

THE OFFICE BUILDING OF THE YEAR RECOGNIZING EXCELLENCE PRESTIGIOUS ANNUAL AWARD
OUTSTANDING MANAGEMENT AND OPERATIONAL EFFICIENCY ENVIRONMENTAL SUSTAINABILITY
COMMUNITY IMPACT TENANT RETENTION EMERGENCY PLANNING THE OFFICE BUILDING OF THE
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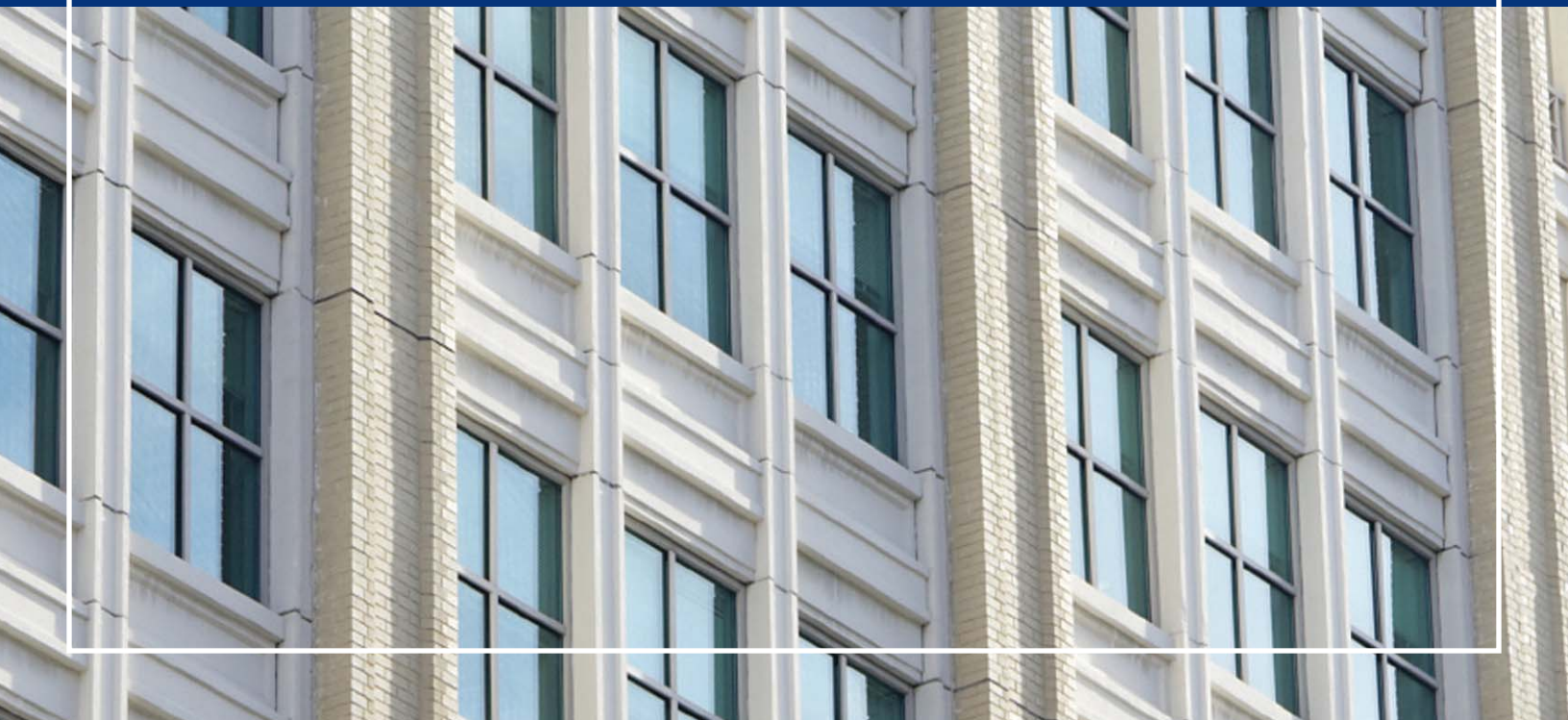


AOBA

Apartment and Office
Building Association
of Metropolitan Washington

2010-2011 TOBY Awards

CALL FOR ENTRIES



CALL FOR ENTRIES

LOCAL TOBY AWARDS

The TOBY Mission: Recognizing excellence in building management, operational efficiency, tenant retention, emergency planning and community impact.

The Office Building of the Year "TOBY" Awards Program has been identified as the most prestigious of its kind in the commercial real estate industry. It recognizes quality and awards excellence in the daily management of office buildings.

Involvement in this program has nearly tripled from its inception 25 years ago, and has had the participation of diverse BOMA members. TOBY has drawn attention to hundreds of office buildings across the United States and Canada, and to the owners, managers and architects who conceive, operate and design them.

Over the years, numerous AOBA members have reached the international level. **AOBA invites you to participate in this distinguished program for 2010-2011.**

CATEGORIES

Under 100,000 Square Feet*

Any and all office buildings are eligible.

100,000 - 249,999 Square Feet*

Any and all office buildings are eligible.

250,000 - 499,999 Square Feet*

Any and all office buildings are eligible.

500,000 - 1 Million Square Feet*

Any and all office buildings are eligible.

Over 1 Million Square Feet*

Any and all office buildings are eligible.

Renovated Building

Must be at least 15 years old and have maintained occupancy during the renovation process. Renovation can encompass: **rehabilitation** (the restoration of a property to satisfactory condition without changing the plan, form, or style of a structure), **modernization** (taking corrective measures to bring a property into conformity with changes in style, whether exterior or interior. It requires replacing parts of the structure or mechanical equipment with modern replacements of the same kind but not including capital additions), and **remodeling** (changing the plan, form or style of a structure to correct functional or economic deficiencies).

In order to be eligible, a minimum of five of the following work projects must be completed by June, 2010:

- New Roof
- New Boilers/HVAC system
- Cleaning Building Exterior
- New Street Level Facade
- New Electrical System
- New Sprinkler System
- Upgrade Elevator System Components - Including Cabs
- New Security Systems
- Re-do Main Lobby
- Re-do Restrooms to Comply with Codes

Following substantial completion of the renovation projects, the building must enter the TOBY program within five years to be eligible for this category.

Historical Building

Must be at least 50 years old with original design maintained. This category includes all sizes of buildings meeting the age criterion.

Corporate Facility

Must be a single-use facility at least 50% occupied by the corporate entity. Includes government agencies and private enterprises.

Medical Office Building

Must be at least 75% medical use, with no overnight patients.

Government Building

Must be government owned and at least 50% occupied by government entities, either local, state, provincial or federal.

Suburban Office Park (Low-Rise)

Two or more buildings, **one to five stories** in height, that occupy a land greater than five acres and located outside of the CBD.

Suburban Office Park (Mid-Rise)

Two or more buildings, **six to 10 stories** in height, that occupy a land greater than five acres and located outside of the CBD.

EXAMPLE: A park that has five 3-story buildings and one 7-story building must enter the mid-rise category.

Industrial Office Park

Two or more buildings, comprising a total project, one to two stories in height, with more than 5% and less than 50% office area. Building(s) must have a loading dock, roll-up or sliding rear door(s) for loading, with no common lobby or corridors except for restroom vestibules and utility or fire equipment access.

**Area will be rentable area of the building using the BOMA/ANSI Standard Method for Measuring Floor Area in Office Buildings.*

Earth Award (Green Building)

This award honors and recognizes the building management teams that preserve and enhance the internal and external environment through an all-around "green" program. The Earth award is based on excellence in environmentally sound office building management and includes the categories of indoor air quality and green cleaning, recycling, energy/water conservation, green purchasing policies, and tenant communications.

Properties will be evaluated after submitting their applications and entrance fee of \$200 per property via an on-site inspection on May 5 & 6, 2010. The visiting judges, a select group of property management professionals, will consider the following areas for judging purposes: Entrance/Main Lobby, Security, Management policies/procedures/expense controls, Staff training/designations & community impact, Elevators, Multi-Tenant Corridors, Restrooms, Stairwells, Typical Tenant Suite, Roof, Parking Facilities (if owner/agent operated), Landscaping/Grounds, Refuse Removal Area and Tenant Amenities.

Please note that beginning this year, all TOBY entries are required to be ENERGY STAR benchmarked and provide a copy of their current year Statement of Energy Performance to the AOBA judging team.

One building in each of the qualifying categories will be awarded "Winner" upon attaining a minimum score of 75% or higher. The winners will be honored at an elegant luncheon celebration on Friday, June 11, 2010, from 11:30 - 2:00 p.m. at the J.W. Marriott in Washington, DC.

2010-2011 TOBY APPLICATION

ONE FULLY COMPLETED FORM MUST BE FILLED OUT FOR EACH PROPERTY

All entries must be received by March 19, 2010

Entry Fee: \$200 per property for AOBA Members

\$300 per property for non-AOBA Members

Plan to join us for a very informative TOBY Seminar on February 11, 2010 (see enclosed flyer).

Contact Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Name/Address of Building: _____

Building Age: _____ Age of Renovations (if applicable): _____

Building Size(RSF): _____ Garage(Spaces): _____ Avg. Floor Size: _____

Operating Expenses (PSF): _____ Rental Rates (PSF): _____

Building Amenities: _____

Building Category: _____

Property Management Firm: _____

Owner: _____ Architect: _____

Property Manager/On-site Contact, Phone Number and e-mail: _____

Location of Building (attach directions and supply a map)

Written Directions Attached: _____ Map Attached: _____

Enclosed is my check/money order to process my application for \$_____ payable to AOBA.

Please charge my credit card in the amount of \$_____ (check one):

VISA Master Card Exp. Date: _____

Card # _____

Name (print) _____

Signature _____

Mail or fax this form with entry fee to:

AOBA – TOBY, 1050 17th Street, NW, Suite 300, Washington, DC 20036

Fax: 202.296.3399

If you have any questions, please contact Pamela Oeler at AOBA:

Phone: 202.296.3390 | Email: poeler@ aoba-metro.org

TOBY 2010-2011

ELIGIBILITY

The building must be a member, or managed by an entity that is a member, in good standing with both AOBA and BOMA International if that entry is to progress to the regional and/or international level.

- The building may not have won at the international level during the past 5 years.
- The building must be at least 3 years old from the date of occupancy of the first tenant by June, 2010
- At least 50% of a building's space must be used as office space to be considered (Industrial Office Park is the exception).
- Each building may enter in only one category.
- A separate application must be submitted, along with payment of \$200 per property, for each community entered. The application may be copied for multiple entries. To be eligible, applications must be completed and received in the AOBA Office by no later than March 19, 2010.
- No refunds are given for cancellations at any time.
- The building must win at the local level to advance to the regional level, and must win at the regional level to advance to the international.
- All TOBY entries are required to be ENERGY STAR benchmarked and provide a copy of their current year Statement of Energy Performance. If a local winner advances to the regional level, they will be required to share their data with BOMA International in the ENERGY STAR online portfolio manager.

Visit the TOBY page of AOBA's web for timeline, sponsorship, and other details: www.aoba-metro.org

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The Tower Companies

**Please contact Pamela Oeler, Director of Special Events,
poeler@aoba-metro.org to join this sponsorship.**



Printed on FSC-certified paper, using 50% recycled content and 25% post-consumer waste.

“The TOBY competition provides not only a chance to promote your building; it also allows an excellent opportunity to showcase the true building asset – the management team!”

Michael Hood, RPA, Sr. Property Manager
Vornado/Charles E. Smith
1700 K Street, NW, Washington, DC
2008 Local Grand TOBY Winner
250,000 – 499,999 Square Foot Category

“The TOBY experience brought a fresh, new mission to the team and provided a catalyst for increased awareness, pride and ownership of the property. This kind of exercise resonates throughout one’s career and is a learning experience that promotes excellence”. “Everything good comes out of the TOBY experience - win or lose. It provides real purpose to take the property to a new level of detail and potential success.”

Bradd Meadows RPA, FMA, LEED AP
Operations Manager – Engineering
Discovery Communications, LLC
2008 Local Winner, Earth Award (Green Building)

“I have entered the TOBY Competition three times— in 2003, 2005 and 2009. Each time, the experience has given me the opportunity to work as a team and grow as a manager. The 2009 experience truly brought our management and engineering teams closer together; it’s simply amazing what the TOBY experience can do for your building’s reputation and for your own professional resume.”

Renee A. Gibbs, RPA, CPM
Senior Property Manager
Vornado/Charles E. Smith
2009 Local Grand TOBY Winner
500,000 – 1 Million Square Foot Category