



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.

Fridays, February 15, 22, March 1, 8, 22, 2019

BOMA Offices, Three Center Plaza, Boston | 9:00 am —3:00 pm

Feb 15—Tour of Alewife Development , Cambridge until 4:30pm

March 22—Tour of Congress Square, Boston until 3:30 pm

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

A casual lunch is included each class.

Pre-payment is required. No refunds will be given for cancellations after February 10.

Please register by:

Friday, February 1, 2019

Email: Cam Archibald at carchibald@gbreb.com or 617-399-7868

Three 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, February 15, 9:00 am—3:00 pm

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, February 22, 9:00 am—3:00 pm

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, March 1, 9:00 am—3:00 pm

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, March 8, 9:00 am—3:00 pm

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, March 15, 9:00 am—3:00 pm

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.