

BOMA
Capital Region

Capital Region Building Owners & Managers Association
- New York State -

1450 Western Avenue, Ste 101
Albany, NY 12203
518.694.5016
crboma@caphill.com
www.BOMA-Albany.com

NEW MEMBER APPLICATION PACKAGE



TABLE OF CONTENTS

SECTION 1:	Introduction Why Join BOMA? Territory Map
SECTION 2:	Benefits of BOMA Benefits of Joining BOMA How to Join
SECTION 3:	Training BOMI Designation Programs BOMI Education
SECTION 4:	Committee List List of Committees & Positions with CRBOMA
SECTION 5:	TOBY Awards What are the TOBY Awards? Pictures of Past Winners
SECTION 6:	Membership Application Application Form
SECTION 7:	Contact Information

WHY JOIN BOMA?

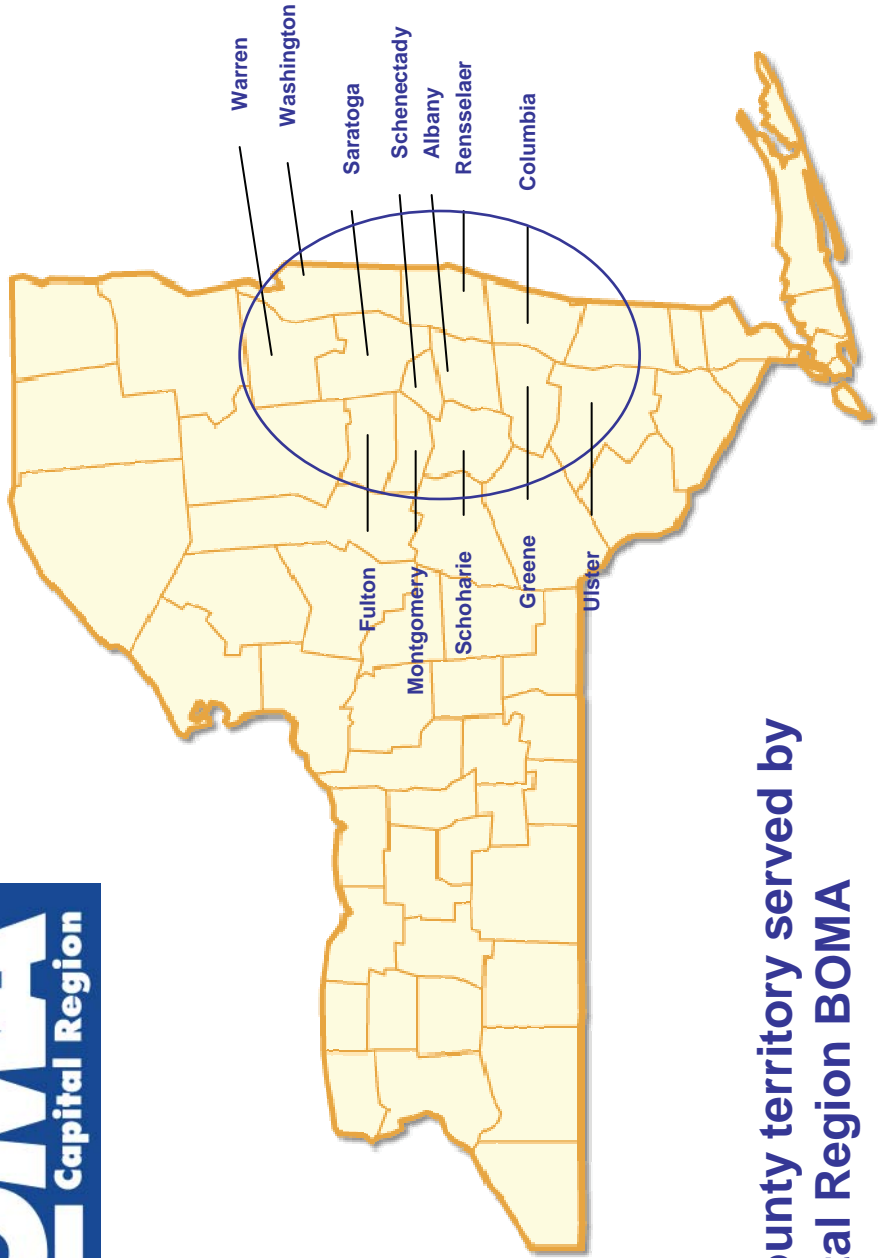
CAPITAL REGION BUILDING OWNERS ASSOCIATION BENEFITS OF MEMBERSHIP

Capital Region BOMA is comprised of building owners, managers, developers, leasing professionals, medical office building managers, corporate facility managers, asset managers, and providers of the products and services needed to operate commercial properties from the following counties: Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington, and Ulster.

BOMA is a primary source of information on office building development, leasing, building operating costs, energy consumption patterns, local and national building codes, legislation, occupancy statistics and technological developments.

In addition, CRBOMA provides the following benefits that enhance the value of your membership:

- Informative and Thought Provoking Breakfast or Luncheon Programs
- Networking Opportunities
- Interactive and Resourceful Web Site
- BOMA Discounts to FedEx
- Free Job Posting on line
- Advocacy Day: Forum to Lobby and Petition your voice on areas of concern to State Officials
- Earn Professional Designations (RPA, FMA, SMA,SMT)
- Capital Region BOMA Static Sign
- Participation in BOMA Mid Atlantic Conference
- Participation in BOMA International and Every Office Building Annual Conference
- Annual BOMA Golf Day
- Quarterly E-Newsletter
- Educational Class Programs
- Webinars, Seminars
- Free information on grass-roots lobbying tools, such as CapWiz and BOMA International's Legislative Action Resource Center
- Participation in Annual TOBY Awards
- Opportunity to Participate in Committees
- Inexpensive Advertising and Sponsorship Opportunities
- New Member Socials

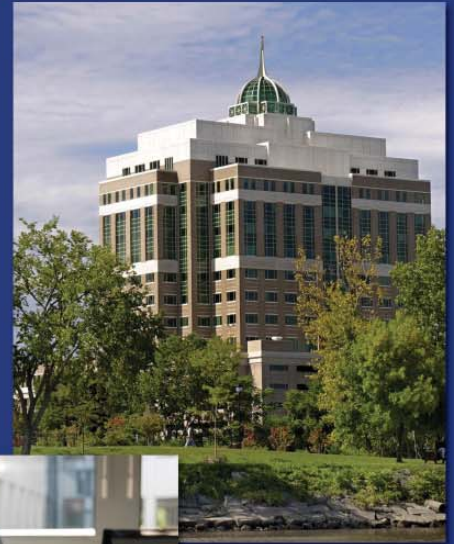


**12 county territory served by
Capital Region BOMA**

BENEFITS BENEFITS

Benefits of BOMA Membership...

- Monthly Membership Meetings for Networking and Educational Programs
- Access to Courses Required for BOMI Designation
- Quarterly Newsletters on Current Activities and Trends
- Educational Offerings on Important Topics
- Advocacy for Commercial Real Estate Interests
- Connections to Commercial Real Estate Industry Across the Nation
- 50% discount off the New York Real Estate Journal, no contract required as a BOMA CR Member
(some restrictions apply)



PROFESSIONAL EDUCATION OFFERINGS

Education and professional development are the hallmark of BOMA membership. Each month, we strive to bring our members high-quality speakers dealing with important timely topics. Examples of these topics are: brownfield issues, incentives for energy reduction investments, telecommunications issues, and others.

We also coordinate our members' participation in the various courses necessary to complete and attain designation as an RPA, FMA or other BOMA-sanctioned designations. In addition to the required courses for attaining BOMA designations, our BOMA chapter has offered courses for members that address real issues and interests. In the past couple of years, we have offered a session on lighting system improvements and on preparations for disasters.

SOCIAL EVENTS

The Capital Region BOMA holds a number of special events throughout the year, so members and their guests can gather to celebrate, enjoy each others company and take a break from hectic work schedules. Some of these events are:

- *Social Mixers throughout the year for new members*
- *The Annual TOBY Awards Dinner*
- *The Annual BOMA Gold Tournament: over 120 golfers participate in the BOMA Golf Tournament. Most of the proceeds will go to a local charitable organization.*

PARTICIPATION in COMMUNITY AFFAIRS

Throughout the year, BOMA strives to participate in community affairs and fund-raising activities. In recent years, we have contributed to the Community Gardens program, Habitat for Humanity Project, the Center for Disability Services, World Trade Center Victims Fund, New Visions, Albany Recruitment Task Force for Volunteer Firefighters, and St. Catherine's Center.

Why I Am A BOMA Member...

"I joined my local BOMA chapter four years ago. I wouldn't think for a minute to cancel my membership. Every month, we hold a lunch-hour meeting at which 60-70 of my colleagues gather to network, enjoy lunch and hear from an informative or educational speaker. I can't tell you how valuable this time is to me..."

"When I wanted to complete my professional RPA designation, I contacted my local chapter office and discussed my needs with a BOMA Board Member. They gave me all the information I needed and I began to take the courses. Before I knew it, I was receiving my pin and designation..."

"Through our chapter newsletter and circulars from the national office, I am kept abreast of developments in the commercial real estate world that I might likely miss out on were I not a member..."



How To Become A Member Of BOMA...

BOMA membership is defined at two levels: Principal and Associate. Our organization strives to keep a Principal:Associate ratio of 1.5:1 in order to keep the focus on building owners and managers, while still including significant representation from vendors and associates.

If you are a building owner or manager, you are eligible to become a Principal Member of BOMA.

If you are a provider of goods and services in the commercial real estate industry, you are eligible to become an Associate Member of BOMA. Providers of services and goods include architects, security services, maintenance and building systems providers, lawncare providers, energy services, and others.

Annual Membership Dues are levied on all members, contact office for current rates. Applications may be obtained by contacting the BOMA office at 518.694.5016.

If you have any questions about BOMA membership, please call the BOMA office or visit our website at www.boma-albany.com



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PROFESSIONAL DESIGNATIONS

BOMI DESIGNATION PROGRAMS

WHAT BOMI EDUCATION CAN DO FOR YOU: New technology, management techniques, and best practices...security and safety risks...growth of the international commercial real estate market...industry consolidation and globalization.

These are just a few of the challenges that are rapidly changing the property management industry. A BOMI education can help you to effectively manage the many forces that are shaping the industry and your job, so you can be even more effective, productive, and valuable to your company-or potential employer.

BOMI Provides You With the Critical Skills and Knowledge You Need To:

Improve Your Skills: BOMI's expert curriculum developers incorporate leading-edge best practices into each course, helping you stay current even as the industry rapidly evolves.

Grow Your Career: BOMI coursework and designations can help you fast track your career by increasing your earning potential, satisfaction, and job security.

Stand Out: Whether you complete a single course or a full designation program, BOMI coursework empowers you with the confidence that will help you become noticed by your superiors and potential employers.

BOMI Provides You With an Edge by Helping You:

Learn More & Earn More: In today's competitive job market, skilled, knowledgeable property and facilities management professionals are in demand and can command high salaries. BOMI courses provide the cutting-edge knowledge that will help you increase your earning potential as you build your current career or branch out into exciting new areas of commercial building and facilities operations and management.

Increase Your Marketability: By increasing your knowledge and developing your skills, you will stand out among other candidates in any employer's search for the best and brightest. Here is further testament to how much employers value a BOMI education: 75 percent of the professionals enrolled in our designation programs have their tuition paid in full or in part by their employers.

Position Yourself for Success: BOMI courses help increase your confidence to communicate effectively with owners, tenants, company leaders, and co-workers-and help you to garner support from a network of other top professionals. At the same time you pursue your studies, you will enhance your job security, add prestige to your resume, and position yourself for greater responsibility, visibility, and earnings.

PROFESSIONAL DESIGNATIONS

BOMI DESIGNATION PROGRAMS

WHAT BOMI EDUCATION CAN DO FOR YOUR COMPANY: Technological advances, market volatility, and heightened public security mean that your clients demand an unprecedented level of expertise from their property and facilities management team. Staff at all levels of your organization, from line technicians up to the executive suite, require high-quality professional training to keep them current with the latest industry trends and information-and customers satisfaction.

Bottom line: your company is only as successful as your individual team members. Your challenge is to give your team the tools they need to advance. BOMI's educational programs enable your employees to perform their best-and keep your company competitive-by helping your organization achieve:

- Improved staff retention
- Lower recruitment costs
- Improved communication, teamwork, and decision making
- Consistently high standard of service delivery

Bridge the Skills Gap-Turn to BOMI for Unparalleled:

Flexibility: BOMI first into your team's busy schedule with on-site training, self-study, and accelerated study programs, as well as e-learning opportunities. In a recent survey, 53 percent of BOMI graduates stated that BOMI's flexible study methods influenced their decision to pursue a designation.

Expertise: Our curriculum designers work with leasing industry practitioners to create cutting-edge training programs relevant to the industry and challenges that your company is facing today.

Customization: BOMI can assess and identify your staff's training needs, and then create programs tailored to your organization's exact requirements.

BOMI EDUCATION

Grow Your Career

Stand Out

Improve Skills

Increase Your Marketability

Position Yourself for Success

**Get Your BOMI Designation and...
Get Recognized, Get Promoted, Get a Raise**

25% of BOMI designation program graduates received a promotion after obtaining their professional designation.

34% received a salary increase

52% earned company and/or industry recognition

Source: BOMI International April 2007 survey of 376 designation program graduates

**“I’m currently working towards my RPA designation
...and I utilize what I have learned when
dealing with tenants and vendors...
this is the best thing I could**

have done for my career!”

- Laura Perrin

First Columbia Property Services, LLC



BOMA
Capital Region

COMMITTEE LIST

Becoming involved in a committee is one of the best ways to enhance your BOMA experience. Committee participation provides countless networking and leadership development opportunities. Participating in a committee is also a rewarding way to gain a better understanding of the association.

Sign up now for a BOMA-Capital Region committee. Call the BOMA-Capital Region office at 518.694.5016.

TOBY Committee

Plans and conducts the activities leading to the selection of The Office Buildings of the Year and Earth Awards.

Committee charges:

- Generate interest in entering the competition
- Conduct workshops on how to enter and judge
- Manage the entry and judging process
- Discuss how to simplify the entry and judging process
- Assist with sales of sponsorships

Golf Day Committee

Plans and conducts the annual BOMA-Capital Region Spring Sports Outing, which typically includes a golf and tennis tournament.

Committee charges:

- Choose location for sports outing
- Assist in securing sponsors and players
- Provide event-planning guidance to staff
- Provide on-site volunteers for registration, awards program, etc.

Membership Committee

Plans and conducts the ongoing membership recruitment and retention program of the association.

Committee charges:

- Continue implementation of membership marketing plan
- Develop plan to communicate membership value to owners
- Interview non-renewing members to develop trend analysis on how we are not meeting needs, engaging members, etc.
- Integrate more industry categories into BOMA membership and expand the demographics of BOMA membership
- Continue to target the top 25 property management companies in the Greater Capital Region

COMMITTEE LIST

Professional Development Council

Approves professional development programs and ensures courses are offered for the RPA, FMA, SMT and SMA designations.

Committee charges:

- Key objective: Identify groups with the best education and seek ways to allow our members to participate and reciprocate with industry partners
- Offer BOMI courses leading to certifications
- Increase professional development opportunities on the web through increased industry information
- Identify new subject areas to meet the needs of owners, asset managers, facility managers, property managers and allied members

Communications Committee

Determines the theme for each quarterly issue of the Office & Commercial Real Estate Magazine and suggests articles ideas and topics for the magazine.

Committee charges:

- Develop theme and story ideas for each issue of the e-newsletter
- Focus on providing useful information to property and facility managers
- Review all articles and columns to ensure appropriateness for publication

Government Affairs Committee

Monitors, studies, and recommends policy and advocacy strategies on legislative and regulatory matters that affect the commercial real estate industry.

Committee charges:

- Expand plan for grass-roots lobbying to engage more members in advocacy efforts
- Work with PAC raise awareness and support
- Use BOMA Day to reinforce relationships with key legislators
- Build coalitions around key issues
- Work to generate quarterly advocacy and PAC reports for publication
- Work to distribute regular advocacy reports during the legislative session
- Improve communication about BOMA Capital Region's efforts to decision-makers in member companies

Annual BOMA TOBY Awards

The Office Building of the Year (TOBY) Awards are the most prestigious and comprehensive programs of their kind in the commercial real estate industry recognizing quality in office buildings and rewarding excellence in office building management.

During the competitions, all facets of a building's operations are thoroughly evaluated. Buildings are judged on everything from community involvement and site management to environmental and "green" policies and procedures.

LEVELS OF COMPETITION

The competition consists of three levels. The competition begins at the BOMA local association level, winning entries advance from there to the regional level and, finally, regional winners advance to the international level.

CATEGORIES

The following is a list of categories that BOMA Members enter each year to have their property entered to be recognized as being the best. The categories are:

- Medical Office Building
- Suburban Office Park (Low Rise)
- Suburban Office Park (Mid Rise)
- Suburban Office Park (High Rise)
- Government Building
- Buildings Under 100,000 SF
- Buildings 100,000-249,999 SF
- Buildings 250,000- 499,999 SF
- Buildings 500,000-1,000,000 SF
- Corporate Facility
- Industrial Office Park
- Renovated Building
- Historical Building



30 Century Hill Drive
Blueshield of Northeastern NY
Latham, NY

"Winner of 2008 TOBY Award for Corporate Facility"

"PAST TOBY AWARD WINNERS"



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CAPITAL REGION BOMA MEMBERSHIP APPLICATION

LOCAL ASSOCIATION ADDRESS

1450 Western Avenue, Suite 101
 Albany, New York, 12203
 518-694-5016
 FAX: 518-463-8644
 Email: crboma@caphill.com
<http://www.boma-albany.com>

NOTE: Please return application and fee to the local association's address at left. Dues information provided by local association.

LOCAL REPRESENTATIVE INFORMATION (Please type or print):

FIRST NAME	MIDDLE INITIAL	LAST NAME	DESIGNATION
TITLE			
COMPANY			WEB ADDRESS
ADDRESS			
CITY		STATE	ZIP CODE
TELEPHONE		FAX	EMAIL ADDRESS
TYPE OF BUSINESS		# YRS IN BUSINESS	# YRS IN FIELD

DEMOGRAPHIC INFORMATION (Required):

1. Occupation <input type="radio"/> Architect <input type="radio"/> Appraiser <input type="radio"/> Asset Manager <input type="radio"/> Building Manager <input type="radio"/> Building Owner <input type="radio"/> Developer <input type="radio"/> Engineer <input type="radio"/> Facility Manager <input type="radio"/> Investor <input type="radio"/> Leasing Agent / Broker <input type="radio"/> Property Manager <input type="radio"/> Purchasing Agent <input type="radio"/> Other _____	2. Primary type of business (check one) <input type="radio"/> Architect <input type="radio"/> Association <input type="radio"/> Banker <input type="radio"/> Communications <input type="radio"/> Consultant <input type="radio"/> Contractor <input type="radio"/> Distributor Rep. <input type="radio"/> Education <input type="radio"/> Government <input type="radio"/> Health Care Srvc. <input type="radio"/> Insurance <input type="radio"/> Manufacturer <input type="radio"/> Property Mgmt. <input type="radio"/> Real Estate Broker <input type="radio"/> Real Estate Invest. <input type="radio"/> Real Estate Mgmt. <input type="radio"/> Utility <input type="radio"/> Other _____	3. How many sf of office space do you manage? (check one) <input type="radio"/> < 50,000 <input type="radio"/> 50,000-99,999 <input type="radio"/> 100,000-299,999 <input type="radio"/> 300,000-599,999 <input type="radio"/> 600,000-1 mm <input type="radio"/> >1,000,000 4. How many buildings do you personally manage? (check one) <input type="radio"/> 1 <input type="radio"/> 2-5 <input type="radio"/> 6-10 <input type="radio"/> 11-20 <input type="radio"/> 21-50 <input type="radio"/> Over 50	5. What types of properties do you represent? (check all that apply) <input type="radio"/> Commercial Office / High-Rise <input type="radio"/> Commercial Office / Low-Rise <input type="radio"/> Education Institution <input type="radio"/> Government Bldg. <input type="radio"/> Hotels/Motels <input type="radio"/> Medical Bldg. <input type="radio"/> Museums <input type="radio"/> Office Condominium <input type="radio"/> Parking Facilities <input type="radio"/> Retail Freestanding <input type="radio"/> Shopping Center / Malls <input type="radio"/> Suburban Office Park <input type="radio"/> Warehouse <input type="radio"/> Other _____	6. Where are your properties located (check all that apply) <input type="radio"/> Downtown <input type="radio"/> Suburbs <input type="radio"/> Combination
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Total Bldg. RSF: _____ Sq. Ft. Building Office Area: _____ Sq. Ft. Building Retail Area: _____ Sq. Ft.

How did you hear about BOMA? _____



QUESTIONNAIRE:

1. Why are you interested in belonging to BOMA?

2. Have you had prior membership in other BOMA Chapters?

3. Are you involved in other community organizations and activities?

4. Are there any criminal investigations or tax problems that need to be shared?

5. What are your expectations as a member of BOMA?

6. Please provide additional background on your company.

7. What is your interest in professional development or other BOMA activities?

I understand that by providing my mailing address, email address, telephone number and fax number, I consent to receive communications by or on behalf of BOMA via regular mail, email, telephone and/or fax.

I hereby request membership to the Capital Region Building Owners and Managers Association.

Applicant Signature _____

Date of Application _____

Thank you for your application. Please fax to (518) 463-8656.

DUES SCHEDULE:

- PRINCIPAL
- ASSOCIATE
- PRINCIPAL ADDITIONAL
- ASSOCIATE ADDITIONAL

_____ % OF 20 _____ DUES IS TAX DEDUCTIBLE.

NOTE: A percentage of your dues payment to BOMA International is deductible for federal income tax purposes as an ordinary and necessary business expense. Contributions or gifts to BOMA International are not deductible as charitable contributions.

APPLICATION APPROVED BY BOARD: YES NO

DATE: _____



JOIN TODAY!

For more information or questions you need answered please contact:

BUILDING ASSOCIATION EXECUTIVE

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