



CHAPTER COMPLIANCE 2023 DUE DECEMBER 1, 2023

C004 SACRAMENTO AREA CHAPTER

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

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

Levels of Chapter Recertification

Full recertification

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

Chapter in Review (Amended 2022)

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

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

De-certification

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



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

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.

February 7, 2023, Attendee(s): Paul T. Villaluz Weubbe

April 4, 2023, Attendee(s): Paul T. Villaluz Weubbe

August 1, 2023, Attendee(s): did not attend

October 3, 2023, Attendee(s): Paul T. Villaluz Weubbe

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

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

November 16, 2023, Attendee(s): Tina McCardle

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

De-certification

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

Chapter Name

Sacramento Area

Name of person submitting Chapter Compliance documents

Jim Lofgren

Email

admin@sacnarpm.org

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

NO

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

4

3. File Upload - Chapter Tax Return



NARPM Sac 2022 990 EZ.pdf

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



NARPM Sacramento Profit a... .pdf

5. File Upload - Chapter Budget



NARPM Sacramento - 2024 B...pdf

6. File Upload - Membership Meetings



NARPM Sacramento - Memb... .pdf

7. File Upload - Board of Directors Meeting Minutes



Minutes of 1-12-2023 NARP... .pdf



NARPM Board meeting agen... .pdf



NARPM Board meeting minut....pdf



NARPM Board meeting minut....pdf



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NARPM Board meeting minut....pdf



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NARPM Board meeting minut....pdf



NARPM Board meeting minut....pdf



NARPM Board meeting minut....pdf



NARPM Board of Directors m... .pdf

8. File Upload - Chapter Leadership Names



2024 NARPM Sacramento Le... .pdf

9. File Upload - Proof of Elections



NARPM Sacramento - Proofpdf

Form **990-EZ****Short Form**

OMB No. 1545-0047

Return of Organization Exempt From Income Tax**2022**

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**Department of the Treasury
Internal Revenue Service

A For the 2022 calendar year, or tax year beginning , 2022, and ending , 20	
B Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Final return/terminated ☐ Amended return ☐ Application pending	C Name of organization Sacramento NARPM Number and street (or P.O. box if mail is not delivered to street address) Room/suite 1321 Howe Ave suite 228 City or town, state or province, country, and ZIP or foreign postal code Sacramento, CA 95825
D Employer identification number 68-0280193	
E Telephone number	
F Group Exemption Number	
G Accounting Method: ☒ Cash ☐ Accrual Other (specify) _____	
H Check ☐ if the organization is not required to attach Schedule B (Form 990).	
I Website: _____	
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 \$ 37,661	

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	4,443
	2	Program service revenue including government fees and contracts.	2	12,140
	3	Membership dues and assessments	3	13,812
	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	
Expenses	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	6,827
	c	Less: direct expenses from gaming and fundraising events	6c	
	d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	6,827
	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	439
	9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	37,661
Expenses	10	Grants and similar amounts paid (list in Schedule O).	10	
	11	Benefits paid to or for members	11	3,155
	12	Salaries, other compensation, and employee benefits	12	33,561
	13	Professional fees and other payments to independent contractors	13	
	14	Occupancy, rent, utilities, and maintenance	14	15,613
	15	Printing, publications, postage, and shipping	15	593
	16	Other expenses (describe in Schedule O).	16	
	17	Total expenses. Add lines 10 through 16	17	52,922
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)	18	(15,261)
	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	36,695
	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	21,434

For Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2022)

EEA

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
35 a 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
37 a 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
38 a 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		
40 a 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: _____		
42 a 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		
44 a 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	
45 a 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	Nick Maionchi			
	Signature of officer		Date	
	Nick Maionchi, Secretary			
Paid Preparer Use Only	Type or print name and title			
	Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed PTIN
	Melanie Hirsch		12-12-2023	P01864551
	Firm's name	Firm's EIN		
	Firm's address	Phone no.		
Hirsch CPA Consultants				
925 F Steet				
Sacramento CA 95814		916-962-1040		

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

439

**Application for Automatic Extension of Time To File an
Exempt Organization Return**

OMB No. 1545-0047

- **File a separate application for each return.**
 ► **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

**Type or
print**

File by the
due date for
filing your
return. See
instructions.

Name of exempt organization or other filer, see instructions.

Sacramento NARPM

Taxpayer identification number (TIN)

68-0280193

Number, street, and room or suite no. If a P.O. box, see instructions.

1321 Howe Ave suite 228

City, town or post office, state, and ZIP code. For a foreign address, see instructions.

Sacramento CA 95825

Enter the Return Code for the return that this application is for (file a separate application for each return)

0 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12
Form 990-T (corporation)	07		

- The books are in the care of ► **Nick Maionchi, 2717 Cottage Way Unit 20 Sacramento CA 95825**

Telephone No.► **916-586-7261**

FAX No.►

- If the organization does not have an office or place of business in the United States, check this box ► ☐
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) If this is for the whole group, check this box ► ☐ . If it is for part of the group, check this box. ► ☐ and attach a list with the names and TINs of all members the extension is for.

- 1** I request an automatic 6-month extension of time until **11-15**, 20 **23**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
- ☒ calendar year 20 **22** or
- ☐ tax year beginning _____, 20 _____, and ending _____, 20 _____.

- 2** If the tax year entered in line 1 is for less than 12 months, check reason: ☐ Initial return ☐ Final return
☐ Change in accounting period

3a If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-TE and Form 8879-TE for payment instructions.

For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form **8868** (Rev. 1-2022)

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

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

For calendar year 2022, or fiscal year beginning _____, 2022, and ending _____, 20

Do not send to the IRS. Keep for your records.Go to www.irs.gov/Form8879TE for the latest information.**2022**

Name of filer

EIN or SSN

Sacramento NARPM**68-0280193**

Name and title of officer or person subject to tax

Nick Maionchi, Secretary**Part I Type of Return and Return Information**

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

1a Form 990 check here ☐	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b _____
2a Form 990-EZ check here ☐	b Total revenue, if any (Form 990-EZ, line 9)	2b _____
3a Form 1120-POL check here ☐	b Total tax (Form 1120-POL, line 22)	3b _____
4a Form 990-PF check here ☐	b Tax based on investment income (Form 990-PF, Part V, line 5).	4b _____
5a Form 8868 check here ☒	b Balance due (Form 8868, line 3c)	5b 0
6a Form 990-T check here ☐	b Total tax (Form 990-T, Part III, line 4)	6b _____
7a Form 4720 check here ☐	b Total tax (Form 4720, Part III, line 1)	7b _____
8a Form 5227 check here ☐	b FMV of assets at end of tax year (Form 5227, Item D)	8b _____
9a Form 5330 check here ☐	b Tax due (Form 5330, Part II, line 19)	9b _____
10a Form 8038-CP check here ☐	b Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b _____

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

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

2022 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize **Hirsch CPA Consultants** to enter my PIN **30193** as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax

Date **05-11-2023****Part III Certification and Authentication**

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

685330 89128**Do not enter all zeros**

I certify that the above numeric entry is my PIN, which is my signature on the 2022 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature

Date **12-12-2023****ERO Must Retain This Form - See Instructions****Do Not Submit This Form to the IRS Unless Requested To Do So**

For Privacy Act and Paperwork Reduction Act Notice, see the instructions.

Form **8879-TE** (2022)

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

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

For calendar year 2022, or fiscal year beginning _____, 2022, and ending _____, 20

Do not send to the IRS. Keep for your records.Go to www.irs.gov/Form8879TE for the latest information.**2022**

Name of filer

EIN or SSN

Sacramento NARPM**68-0280193**

Name and title of officer or person subject to tax

Nick Maionchi, Secretary**Part I Type of Return and Return Information**

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

1a Form 990 check here ☐	b Total revenue, if any (Form 990, Part VIII, column (A), line 12) 1b	
2a Form 990-EZ check here ☒	b Total revenue, if any (Form 990-EZ, line 9) 2b	37,661
3a Form 1120-POL check here ☐	b Total tax (Form 1120-POL, line 22) 3b	
4a Form 990-PF check here ☐	b Tax based on investment income (Form 990-PF, Part V, line 5). 4b	
5a Form 8868 check here ☐	b Balance due (Form 8868, line 3c) 5b	
6a Form 990-T check here ☐	b Total tax (Form 990-T, Part III, line 4) 6b	
7a Form 4720 check here ☐	b Total tax (Form 4720, Part III, line 1) 7b	
8a Form 5227 check here ☐	b FMV of assets at end of tax year (Form 5227, Item D) 8b	
9a Form 5330 check here ☐	b Tax due (Form 5330, Part II, line 19) 9b	
10a Form 8038-CP check here ☐	b Amount of credit payment requested (Form 8038-CP, Part III, line 22) 10b	

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

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

2022 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize **Hirsch CPA Consultants** to enter my PIN **30193** as my signature

ERO firm name

Enter five numbers, but
do not enter all zeros

on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax

Date **05-11-2023****Part III Certification and Authentication**

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

685330 89128

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2022 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature

Date **12-12-2023****ERO Must Retain This Form - See Instructions****Do Not Submit This Form to the IRS Unless Requested To Do So**

For Privacy Act and Paperwork Reduction Act Notice, see the instructions.

Form **8879-TE** (2022)

990

Overflow Statement

2022

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
ADMIN	\$ 31,967
EDUCATION	1,594
Total: \$	<u>33,561</u>

Description	Amount
LUNCHEON MEETING EXPENSES	\$ 15,613
Total: \$	<u>15,613</u>

Description	Amount
EVENTS	\$ 593
Total: \$	<u>593</u>

2022

California Exempt Organization Annual Information Return

199

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

Corporation/Organization name
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 ☒ NoIf "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 ☒ NoJ 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		00
	3	Gross contributions, gifts, grants, and similar amounts received	•	3		00
	4	Total gross receipts for filing requirement test. Add line 1 through line 3.				
		This line must be completed. If the result is less than \$50,000, see General Information B	•	4	0	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	
	8	Total gross income. Subtract line 7 from line 4	•	8		00
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18	•	9		00
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8	•	10		00
Filing Fee	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	NICK MAIONCHI	Title	SECRETARY	Date	05/11/2023
Paid Preparer's Use Only	Preparer's signature		Date	12/12/2023	Check if self-employed ☐	•PTIN P01864551
	Firm's name (or yours, if self-employed) and address	HIRSCH CPA CONSULTANTS				•Firm's FEIN 83-3921544
		925 F STEET				•Telephone 916-962-1040
		SACRAMENTO, CA 95814				
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 Disbursements	10	Disbursements to or for members	•	10		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		00
	16	Depreciation and depletion (See instructions)	•	16		00
	17	Other expenses and disbursements. Attach schedule	•	17		00
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line-9		18		00

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

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

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

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

TAXABLE YEAR

2022

California e-file Return Authorization for
Exempt Organizations

FORM

8453-EO

Exempt Organization name

SACRAMENTO NARPM

Identifying number

68-0280193

Part I Electronic Return Information (whole dollars only)

1	Total gross receipts (Form 199, line 4)	1
2	Total gross income (Form 199, line 8)	2
3	Total expenses and disbursements (Form 199, line 9)	3

Part II Settle Your Account Electronically for Taxable Year 2022

4	☐ Electronic funds withdrawal	4a	Amount	4b	Withdrawal date (mm/dd/yyyy)
---	--	----	--------	----	------------------------------

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

5	Routing number	7	Type of account:	☐ Checking	☐ Savings
6	Account number				

Part IV Declaration of Officer

I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, box 4, I authorize an electronic funds withdrawal for the amount listed on line 4a.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2022 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's fee liability, the exempt organization will remain liable for the fee liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. **If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay.**

Sign
Here

Signature of officer

05-11-2023

Date



SECRETARY

Title

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

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB; I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2022 Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

ERO
Must
SignERO's
signature

Date

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

ERO's PTIN

P01864551

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

HIRSCH CPA CONSULTANTS
925 F STEET
SACRAMENTO, CA

Firm's FEIN

83-3921544

ZIP code

95814

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

Paid
Preparer
Must
SignPaid
preparer's
signature

Date

Check
if self-
employed ☐

Paid preparer's PTIN

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

Firm's FEIN

ZIP code

Sacramento Area Chapter of NARPM

Profit and Loss

January - December 2023

	TOTAL
Income	
2023 Local Chapter Dues	4,250.00
2023 Networking Mixer	2,151.10
2023 November Lunch n Learn	1,420.69
2024 Affiliate Dues	1,580.00
2024 Local Chapter Dues	595.00
Affiliate dues income	
2023 Affiliate Dues	17,015.00
2023 Sponsorship	500.00
Total Affiliate dues income	17,515.00
Chapter Grant Income	1,329.00
Education income	
2022 Legal Seminar	382.00
2023 Expo Registration	5,838.00
2023 Expo Sponsor	16,874.00
Balcony Inspection Class	70.00
January 2023 Lunch n Learn	2,845.00
Legal Q&A	70.00
Total Education income	26,079.00
Luncheon income	3,080.00
April 2023 Lunch n Learn	2,640.00
Total Luncheon income	5,720.00
Management Expo 2022	500.00
Refund	572.17
SHRA Q&A	50.00
Special Events	
2023 August Lunch n Learn	2,600.00
Bowling For Charity	8,045.00
Holiday Brunch 2022	755.00
Total Special Events	11,400.00
Sponsorship Income	
January 2023 Networking Mixer Sponsor	1,000.00
Total Sponsorship Income	1,000.00
Uncategorized Income	232.08
Year End Charity Lunch 2023	2,775.00
Total Income	\$77,169.04
GROSS PROFIT	\$77,169.04
Expenses	
Admin Expenses	38,126.52
Charity/Donations	1,000.00
Education expenses	235.00

Sacramento Area Chapter of NARPM

Profit and Loss

January - December 2023

	TOTAL
Equipment	18.94
Events	6,251.73
Vendor Fair	-490.00
Total Events	5,761.73
Luncheon Meeting expenses	530.20
Catering	10,884.05
Room rental	8,538.17
Tables, chairs, linens	406.00
Total Luncheon Meeting expenses	20,358.42
Meals and Entertainment	842.52
Printing, awards, badges	76.27
Speaker Gifts or Fees	500.00
Supplies	618.15
Uncategorized Expense	1,934.26
Web Hosting	123.85
Total Expenses	\$69,595.66
NET OPERATING INCOME	\$7,573.38
NET INCOME	\$7,573.38

NARPM Sacramento
2024 Budget
3/28/2024

Summary By Department

	Revenue	Expenses	Net
Administration	\$ 300	\$ 44,437	\$ (44,137)
Membership	\$ 28,550	\$ 2,260	\$ 26,290
Education	\$ 7,350	\$ 4,705	\$ 2,645
Conference & Trade Show	\$ 36,500	\$ 29,400	\$ 7,100
Luncheons	\$ 7,650	\$ 7,650	\$ -
Property Manager Breakfasts	\$ 2,100	\$ -	\$ 2,100
Mixers	\$ 5,800	\$ 3,300	\$ 2,500
Bowling Tournament	\$ 12,550	\$ 7,890	\$ 4,660
Government Affairs	\$ -	\$ 50	\$ (50)
Communications	\$ 300	\$ 300	\$ -
Total	\$ 101,100	\$ 99,992	\$ 1,108

Summary By Account

	Administration	Membership	Education	Conference & Trade Show	Luncheons	Property Mgrs Breakfasts	Mixers	Bowling Tournament	Government Affairs	Communications	TOTAL
Revenue											
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ 300
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues - Affiliate Members	\$ -	\$ 23,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,700
Dues - Professional Members	\$ -	\$ 3,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,750
Exhibitor Fees	\$ -	\$ -	\$ -	\$ 25,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,600
Interest	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NARPM Grant Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NARPM Membership Retention	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100
Raffle Ticket Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ -	\$ -	\$ 750
Registration Fees	\$ -	\$ -	\$ 6,200	\$ 8,400	\$ 5,400	\$ -	\$ 4,000	\$ 7,350	\$ -	\$ -	\$ 31,350
Sponsorships	\$ -	\$ -	\$ 1,150	\$ 2,500	\$ 2,250	\$ 2,100	\$ 1,800	\$ 4,450	\$ -	\$ -	\$ 14,250
Total Revenue	\$ 300	\$ 28,550	\$ 7,350	\$ 36,500	\$ 7,650	\$ 2,100	\$ 5,800	\$ 12,550	\$ -	\$ 300	\$ 101,100
Expenses											
Accounting	\$ 2,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Association Management	\$ 36,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,000
Audio-Visual Rental	\$ -	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800
Awards & Prizes	\$ 150	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,150
Bank Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Catering	\$ 150	\$ -	\$ 250	\$ 10,000	\$ 4,500	\$ -	\$ 3,000	\$ 6,000	\$ -	\$ -	\$ 23,900
Credit Card Processing Fees	\$ -	\$ 1,510	\$ 410	\$ 1,400	\$ -	\$ -	\$ -	\$ 690	\$ -	\$ -	\$ 4,010
Discounts & Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000
Equipment Rental	\$ -	\$ -	\$ -	\$ 3,500	\$ 360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,860
Facility Rental	\$ -	\$ -	\$ 1,830	\$ 7,600	\$ 2,745	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,175
Insurance	\$ 1,081	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,181
Meals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ 200
Miscellaneous Expense	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
NARPM Grant Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Phone	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450
Postage & Shipping	\$ 226	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226
Printing	\$ -	\$ 500	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 100	\$ 50	\$ -	\$ 1,650
Security Services	\$ -	\$ -	\$ -	\$ 850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850
Signage & Graphics	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ 1,300
Software Subscriptions	\$ 2,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,100
Speaker Fees	\$ -	\$ -	\$ 2,215	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,215
Supplies	\$ 600	\$ 250	\$ -	\$ 1,000	\$ 45	\$ -	\$ 100	\$ 100	\$ -	\$ -	\$ 2,095
Taxes and Fees	\$ 30	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80
Travel	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800
Website	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150
Total Expenses	\$ 44,437	\$ 2,260	\$ 4,705	\$ 29,400	\$ 7,650	\$ -	\$ 3,300	\$ 7,890	\$ 50	\$ 300	\$ 99,992
Net	\$ (44,137)	\$ 26,290	\$ 2,645	\$ 7,100	\$ -	\$ 2,100	\$ 2,500	\$ 4,660	\$ (50)	\$ -	\$ 1,108

NARPM Sacramento

Membership meetings held in 2023: 4



NATIONAL ASSOCIATION OF
RESIDENTIAL PROPERTY MANAGERS
SACRAMENTO CHAPTER

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EVENTS

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Lunch 'n Learn

[Register Here](#)

Date/Time

Date(s) - 01/20/2023

11:30 am - 1:30 pm

Location

Mack Powell Event Center

Categories

Education

Luncheons

Networking Event

Map Unavailable

Two respected industry leaders will offer insights on the changing Greater Sacramento regional real estate market.

Lunch 'n Learn

Friday, January 20

11:30 am – 1:30 pm

Mack Powell Event Center

2003 Howe Avenue, Sacramento

Topic: Insights on the Greater Sacramento Real Estate Market

Best Practices for Property Managers in the Current Rental Market



NATIONAL ASSOCIATION OF
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Lunch 'n Learn

[Register Here](#)

Date/Time

Date(s) - 04/21/2023

11:30 am - 1:00 pm

Location

Mack Powell Event Center

Categories

Education

Luncheons

Networking Event

Map Unavailable

Join us at our Chapter's quarterly luncheon featuring a presentation on digital marketing for property managers.

Lunch 'n Learn

Friday, April 21

11:30 am – 1:30 pm

Mack Powell Event Center

2003 Howe Avenue, Sacramento

Topic:

From Invisible to Irresistible: Grow Your PM Business by Getting Owners to Find, Like, and Hire You



NATIONAL ASSOCIATION OF
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Lunch 'n Learn – Exit Strategies: Mergers & Acquisitions in Property Management

[Register Here](#)

Date/Time

Date(s) - 08/17/2023

11:30 am - 1:00 pm

Location

Mack Powell Event Center

Categories

Education

Luncheons

Networking Event

Map Unavailable

Join us at our Chapter's quarterly luncheon featuring a presentation by industry leader on mergers and acquisitions.

Lunch 'n Learn

Thursday, August 17

11:30 am – 1:30 pm

Mack Powell Event Center

2003 Howe Avenue, Sacramento

Topic:

Exit Strategies: Mergers and Acquisitions in Property Management



NATIONAL ASSOCIATION OF
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Lunch 'n Learn

[Register Here](#)

Date/Time

Date(s) - 11/14/2023

11:30 am - 1:30 pm

Location

Mack Powell Event Center

Categories

No Categories

Map Unavailable

Quarterly NARPM networking luncheon featuring educational speakers on current property management topics.

Join us at our Chapter's quarterly luncheon featuring a presentation on the DRE enforcement process

Lunch 'n Learn

Tuesday, November 14

11:30 am – 1:30 pm

Mack Powell Event Center

2003 Howe Avenue, Sacramento

Topic:

Understanding the DRE Enforcement Process for Property Management



Minutes of Board of Directors Meeting

Thursday, January 12, 2023

10:30 – 11:30 AM

Via Zoom

Call to order and attendance

President Paul Villaluz Weubbe called the meeting to order at 10:39 am.

Present: Paul Villaluz Weubbe, Charissa Pickens, Nick Maionchi, Krystal Tiner, Mechelle Reasoner, Tina McCardle, Rita Gordon-Anderson, Jim Lofgren, Andrea Coronel.

Absent: Kim Prindle

NARPM Code of Ethics

Paul referred Board members to the following NARPM Code of Ethics:

NARPM antitrust statement - It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive, or otherwise illegal.

Approval of minutes

- Charissa Pickens presented the minutes of the Board meeting held on December 14, 2022*
Motion to approve December 14, 2022 minutes by Rita, 2nd Krystal, all approved

President's Report

Paul Villaluz Weubbe provided the President's Report:

- 2023 calendar – An updated calendar was distributed.
- 2023 budget – Lofgren reported that the complete budget is not ready, but the budget for the new bowling tournament should be approved.
Motion to approve March 30th bowling tournament at Capitol Bowl West Sac possible net profit \$2500 by Rita, 2nd Krystal, all approved
-Affiliate sponsorship opportunities available
-Tentative timeline: 4:45, happy hour, bowling 5:30-7:30, arrive early to register.
- Recruitment of committee vice chairs and members – Outreach plan underway to recruit volunteers.
- Remaining Board positions (President-Elect, Director) – Efforts underway to recruit members for the vacant positions.
- Recognition of outgoing and installation of incoming Board officers and members – Recognition will occur during the January 20 luncheon.

Treasurer's Report

- Nick presented the Financial report for December 2022
 - As of December 31st, 2022 we have a combined income of \$21,434.01 between our CVCB and First Foundation accounts. This is actually \$4,800 better than we were at on December 31st, 2021.
 - \$2600 in PayPal
 - Paul pointed out an issue with the Profit & Loss Report from 2022, and Nick will work on that and have an email out to QuickBooks for help on this.
- Remote bookkeeping support by NARPM National – National staff still working on implementation.
- Authorization of signers for bank and credit cards
 - **Motion to approve Paul Villaluz Weubbe and Charissa Pickens as approved signers on all Sacramento Area Chapter of NARPM bank and credit card accounts. Motion by Tina, 2nd by Mechelle, all approved**

Affiliate Committee Report

Rita Gordon-Anderson provided the committee report:

- Holiday Brunch (December 15) – Review of event for future planning
- Lunch 'n Learn (January 20) – Update on new pricing, registration, and sponsorships.
- Mixer (February 23) – Update on event planning, location still TBD.
- Bowling Tournament – Update provided by Affiliate subcommittee
- Committee meetings (first Mondays @ 10:00 am) – Next meeting on February 6

Education Committee Report

Krystal Tiner provided the committee report:

- Lunch 'n Learn (January 20) – Update on topic and speakers
 - 19 registered as of meeting date
 - Send revised blast to get interest.
- Webinar (February 16) – Status of topic and speaker
 - Need speaker
 - Additional ideas: Application screening 101, CAR new PM contracts education, SHRA, RHIP
- National designations – Recognition of new designations
- Next committee meeting: 2:30 pm, Monday, February 13 via Zoom

Membership Committee Report

Tina McCardle provided the committee report:

- 2023 local chapter dues – Update on marketing of 2023 dues
- Professional members – Status of national and local memberships
 - 130 members in 2022
- Affiliate members – Status of local memberships
- Next committee meeting: Last Friday of month, January 27

Chapter Administrator Report

- Jim Lofgren did not have any additional updates on chapter administrative matters

New business

- No new business

Next Board meeting

- 10:30 – 11:30 am, Thursday, February 9 via Zoom

Adjournment

The meeting adjourned at 11:41 pm.



Minutes of Board of Directors Meeting

Thursday, February 9, 2023

10:30 – 11:30 AM

Via Zoom

2022 Board and Committee Leadership

President:	Paul Villaluz Weubbe
Past President:	Kim Prindle
President Elect:	Krystal Tiner
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi
Director (Education Chair):	Krystal Tiner
Director (Events Chair)	Mechelle Reasoner
Director (Membership Chair):	Tina McCardle
Director:	Jeff Slodowitz
Affiliate Chair:	Rita Gordon-Anderson
Chapter Administrator:	Jim Lofgren
Guest:	Andrea Coronel - National Remote Professional

Call to order and attendance –Paul Villaluz Weubbe

- Meeting called to order at **10:31 am**
- **Attending:** Paul Villaluz Weubbe, Kim Prindle, Charissa Pickens, Nick Maionchi, Krystal Tiner, Mechelle Reasoner, Tina McCardle, Rita Gordon-Anderson, Jim Lofgren, Andrea Coronel
- **Late:** None
- **Absent:** Jeff Slodowitz

NARPM Code of Ethics – Paul Villaluz Weubbe

- Property Managers shall comply with this Code and shall participate in and/or cooperate with any investigation and/or hearing conducted by NARPM® pursuant to this Code (see statement at end of agenda)

Approval of minutes – Charissa Pickens

- Approval of minutes for meeting on January 14, 2023*
 - Correction to amend the minutes to add Nick Maionchi as a signer for the bank accounts.
- ****Motion to approved January 14, 2023 minutes by Paul, 2nd Rita, all approved with amendment to add Nick Maionchi as a signer for the bank accounts****

President's Report – Paul Villaluz Weubbe

- Appointment of Jeff Slodowitz to Board of Directors
Motion to add Jeff Slodowitz to Board of Directors by Rita, 2nd Mechelle, all in favor
- President Elect – Vacancy
-Looking for interested parties
Motion to elect Krystal Tiner as President by Rita, 2nd Tina, all in favor
New Member mentor, main contact for questions from new members, Paul appointed Tina McCardle
- NARPM Chapter Compliance Report – Due March 15
-Will be completed on time through the portal, Kim can help & answer questions
- 2023 calendar – Revision and upcoming events
-Education committee meeting Monday 2:30 Zoom
-PM Expo planning & budget
-Webinar was scheduled 2/16, has been rescheduled 3/10
-Mixer at Pete's 2/23
-Events will be uploaded to website
- 2023 budget – Update
-PM Expo
-SAR venue we are asking for 50% deduction on venue rental, trying to meet with Jessica Coats
-Looking into using vendor or member sites for events to boost revenue
-Budget will be complete by next board meeting

Treasurer's Report – Nick Maionchi

- Financial report for January 2023
-As of 1/31/2023 we had \$30,119.02 in the CVCB account and \$771.85 in the First Foundation account, totaling \$30,890.87
-Square linked to First Foundation, need to link to CVCB
-QuickBooks needs to be changed to CVCB account then close First Foundation account
-Tuesday transferred \$3,507 from PayPal to CVCB account, Tuesday we have \$33,625.84 in the CVCB account
- Jim will balance budget and request approval, then need to approve 2023 Jim Lofgren's services
- Remote bookkeeping support by NARPM National – Update on status of service

Affiliate Committee Report – Rita Gordon-Anderson

- Mixer (February 23) – Update
-Pete's How about Arden 5-7pm, game 5:45-6:15, food, drink ticket, raffle 6:30
-\$10 charge to PMs, \$15 charge to PMs who are not local members
-Affiliates \$50, opportunity to invite & pay for PMs
-Jim is not attending, Nick will attend to pay for event
-Projected Net revenue \$300
- Bowling Tournament (March 30) – Update
-Projected Net revenue \$2000, 9 sponsorships, 3 spoken for already \$250-500
-Grand sponsor \$750 sold
-Location Capitol Bowl
- Next committee meeting – 10:00 AM, Monday, March 6 (first Monday of month) via Zoom

Education Committee Report – Krystal Tiner

- Lunch 'n Learn (January 20) – Review of program
- PM Breakfast (January 25 & February 22) – Review of past event, ideas for future events
 - Great info for PMs, possibly rotate locations, add an agenda or topic
 - Peggy Jo Robinson & Shelby Challberg typically run the breakfast
 - Change to register through Constant Contact
 - Typically 10-15 PMs attend
- Webinar (March 10) – Topics, speakers, date change, potential questions
 - SHRA 2 speakers
 - Topics: Housing for homeless program, SERA program, HCV program
- Legal Q&A (March 17) – Potential questions, speaker (attorney Calvin Clements of KTS Law)
 - Possibly topics: Disclosures AB1482, Notices 3/30/60/90, Rent Increases, ESA updates
- Potential topics for future programs – Discussion (fair housing, personal safety, DEI, etc.)
 - Fair Housing attorney charges for class \$1300-1500 + facility rental
- Next committee meeting: 2:30 pm, Tuesday, February 13 via Zoom

Membership Committee Report – Tina McCardle

- Professional members – Status of national and local memberships, marketing efforts
 - PMs 57 paid, goal to add 10 more members
- Affiliate members – Status of local memberships
 - 29 paid, goal to add 20 more members
 - Delegate VA Andi to help with membership
 - Jim will send membership spreadsheet to Tina to make calls
 - Need to send surveys after events
- Next committee meeting: 3:00 PM, Thursday, March 16 via Zoom

Chapter Administrator Report – Jim Lofgren

- Update on chapter administrative matters -None

New business – Paul Villaluz Weubbe (1 minute)

- New business- none

Next Board meeting (1 minute)

- 10:30 – 11:30 am, Thursday, March 9 via Zoom.

Adjournment 11:42am

****Motion to adjourn meeting by Mechelle, 2nd Krystal, all in favor****

NARPM antitrust statement - It is the policy of the NARPM to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM's membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive, or otherwise illegal.



Minutes of Board of Directors Meeting

Thursday, March 9, 2023

10:30 – 11:30 AM

Via Zoom

2022 Board and Committee Leadership

President:	Paul Villaluz Weubbe
Past President:	Kim Prindle
President Elect:	Krystal Tiner
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi
Director (Education Chair):	Krystal Tiner
Director (Events Chair)	Mechelle Reasoner
Director (Membership Chair):	Tina McCardle
Director (Government Affairs Chair:	TBA
Affiliates Chair:	Rita Gordon-Anderson

Education Committee:

Events Committee:

Membership Committee:

Affiliate Committee:

Bowling Sub-Committee:

Expo Sub-Committee:

Chapter Administrator: Jim Lofgren

Guest: Andrea Coronel - National Remote Professional

Call to order and attendance –Paul Villaluz Weubbe

- The meeting was called to order at **10:33am**
- **Attending:** Paul Villaluz Weubbe, Kim Prindle, Krystal Tiner, Charissa Pickens, Nick Maionchi, Krystal Tiner, Jim Lofgren, Andrea Coronel
- **Late:** None
- **Absent:** Mechelle Reasoner, Tina McCardle, Rita Gordon-Anderson

Approval of minutes – Charissa Pickens

- Approval of minutes for meeting on February 9, 2023
Motion to approved February 9, 2023 minutes by Kim, 2nd Nick, all approved

President's Report – Paul Villaluz Weubbe

- Decline of Board appointment by Jeff Slodowitz – Board approval
-Jeff declined board position
- Appointment to Board of Directors: Tom Manning of Tower Bridge Property Management and Cheryl Muzinich of Recovery Realty – Board approval
Motion to approve Tom Manning & Cheryl Muzinich appointed to board by Kim, 2nd Nick, all approved
-Tom interested in Government affairs & SHRA issues
-Cheryl interested in Government affairs & starting Placer County Breakfast
- NARPM Chapter Compliance Report due March 15 – Status
-Compliance report done, will submit 3/15
-Chapter of Excellence due June 1.
- Newsletter – Frequency
-Quarterly, need content and writers.
- 2023 budget – Board approval
-Proposed budget net \$4825, will update & adjust as year goes along
Motion to approve 2023 Budget by Krystal, 2nd Nick, all approved

Treasurer's Report – Nick Maionchi

- Financial report for February 2023
- Bank balances as of February 28th, 2023: \$34,198.72 in Central Valley Community Bank account and \$713.85 in First Foundation account. Total \$34,930.57. This is an improvement of \$7,253.93 from where we were as of February 28th, 2022.
-Still need invoice to pay Jim January-March 2023
- PayPal transfer \$3,500 on February 8th, included on Central Valley Statement

Education Committee Report – Krystal Tiner

- SHRA Q&A Webinar (March 10) – Update
-17 registered.
- Legal Q&A (March 17) – Attorney Calvin Clements of KTS Law
-10 registered.
- PM Breakfast (March 29) – Review of previous breakfast, additional breakfast locations
-Cheryl Muzinich to set up breakfast in Placer County
-Shelby Challberg to set up breakfast in South Sac
-Need to complete a list of professional code of conduct for the breakfast, to keep event NARPM compliant.
- Lunch 'n Learn (April 21) – Topic and speaker TBA
-Insurance topic? Legislative update?
-Webinar idea: Tech update- SEO, website disability compliance
- Next committee meeting: 2:30 pm, Tuesday, March 13 (second Tuesday of month) via Zoom

Membership Committee Report – Tina McCardle

- Andy helping to produce membership flyer.
- Professional members – Status of national and local memberships
- Membership incentive for property managers – Kings tickets sponsored by DH Construction
- Affiliate members – Status of local memberships
- Next committee meeting: 3:00 PM, Thursday, March 23 (third Thursday of month) via Zoom

Affiliate Committee Report – Rita Gordon-Anderson

- Appointment of Dee Avina of InterSolutions as Vice Chair
 - Paul approves Dee Avina of InterSolutions as Vice Chair
- Mixer (February 23) – Recap
 - Poor PM turn out with \$10 paid event, so decision to return to free event for PM members.
- Mixer (June 27) – Update
 - Get additional square credit card processing device to process transactions at events.
 - Implement late fee to discourage walk ins.
 - Pete's location again possible.
- Bowling Tournament – Rescheduled to July 27
- Affiliate training – Need new date.
- Next committee meeting – 10:00 AM, Monday, April 3 (first Monday of month) via Zoom

Chapter Administrator Report – Jim Lofgren

- Update on chapter administrative matters
- Partnership with Sacramento Association of Realtors
 - Partnership agreement to reduce facility costs
 - Possibly government affairs?
- Policy regarding late fees
- Policy regarding one member per company on Board of Directors
 - Concerns from breakfast regarding only one member per company on board
 - Charity topic to be discussed at future meeting.

New business – Paul Villaluz Weubbe (1 minute)

- New business (if any)

Next Board meeting (1 minute)

- 10:30 – 11:30 am, Thursday, April 13 via Zoom.

Adjournment 11:46am

****Motion to adjourn meeting by Krystal, 2nd Nick, all in favor****



Minutes of Board of Directors Meeting

Thursday, April 13, 2023

10:30 – 11:30 AM

Via Zoom

2023 Board and Committee Leadership

President:	Paul Villaluz Weubbe
Past President:	Kim Prindle
President Elect:	Krystal Tiner
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi
Director (Education Chair):	Krystal Tiner
Director (Events Chair):	Mechelle Reasoner
Director (Membership Chair):	Tina McCardle
Director (TBD):	Cheryl Muzinich
Director (Government Affairs Chair):	Tom Manning
Affiliates Chair:	Rita Gordon-Anderson
Education Committee:	Krystal Tiner, Mechelle Reasoner, Kelli Dodson
Expo Committee:	Mechelle Reasoner
Membership Committee:	Tina McCardle (Chair), Brian Fitzgerald, Donovan Flores, Nate Palafax
Government Affairs Committee:	Tom Manning (Chair), Ted White, Karen Ramos, Shelby Chalberg
Affiliates Committee:	Rita Gordon-Anderson (Chair), Dee Avina (Vice Chair), Bev Hoeft, Donovan Flores, Josh Renwick, Alex Westberg, Jason Thompson, Nate Moran, Tina Medeiros, Yemi Ayeni, Kelli Dodson, Joe Lash
Bowling Tournament Committee:	Rita Gordon-Anderson (Co-Chair), Joe Lash (Co-Chair), Josh Renwick, Donovan Flores, Dee Avina, Bev Hoeft, Alex Westberg
Chapter Administrator:	Jim Lofgren
NARPM National Remote Professional:	Andrea Coronel

Call to order

Paul Villaluz Weubbe called the meeting to order at 10:32 am.

Attendance

- **Present:** Paul Villaluz Weubbe, Krystal Tiner, Charissa Pickens, Nick Maionchi, Jim Lofgren, Mechelle Reasoner, Tina McCardle, Cheryl Muzinich, Tom Manning, Rita Gordon-Anderson
- **Late:** None
- **Absent:** Kim Prindle, Andrea Coronel

Approval of minutes – Charissa Pickens

- Approval of minutes for meeting on March 9, 2023 (see minutes)
Motion to approve March 9, 2023 minutes by Cheryl, 2nd by Mechelle, all approved

President's Report – Paul Villaluz Weubbe

- NARPM Chapter Compliance status – Approved by NARPM National
- NARPM Chapter of Excellence – Submission due June 1

Treasurer's Report – Nick Maionchi

- Financial report for March 2023 (see report)
 - March 31, 2023: \$25,459.32 in Central Valley account; \$655.85 in First Foundation account
 - Total \$26,115.17
 - This is \$419.01 less than 3/31/2022
 - \$698.86 in PayPal account needing to be transferred over
 - Hirsch Tax Pros has tax information, Nick to confirm

Education Committee Report – Krystal Tiner

- SHRA Q&A Webinar (March 10) – Review of webinar
- Legal Q&A Webinar (March 17) – Review of webinar
 - Low volume of questions, Kelli was not on the call, will take extra steps in future
- PM Breakfasts (March 29 and April 11) – Review of breakfasts and expansion plans
 - Great conversations, good turn out
 - Justin PMI, Rod to take lead on South Sac breakfast
 - Possibly Yolo County breakfast: David, West Sac, Woodland
- Lunch 'n Learn (April 21) – Digital marketing presented by Marie Tepman of Fourandhalf
 - 33 registered, 24 PMs, 9 affiliates- all 3 sponsorships sold, goal is 50 attendees
- Seminars by members – Proposal by North American Home Services
 - At vendor facility
 - Class on balcony inspections, 24 prospective attendees, May 21 tentatively, free for PMs,
 - Goal is to net \$500 on educational class
 - Rita DH Construction do a class on insurance claims? Board room seats 15 people
- Next committee meeting: 1:30 pm, Tuesday, April 20 (second Tuesday of month) via Zoom
 - Kelli KTS committee member

Membership Committee Report – Tina McCardle

- Professional members – Retention, new members, and chapter dues
 - 4 new members
 - Received checklist of steps
 - Successful Chapter dues campaign for Kings tickets: 18 new members
- Marketing – Promote and track designations, recognize members with designations on website and exclusive event, scholarships for designation applicants, tabletop displays at events, use of social media, and membership incentives.
- Affiliate members – Retention and new members
 - Affiliate members currently 37, goal is 50 members
- Membership incentives – Success of Kings tickets by DH Construction, new incentives, directory
 - Incentivize members to sign up affiliates
- Next committee meeting: 3:00 PM, Thursday, April 27 via Zoom

Government Affairs Committee Report – Tom Manning

- Meetings with SHRA
 - Bi-monthly meetings with SHRA
- First committee meeting: 3rd Tuesday of month
 - Ted White wants to join committee, others volunteered at breakfast

Affiliate Committee Report – Rita Gordon-Anderson

- Recommend raising affiliate dues \$325 next year, lock in rate \$295 if renewed next year
- Mixer (June 27) – Update
 - S&G rep to help scout location
- Bowling Tournament (July 27) – Committee meeting TBA
 - Will get meeting within 2 weeks
- Affiliate training program – May 3 (tentative)
 - Jason with S&G to help with this
- Property Management Expo (September 15) – Limits on number of similar businesses
 - PMs would like new variety of affiliates
 - Limit vendors or category of vendors
- Next committee meeting – 10:00 AM, Monday, May 1 via Zoom

Chapter Administrator Report – Jim Lofgren

- Update on chapter administrative matters
- 2023 Calendar – See calendar for changes and additions

New business – Paul Villaluz Weubbe

- New business:
 - National working out how we can use bookkeeper, rolling out in May
 - Jim asking others what association management software everyone is using, Cheryl will reach out as well

Next Board meeting

- 10:30 – 11:30 am, Thursday, May 11 via Zoom

Adjournment11:39am

- **Motion to adjourn by Cheryl, 2nd Rita all approved**
- Meeting adjourned at 11:30 am.



Minutes of Board of Directors Meeting

Thursday, May 11, 2023

10:30 – 11:30 AM

2023 Board and Committee Leadership

President:	Paul Villaluz Weubbe
Past President:	Kim Prindle
President Elect:	Krystal Tiner
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi
Director (Education Chair):	Krystal Tiner
Director (Events Chair)	Mechelle Reasoner
Director (Membership Chair):	Tina McCardle
Director (TBD):	Cheryl Muzinich
Director (Government Affairs Chair)	Tom Manning
Affiliated Chair:	Rita Gordon-Anderson
Education Committee:	Krystal Tiner, Mechelle Reasoner, Kelli Dodson
Expo Committee:	Mechelle Reasoner
Membership Committee:	Tina McCardle (Chair), Brian Fitzgerald, Donovan Flores, Nate Palafax
Government Affairs Committee:	Tom Manning (Chair), Ted White, Karen Ramos, Shelby Chalberg
Affiliate Committee:	Rita Gordon-Anderson (Chair), Dee Avina (Vice Chair), Bev Hoeft, Donovan Flores, Josh Renwick, Alex Westberg, Jason Thompson, Nate Moran, Tina Medeiros, Yemi Ayeni, Kelli Dodson, Joe Lash
Bowling Tournament Committee:	Rita Gordon-Anderson (Co-Chair), Joe Lash (Co-Chair), Josh Renwick, Donovan Flores, Dee Avina, Bev Hoeft, Alex Westberg
Chapter Administrator:	Jim Lofgren
Guest:	Andrea(Andy) Coronel - National Remote Professional

Call to order

The meeting was called to order by President Paul Villaluz Weubbe at 10:31am

Attendance

Attending: Paul Villaluz Weubbe, Krystal Tiner, Charissa Pickens, Mechelle Reasoner, Tom Manning, Rita Gordon-Anderson, Dee Avina, Jim Lofgren

Late: Cheryl Muzinich, Andrea Coronel

Absent: Kim Prindle, Tina McCardle

Approval of minutes

Secretary Charissa Pickens presented the minutes.

- Approval of minutes for meeting on April 13, 2023 (see minutes)
Motion to approved April 13, 2023 minutes by Rita, 2nd Mechelle, all approved

President's Report – Paul Villaluz Weubbe

- NARPM Chapter of Excellence – Update on submission due June 1
- Paul attended NARPM Owner/Broker conference, good information,
-Topics included: HOA, Insurance, staffing, HUD & Sec8 housing. HUD has a reporting board and Regional Supervision Board to escalate Sec8 issues.

Treasurer's Report – Nick Maionchi

- Financial reports for April 2023 were distributed
-As of April 30th, 2023 we have \$29,348.69 in the Central Valley Bank account and \$597.85 in the First Foundation account. This gives us a cumulative total of \$29,946.54.
-We have \$781.50 in our Paypal account at the moment too that has yet to be transferred over.
-Both accounts have been reconciled and balance.
-\$1280 from National for membership renewal
- Tax return for 2022 – Status of return due May
- Bookkeeping – Proposal to contract for bookkeeping services (see attachment)
-Need regular reporting of budget
-Butterfly Bookkeeping & Administrative Services proposed \$300/mo, \$2400 this year
-Goal to utilize NARPM remote services next year after books are in order
-Was local and just moved to Tennessee, Chambers bookkeeping, experience with Paul
Motion to approve Butterfly Bookkeeping for \$300/mo by Cheryl, 2nd Rita, all approved

Education Committee Report – Krystal Tiner

- Lunch 'n Learn (April 21) – Review of topic and speaker (Digital marketing by Marie Tepman of Fourandhalf
-Went well, good information
- Property Managers Breakfasts (monthly in three locations) – Update on breakfasts in Citrus Heights, Rocklin, and Elk Grove
-Rocklin breakfast had low turn out
-Elk Grove Rod Luman & Kelli Dodson, 3rd Wednesday of each month Black Bear Bond/99
-Working with membership to increase attendance
- Seminar: Mandatory Inspections of Balconies & Elevated Structures (May 25) – Update
North American Home Services / Good Life building
- Lunch 'n Learn (August 17) – Topic and speaker TBA
-Need ideas
- NARPM designation program – Marketing to promote program (recognition of designees)
- Next committee meeting: 1:30 pm, Tuesday, May 18 via Zoom

Membership Committee Report – Tina McCardle

- Professional members – Local and national report on retention and new memberships
-123 National members, 79 Local members
- Affiliate members – Local chapter retention and new memberships
-Current 41 members
- Directory of Products & Services for Residential Property Management – Review
-Will send out this week
- Refer & Win membership campaign – Update, follow up on membership leads
- Member surveys – Update
- Next committee meeting: 3:00 PM, Thursday, May 25 via Zoom

Government Affairs Committee Report – Tom Manning

- SHRA housing programs issues – Upcoming meet with SHRA staff
- First committee meeting: 3:00 pm, Tuesday, May 16 via Zoom
 - Talk about objectives, legislation & regulatory changes
 - Meeting with SHRA

Affiliate Committee Report – Rita Gordon-Anderson

- Marketing for Vendors seminar (June 7) – Update
 - John Tiner will speak, tips on getting added to PM vendor list
 - 1 hour at Good Life training area
 - Marketing going out soon
 - Rita will reach out to affiliates directly
- Mixer (June 29) – Update, location is 19 Handles
 - Arden Way, beer & wine
- Bowling Tournament (July 27) – Update, event committee meeting on May 17
 - Capitol Bowl, subcommittee meeting next week, sponsorships selling, proposed \$2000 net profit
 - Top Golf idea for event
 - In person board meeting/meet up at Golden 1 center DH Suite
- Next committee meeting – 10:00 AM, Monday, June 5 via Zoom

Property Management Expo Report – Mechelle Reasoner

- Educational conference – Tentatively planning on six seminars
 - increased to 6 seminars, meeting rooms at SAR
- Trade show – Need to set up meeting with Affiliate members
 - Need to connect with Rita
 - Krystal will help
- Next committee meeting - TBA

Chapter Administrator Report – Jim Lofgren

- Update on chapter administrative matters
 - 2023 Calendar – Update (see calendar)
- Association management software – GrowthZone proposal, membership database cleanup
 - Looking at Association Software packages: Growth Zone \$500/mo, Wild Apricot \$200/mo

New business

- Charity – Discussion of which charities to support
 - Food bank donations at every event
 - Mustard Seed holiday toy donations

Next Board meeting

- 10:30 – 11:30 am, Thursday, June 8 via Zoom

Adjournment

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

The meeting was adjourned at 11:36am.



Minutes of Board of Directors Meeting

Thursday, July 13, 2023

10:30 – 11:30 AM

Via Zoom

2023 Board and Committee Leadership

President:	Paul Villaluz Weubbe
Past President:	Kim Prindle
President Elect:	Krystal Tiner
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi
Director (Education Chair):	Krystal Tiner
Director (Events Chair)	Mechelle Reasoner
Director (Membership Chair):	Tina McCardle
Director (TBD):	Cheryl Muzinich
Director (Government Affairs Chair)	Tom Manning
Affiliated Chair:	Rita Gordon-Anderson
Education Committee:	Krystal Tiner, Mechelle Reasoner, Kelli Dodson
Expo Committee:	Mechelle Reasoner, Rita Gordon-Anderson, Jason Thompson
Membership Committee:	Tina McCardle (Chair), Brian Fitzgerald, Donovan Flores
Government Affairs Committee:	Tom Manning (Chair), Ted White, Karen Ramos, Shelby Chalberg
Affiliate Committee:	Rita Gordon-Anderson (Chair), Dee Avina (Vice Chair), Bev Hoeft, Donovan Flores, Josh Renwick, Alex Westberg, Jason Thompson, Nate Moran, Tina Medeiros, Yemi Ayeni, Kelli Dodson, Joe Lash
Bowling Tournament Committee:	Rita Gordon-Anderson (Co-Chair), Joe Lash (Co-Chair), Josh Renwick, Donovan Flores, Dee Avina, Bev Hoeft, Alex Westberg
Chapter Administrator:	Jim Lofgren
Guest:	Andrea (Andy) Coronel - NARPM National Remote Professional

Call to order

President Paul Villaluz Weubbe called the meeting to order at 10:37 am.

Attendance:

Attending: Paul Villaluz Weubbe, Krystal Tiner, Charissa Pickens, Nick Maionchi, Mechelle Reasoner, Dee Avina, Jim Lofgren, Andrea(Andy) Coronel

Late: Cheryl Muzinich

Absent: Kim Prindle, Tom Manning, Tina McCardle, Rita Gordon-Anderson

Approval of minutes – Charissa Pickens

- Charissa Pickens presented the minutes of the Board of Directors meeting of June 8, 2023

****Motion to approved June 8, 2023 minutes by Mechelle, 2nd by Nick, approved unanimously****

President's Report – Paul Villaluz Weubbe

- NARPM National – Report of monthly phone call with NARPM National
- Strategic planning for 2024 – Need to set a date, possibly in September

Treasurer's Report – Nick Maionchi

- Financial report for May 2023 - Update
 - Total both bank accounts \$27,610.11
- Bookkeeping outsourcing – Update
 - Original plan outsource to Butterfly, now will work directly with NARPM National
 - Separate meeting to strategize the bookkeeping plan with Jim, Paul, Nick
 - Nick to log in to bank and grant access to Jim this week
- Authorizations for financial institutions – Update
 - In progress, working with Bev

Education Committee Report – Krystal Tiner

- Property Managers Breakfasts – Update on breakfasts in Citrus Heights (monthly), Rocklin (postponed until October), and Elk Grove (monthly)
- Legal Q&A (July 21) – Presented by attorney Puneet Singh, registration update, moderator needed
 - 22 registered
 - Dee Avina will moderate in Jim's absence
- Lunch 'n Learn (August 17) – Mergers and Acquisitions with speaker Bob Machado of HomeRiver
 - Marketing will start soon
- Next committee meeting: 9:00 AM, Thursday, July 27- time flexible

Membership Committee Report – Tina McCardle

- Professional members – Local and national report on retention and new memberships
 - 20 National members, not declared as Sacramento. Will reach out to these 20 members.
- Affiliate members – Local chapter retention and new memberships
 - 46 affiliate members, 3 new ones in July, budget is 50
- Refer & Win membership campaign – Update on referrals
 - If Affiliate referral signs up, 10 extra entries to member
 - Member drawing at August luncheon
- Member surveys – Update
 - 2 surveys: written survey after every luncheon, and membership survey
- Next committee meeting: 3:00 PM, Friday, July 28 via Zoom

Government Affairs Committee Report – Tom Manning

- SHRA housing programs issues – Update on meeting with SHRA staff on June 13
 - Successful meeting with SHRA, reviewed processes & timelines
 - Assigned inside coordinator working with PM companies, contact info to be emailed
 - Meet with SHRA quarterly to resolve issues
 - County grant to rehouse homeless
 - SHRA presentation under consideration as seminar for PM Expo
- Next committee meeting: 3:00 pm, Tuesday, July 20 via Zoom

Affiliates Committee Report – Rita Gordon-Anderson

- Mixer (June 29) – Review of event
 - Went well, good turnout, good PM interaction, not the best location
- Bowling Tournament (July 27) – Update
 - 2 sponsorships open
 - goal 15 teams
- Directory of Products & Services for Residential Property Management – Update
 - Jing engaging membership on social media accounts
- Next committee meeting – 10:00 AM, Monday, August 10 via Zoom

Property Management Expo Report – Mechelle Reasoner (5 minutes)

- Proposed schedule - 6 seminars (2 one-hour seminars x 3, no reception at end of day)
 - Upstairs rooms not available
- Seminar topics and speakers – Update
 - DRE Auditing Pam Strikland, DH Construction Insurance claims, Inspection requirements, SHRA, Balcony Inspections Info
- Trade show – Update on floor plan
 - Vendor sponsorship stations: 1 or 2 lunch stations, dessert stations, drink/beverage station
- Next committee meeting - 9:00 AM, Thursday, July 27- time flexible

Chapter Administrator Report – Jim Lofgren

- Update on chapter administrative matters
 - Will review time and compensation for Chapter Administrator any may reduce in 2024, if needed
- 2023 Calendar – Update (calendar distributed with agenda)

New business – Paul Villaluz Weubbe

- None

Next Board meeting

- 10:30 – 11:30 am, Thursday, August 10 via Zoom

Adjournment

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

- The meeting adjourned at 11:37 am.



Minutes of Board of Directors Meeting

Thursday, August 10, 2023

10:30 – 11:30 AM

Via Zoom

2023 Board and Committee Leadership

President:	Paul Villaluz Weubbe
Past President:	Kim Prindle
President Elect:	Krystal Tiner
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi
Director (Education Chair):	Krystal Tiner
Director (Events Chair)	Mechelle Reasoner
Director (Membership Chair):	Tina McCardle
Director (TBD):	Cheryl Muzinich
Director (Government Affairs Chair)	Tom Manning
Affiliated Chair:	Rita Gordon-Anderson
Education Committee:	Krystal Tiner, Mechelle Reasoner, Kelli Dodson
Expo Committee:	Mechelle Reasoner, Rita Gordon-Anderson, Jason Thompson
Membership Committee:	Tina McCardle (Chair), Brian Fitzgerald, Donovan Flores
Government Affairs Committee:	Tom Manning (Chair), Ted White, Karen Ramos, Shelby Chalberg
Affiliate Committee:	Rita Gordon-Anderson (Chair), Dee Avina (Vice Chair), Bev Hoeft, Donovan Flores, Josh Renwick, Alex Westberg, Jason Thompson, Nate Moran, Tina Medeiros, Yemi Ayeni, Kelli Dodson, Joe Lash
Bowling Tournament Committee:	Rita Gordon-Anderson (Co-Chair), Joe Lash (Co-Chair), Josh Renwick, Donovan Flores, Dee Avina, Bev Hoeft, Alex Westberg
Chapter Administrator:	Jim Lofgren
Guest:	Andrea(Andy) Coronel - National Remote Professional

Call to order

The meeting was called to order at 10:34 am by Vice President Krystal Tiner.

Attendance

- **Attending:** Krystal Tiner, Charissa Pickens, Mechelle Reasoner, Tina McCardle, Cheryl Muzinich, Tom Manning, Rita Gordon-Anderson, Dee Avina, Jim Lofgren
- **Late:** None
- **Absent:** Paul Villaluz Weubbe, Nick Maionchi, Kim Prindle

Approval of minutes – Charissa Pickens

- Charissa presented the minutes for meeting on July 13, 2023 for approval

****Motion to approve July 13, 2023 minutes by Cheryl, 2nd by Mechelle, approved unanimously****

President's Report – Krystal Tiner

- Krystal Tiner, substituting for Paul Weubbe, reported that Property Management Expo is highest priority for the organization because the event is only five weeks away.

Treasurer's Report – Jim Lofgren

- Jim Lofgren presented the financial reports for July 2023 that were prepared by Nick -As of 7/31/2023 \$30,482.32 in the Central Valley Community Bank account and \$815.45 in First Foundation Account. Total funds as of 7/31/2023 are \$31,297.77, \$4,623.27 more than 7/31/2022.
 - Charity bowling had \$735 in total raffle ticket sales, \$6,985 in revenue from sponsors & teams, total \$7,720. The expenses were \$3,767.70 for Capitol Bowl and the decor. Net profit \$3,952.30. \$1000 donation to Charity still needs to be completed.
 - \$1,778.23 in the Paypal account that I need to be transferred.
- Bookkeeping outsourcing – Update
 - Will utilize NARPM bookkeeping service
- Authorizations for financial institutions – Update
 - Jim thinks the process is complete, but will double check with Bev

Education Committee Report – Krystal Tiner

- Property Managers Breakfasts – Update on breakfasts in Citrus Heights (August 30), Rocklin (October 10), and Elk Grove (August 16)
 - Elk Grove location secured at Senior community center The Park at Laguna Springs, marketing tomorrow
- Lunch 'n Learn (August 17) – Mergers and Acquisitions with speaker Bob Machado of HomeRiver
 - 24 registered, half are PMs, half are Affiliates
- Next committee meeting: TBA

Property Management Expo Report – Mechelle Reasoner

- Schedule – Update
 - Affiliates agree to schedule 8am-3pm, Lunch 12:15, raffle prizes at end of lunch
- Seminar topics and speakers – Update
 - List in progress
 - Can apply for Education grant from National
- Trade show and sponsorships– Update
- Budget – Update
 - Working on final budget
 - Goal \$10k net profit
- Next committee meeting - TBA

Affiliates Committee Report – Rita Gordon-Anderson

- Bowling Tournament (July 27) – Recap
- Holiday Mixer (December 7) – Proposed time and location: 11:30 am – 1:30 pm, Seasons 52, Arden Fair
- Next committee meeting – 10:00 AM, Monday, September 11 via Zoom

Membership Committee Report – Tina McCardle

- Professional members – Local and national report on retention and new memberships
-20 members joined in our area but not designated to our chapter, working on getting them to designate our chapter
- Affiliate members – Local chapter retention and new memberships
-Recruit members at expo
-48 members for the year
- Refer & Win membership campaign – Continue contest until after Expo
-Work on National grant
- Member survey for events – Update (see attachment)
-Will be available at events
- Next committee meeting: 3:00 PM, Thursday, August 24 via Zoom

Government Affairs Committee Report – Tom Manning

- SHRA housing programs issues – Update
-SHRA going well
-Sac Superior Court around evictions worst in State for processing timelines, sit down to work with and voice complaints around evictions
- Next committee meeting: 3:00 pm, Tuesday, August 15 via Zoom

Chapter Administrator Report – Jim Lofgren

- Update on chapter administrative matters
- 2023 Calendar – Update (see attached calendar)

New business

- None

Next Board meeting

- The next board meeting is scheduled for 10:30 – 11:30 am, Thursday, September 14th via Zoom but may be changed due to the PM Expo being held the next day.

Adjournment

With no further business, Krystal asked for a motion to adjourn.

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

The meeting was adjourned at 11:45am



Minutes of Board of Directors Meeting

Thursday, September 14, 2023

10:30 – 11:15 am

Via Zoom

2023 Board and Committee Leadership

President:	Paul Villaluz Weubbe
Past President:	Kim Prindle
President Elect:	Krystal Tiner
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi
Director (Education Chair):	Krystal Tiner
Director (Events Chair)	Mechelle Reasoner
Director (Membership Chair):	Tina McCardle
Director (TBD):	Cheryl Muzinich
Director (Government Affairs Chair)	Tom Manning
Affiliates Chair:	Rita Gordon-Anderson
Education Committee:	Krystal Tiner, Mechelle Reasoner, Kelli Dodson
Expo Committee:	Mechelle Reasoner, Rita Gordon-Anderson, Jason Thompson
Membership Committee:	Tina McCardle (Chair), Brian Fitzgerald, Donovan Flores
Government Affairs Committee:	Tom Manning (Chair), Ted White, Karen Ramos, Shelby Chalberg
Affiliate Committee:	Rita Gordon-Anderson (Chair), Dee Avina (Vice Chair), Bev Hoeft, Donovan Flores, Josh Renwick, Alex Westberg, Jason Thompson, Nate Moran, Tina Medeiros, Yemi Ayeni, Kelli Dodson, Joe Lash
Bowling Tournament Committee:	Rita Gordon-Anderson (Co-Chair), Joe Lash (Co-Chair), Josh Renwick, Donovan Flores, Dee Avina, Bev Hoeft, Alex Westberg
Chapter Administrator:	Jim Lofgren
Guest:	Andrea(Andy) Coronel - National Remote Professional

Call to order and attendance

President Paul Villaluz Weubbe called the meeting to order at 10:35 am

- **Attending:** Paul Villaluz Weubbe, Krystal Tiner, Charissa Pickens, Mechelle Reasoner, Cheryl Muzinich, Tom Manning, Jim Lofgren
- **Late:** Nick Maionchi
- **Absent:** Kim Prindle, Tina McCardle, Rita Gordon-Anderson

Approval of minutes – Charissa Pickens

- Approval of minutes for meeting on August 10, 2023 (see attached minutes)
Motion to approve August 10, 2023 minutes by Tom, 2nd by Krystal, approved unanimously

President's Report – Paul Villaluz Weubbe

- Nominating Committee for 2024 Board and officers – Selection of committee members
 - Paul, Krystal, Charissa
 - Cheryl, Tom, Nick, Charissa staying on next year
- Next Board meeting devoted to planning: Strategic plan, 2024 budget and 2024 calendar
 - October 12th standard board meeting lead by Krystal. Paul out of country.
 - Strategic planning meeting, Jim will send out poll to determine date.

Treasurer's Report – Nick Maionchi

- Financial report for August 2023 - Update (see attached reports)
 - As of August 31st, 2023 we had \$34,594.28 in the CVCB account, we have 5 uncashed checks outstanding totaling roughly \$10,100. There is \$2,429 in Paypal account that has yet to be transferred.
 - August 31st, 2023 we have \$755.45 in First Foundation account.
 - A check has already been given to SAR for the room rental and A Whole Latte Love for the Espresso Bar.

Property Management Expo Report – Mechelle Reasoner

- Registration – update
 - 75 currently registered
- Volunteers needed for registration and seminars
 - need volunteers, Bev will help at registration
 - Seminar 1: Social Media- Paul. Seminar 2: Legal- Krystal, Housing Voucher- Paul. Seminar 3: Remote Teams- Krystal, Insurance- Cheryl
- Budget – Update

Education Committee Report – Krystal Tiner

- Lunch 'n Learn (August 17) – Review of Mergers and Acquisitions by Bob Machado of HomeRiver
- Lunch 'n Learn (November 16) – Potential topics and speakers- Insurance
 - Conversion from gas to electric possible topic
 - Legal seminar proposed December, attorneys are backed up, may push to January
- Property Managers Breakfasts – Upcoming: Citrus Heights (September 27), Rocklin (October 10), and Elk Grove (postponed until November 15)
- Next committee meeting: 1:30 pm, Thursday, September 21

Affiliates Committee Report – Jim Lofgren for Rita Gordon-Anderson

- End of Year Luncheon (December 7) –11:30 am – 1:30 pm, Seasons 52, Arden Fair- Confirmed
 - Vendors to pay \$75, free for PMs, limited seating
- Next committee meeting – 10:00 am, Monday, October 2 via Zoom

Government Affairs Committee Report – Tom Manning

- SHRA housing programs issues – Update
 - Continue to meet with SHRA, turnaround times have improved
- Eviction delays – Update on letter to Superior Court administrator
 - Sent 2 letters to County, Excuses from County, requested meeting
- Retaliatory eviction and tenant anti-harassment ordinances, City & County of Sacramento

- Talk more in committee meeting, County to do a workshop
- Next committee meeting: 3:00 pm, Tuesday, September 19 via Zoom

Membership Committee Report – Tina McCardle

- Membership recruitment – Table at Property Management Expo
 - National did not send marketing materials
- Professional members – Local and national report on retention and new memberships
 - Recruited 10 sac area members, 5 have not designated Sac as chapter
 - Cheryl to help with getting 5 signed up to Sac chapter
- Affiliate members – Local chapter retention and new memberships
 - Goal was 50, currently have 53
- Member survey – Update, nothing new
- Next committee meeting: 3:00 pm, Thursday, September 28 via Zoom

Chapter Administrator Report – Jim Lofgren

- Update on chapter administrative matters

New business – Paul Villaluz Weubbe

- NARPM National Conference - Krystal will attend the conference
 - **Motion to approve \$820 for Krystal to attend National registration fee by Cheryl, 2nd Mechelle, all approved**

Next Board meeting

- Next meeting will be held at 10:30 am, Thursday October 12, 2023 via Zoom.

Adjournment at 11:13am

****Motion to adjour, all approved****



Minutes of Board of Directors Meeting

Thursday, October 12, 2023

10:30 – 11:30 am

Via Zoom

2023 Board and Committee Leadership

President:	Paul Villaluz Weubbe
Past President:	Kim Prindle
President Elect:	Krystal Tiner
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi
Director (Education Chair):	Krystal Tiner
Director (Events Chair)	Mechelle Reasoner
Director (Membership Chair):	Tina McCardle
Director (TBD):	Cheryl Muzinich
Director (Government Affairs Chair)	Tom Manning
Affiliated Chair:	Rita Gordon-Anderson
Education Committee:	Krystal Tiner, Mechelle Reasoner, Kelli Dodson
Expo Committee:	Mechelle Reasoner, Rita Gordon-Anderson, Jason Thompson
Membership Committee:	Tina McCardle (Chair), Brian Fitzgerald, Donovan Flores
Government Affairs Committee:	Tom Manning (Chair), Ted White, Karen Ramos, Shelby Chalberg
Affiliate Committee:	Rita Gordon-Anderson (Chair), Dee Avina (Vice Chair), Bev Hoeft, Donovan Flores, Josh Renwick, Alex Westberg, Jason Thompson, Nate Moran, Tina Medeiros, Yemi Ayeni, Kelli Dodson, Joe Lash
Bowling Tournament Committee:	Rita Gordon-Anderson (Co-Chair), Joe Lash (Co-Chair), Josh Renwick, Donovan Flores, Dee Avina, Bev Hoeft, Alex Westberg
Chapter Administrator:	Jim Lofgren
Guest:	Ximena Candia Castro - National Remote Professional

Call to order and attendance – Paul Villaluz Weubbe, President (1 minute)

- The meeting was called to order at **10:34 am**
- **Attending:** Krystal Tiner, Charissa Pickens, Nick Maionchi, Mechelle Reasoner, Tina McCardle, Cheryl Muzinich, Rita Gordon-Anderson, Jim Lofgren, Ximena Candia Castro
- **Late:** none
- **Absent:** Paul Villaluz Weubbe, Kim Prindle, Tom Manning

Call to order and attendance – Krystal Tiner, Vice President

- Introduction of new NARPM remote professional – Ximena Candia Castro

Approval of minutes – Charissa Pickens

- Approval of minutes for meeting on September 14, 2023
Motion to approve September 14, 2023 minutes by Nick, 2nd by Cheryl, approved unanimously

President's Report – Krystal Tiner

- Strategic planning meeting: Time and location, strategic planning survey, 2024 calendar and 2024 budget
 - Planning meeting next Friday 10/20 10am-1pm @ Tiner office
 - Request for report of event revenue for planning meeting
- NARPM National conference – Update on upcoming conference
 - Krystal will attend looking for speakers
 - Cheryl will attend Government conference in Feb for California

Treasurer's Report – Nick Maionchi

- Financial report for September 2023 - Update (see attached reports)
 - As of 9/29/2023 ending balance \$39,375.46 in Central Valley account and \$670.60 in First Foundation account, total of \$40,046.06
 - Transferred \$2,474.61 from PayPal account yesterday so that income will show on the October statement
 - Still owe Jim September and October Admin Fees
 - \$37,500 range when deducting the \$5,000 we owe Jim
 - Increase of \$10,000 from where we were at as of 9/30/2022
 - \$4000 Expo reimbursement to Jim still pending

Nominating Committee – Krystal Tiner

- Recruitment of 2024 Board of Directors – Status
 - Kings game with board candidates
 - Need to send email to chapter members
 - Nick, Charissa, Cheryl, Mechelle to return 2024

Property Management Expo Report – Mechelle Reasoner

- Feedback from property managers and Affiliate members – Schedule, alcoholic beverages, other
 - Disappointed on lack of alcohol from PMs and Affiliates
 - Negative feedback on lackluster ending to event from PMs and Affiliates, disorganized at end
 - Time starting later next year
 - A few comments: maybe too many classes

Education Committee Report – Krystal Tiner

- Lunch 'n Learn (November 16) – Proposed topic: rental housing inspection program
 - Trying to get a RHIP inspector

- Possible DRE Audits, Insurance
- Try box lunches instead of buffet line
- Property Managers Breakfasts – Upcoming: Rocklin (October 17), Citrus Heights (October 25), and Elk Grove (November 15)
- Create flyer for breakfast, affiliates to drop off at offices
- Next committee meeting: 1:30 pm, Thursday, November 16

Affiliates Committee Report – Rita Gordon-Anderson

- End of Year Luncheon (December 7) –11:30 am – 1:30 pm, Seasons 52, Arden Fair
- Need alcohol sponsor and other sponsorships
- Next committee meeting – 10:00 am, Monday, November 6 via Zoom

Government Affairs Committee Report – Tom Manning

- Eviction delays – Update on letter to Superior Court administrator
- Retaliatory eviction and tenant anti-harassment ordinance task force, City of Sacramento – Update
- Petition drive for statewide ballot measure on death tax – Member request for support
- Next committee meeting: 3:00 pm, Tuesday, October 17 via Zoom

Membership Committee Report – Tina McCardle

- Professional and Affiliate membership – Update on 2023 membership totals
- 2024 Affiliate membership incentive – Pay 2024 local dues of \$395 and rest of 2023 included for free
- 2024 Professional membership incentive – Pay 2024 local dues of \$50 and rest of 2023 include for free
- Hit goal of 50 affiliate members
- Property Management Breakfasts marketing – Idea to increase property manager membership and attendance at breakfast events
- Member survey - Update
- Next committee meeting: 3:00 pm, Thursday, October 26 via Zoom

Chapter Administrator Report – Jim Lofgren

- Update on chapter administrative matters
- Peggy Jo Robinson stepping down from Citrus Heights Breakfast

New business – Krystal Tiner

- None

Next Board meetings

- Strategic planning meeting: 10:00 am – 1:00 pm, Friday, October 20 at Tiner Properties, 6837 Fair Oaks Blvd., Sacramento
- Board meeting: 10:30 am, Thursday, November 9 via Zoom

Adjournment

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

Meeting adjourned at 11:44 am

Minutes of Board of Directors Meeting

Thursday, November 9, 2023

10:30 – 11:30 am

Via Zoom

2023 Board and Committee Leadership

President:	Paul Villaluz Weubbe
Past President:	Kim Prindle
President Elect:	Krystal Tiner
Secretary:	Charissa Pickens
Treasurer:	Nick Maionchi
Director (Education Chair):	Krystal Tiner
Director (Events Chair)	Mechelle Reasoner
Director (Membership Chair):	Tina McCardle
Director (TBD):	Cheryl Muzinich
Director (Government Affairs Chair)	Tom Manning
Affiliates Chair (non-voting):	Rita Gordon-Anderson
Education Committee:	Krystal Tiner, Mechelle Reasoner, Kelli Dodson
Expo Committee:	Mechelle Reasoner, Rita Gordon-Anderson, Jason Thompson
Membership Committee:	Tina McCardle (Chair), Brian Fitzgerald, Donovan Flores
Government Affairs Committee:	Tom Manning (Chair), Ted White, Karen Ramos, Shelby Chalberg
Affiliate Committee:	Rita Gordon-Anderson (Chair), Dee Avina (Vice Chair), Bev Hoeft, Donovan Flores, Josh Renwick, Alex Westberg, Jason Thompson, Nate Moran, Tina Medeiros, Yemi Ayeni, Kelli Dodson, Joe Lash
Bowling Tournament Committee:	Rita Gordon-Anderson (Co-Chair), Joe Lash (Co-Chair), Josh Renwick, Donovan Flores, Dee Avina, Bev Hoeft, Alex Westberg
Chapter Administrator:	Jim Lofgren
Guest:	Ximena Candia Castro - National Remote Professional

Attendance

Attending: Paul Villaluz Weubbe, Krystal Tiner, Charissa Pickens, Nick Maionchi, Mechelle Reasoner, Tina McCardle, Tina McCardle, Cheryl Muzinich, Rita Gordon-Anderson, Jim Lofgren, Ximena Candia Castro, Tina McCardle

Late: None

Absent: Kim Prindle, Tom Manning

Call to order and attendance – Paul Villaluz Weubbe, President

- Meeting called to order at 10:32 am

Approval of minutes – Charissa Pickens, Secretary

- Approval of minutes for meeting on October 12, 2023 (see attached minutes)
Motion to approve October 12, 2023 minutes by Mechelle, 2nd by Krystal, approved unanimously

Treasurer's Report – Nick Maionchi

- Financial report for October 2023 - Update – financial reports were distributed with agenda materials.
 - Both the Central Valley Community Bank and First Foundation Bank account have been reconciled.
 - CVCB account ended October with \$40,629.94
 - FFB account ended October with \$511.60
 - Check sent to Jim for September, October, and November admin fees, \$7,500 deduction will be on the next statement
 - October 31, 2022 we had \$27,633 as the closing balance for the month
 - Continuing to move everything over to CVCB

President's Report – Paul Villaluz Weubbe

- Strategic planning: Review of 2024 strategic plan
 - Minutes and plan to be emailed out
- 2024 calendar – Review of proposed calendar
 - At least 1 event per month
 - Proposed keeping Thursdays for Lunch & Learn
 - IREM board meeting brought up potential joint Expo, possibly for 2025
- 2024 budget – Preliminary comments
 - Explore Assoc Management Software: Wild Apricot, GrowthZone
 - Moving forward with planning Lunch & Learns
- Organizational chart – Review of potential committees

Nominating Committee – Krystal Tiner

- 2024 officers and board – Recommended slate of candidates
Motion to approve recommended slate of officers and board members for 2024 by Krystal, 2nd by Cheryl, all in favor
Past President: Paul Villaluz Weubbe
President: Krystal Tiner
President Elect: Mechelle
Treasurer: Nick Maionchi
Secretary: Charissa Pickens
Director: Cheryl Muzinich
Director: Tom Manning
 - Ballots will be emailed out to Membership Friday
- Recruitment of remaining board positions – Review list of potential board members
RMP Candidates:
 - Sarah Albin - 6 Rivers
 - Lauren Pritchard - Aborn Rivers (would be a good candidate per Rita)
 - Branda Mahoney - Lawson PM
 - Want to reach out to Lyon PM, Director of PM Ashley Andrioni

- Real PM involved in breakfast, broker was at last breakfast, Brandon COO
- Scott Schuhwerk Vienna PM, attends Placer breakfasts
- Other companies: Realty Roundup, Homeriver, PMI, Professional, Select, M&M, Drysdale, Eagle PM

Education Committee Report – Krystal Tiner

- Lunch ‘n Learn (November 14) – Update
-32 Registered
- Property Managers Breakfasts – Citrus Heights (November 29), others postponed until 2024
- Next committee meeting: TBA

Affiliates Committee Report – Rita Gordon-Anderson

- End of Year Luncheon (December 7) – To be held at Seasons 52, Arden Fair
-Marketing will go out after next week’s Lunch & Learn, need sponsors
- Next committee meeting – 10:00 am, Monday, December 4 via Zoom

Government Affairs Committee Report – Tom Manning

- SHRA quarterly meetings – Next meeting TBA
- Eviction delays – No response from letter to Superior Court administrator
- Next committee meeting: TBA

Membership Committee Report – Tina McCardle

- Professional membership – Update on 2023 national and local membership totals
-82 local members out of 120
-Sending annual survey
- Affiliate membership – Update on 2023 local membership total
-53 affiliate members
- Next committee meeting: Proposed meeting 11/16

Chapter Administrator Report – Jim Lofgren

- Social media – Postings on Facebook (Lunch ‘n Learn, strategic planning meeting, and PM Breakfast)
-PM Breakfast post and tags had 21 likes
- NARPM National grants – List of grant opportunities
-Checking into grants to apply for
- Memorandum of Understanding with Sacramento Association of Realtors - Update
- Jim on vacation November 19-27
- Other chapter administration matters

New business – Paul Villaluz Weubbe

- TBA (if any)
-Food drive for Year End Party 12/7, benefiting Placer Food Bank, bring non-perishable items
-Developing social media calendar, 4 posts/mo
-Chapter Compliance due Dec 1 Ximena to help

Next Board meetings (1 minute)

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

Adjournment at 11:30am

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

2024 NARPM Sacramento Leadership

3/28/2024

Board of Directors

Officers

President: **Krystal Tiner**, Tiner Properties
President-Elect: **Mechelle Reasoner**, Five Oaks Property Management, Education Committee Chair
Treasurer: **Nick Maionchi**, Pacifica Properties
Secretary: **Charissa Pickens**, Sacramento Delta Property Management
Past President: **Paul Villaluz Weubbe**, Braun Property Services

Directors

Director: **Cheryl Muzinich**, Recovery Realty
Director: **Tom Manning**, Tower Bridge Property Management, Government Affairs Committee Chair
Director: **Eric Lee**, Evergreen Property Management, Membership Committee Chair*
Director: **Deborah Henning**, Professional Property Management

Ex-Officio: **Rita Gordon-Anderson**, DH Construction, Affiliates Committee Chair

Staff: **Jim Lofgren**, Lofgren Company, Chapter Administrator

*2024 New Member Mentor

Rebecca Woodring

From: Jim Lofgren <admin@sacnarpn.org>
Sent: Tuesday, February 27, 2024 5:09 PM
To: Rebecca Woodring
Subject: RE: NARPM Sacramento - Update to Chapter leadership

Follow Up Flag: Follow up
Flag Status: Flagged

The Secretary and Treasurer have not changed.

Charissa Pickens is Secretary and Nick Maionchi is Treasurer.

Jim Lofgren
Chapter Administrator
Sacramento Area Chapter of NARPM
PO Box 162736
Sacramento, CA 95816
(916) 549-5052
admin@sacnarpn.org
www.sacnarpn.org
*Local Chapter of the
National Association of Residential Property Managers (NARPM)*

From: Rebecca Woodring <rwoodring@managegroup.com>
Sent: Tuesday, February 27, 2024 1:29 PM
To: Jim Lofgren <admin@sacnarpn.org>
Subject: RE: NARPM Sacramento - Update to Chapter leadership

Thanks Jim.

Who are the Chapter's Secretary and Treasurer?

Thanks again!



Rebecca Woodring, CAE

DEPUTY EXECUTIVE DIRECTOR | rwoodring@narpm.org

National Association of Residential Property Managers

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

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

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

 Please consider the environment before printing this e-mail.

From: Jim Lofgren <admin@sacnarpm.org>

Sent: Tuesday, February 27, 2024 3:16 PM

To: Rebecca Woodring <rwoodring@managegroup.com>

Subject: NARPM Sacramento - Update to Chapter leadership

Hi Rebecca,

Please update our Chapter leadership as follows:

Tina McCardle no longer serves on our Board.

Eric Lee of Evergreen Property Management is a Chapter Director, Chapter Membership Committee Chair, and New Member Mentor

Paul Villaluz Weubbe is Past President and Chair of Nominating Committee

Mechelle Reasoner is President-Elect and Chair of Education Committee

Thomas Manning is Board member and Chair of Government Affairs Committee

Thanks.

Jim Lofgren

Chapter Administrator

Sacramento Area Chapter of NARPM

PO Box 162736

Sacramento, CA 95816

(916) 549-5052

admin@sacnarpm.org

www.sacnarpm.org

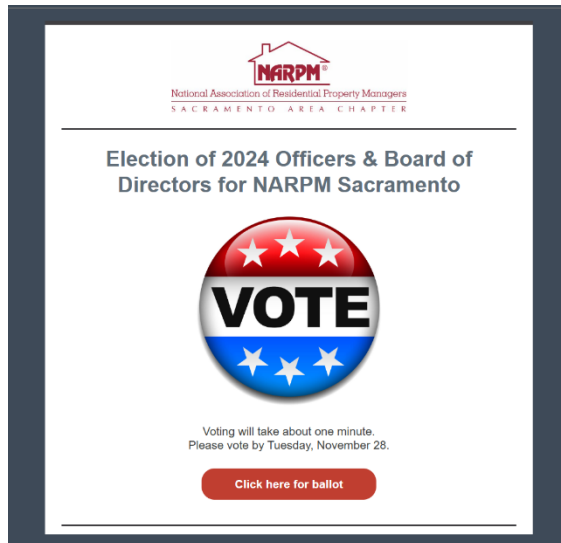
Local Chapter of the

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NARPM Sacramento - Proof of Elections for 2024 Officers and Board of Directors



NARPM - Sacramento Area Chapter | PO Box 162736, Sacramento, CA 95816

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Cheryl Muzinich is Broker/Owner of Recovery Realty. She currently serves as a Director on the Board. She has been an active recruiter of new members into the association, and the Board recommends that she continue her service as a Director in 2024.

Ballot

2024 President

- ☐ Krystal Tiner (Tiner Properties)
☐ Other

2024 President - Elect

- ☐ Mechelle Reasoner (Five Oaks Property Management)
- ☐ Other

2024 Treasurer

- ☐ Nick Maionchi (Pacifica Properties)
- ☐ Other

2024 Secretary

- ☐ Charissa Pickens (Sacramento Delta Property Management)
- ☐ Other

2024 Board of Directors

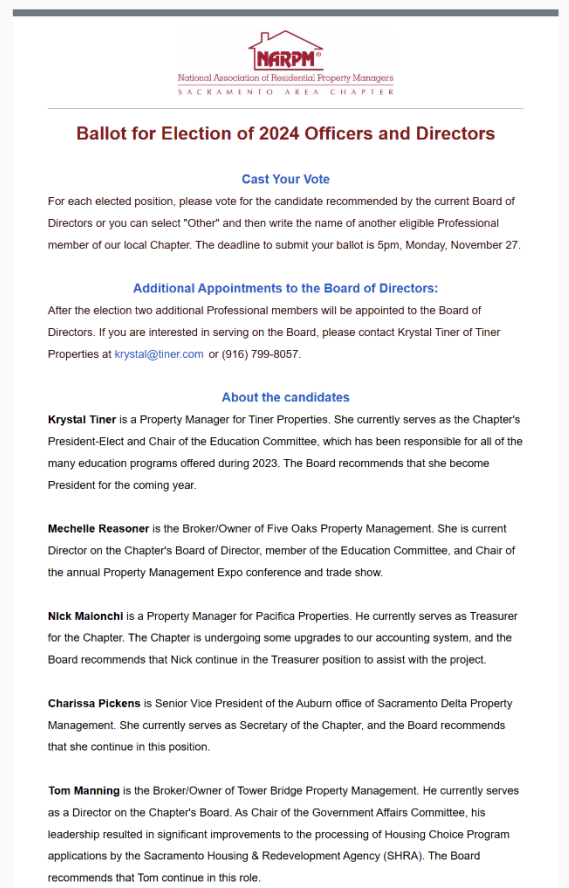
- ☐ Tom Manning (Tower Bridge Property Management)
- ☐ Other

2024 Board of Directors

- ☐ Cheryl Muzinich (Recovery Realty)
☐ Other

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



[Sent](#) [Ballot distribution for election of 2024 Officers ...](#) [Directors](#)

Copy Share on Social

Details Reporting Heat Map 

Email Performance

See how your emails are doing with your audience. [Compare your results to the industry average.](#)

Sent		Open Rate		Click Rate	
114		68.8%		20.5%	
Opens		77	Clicks		23
Sent		114	Did Not Open		35
Bounces		2	Unsubscribed		0
Successful Deliveries		112	Spam Reports		0
Desktop Open Percentage		92.4%	Mobile Open Percentage		7.6%

Recommendations

Here are some things we think would help this campaign even more.

- 

Social Share

Try sharing your email in a social post to get your message out there to a broader audience. It is a free post that says "I'm here!"
- 

Create a Facebook Lead Ad

People want to connect with you! Start gathering their contact information from Facebook and Instagram.
- 

Advertise on Google

Reach customers searching for products or services like yours on Google and only pay for actual clicks.

Click-Through Distribution

When a contact clicks a link in your email, we'll show you the stats here

Link	Unique Clicks	Distribution
https://p.constantcontactpages.com/sv/CZJOIC0/2024ballot?source_id=802cc504-d49c-4b4e-b729-dc0775a84c6d&source_type=em	23	100%
Total Click-throughs	23	100%

[Send History](#)

History of this email being sent including how many people it was sent to

Date	Sent Count	Status
Tue, Nov 16, 2021 1:20 am PST	114	Your email has been successfully sent.