

Levels of Chapter Recertification

Full recertification

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

Conditional Compliance/Chapter in Review

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

De-certification

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

A timeline was established for Chapter Recertification:

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

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

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

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

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

Chapter Name

Sacramento Area

Name of person submitting Chapter Compliance documents

Ximena Candia

Email

remoteprof01@gmail.com

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

NO

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

NO

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



3. NARPM Sacramento Proof of goodpdf

4. File Upload - 2023 Chapter Tax Return



4. NARPM Sacramento 2023 Tax Retu... .pdf

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



5. NARPM Sacramento Income State... .pdf

6. File Upload - 2025 Chapter Budget



6. NARPM Sacramento 2025 Budgetpdf

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

2

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

More than 4

File Upload - 2024 Membership Meetings



8. NARPM Sacramento 2024 Membe....docx

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

more than 4

File Upload - 2024 Board of Directors Meeting Minutes



NARPM Sac Board meeting minutes 1... .pdf



NARPM Sac Board meeting minutes 2... .pdf



NARPM Sac Board meeting minutes 3... .pdf



NARPM Sac Board meeting minutes 4... .pdf



NARPM Sac Board Meeting Minutes 0... .pdf



NARPM Sac Board meeting minutes 6... .pdf



NARPM Sac Board meeting minutes 7... .pdf



NARPM Sac Board Meeting Minutes 0... .pdf



NARPM Sac Board Meeting Minutes 0... .pdf

10. File Upload - 2025 Chapter Leadership Names



10. NARPM Sacramento 2025 Board o... .pdf

11. File Upload - 2024 Proof of Elections



11. NARPM Sacramento Proof of Elec... .pdf



11. NARPM Sacramento Proof of Elec... .pdf



11. NARPM Sacramento Proof of Elec... .pdf



BA20242074955

B3219-0088 11/25/2024 11:35 AM 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.: BA20242074955

Date Filed: 11/25/2024

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)
• James A Lofgren	PO BOX 162736 SACRAMENTO, CA 95816	Chief Executive Officer
+ 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

Additional Officers

Officer Name	Officer Address	Position	Stated Position
• Krystal Tiner	6837 FAIR OAKS BLVD. CARMICHAEL, CA 95608	Other	Past President
+ 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

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.

James A. Lofgren

Signature

11/25/2024

Date

FOR TAX YEAR 2023

SACRAMENTO NARPM

Hirsch CPA Tax Consultants

925 F Street

Sacramento, CA 95814

(916)962-1040

Hirsch CPA Tax Consultants

925 F Street
Sacramento, CA 95814
cpa@hirschconsultants.com
Phone: (916)962-1040 | Fax: (916)242-8849

May 15, 2024

Sacramento NARPM
1321 Howe Ave suite 228
Sacramento, CA 95825

Subject: Preparation of 2023 Tax Returns

Sacramento NARPM:

Thank you for choosing Hirsch CPA Tax Consultants to assist with the 2023 taxes for Sacramento 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 2023 federal and state income tax returns for Sacramento 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 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 2023 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

A handwritten signature in black ink, appearing to be "J. Hirsch", written over a horizontal line.

Date

May 15, 2024

Hirsch CPA Tax Consultants

925 F Street
Sacramento, CA 95814
cpa@hirschconsultants.com
Phone: (916)962-1040 | Fax: (916)242-8849

May 15, 2024

Sacramento NARPM
1321 Howe Ave suite 228
Sacramento, CA 95825

Sacramento NARPM:

Enclosed is the 2023 federal return for a tax-exempt organization, prepared for Sacramento NARPM from the information provided. The return was e-filed with the IRS and was accepted on May 08, 2024.

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

Enclosed is the 2023 California Income Tax return for Sacramento NARPM, prepared from the information provided. The return was e-filed with the California taxing authority and was accepted on May 08, 2024.

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

925 F Street
Sacramento, CA 95814
cpa@hirschconsultants.com
Phone: (916)962-1040 | Fax: (916)242-8849

May 15, 2024

Sacramento NARPM
1321 Howe Ave suite 228
Sacramento, CA 95825

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

925 F Street
Sacramento, CA 95814
cpa@hirschconsultants.com
Phone: (916)962-1040 | Fax: (916)242-8849

Customer Name	Customer Information	
Sacramento NARPM 1321 Howe Ave suite 228 Sacramento, CA 95825	Invoice #:	
	Date:	May 15, 2024
	Phone:	
	E-mail:	

Your 2023 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	
CA8453EO	E-file Authorization for Exempt Organizations	

Total Forms	11	Forms Subtotal	460.00
		Total Balance Due	460.00

Payment due upon receipt. Thank you for your business!

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

2023

Name(s) as shown on return

Sacramento NARPM

Tax ID Number

**** - ***0193**

Entity address

1321 Howe Ave suite 228

Sacramento, CA 95825

Thank you for participating in IRS e-file.

1. ☒ 2023 **990EZ** income tax return for **Federal** was filed electronically.
The electronic filing services were provided by **Hirsch CPA Tax Consultants**.
2. ☒ **990EZ** income tax return was accepted on **05-08-2024** 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 **6853302024129cbkszv2**.

**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.**

Form **990-EZ****Short Form**
Return of Organization Exempt From Income Tax

OMB No. 1545-0047

2023Department 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 2023 calendar year, or tax year beginning , 2023, and ending , 20							
B Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Final return/terminated ☐ Amended return ☐ Application pending	<table><tr><td>C Name of organization Sacramento NARPM</td><td>D Employer identification number 68-0280193</td></tr><tr><td>Number and street (or P.O. box if mail is not delivered to street address) Room/suite 1321 Howe Ave suite 228</td><td>E Telephone number</td></tr><tr><td>City or town, state or province, country, and ZIP or foreign postal code Sacramento, CA 95825</td><td>F Group Exemption Number</td></tr></table>	C Name of organization Sacramento NARPM	D Employer identification number 68-0280193	Number and street (or P.O. box if mail is not delivered to street address) Room/suite 1321 Howe Ave suite 228	E Telephone number	City or town, state or province, country, and ZIP or foreign postal code Sacramento, CA 95825	F Group Exemption Number
C Name of organization Sacramento NARPM	D Employer identification number 68-0280193						
Number and street (or P.O. box if mail is not delivered to street address) Room/suite 1321 Howe Ave suite 228	E Telephone number						
City or town, state or province, country, and ZIP or foreign postal code Sacramento, CA 95825	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:							
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 \$ 76,597							

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 2,329
	2 Program service revenue including government fees and contracts 2 37,479
	3 Membership dues and assessments 3 23,940
	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 12,617	
c Less: direct expenses from gaming and fundraising events 6c 20,358	
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) 6d (7,741)	
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) 8 232	
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 9 56,239	
Expenses	10 Grants and similar amounts paid (list in Schedule O) 10
	11 Benefits paid to or for members 11 1,000
	12 Salaries, other compensation, and employee benefits 12 1,235
	13 Professional fees and other payments to independent contractors 13
	14 Occupancy, rent, utilities, and maintenance 14 38,127
	15 Printing, publications, postage, and shipping 15 8,304
	16 Other expenses (describe in Schedule O) 16
17 Total expenses. Add lines 10 through 16 17 48,666	
Net Assets	18 Excess or (deficit) for the year (subtract line 17 from line 9) 18 7,573
	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 21,434
	20 Other changes in net assets or fund balances (explain in Schedule O) 20
	21 Net assets or fund balances at end of year. Combine lines 18 through 20 21 29,007

For Paperwork Reduction Act Notice, see the separate instructions.

EEA

Form 990-EZ (2023)

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	21,434	22 29,007
23 Land and buildings	0	23 0
24 Other assets (describe in Schedule O)	0	24 0
25 Total assets	21,434	25 29,007
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).	21,434	27 29,007

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? **Real estate association**

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 Chapter grant		
(Grants \$ 1,329) If this amount includes foreign grants, check here ☐	28a	
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	

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
Nicholas Maionchi Treasurer	0.00	0	0	0
Charisa Pickens Secretary	0.00	0	0	0
Mechelle Reasoner Committee Chair	0.00	0	0	0
Jim Lofgren Chapter Administrator	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: Nick Maionchi Telephone no. 916-586-7261 Located at: 2717 Cottage Way Unit 20, Sacramento, CA ZIP + 4 95825		
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	Nicholas Maionchi			
	Signature of officer		Date	
Paid Preparer Use Only	Nicholas Maionchi, Treasurer			
	Type or print name and title			
	Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed PTIN
	Melanie Hirsch		05-15-2024	☐ XXXXXXXXXX
	Firm's name	Firm's EIN		
	Hirsch CPA Tax Consultants			
	Firm's address	Phone no.		
	925 F Street	916-962-1040		
	Sacramento CA 95814			

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

Department of the Treasury
Internal Revenue Service

Sacramento NARPM

Go to www.irs.gov/Form990 for the latest information.

Open to Public Inspection

68-0280193

232

EEA

Schedule O (Form 990) 2023

990

Overflow Statement

2023

Page 1

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

Name(s) as shown on return

FEIN

Sacramento NARPM

68-0280193

Description	Amount
Special Events	\$ 11,400
Program activities	26,079
Total:	\$ 37,479

Description	Amount
Affiliate dues	\$ 17,515
Local Chapter dues 2023	4,250
Local chapter dues 2024	1,580
Affiliate dues 2024	595
Total:	\$ 23,940

Description	Amount
Luncheon income	\$ 5,720
Management expo	500
SHRA Q&A	50
Networking Mixer	2,151
November Lunch N Learn	1,421
Year End Charity Lunch 2023	2,775
Total:	\$ 12,617

Description	Amount
EDUCATION	\$ 1,235
Total:	\$ 1,235

Description	Amount
Administrative	\$ 38,127
Total:	\$ 38,127

990

Overflow Statement

2023

Page 2

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

Name(s) as shown on return

FEIN

Sacramento NARPM

68-0280193

Description**Amount**

EVENTS	\$ 5,762
Education	235
Equipment	19
Meals and entertainment	843
Printing	76
Speaker gift or fees	500
Supplies	618
Misc	127
Web	124
Total:	\$ 8,304

2023

California Exempt Organization
Annual Information Return

199

Calendar Year 2023 or fiscal year beginning (mm/dd/yyyy) _____, and ending (mm/dd/yyyy) _____.

Corporation/Organization name

SACRAMENTO NARPM

California corporation number

Additional information. See instructions.

FEIN

68-0280193

Street address (suite or room)

1321 HOWE AVE SUITE 228

PMB no.

City

SACRAMENTO

State

CA

ZIP code

95825

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		00			
	2	Gross dues and assessments from members and affiliates	2	61,419	00			
	3	Gross contributions, gifts, grants, and similar amounts received	3	2,329	00			
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Information B	4	63,748	00			
	5	Cost of goods sold	5		00			
	6	Cost or other basis, and sales expenses of assets sold	6		00			
	7	Total costs. Add line 5 and line 6	7		00			
	8	Total gross income. Subtract line 7 from line 4	8	63,748	00			
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18	9	48,666	00			
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8	10	15,082	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			
Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.							
	Signature of officer	NICHOLAS MAIONCHI	Title	TREASURER	Date	05/05/2024	Telephone	
Paid Preparer's Use Only	Preparer's signature		Date	05/15/2024	Check if self-employed	☐	PTIN	XXXXXXXXXX
	Firm's name (or yours, if self-employed) and address	HIRSCH CPA TAX CONSULTANTS 925 F STREET SACRAMENTO, CA 95814					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		00
	2	Interest	•	2		00
	3	Dividends	•	3		00
	4	Gross rents	•	4		00
	5	Gross royalties	•	5		00
	6	Gross amount received from sale of assets (See instructions)	•	6		00
	7	Other income. Attach schedule	•	7		00
	8	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		00
	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule	•	9		00
Expenses and Disburse- ments	10	Disbursements to or for members	•	10	2,235	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	38,127	00
	16	Depreciation and depletion (See instructions)	•	16		00
	17	Other expenses and disbursements. Attach schedule	•	17	8,304	00
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line-9		18	48,666	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				

Name(s) as shown on return

Sacramento NARPM

SSN/FEIN

68-0280193

Description	Amount
Program Service Revenue	\$ 37,479
Membership	23,940
Total:	\$ 61,419

Description	Amount
Printing	\$ 8,304
Total:	\$ 8,304

CAEF_ACK	Acknowledgement and General Information for Taxpayers Who File Returns Electronically	2023
Name(s) as shown on return Sacramento NARPM		Identification Number **-***0193
Address 1321 Howe Ave suite 228 Sacramento, CA 95825 Thank you for participating in e-file. 1. ☒ Your 2023 state income tax return for <u>CA199</u> was filed electronically. The electronic filing services were provided by <u>Melanie Hirsch</u>. 2. ☒ Your return was accepted on <u>05-08-2024</u> using a Personal Identification Number (PIN) as your electronic signature. You entered a PIN or authorized the Electronic Return Originator (ERO) to enter or generate a PIN for you. The submission ID assigned to this return is <u>6853302024129mj2zu2j</u>. PLEASE DO NOT SEND A PAPER COPY OF THE TAX RETURN TO THE STATE. IF YOU DO, IT WILL DELAY THE PROCESSING OF THE RETURN.		

Sacramento Area Chapter of NARPM

Profit & Loss Statement

January - October 2024

11/26/2024

INCOME

Membership

Professional Membership Dues	\$7,465.00	
Affiliate Membership Dues	\$20,790.00	
		\$28,255.00

Education

Annual Legal Seminar	\$4,772.00	
Fair Housing Seminar	\$3,226.00	
Legal Q&A Webinars	\$190.00	
		\$8,188.00

Events

Bowling Tournament	\$14,466.30	
Expo	\$46,948.55	
Luncheons	\$8,098.00	
Mixers	\$4,899.00	
Property Managers Breakfasts	\$3,374.17	
		\$77,786.02

Administration

Interest	\$0.00	
		\$0.00

Total Revenue	\$114,229.02	\$114,229.02
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EXPENSES

Membership

Membership Expenses	\$0.00	
		\$0.00

Education

Annual Legal Seminar	\$1,476.52	
Annual Fair Housing Seminar	\$2,627.50	
Legal Q&A Webinars	\$0.00	
		\$4,104.02

Events

Bowling Tournament	\$6,263.98	
Expo	\$32,887.79	
Luncheons	\$5,536.95	
Mixer	\$3,116.26	
Property Managers Breakfasts	\$515.96	
		\$48,320.94

Administration

Accounting Services	\$1,075.00	
Association Management Fees	\$30,000.00	
Bank Fees	\$31.40	
Credit Card Transaction Fees	\$5,993.39	
Donations	\$2,000.00	
Equipment Rental	\$166.95	
Insurance	\$439.00	
Other Expenses	\$266.41	
Phone Service	\$260.44	
Software Subscriptions	\$422.80	
Supplies	\$1,128.52	
Taxes & Fees	\$10.80	
		\$41,794.71

Total Expenses	\$94,219.67	\$94,219.67
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Net Income	\$20,009.35	\$20,009.35
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2025 Budget

11/27/2024

Draft

NARPM Sacramento

2025 Budget

11/27/2024

Summary By Department

	Revenue	Expenses	Net
Administration	\$ 600	\$ 58,678	\$ (58,078)
Membership	\$ 31,770	\$ 1,600	\$ 30,170
Education	\$ 7,900	\$ 4,745	\$ 3,155
Expo	\$ 48,000	\$ 32,125	\$ 15,875
Luncheons	\$ 9,180	\$ 9,000	\$ 180
Property Manager Breakfasts	\$ 3,150	\$ 640	\$ 2,510
Mixers	\$ 5,800	\$ 3,620	\$ 2,180
Bowling Tournament	\$ 12,050	\$ 7,274	\$ 4,776
Government Affairs	\$ -	\$ 650	\$ (650)
Communications	\$ 300	\$ 300	\$ -
Total	\$ 118,750	\$ 118,632	\$ 118

Summary By Account

REVENUE	Property Mgr											TOTAL
	Admin	Membership	Education	Expo	Luncheons	Breakfast	Mixers	Bowling Tournament	Government Affairs	Member Comm		
Advertising Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300		\$ 300
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Dues - Affiliate Members	\$ -	\$ 26,070	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 26,070
Dues - Professional Members	\$ -	\$ 4,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 4,600
Exhibitor Fees	\$ -	\$ -	\$ -	\$ 27,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 27,500
Interest	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 600
NARPM Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
NARPM Membership Retention	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,100
Other Revenue	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 100
Raffle Ticket Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -		\$ 1,000
Registration Fees	\$ -	\$ -	\$ 6,750	\$ 10,400	\$ 6,930	\$ -	\$ 4,000	\$ 7,300	\$ -	\$ -		\$ 35,380
Sponsorships	\$ -	\$ -	\$ 1,150	\$ 10,000	\$ 2,250	\$ 3,150	\$ 1,800	\$ 3,750	\$ -	\$ -		\$ 22,100
Total Revenue	\$ 600	\$ 31,770	\$ 7,900	\$ 48,000	\$ 9,180	\$ 3,150	\$ 5,800	\$ 12,050	\$ -	\$ 300		\$ 118,750
EXPENSES												
Accounting Services	\$ 5,183	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 5,183
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Association Management Fees	\$ 48,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 48,000
Audio-Visual Rental	\$ -	\$ -	\$ -	\$ -	\$ 810	\$ -	\$ -	\$ 250	\$ -	\$ -		\$ 1,060
Awards & Prizes	\$ -	\$ -	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -		\$ 1,300
Bank Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Catering	\$ 200	\$ -	\$ 290	\$ 12,000	\$ 4,500	\$ -	\$ 3,000	\$ 5,124	\$ -	\$ -		\$ 25,114
Charitable Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -		\$ 1,000
Credit Card Fees	\$ -	\$ 1,000	\$ 410	\$ 1,000	\$ 900	\$ 115	\$ 320	\$ 500	\$ -	\$ -		\$ 4,245
Discounts & Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Equipment Rental	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 4,000
Facility Rental	\$ -	\$ -	\$ 1,830	\$ 8,000	\$ 2,745	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 12,575
Insurance	\$ 1,200	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,300
Meals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525	\$ 200	\$ -	\$ -	\$ -		\$ 725
Other Expenses	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 100	\$ 600	\$ -		\$ 1,700
Phone Service	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 400
Postage & Shipping	\$ 295	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 295
Printing & Graphic Design	\$ -	\$ 200	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ -		\$ 1,250
Security Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Signage	\$ -	\$ 300	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300		\$ 1,600
Software Subscriptions	\$ 1,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,850
Speaker Fees	\$ -	\$ -	\$ 2,215	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 3,215
Supplies	\$ 600	\$ 100	\$ -	\$ 1,000	\$ 45	\$ -	\$ 100	\$ 100	\$ -	\$ -		\$ 1,945
Taxes and Fees	\$ -	\$ -	\$ -	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 75
Temp Services	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 600
Travel	\$ 800	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,050
Website	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 150
Total Expenses	\$ 58,678	\$ 1,600	\$ 4,745	\$ 32,125	\$ 9,000	\$ 640	\$ 3,620	\$ 7,274	\$ 650	\$ 300		\$ 118,632
Net	\$ (58,078)	\$ 30,170	\$ 3,155	\$ 15,875	\$ 180	\$ 2,510	\$ 2,180	\$ 4,776	\$ (650)	\$ -		\$ 118

NARPM Sacramento

2025 Budget

11/27/2024

Administration

REVENUE	Quantity	Amount	Total	Notes
Advertising Sales			\$ -	
Donations			\$ -	
Dues - Affiliate Members			\$ -	
Dues - Professional Members			\$ -	
Exhibitor Fees			\$ -	
Interest	1	\$ 600	\$ 600	New savings account (3% on \$20,000 x 12 months)
NARPM Grants			\$ -	
NARPM Membership Retention			\$ -	
Other Revenue			\$ -	
Raffle Ticket Sales			\$ -	
Registration Fees			\$ -	
Sponsorships			\$ -	

Total Revenue \$ 600

EXPENSES	Quantity	Amount	Total	Notes
Accounting	1	\$ 5,183	\$ 5,183	CPA (\$400), QB bookkeeping service (\$500 setup, 10 mo. @ \$300), QuickBooks Essentials (3 mo. @ \$65), QB Plus (\$1,088/year)
Advertising			\$ -	
Association Management Fees	12	\$ 4,000	\$ 48,000	Chapter administrator
Audio-Visual Rental			\$ -	
Awards & Prizes			\$ -	Recognition of volunteers
Bank Charges	12	\$ -	\$ -	Monthly bank fees
Catering	1	\$ 200	\$ 200	Strategic planning meeting
Charitable Contributions			\$ -	
Credit Card Processing Fees			\$ -	
Discounts & Refunds			\$ -	
Equipment Rental			\$ -	
Facility Rental			\$ -	
Insurance	1	\$ 1,200	\$ 1,200	D&O (\$439 - 12/1/2024), Business Liability (\$642 - 12/14/2024)
Meals			\$ -	
Other Expenses			\$ -	
Phone Service	10	\$ 40	\$ 400	NARPM phone number (RingCentral)
Postage & Shipping	1	\$ 295	\$ 295	PO Box rental (\$175), other postage (\$120)
Printing & Graphic Design			\$ -	
Security Services			\$ -	
Signage			\$ -	
Software Subscriptions	1	\$ 1,850	\$ 1,850	Zoom Pro (\$150/yr), AMS (\$140-240/mo, est \$1,700 for 2025)
Speaker Fees			\$ -	
Supplies	12	\$ 50	\$ 600	Paper, toner, other supplies
Taxes and Fees			\$ -	1099 filing (\$10), CA statement of info (\$20)
Temp Services			\$ -	
Travel	1	\$ 800	\$ 800	President's travel fund (\$500), Chapter Admin local travel (\$300)
Website	1	\$ 150	\$ 150	GoDaddy domain registration (sacnarpn.org), Wix website hosting

Total Expenses \$ 58,678

Net \$ (58,078)

NARPM Sacramento

2025 Budget

11/27/2024

Membership

REVENUE	Quantity	Amount	Total	Notes
Advertising Sales			\$ -	
Donation			\$ -	
Dues - Affiliate Members	66	\$ 395	\$ 26,070	51 in 2023, 66 in 2024.
Dues - Professional Members	92	\$ 50	\$ 4,600	66 in 2023, 92 in 2024
Exhibitor Fees			\$ -	
Interest			\$ -	
NARPM Grants			\$ -	
NARPM Membership Retention	110	\$ 10	\$ 1,100	140 in 2024
Other Revenue			\$ -	
Raffle Ticket Sales			\$ -	
Registration Fees			\$ -	
Sponsorships			\$ -	

Total Revenue \$ 31,770

EXPENSE	Quantity	Amount	Total	Notes
Accounting Services			\$ -	
Advertising			\$ -	
Association Management Fees			\$ -	
Audio-Visual Rental			\$ -	
Awards & Prizes			\$ -	
Bank Charges			\$ -	
Catering			\$ -	
Charitable Contributions			\$ -	
Credit Card Fees	1	\$ 1,000	\$ 1,000	Fees for processing dues payments
Discounts & Refunds			\$ -	
Equipment Rental			\$ -	
Facility Rental			\$ -	
Insurance			\$ -	
Meals			\$ -	
Other Expenses			\$ -	
Phone Service			\$ -	
Postage & Shipping			\$ -	
Printing & Graphic Design	1	\$ 200	\$ 200	Membership brochures
Security Services			\$ -	
Signage	1	\$ 300	\$ 300	Signage
Software Subscriptions			\$ -	
Speaker Fees			\$ -	
Supplies	1	\$ 100	\$ 100	Paper
Taxes and Fees			\$ -	
Temp Services			\$ -	
Travel			\$ -	
Website			\$ -	

Total Expenses \$ 1,600

Net \$ 30,170

NARPM Sacramento

2025 Budget

11/26/2025

Education

REVENUE	Quantity	Amount	Total	Notes
Advertising Sales			\$ -	
Donations			\$ -	
Dues - Affiliate Members			\$ -	
Dues - Professional Members			\$ -	
Exhibitor Fees			\$ -	
Interest			\$ -	
NARPM Grants			\$ -	
NARPM Membership Retention			\$ -	
Other Revenue			\$ -	
Raffle Ticket Sales			\$ -	
Registration Fees			\$ 6,750	Annual Legal Seminar \$3800, Fair Housing \$2800, Legal Q&A \$75
Sponsorships			\$ 1,150	Annual Legal Seminar \$3800, Fair Housing \$450, Legal Q&A \$0
Total Revenue			\$ 7,900	

REVENUE	Quantity	Amount	Total	Notes
Accounting Services			\$ -	
Advertising			\$ -	
Association Management Fees			\$ -	
Audio-Visual Rental			\$ -	
Awards & Prizes			\$ -	
Bank Charges			\$ -	
Catering			\$ 290	Annual Legal Seminar \$250, Fair Housing \$40, Legal Q&A \$0
Charitable Contributions			\$ -	
Credit Card Fees			\$ 410	Annual Legal Seminar \$250, Fair Housing \$4160, Legal Q&A \$0
Discounts & Refunds			\$ -	
Equipment Rental			\$ -	
Facility Rental			\$ 1,830	Annual Legal Seminar \$915, Fair Housing \$915, Legal Q&A \$0
Insurance			\$ -	
Meals			\$ -	
Other Expenses			\$ -	
Phone Service			\$ -	
Postage & Shipping			\$ -	
Printing & Graphic Design			\$ -	
Security Services			\$ -	
Signage			\$ -	
Software Subscriptions			\$ -	
Speaker Fees			\$ 2,215	Annual Legal Seminar \$500, Fair Housing \$1715, Legal Q&A \$0
Supplies			\$ -	
Taxes and Fees			\$ -	
Temp Services			\$ -	
Travel			\$ -	
Website			\$ -	
Total Expenses			\$ 4,745	

Net **\$ 3,155**

NARPM Sacramento

2025 Budget

11/26/2025

Expo

REVENUE	Quantity	Amount	Total	Notes
Advertising Sales			\$ -	
Donations			\$ -	
Dues - Affiliate Members			\$ -	
Dues - Professional Members			\$ -	
Exhibitor Fees	1	\$ 27,500	\$ 27,500	46 exhibitors (includes 2 attendees)
Interest			\$ -	
NARPM Grants			\$ -	
NARPM Membership Retention			\$ -	
Other Revenue	1	\$ 100	\$ 100	Electrical services for exhibitors
Raffle Ticket Sales			\$ -	
Registration Fees	1	\$ 10,400	\$ 10,400	PMs: 120 @ \$49 = \$5,880. 30 @ \$69 = \$2,070. Vendors: 50 @ \$49 = \$2,450.
Sponsorships	1	\$ 10,000	\$ 10,000	
Total Revenue			\$ 48,000	

EXPENSES	Quantity	Amount	Total	Notes
Accounting Services			\$ -	
Advertising			\$ -	
Association Management Fees			\$ -	
Audio-Visual Rental			\$ -	Provided by Citrus Heights Community Center
Awards & Prizes	1	\$ 1,100	\$ 1,100	Speaker gifts (\$200), raffle prizes (\$800), survey prize (\$100)
Bank Charges			\$ -	
Catering	1	\$ 12,000	\$ 12,000	Bbeverages, snacks, lunch, appetizers, alcohol
Charitable Contributions			\$ -	
Credit Card Processing Fees	1	\$ 1,000	\$ 1,000	
Discounts & Refunds			\$ -	
Equipment Rental	1	\$ 4,000	\$ 4,000	Booths, electrical, stanchions, etc. from Sacramento Stage Lighting
Facility Rental	1	\$ 8,000	\$ 8,000	Citrus Heights Community Center
Insurance	1	\$ 100	\$ 100	
Meals			\$ -	
Other Expenses	1	\$ 1,000	\$ 1,000	
Phone Service			\$ -	
Postage & Shipping			\$ -	
Printing & Graphic Design	1	\$ 1,000	\$ 1,000	Marketing, handouts
Security Services			\$ -	Security guard includedl in facility rental contract
Signage	1	\$ 1,000	\$ 1,000	Signs, step & repeat, event logo
Software Subscriptions			\$ -	
Speaker Fees	1	\$ 1,000	\$ 1,000	
Supplies	1	\$ 1,000	\$ 1,000	
Taxes and Fees	1	\$ 75	\$ 75	ABC license
Temp Services	1	\$ 600	\$ 600	Temp services (2 @ \$38/hr x 8 hrs)
Travel	1	\$ 250	\$ 250	
Website			\$ -	
Total Expenses			\$ 32,125	

Net **\$ 15,875**

NARPM Sacramento

2025 Budget

11/26/2025

Luncheons

REVENUE	Quantity	Amount	Total	Notes
Advertising Sales			\$ -	
Donations			\$ -	
Dues - Affiliate Members			\$ -	
Dues - Professional Members			\$ -	
Exhibitor Fees			\$ -	
Interest			\$ -	
NARPM Grants			\$ -	
NARPM Membership Retention			\$ -	
Other Revenue			\$ -	
Raffle Ticket Sales			\$ -	
Registration Fees	3	\$ 2,310	\$ 6,930	20 PM members @ \$39 = \$790. 5 PM non-members @ \$59 = \$295. 25 Affiliates @ \$49 = \$1,225.
Sponsorships	3	\$ 750	\$ 2,250	3 sponsors per luncheon @ \$250 = \$750

Total Revenue \$ **9,180**

EXPENSES	Quantity	Amount	Total	Notes
Accounting Services			\$ -	
Advertising			\$ -	
Association Management			\$ -	
Audio-Visual Rental	3	\$ 270	\$ 810	AV package
Awards & Prizes			\$ -	
Bank Charges			\$ -	
Catering	3	\$ 1,500	\$ 4,500	
Charitable Contributions			\$ -	
Credit Card Fees	3	\$ 300	\$ 900	
Discounts & Refunds			\$ -	
Equipment Rental				
Facility Rental	3	\$ 915	\$ 2,745	Mack Powell Event Center (audio-visual rental is separate fee)
Insurance			\$ -	
Meals			\$ -	
Other Expenses			\$ -	
Phone Service			\$ -	
Postage & Shipping			\$ -	
Printing & Graphic Design			\$ -	
Security Services			\$ -	
Signage			\$ -	
Software Subscriptions			\$ -	
Speaker Fees			\$ -	
Supplies	3	\$ 15	\$ 45	
Taxes and Fees			\$ -	
Temp Services			\$ -	
Travel			\$ -	
Website			\$ -	

Total Expenses \$ **9,000**

Net \$ **180**

NARPM Sacramento

2025 Budget

11/26/2025

Property Managers Breakfasts

REVENUE	Quantity	Amount	Total	Notes
Advertising Sales			\$ -	
Donations			\$ -	
Dues - Affiliate Members			\$ -	
Dues - Professional Members			\$ -	
Exhibitor Fees			\$ -	
Interest			\$ -	
NARPM Grants			\$ -	
NARPM Membership Retention			\$ -	
Other Revenue			\$ -	
Raffle Ticket Sales			\$ -	
Registration Fees			\$ -	21 Breakfasts: Citrus Heights (11), Rocklin (5), Elk Grove (5)
Sponsorships	21	\$ 150	\$ 3,150	1 sponsor per breakfast

Total Revenue \$ **3,150**

EXPENSES	Quantity	Amount	Total	Notes
Accounting Services			\$ -	
Advertising			\$ -	
Association Management Fees			\$ -	
Audio-Visual Rental			\$ -	
Awards & Prizes			\$ -	
Bank Charges			\$ -	
Catering			\$ -	
Charitable Contributions			\$ -	
Credit Card Fees			\$ 115	
Discounts & Refunds			\$ -	
Equipment Rental			\$ -	
Facility Rental			\$ -	
Insurance			\$ -	
Meals	21	\$ 25	\$ 525	Meal for staff
Other Expenses			\$ -	
Phone Service			\$ -	
Postage & Shipping			\$ -	
Printing & Graphic Design			\$ -	
Security Services			\$ -	
Signage			\$ -	
Software Subscriptions			\$ -	
Speaker Fees			\$ -	
Supplies			\$ -	
Taxes and Fees			\$ -	
Temp Services			\$ -	
Travel			\$ -	
Website			\$ -	

Total Expenses \$ **640**

Net \$ **2,510**

NARPM Sacramento

2025 Budget

11/26/2025

Mixers

REVENUE	Quantity	Amount	Total	Notes
Advertising Sales			\$ -	
Donations			\$ -	
Dues - Affiliate Members			\$ -	
Dues - Professional Members			\$ -	
Interest			\$ -	
Exhibitor Fees			\$ -	
NARPM Grants			\$ -	
NARPM Membership Retention			\$ -	
Other Revenue			\$ -	
Raffle Ticket Sales			\$ -	
Registration Fees	4	\$ 1,000	\$ 4,000	20 Affiliates per Mixer @ \$50 = \$1000
Sponsorships	4	\$ 450	\$ 1,800	3 sponsors per Mixer @ \$150 = \$450
Total Revenue			\$ 5,800	

EXPENSE	Quantity	Amount	Total	Notes
Accounting Services			\$ -	
Advertising			\$ -	
Association Management Fees			\$ -	
Audio-Visual Rental			\$ -	
Awards & Prizes			\$ -	
Bank Charges			\$ -	
Catering	4	\$ 750	\$ 3,000	
Charitable Contributions			\$ -	
Credit Card Fees	4	\$ 80	\$ 320	
Discounts & Refunds			\$ -	
Equipment Rental			\$ -	
Facility Rental			\$ -	
Insurance			\$ -	
Meals	4	\$ 50	\$ 200	Meals for planning meetings at venue
Other Expenses			\$ -	
Phone Service			\$ -	
Postage & Shipping			\$ -	
Printing & Graphic Design			\$ -	
Security Services			\$ -	
Signage			\$ -	
Software Subscriptions			\$ -	
Speaker Fees			\$ -	
Supplies	4	\$ 25	\$ 100	
Taxes and Fees			\$ -	
Temp Services			\$ -	
Travel			\$ -	
Website			\$ -	
Total Expenses			\$ 3,620	

Net **\$ 2,180**

NARPM Sacramento

2025 Budget

11/26/2025

Bowling Tournament

REVENUE	Quantity	Amount	Total	Notes
Advertising Sales			\$ -	
Donations			\$ -	
Dues - Affiliate Members			\$ -	
Dues - Professional Members			\$ -	
Exhibitor Fees			\$ -	
Interest			\$ -	
NARPM Grant Funds			\$ -	
NARPM Membership Retention			\$ -	
Other Revenue			\$ -	
Raffle Ticket Sales	200	\$ 5	\$ 1,000	
Registration Fees	1	\$ 7,300	\$ 7,300	14 teams @ \$450 = \$4,500. 15 add'l bowlers @ \$95 = \$1,425. 15 spectators @ \$75 = \$1,125. 2 non-member bowlers @ \$125 = \$250.
Sponsorships	1	\$ 3,750	\$ 3,750	Tournament (\$1,000), Others (5 @ \$550 = \$2,750) includes 4-person team
Total Revenue			\$ 12,050	

EXPENSES	Quantity	Amount	Total	Notes
Accounting Services			\$ -	
Advertising			\$ -	
Association Management Fees			\$ -	
Audio-Visual Rental	1	\$ 250	\$ 250	Fee for use of bowling lane monitors for rotating slide show
Awards & Prizes	20	\$ 10	\$ 200	1st, 2nd, and 3rd place trophies (15), best team spirit (5)
Bank Charges			\$ -	
Catering	100	\$ 51	\$ 5,124	\$51.24/person (shoes, food, drinks, bowling)
Credit Card Processing Fees	1	\$ 500	\$ 500	
Discounts & Refunds			\$ -	Photo sponsor discount
Donations	1	\$ 1,000	\$ 1,000	Donation to designated charity
Equipment Rental			\$ -	
Facility Rental			\$ -	
Insurance			\$ -	
Meals			\$ -	
Other Expenses	1	\$ 100	\$ 100	Tip for catering employees
Phone			\$ -	
Postage & Shipping			\$ -	
Printing & Graphic Design			\$ -	
Security Services			\$ -	
Signage			\$ -	
Software Subscriptions			\$ -	
Speaker Fees			\$ -	
Supplies	1	\$ 100	\$ 100	Decorations
Taxes and Fees			\$ -	
Temp Services			\$ -	
Travel			\$ -	
Website			\$ -	
Total Expenses			\$ 7,274	

Net **\$ 4,776**

NARPM Sacramento

2025 Budget

11/26/2025

Government Affairs

REVENUE	Quantity	Amount	Total	Notes
Advertising Sales			\$ -	
Donation			\$ -	
Dues - Affiliate Members			\$ -	
Dues - Professional Members			\$ -	
Exhibitor Fees			\$ -	
Interest			\$ -	
NARPM Grants			\$ -	
NARPM Membership Retention			\$ -	
Other Revenue			\$ -	
Raffle Ticket Sales			\$ -	
Registration Fees			\$ -	
Sponsorships			\$ -	

Total Revenue \$ -

EXPENSE	Quantity	Amount	Total	Notes
Accounting Services			\$ -	
Advertising			\$ -	
Association Management Fees			\$ -	
Audio-Visual Rental			\$ -	
Awards & Prizes			\$ -	
Bank Charges			\$ -	
Catering			\$ -	
Credit Card Processing Fees			\$ -	
Discounts & Refunds			\$ -	
Donations			\$ -	
Equipment Rental			\$ -	
Facility Rental			\$ -	
Insurance			\$ -	
Meals			\$ -	
Other Expenses	1	\$ 600	\$ 600	CAA membership
Phone Service			\$ -	
Postage & Shipping			\$ -	
Printing & Graphic Design	1	\$ 50	\$ 50	Printing of information on key issues
Security Services			\$ -	
Signage			\$ -	
Software Subscriptions			\$ -	
Speaker Fees			\$ -	
Supplies			\$ -	
Taxes and Fees			\$ -	
Temp Services			\$ -	
Travel			\$ -	
Website			\$ -	

Total Expenses \$ 650

Net \$ (650)

NARPM Sacramento

2025 Budget

11/26/2025

Communications

REVENUE	Quantity	Amount	Total	Notes
Advertising Sales	1	\$ 300	\$ 300	Newsletter ads or sponsorships
Donation			\$ -	
Dues - Affiliate Members			\$ -	
Dues - Professional Members			\$ -	
Exhibitor Fees			\$ -	
Interest			\$ -	
NARPM Grants			\$ -	
NARPM Membership Retention			\$ -	
Other Revenue			\$ -	
Raffle Ticket Sales			\$ -	
Registration Fees			\$ -	
Sponsorships			\$ -	
Total Revenue			\$ 300	

EXPENSES	Quantity	Amount	Total	Notes
Accounting Services			\$ -	
Advertising			\$ -	
Association Management Fees			\$ -	
Audio-Visual Rental			\$ -	
Awards & Prizes			\$ -	
Bank Charges			\$ -	
Catering			\$ -	
Credit Card Fees			\$ -	
Discounts & Refunds			\$ -	
Donations			\$ -	
Equipment Rental			\$ -	
Facility Rental			\$ -	
Insurance			\$ -	
Meals			\$ -	
Other Expenses			\$ -	
Phone			\$ -	
Postage & Shipping			\$ -	
Printing			\$ -	
Security Services			\$ -	
Signage & Graphics	1	\$ 300	\$ 300	Newsletter design fee
Software Subscriptions			\$ -	
Speaker Fees			\$ -	
Supplies			\$ -	
Taxes and Fees			\$ -	
Temp Services			\$ -	
Travel			\$ -	
Website			\$ -	
Total Expenses			\$ 300	

Net	\$ -
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National Association of Residential Property Managers
SACRAMENTO AREA CHAPTER

2024 Membership Meetings

ANNUAL LEGAL SEMINAR
JANUARY 26 | MACK POWELL EVENT CENTER
10:00 AM - 12:00 PM | 1:00 PM - 4:00 PM

TRACEY MERRILL
Managing Partner of Merrill & Young LLP
NEW LANDLORD/TENANT LAWS

MATTHEW GREEN
General Counsel
Matti Architecture Construction LLC
NEW EMPLOYMENT LAWS

networking mixer

Expand the online and minds with your peers in a casual setting!

February 29, 2024
5:00 pm - 7:00 pm

Riverfront
Riverfront

Registration is free for all members and non-members!
For more information, contact us at 916.444.1234 or visit our website at narpm.org

Thank you to our sponsors!

Community Bank
FFA
Golden State Hardware

Annual Fair Housing Seminar

[Register Here](#)

Date/Time

Dates: - 04/19/2025

9:00 am

Categories

Education

[Map Unavailable](#)

Attend this annual seminar to ensure that you are up-to-date on current state and federal fair housing laws.



Tuesday, March 19

9:00 am - Noon: Seminar (check-in begins at 8:30 am)

Noon - 12:30 pm: Optional legal Q&A on new state law (AB 267) providing applicants with government subsidy the option to request alternative to credit reports

Mack Powell Event Center

2003 Howe Avenue, Sacramento

Legal Q&A Webinar with Attorney Tracey Merrell of KTS Law

[Register Here](#)

Date/Time

Dates: - 04/19/2025

10:00 am - 11:00 am

Categories

Education

[Map Unavailable](#)

Free Attorney Q&A! - Licensed legal attorney provides answers to your questions about fair laws and current issues.

Legal Q&A

Friday, April 12

10:00 am - 11:00 am

Via Zoom webinar

Take advantage of our popular and informative Legal Q&A program. During this interactive one-hour webinar, our licensed attorney provides a professional, on-call web-based and then delivers your questions live addressed on just what and property management issues. Here is your chance to get answers to your questions about renting, laws and complicated issues. Or just listen and learn from the answers to questions asked by others.



National Association of Residential Property Managers

SACRAMENTO AREA CHAPTER

2ND ANNUAL CHARITY BOWLING TOURNAMENT



Thursday, April 25th, 2024
5:00pm - 7:30pm

📍 **Capitol Bowl**
909 W. Capitol Avenue
W. Sacramento, CA 95601

FOOD | DRINKS | RAFFLES

SPONSORSHIP OPPORTUNITIES AVAILABLE



National Association of Residential Property Managers

SACRAMENTO AREA CHAPTER

LUNCH & LEARN

Working Smarter with Apps



May 23, 2024

11:30 AM - 1:30 PM

Mack Powell Event Center
2003 Howe Avenue, Sacramento



LEGAL Q&A

Attorney Puneet Singh, PKS Law Group



June 7, 2024
10:00 AM - 11:00 AM

Zoom Webinar
Free member benefit

A promotional poster for a 'Mixer On the river' event. The background is a vibrant blue with a wavy, water-like texture. At the top, the NARPM Sacramento Area Chapter logo is displayed. The event title 'MIXER' is in large, bold, white capital letters, with 'On the river' in a smaller, yellow, cursive font below it. The date and time, 'August 14th, 2024' and '5:00 pm to 7:30 pm', are centered in white. Below this, the venue 'Chevys FRESH MEX' is featured in a stylized font, with the address '1369 Garden Hwy, Sacramento' at the bottom. A circular badge on the right side of the poster states 'Free for Property Managers!'. At the bottom of the poster, there are logos for sponsors: 'AMERICAN LEAK DETECTION', 'BROWN'S', 'Sponsored by' (with a logo for 'GREAT EYE HANDYMAN'), 'GOOD LIFE', and 'second nature'.



RESIDENTIAL PROPERTY MANAGEMENT EXPO 2024

Education Conference & Trade Show



THURSDAY, SEPTEMBER 26, 2024
9:30 AM - 4:30 PM



CITRUS HEIGHTS COMMUNITY CENTER
3300 FOUNTAIN SQUARE DRIVE, CITRUS HEIGHTS

For more information, visit sacnarpm.org



LEGAL Q&A

Zoom Webinar



with attorney
Tracey Merrell, KTS Law

Friday, October 11, 2024
10:00 am - 11:00 am

FREE for Members
\$20 for Non-Members



How to comply with SACRAMENTO COUNTY RENTAL HOUSING INSPECTIONS

Speaker
Jerry Bess
Supervising Code
Enforcement Officer



FREE

for property
managers to attend

Thursday, October 17, 2024
9:00 am - 11:00 am

Code Enforcement Department
10481 Penningsway Ave., Suite 110
Watson Field, CA 95555

Lunch & Learn

[Register Here](#)

Date/Time

October - 11/17/2020

11:30 AM - 1:30 pm

Location

Mark Powell Event Center

Categories

[Education](#)

[Lunches](#)

[Networking Events](#)

[Map This Event](#)

The first section of the year-end mixer is your chance to hear the insights for turbulent insurance marketplace.

Lunch & Learn

Thursday, November 21

11:30 am - 1:30 pm

Mark Powell Event Center

2003 Howe Avenue, Sacramento

Navigating the Turbulent Insurance Marketplace



Year End Charity Mixer

[Register Here](#)

Date/Time

October - 12/12/2020

6:30 pm - 7:30 pm

Location

La Porto Italian Restaurant & Bar

Categories

[Networking Events](#)

[Map This Event](#)

Join us as we celebrate at the year-end mixer with your HARPEN colleagues at a trendy new Italian restaurant.

Year End Charity Mixer

6:30 - 7:30 pm

Thursday, December 12

La Porto Italian Restaurant & Bar

1860 Howe Avenue, Sacramento

Minutes of Board of Directors Meeting Thursday, January 11, 2024

Location

- The meeting was held via a Zoom conference.

Call to order and attendance

- President Paul Villaluz Weubbe called the meeting to order at 10:32 am.
- **Attending:** Krystal Tiner, Charissa Pickens, Mechelle Reasoner, Paul Villaluz Weubbe, Tom Manning, Cheryl Muzinich, Josh Renwick, Rita Gordon-Anderson, Jim Lofgren (staff), Ximena Candia Castro (staff)
- **Absent:** Nick Maionchi

Installation of 2024 Officers and Directors

- Jim Lofgren swore in the 2024 officers and Board members

Approval of minutes

- Charissa Pickens, Secretary presented the minutes of the December Board meeting.
- Approval of minutes for meeting on December 14, 2023 (see attached minutes)
Motion to approve December 14, 2023 minutes. Motion by Cheryl, second by Mechelle, approved unanimously

Treasurer's Report

- Jim Lofgren presented the Treasurer's Report
- Financial report for December 2023 —Total funds in bank is \$39,399.54
- Authorization for association financial accounts – Approval of new signers
Motion to approve Resolution Granting Authorizations Regarding Association Accounts at Financial Institutions 2024 new signers: President: Krystal Tiner, President Elect: Mechelle Reasoner, Treasurer: Nicolas Maionchi, Chapter Administrator James A. Lofgren. Motion by Mechelle, second by Paul, approved unanimously

President's Report

- President Krystal Tiner presented her report
- 2024 Calendar – Proposed calendar presented.
-Charissa recommended that we add a fair housing seminar, so the Education Committee will add one.
- 2024 Budget – Jim Lofgren said that the proposed budget was not ready for consideration because more details are needed.
- Association management software proposal – Approval of contract with MemberLeap subject to satisfactory demo.
-Jim will schedule a demo with MemberLeap software.
Motion to approve Association Management Software as proposed. Motion by Paul, second by Mechelle, approved unanimously

- Committee appointments – Krystal discussed committee appointments and announced that Mechelle will be chair of Education Committee, Tom will be chair of Government Affairs Committee, Paul will be chair of Nominating Committee. Still need a Membership Committee chair.

Nominating Committee Report

- Nominating Committee Chair Paul Villaluz Weubbe presented the committee report.
- Board of Directors vacancies – Two vacant director positions still need to be filled. The committee is considering several candidates.

Education Committee Report

- Education Committee Chair Mechelle Reasoner presented the committee report
- Annual Legal Seminar (January 26) – Update on registration, speaker, and logistics.
- Topics and speakers for future luncheons and education conference – Topics and speakers are needed.
- Next committee meeting: 1:30 pm, Thursday, February 15 via Zoom

Affiliates Committee Report

- Affiliate Committee Chair Rita Gordon-Anderson presented the committee report.
- Mixer – Looking at possible locations for February 28 event.
- Bowling Tournament —Same location, booking entire bowling alley, looking at dates
- Trade Show – Committee members toured Citrus Heights Community Center which seems like a suitable location
- Next committee meeting – 10:00 am, Monday, February 12 via Zoom

Government Affairs Committee Report

- Committee Chair Tom Manning presented report.
- “Justice for Renters” ballot measure to repeal Costa-Hawkins Rental Housing Act – This proposed ballot measure will expand rent control to single family homes
- Next committee meeting: TBA

Membership Committee Report

- Cheryl Muzinich announced that she is unable to serve as Membership Committee chair because of her commitment to serve on NARPM PAC committee.
- Professional membership – Membership incentive by DH Construction for Local Chapter dues will be two tickets to Madonna concert in the DH Construction suite at Golden 1 Center.
- Affiliate membership – 2023 final membership total was 51 Affiliate members.
- Next committee meeting: TBA

Chapter Administrator Report

- Chapter Administrator Jim Lofgren provided a report on chapter administration.
- Social media – Charity luncheon was posted on Facebook. Ximena will be utilized for social media and membership.
-Send ideas to Jim, Paul and Krystal for now until Communication Committee is in place.
- Other chapter administration matters – Implementing new chart of accounts starting January 1, 2024.

New business

- No new business

Next Board meeting

- Next Board meeting is 10:30 am, Thursday, February 15 via Zoom

Adjournment

- No further business. **Motion to adjourn. Motion by Cheryl, second by Tom, all approved**
- Meeting adjourned at 11:29 am.

2024 NARPM Sacramento Board of Directors

Voting members

President:	Krystal Tiner, Property Manager, Tiner Properties
Treasurer:	Nick Maionchi, Property Manager, Pacifica Properties
Secretary:	Charissa Pickens, Vice President – Auburn Office, Sacramento Delta Property Mgmt.
President Elect:	Mechelle Reasoner, Broker/Owner, Five Oaks Property Management
Past President:	Paul Villaluz Weubbe, Principal (Broker/Owner), Braun Property Services
Director:	Tom Manning, Broker/Owner, Tower Bridge Property Management
Director:	Cheryl Muzinich, Broker/Owner, Recovery Realty
Director:	TBA
Director:	TBA

Non-voting members

Affiliate Chair:	Rita Gordon-Anderson, Business Development Manager, DH Construction
Affiliate Vice Chair:	Josh Renwick, Good Life Pest Solutions

Staff

Chapter Administrator:	Jim Lofgren, CEO, Lofgren Company
Remote Professional:	Ximena Candia Castro, NARPM National

Committees

Communications Committee:	Vacant
Education Committee:	Mechelle Reasoner (Chair)
Government Affairs Comm.:	Tom Manning (Chair)
Membership Committee:	Vacant
Nominating Committee:	Paul Villaluz Weubbe (Chair)
Bowling Tournament Comm.:	Jing Contreras (Chair), Josh Renwick (Vice Chair)
Affiliate Committee:	Rita Gordon-Anderson (Chair), Josh Renwick (Vice Chair)
Expo Committee:	Krystal Tiner, Mechelle Reasoner, Rita Gordon-Anderson, and Josh Renwick
Luncheon Committee:	Bev Hoeft (Chair)
Mixers Committee:	Josh Renwick (Chair), Layla Splawn
PM Breakfast Committees:	East Sac- Shelby Challberg; South Sac - TBA; Placer - Cheryl Muzinich

Minutes of Board of Directors Meeting

Thursday, February 15, 2024

10:30 – 11:30 am

Via Zoom

Call to order and attendance – Krystal Tiner, President at 10:33am

- **Attending:** Krystal Tiner, Nick Maionchi, Charissa Pickens, Mechelle Reasoner, Paul Villaluz Weubbe, Cheryl Muzinich, Eric Lee, Jim Lofgren, Rita Gordon-Anderson
- **Late:** Josh Renwick
- **Absent:** Tom Manning, Ximena Candia Castro

Approval of minutes – Charissa Pickens, Secretary

- Approval of minutes for meeting on January 11, 2024 (see attached minutes)
Motion to approve January 11, 2024 minutes by Paul, 2nd by Mechelle, approved unanimously

Nominating Committee – Paul Villaluz Weubbe, Chair

- Approval of new Board member – Eric Lee, Broker/Owner, Evergreen Property Management
Motion to approve Eric as new board member Director and Membership Chair by Paul, 2nd by Mechelle, approved unanimously
- Board member recruitment – Update on remaining vacancy

President's Report – Krystal Tiner, President

- Approval of 2024 Budget – Proposed budget to be presented
 - Jim not ready to present final budge today, was able to get final bids & will review
 - Will work with Krystal & Mechelle to finalize budget and email out Friday 2/23/24 for approval
 - Jim will revise chart of accounts and compile 2023 data for comparison
- Membership Committee Chair – Appointment of Eric Lee as Chair
- Committee recruitment – Marketing
 - Adding committee dates to calendar
- Chapter compliance – Submission update
 - Will be completed next Friday with budget

Treasurer's Report – Nick Maionchi, Treasurer

- Financial report for January 2024 – Account balances and QuickBooks issue
 - As of 1/31/2024 we have \$43,541.61 in our CVCB bank account and \$451.60 in our First Foundation account
 - Quickbooks is limiting the new accounts that can be created, Events was used for the January Mixer because it wasn't allowing Nick to open a new account for this
 - Still need to pay Jim for Admin fees for January and February, Jim to send bills to Nick
 - Option to move a portion to a savings account with interest, added to budget starting 4/1/24, looking for bank to open Savings account
- QuickBooks accounting software – New chart of accounts
 - Need to open new QuickBooks account, reenter all January info

Education Committee Report – Mechelle Reasoner, Chair

- Annual Legal Seminar (January 26) – Review (attendance, speaker, other)
 - \$2500 net profit, 50 local membership dues paid
 - Well attended event
 - Possible next year schedule, 9-9:45 Employment Law, 10-12 Landlord / Tenant Law
- Annual Fair Housing Seminar (March 19) – Instructor is Tracey Merrell of KTS Law, certificate provided
- Next committee meeting: 1:30 pm, Thursday, February 15 via Zoom

Affiliates Committee Report – Rita Gordon-Anderson, Chair

- Mixer (February 29) – Update (Pete's Brewhouse & Restaurant, 4 sponsors, 17 PMs)
 - 2/16/24 11:30 field trip
- Bowling Tournament (April 25) – Update (increased lanes from 16 to 20 lanes)
 - Booked entire bowling alley this time, 2/23/24 11:00 field trip
 - Need to designate charity, send ideas to Krystal & Jim
- Property Managers Breakfasts – Sponsorship change (includes purchase of breakfasts)
 - Change vendor sponsorship to \$150, and breakfast payment is optional
 - How often can non-members come to breakfast? TBD
 - Register in advance to attend, cap on how many can attend? Elk Grove cap 20
- Next committee meeting – 10:00 am, Monday, March 4 via Zoom

Government Affairs Committee Report – Tom Manning, Chair

- NARPM PAC - Update
- Next committee meeting: TBA

Membership Committee Report – Chair TBA

- Professional membership (national) – New: 3 (Topher Hall of Aborn Powers, Kaylor DeBach-Riley of PM NorCal One, Inc., and Karen Ramos of PMI American River)
- Professional membership (local chapter) – Current: 59 members paid Local Chapter dues
- Local Chapter Dues incentive – Winner of Madonna concert tickets sponsored by DH Construction: Debra Reimche of Realty Roundup
- Affiliate membership – Current: 27 (7 new, 17 renewals, 34 unpaid)
- Next committee meeting: TBA

Chapter Administrator Report – Jim Lofgren, Chapter Administrator

- 2024 calendar – Update
- Constant Contact email service – Change in format
- Social media – Postings
- Other chapter administration matters

New business – Krystal Tiner, President

- TBA (if any)

Next Board meeting

- Board meeting: 10:30 am, Thursday, March 14 via Zoom

Adjournment at 11:25am

****Motion to adjourn by Krystal, 2nd by Paul, all approved****

2024 NARPM Sacramento Board of Directors

Voting members

President:	Krystal Tiner , Property Manager, Tiner Properties
Treasurer:	Nick Maionchi , Property Manager, Pacifica Properties
Secretary:	Charissa Pickens , Vice President – Auburn Office, Sacramento Delta Property Mgmt.
President Elect:	Mechelle Reasoner , Broker/Owner, Five Oaks Property Management
Past President:	Paul Villaluz Weubbe , Principal (Broker/Owner), Braun Property Services
Director:	Tom Manning , Broker/Owner, Tower Bridge Property Management
Director:	Cheryl Muzinich , Broker/Owner, Recovery Realty
Director:	Eric Lee , Broker/Owner, Evergreen Property Management (pending approval)
Director:	TBA

Non-voting members

Affiliate Chair:	Rita Gordon-Anderson , Business Development Manager, DH Construction
Affiliate Vice Chair:	Josh Renwick , Good Life Pest Solutions

Staff:

Chapter Administrator:	Jim Lofgren , CEO, Lofgren Company
Remote Professional:	Ximena Candia Castro , NARPM National

Minutes of Board of Directors Meeting

Thursday, March 14, 2024

10:30 – 11:30 am

Via Zoom

Call to order – Krystal Tiner, President

- The meeting was called to order at 10:32am

Attendance – Charissa Pickens

- **Present:** Krystal Tiner, Paul Villaluz Weubbe, Charissa Pickens, Eric Lee, Deborah Henning, Rita Anderson, and Josh Renwick. Staff: Jim Lofgren, Ximena Candia, JJay Jensen
- **Late:** Mechelle Reasoner, Nick Maionchi
- **Absent:** Tom Manning, Cheryl Muzinich

Approval of minutes – Charissa Pickens, Secretary

- Approval of minutes for meeting on February 15, 2024
Motion to approve February 15, 2024 minutes by Rita, 2nd by Mechelle, approved unanimously

Nominating Committee – Paul Villaluz Weubbe, Chair

- Approval of new Board member – Deborah Henning, Broker/Owner, Professional Property Management
-Introduction of Deborah Henning - 44 years in property management
Motion to approve Deborah Henning to the Board by Rita, 2nd by Eric, approved unanimously

Treasurer's Report – Nick Maionchi, Treasurer

- Financial report for February 2024 (see attached reports
-As of 2/29/2024, balance of \$38,540.98 in CVCB account
-Both bank accounts have been reconciled
-Transfer pending from Paypal to bank \$2114.67
-First Foundation bank account closing
-Jim will enter transactions in Chart of Accounts back to January 1
Motion to approve Treasure's Report by Mechelle, 2nd by Eric, approved unanimously

President's Report – Krystal Tiner, President

- Approval of RENEW Program as charity for 2024
-Program was started by IREM Sacramento to train previously unhoused/disadvantaged individuals, typically women, for careers in residential management. Participants receive assistance and placed in employment with possibly residential management positions
-Charity bowling tournament goal of raising \$1000 donation to support 1 student.
Motion to approve RENEW Program as 2024 Charity by Mechelle, 2nd by Josh, approved unanimously
- Approval of 2024 Budget (including new chart of accounts) – Proposed budget to be presented
-Association Management Software needs to be added to budget. Membership Committee to evaluate
Motion to approve proposed 2024 budget with understanding details will be modified over the next month by Deborah, 2nd by Rita, approved unanimously

- Chapter compliance – Submission update
-Submission was delayed until budget approved, so now it can be sent to National

Education Committee Report – Mechelle Reasoner, Chair

- Annual Fair Housing Seminar (March 19) – Update on attendance (approx.. 30 + standees.
Lunch ‘n Learn (May 23) – Update on topic and speaker(s)
- Legal Q&A (June 14) – Attorney is Tracey Merrell of KTS Law, free to Professional members.
- Next committee meeting: 1:30 pm, Thursday, March 21 via Zoom

Membership Committee Report – Eric Lee, Chair

- Professional memberships:
 - National: renewals – Need assistance with renewals
-6 days to get 12 of the 22 Members to renew to receive the \$10 Membership Incentive
 - Local Chapter: new and renewals – Future reports
 - Marketing: Membership incentive - Jennifer Lopez tickets sponsored by DH Construction
- Affiliate memberships:
 - Local Chapter: 8 new members and 33 renewals out of 56 members.
 - Marketing: Membership incentive - Join or renew by March 31 to be in directory
- Strategic priorities
 - Association management software (membership database, new website)
- Next committee meeting: 9:00 am, Thursday, April 4 via Zoom (tentative)

Affiliates Committee Report – Rita Gordon-Anderson, Chair

- Mixer (February 29) – Review of event, next Mixer is June 20
-Went well, attendance 18 PM, 20 affiliates, 1/3 of PMs signed up didn’t attend
-Over \$500 profit
- Bowling Tournament (April 25) – Update, committee meeting on March 20
-Sponsorships sold out
-4 teams left of the 20 teams available
-3/20 Bowling committee meeting
- Sponsorships – Marketing of sponsorships for remaining 2024 programs
- Next committee meeting: 10:00 am, Monday, April 1 via Zoom

Government Affairs Committee Report – Tom Manning, Chair

- SHRA – Scheduling quarterly meeting
- Congressional meetings – Congressman Kevin Kiley on March 26
-Cheryl organized meeting
- NARPM PAC – Promoting PAC to members at May Lunch ‘n Learn
- Next committee meeting: 2:00 pm, Tuesday, May 14 via Zoom

Chapter Administrator Report – Jim Lofgren, Chapter Administrator

- 2024 calendar – Updated calendar provided.
- Other chapter administration matters

New business – Krystal Tiner, President

- None

Next Board meeting

- Next Board meeting: 10:30 am, Thursday, April 11 via Zoom

Adjournment at 11:35am

****Motion to adjourn by Eric, 2nd by Mechelle, all approved****

2024 NARPM Sacramento Board of Directors

Voting members

President:	Krystal Tiner , Property Manager, Tiner Properties
Treasurer:	Nick Maionchi , Property Manager, Pacifica Properties
Secretary:	Charissa Pickens , Vice President – Auburn Office, Sacramento Delta Property Mgmt.
President Elect:	Mechelle Reasoner , Broker/Owner, Five Oaks Property Management
Past President:	Paul Villaluz Weubbe , Principal (Broker/Owner), Braun Property Services
Director:	Tom Manning , Broker/Owner, Tower Bridge Property Management
Director:	Cheryl Muzinich , Broker/Owner, Recovery Realty
Director:	Eric Lee , Broker/Owner, Evergreen Property Management
Director:	Deborah Henning , Broker/Owner, Professional Property Management (PPM)

Non-voting members

Affiliate Chair:	Rita Gordon-Anderson , Business Development Manager, DH Construction
Affiliate Vice Chair:	Josh Renwick , Good Life Pest Solutions

Staff:

Chapter Administrator:	Jim Lofgren , CEO, Lofgren Company
Remote Professional:	Ximena Candia Castro , Virtual Assistant, NARPM National

Minutes of Board of Directors Meeting

Thursday, April 11, 2024

Via Zoom

Call to order - Krystal Tiner, President, called the meeting to order at 10:33 am

Attendance – Charissa Pickens, Secretary

- **Attending:** Krystal Tiner, Nick Maionchi, Charissa Pickens, Mechelle Reasoner, Paul Villaluz Weubbe, Cheryl Muzinich, Eric Lee, Deborah Henning, Rita Gordon-Anderson, Josh Renwick, Jim Lofgren, Ximena Candia Castro
- **Late:** None
- **Absent:** Tom Manning

Approval of minutes – Charissa Pickens, Secretary

- Approval of minutes for meeting on March 14, 2024
Motion to approve March 14, 2024 minutes by Cheryl, 2nd by Paul, approved unanimously

Treasurer's Report – Nick Maionchi, Treasurer

- Financial report for March 2024
 - March 29th, 2024 - \$54,463.41 in the CVCB account, including \$2,114.67 transfer from Paypal in March.
 - Fair Housing Seminar: SAR is paid, KTS is paid for speaker fees
 - Expo: City of Citrus Heights is paid
 - March Admin fees, Jim is paid
 - Jim and Nick will be working on integrating the data from the current Quickbooks to the Quickbooks plus account in the coming weeks
- QuickBooks conversion project – Status of conversion (new chart of accounts, categorization by departments)
- 2023 tax return – Due May 15
 - Nick reaching out to CPA Melanie Hirsch to complete before May 15th

President's Report – Krystal Tiner, President

- NARPM Chapter Leadership meeting (April 3) – Update
 - Received good info and list of potential speakers
- Chapter Compliance – Submitted, under review by NARPM National
- Chapter of Excellence – Submission due June 1
 - Strict on due date
- Chapter Administrator evaluation – Need to establish a process
 - Working on process
- 2024 Budget (including new chart of accounts) – Approval of proposed budget
 - Rita pointed out the 3 highest netting amounts on budget are from the affiliates, requested an affiliate voting position on the board
 - **Motion to approve 2024 budget as presented by Paul, 2nd by Mechelle, approved unanimously**

Education Committee Report – Mechelle Reasoner, Chair

- Legal Q&A webinars (schedule and attorneys):
 - April 14 – Tracey Merrell, KTS Law (30 registrations)

- June 14 - Shawn Dhillon, Real Estate Law Corporation
-Dhillon is a new affiliate member
 - October 11 - Puneet Singh, PKS Law
- Lunch & Learn:
 - May 23 – Topic: Software & Apps for Property Managers; Speakers: Robert Thomas, TBA (2)
-Jim sending survey to membership to see what software companies use
 - July 17 – Topic: TBA; Speaker: TBA
 - November 21 - Topic: TBA; Speaker: TBA
- Property Management Expo (September 26):
 - Schedule options – Starting/ending times, number of seminars
-Citrus Heights Community Center has 3 halls for seminars
 - Education conference - Potential topics and speakers
- Property Managers Breakfasts:
 - Citrus Heights – Monthly (last Wednesday of month)
 - Rocklin – Survey to determine whether monthly or bi-monthly (3rd Thursday of month)
-Sending survey to see if there is interest in monthly or bi-monthly meetings
 - Elk Grove – Monthly (3rd Wednesday of month)
-Good turn out, successful
- Next committee meeting: 1:30 pm, Thursday, April 18 via Zoom

Membership Committee Report – Eric Lee, Chair

- Professional memberships:
 - Local Chapter dues (new members, renewals, expired members)
-Good renewal rate
 - National dues (new members, renewals, expired members)
-Lower renewal rate, do incentive to renew
- Affiliate memberships:
 - Local Chapter dues (new members, renewals, expired members)
-77% renewal, Rita will help with renewing affiliates
- Updating of member benefits for membership marketing:
 - Benefits for Professional members – List of benefits (Chapter, Cal NARPM, NARPM National)
-Creating list of benefits & flyer to give as follow up
 - Benefits for Affiliate members – List of benefits (Chapter, Cal NARPM, NARPM National)
- Association management software – Update on software reviews
-Created spreadsheet for costs, other 3 Software options have more features than Constant Contact current system.
Star Chapter, Wild Apricot, MemberClicks
-Eric recommends Wild Apricot
-Transition takes 60-90 days to AMS
-Krystal to sign contract
**Motion to give authority to Krystal & Eric to make final agreement & implementation on AMS software made by Paul, 2nd by Mechelle, approved unanimously **
-Membership committee to implement AMS software
- Next committee meeting: 9:00 am, Thursday, April 4 via Zoom (tentative)

Affiliates Committee Report – Rita Gordon-Anderson, Chair

- Bowling Tournament (April 25) – Update (need raffle prizes and raffle ticket sales)
-Sponsorships & teams sold out
-Need raffle prizes & ticket sales
- Mixer (June 20) – Form for evaluating potential locations
-Looking for location
- Property Management Expo (September 26) – Trade show floor plan options
- Next committee meeting – 10:00 am, Monday, May 13 via Zoom

Government Affairs Committee Report – Tom Manning, Chair

- Statewide rent control ballot measure – Informational sheet
-Partner with other groups and share information
- SHRA – Status of next meeting
-Need to set date of meeting
- Congressional meeting – Report on meeting with Congressman Kevin Kiley on March 26
- NARPM PAC – Promoting PAC to members at May Lunch ‘n Learn
- Next committee meeting: 2:00 pm, Tuesday, May 14 via Zoom

Chapter Administrator Report – Jim Lofgren, Chapter Administrator

- 2024 calendar – Update
- New Chapter phone number from RingCentral – (916) 909-2348
- Jim on vacation May 5-11
- Other chapter administration matters

New business – Krystal Tiner, President

- None

Next Board meeting (1 minute)

- Board meeting: 10:30 am, Thursday, May 16 via Zoom (3rd Thursday instead of 2nd Thursday due to Jim’s vacation)

Adjournment

****Motion to adjourn by Mechelle, 2nd by Paul, all approved****

Meeting adjourned at 11:35 am.

2024 NARPM Sacramento Board of Directors

Voting members

President:	Krystal Tiner , Property Manager, Tiner Properties
Treasurer:	Nick Maionchi , Property Manager, Pacifica Properties
Secretary:	Charissa Pickens , Vice President – Auburn Office, Sacramento Delta Property Mgmt.
President Elect:	Mechelle Reasoner , Broker/Owner, Five Oaks Property Management
Past President:	Paul Villaluz Weubbe , Principal (Broker/Owner), Braun Property Services
Director:	Tom Manning , Broker/Owner, Tower Bridge Property Management
Director:	Cheryl Muzinich , Broker/Owner, Recovery Realty
Director:	Eric Lee , Broker/Owner, Evergreen Property Management
Director:	Deborah Henning , Broker/Owner, Professional Property Management (PPM)

Non-voting members

Affiliate Chair:	Rita Gordon-Anderson , Business Development Manager, DH Construction
Affiliate Vice Chair:	Josh Renwick , Good Life Pest Solutions

Staff:

Chapter Administrator:	Jim Lofgren , CEO, Lofgren Company
Remote Professional:	Ximena Candia Castro , Virtual Assistant, NARPM National

Minutes of Board of Directors Meeting

Thursday, May 16, 2024

10:30 – 11:30 am

Via Zoom

Call to order - Krystal Tiner, President at 10:33 am

Attendance – Charissa Pickens, Secretary

- **Attending:** Krystal Tiner, Charissa Pickens, Mechelle Reasoner, Paul Villaluz Weubbe, Cheryl Muzinich, Rita Gordon-Anderson, Josh Renwick, Jim Lofgren,
- **Late:** Ximena Candia Castro
- **Absent:** Nick Maionchi, Tom Manning, Eric Lee, Deborah Henning

Approval of minutes – Charissa Pickens, Secretary

- Approval of minutes for meeting on April 11, 2024
Motion to approve April 11, 2024 minutes by Paul, 2nd by Mechelle, approved unanimously

Treasurer's Report – Nick Maionchi, Treasurer

- Financial report for April 2024
-Currently \$46,770.70 in CVCB account and \$1,181.30 in First Foundation account. Total \$47,952.00
-\$416.35 in Paypal account
-Nick will be at the luncheon May 23rd with the Square and checkbook.
- 2023 tax return – Federal and State tax returned submitted by CPA
-Taxes due May 15th, filed on May 8th
- 2023 Taxes included \$56,239 profit, \$48,666 expenses, \$7,573 net profit
- QuickBooks conversion project – Status of conversion
-Completed by July board meeting
- Constant Contact credit card processor change – Stripe is new processor

President's Report – Krystal Tiner, President

- Chapter Compliance – Still under review by NARPM National
- Chapter of Excellence – Submission due June 1
-Ximena can help with reports

Education Committee Report – Mechelle Reasoner, Chair

- Lunch & Learn events:
 - May 23 – Topic: Working Smarter with Apps; Speakers: John Bussey, Brandan Nordell and Bob Thomas
-12 PM members registered
 - July 17 – Topic and speaker TBA
 - November 21 – Topic and speaker TBA
- Legal Q&A webinars:
 - June 7 - Puneet Singh, PKS Law Group
 - October 11 – Attorney TBA
- Property Managers Breakfasts:
 - Citrus Heights (monthly) – Next breakfast: May 29
 - Elk Grove (bi-monthly) – Next breakfast: June 19
 - Rocklin (monthly) – Next breakfast: TBA
-Good interest, trying to find date/time to benefit all

- Property Management Expo (September 26):
 - Education conference – Soliciting topics and speakers for nine seminars
- Next committee meeting: 1:30 pm, Thursday, June 20 via Zoom- To be rescheduled
 - Requests from other groups for partnering on other events, need to redirect to proper Education committee to handle

Membership Committee Report – Eric Lee, Chair

- Professional memberships:
 - Local Chapter dues (new members, renewals, expired members)
 - 16 new, 53 renewed, 28 expired
 - National dues (new members, renewals, expired members)
 - 4 new, 113 renewed, 10 expired
- Affiliate memberships:
 - Local Chapter dues (new members, renewals, expired members)
 - 10 new, 47 renewed
- Member benefits marketing – Update on compilation of benefits
 - Working on
- Social media marketing – Update on social media posts
 - Recognition member spotlight, working with Ximena to create templates
 - LinkedIn & IG linking all posts
- New member onboarding – Update on planned onboarding activities
 - Membership committee inviting new members to events
- Association management software – Update on trial of Wild Apricot AMS
 - Implementing testing currently on Wild Apricot
- Next committee meeting: 9:00 am, Thursday, June 5 via Zoom (tentative)

Affiliates Committee Report – Rita Gordon-Anderson, Chair

- Bowling Tournament (April 25) – Review of event
 - Successful event, \$1800 towards charity, use proceeds to give \$2000 to charity- will put 2 students through program
 - Budget net profit \$4475, actual net profit \$5099, originally budgeted to contribute \$1000 to charity
 - **Motion to donate \$2000 from Bowling Tournament to charity by Mechelle, 2nd by Paul, approved unanimously**
 - After additional \$200 to charity, net profit decreased to \$4,899.
- Mixer (June 20) – Update on location options
 - Location options Rockin Brew & Crawdads, Josh visiting locations
- Property Management Expo (September 26) – Trade show floor set up options
 - Reviewed venue, planning event
 - Budget \$24,500, 36 booths, need to add 8 booths to get to budget
- Next committee meeting – 10:00 am, Monday, June 3 via Zoom
 - Rite request Board vote on allowing affiliate chair to be a voting member of board, on to do list & checking with National

Government Affairs Committee Report – Tom Manning, Chair

- SHRA – Tentative meeting in June
- Rental Housing Inspection Program, County of Sacramento – Update on mandatory training change
 - County not happy with online CAA training program, meeting with Jim
- NARPM PAC – PAC contribution request during Lunch ‘n Learn (Cheryl Muzinich)
 - Cheryl will distribute buttons to wear for those who have contributed to PAC
- Next committee meeting: TBA

Chapter Administrator Report – Jim Lofgren, Chapter Administrator

- 2024 calendar – Update
- Other chapter administration matters

New business – Krystal Tiner, President

- None

Next Board meeting (1 minute)

- Board meeting: 10:30 am, Thursday, June 13 via Zoom

Adjournment at 11:30am

****Motion to adjourn by Cheryl, 2nd by Mechelle, all approved****

2024 NARPM Sacramento Board of Directors:

Voting members

President:	Krystal Tiner , Property Manager, Tiner Properties
Treasurer:	Nick Maionchi , Property Manager, Pacifica Properties
Secretary:	Charissa Pickens , Vice President – Auburn Office, Sacramento Delta Property Mgmt.
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Director:	Eric Lee , Broker/Owner, Evergreen Property Management
Director:	Deborah Henning , Broker/Owner, Professional Property Management (PPM)

Non-voting members

Affiliate Chair:	Rita Gordon-Anderson , Business Development Manager, DH Construction
Affiliate Vice Chair:	Josh Renwick , Good Life Pest Solutions

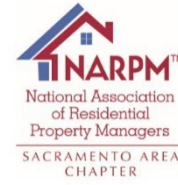
Staff:

Chapter Administrator:	Jim Lofgren , CEO, Lofgren Company
Remote Professional:	Ximena Candia Castro , Virtual Assistant, NARPM National

Minutes of Board of Directors Meeting

Thursday, June 13, 2024

Via Zoom



Call to order – Krystal Tiner, President at 10:34am

Attendance – Charissa Pickens, Secretary

- **Attending:** Krystal Tiner, Charissa Pickens, Mechelle Reasoner, Paul Villaluz Weubbe, Josh Renwick, Eric Lee, Jim Lofgren (staff), Ximena Candia Castro (staff),
- **Late:** Cheryl Muzinich, Nick Maionchi, Deborah Henning
- **Absent:** Tom Manning, Rita Gordon-Anderson

Approval of minutes – Charissa Pickens, Secretary

- Approval of minutes for meeting on May 16, 2024
Motion to approve May 16, 2024 minutes by Paul, 2nd by Eric, approved unanimously

President's Report – Krystal Tiner, President

- President's comments on progress in 2024

Treasurer's Report – Nick Maionchi, Treasurer

- Financial report for May 2024
 - May 31st, 2024 - \$49,082.02 in CVCB account and \$1,181.30 in FF account
 - Owe Jim \$7,500 for April, May, and \$1,500 for increased management fee
 - Actual cash balance closer to \$41,500
 - Tax returns were submitted, and Hirsch Tax Pros was paid \$460.
 - Still implementing new QuickBooks accounts based on the 2024 budget, new departments and accounts
- Savings account – New account needed that generates interest income
 - Looking at outside banks
- QuickBooks conversion project – Completion by July Board meeting
- Taxes for 2023 – Completed

Education Committee Report – Mechelle Reasoner, Chair

- Proposed seminar by County of Sacramento code enforcement department
 - How to Comply with Sacramento County Rental Inspections on October 17
 - Sac County Code Enforcement moved to Mather, built new training center, holds 100 people
 - Free 2-hour class How to Comply with Sac County RHIP, asked NARPM to help register and facilitate the class. Market, registration and to attend event.
 - **Motion NARPM to sponsor and facilitate the RHIP program on class Oct 17th by Paul, 2nd by Mechelle, approved unanimously**
- Annual Education Conference & Trade Show (September 26):
 - Seminar schedule - Proposed topics and speakers
 - Low cost & free apps for class: zInspector, Kami, Lightshot, Grammarly, watermark uMark6, Image resizer, Chat GPT, with Mechelle as possible presenter.
 - Maintenance tips & tricks to teach tenants, troubleshooting, Paul possible presenter
- Lunch & Learn (July 17) – Potential topic and speaker
 - Puneet Singh class laws & regulations, security deposit law and source of income
- Property Managers Breakfasts:
 - Rocklin (monthly) – Next breakfast: June 18
 - Elk Grove (bi-monthly) – Next breakfast: June 19
 - Citrus Heights (monthly) – Next breakfast: June 26
- Next committee meeting: 1:30 pm, Thursday, July 18 via Zoom

Membership Committee Report – Eric Lee, Chair

- Membership Reports
 - Professional members
 - National 138, Local 70
 - Krystal willing to call members who didn't renew Local dues
 - Affiliate members
 - 60 members
- New member onboarding – Outreach to new members, calendar of events, social media posts
- Association management software – Update on implementation Wild Apricot AMS
 - Posting on Facebook NARPM Sacramento, cross post to Instagram and LinkedIn
- Next committee meeting: 3:00pm, Thursday, July 2 via Zoom (tentative)

Affiliates Committee Report – Josh Renwick, Vice Chair for Rita Anderson, Chair

- Mixers
 - Mixer (June 20) – Cancelled
 - Mixer (August 22) – Location TBA
 - Annual Education Conference & Trade Show (September 26)
 - Trade show floor set up
 - Registration pricing – Lower registration fee and increase cost of exhibits and sponsorships
- Next committee meeting – 10:00 am, Monday, July 1 via Zoom

Government Affairs Committee Report – Jim Lofgren for Tom Manning, Chair

- SHRA – Meeting update
- Next committee meeting: TBA

Chapter Administrator Report – Jim Lofgren, Chapter Administrator

- Update on chapter administration matters

New business – Krystal Tiner, President

- None

Next Board meeting Board meeting: 10:30 am, Thursday, July 11 via Zoom

Adjournment at 11:49

****Motion to adjourn by Mechelle, 2nd by Paul, all approved****

2024 NARPM Sacramento Board of Directors:

Voting members

President:	Krystal Tiner , Property Manager, Tiner Properties
Treasurer:	Nick Maionchi , Property Manager, Pacifica Properties
Secretary:	Charissa Pickens , Vice President – Auburn Office, Sacramento Delta Property Mgmt.
President Elect:	Mechelle Reasoner , Broker/Owner, Five Oaks Property Management
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Director:	Cheryl Muzinich , Broker/Owner, Recovery Realty
Director:	Eric Lee , Broker/Owner, Evergreen Property Management
Director:	Deborah Henning , Broker/Owner, Professional Property Management (PPM)

Non-voting members

Affiliate Chair:	Vacant
Affiliate Vice Chair:	Josh Renwick , Good Life Pest Solutions

Staff:

Chapter Administrator:	Jim Lofgren , CEO, Lofgren Company
Remote Professional:	Ximena Candia Castro , Virtual Assistant, NARPM National

Minutes of Board of Directors Meeting

Thursday, July 11, 2024

Meeting held via Zoom online meeting service



Minutes of Meeting

Call to order

The meeting was called to order at 10:32 am by President Krystal Tiner.

Attendance

Jim recorded the attendance of Board members and others present in the online meeting.

- Present (voting members): Krystal Tiner, Nick Maionchi, Mechelle Reasoner, Paul Villaluz Weubbe, Eric Lee, and Deborah Henning.
- Not present (voting members): Charissa Pickens, Tom Manning, and Cheryl Muzinich.
- Present (non-voting): Josh Renwick (Affiliates Committee Chair), Jim Lofgren (Chapter Administrator), and Ximena Castron (NARPM Virtual Assistant).

Approval of minutes

Jim reported that the minutes prepared by Secretary Charissa Pickens were distributed with the agenda packet.

- **Motion: Approve the minutes of the Board of Directors meeting on June 13, 2024, as presented.** Motion by Paul, seconded by Eric, and passed unanimously.

President's Report

President Krystal Tiner presented the President's Report.

Appointment of Affiliates Committee Chair:

- Tiner recommended the appointment of Affiliates Vice Chair Josh Renwick to Chair of the committee following the resignation of Rita Anderson.
- Jim suggested a gift for Rita from NARPM to recognize her many years of service to the association as well as the association's condolences for the recent loss of her spouse.
- **Motion: Approve the appointment of Josh Renwick as Affiliates Committee Chair for the remainder of 2024.** Motion by Mechelle, seconded by Deborah, and passed unanimously.

Treasurer's Report

Treasurer Nick Maionchi presented the Treasurer's Report.

Financial report for June 2024:

- As of June 30, 2024, the Community West Bank (formerly Central Valley Community Bank) checking account balance was \$35,790; the First Foundation bank account balance was \$1,181; and the PayPal account balance was \$416. The total balance of all accounts was \$37,387.
- The total balance was a decrease of \$12,876 from last month's total of \$50,263. This decrease was due in part to a deposit of \$5,410 paid to the Citrus Heights Community Center to reserve the venue for the annual conference and trade show on September 27. All outstanding invoices were paid.
- The balance was \$2,219 ahead of the total balance of \$35,168 on January 1, 2024, and \$9,767 ahead of the total balance of \$27,620 as of June 30, 2023.

Investment account:

- Jim reported that the approved 2024 budget included \$300 in revenue from investing funds in an account that earns more interest than the current checking account. He said that the Board should approve investing

\$15,000 in a certificate of deposit that earns 5% or more annually. Paul suggested that the Board also consider investing in a money market account.

- **Motion: To invest \$15,000 into a certificate of deposit or money market account to be recommended by the Treasurer and approved by the President.** Motion by Paul, seconded by Mechelle, and passed unanimously.

QuickBooks conversion project:

- Jim explained that the conversion of QuickBooks is taking longer than expected but should be complete before the end of July.
- Jim recommended the closure of the PayPal and First Foundation accounts as they no longer are needed. The Square credit card processing account which deposited funds into First Foundation should be redirected to Community West Bank checking account.

Last year as Treasurer

- Nick announced that this year would be his last as Treasurer. He offered to assist with transition of duties to the next Treasurer.

Affiliates Committee Report

Josh Renwick, Affiliates Committee Chair, presented the Affiliates Committee Report.

Mixer on August 14:

- The next Mixer will be held on August 14 at Chevys restaurant located on Garden Highway. The event will be free for property managers and include a full meal featuring a taco bar.
- The expenses for the event are higher than budgeted, but the committee feels Affiliate members will be willing to pay higher prices for sponsorships and registration fees. The additional revenue will be used to improve the quality of food and keep the event free for property managers.

Trade Show during Annual Education Conference & Trade Show on September 26

- Jim explained that a decision needed to be reached regarding the number of trade show exhibit spaces to offer, the location for seating during lunch, and the location of the reception. Jim, Mechelle, and Krystal met at the Citrus Heights Community Center to evaluate the space requirements.
- They determined that an additional row of exhibit spaces could be added to the trade show, and additional exhibit space could be added next to beverage and food distribution locations.
- Seating for lunch should be provided in a seminar room with a patio, and another seminar room should be divided to accommodate two simultaneous seminars. The use of microphones in split rooms needs to be explored to determine whether the sound would carry through the dividing wall.
- The reception should be held in the trade show hall, and exhibitors should be required to tear down after the reception.
- The pricing for the event has not been set, but Affiliate members prefer that the registration price be as low as possible to encourage attendance by property managers. A lower early registration fee will be considered. The registration and exhibitors fees will be determined once an estimate of the overall expenses is complete.

Next committee meeting:

- The next Affiliate Committee meeting will be held at 10:00 am, Monday, August 5 via Zoom.

Membership Committee Report

Eric Lee, Membership Committee Chair, presented the Membership Committee Report.

Membership – Professional members

- A report on the Status of Local Chapter and NARPM National Memberships for Professional members was included in the agenda packet. This new membership report indicates whether property managers have paid the Local Chapter and NARPM National membership dues for 2024. An email will be sent to members who have not paid Local Chapter dues, and committee members will follow up by contacting the members who do not respond.
- The current Local Chapter membership total is 70 members which includes 15 new members and 55 renewals. The membership goal is 94 and the budget is 87, so neither target has been met yet.
- The current NARPM National membership total is 136 members which includes 9 new members, 13 reassigned members, and 114 renewals. The annual goal is 134 which has been met.
- Eric reported that NARPM National approved membership changes that will expand membership to include rental owners beginning January 2024. Board members had mixed opinions about allowing rental owners to join NARPM. While rental owner membership might provide property management opportunities for property managers, concerns were expressed that 1) rental owners would require additional services that the Chapter could not provide, such as property management advice, and 2) allowing individuals without real estate licenses to join would diminish the professional image of NARPM as an association of residential property management professionals. Krystal was asked to contact NARPM National to find out the rationale for the change and express Board member concerns.

Membership – Affiliate members

- The current Local Chapter membership total is 60 members which includes 13 new members and 47 renewals. The goal is 75 and the budget is 66, so neither target has been met yet. Membership should increase once marketing of the trade show begins.

Affiliate membership changes

- Eric explained a recommendation by the committee to increase Affiliate membership dues and change the membership expiration date.
- ***Motion: To increase Affiliate membership dues by \$100 from \$395 to \$495 per year effective immediately; change the expiration date for new members from December 31 to last day of month dues were paid; change the membership expiration date for new members who joined in 2024 to the last day of month payment was received; and keep the membership expiration date for current members who join prior to 2024 at December 31, 2024 regardless of when they renewed in 2024.*** Motion by Eric, seconded by Mechelle, and passed unanimously.

Social media posts in June

- Jim reported that there were three Facebook posts in June. All three were “Welcome our new Affiliates” posts.

Association management software implementation update

- Jim explained that the target date for implementing the new WildApricot association management software is July 26. He has completed the four training videos and began preparation of the Constant Contact database for migration to WildApricot. Many hours of work still are required to complete the implementation process.
- Jim reported that NARPM National is updating all Chapter websites and moving them to new servers. Any changes made starting June 4 need to be tracked and duplicated to the updated website once the process is complete. The process was expected to be completed by June 18 but still is not complete.

Next committee meeting

- The next committee meeting will be held 9:00 am, Thursday, August 1 via Zoom.

Education Committee Report

Mechelle Reasoner, Education Committee Chair, presented the Education Committee Report.

Seminars during Annual Education Conference & Trade Show on September 26

- The Board reviewed the seminar schedule distributed with the agenda packet and offered suggestions. The title of the tenant maintenance seminars will use the term troubleshoot.

Lunch & Learn topics and speakers

- The topic of the Lunch & Learn on July 17 is Stay Out of the Courtroom: Essential Tips for Property Managers to Avoid Legal Pitfalls. The speaker is Puneet Singh of KTS Law Group. Current registration totals are 24 property managers and 8 Affiliates.
- The proposed topic for the Lunch & Learn on November 21 is Leveling Up Your Listings. A panel of speakers to be determined will provide tips on how to improve rental listings. The speakers should include a photographer, a property manager with experience in effective advertising, and a moderator who is a property manager. An attorney is not necessary, but an article by an attorney on fair housing issues regarding advertising would be welcome.

Property Managers Breakfasts

- The next monthly breakfast in Rocklin is scheduled for July 16.
- The next monthly breakfast in Citrus Heights is scheduled for July 31.
- The next bimonthly breakfast in Elk Grove is scheduled for August 21.

Legal Q&A on October 11

- Tracey Merrill of KTS Law will be asked if she can serve as the attorney for the Legal Q&A on October 11.

Next Education Committee meeting

- The next Education Committee meeting is scheduled for 1:30 pm, Thursday, July 18 via Zoom.

Government Affairs Committee Report

Jim presented the Government Affairs Committee Report on behalf of Tom Manning, Government Affairs Committee Chair.

Sacramento County rental housing inspection seminar

- The proposed Sacramento County rental housing inspection seminar is scheduled for October 17. County staff said that attendance at the seminar would not qualify for certification or recertification of the mandatory training required by the rental housing inspection ordinance.
- Registration for the free seminar will be managed by NARPM. Sponsorships may be sold to offset the cost of administering the seminar registration.

Sacramento Housing & Redevelopment Agency (SHRA) housing programs

- As part of an ongoing effort to streamline the government-subsidized housing programs administered by SHRA, program director MaryLiz Paulson was invited to be a speaker at the annual education conference and trade show.

Election on November 5

- A statewide rent control ballot measure (Proposition 33) will be on the ballot.
- Voters in the City of Sacramento will elect a new mayor who may advocate for amendments to the existing rent control and just cause ordinance.

- Jim is attempting to schedule meetings for NARPM members to discuss industry issues with the two candidates for mayor: Assemblymember Kevin McCarty and Dr. Flo Cofer, Senior Policy Director for Public Health Advocates, a non-profit organization that advocates on health policies to state lawmakers.

Next Government Affairs Committee meeting

- The next Government Affairs Committee is tentatively scheduled for 2:00 pm on Wednesday, August 14 via Zoom.

Nominating Committee Report

The committee report was presented by Paul Villaluz-Weubbe, Nominating Committee Chair.

Election of 2025 Officers and Directors

- The proposed timeline was included in the agenda packet. The process needs to be completed by September 30, which is the deadline for submitting the names of 2025 officers to NARPM National.

Request for committee members

- Krystal and Mechelle agreed to serve on the Nominating Committee with Paul.

Chapter Administrator Report

The Chapter Administrator Report by presented by Jim Lofgren, Chapter Administrator.

Update on Chapter administration matters

- Jim said his top priorities are completing the QuickBooks conversion, implementing the WildApricot association management system, and planning the Annual Education Conference & Trade Show.

Updated 2024 Calendar

- Jim referred Board members to the updated 2024 calendar that was distributed with the agenda packet.

New business

Krystal asked if there was any new business, but there was none.

Next Board meeting (1 minute)

Krystal announced the next Board of Directors meeting will be held at 10:30 am, Thursday, July 11 via Zoom.

Adjournment

Motion: To adjourn the meeting. Motion by Paul, seconded by Mechelle, and pass unanimously. The meeting adjourned at 11:40 am.

Minutes of Board of Directors Meeting

Thursday, August 8, 2024

10:30 – 11:30 am

Via Zoom



Agenda

Call to order – Krystal Tiner, President at 10:36am

Attendance – Charissa Pickens, Secretary

- **Attending:** Krystal Tiner, Charissa Pickens, Paul Villaluz Weubbe, Jim Lofgren, Ximena Candia Castro, Eric Lee, Cheryl Muzinich, Deborah Henning
- **Late:**
- **Absent:** Nick Maionchi, Mechelle Reasoner, Tom Manning, Josh Renwick

Approval of minutes – Charissa Pickens, Secretary

- Approval of minutes for meeting on July 11, 2024
Motion to approve July 11, 2024 minutes by Paul, 2nd by Eric, approved unanimously

President's Report – Krystal Tiner, President

- Communications with NARPM National
 - Gave advice for more support to local members, provide accounting software
 - Will attend quarterly National meeting, inquire on landlords joining NARPM, thoughts on this decision

Treasurer's Report – Nick Maionchi, Treasurer

- Financial report for July 2024
 - As of July 31, 2024, we have \$39,654 in the Community West Bank (formerly Central Valley Community Bank) checking account. We also have an undeposited check of \$1,118 which was the balance in the First Foundation that was closed in July. These two amounts total \$40,772.
 - As of July 31, 2023, we had \$30,482 in the Community Valley Community Bank checking account, \$815 in the First Foundation account, and \$1,778 in the PayPal account. The total of these three amounts is \$33,075. Therefore, we are ahead of last year by the net difference of \$7,697.
 - We are current on all invoices. While we received significant revenue from registrations and sponsorships for the Mixer scheduled in August, this is offset by the deposit paid to Chevy's. We also previously paid a deposit of \$5,410 to the Citrus Heights Community Center for use of this venue for our conference, which lowered our Community West Bank checking account balance.
- Closing of accounts – First Foundation and PayPal
 - As requested by the Board, the First Foundation bank account was closed. A check for the remaining balance of \$1,118.30 will be deposited into the Community West Bank checking account.
 - We are discontinuing the use of PayPal, so the balance of \$416.35 was transferred into the Community West Bank checking account in July, so these funds already are included in the July bank balance.
- Investment in CD – Update
 - Last our July meeting, the Board approved transferring \$15,000 from our Community West Bank checking account into a certificate of deposit (CD) or money market account that offered with a higher interest rate. The Board authorized me to proceed with selecting the specific account subject to approval by Krystal.
 - Interest rates are dropping, so we are attempting to open a CD with an interest rate of about 5% and a term of one year. The highest rates are offered by online financial institutions, such as Marcus by Goldman Sachs (5.15%), BMO Alto (4.75%) and Lending Club (4.6%) but these rates fluctuate and have been trending down. So, we will act as soon as possible.
 - Jim go with online bank and highest interest bank unless it's cumbersome then go with a local bank

- QuickBooks conversion project – Status
-Jim is making slow but steady progress on integrating the data from the current QuickBooks to the new QuickBooks Plus account using the new chart of accounts and the approved 2024 budget. He has assigned departments and account codes to transactions since January 1, 2024, and now will enter them into QuickBooks. He intended to be finished by mid-July, but other NARPM projects required his attention. His new deadline to complete the project is August 31, so new financial reports should be ready for the September Board meeting.

Affiliates Committee Report – Josh Renwick, Vice Chair

- Mixer (August 14) – Update, sold out 71 registrations
- Mixer (December 10) – Need to select location, tentative date
- Annual Education Conference & Trade Show (September 26) – Update on trade show and sponsorships
-2 uniformed CH PD, facility open to the public due to public facility
-Registration will close at 200 attendees
-Reviewed event space, booth spaces, budget, website & registration
- Next committee meeting – 10:00 am, Monday, September 9 via Zoom

Membership Committee Report – Eric Lee, Chair

- Membership – Professional members **see attachment**
-Local 84, National 137
-7 local dues paid last month
- Membership – Affiliate members **see attachment**
-Currently 61
- Association management software implementation – Update
-Working on it
- Next committee meeting: 3:00 pm, Wednesday, September 4 via Zoom

Education Committee Report – Mechelle Reasoner, Chair

- Annual Education Conference & Trade Show (September 26) – Update on seminars
- Lunch & Learn (July 17) – Review event
-Great turn out
- Lunch & Learn (November 21) – Update on topic (Level Up Your Listings) and speakers
- Property Managers Breakfasts:
 - Rocklin (monthly) – Next breakfast: August 20
 - Elk Grove (bi-monthly) – Next breakfast: August 21
 - Citrus Heights (monthly) – Next breakfast: August 28
- Legal Q&A:
 - October 11 – Tracey Merrell of KTS Law selected as attorney
- Next committee meeting: 1:30 pm, Thursday, August 15 via Zoom

Government Affairs Committee Report – Tom Manning, Chair

- Sacramento County rental housing inspection seminar (October 17) - Update
- Interview of Sacramento City Mayoral Candidate Kevin McCarty – Update
-State wide rent control questions, setting up time to meet
-Need involvement from City of Sac owners, PMs
- Next committee meeting: TBA

Nominating Committee Report – Paul Villaluz-Weubbe

- Election of 2025 Officers and Directors – Update
-Need to meet deadlines for National
-Mechelle President, Krystal past president, Paul Director
-Openings in Government affairs, treasurer, secretary

-Cheryl open to returning

-Need to vote after next board meeting with next slate of officers, National deadline Sept 30th

Chapter Administrator Report – Jim Lofgren, Chapter Administrator

- Update on chapter administration matters

New business – Krystal Tiner, President

- None

Next Board meeting

- Board meeting: 10:30 am, Thursday, September 12 via Zoom

Adjournment at 11:47

****Motion to adjourn by Paul, 2nd by Eric, all approved****

2024 NARPM Sacramento Board of Directors:

Voting members

President:	Krystal Tiner , Property Manager, Tiner Properties
Treasurer:	Nick Maionchi , Property Manager, Pacifica Properties
Secretary:	Charissa Pickens , Vice President – Auburn Office, Sacramento Delta Property Mgmt.
President Elect:	Mechelle Reasoner , Broker/Owner, Five Oaks Property Management
Past President:	Paul Villaluz Weubbe , Principal (Broker/Owner), Braun Property Services
Director:	Tom Manning , Broker/Owner, Tower Bridge Property Management
Director:	Cheryl Muzinich , Broker/Owner, Recovery Realty
Director:	Eric Lee , Broker/Owner, Evergreen Property Management
Director:	Deborah Henning , Broker/Owner, Professional Property Management (PPM)

Non-voting members

Affiliate Chair:	Josh Renwick , Good Life Pest Solutions
Affiliate Vice Chair:	Vacant

Staff:

Chapter Administrator:	Jim Lofgren , CEO, Lofgren Company
Remote Professional:	Ximena Candia Castro , Virtual Assistant, NARPM National

Minutes of Board of Directors Meeting

Thursday, September 12, 2024

10:30 – 11:30 am

Via Zoom



Agenda

Call to order - Krystal Tiner, President at 10:30

Attendance – Charissa Pickens, Secretary

- **Attending:** Krystal Tiner, Charissa Pickens, Paul Villaluz Weubbe, Jim Lofgren, Ximena Candia Castro, Eric Lee, Deborah Henning, Nick Maionchi, Mechelle Reasoner
- **Late:** Cheryl Muzinich
- **Absent:** Tom Manning, Josh Renwick

Approval of minutes – Charissa Pickens, Secretary

- Approval of minutes for meeting on August 8, 2024 see attachment
Motion to approve August 8, 2024 minutes by Paul, 2nd by Mechelle, approved unanimously

President's Report – Krystal Tiner, President

- NARPM National membership
-Consolidating other memberships down to 2 memberships only: Professional and Affiliate
-Video by Gail Phillips, Jim will send out

Treasurer's Report – Nick Maionchi, Treasurer see attachments

- Income Statement for August 2024
-8/1/24 \$49,864.82 in the Community West Bank account
-8/2023 \$34,594.28, year over year increase of \$15,270.54
-Need to deposit \$1,118.30 into the Community West Bank account, funds from closing the First Foundation Bank account
-\$7,222.50 check sent to the City of Citrus Heights hasn't posted yet, some large expenses still need to post
- Bank reconciliation – Community West Bank
-Completed
- Investment in CD – Update
-4.08% 7 month CD earning \$357 for life of 7 months
-Banner Bank at Howe / Fair Oaks. Need president Krystal, Treasurer Nick, Secretary Charissa to sign. Will need to signature changes next year. Jim putting together docs

Nominating Committee Report – Paul Villaluz-Weubbe

Election of 2025 Officers and Directors – Committee recommendation
-5 candidates for board of directors
-Shelby Challberg, Amy Nuccio, Karen Ramos, Janet Regan, Paul Villaluz Weubbe
Motion to approve 5 board of director candidates for 2025 by Paul, 2nd by Mechelle, approved unanimously

Affiliates Committee Report – Josh Renwick, Vice Chair

- Mixer (August 14) – Recap
-Great turn out, success. Space was large enough, operational logistics need to be worked through with non-alcoholic beverages, happy hour pricing vs event pricing
- Mixer (December 10) – Update (location TBA)
-Year end party, need to find location

- Annual Education Conference & Trade Show (September 26) – Update on trade show and sponsorships
 - Sold out booths in 1 day, adding more booths.
 - We empty trash cans, Junk King waste hauling sponsor, booth sales covering cost
 - Liquor license going through 2 agencies and the police department, as well as a staff member going through training. Contracted with business J. Elm Business Solutions for trained employee to be there.
 - IRS letter of Determination acknowledging Non Profit needed, working on getting copy asap
 - At 99 attendees, goal 200, budget 150
 - Calling campaign to increase attendance
- Next committee meeting – 10:00 am, Monday, October -- via Zoom

Education Committee Report – Mechelle Reasoner, Chair

- Annual Education Conference & Trade Show (September 26) – Update on seminars
 - Pam Strickland removed from list of speakers, health issue. Recommended another attorney- Joshua Rosenthal, he has been involved and up to date.
 - HVAC Presentation adding 2-3 more speakers
 - Collected all booth sponsorship funds, waiting on a few checks to arrive.
- Property Managers Breakfasts:
 - Rocklin (monthly) – Next breakfast: September 17
 - Should postpone, Jim will send email
 - Elk Grove (bi-monthly) – Next breakfast: October 16
 - Citrus Heights (monthly) – Next breakfast: October 30 (Sept. 25 cancelled due to Expo)
 - Shelby agreed to postpone
- Legal Q&A:
 - October 11 – Presenting attorney is Tracey Merrell of KTS Law
- Sacramento County rental housing inspection seminar (October 17) – Update
- Lunch & Learn (November 21) – Update on topic (Level Up Your Listings) and speakers
- Need Insurance webinar for members, Harold with McLatchy insurance?
- Next committee meeting: 1:30 pm, Thursday, September 19 via Zoom

Membership Committee Report – Eric Lee, Chair

- Membership – Professional members see attachment
- Membership – Affiliate members see attachment
 - 63 affiliate members
- Marketing – Social media posts
 - Actively posting on Facebook, starting to cross post on Instagram
- Association management software implementation – Update
 - Wild Apricot software working on implementing
- Next committee meeting: 3:00 pm, Wednesday, October 2 via Zoom

Government Affairs Committee Report – Jim Lofgren for Tom Manning, Chair

- Eviction delay in Sacramento County – Update
 - Courts working on defaults submitted on June 18th, 3-6 month backlog
- Next committee meeting: TBA

Chapter Administrator Report – Jim Lofgren, Chapter Administrator

- Update on chapter administration matters
- Contract with J. Elm Business Solutions see attachment

New business – Krystal Tiner, President (1 minute)

- TBA (if any)

Next Board meeting

- Board meeting: 10:30 am, Thursday, October 10 via Zoom

Adjournment at 11:26

****Motion to adjourn by Mechelle, 2nd by Eric, all approved****

2024 NARPM Sacramento Board of Directors:**Voting members**

President:	Krystal Tiner , Property Manager, Tiner Properties
Treasurer:	Nick Maionchi , Property Manager, Pacifica Properties
Secretary:	Charissa Pickens , Vice President – Auburn Office, Sacramento Delta Property Mgmt.
President Elect:	Mechelle Reasoner , Broker/Owner, Five Oaks Property Management
Past President:	Paul Villaluz Weubbe , Principal (Broker/Owner), Braun Property Services
Director:	Tom Manning , Broker/Owner, Tower Bridge Property Management
Director:	Cheryl Muzinich , Broker/Owner, Recovery Realty
Director:	Eric Lee , Broker/Owner, Evergreen Property Management
Director:	Deborah Henning , Broker/Owner, Professional Property Management (PPM)

Non-voting members

Affiliate Chair:	Josh Renwick , Good Life Pest Solutions
Affiliate Vice Chair:	Vacant

Staff:

Chapter Administrator:	Jim Lofgren , CEO, Lofgren Company
Remote Professional:	Ximena Candia Castro , Virtual Assistant, NARPM National



2025 Board of Directors & Officers

10/30/2024

President:

Mechelle Reasoner
Broker/Owner
Five Oaks Property Management
5170 Golden Foothill Parkway
El Dorado Hills, CA 95762
(916) 955-8698
Mechelle@GoFiveOaks.com

Past President:

Krystal Tiner
Property Manager
Tiner Property Management
6837 Fair Oaks Blvd.
Carmichael, CA 95608
(916) 974-6003
krystal@tiner.com

President – Elect:

Eric Lee
Broker/Owner
Evergreen Property Management
9520 Misty River Way
Elk Grove, CA 95624
(916) 897-3933
eric@evergreenpropertymgt.com

Treasurer:

Amy Nuccio
Broker
Real Property Management
622 Jackson St., Ste. 101
Fairfield, CA 94533
(707) 317-9570
amy@norcalpm.com

Secretary:

Paul Villaluz Weubbe
Principal/Broker
Braun Property Services
2812 P St.
Sacramento, CA 95816
(916) 444-9898 x234
paul@braunpropertyservices.com

Director:

Shelby Challberg
Property Manager
Sacramento Delta Property Management
910 Florin Rd., Ste. 100
Sacramento, CA 95831
schallberg@sacdelta.net
(916) 710-0163

Director:

Deborah Henning
Broker/Owner
Professional Property Management
555 Oakdale St., Ste. C
Folsom, CA 95630
(916) 353-1900
deborah@ppm4you.com

Director:

Janet Regan
President
Horizon Properties
9827 Fair Oaks Blvd.
Fair Oaks, CA 95628
(916) 961-7368
janet@horizonproperties.com



Ballot for Election of 2025 Officers and Directors

The Process

Each year the Professional members of NARPM Sacramento elect the Board of Directors and Officers who oversee the programs and administration of our local Chapter. The Nominations Committee solicits nominations from the entire membership, reviews applications, interviews candidates, and makes a recommendation to the current Board of Directors, which in turn approves a slate of candidates to present to the membership.

Cast Your Vote

Now, it is your turn. Below is the ballot. For each elected position, please vote for the candidate recommended by the Board of Directors or, if you prefer, you can write in the name of another Professional member of our local Chapter. The deadline to submit your ballot is 5pm, Tuesday, October 8.

About The Candidates

The current Chapter Board of Directors recommends the election of the following NARPM Professional members.

President:

Mechelle Reasoner is the Broker/Owner of Five Oaks Property Management based in El Dorado Hills. She has over 25 years of experience in property management. Mechelle currently serves as President-Elect and Chair of the Education Committee.

Past President:

Krystal Tiner is a third-generation property manager with Tiner Properties with over 15 years of experience. She currently serves as Chapter President and as a member of the Education Committee. Krystal earned her BA in English Language and Literature from CSU Sacramento.

Treasurer:

Amy Nuccio is the Compliance Manager and Broker for Real Property Management Select in Fairfield. Her career path included commercial property management, and she switched to the residential field in 2010 and obtained her California Broker's license. Amy has lived in Northern California all her life, and she is a graduate of CSU Sacramento with a BA in child development. Her work experience includes accounting.

Secretary:

Paul Villaluz Weubbe is President and Broker for Braun Property Services LLC based in Sacramento. He has over 10 years of residential property management experience and shares his knowledge as a frequent instructor. Paul served as Chapter President in 2023 and currently holds the position of Past President on the Board. Paul's career includes serving as a national sales manager in the beverage industry for Coca-Cola and later for PepsiCo. He received his BS in Economics and International Trade from Cal Poly San Luis Obispo.

Board member:

Eric Lee is the CEO and Broker of Evergreen Property Management of Elk Grove. He has nearly 10 years of experience in mortgage lending, real estate sales, and property management experience. Eric currently serves on the Board of Directors and as the Chair of the Membership Committee. He earned his Bachelor's degree in Anthropology from UC Berkeley.

Board member:

Deborah Henning is the Owner/Broker of Professional Property Management of Folsom. She has 18 years of property management experience. Deborah currently serves on the Board of Directors and as a member of the Education Committee. She has been a longstanding NARPM member and served as Chapter President in 2004.

Board member:

Shelby Challberg is a Property Manager for Sacramento Delta Property Management. She has over 10 years of residential property management experience. She is an active member of NARPM and previously served on the Chapter Board of Directors, including as Chair of the Membership Committee.

Board member:

Janet Regan is President and Broker/Owner of Horizon Properties, a property management company she started in 1988. Janet earned the coveted NARPM national designations of Residential Property Manager (RPM) and Master Property Manager (MPM). She is a charter member of the Sacramento Chapter, and has held many positions at the local, state and national levels of NARPM, including service as Chapter President in 2005 and 2006.

Board member:

Karen Ramos is a property manager with M&M Property Services and Management. Her lengthy career includes insurance, lending, real estate, and property management. Karen has been active in government affairs and a regular participant in NARPM Property Managers Breakfasts.

Ballot

President

- ☐ Mechelle Reasoner (Five Oaks Property Management)
- ☐ Other (write in a name)

Past President

- ☐ Krystal Tiner (Tiner Properties)
- ☐ Other (write in a name)

Treasurer

- ☐ Amy Nuccio (Real Property Management Select)
- ☐ Other (write in a name)

Secretary

- ☐ Paul Villaluz Weubbe (Braun Property Services)
- ☐ Other (write in a name)

Board member

- ☐ Eric Lee (Evergreen Property Management)
- ☐ Other (write in a name)

Board member

- ☐ Deborah Henning (Professional Property Management)
- ☐ Other (write in a name)

Board member

- ☐ Shelby Challberg (Delta Property Management)
- ☐ Other (write in a name)

Board member

- ☐ Janet Regan (Horizon Properties)
- ☐ Other (write in a name)

Submit Ballot

If you just opted in, you're consenting to receive marketing emails from: NARPM - Sacramento Area Chapter, PO Box 162736, , , Sacramento, CA 95816. You can revoke your consent to receive emails at any time by using the SafeUnsubscribe® link, found at the bottom of every email. [Emails are serviced by Constant Contact](#)

This is in PREVIEW mode. No information will be sent.

Constant Contact Survey Results

Campaign Name: Ballot for Election of 2025 Officers & Board of Directors

Survey Starts: 67

Survey Submits: 29

Export Date: 10/31/2024 03:09 AM

CHECKBOXES

President

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Mechelle Reasoner (Five Oaks Property Management)			28	100%
Other (write in a name)			0	0%
Total Responses			28	100%

CHECKBOXES

Past President

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Krystal Tiner (Tiner Properties)			27	100%
Other (write in a name)			0	0%
Total Responses			27	100%

CHECKBOXES

Treasurer

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Amy Nuccio (Real Property Management Select)			27	100%
Other (write in a name)			0	0%
Total Responses			27	100%

CHECKBOXES

Secretary

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Paul Villaluz Weubbe (Braun Property Services)			28	100%
Other (write in a name)			0	0%
Total Responses			28	100%

CHECKBOXES

Board member

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Eric Lee (Evergreen Property Management)			25	100%
Other (write in a name)			0	0%
Total Responses			25	100%

CHECKBOXES

Board member

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Deborah Henning (Professional Property Management)			26	100%
Other (write in a name)			0	0%
Total Responses			26	100%

CHECKBOXES

Board member

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Shelby Challberg (Delta Property Management)			28	100%
Other (write in a name)			0	0%
Total Responses			28	100%

CHECKBOXES

Board member

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Janet Regan (Horizon Properties)			27	100%
Other (write in a name)			0	0%
Total Responses			27	100%

Minutes of Board of Directors Meeting

Thursday, September 12, 2024

10:30 – 11:30 am

Via Zoom



Agenda

Call to order - Krystal Tiner, President at 10:30

Attendance – Charissa Pickens, Secretary

- **Attending:** Krystal Tiner, Charissa Pickens, Paul Villaluz Weubbe, Jim Lofgren, Ximena Candia Castro, Eric Lee, Deborah Henning, Nick Maionchi, Mechelle Reasoner
- **Late:** Cheryl Muzinich
- **Absent:** Tom Manning, Josh Renwick

Approval of minutes – Charissa Pickens, Secretary

- Approval of minutes for meeting on August 8, 2024 see attachment
Motion to approve August 8, 2024 minutes by Paul, 2nd by Mechelle, approved unanimously

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- NARPM National membership
-Consolidating other memberships down to 2 memberships only: Professional and Affiliate
-Video by Gail Phillips, Jim will send out

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- Income Statement for August 2024
-8/1/24 \$49,864.82 in the Community West Bank account
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-4.08% 7 month CD earning \$357 for life of 7 months
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Nominating Committee Report – Paul Villaluz-Weubbe

Election of 2025 Officers and Directors – Committee recommendation

-5 candidates for board of directors

-Shelby Challberg, Amy Nuccio, Karen Ramos, Janet Regan, Paul Villaluz Weubbe

Motion to approve 5 board of director candidates for 2025 by Paul, 2nd by Mechelle, approved unanimously

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-Great turn out, success. Space was large enough, operational logistics need to be worked through with non-alcoholic beverages, happy hour pricing vs event pricing
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 - IRS letter of Determination acknowledging Non Profit needed, working on getting copy asap
 - At 99 attendees, goal 200, budget 150
 - Calling campaign to increase attendance
- Next committee meeting – 10:00 am, Monday, October -- via Zoom

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Membership Committee Report – Eric Lee, Chair

- Membership – Professional members see attachment
- Membership – Affiliate members see attachment
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- Marketing – Social media posts
 - Actively posting on Facebook, starting to cross post on Instagram
- Association management software implementation – Update
 - Wild Apricot software working on implementing
- Next committee meeting: 3:00 pm, Wednesday, October 2 via Zoom

Government Affairs Committee Report – Jim Lofgren for Tom Manning, Chair

- Eviction delay in Sacramento County – Update
 - Courts working on defaults submitted on June 18th, 3-6 month backlog
- Next committee meeting: TBA

Chapter Administrator Report – Jim Lofgren, Chapter Administrator

- Update on chapter administration matters
- Contract with J. Elm Business Solutions see attachment

New business – Krystal Tiner, President (1 minute)

- TBA (if any)

Next Board meeting

- Board meeting: 10:30 am, Thursday, October 10 via Zoom

Adjournment at 11:26

****Motion to adjourn by Mechelle, 2nd by Eric, all approved****

2024 NARPM Sacramento Board of Directors:**Voting members**

President:	Krystal Tiner , Property Manager, Tiner Properties
Treasurer:	Nick Maionchi , Property Manager, Pacifica Properties
Secretary:	Charissa Pickens , Vice President – Auburn Office, Sacramento Delta Property Mgmt.
President Elect:	Mechelle Reasoner , Broker/Owner, Five Oaks Property Management
Past President:	Paul Villaluz Weubbe , Principal (Broker/Owner), Braun Property Services
Director:	Tom Manning , Broker/Owner, Tower Bridge Property Management
Director:	Cheryl Muzinich , Broker/Owner, Recovery Realty
Director:	Eric Lee , Broker/Owner, Evergreen Property Management
Director:	Deborah Henning , Broker/Owner, Professional Property Management (PPM)

Non-voting members

Affiliate Chair:	Josh Renwick , Good Life Pest Solutions
Affiliate Vice Chair:	Vacant

Staff:

Chapter Administrator:	Jim Lofgren , CEO, Lofgren Company
Remote Professional:	Ximena Candia Castro , Virtual Assistant, NARPM National



National Association of Residential Property Managers

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

C004 SACRAMENTO AREA CHAPTER

Compliance Question:

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

January 24, 2024, Attendee(s): Krystal Tiner

April 3, 2024, Attendee(s): Krystal Tiner

June 26, 2024, Attendee(s): did not attend

October 2, 2024, Attendee(s): Krystal Tiner, Jim Lofgren

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

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

November 21, 2024, Attendee(s): Eric Lee, Michelle Reasoner



CHAPTER COMPLIANCE 2024 DUE DECEMBER 1, 2024

C004 SACRAMENTO AREA CHAPTER

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

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

Levels of Chapter Recertification

Full recertification

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

Chapter in Review (Amended 2022)

Should the Chapter submittal 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.