BOMA Addresses Career Management Needs of Real Estate Professionals—

Unveils BOMA SF CareerCenter & New Task Force to Promote Real Estate Management Careers

Kirsten Walraven Young, RPA, FMA
CB Richard Ellis at PG&E

BOMA San Francisco has been doing a lot to support, and call attention to the career management needs of commercial real estate professionals. Responding to increased demand by employers and recruiters for access to highly qualified property managers, we unveiled the BOMA SF CareerCenter in late February. This interactive job board – found at http://careers.bomasf.org – enables employers and recruiters to reach a wide range of commercial real estate management candidates.

Our new BOMA SF CareerCenter replaces our previous job bank, providing expanded capabilities for both employers and job seekers. Employers can now quickly and easily access qualified job candidates – including BOMA SF members – through online job postings, statistical analysis and reporting on job activity, résumé search functions, and the use of search agents that notify them when new candidates who match their criteria have posted their résumés. Job seekers benefit from free and confidential résumé posting, weekly, automated email notification of new job listings, the ability to save jobs for later review and related career development services.

Another key element of the CareerCenter is the dedicated Customer Support Center. We have partnered with Boxwood Technology, the leading provider of online career center technology and career development services to professional societies and trade associations. All questions can be directed to the Customer Support Center at 888-491-8833. I urge you to visit careers.bomasf.org today and explore the possibilities.

We have also established a new task force to help promote careers in commercial real estate. The mission of BOMA’s Industry
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Continued from page 1—President’s Message

Careers Promotion Task Force is to identify and define the various disciplines within the field of commercial property management, describe potential industry career paths, and to specify the skills and talents necessary (or useful) to fulfilling the needs of each discipline. The result of the work of BOMA’s Industry Career Promotion Task Force will be that strategies and partnerships are identified for generating greater awareness of career opportunities in commercial real estate operations and management. Ultimately, it is envisioned that a unified strategy could be implemented across the BOMA International federation.

If you have an interest in this initiative, please let me or BOMA staff know, and we’ll find a way for you to assist.
MEMBERSHIP CAMPAIGN UPDATE:
“Holy Free Money, Batman!”

By Justin Riordan, Peacock Construction
Membership Services Committee Chair

I’m thrilled to report the latest results of BOMA’s 2007 Membership Campaign. Since our last update the following members recruited 6 new members, and earned a $200 AmEx gift card. BOMA extends its congratulations and thanks to these members for helping our association grow.

Referring Member
Walter Finch, Coast Counties Property Management
Steve Levy, Shorenstein Realty Services
Elizabeth Monti, BCCI Construction
Pauline Aasen, Shorenstein Realty Services
Kathy Mattes, Flynn Properties, Inc.
Paul Richards, Wilson Meany Sullivan
Marc Gille, CAC Real Estate Mngmt. Co., Inc.

New Member
Heffernan Insurance Brokers
Degenkolb Engineers
Corporate Care
Emcor Services/Mesa Energy Systems
Hoem and Associates, Inc.
Rob Appleton, GVA Kidder Mathews
Rainbow Waterproofing & Restoration

The campaign is simple – simply refer a prospective member to BOMA – either a Principal or an Associate member, and when that prospect submits their dues, and has your name on their application as the referring party, BOMA gives you $200.00 American Express gift card. To date, the campaign has awarded 14 gift cards and brought in $20,000 in dues revenue.

Remember, all gift card recipients are included in a drawing at our May 2007 luncheon for three fantastic prizes.

• Grand Prize: $100.00 gift certificate for a nice dinner
• Super Grand Prize: $500.00 American Express gift card
• Out-of-control über-prize:
  • A night at the Ritz Carlton, Half Moon Bay
  • Dinner for two
  • Golf or spa treatments for two (your choice)

Don’t miss out on your chance for these great prizes. Refer a new member today!

1-Hour Parking Validation Available for Meetings in BOMA Office
Participation Just Got Even Easier!

We all know that parking downtown during the day can be difficult, and pricey. In an effort to help facilitate member participation in our meetings, Michael Murphy, General Manager of California Center at 345 California Street, has donated a book of hourly parking validation stickers for the convenience of our members who must drive downtown to attend a BOMA meeting. We can now offer “1st hour free” parking at his garage (entrance on Battery Street).

The validation stickers will be available at BOMA’s reception desk. Simply request one on the way into (or when leaving) the meeting, and take it with you to the garage. Thanks Michael and Cushman & Wakefield.
INFORMATION EXCHANGE

BOMA San Francisco Announces

2007 Earth Awards

April 26, 2007, Hotel Nikko  11:30 a.m. – 1:30 p.m.
“Greening Your Building Can Green Your Bottom Line”

The BOMA San Francisco Earth Awards (formerly the CoRYs) were created to recognize excellence in the entire spectrum of programs and practices that constitute an effective “sustainability program” for office buildings. Earth Award winners will be announced at BOMA’s April 26, 2007 Membership luncheon at the Hotel Nikko. $21,000 in cash prizes will be distributed to the top achievers in Large, Medium and Small Commercial Property categories.

George Denise, General Manager for the Adobe Systems HQ facilities in San Jose will give a special presentation on how “Greening Your Building Can Green Your Bottom Line”, a reference to how Adobe Systems achieved a LEED Platinum Level status for environmental sustainability, the first private building in California to do so.

The 2007 Earth Awards are sponsored by BOMA San Francisco, with generous support from the San Francisco Department of the Environment, Golden Gate Disposal and Recycling, and PG & E.

2007 BOMA San Francisco Earth Awards Entries

Small Commercial (under 300,000 square feet)
- CNET Networks (235 2nd St.)
- The Ferry Building
- The Thoreau Ctr @Presidio
- The U.S. Mint
- 411 Borel Avenue (San Mateo)
- 425 California Street
- 135 Main Street
- 101 Montgomery Street
- 456 Montgomery Street
- 111 Pine Street
- 235 Pine Street
- 369 Pine Street
- 501 Second Street
- 260 Townsend Street

Medium Commercial (300,000 - 600,000 square feet)
- Pacific Place (22 4th St)
- One Bush Street
- One California Street
- One Post (McKesson Bldg)
- 45 Fremont Street
- 455 Market Street
- 235 Montgomery St.(Russ Building)
- 220 Montgomery Street
- 100 Pine Street
- 475 Sansome Street
- 55 Second Street
- 101 Second Street

Large Commercial (600,000 square feet or over)
- One Market Street
- One Montgomery Street
- SFSU (1660 Holloway Ave)
- USF (2130 Fulton Street)
- 77 Beale Street (PG & E)
- 50 Fremont Street
- 450 Golden Gate Avenue
- 425 Market Street
- 525 Market Street
- 560 Mission Street
- 44 Montgomery Street
- 303 Second Street

George Denise

Adobe Systems HQ

www.bomasf.org
REASON NUMBER 88

You have commercial real estate on the brain.

You’re not alone. If you find yourself constantly searching for ways to streamline building operations, increase efficiency and reduce costs, there is one treatment proven effective for top professionals...

The BOMA International North American Commercial Real Estate Congress® and The Office Building Show

July 21-24, 2007 | New York City

Discover 100 reasons why you should attend at www.bomaconvention.org

The Office Building Show is produced by BOMA International and Buildings magazine.
Over 40 of our peninsula-based members attended this breakfast briefing on February 28 at the Bay Meadows facility. Keith Orlesky, Senior Project Manager, Wilson Meany Sullivan presented a thorough overview of the project’s history – where it all started, the challenges faced, and continue to face the project, current status, and future development.

BOMA’s Education Committee surveyed many of the attendees to determine what future events we might hold for our peninsula members. The results show an interest in the unique aspects of managing biotech properties, a market update, and mass transportation issues. We will be discussing these suggestions and hope to have another event in the greater San Mateo area shortly. Please contact Member Services Director Tory Brubaker (415) 262-2662 x15, toryb@boma.com if you have an interest in peninsula program planning.

Peninsula Breakfast Briefing: The Bay Meadows Racetrack Development

How Will This Venture Impact San Mateo County?

Wilson Meany Sullivan’s Paul Richards and presenter Keith Orlesky following the morning program.

BOMA thanks the following companies for their support of our recent educational offerings

Financial Management Series 2007
Lease Escalations, February 1, 2007

Peninsula Breakfast Briefing
Bay Meadows Update, February 28, 2007

Introduction to Managing Small Construction Projects Seminar

Looking for SPONSORSHIP opportunities?
Contact Member Services Director Tory Brubaker to discuss opportunities to highlight your commitment to the commercial real estate industry.
415-362-2662 x15, toryb@boma.com.

www.bomasf.org
## CALENDAR

### Calendar of Events

For detailed information please visit our website at [www.bomasf.org](http://www.bomasf.org).

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<tr>
<td>18</td>
<td>Bird Flu II Seminar</td>
<td>TBD</td>
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<tr>
<td>19</td>
<td>Property Types Task Force</td>
<td>2:00 pm</td>
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<td>19</td>
<td>Associates Committee</td>
<td>4–5 pm</td>
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<tr>
<td>20</td>
<td>Shelter-in-Place Seminar</td>
<td>8 am–12 pm</td>
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<td>23</td>
<td>BOMA-SF-PAC</td>
<td>12–1:30 pm</td>
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<td>24</td>
<td>Emergency Preparedness Committee</td>
<td>9:30–10:30 am</td>
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<td>25</td>
<td>Codes &amp; Regulations Committee</td>
<td>12–1 pm</td>
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<td>25</td>
<td>PAC Double Scramble</td>
<td>All day event</td>
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<td>26</td>
<td>Earth Awards Luncheon</td>
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<tr>
<td>3</td>
<td>Environment Committee</td>
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<td>8</td>
<td>Education Committee</td>
<td>12–1:30 pm</td>
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<td>9</td>
<td>Member Services Committee</td>
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<td>10</td>
<td>Associates Committee</td>
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<td>14</td>
<td>Spring Golf Classic at Silverado</td>
<td>All day event</td>
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<td>16</td>
<td>FMS: Reading Financial Statements</td>
<td>12–1:30 pm</td>
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<td>16</td>
<td>GAPAC</td>
<td>12–1:30 pm</td>
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<td>18</td>
<td>Sick Leave Ordinance Briefing</td>
<td>9–10:15 am</td>
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Calling all BOMA San Francisco Young Professionals

BOMA YP Wants You!

BOMA San Francisco is excited to announce the formation of the BOMA Young Professionals Steering Committee, aka, BOMA YP. The goal of the committee, led by Chair Kate Sellier, Boston Properties, is to facilitate association awareness and participation opportunities for members in the early stage (0-7 years) of their commercial real estate career.

The steering committee is planning 3 networking events this year to help young professionals meet others in similar positions and levels of experience. The first event is Thursday, April 12 at Osha Thai Restaurant in Embarcadero Center. Peacock Construction is the exclusive 2007 sponsor of these networking mixers, and is working with the committee to reach out to this target demographic.

We need your help in reaching out to these members. Please email Member Services Director Tory Brubaker (toryb@boma.com) with a list of your employees that should be notified of these events. This list should include administrative assistants, tenant coordinators, assistant property managers, and associate members in the early stage of their careers.

Osha Thai Welcomes BOMA YP

Thanks to 2007 BOMA Event Sponsor
Well, the Giants didn’t pull out a win over the Padres, but BOMA scored a homerun with its 7th Annual PAC at The Park. Clear skies prevailed and only a light jacket was required to stay warm at the patio party and game. A big thank you to the BOMA Associates Committee, in conjunction with the PAC Board, and the McCarthy Cook/RREEF folks at China Basin Landing, who hosted a fantastic patio party complete with great food and beverages.

The event grossed over $20,000 dollars and contributed valuable funds to BOMA-SF-PAC. Your support of BOMA-SF-PAC maximizes the political influence of all building owners and helps us accomplish our advocacy agenda. Collectively, through BOMA-SF-PAC, we have a much stronger voice to affect that positive political climate so important to the future success of our members, their clients, and their tenants.

We extend big thank you’s to Event Chair, Rod Howery, Ampco System Parking, the entire Associates Committee, and the BOMA staff. In addition, Randy Valdez, Operations Manager at China Basin Landing and his crew, who did a great job of organizing the venue setup and breakdown.

Thank you to the sponsors & committee members who made the event possible:

ABM Security Services
Ampco System Parking
August Supply
Baskets to Banquets
Giampolini & Co.
Marble West
McCarthy Cook & Co LLC/RREEF
Metro Maintenance
Perfection Sweeping Co., Inc.
Skyline Construction, Inc.
OMA San Francisco will update its Office Building Industry Compensation Report (last update 2005) and your participation is strongly encouraged. All data will be seen only by our third-party, out-of-state survey company and will be kept strictly confidential. One free copy of our Bay Area industry compensation report will be provided to each person who submits data.

BOMA San Francisco will update its Office Building Industry Compensation Report (last update 2005) and your participation is strongly encouraged. All data will be seen only by our third-party, out-of-state survey company and will be kept strictly confidential. One free copy of our Bay Area industry compensation report will be provided to each person who submits data.

The survey will be compiled via our website – so no paperwork for you! The survey form will be accessible at www.bomasf.org. Our last report summarized data for 128 professional and 31 administrative positions located in San Francisco, San Mateo, and Marin Counties. We will report base compensation, bonus, benefits, with a breakdown of compensation by years in the industry and years with the company, etc. Be sure to circulate this to your colleagues; the more people participating, the more valuable the data!
ALL IN! That was the popular phrase of the evening from a full house (no pun intended) at the first annual BOMA SF Texas Hold ‘EM tournament held on March 1 at the Presidio Golf Club. Event Chairs Glenn Gilmore, ABM Security; Howard Fish, Skyline Construction; and Mark Kelly, Able Services, did a fantastic job organizing and executing the evening.

Over 100 participants began the evening with high hopes of donning the coveted winner’s bracelet and giving a $500 donation to his/her favorite charity. As each moment passed another player was eliminated. Then there were seven!!!!!

The seven finalists and their “winnings” were:

- **Bob Spicker**—Colliers International - $39,500
- **Todd Robinette**—Equity Office - $23,500
- **Ken King**—The Swig Co. - $12,000
- **Alex Kent**—Marcus Millicap - $8,500
- **Jim Hornback**—Ampco System Parking - $6,500
- **Dominic Canicosi**—Lincoln Property-$6,000
- **Wayne Huie**—Young Electric-$4,000

As the blinds were increased our participants dwindled until there were two. In the end, Ken King ousted chip leader Bob Spicker for the title and was awarded the bracelet made for the victor. Along with the bracelet, Ken received an iPod, courtesy of Golden Gate Disposal & Recycling, and a $500 donation will be given to his favorite charity, the Muscular Dystrophy Association Freedom Design Gala event at the Ritz Carlton in May.
Delegates from across the country went to Washington, DC March 12-13 to visit with our Federal representatives and to carry a message that the commercial real estate industry needs attention on a number of issues. Ken Cleaveland, BOMA San Francisco’s Director of Government and Public Affairs, along with Michael Oddo, Metro Maintenance, visited the offices of Speaker Pelosi, Representatives Woolsey, Lantos, Lee, Tauscher, and Senators Boxer and Feinstein. Top issues that were discussed included:

- Extension of the 15% leasehold improvements depreciation schedule
- Extension of the Terrorism Risk Insurance Act (TRIA)
- Extension and enhancement of the energy tax credits law for Commercial Buildings
- Creation of Federal Risk Insurance Coverage for catastrophic natural disasters such as earthquakes, hurricanes, floods, etc.
- Reform of the Alternative Minimum Tax (AMT) Codes

For more information on the BOMA International legislative agenda and position on a variety of issues, please go to www.boma.org.
Technology/IT Tips for Property Management Professionals
by Steve Boullianne
IPSOFACTO, IT Services

Part 2 of a 6-part series in 2007

Business Continuity & IT
Keeping the doors open, ready to serve clients or customers, is a timeless mandate in the business world. Continuity is essential for maximum ROI and brand acceptance.

Imagine the repercussions when a property management team is brought to a dead halt as work orders, contracts, and e-mail vanish in a flash. Until data is recovered or reconstructed, computer-based transactions cease. And while the doors are closed on a primary set of management tools, a prospective tenant may decide to go elsewhere.

In today’s technology-driven marketplace, IT is charged with operational readiness and “Plan B” thinking to reduce downtime. Events like Katrina, Loma Prieta and 9/11 serve as sobering reminders about what can happen without backup. Large property management headquarters typically invest in costly continuity plans, listing step-by-step instructions for restoring systems if disaster strikes.

Continuity for Small Property Management Offices
Fortunately, more economical contingency planning can be highly effective for smaller offices. Many of our property management clients have offices with five or fewer computers, and we have completed several small office continuity installations for under $500. For example, here’s a summary of solutions for a BOMA member building, Convention Plaza, managed by Cushman & Wakefield:

• Safeguarding E-mail, Contacts, Calendar & Tasks
We secured e-mail, contacts, calendar and tasks for the Convention Plaza team by hosting Exchange/Outlook accounts for Bettie, Margie and Mike on our off-site servers. If an on-site computer crashes, their e-mail is safe and available by web at home or traveling, anywhere or anytime. Accounts are easy to restore from any location. Meanwhile, host-based filters block spam and viruses.

• Securing System/OS Files, Applications and Data
Since Convention Plaza has no server, we created a peer-to-peer network, placing shared files and folders on Bettie’s workstation. As a Symantec vendor, we installed one of their “clone” backups for full system protection. Cloning imprints all system data on the hard disk — applications, updates, password and encrypted files. If a workstation with a reliable clone system crashes, we can often restore functions and data within one hour.

• Updating PDA’s
Off-site hosting also facilitates seamless connections for all Outlook facets. When Bettie changes a phone number in contacts on her computer, the change will immediately sync with her Blackberry. She stays connected, updated and ready for business, even if her computer is not available.

• Ongoing Anti-Virus Protection
Offices or networks of any size are vulnerable to viruses that infiltrate computers via downloaded files. But anti-spyware and anti-virus programs are typically purchased with a credit card by downloading, and recurring fees are charged without notice. Because some small clients are not comfortable with this arrangement, they sacrifice necessary protection. The solution? They can ask their IT partner to make the purchase and invoice them for the charges.

A Business Continuity Resource
Please contact us with any questions about this article. We’re happy to serve as a resource for any fellow BOMA members who want to learn more about cost-effective IT continuity solutions.

IPSOFACTO, IT Services
— providing business IT services since 1995.
http://www.ipsofacto.info/
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Cox Castle Nicholson is pleased to announce that Edward A. Cherry, has joined the firm as a partner and will continue his real estate transactional and development practice in their San Francisco office.

BOMA San Francisco’s Board of Directors has conferred Life Time Membership to Al Maher, formerly with Mack Cali Realty, and Lorrie Hedges, formerly with ABM Janitorial Services, in recognition of their dedicated service to the San Francisco office building industry. Al began participating in BOMA activities in 1970, and Lorrie joined in 1982.

Life Membership is awarded to people with 20 plus years of local membership who have retired from the industry. BOMA San Francisco salutes these two, longtime members for their participation.

Boston Properties has promoted Amber Miller from Tenant Services Coordinator to Administrative Assistant in their Property Management Department. Amber’s responsibilities have grown from primarily answering tenant calls and dispatching janitorial and engineering, to creating contracts, sending out tenant notifications, and updating multiple databases. Amber also serves on BOMA San Francisco’s Young Professionals (BOMA³) Steering Committee.

Congratulations to BOMA members, Mary Wiese, President and Founder, CAC Real Estate Management Co., Inc. and Jeanne Myerson, President and CEO, Swig Co., for being named two of the Bay Area’s 100 Most Influential Women by the San Francisco Business Times. You can read more in the SFBT’s April 13-19 edition.

In memoriam

Larry Maher passed away suddenly on February 26, 2007. Larry was involved with our industry for many years. He worked in the cleaning industry for O’Connor Carpet Cleaning, Lewis & Taylor and Township Building Services. He was currently with Servico, providing account management services in the North Bay. Many will remember Larry as a friendly guy; always with a good joke. He had many friends in BOMA and will be missed.

Ross Pike passed away March 22, 2007 at the age of 55. A California native, Ross graduated from Ygnacio Valley High School in Walnut Creek before enlisting in the U.S. Army. He served our country for three years as a paratrooper in the 82nd Airborne division, earning several promotions. He worked in the facility maintenance industry for many years and was currently a managing partner at Diversified Maintenance Services.
Skilled.

One word can make all the difference for your project.

By choosing a contractor represented by the San Francisco Electrical Contractors Association (SFCEA), working with the skilled electricians of the International Brotherhood of Electrical Workers (IBEW) Local 6 for your project, you can ensure you get the most skilled workforce in the industry. IBEW Local 6 electricians train for over 8,000 hours, in classrooms and on job sites, to guarantee they always provide superior craftsmanship for your project. Their expertise allows them to complete the job safely, while maintaining productivity and cost efficiency. Their knowledge of the latest techniques and technology prepares them for the full scope of electrical construction and telecommunications work. With this unmatched training, SFCEA and IBEW Local 6 have provided San Francisco and the Bay Area with the industry’s best electrical construction work for over a century.

Choose the San Francisco and Bay Area’s most skilled workforce.
Hire a SFCEA/IBEW Local 6 contractor for your next project.

Call 415-703-8333
or visit www.sfeca.org.

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