



Bulletin

NOVEMBER/DECEMBER 2003

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BOMA San Francisco advances the commercial real estate industry through advocacy, professional development, and information exchange

Political Action Essential to Preserve Private Property Rights

By Todd Robinette, Equity Office Properties Trust

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With my service as BOMA president drawing to a close, I look back with pride at what we've accomplished together this year. Even more than our success with specific endeavors, I am most proud of how we have achieved our successes... that is, by pulling together as a team, united by a common purpose. I've been honored with the privilege of leading our team. Thank you for the opportunity to represent the membership. It's an awesome responsibility, and while leaving the position of president is a little bittersweet, I am confident of BOMA's bright promise with my successor, Steve Colvin.

Going forward, I will remain actively involved – and I implore each of you to step up your participation. Much important work remains to be done, particularly in the political arena. Our industry is looked at as a deep pocket, to be picked in order to support ill-conceived and mismanaged government programs and a bloated civic bureaucracy. We – our whole team -- need to unite to protect our interests, the value of our assets, and the viability of the city's businesses (our tenants).

San Francisco's mayoral run-off election is Tuesday, December 9. There are very clear differences between the two candidates: Gavin Newsom sees downtown as an important San Francisco neighbor-

hood, one that accommodates jobs for residents of all our neighborhoods. He has a business-friendly attitude and a citywide vision. Matt Gonzalez uses "downtown" as a rhetorical wedge to divide our city. He is likely to put parochial interests ahead of the welfare of the city as a whole. Our economic interests are at stake in this election. I urge all members who reside in the city and county of San Francisco to cast their vote in favor of Gavin Newsom, a leader whose platform coincides with our mission.



Even if our chosen candidate wins in the run-off, a troublesome ideological climate will remain in local government and we will need to be diligent and politically active in order to protect member interests. With five members of the Board of Supervisors up for election next year, we will need to be more involved than ever. We must express our views through political involvement, and work for a more favorable atmosphere in which to create and sustain jobs in our city.

President's message continued on page 9

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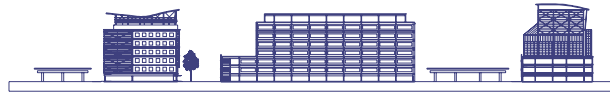
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415/362-2662 x15 for information on

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Make your commitment and become a partner with BOMA today. A complete list of benefits is available at www.bomasf.org/sponsorship. Questions? Contact Tory Brubaker at 415-362-2662 x15.



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New Leadership Elected

Three New Directors Join Board

BOMA San Francisco is pleased to announce the election of Tom Donoghue, Bob Spicker and Kirsten Walraven to its Board of Directors. These new faces replace outgoing directors Mara Brazer, Brazer Communications; Paul Grafft, RPA Shorenstein Realty Services; and Ken Perry, The Swig Company.



Tom Donoghue is Senior Vice President of Property Management and Construction for Shorenstein Realty Services. During his 14 year tenure at the company, he has held management positions in Construction, Property Management, Leasing, Asset Management and Business Development. He also worked for two years at NetsWork, Inc. as Group President of Real Estate Services, consulting businesses on real estate technology. He is a member of the Association for Corporate Growth (ACG) and he has his RPA designation.



Bob Spicker is Managing Director of Colliers International and is responsible for managing a staff of 11 and a portfolio of nearly two million

square feet of office buildings. His primary role is to market the company and expand the portfolio through business development in Marin, San Francisco and San Mateo counties. Bob has over 27 years of experience in corporate real estate, consulting and evaluation, property/asset management, and high-rise office leasing.

Prior to joining Colliers International, he served as Managing Director, Northern Region of George Elkins Property Management Co., and Director of Office Leasing for the Embarcadero Center. As a member of BOMA San Francisco, Bob has chaired its political action committee, BOMA-SF-PAC, for two years.



Kirsten Walraven, is General Manager at 44 Montgomery for Seagate Properties. She is responsible for overseeing the operations of the property, which includes capital and tenant improvement projects. In addition, Kirsten strives to create a positive perception of Seagate and 44 Montgomery within the real estate and business community. Seagate Properties provides third party management services, as well as being investors and providing asset management services.

Kirsten holds the RPA and FMA designations. She is active with CREW San Francisco, as well as being a member of WIRE. Kirsten has been quite active in BOMA San Francisco serving as chair of the Education Committee, the Technology and Communications Task Force, and the Volunteers Committee for the 2003 BOMA Convention.

Calendar of Events, Committees and Task Forces

Register for these events and confirm date and times at www.bomasf.org

November

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Security Committee, Tues., 9:30-10:30 a.m.

The Committee identifies exemplary security, emergency preparedness and incident prevention practices in the commercial property field, and educates members about the security assessment tools and range of preparedness options available to them. For more information contact Chair Joe Chiamparino at jchiamparino@bostonproperties.com.

24

BOMA-SF-PAC, Tues., 12-1:00 p.m.

The BOMA-SF-PAC is the separately incorporated political action arm of the association. The BOMA-SF-PAC endorses and supports local candidates for public office, local ballot initiatives and independent expenditures of behalf of issues or candidates. Due to State and local regulation of PACs, meetings are open to BOMA members as observers only. If you would like to be considered for a board position, please contact the Chair Bob Spicker at bob.spicker@colliers.com

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GAPAC Meeting, Tues., 12-1:00 p.m.

The Government and Public Affairs Committee represents BOMA members' interests before every government body or public policy forum as required. BOMA Boardroom. For more information contact Chair Tim Falvey at tfalvey@hanfordfreund.com.

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Building Codes Task Force, Wed., 12-1:00 p.m.

The task force monitors the current trends in code enforcement that may affect the commercial real estate industry at the city and state level and educates the membership on code related issues. BOMA Boardroom. For information contact Chair Gordon L'Estrange at lestrangegm@obarch.com

December

2

Seminar: Tenant Defaults: Warning Signs and Winning Strategies for Owners and Managers, Tues., 8:45-11:00 a.m.

Early detection and swift action is often the most effective way of dealing with a tenant default. This program will guide attendees through the tenant default process and present effective strategies for identifying the warning signs, formulating an action plan, and using legal counsel effectively to protect the landlord's interests. The panelists will use real case scenarios to illustrate how to effectively deal with default and will call upon attendees to share their questions. For information/registration visit www.bomasf.org or contact Francine Anderson at 415/362-2662 x10.

4

Fundamentals of Real Property Administration, Thurs. – Sun. Dec. 7.*

To fulfill the role of property manager in today's marketplace, you must be knowledgeable in many different areas. You are expected to manage buildings; communicate with employees, managers, and tenants; protect the interests of the owner; market property; negotiate leases; protect the environment. The list goes on and on. By providing an overview of the property management profession, this course helps you understand, and integrate, the many duties and responsibilities of a property manager. For more information contact BOMA Education Program Administrator Gil Martinez at 415/362-2662 x12. ***(Qualifies for 30 hours CPD/DRE credits).**

9

Membership Development Task Force, Tues., 9-10:00 a.m.

The Membership Development Task Force identifies non-member buildings and planned developments in San Francisco, San Mateo, Sonoma & Marin counties. The task force's goal is to successfully recruit new members to BOMA San Francisco and encourage those new members to become involved in the Association. BOMA Boardroom. For more information contact Chair Agnes Wyman at adwyman@swigco.com.

9

Education Committee, Tues., 12-1:00 p.m.

The Education Committee helps develop programming for seminars, informal "brown bag" sessions and membership luncheons to provide timely, quality and useful information to the membership. BOMA Boardroom. For more information contact Chair Kirsten Walraven at kwalraven@seagateprop.com.

11

BOMA San Francisco Holiday Party, Thurs., 5:00 – 8:30 p.m., Argent Hotel

The BOMA San Francisco Associates Committee cordially invites members to the Annual Holiday Party. Please bring an unwrapped toy for the annual toy drive benefiting the San Francisco Firefighters Toy Program. Watch your mail for invitations. For more information contact Sandie Krutz, Marble West, 650/266-9464.

24

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Get a headstart completing your application -- visit www.bomasf.org and click on the CORY Award logo on the home page. Members will receive a copy in the mail starting Jan. 2, 2004. Completed applications are due on Feb. 1, 2004.



Questions?
Contact 2004 Solid Waste Recycling Task Force Chair Warren Mead at 415-658-3612.

*CPD = Continuing Professional Development credits, 18 credits required per 3 year period to maintain designation.
DRE = Dept. of Real Estate – contact DRE for license maintenance requirements.

BOMA's Annual Meeting:

Gavin Newsom Receives
Public Official of the Year Award

BOMA San Francisco's Annual Meeting & Membership Recognition Lunch was highlighted by the presentation of BOMA's Public Official of the Year Award to Supervisor Gavin Newsom. Newsom was selected for a variety of reasons, most notably for his leadership and courage on the homelessness issue and his championing of the ballot measure Care Not Cash. His proposed solution was a tremendous undertaking, and continues to be a battle that he leads on behalf of everyone concerned that San Francisco has become a beacon for those who see this city as a "jackpot" town for cash handouts. BOMA supports Newsom's plan to provide real care to real problems, but not cash to subsidize those problems.

BOMA's Marc Intermaggio thanked the 2003 Corporate Sponsors, Local Convention Sponsors, and the numerous volunteers who served on committees, task forces and provided assistance during the convention. The commitment of our sponsors and volunteers provide the lifeblood to our association.



President-elect 2004 Steve Colvin presents Gavin Newsom with BOMA's Public Official of the Year award.



Gavin Newsom is congratulated by GAPAC Chair Tim Falvey and BOMA's Ken Cleveland.

Un-Octoberfest Draws Large Crowd

Well, no one donned their lederhosen, but many members raised a mug of German beer and toasted their colleagues at BOMA's "Un-Octoberfest." Over 100 BOMA members answered the call to wash away their budget blues and celebrate "German-style" on November 12 at Schroeders, compliments of BOMA's Associates Committee. Along with the libations, guests enjoyed a hearty buffet of brats, wings, sausages, Bavarian meat balls and German potato salad.

We hope to see all these faces, plus many more at the Holiday Party on December 11. No costume is required, but please do bring an unwrapped toy to benefit the San Francisco Firefighters Toy Program.



Fall Seminars Get High Marks And Large Attendance

October 9, BOMA's Safety and Security Task Force presented Preparing For and Dealing with Workplace Violence. Panelists included (in order of photo below) Capt. Dennis Martel, SFPD; Ray O'Hara, Securitas Security Services; Jim Turner, Ph.D., International Assessment Services, Inc.; Garry Mathiason, Littler, Mendelson, Fastiff, Tichy & Mathiason; and Joe Chiamparino, Dir. of Security for Boston Properties (Embarcadero Center). The panel presented a multi-discipline approach to the issue of workplace violence and each attendee received a comprehensive resource guide.



Thank you to program sponsors **Allied Security, Employment Law Learning Technologies, Securitas Security Services and Universal Protection Service**. A big thank you to **Bechtel Corporation** for the generous donation of their conference facilities.

BOMA's Building Codes Task Force presented The Office Tenant Improvement (O.T.I.) Permit Process from Start to Finish, to over 80 BOMA members on November 6. . Panelists included (in order of photo below) Ron Tom, Dept. of Building Inspection (DBI); Gordon L'Estrange, Ottolini Booth & Associates Architects, and Chair of task force; Lt. Barbara Schultheis, Fire Inspector, SFFD; Spencer Gosch, DBI; Brad Tardy, Construction Mgr., Embarcadero Ctr., Boston Properties; and Laurence Kornfield, Chief Building Inspector, DBI. The 3-hour program walked attendees through the entire O.T.I. process, from project initiation through the construction process, including field and final inspections. Each attendee received a comprehensive resource guide which is available for review in the BOMA library.



Thank you to Lead Sponsor **San Francisco Electrical Contractors Association, Inc.** and Program Sponsors **Alliance Roofing, CAC Real Estate Management Co., Inc., and Peacock Construction**.

President's message continued from page 1

I urge every BOMA member to make a contribution to the BOMA-SF-PAC now, either as part of your annual dues billing, or separately, as an individual who simply wants to help. BOMA will continue to advance your interests through direct advocacy. Frankly, PAC donations are a small financial commitment, and absolutely necessary to defend your property and business against ordinances that limit the

ability to use our commercial spaces as the market dictates. Help us protect private property rights, and make a contribution to BOMA PAC today.

Thank you again for allowing me to serve as your BOMA president. I look forward to continuing our work together.

It's Toy Drive Time!

BOMA San Francisco's Toy Drive involves more of our members than any other activity. The opportunity to share with those less fortunate and brighten the lives of local under-privileged and ill children is among our most cherished undertakings. Participation in BOMA's 2003 Toy Drive is an especially good way for property managers to build relationships with their tenants. A sample letter to tenants, enrollment sheet and Toy Drive Donation Card were mailed out to all our members on October 23.

Our beneficiary, the San Francisco Firefighters Toy Program, is particularly grateful for our continued support. Over the past 17 years, BOMA San Francisco's Toy Drive has donated close to one million toys to the program. Children living with AIDS, kids hospitalized with serious illnesses, families who've lost their homes to disaster, and just plain needy children - all benefit from your generous donations.

There are several additional ways to participate this year. Members can collect toys at their building or office holiday party and have local firefighters visit and pick up the toys.

Members can also give tax-deductible monetary donations directly to the Firefighters Program. (For details contact the Firefighters Toy Program directly at 415-777-0440).



The size and logistics of the program require extensive planning and coordination. We must receive your enrollment form by Nov. 7, 2003 to ensure your participation.

Important Dates

- November 7: Registration cut-off
- December 1 - 7: Toy Barrel delivery to members
- December 8 - 14: Official collection period
- December 18 - 20: Barrel and toy donation pick-up

We look forward to making 2003 a record year for donations and member involvement and we thank you for your participation. For information regarding the BOMA San Francisco 2003 Toy Drive, please contact: Gil Martinez at 415-362-2662 x12 or email gilm@boma.com

Celebrate the Holiday Season!

BOMA's Annual Holiday Party
hosted by
BOMA Associates Committee

Thursday, December 11
Argent Hotel
5-8:30 p.m.

RSVP by December 3
Questions? Call Sandie Krutz,
650-266-6464



Members on the Move

Paul Richards, CPM, RPA has joined **Shorenstein Realty Services, LLP** as Senior Vice President and Group Manager. Previously with CB Richard Ellis, Paul brings 30 years experience in commercial real estate management to his new role, and will be responsible for 6 Shorenstein office buildings, 5 in San Francisco and 1 in Sacramento.

Berding & Weil announced its newest partner **Stephanie J. Hayes** who will continue to represent business and real estate owners in a variety of business transactions. Ms. Hayes joined Berding & Weil LLP and its transactional department in 1995, bringing with her fourteen years of experience representing for-profit and non-profit corporations in the types of transactions and issues that real estate owners and managers often confront.

Renoir Staffing Services, Inc. (renoirstaffing.com) was propelled to number 45 on the San Francisco Business Times "100 Largest Women-Owned Businesses" list, published September 19, 2003. Last year, the company debuted at number 56. The new ranking represents an increased growth in revenue from Renoir's three Northern California offices in Oakland, Sacramento and San Jose.

CB Richard Ellis has expanded its property management portfolio via its merger with Insignia to 24 million square feet in the Bay Area. CBRE has recently added 4 new assignments in San Francisco and the East Bay totaling 600,000 square feet, including 123 Townsend, 330 Townsend, 250 Brannan and Kato Road in Fremont.



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