



**GREATER MINNEAPOLIS  
BUILDING OWNERS & MANAGERS ASSOCIATION**

**Please Accept Our Invitation**

**Officers 2009-2010**

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Portfolio Manager  
Cushman & Wakefield of Minnesota Inc.

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Vice President, Property Management  
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**Executive Director**

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Dear Colleague:

For years BOMA Greater Minneapolis has been impacting your bottom line in ways you may not even be aware of. This year, we're working to promote our work so more building owners and managers will know what we do on your behalf.

**Once you know how our work benefits you, we hope you'll want to join so you can reap even more benefits as a member of BOMA ...**

**... and so we'll be an even stronger advocate for building owners and managers in the Greater Minneapolis area.**

Please take a few minutes to read through the enclosed information and I hope to welcome you at a BOMA meeting or event soon!

I would be very happy to talk with you further about membership if you have any questions. Please don't hesitate to call me.

Sincerely,

Julie J. Samuelson, RPA  
Portfolio Manager  
Cushman & Wakefield of MN  
612-338-8627  
President, BOMA Greater Minneapolis



## Who We Are

**Our Beginnings** Greater Minneapolis BOMA was first organized around 1904 by a small group of real estate owners who believed that by pooling their resources and cooperating in certain endeavors, they could create business efficiencies and advocate more effectively for their business concerns to state and local government officials. With the complexities of business today, that is even more true 100 years later.

**Today** Greater Minneapolis BOMA is more than 500 members strong. Our members own or manage more than 200 buildings containing more than 60 million square feet of office space in the Minneapolis and Suburban areas. BOMA Greater Minneapolis has established itself as a leader in the real estate industry in a number of our endeavors.

- We serve to keep our members informed about the issues that affect them, their tenants, and their property;
- We advocate on behalf of our members to the State and Local decision-makers who impact their operations;
- We provide members with information about building operations that can save them money;
- We provide networking opportunities that enable members to learn from peers and exchange best practices information;
- Our meetings and seminars provide professional development opportunities that keep members on the cutting edge of commercial real estate.

Regular members of the Association are those who are commercial real estate owners, investors, developers, managers and others who earn their primary livelihood from the disciplines associated with management of real estate.

Associate members are those who provide products and services of direct interest to the regular membership.

Professional members are those who are educated and experienced in professions which are recognized to have involvement in the real estate industry such as architects, appraisers, attorneys, engineers, and leasing and marketing professionals.

The Superintendents Association exists to provide continuing education and networking opportunities for the Building Superintendents, Chief Engineers, and other operating supervisory personnel employed by members' companies. The Superintendents Association meets monthly.

The Association has monthly General Meetings downtown and bi-monthly meetings in the suburbs. Ten Standing Committees meet as required, carrying out the major share of the work of the Association.

BOMA Greater Minneapolis is one of more than 100 local Associations affiliated with BOMA International.

BOMA International provides similar service at the national level, including Legislative and Code representation and dissemination of industry information including a monthly magazine, the Experience Exchange Report, North American Market Review and specialized publications such as those dealing with the Americans with Disabilities Act. BOMA also provides education and professional development through the Building Owners and Managers Institute leading to professional designations such as Real Property Administrator, Facilities Management Administrator, and Systems Maintenance Administrator.

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Visit us on the web at [www.bomampls.org](http://www.bomampls.org)

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## What We Do

### Advocacy

Through paid staff, a professional lobbying firm, and the work of dedicated members, BOMA Greater Minneapolis represents the interests of the commercial real estate industry to a broad range of local, state and federal decision-makers who impact members' operations. We're on the front lines every day.

#### Case Study – Tax Relief

As a lead partner with the Property Tax Reform Coalition in 2000, BOMA Greater Minneapolis worked aggressively for reform of Minnesota's property tax system, which burdened commercial property with the highest effective tax rate in the nation. We succeeded in convincing the 2001 Legislature to significantly reduce commercial property taxes – a savings shared by both landlords and tenants.

#### Case Study – Building Codes

In 1995 BOMA pushed for building code changes that would allow non-rated access corridors within office space, provided that the space is sprinklered and the corridor has a smoke-detection system. One member building reported savings of nearly \$20,000 in remodeling costs per floor. BOMA also successfully led the charge for Minnesota's adoption of the new "International" family of codes to dispense with myriad, and often conflicting, sets of building codes and standards.

#### Case Study – Daily Boiler Inspections

In 1996 BOMA successfully argued before the Department of Labor and Industry and an Administrative Law Judge for removal of a new requirement in State Boiler Regulations for daily inspection of all pressure boilers including hot water and low pressure steam, which had added thousands of dollars of unnecessary expense for smaller and medium sized buildings that do not have full time engineering staff and are not normally staffed on weekends.

#### Case Study – Terrorism Insurance

After September 11, 2001, BOMA International successfully pushed for Federal Legislation that would keep building insurance affordable by limiting insurer's costs in the event of a major terrorism event.

Do the math. How much has BOMA helped you?

### Professional Development

BOMA Greater Minneapolis provides high quality, substantive continuing education opportunities for our members throughout the year. Over the course of a typical year we provide the opportunity for 30-35 credits.

**General (Downtown) Meetings** are luncheon meetings on the third Thursday of January, February, March, April, September, October and November. These meetings generally provide 1 hour of continuing education credit.

**Suburban Meetings** For the convenience of our suburban members, we also hold luncheon meetings at a suburban location on the last Wednesdays in the months of March, May, September and November. These meetings generally provide 1 hour of continuing education credit.

**Superintendents Association Meetings** are luncheon meetings on the first Wednesdays of the month in January, February, March, April, May, September, October, November and December. They are often approved for 1 hour of continuing education credit.

**BOMA Education** Several times a year our Education Committee arranges accredited courses on topics ranging from "Roof Maintenance" to "Preparing a Successful Tax Appeal." These classes often provide an opportunity for Associate and Professional members to be featured speakers. Classes generally provide 1-2 hours of continuing education credit.

**Seminars** are often scheduled for both spring and fall. Typically they provide 4 hours of continuing education credit.

#### BOMI

The Building Owners and Managers Institute, a sister organization, provides opportunities to earn the professional designations of Real Property Administrator (RPA), Facilities Management Administrator (FMA), and Systems Maintenance Administrator (SMA) and Systems Maintenance Technician (SMT). RPA and FMA courses are offered through the Shenehon Center for Real Estate Education at the University of St. Thomas in Minneapolis. SMA and SMT courses are offered through BOMA St Paul.

#### Publications

BOMA International provides a wealth of publications including the *Standard Method for Measuring Floor Area in Office Buildings* and *The Experience Exchange Report*. For a complete catalog, visit [www.boma.org](http://www.boma.org).



## A Sampling of BOMA Programs



### *Monthly Luncheon* "Legislative Outlook"

Minnesota Senator Dean Johnson gave us a preview of issues to be faced by the Legislature. As Senate Majority Leader and Chair of the Transportation Policy and Budget

Division he shared his assessment of the state's budget challenges, transportation priorities, and the prospects for effective action in this year's legislative session.

### *Monthly Luncheon*

#### "Market Update: It's a Jungle Out There!"

Five experienced industry guides led us through an exploration of the commercial real estate jungle. They talked about the endangered species (those suffering in the current market environment), the big game (those filling significant amounts of office space), and the trends and projections for the coming year.



### *BOMA Basics Mini-Seminar*

#### "The New Leasing Game"

If you're relying on the same old game plan to lease out your building, you need a new strategy! The playing field has changed, tenants are more sophisticated, deals are taking longer. Attendees learned how to build effective collaboration between leasing agents and property managers, and how to present a plan for success to their building owners.

**I would have to read a month of newspapers to learn as much as I did during these 90 minutes!**

- Mike Julius,  
RPA, CPM  
Hines

### *Superintendents Meeting*

"Working with the Minneapolis Building Inspections Department" Supervisors from the Minneapolis Building Inspections Department talked about what they look for when conducting an inspection, how we can best prepare, and how we can work together to resolve issues that surface during an inspection.

### *Monthly Luncheon*

"State of the Industry" by BOMA International Chair, John Kelly As BOMA International's Chair, John Kelly has traveled around the country speaking (and learning) about trends and challenges facing the commercial real estate industry. From his vantage point he discussed the most critical issues in commercial real estate, the most promising trends in real estate management, and BOMA International's strategic goals on behalf of the industry.



Our speaker talked about dynamic changes in health care and about factors that can influence your success as a medical office building owner or manager, including signage, extended hours of operation, utilities that have the capacity for MRI and other medical equipment, and the flexibility to adapt to retail-approach medicine.

### *Superintendents Meeting*

#### "Tenant Comfort and Predictive Maintenance"

If you could predict equipment failure before it occurred, what would be your savings in aspirin, in tenant and staff aggravation, and in money? It can be done. Our speaker demonstrated equipment and calculations to help.

### *"Getting a Business Attitude About Energy Management"*

Speakers from the U.S. Environmental Protection Agency as well as from local property management companies presented information about the Energy Star Program and how the program can produce significant savings for participants.

### *Annual Meeting*

#### "Grow Minnesota!"

Our Annual Meeting in our Centennial Year celebrated a century of advocacy, education and achievements. Our keynote speaker was David Olson, president of the Minnesota Chamber of Commerce to talk about the Grow Minnesota! campaign.



## 2010 Dues Schedule

MEMBERSHIP TYPE	WHO SHOULD JOIN	Cost
<p><b>Regular Membership</b></p>	<p>Commercial real estate owners, investors, developers, managers.</p>	<p>\$395 for first member. \$265 per additional member from same company.</p> <p>Regular membership also requires building dues. Building dues, (\$0.0078 per square foot), are chargeable as building operating expense and are offset many times over by the bottom line impact of BOMA's work. The more buildings enrolled in the association, the lower the unit cost can be for each member.</p> <p>(Warehouse, hotels and similar non-office buildings are invoiced at a flat fee of \$500.)</p>
<p><b>Associate Membership</b></p>	<p>Product and Service Providers. The number of Associate Members is limited to 22% of total membership and there is a waiting list at this time.</p>	<p>\$1410 per member. \$915 per additional member from same company.</p>
<p><b>Professional Membership</b></p>	<p>Architects, appraisers, attorneys, engineers, leasing and marketing professionals and others educated and experienced in professions recognized to have direct involvement in the real estate industry. The number of Professional Members is limited to 18% of total membership. At this time there is no waiting list.</p>	<p>\$705 for first member. \$265 per additional member from same company.</p>
<p><b>Superintendents</b></p>	<p>Building Superintendents, Chief Engineers, and other operating supervisory personnel employed by members' companies.</p>	<p>\$80 per member.</p>



# The Importance of Building Dues

BOMA's dues are recognized as legitimate operating expenses because tenants and their advocates recognize the value BOMA brings them.

Just \$0.0078 per square foot.

*Measured against the economic and regulatory environment in which you'd be operating without BOMA, this provides a great return on investment!*

A century ago, Greater Minneapolis BOMA's founders recognized that the benefits of their collaborative efforts would, in part, be realized according to the sizes of their buildings. For example, BOMA's tremendous efforts to reduce C/I property taxes produced savings on a square footage basis. Our founders, therefore, set up a dues structure that combines a service charge for individual members with assessments for buildings according to their size. At just \$.0078 per square foot, the costs of building dues are justified many times over by the savings to buildings that can be directly attributable to BOMA's work.

BOMA dues have repeatedly withstood scrutiny as a legitimate operating expense because tenants and their advocates recognize the value BOMA brings them.

We have always relied on the cooperative participation of property owners enrolling their buildings to help keep building assessments at a reasonable level for all members.

Your support from each of the buildings you own or manage is critical to keeping the association strong!

Building dues are determined by the building's rentable square footage multiplied by \$.0078 per square foot, with a minimum charge of \$500.

*Measure our dues against the economic and regulatory environment in which you would be operating without BOMA and we know you'll see this is a great investment!*

### Calculate your building dues

Building #1 rentable square footage \_\_\_\_\_ x \$.0078 = \_\_\_\_\_

Building #2 rentable square footage \_\_\_\_\_ x \$.0078 = \_\_\_\_\_

Building #3 rentable square footage \_\_\_\_\_ x \$.0078 = \_\_\_\_\_

Building #4 rentable square footage \_\_\_\_\_ x \$.0078 = \_\_\_\_\_

Building #5 rentable square footage \_\_\_\_\_ x \$.0078 = \_\_\_\_\_

TOTAL \_\_\_\_\_



**GREATER MINNEAPOLIS  
BUILDING OWNERS & MANAGERS ASSOCIATION**

**Regular Member Application**

NAME OF BUILDING: \_\_\_\_\_

ADDRESS OF BUILDING: \_\_\_\_\_

STREET

CITY

STATE

ZIP CODE

RENTABLE SQUARE FOOTAGE \_\_\_\_\_

(FOR STATISTICAL PURPOSES) \_\_\_\_\_

TOTAL SQUARE FOOTAGE – CONSTRUCTION

COMPETITIVE  
(MKT RENTAL)

NON-COMPETITIVE  
(OWNER OCCUPIED)

RETAIL

HEIGHT IN STORIES: \_\_\_\_\_

YEAR OPENED: \_\_\_\_\_

PRINCIPAL REPRESENTATIVE: \_\_\_\_\_

TITLE: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FAX: \_\_\_\_\_

\_\_\_\_\_

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

ADDITIONAL REPRESENTATIVES TO BE BOMA MEMBERS:

\_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

\_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

\_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

IN APPLYING FOR MEMBERSHIP WE AGREE TO ABIDE BY THE POLICIES ADOPTED FROM TIME-TO-TIME BY THE GREATER MINNEAPOLIS BUILDING OWNERS AND MANAGERS ASSOCIATION AND TO COOPERATE IN SUPPLYING STATISTICAL INFORMATION AS REQUESTED BY THE ASSOCIATION OFFICE. PAYMENT WILL BE MADE UPON APPROVAL OF MEMBERSHIP AND RECEIPT OF A STATEMENT.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE