

Call for Nominations

11th Annual Capital Region BOMA Awards Dinner

An Evening of Awards and TOBY Presentations
December 6, 2018

The Capital Region Building Owners and Managers Association is proud to announce our 2018 Annual Awards Dinner.

CRBOMA looks to recognize the achievements and work of the commercial real estate industry throughout the past year. Once again we will be giving out TOBY Awards as well as our local CRBOMA Awards.

The TOBY Awards are 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 27, 2018.

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.

2018 CATEGORIES

TOBY AWARDS

- 1. Under 100,000 Square Feet***
- 2. 100,000 - 249,999 Square Feet***
- 3. 250,000 - 499,999 Square Feet***
- 4. 500,000 - 1 Million Square Feet***
- 5. Over 1 Million Square Feet***
- 6. Renovated Building**
- 7. Historical Building**
- 8. Corporate Facility**
- 9. Medical Office Building**
- 10. Government Building**
- 11. Suburban Office Park (Low-Rise)**
- 12. Suburban Office Park (Mid-Rise)**
- 13. Industrial Office Park**
- 14. Earth**
- 15. Retail**

CRBOMA AWARD

- 1. New Building of the Year**
- 2. New Development of the Year**
- 3. Most Creative Real Estate Deal of the Year**
- 4. Come Back Building of the Year**
- 5. Property Manager of the Year**
- 6. Allied Member of the Year**
- 7. Engineer of the Year**
- 8. Corporation of the Year**

Awards Nomination Form A
Building Categories
Due July 27, 2018

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 email to CRBOMA by July 27, 2018

Capital Region BOMA ,crboma@caphill.com

Awards Nomination Form B
Individual/Company Award Categories
Due July 27, 2018

Property Manager of the Year

Nominee: _____ Agency: _____

Reason: _____

Allied Member of the Year

Nominee: _____ Company: _____

Reason: _____

Engineer of the Year

Nominee: _____ Company: _____

Reason: _____

Corporation of the Year

Company: _____

Reason: _____

NOMINATED BY

YOUR NAME _____

COMPANY _____

EMAIL: _____

PHONE: _____

Please remit this form by email to CRBOMA by July 27, 2018

Capital Region BOMA, crboma@caphill.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

TOBY Award Categories Continued...

- 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.*

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.

14. Earth

All buildings with at least 50% office area where the building and building management team preserve and enhance the internal and external environment through green and sustainable programs.

15. Retail

A group of retail and other commercial establishments, either enclosed or open air, managed by one company. The entry must be managed as a single property, one to multiple levels in height with a minimum of 50 percent occupancy. The anchor ratio must be at least 25 percent and the property must contain at least one anchor retailer (Grocery, Fashion, Department Store, etc.). The entry may consist of neighborhood centers (30,000 – 150,000 sq. ft.), community centers (100,000 – 400,000 sq. ft.), power centers (250,000 – 600,000 sq. ft.), regional shopping centers (400,000 – 800,000 sq. ft.) or super regional shopping centers (800,000 plus sq. ft.).



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 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 2015.*
- 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.

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.

Capital Region BOMA Award 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.

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.