Five Oaks Property Management

President – Elect

Membership Committee Chair & New Member Mentor

Jason Birkenstock
Park Glen Property Management

Treasurer

Amy Nuccio
Real Property Management Select

Secretary

Krystal Tiner
Braun Properties

Director

Education Committee Chair

Shelby Challberg
Sacramento Delta Property Management

Director

Nick Mason
Realty Roundup, Inc.

Director

Government Affairs Committee Chair

Karen Ramos
M&M Property Services & Management

Director

Communication Committee Chair

Janet Regan
Horizon Properties

Chapter Administrator:

Jim Lofgren
Lofgren Company LLC