

PROGRESS



BOMA NEW JERSEY

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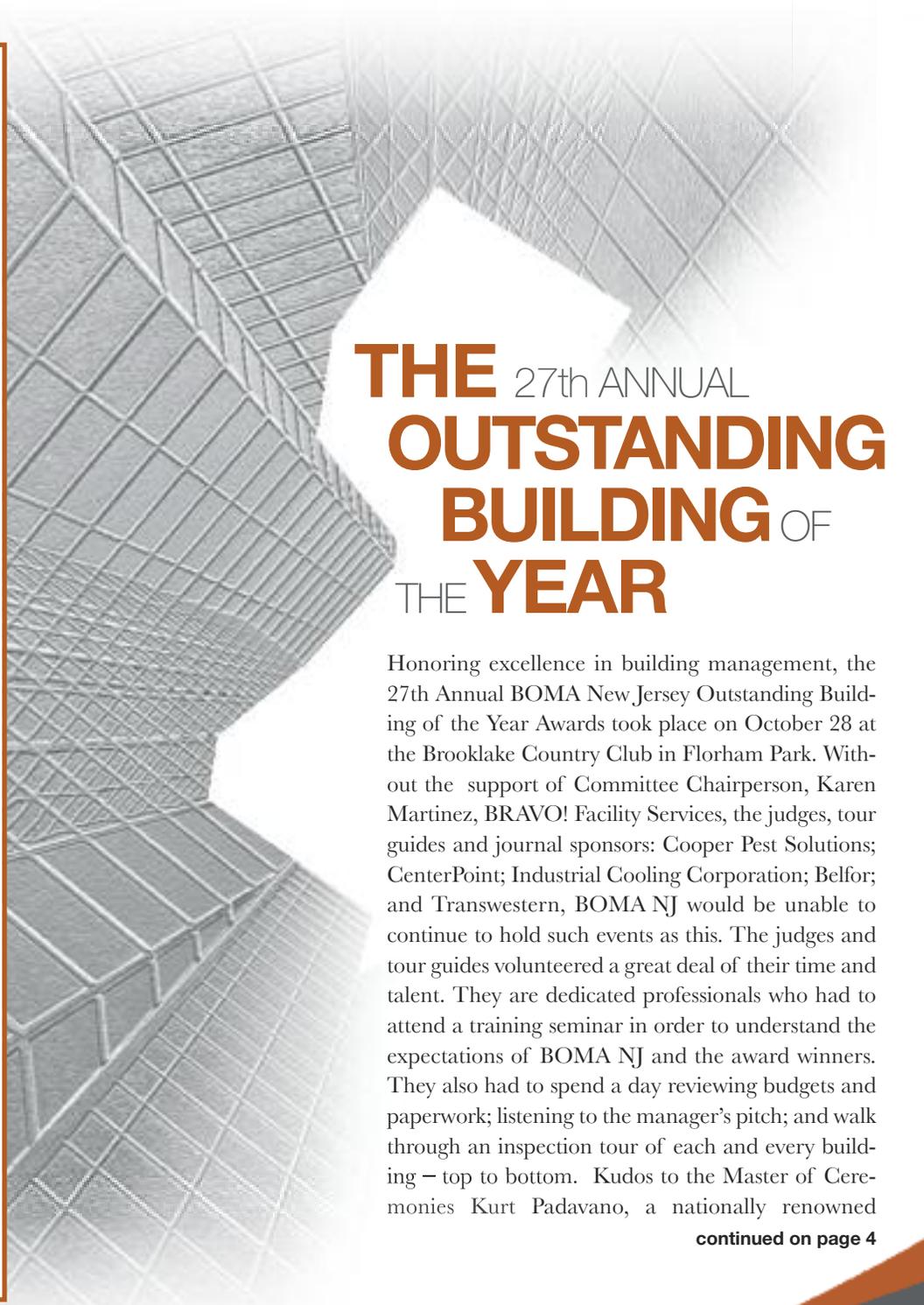
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THE 27th ANNUAL OUTSTANDING BUILDING OF THE YEAR

Honoring excellence in building management, the 27th Annual BOMA New Jersey Outstanding Building of the Year Awards took place on October 28 at the Brooklake Country Club in Florham Park. Without the support of Committee Chairperson, Karen Martinez, BRAVO! Facility Services, the judges, tour guides and journal sponsors: Cooper Pest Solutions; CenterPoint; Industrial Cooling Corporation; Belfor; and Transwestern, BOMA NJ would be unable to continue to hold such events as this. The judges and tour guides volunteered a great deal of their time and talent. They are dedicated professionals who had to attend a training seminar in order to understand the expectations of BOMA NJ and the award winners. They also had to spend a day reviewing budgets and paperwork; listening to the manager's pitch; and walk through an inspection tour of each and every building – top to bottom. Kudos to the Master of Ceremonies Kurt Padavano, a nationally renowned

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PRESIDENT'S MESSAGE



Robin Ann Juron
2014-2015 President

Fall is behind us and was a wonderful, though extremely busy time for all with completing budgets and enjoying family, friends, co-workers and holiday celebrations!

Thank you to our BOMA NJ Holiday Party Committee: Teresa, Dolores, Dana and Jen for organizing and hosting a wonderful Holiday Party once again at the Madison Hotel. This is always a special night with our BOMA NJ Partners and we appreciate the new, unwrapped toys and generosity of our members in helping make this year's holiday a little bit brighter for some children in New Jersey.

We were educated about Legionella, its causes, ramifications and remedies, along with case studies from New York and cautionary procedures at our November meeting. This information is important for all of us with cooling towers and is available on our Website.

We are looking forward to BOMA International's Winter Business Meeting which will be held in Washington D.C. on February 1-3. Please consider joining us this year. The meeting is open to all BOMA members and is your ideal opportunity to learn and network with peers from all over the country and overseas. And, it's a convenient train ride away! Please check the BOMA International website for information. It is truly inspiring to meet representatives from Alaska, Hawaii, Panama, Australia, and all points in-between. The Board of Governors meeting provides the locals with reports from National committees, The International Council, numerous discussions of National issues which affect us all. You can attend committee meetings and educational sessions.

Still on our website, for your information is the "Active Shooter" presentation from our seminar in October by Homeland Security. Our Emergency Preparedness Committee has done a phenomenal job this year. Thank you Andy Diamond our Chairperson, Patti Giannacio our Board Liaison, as well as their entire committee. Kudos for your enthusiasm, dedication and exciting programs. As our Emergency Preparedness Committee gets important resource recommendations and information, we will continue to ensure that it is passed along to our membership in a timely fashion.

This will be my last Presidential Message as my term concludes when the new Board of Directors is sworn in at the January 2016 General Membership Meeting. Our Programs Committee has a special treat for you as well, with Bill Evans the Weatherman, scheduled to be there with a wonderful presentation!

BOMA NJ CODE OF CONDUCT

BOMA New Jersey expects a high level of professionalism from all members. Building Members are encouraged to utilize the services of our Allied and Professional Members, and are expected to treat them with courtesy and respect. Allied Members are not permitted to engage in aggressive marketing during BOMA events. Conduct in violation of this code should be brought to the attention of the Board.

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I have been honored and proud to represent BOMA NJ at the Middle Atlantic Conferences, Winter Business Meetings and the Annual BOMA-International Conferences. As a member of BOMA NJ since 1998, I truly feel that this is the greatest group of Real Estate professionals ever assembled.

I want to thank all our Committee chairs and members for their hard work in bringing to the membership new and creative programming. Kudos to their teamwork and dedication.

Our committees are always looking for new volunteers and it's a great way to get involved in our organization. Please contact Dolores or any of the Board Members for information and committee meeting schedules.

I would like to take this time to also thank our other volunteer Committee Chairs and Committees who have worked so diligently for us this year. My sincere and heartfelt *Thank You* to:

- Al Todd, Chair of the Education Committee and Erika Toscani, Board Liaison who received a Certificate of Achievement from BOMI International for an increase of registrations in BOMI International Designations and Certificate Programs.
- Phil Desmond, Board Liaison and Chair for the Allied Service Partner Committee
- Dean Bustamante and John Miller, Teresa DeZao and Mike Amoroso for the Golf Committee and Allied Events
- Karen Martinez, Awards Committee
- Amanda Zega, Board Liaison and Committee Chair for Membership Retention and Recruitment, who along with Jamie Kazazian and Bobby Stirone got the amazing Young Professionals Group started
- Bill Toland and Gary Oravsky for the Energy & Environmental Committee
- Amir Gilani, Marketing & Public Relations Chairperson
- Lisa Kochan and Paul McGrath, Co-Chairpersons of our Government Affairs
- Aforementioned Andy Diamond and Patti Giannacio

And a special THANK YOU to Dolores Bocian, who made a unique change from Property Manager to BOMA Association Executive and assisted me as we maneuvered these waters together

And of course, a deep appreciation to the 2014-2015 Board of Directors and Officers. It has been my honor to work alongside you as stewards of our organization these past two years. Thank you to Harold Campbell, a great VP, Debbie Sparks an amazing Secretary and Michael Donohue a most trusted keeper of the Treasury, and to Dana Getz, Patti Giannacio, Bill Toland, Erika Toscani and Amanda Zega my appreciation of the dedication, commitment and time you have expended as voluntary board members will never be forgotten and I know you will continue on this journey with BOMA NJ.

It has been my absolute pleasure to serve you and I know you will give the new Board the same support you have provided to me and the current Board. Best of Luck to the 2016-2017 Executive Board and the Board of Directors.

Thank you and be well,

Robin



A sincere thank you to all our members who supported our annual food drive in November!

2015 TOBY

continued from page 1

forward thinking industry leader. He is the Chief Operating Office of Advance Realty and has over 25 years of commercial real estate experience.

The TOBY and Earth awards are recognized throughout the World and are the most prestigious awards of their kind. Receiving one sets you apart from your competition. This year, seven buildings were submitted and judged. Of the seven, BOMA NJ had four TOBY Awards out of the 15 categories that are defined under the BOMA TOBY International Program. The winners are excellent examples of:

- How buildings should be operated,
- How tenants should be treated,
- How staffs should be trained,
- How we should conserve energy and care for mother earth and our natural resources, and last but not least,
- How management operations should be demonstrated and showcased.

In addition to the BOMA International Awards, there are two BOMA NJ local honors that were awarded – the BOMA NJ Heart Award and the Grand TOBY. The Heart Award is in recognition of local community involvement of the building staff without a direct impact to the management budget. The second, the Grand TOBY is Highest Achievement Award that is won by having the highest score out of all of the categories, but is not, however, recognized by BOMA International. This was the sixth year that is awarded was given.

Next stop is the Regional Awards Competition April 15th at the Westin, Philadelphia, PA. BOMA Philadelphia is also celebrating their 100th Anniversary, so you can be rest assured that while being an informative event, it will be one heck of a party!

100,000-249,999 SF
150 JFK Parkway
Mack-Cali Realty Corp.



250,000-499,999 SF
300 Kimball Drive
Transwestern



Suburban Office Park Mid Rise
Carnegie Center
Boston Properties



Suburban Office Park Low Rise
Mack-Cali Business Campus
Mack-Cali Realty Corp.



The Suburban Office Park (Mid Rise Division)

The winner, Carnegie Center, Princeton, is managed by Boston Properties. Located on a 560-acre site along the Route 1 corridor, Carnegie Center enjoys a prime location between New York and Philadelphia, and offers ease of access via auto, bus or train. This suburban office park contains nineteen (19) single and multi-tenant Class A office buildings totaling 2.3 million square feet, a Hyatt Regency hotel and Bright Horizons day care facility. The office buildings vary in height from one to six stories and range from 47,000 to 234,000 rentable square feet. The master plan focuses on creating a work and play environment that offers both cultural and athletic activities to enhance their personal, as well as professional lives. Carnegie Center includes many amenities including a 4,500 SF fitness center, three conference rooms and one large seminar room, available to all Carnegie Center tenants free of charge. In addition, there are five corporate dining facilities, outdoor seating areas, magnificently landscaped gardens, an amphitheater, gazebos and water features. Athletic facilities within the park include a basketball court, sand volleyball court and bocce courts. The management team plans and coordinates an extensive tenant event program that includes a bowling tournament, sand volleyball, summer concerts, a 5K road race and ice cream/water ice days. Proceeds from some of these events benefit local charities.



The Suburban Office Park (Low Rise Division)



The Suburban Office Park (Low Rise) category was awarded to Mack-Cali Business Campus, Parsippany, managed by Mack-Cali Realty Corp. Considered as one of New Jersey's top corporate addresses, Mack-Cali Business Campus in Parsippany offers an impressive office environment. Located just 45 minutes from Manhattan, the Campus is directly off



of I-287 and close to hotels, restaurants, shopping conference centers and day care services. Situated on a beautiful 130-acre site in Morris County, this premier office complex is comprised of ten Class A commercial office properties totaling over 1.5 million square feet. The property features tree-lined streets with abundant seasonal flowers, an

array of ponds, fountains, manicured lawns, courtyards, paved walkways and outdoor seating.



All buildings feature 24-hour card access and state-of-the-art building systems. Most buildings have a generator for fire and life safety, a fitness center and full-service cafés and indoor and outdoor seating. Energy conservation is part of their staff's daily scope of responsibility and three of the buildings are *Energy Star* rated.

100,000-249,999 Square Feet



The 100,000 to 249,999 SF winner was 150 JFK Parkway, Short Hills, managed by Mack-Cali Realty Corp. Mack-Cali Short Hills is a five-story, multi-tenant office building located in an affluent suburb of Short Hills. Constructed in 1980, the steel-framed building has an attractive stone aggregate and glass façade. In addition to convenient access to an array of major highways and Newark Liberty International Airport, Mack-Cali Short Hills is adjacent to Canoe Brook Golf and Country Club and the Mall at Short Hills, one of the nation's premier shopping malls.



Building amenities include a full-service café and underground executive parking. There is also complimentary Wi-Fi access in the building's lobby and café. The building also has advanced fiber optics for high speed telecommunications and internet services. 150 JFK Parkway features a five-story atrium lobby and an expansive window line providing natural lighting. The lobby recently underwent a state-of-the-art renovation with high end wood, glass, granite flooring and a media wall. This renovation extended outdoors to the main building entrance where a granite walkway, bordered by bollard lights was installed amidst a landscaping upgrade and features colorful, drought resistant and indigenous plants. In 2013, Mack-Cali Short Hills won first place in BOMA NJ's Energy Reduction Award.

250,000-499,999 Square Feet

The 250,000 to 499,999 SF award was presented to 300 Kimball Drive, managed by Transwestern. New Jersey Kimball, LLC is a premier 400,147 SF Class A office building in the heart of Parsippany, one of New Jersey's foremost business markets. Situated within a prestigious corporate campus, 300 Kimball provides tenants with flexible workspace and convenience, while still making a bold statement of professional quality. Originally constructed in 2001 as a single-tenant headquarters facility, Transwestern was hired in 2012 to renovate, lease and manage the building and convert it to a commercial, multi-tenant Class A office building. The building features numerous on-site amenities, such as a full-service renovated cafeteria and lobby, refreshed bathrooms, outdoor patio, on-site gym, manned security desk, 636-space and executive covered parking. In addition, the building has two docks with high doors and dock levels, 1 drive door, 1 dock high for refuse removal, separate storage units for tenants and a 650K diesel backup generator. Environmental sustainability is a key initiative within Transwestern and for this building. In 2013, 300 Kimball Drive received a Silver LEED Existing Building designation and has a current *Energy Star* rating of 90. The building uses green cleaning products and has green practices in place, which include pest control services. Tenant build-outs also follow LEED construction procedures. In addition, the building participates in single stream, bulb, electronic and cardboard recycling.



HEART AWARD



The Heart Award Category winner was based on exemplary local community service and involvement that helped improve the quality of life of others whether by volunteering, fund raising or heightening awareness of a crisis that needed superior intervention. The 2015 “Building” Heart Award was presented to Federal Business Centers. Federal Business Centers has worked to serve the surrounding communities of the Raritan Center Business Park throughout their 75 year history. They strive to maintain the highest level of community involvement and have developed long-lasting relationships with local charitable organizations, schools, government agencies and individuals in need of their support.



One of the initiatives FBC is most proud of, is their continuing support and involvement with local schools. 2015 marks the fifth consecutive year that they have organized career days with local schools through a relationship that began with Principal Kimberly Hahn of the Ross Street School in Woodbridge. This past year, 20 staff members visited the Oak Ridge Elementary School in Woodbridge and shared their professional experiences with their 5th grade students.

Similarly, they supported the Herbert Hoover Middle School in Edison this year by sending 18 coworkers to meet with approximately 50 students in a speed-networking, question and answer forum. This was followed by a full-day visit to their corporate office in Raritan Center a few months later.

In the fall of 2014, FBC sponsored a 5K walk/run in Raritan Center to benefit the James Monroe Elementary School in Edison which was destroyed by a fire earlier in the year, and also, School 25, a school in Woodbridge. This event raised over \$50,000 and brought together tenants, coworkers, local students, parents, the Mayors of both towns, and other government officials.



THE GRAND TOBY AWARD



The Grand TOBY is the “epitome of perfection” in managing buildings in NJ! The winner for achieving the highest score throughout all categories was Boston Properties’ Carnegie Center.

TWO GREAT EVENTS COMING TOGETHER

2016
TOBY
BOMA
NEW JERSEY
2015
ENERGY
WEDNESDAY, MAY 18

This Spring, BOMA NJ has an exciting venue planned that combines both the 2016 BOMA NJ TOBY Awards with the Energy Reduction Awards. The awards ceremony will be held on Wednesday, May 18 at the Brooklake Country Club.

2016 TOBY Awards

Become part of the most prestigious and comprehensive program of its kind in the real estate industry by entering your building in BOMA NJ's, "The Outstanding Building of the Year – TOBY" Award. This program recognizes quality in office buildings and awards excellence in building management. Each entrant must fully complete a 3-page entry form and submit it to BOMA NJ along with the \$75.00 entry fee.

Building judging tours and inspections are anticipated to be held between February 17 and March 1.

Eligibility:

- You may nominate your own building or any other building in the State of New Jersey.
- At least 50% of a building's space must be used as office space to be considered except in the Industrial category.
- The building must be at least 3 years old from the date of occupancy of the first tenant by June 2013.
- The building may not have won at the International level during the past 5 years.

2015 Energy Reduction Award

The BOMA NJ Energy Committee is pleased to announce the 6th Annual BOMA NJ Building Energy Reduction Awards for BOMA NJ member buildings that have reduced the consumption of electricity. The award compares the kilowatt hour (kWh) reduction for 2015. We acknowledge that due to the new timing of the Awards Event there may be a slight overlap in the time periods for energy usage. This will be judged for the 2015 period only.

Criteria:

- Occupancy cannot increase or decrease more than 15%.
- An executed energy reduction plan needs to be submitted.
- Applications will be sent soon.
- The awards will be presented at the May Awards Dinner.
- Energy bills for 2015 (electric)
- Minimum 10% reduction
- Minimum occupancy 50%
- Reduction in overall carbon footprint

For more detailed information, submission materials, and questions, please call Dolores Bocian at 973-696-2914 or visit www.bomanj.org.

The Tools *in* Your Toolbox

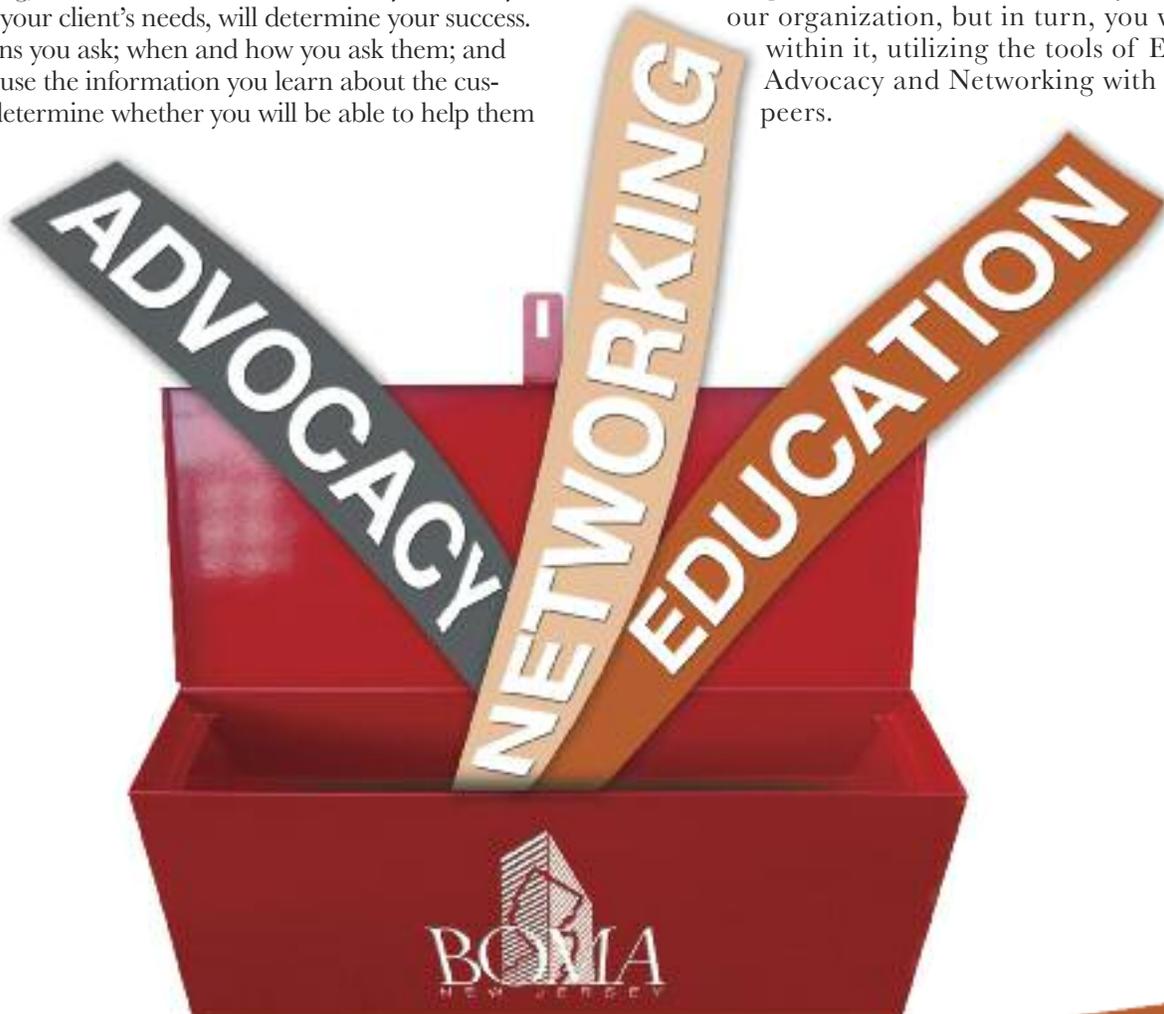
Ray Kroc, Founder of McDonalds said, “Nothing is particularly hard if you divide it into small jobs.” This requires looking at a project as a whole and splitting it up into different parts. Each part requires a plan, a resource, personnel and a tool to get it done. Like Property Management, every profession requires specialized tools designed to increase an individual’s effectiveness allowing them to deliver qualified results. Architects have computer aided drafting (CAD) programs. Dentists have X-ray machines. Even the most talented and knowledgeable mechanic can’t do anything without the right wrenches.

As a member of BOMA NJ, you have unconsciously accrued these tools during the course of your career. These could be in the form of communication skills, IT and computers, social media, accounting, legal, mechanicals (plumbing, roofing, heating, electric), education and certifications, sales and marketing, etc. The use of these tools and your ability to learn about your client’s needs, will determine your success. The questions you ask; when and how you ask them; and your skill to use the information you learn about the customer, will determine whether you will be able to help them

see the need for the services and/or products you are offering. The key is to use all the tools in your toolbox to discover the client’s needs, so you can help them make informed decisions about the options available. Using these tools will allow you to ask dozens of questions in the normal course of the conversation without making the customer feel as though he or she is being interrogated.

Tools are central to most businesses. To have a successful business, it is critical to keep these valuable investments safe and organized. In this sense, BOMA NJ is your toolbox. It is a well-crafted toolbox, fully welded for strength and rigidity. It has a secure closure for your important information and is easy accessible. It has sufficient capacity.

In 2016, we will highlight different BOMA NJ “Tools” demonstrating their purpose and benefits to you as a BOMA NJ member. You will not only help grow our organization, but in turn, you will grow within it, utilizing the tools of Education, Advocacy and Networking with your peers.



Special Olympics New Jersey



BOMA NJ Goes to the Ohio State vs Rutgers Special Olympics Event

On October 24, 2015 members of BOMA NJ were invited to attend a Special Olympics of New Jersey event at High Point Solutions. The game was a much-anticipated match up between Ohio State and Rutgers. As special guests of SONJ, BOMA NJ members Harold Campbell (CenterPoint), Amanda Zega (Mack-Cali), Paul Migliore (BELFOR) and Jeffrey Furey (Transwestern) were invited to sit with athletes and members of the SONJ organization. Though Ohio State ran away with the victory, BOMA NJ members and SONJ athletes had a great time interacting with one another.

BOMA NJ is typically given a limited number of tickets to these events. If you would like to be considered for attendance at the next occasion, please contact us.

BOMA NJ Goes to the SONJ Awards Dinner

On November 20, 2015 members of BOMA NJ were invited to attend the Special Olympics of New Jersey Awards Banquet. As special guests of SONJ, BOMA NJ members Harold Campbell (CenterPoint), Amanda Zega (Mack-Cali), Robin Ann Juron (Bergman Realty) and Amir Gilani (BELFOR) were invited to sit with athletes and members of the SONJ organization. At the event, all of the sponsors including BOMA NJ (Silver Sponsor) were recognized for their commitment to the organization. Athletes from all of New Jersey were recognized for their achievements in the 2015 local and national games.

BOMA NJ's Holiday Celebration 2015



BOMA NJ hosted a beautiful gala event under the stars at The Conservatory at the Madison Hotel in Morristown, NJ on December 2. Once again, Holiday Party Chairperson, Teresa DeZao of ACA Dining Services and the committee – Dolores, Dana and Jen did an outstanding job putting this evening together for our members and their guests. Thank you also to Barbara DeAngelo and Carol Reed who played Santa's elves for our annual "Toys for Tots" collection and to all who were more than generous in bringing a smile to so many children. BOMA NJ would like to extend our warm wishes for a Happy and Healthy New Year!

A person wearing a black long-sleeved shirt is shown from the side, holding a silver handgun in their right hand. The background is a plain, light-colored wall.

active SHOOTER

BOMA NJs October Membership Meeting...always bringing up-to-date and valuable information to our members.

October 13 may have been a wake up call for many during the *Active Shooter* presentation given by Brian P. Lacey, Protective Security Advisor, NJ. Our members took home a wealth of information with them to plan, in the event your facility is faced with a terrorist attack.

Recent years' attacks, such as in Fort Hood Tx, the Aurora Movie Theater, Sikh Temple, Newtown Sandy Hook School, Washington Navy Yard, the Jewish Community Center took America by surprise. Further, in most recent months, the attacks in Paris, San Bernardino California and Philadelphia, PA, have opened our eyes more that this IS reality and WE NEED to be prepared for the worst.

An active shooter incident is usually unpredictable and occurs in a short period of time. It could be committed by a lone gunman who is emotionally disturbed or from what we have seen recently, a small group, or even larger, organized terror groups. Increased terror activity and threats have been reported throughout the world killing and wounding thousands of people.

Lacey said, channel human nature – the “Fight or Flight” instinct: RUN if you can; HIDE if you can't; FIGHT if you must. It is certainly not a time to sit back and do nothing, but rather a time for you and your staff to be prepared.

Prevention measures should be taken:

- Facility Assessment of vulnerability to an active shooter.
- Check/review/update access control, CCTV, Security at all entrances and exits.
- Implement if not already doing, employee

background checks.

- Establish a workplace violence program and/or behavior awareness.
- If you see something, say something. Make tenants and staff members aware.

Preventing future emergencies or minimizing their effects through Mitigation Preparedness includes plans or preparations made to save lives and to help response and rescue operations. A helpful tip and an easy one could be as simple as posting notifications, alarms, plan reminders onto a screen saver. Exit and evacuation signage and routes need to be clearly posted. Not only does a plan need to be made, it needs to be enforced by drills. Remember, visitors don't know your plan, so remind tenants and staff to tell visitors to "follow me," should the need arise. Identify all the building's hide sites and actively perform drills incorporating them. Hide sites could include offices, storage areas, conference rooms, rest rooms, etc.

Response is putting your preparedness plans into action during an emergency.

- Check and LE/Fire/EMS response time to your facility.
- Perform a facility orientation walk-through including communications, layout, ingress/egress, and elevator controls.
- Check on the building's CCTV monitoring site for manning, location, it's capabilities.
- Designate a liaison who will post instructions and essential security and safety information.
- REHEARSE, DRILL, EXERCISE with first responders!!!

Social media also plays an important role in threat activity. It allows live monitoring of suspicious activities and even when an actual event occurs.

You can find valuable information and Active Shooter Workshop resources on The Department of Homeland Security's website at www.dhs.gov/criticalinfrastructure. There are also Federal/State/County/City Government Training Opportunities. This is a time to be proactive and it is critical to implement the "If You See Something, Say Something™," campaign and report suspicious activity immediately.



OHSP Contact Information

For General Inquiries:
Email OHSP@ohsp.state.nj.us
or call (609)-584-4000

Report Suspicious Activity:
1-866-4-SAFE-NJ
2-1-1
tips@homelandsecurity.gov

Download Mobile App:
search "NJ-Safe" in the app store

Connect on Social Media:
[Facebook.com/NJOHSP](https://www.facebook.com/NJOHSP)
[Twitter.com/NJOHSP](https://twitter.com/NJOHSP)
[@NJOHSP](https://www.instagram.com/NJOHSP)
[#NJOHSP](https://www.tiktok.com/@NJOHSP)

Website:
NJhomelandsecurity.gov

SECURITY RESOURCE RECOMMENDATIONS

Offered by the US Department of Homeland Security

SUSPICIOUS ACTIVITY IN NJ

Report any suspicious activity to (866) 4-SAFE-NJ (866-472-3365), by emailing tips@njhomelandsecurity.gov, or by using the SAFE-NJ smart phone application.

SAFE-NJ

OHSP's SAFE-NJ smartphone "app" is now available for reporting suspicious activity. SAFE-NJ, available for iOS, Android, and Windows mobile platforms, provides direct connection to OHSP's 24-hour counter-terrorism watch desk. Download SAFE-NJ.

SECURITY SELF-ASSESSMENT

OHSP developed a facility self-assessment tool that can be used to highlight areas of your facility that could be improved upon. Download OHSP's Facility Self-Assessment Tool.

TRAINING

Protective Measures Training

The following cross-sector and sector-specific training courses and resources are available to public and private sector partners at no cost. These courses provide government officials and critical infrastructure owners and operators with resources to enhance security and resilience.

Independent Study Courses

- IS-906 - Workplace Security Awareness
- IS-907 - Active Shooter: What You Can Do
- IS-912 - Retail Security Awareness - Understanding the Hidden Hazards
- IS-914 - Surveillance Awareness: What You Can Do
- IS-915 - Protecting Critical Infrastructure Against Insider Threats
- Bombing Prevention Training

The US Department of Homeland Security offers training to state, local, and private sector partners to enhance awareness of terrorist threats to the nation's critical infrastructure. Workshops and courses educate participants on strategies for detecting and mitigating these threats.

CRITICAL INFRASTRUCTURE LEARNING SERIES

This series provides information and online seminars on current and emerging critical infrastructure topics to critical infrastructure owners and operators, government entities, and other partners.

Webinars

ACTIVE SHOOTER PREPAREDNESS

Access a 90-minute webinar intended for private and public sectors to understand the importance of developing an emergency response plan and the need to train employees on how to respond if confronted with an active shooter.

RETAIL SECURITY

Active Threat Recognition for Retail Security Officers is an 85-minute presentation discussing signs of criminal and terrorist activity, types of surveillance, and suspicious behavioral indicators. To access a recording of this webinar, please register. After submitting the registration information, you will receive an email confirmation with instructions for logging in to view the material.

THREAT DETECTION & REACTION FOR RETAIL & SHOPPING CENTER STAFF

Threat Detection & Reaction for Retail & Shopping Center Staff is a 20-minute presentation intended for point-of-sale staff, but applicable to all employees of a shopping center, mall, or retail facility. It uses case studies and best

practices to explain suspicious behavior and packages, how to reduce the vulnerability to an active shooter threat, and the appropriate actions to take if employees notice suspicious activity.

CYBERSECURITY IN THE RETAIL SECTOR

Cybersecurity in the Retail Sector provides retail employees and managers with an overview of the cyber threats and vulnerabilities facing the industry. The webinar also reviews the types of cyber systems and infrastructure used by the retail industry and steps that retail personnel can take to address the unique vulnerabilities to those cyber resources.

IMPROVISED EXPLOSIVE DEVICE THREAT AWARENESS AND DETECTION

Improvised Explosive Device Threat Awareness and Detection focuses on identifying improvised explosive devices (IED). The training provides awareness-level information for staff, management, and security to recognize, report, and react to unusual activities and threats in a timely manner.

EVOLVING THREAT

Evolving Threat: What You Can Do is a webinar that includes a synopsis of evolving threats, followed by a protective measures presentation that help owners and operators better protect their facilities, employees, and community. The session combines subject matter experts, video scenarios, and valuable information to enhance security efforts.

HOTEL SECURITY

Safeguarding Hotels from the Threat of Terrorism was developed in collaboration with the American Hotel & Lodging Association and provides information on key terrorism topics with reference to actual events. The webinar includes a high-level

briefing on the threat climate for the hotel industry and specific protective measures focusing on observing and reporting suspicious activity and items. The webinar focuses on terrorism topics including, but not limited to, lessons learned from Mumbai-style attacks; IED awareness and response, and active shooter scenarios.

SURVEILLANCE DETECTION

Surveillance Detection Awareness on the Job is part of the DHS "If You See Something, Say Something™" campaign to raise public awareness of potential indicators of terrorism, crime, and other threats, and to emphasize the importance of reporting suspicious activity to law enforcement. This free online interactive session of video scenarios, commentary by a panel of experts, and questions and comments will better prepare participants to guard against surveillance activities.



For further information, visit www.njhomelandsecurity.gov/ or www.dhs.gov/office-infrastructure-protection.

ENVIRONMENTAL HEALTH & SAFETY ISSUES

Starting February 1, 2016, Parsippany

Ensuring workplace and employee health and safety are issues at the center stage of today's property industry. As a property professional, this course will help you develop and manage proactive environmental/occupational health and safety programs, comply with regulatory standards and guidelines, and assess when to obtain technical assistance.

Key topic areas: local, state, and federal regulations; environmental site assessments; hazard communication; emergency response; asbestos and lead management; ergonomics; indoor air quality; hazardous waste; storage tanks; audits, recordkeeping, and other regulatory issues; ADA, EPA, OSHA, CERCLA, and the FULL ALPHABET SOUP of environmental health and safety.

Applies to: FMA®, RPA®, SMA® designations

ENERGY MANAGEMENT & CONTROLS

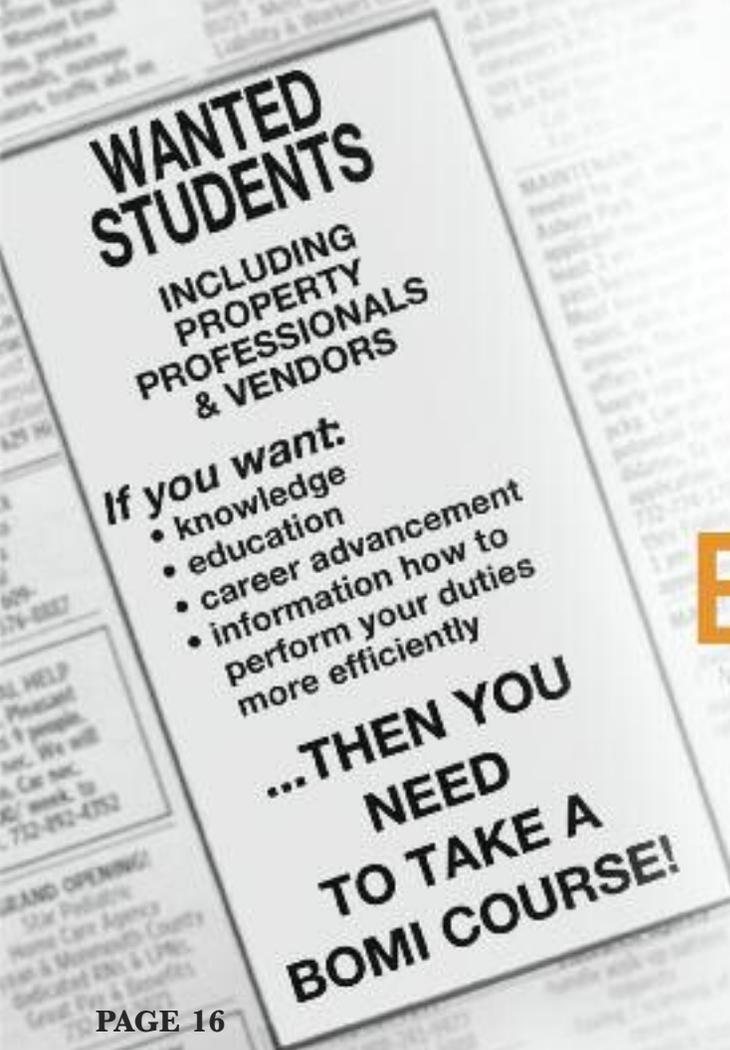
Starting February 3, 2016, East Brunswick

Understanding the key maintenance and energy management aspects of building management is critical to running a cost-effective operation. From everyday preventive maintenance tasks to the challenge of developing and selling an energy plan, this course provides you with the skills to evaluate and optimize your current system, the know-how to integrate new components, and the ability to communicate your needs to decision makers.

This course teaches you to develop energy management strategies for HVAC, electrical, and lighting systems. You will learn about the components, principles, adjustment, and maintenance of system controllers, auxiliary devices and electronic, pneumatic, and computer control systems. We'll cover heating, cooling, and humidification control applications, along with variable air volume and building pressurization control devices. You'll develop the skills and knowledge to perform a cost/benefit analysis of HVAC, electrical, and lighting systems, and to create an energy management program for your facility.

Key topic areas: energy management programs; preventive maintenance; building automation systems; HVAC, electrical, and lighting control systems; VAV boxes; energy management opportunities; SOPs; energy consumption factors; retrofit strategies; measuring ROI on energy initiatives

Applies to: SMC and BEC certificates
SMA® and SMT® designations



To be well on your way to becoming a property professional by enrolling in a course, please visit www.bomanj.org or call 973-696-2914.

Congratulations to Luis L. Rivas for receiving his SMA designation!

GOLD SPONSOR
3 AVAILABLE

SILVER SPONSOR
7 AVAILABLE

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WINTER *safety*

Submitted
By Allied Barton Security Services

This is a good time to focus on the hazards related to cold weather including hypothermia, frostbite and walking or driving on ice.

HYPOTHERMIA

Hypothermia develops when your body temperature falls below normal from exposure to colder temperatures. Insufficient or wet clothing is often a contributing factor. Hypothermia can occur extremely fast and without notice. You may shiver and become lethargic and clumsy. Speech may become slurred and body temperature will decline in more severe cases. If you suspect hypothermia, call 911 immediately. If possible, take cover indoors, remove any wet clothing and wrap your body in a blanket.

FROSTBITE

Frostbite happens when the skin and outer tissues become frozen. Extremities like fingers, toes, ears and nose are most susceptible. They may become pale, gray and blistered and you may experience a feeling of burning or numbness. Get indoors and place the frostbitten parts of your body in warm (not hot) water. Warm washcloths may be applied to frostbitten nose, ears and lips. Do not rub the frozen areas. After a few minutes, dry and cover yourself with clothing or blankets. If the numbness continues for more than a few minutes, call your doctor.

DRIVING SAFELY ON ICY ROADS

Decrease your speed and leave plenty of room to stop. Brake gently to avoid skidding. If your wheels lock up, ease off the brake and steer in the direction you want the front wheels to go. Turn on your lights to increase your visibility to other motorists. Keep your lights and windshield clean. Use low gears to keep traction, especially on hills. Don't use cruise control or overdrive on icy roads. Be especially careful on bridges, overpasses and infrequently traveled roads, which will freeze first. Don't pass snow plows or sanding trucks.

REMEMBER

Freezing rain and ice occur at 32°. These conditions increase the risks for slips and falls, and can also contribute to vehicle accidents. As a best practice, check the tread on your tires and shoes before heading out into the cold.

WHAT TO WEAR

Several thin layers will keep you dry and warm. Don't forget slip resistant boots, gloves and a hat, which must adhere to company guidelines.

The sun's rays can still cause sunburn in the winter, especially when they reflect off snow. Make sure to cover your exposed skin with sunscreen.

IF YOUR VEHICLE IS STUCK

Do not spin your wheels.

Clear snow away from the wheels.

Use sand or kitty litter by wheels to gain traction.

Rock the vehicle back and forth using forward then reverse.

MEMBER news

BRAVO!'s Frank Wardzinski Recipient of BSCAI's Walter L. Cook Award for Distinguished Service

BRAVO! Group Services, one of the largest, privately-held facility support companies in the country, is pleased to announce that Frank S. Wardzinski has been selected as the winner of this year's BSCAI Walter L. Cook Award for Distinguished Service. This award is presented to the BSCAI member who has made outstanding contributions in furthering the programs and image of the association and the building service contracting industry.

"We are very excited to congratulate Mr. Wardzinski on winning this prestigious award as he has worked endlessly to promote education and training at all levels within our organization, as well as in the facility services industry. Frank clearly exemplifies all of the leadership qualities across the board and is certainly deserving of this recognition," stated Karen J. Martinez, President and CEO of BRAVO! Group Services.

Mr. Wardzinski joined BRAVO! Group Services in 2001 as Managing Director. He was previously employed by Monarch Group Services as Senior Vice President and has worked in the facility maintenance and security industry since 1985. Mr. Wardzinski was promoted to Executive Vice President in 2005 and COO in 2010 with the additional responsibilities of strategic acquisitions and due diligence.

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www.BOMANJ.org**

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..always bringing valuable
up-to-date information to our members!

2016 CALENDAR OF EVENTS

- January 26, 2016
Budget & Accounting Class Begins
- January 27, 2016
BOMA Meeting & Election of Board
- January 31-February 3, 2016
BOMA International Business Meeting &
National Issues Conference
- February 1, 2016
Environmental Health & Safety Class Begins
- February 3, 2016
Energy Management & Controls
Class Begins
- February 24, 2016
BOMA Meeting
- March 30, 2016
BOMA Meeting
- April 14-16, 2016
Mid-Atlantic Regional Conference (MAC)
- April 27, 2016
BOMA Meeting
- May 18, 2016
BOMA Awards Dinner
- June 24-28, 2016
BOMA International Conference and Expo
- August 1, 2016
BOMA Golf Outing
- September 28, 2016
BOMA Meeting
- October 28, 2016
BOMA Allied Partners Event
- November 16, 2016 BOMA Meeting
- December 7, 2016 BOMA Holiday Party

P R E V E N T I N G A N O F F I C E EPIDEMIC

Submitted
By Allied Barton Security Services

Epidemics affect and jeopardize all facets of day-to-day business existence. Rapid, rational response during a widespread illness or disaster may not only save your life and the lives of your employees, but also your business. Following simple guidelines for healthy behavior, and communicating epidemic plans to ensure that those around you are fully aware of how plans are to be executed, will help you to handle the situation more effectively.

IT ALL STARTS WITH HEALTHY HABITS

- Maintain a balanced diet.
- Exercise regularly.
- Get plenty of rest.
- Wash hands thoroughly – for at least 10-20 seconds – and often.
- Cough or sneeze into your sleeve, not hands.
- Routinely clean and disinfect desks and common areas.
- Keep up on immunizations.
- Stay home when you are sick.
- Avoid close contact with those who are ill.

Simple Guidelines that You and Your Employees can Follow in the Event an Epidemic Occurs:

- Communicate the company pandemic/epidemic plan to all employees and be certain that everyone is fully aware and trained on how the plan is to be executed—staff notification, evacuation, assembly location.
- Maintain regular contact with other company locations and develop a plan where each office can assist each other if necessary.
- Preserve vital records off-site such as financial, insurance, client and building information.
- Place into action a continuity plan due to employee absenteeism—including implementation of a strategy so that critical employees can work remotely.
- Have masks, gloves and cleaning agents available to all employees at your site.
- Designate a company spokesperson who can address the media, should the need arise.
- Prepare a list of emergency information, including each employee's family contact information, client contacts, state public health department and emergency contact information, such as police, fire and paramedics.

For more information on preventing an epidemic in your office...

*U.S. Department of Health and Human Services:
www.pandemicflu.gov*

*Centers for Disease Control and Prevention:
www.cdc.gov*

NOVEMBER *speakers*



LEGIONELLA WHAT YOU NEED TO KNOW TO DEVELOP YOUR PROPERTY'S PLAN

Presented by D. Lee Jones of Homeyer Consulting Services, Gardner Jackson of NALCO and Jim Lorditch of CHEM-AQUA, November's monthly meeting was informative and pertinent to a person working in an environment that has a cooling tower. Legionella, defined as "the bacterium that causes Legionnaires' Disease, flourishes in air conditioning and central heating systems," can lead to severe health issues and in some, death. Once Legionella forms into an aerosol a person has to breath it into their lungs, but not all people are effected by it. Mostly those who have compromised immune systems or even diabetes are the ones at greater risk. Legionella

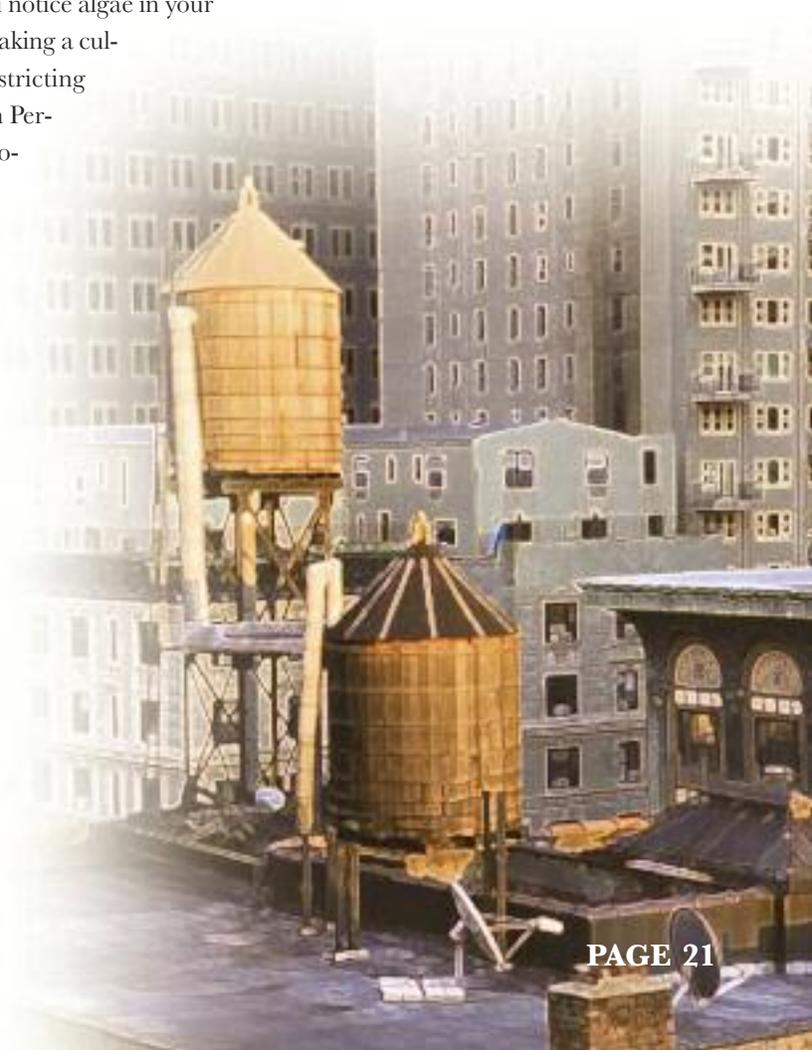
lives in slime, biofilm where it grows. Cooling towers are a haven for Legionella.

The first line of defense to control Legionella is to eliminate it! If you notice algae in your cooling tower, "get it fixed." Tower remediation techniques include: taking a culture test; disinfecting and physically cleaning it; refilling and redistricting again; and finally, retesting the system. Industrial-strength Hydrogen Peroxide is effective in many cases to kill bacteria. There are many professional companies that do just this and can be hired to test and clean your cooling tower. Rooftop tanks need to be cleaned every year and hot water tanks are most susceptible. Buildings with plenty of showers create the most aerosols and pose the biggest problem.

It is expected that by March 1, 2016, ASHRAE and NYC will disclose what is considered the "safe level" and if your results are not in compliance with this number, you can be penalized and fined. There may be a time in the not so distant future, that a new position will be created in commercial buildings that will encompass checking on levels once a week and being responsible for developing and implementing a program to avoid Legionella.

Keeping paper trails for service reports are a must and should include: establishing procedures, monitoring and testing the systems, and taking corrective actions. You will need to give an inspector this documentation and it will show that you are working with someone and trying to do the right thing.

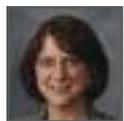
UNDERSTAND YOUR WATER!



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