



***Please Save the Date for the  
7th Annual Capital Region BOMA  
Awards Dinner***

*An Evening of Awards and TOBY Presentations!*

**Thursday Evening,  
December 4, 2014**

The Desmond Hotel and Conference Center  
660 Albany Shaker Road, Albany, New York

6:00 p.m. Cocktail Hour with the Jazz Connection

7:00 p.m. Dinner and Award Ceremony

*We hope you can join us!*

***We Are Now Accepting  
Sponsorships & Nominations for the  
TOBY & CRBOMA Awards***

***Please see the Sponsorship and Nomination forms enclosed.***

# WHAT ARE THE TOBY'S?



## History of the TOBY Awards

- Formerly called -The Office Building of the Year, “TOBY” Awards was created in 1985 by BOMA International to recognize excellence in the office building industry.
- It has been renamed as The **Outstanding** Building of the Year.
- The first International TOBY competition consisted of 23 regional entries in only four categories.
- There are now 14 categories, which includes the Earth Category.
- The June 2011 BOMA International awards ceremony consisted of over 84 entries from all eight regions and international.
- Since its introduction in 1985, involvement in the TOBY Awards Program has more than tripled.
- As of 2011 CRBOMA has had two (2) recipients in the International TOBY Awards

## Benefits of winning a TOBY Award

- Local recognition in *The Business Review*.
- Your tenants, colleagues and business associates will see your name and building in print
- Being able to display the TOBY Winner logo on letterhead and your website
- TOBY Magazine recognition at the annual TOBY Dinner, which is also mailed out to over 17,000 BOMA International members.
- Being recognized as a leader in building operations

## Some other recipients of this prestigious award include:

Corporate Woods	Century Hill Plaza
110 State Street	625 Broadway
401 State Street	400 Jordan Road
Slingerlands Crossing	Alfred E. Smith Bldg
677 Broadway	The Foley Courthouse
Island Park	Hedley Park Place

***...and many more. Now it's time to add your name to the list!***

## Call for Nominations

### 7th Annual Capital Region BOMA Awards Dinner

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December 4, 2014 • The Desmond Hotel, Albany, NY

The Capital Region Building Owners and Managers Association is proud to announce our 2014 Annual Awards Dinner.

CRBOMA looks to recognize the achievements and work of the commercial real estate industry throughout the past year. Several newer awards will be issued once again (please see descriptions in the following pages), as well as the annual presentation of The Office Building of the Year.

The Office Building of the Year (TOBY) Award is the most prestigious and comprehensive program of its kind in the commercial real estate industry, recognizing excellence in building management; operational efficiency; tenant retention; emergency planning and community impact. Winning entries then have the opportunity to advance to the Mid-Atlantic Conference regional level with those winners advancing to the International level.

Admission for the Capital Region BOMA entry is free; however, you must be a member in good standing. There are fifteen (15) building categories for you to enter, but your building can only be submitted under one category.

**The Deadline for Nomination Form(s) is July 25, 2014.**

For more information about the event, registration, or sponsorship, please visit our website or contact us. As always, if you have any questions or require assistance, please feel free to call our CBOMA office at (518) 694-5016, and we will be happy to assist you.

Best regards,

***The 2014 Annual Awards Committee***

**Capital Region BOMA**  
Federated with BOMA  
International  
1450 Western Avenue  
Albany, NY 12203  
TEL: (518) 694-5016  
FAX: (518) 463-8656  
[www.boma-  
albany.com](http://www.boma-albany.com)



## TOBY Award Categories

**1. Under 100,000 Square Feet\***

Any and all office buildings with at least 50% office area are eligible.

**2. 100,000 - 249,999 Square Feet\***

Any and all office buildings with at least 50% office area are eligible.

**3. 250,000 – 499,999 Square Feet\***

Any and all office buildings with at least 50% office area are eligible.

**4. 500,000 – 1 Million Square Feet\***

Any and all office buildings with at least 50% office area are eligible.

**5. Over 1 Million Square Feet\***

Any and all office buildings with at least 50% office area are eligible.

**6. Renovated Building**

Must be at least 15 years old and have maintained a minimum of 50% occupancy during the renovation process. Renovation can encompass: rehabilitation (the restoration of a property to satisfactory condition without changing the plan, form, or style of a structure), modernization (taking corrective measures to bring a property into conformity with changes in style, whether exterior or interior. It requires replacing parts of the structure or mechanical equipment with modern replacements of the same kind but not including capital additions), and remodeling (changing the plan, form or style of a structure to correct functional or economic deficiencies). In order to be eligible, a minimum of five of the following work projects must be completed by January 2010:

- a. New roof, re-roof or green roof / • New boilers/HVAC /Central Plant / • Cleaning/Painting/New design of existing building envelope / • New electrical system / • New fire panel/sprinkler system / • Modernization of elevators which can include mechanicals, ADA compliance and interior cabs refurbishment / • New security systems can include card access, cameras, console, fire panel etc. / • Renovation of main lobby that includes 3 or more of the following items: floors, walls, entry doors, signage, security desk etc. / • Renovation of restrooms that includes 4 or more of the following items: sinks, counter tops, toilet, urinals, floors, walls, lighting, faucets, flushometers, stale partitions etc / • Installation of new windows
- b. The building must enter the TOBY program within five years following substantial completion of the renovation project/s, to be eligible for this category.

\*As measured by BOMA standards.

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## TOBY Award Categories Continued...

### 7. Historical Building

Must be at least 50 years old with original design maintained. This category includes all sizes of buildings meeting the age criterion.

### 8. Corporate Facility

Must be a single-use facility at least 50% occupied by the corporate entity—includes government agencies and private enterprises.

### 9. Medical Office Building

Must be at least 75% medical use, and at least 50% of the dedicated medical use space must be for physician offices. The remainder of space could be dedicated for other medical uses such as ambulatory surgery centers, catheterization labs, sleep clinics, etc. Patient stays must be less than 24 hours (but could occur within any 24 hour period).

### 10. Government Building

Must be government-owned and at least 50% occupied by government entities; local, state, provincial, or federal.

### 11. Suburban Office Park (Low-Rise)

Two or more buildings, at least one of which is one to five stories in height, that occupy a land greater than five acres and are located outside of the central business district.

### 12. Suburban Office Park (Mid-Rise)

Two or more buildings, at least one of which is six to 10 stories in height, that occupy land greater than five acres and are located outside of the central business district. NOTE: If a suburban office park is comprised of both low- and mid-rise buildings, the park must enter in the mid-rise category.

### 13. Industrial Office Park

Two or more buildings, comprising a total project, that are one to two stories in height, with more than 5% and less than 50% office area. Building(s) must have a loading dock, roll-up or sliding rear door(s) for loading, with no common lobby or corridors except for restroom vestibules and utility or fire equipment access.

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## TOBY Eligibility to Advance to the Regional Level

1. The building must win at the local level to advance to the regional level and must win at the regional level to advance to International.  
**NOTE:** At-Large entries, entries that are outside the jurisdiction of a local association, must submit their portfolio directly to their region using BOMA International's TOBY Web site at [www.boma.org/toby](http://www.boma.org/toby) for regional judging and must notify their regional awards chair of their intention to compete.
2. All portfolios must score at least 70% to advance to the next level of competition.
3. The building must be a member, or managed by an entity that is a member, in good standing with both their BOMA local association and BOMA International in order to compete at the regional and/or international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.
4. The building may not have won in the same category at the international level during the last 5 years. The building may not have won in a different category at the international level during the last 3 years.
5. The building must be at least 3 years old from the date of occupancy of the first tenant by June 2011.
6. At least 50% of a building's space must be used as office space to be considered for all categories except the Industrial Category which must have more than 5% and less than 50% office area as measured by BOMA standards.
7. Each building may enter in only one category.
8. Earth Award entries must be ENERGY STAR® benchmarked, provide a copy of the current year Statement of Energy Performance and must have elected to share their data with BOMA International in the ENERGY STAR online portfolio manager.  
**NOTE:** Beginning in the 2010 – 2011 season, all TOBY entries will be required to be ENERGY STAR benchmarked, provide a copy of the current year Statement of Energy Performance and share their data with BOMA International in the ENERGY STAR online portfolio manager.
9. An entrant may choose to enter multiple buildings as a single entry only if the buildings are owned by the same company, managed by the same company and the buildings are managed as a single entity and not within a suburban office park. All entries must disclose whether their entry is a single building or multiple buildings.

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## We Are Also Accepting Nominations For the Capital Region BOMA Awards

### The Categories:

**1. New Building of the Year**

Any new building that has been constructed within the last 18 months and is not eligible for a TOBY Award.

**2. New Development of the Year**

Any new development that has been constructed within the last 18 months and is not eligible for a TOBY Award.

**3. Most Creative Real Estate Deal of the Year**

The most creative real estate deal of the year award from the last 18 months. Please explain the intricacies of the deal that make it the most creative.

**4. Come Back Building of the Year**

Presented to a building that has been revitalized within the last 18 months and had a positive impact on the community. Please include before and after photos and statistics of your building to support your application.

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### Eligibility for the Capital Region BOMA Awards

Entries need to be within one of the 12 counties that Capital Region BOMA Represents:

- Albany, Columbia, Greene, Fulton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Ulster, Warren, Washington

Applicants to these awards do not need to be members of Capital Region BOMA, however, members of Capital Region BOMA are encouraged to apply.

Nominated entries must be relevant from the last 18 months.



**7th Annual Capital Region BOMA Awards Nomination Form  
Due July 25, 2014**

Category to Be Entered: \_\_\_\_\_

Building Name Nominated: \_\_\_\_\_

Year Building Built/Renovated: \_\_\_\_\_ Year First Tenant Occupied: \_\_\_\_\_

Building Address: \_\_\_\_\_

\_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Managing Agent Name: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please remit this form by fax or email to CRBOMA by July 25, 2014**

**Capital Region BOMA**  
1450 Western Avenue, Suite 101  
Albany, NY 12203  
TEL: (518) 694-5016  
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crboma@caphill.com  
www.boma-albany.com

**Thank You and Good Luck!**

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Call for Nominations**

*Capital Region BOMA is now accepting nominations  
for the following awards and honors:*

**Engineer of the Year**

Nominee: \_\_\_\_\_ Company: \_\_\_\_\_  
Reason: \_\_\_\_\_

**Property Manager of the Year**

Nominee: \_\_\_\_\_ Agency: \_\_\_\_\_  
Reason: \_\_\_\_\_

**Allied Member of the Year**

Nominee: \_\_\_\_\_ Company: \_\_\_\_\_  
Reason: \_\_\_\_\_

**NOMINATED BY**

**YOUR NAME:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

# An Evening of Awards & TOBY Presentations

December 4, 2014 • The Desmond

## 2014 Capital Region BOMA Sponsorship and Registration Form

Deadline for Sponsorship is October 31, 2014 – Please get your form in early!

### Sponsorship Opportunities

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Platinum Sponsor</b> (\$1,250)<br>Includes a table of 8 and a full page ad in program* | <input type="checkbox"/> <b>Bronze Sponsor</b> (\$150)<br>Includes a listing in the program*                                   |
| <input type="checkbox"/> <b>Gold Sponsor</b> (\$550)<br>Includes 2 dinners and a half page ad in program*          | <input type="checkbox"/> <b>Cocktail Hour Sponsor</b> (\$1,000)<br>Includes two dinners, half page ad in program, and signage* |
| <input type="checkbox"/> <b>Silver Sponsor</b> (\$300)<br>Includes a quarter page ad in program*                   | <input type="checkbox"/> <b>Awards Sponsor</b> (\$1,000)<br>Includes 2 dinners, half page ad in program, and signage*          |

\*Please send a high quality logo to [crboma@caphill.com](mailto:crboma@caphill.com) in PDF or jpg format with your payment.  
All advertisements are full color with no bleed.

Full page: 7.5" x 4.5"

Half page: 3.25" x 4.5"

¼ page: 4.25" x 2.25"

### Event Registration

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Table of 8</b> (\$775) | <input type="checkbox"/> <b>Individual</b> (\$110 pp)<br>_____ # of registrations |
|--|---|

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

MC, Visa, AMEX or Discover #: \_\_\_\_\_

Expiration: \_\_\_\_\_ Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Total Amount to Charge on Card: \_\_\_\_\_

Please return completed form with payment before October 31, 2014 to:

Capital Region Building Owners and Managers Association

Attn: Meghan McGrath

1450 Western Avenue, Suite 101, Albany, NY 12203

Phone: (518) 694-5016

Fax: (518) 463-8656

Email: [crboma@caphill.com](mailto:crboma@caphill.com)

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