



# FOUNDATIONS OF REAL ESTATE MANAGEMENT

## MODULES

- ⇒ **Module 1: Real Estate Administration**  
*Larry Lenrow, The Davis Companies*
- ⇒ **Module 2: The Well-Versed Real Estate Manager**  
*Barry Familetto, Stetson Management & Development Company*
- ⇒ **Module 3: Building Operations I**  
*Mike Gill, Federal Reserve Bank of Boston*
- ⇒ **Module 4: Building Operations II**  
*Mike Gill, Federal Reserve Bank of Boston*
- ⇒ **Module 5: Putting It All Together**  
*Mark Giampa, Related Beal*

*Please refer to the back of this form for more details on each module.*

**APRIL 6, 13, 27, MAY 4, 11 (FRIDAYS)**

Two Center Plaza, Mezzanine Suite Training Room, Boston | 8:30am—2:30pm

## WHAT IS FOUNDATIONS?

A 5-module, 28-hour, entry-level course, covering the fundamentals of commercial real estate administration, management, building systems, accounting/reporting, contract management, and more.

## FOR ALL EXPERIENCE LEVELS, FOUNDATIONS...

- Reinforces on-the-job training for junior and assistant property managers
- Provides “feet-on-the-ground” experience and exposure for administrative assistants and students considering a career in commercial real estate
- Offers a great refresher for experienced professionals—fills training gaps and provides important management and operations updates
- Supports suppliers and building engineers who benefit from understanding the basics of real estate management

## REGISTRATION

- ☐ BOMA Member \$700
- ☐ BOMA Non-Member \$850

*Pre-payment is required. No refunds will be given for cancellations after April 2.*

Please register by:

**Monday, April 2, 2018**

Email: Cam Archibald at [carchibald@gbreb.com](mailto:carchibald@gbreb.com) or 617-399-7868

Mail: One Center Plaza, Mezzanine Suite,  
Boston, MA 02108

NAME

COMPANY

ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

### Payment method

CHECK (PAYABLE TO BOMA)

VISA

MC

AMEX

DISC

NAME ON CARD

CARD #

EXP. DATE



# FOUNDATIONS OF REAL ESTATE MANAGEMENT

## MODULE 1: REAL ESTATE ADMINISTRATION

**Friday, April 6 | 8:30am - 2:30pm**

**Instructor:** Larry Lenrow, The Davis Companies

- Roles and responsibilities of a property manager
- Adding value to a real estate investment
- Strategies for tenant satisfaction
- Contracting with vendors and suppliers/managing supplier agreements
- Property characteristics and leasing/marketing strategies
- Managing risk and understanding commercial insurance

## MODULE 2: THE WELL-VERSED REAL ESTATE MANAGER

**Friday, April 13 | 8:30am - 2:30pm**

**Instructor:** Barry Familetto, Stetson Management & Development

- Developing effective emergency and disaster preparedness plans and programs managing tenant improvements
- Budgeting, accounting, and business plan development
- Models for recovering operating expenses
- Due diligence process for buying and selling real estate
- Understanding OSHA safety requirements

## MODULE 3: BUILDING OPERATIONS I

**Friday, April 27 | 8:30am - 2:30pm**

**Instructor:** Mike Gill, Federal Reserve Bank of Boston

- How HVAC and plumbing systems work
- How electricity flows through a building and the various levels of power
- Work order systems and best practices for service calls

## MODULE 4: BUILDING OPERATIONS II

**Friday, May 4 | 8:30am - 2:30pm**

**Instructor:** Mike Gill, Federal Reserve Bank of Boston

- Types and operations of fire alarm and control systems
- Reactive vs. preventative vs. predictive maintenance of building facilities/systems
- Elevator and escalator systems and operations
- Roofing systems—built-up, modified bitumen, single-ply
- Managing solid waste and recycling
- Managing cleaning services and contracts

## MODULE 5: PUTTING IT ALL TOGETHER

**Friday, May 11 | 8:30am - 2:30pm**

**Instructor:** Mark Giampa, Related Beal

- Successful approaches to pest management
- Types of parking structures and parking management
- Assuring secure and safe buildings
- Understanding and managing landscaping tasks and snow removal
- Learn about BOMA and meet BOMA leaders
- Learning assessment group exercise

*\*\*Once you have completed the course, you will receive a certificate in the mail directly from BOMA International!*