



# Allied Membership Information and Application

San Antonio Building Owners and Managers Association, Inc.

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# San Antonio **B**uilding **O**wners and **M**anagers **A**ssociation

## Is Your Voice in the Office Building Industry

- REGULAR MEMBERSHIP applies to commercial property including office buildings, medical buildings, government buildings and industrial warehouses, and residential buildings greater than 9 floors.
- ALLIED MEMBERSHIP applies to firms who are engaged in a trade, industry or profession allied to the commercial real estate industry (i.e., vendors/suppliers/professional firms).

### BOMA MEMBERSHIP MEANS...

#### A STRONG LEGISLATIVE VOICE AND INDUSTRY REPRESENTATION

At the local, state and national levels, BOMA represents your concerns. From local code and real estate issues, to national legislation on issues such as the Americans with Disabilities Act (ADA), indoor air quality (IAQ), and the phase-out of chlorofluorocarbons (CFCs), BOMA protects your interests. Through its professional lobbying efforts, BOMA International influences legislation and represents your interests before federal agencies such as the Environmental Protection Agency (EPA) and the Justice Department.

#### INFORMATION

BOMA provides its members with a competitive edge through updates and reports on emerging trends and current issues as well as industry specific seminars. BOMA members are alerted to changes well in advance to help minimize their effect on the bottom line.

#### PRIME NETWORKING OPPORTUNITIES

Access to the "movers and shakers" in the property management field is provided through monthly meetings and events, local and national membership directories, and newsletters.

#### PROFESSIONAL DESIGNATION PROGRAMS

Offered through the Building Owners and Managers Institute (BOMI), courses of study lead to the nationally recognized designations of Real Property Administrator (RPA®), Facilities Management Administrator (FMA®), and Systems Maintenance Administrator (SMA®).

#### TIMELY EDUCATION

Local seminars and workshops offer name speakers on the issues and trends changing the industry. BOMA International's Annual Convention and The Office Building Show® highlight the best industry talent through in-depth education seminars and exhibits of emerging technologies and new services.

#### RESEARCH

Local projects include an annual salary survey of office building personnel, and an ad valorem tax report. Your link with BOMA International provides the source of valuable office building performance data and special studies on a variety of industry topics.

#### PUBLICATIONS

Local association new flashes and BOMA International's e-Newsletters cover news of the commercial real estate industry, trends, legislative and regulatory affairs and more. BOMA International also offers a wide range of special publications on a variety of topics.

# **Allied Membership: Things to Know About The BOMA San Antonio Application Process**

1. *Can I join immediately?* Currently, we are on an Allied Member Waitlist. We must keep a membership ratio of 55% regular members (building owners and property managers) to 45% allied members (vendors serving the property management field/construction). Once the BOMA office receives all of the application requirements with the annual dues payment, the application is considered complete and then put on a waiting list. As new property managers/buildings join BOMA and the ratio changes, then the completed applications are reviewed by the Board in the order the completed application was received by the BOMA office.
2. *What is a sponsor?* Prospective Allied Members need three recommendations from current Regular Members. A Regular Member is a property manager, not a vendor. Please forward the recommendation page of this application, to any and all of the property managers that you believe to be BOMA members. If the Property manager is a BOMA member, they will be familiar with this process.
3. *How do I find sponsors?* Check your current client list and inquire if they are BOMA members. Most of the “Class A & B” high rise office buildings in San Antonio are BOMA Members. It is the prospective member's responsibility to obtain the required recommendations.
4. *Where do I mail my completed application package and check?* Mail to BOMA San Antonio, 1635 NE Loop 410, Ste. 600, San Antonio, TX 78209. Our phone number is 210-822-4499 or email to [admin@bomasanantonio.org](mailto:admin@bomasanantonio.org).
5. *How is my membership activated?* Prospective members are not Members until dues payment has been received and their application has been formally approved by the Board of Directors.
6. *How do I find out when we have been approved for membership?* Applications are considered monthly by the Board of Directors. You will be notified of your approval status following the Board Meeting at which your application is considered.
7. *Can I get a list of BOMA members?* No, the membership roster is not available to nonmembers. Once your application is approved by the Board, new members will receive a login name & temporary password to the website. Under the Members tab, the membership directory may be accessed.
8. *Can I attend membership luncheons before we join?* BOMA SAN ANTONIO membership meetings are generally restricted to members only. Representatives of prospective members may attend one luncheon meeting to become acquainted to our organization but cannot attend regularly until their company is a bona-fide dues-paying member. However, you are welcome to participate in our October golf tournament as a player and/or sponsor. Professional decorum is maintained at all BOMA functions. Blanket distribution of business cards or literature is not permitted.

# BOMA San Antonio

## Allied Membership Application

(please print or type)

Date: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Principal Representative (dues \$825): \_\_\_\_\_

Title: \_\_\_\_\_

Add'l Representative(s) - maximum of 3 (dues \$625 each): \_\_\_\_\_

Add'l Rep Title(s): \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_ Website URL: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Type of Business: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Sponsors: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

(3 completed recommendation forms required; sponsors must be *Regular* BOMA SAN ANTONIO Members)

Dues Schedule for membership through December:

Principal Representative	Additional Representatives
\$ 825.00	\$ 625.00 each, up to three

*Note: Do to an Allied Member waiting list, the dues requirement will not be enforced until you are second on the list.*

By execution of this Application for Membership, applicant and its representatives hereby acknowledge and agree that they have and will continue to uphold the principles set forth in the BOMA SAN ANTONIO Code of Ethics, a copy of which has been provided to applicant, and that any previous or prospective breach of the principles embodied in the BOMA SAN ANTONIO Code of Ethics is grounds for disciplinary action which may include rejection or termination of membership or mandatory designation of a new representative.

Signature(s) - required for all prospective representatives listed above

Note: For Federal Income Tax purposes, 7.3% of 2015 dues payment supports state and federal lobbying efforts and is therefore not deductible as an ordinary and necessary business expense.

(rev 1/15)

# SAN ANTONIO BUILDING OWNERS AND MANAGERS ASSOCIATION CODE OF PROFESSIONAL ETHICS AND CONDUCT

San Antonio Buildings Owners and Managers Association and its Regular and Allied Members are committed to promoting the highest level of professionalism, integrity, and ability available in the commercial property and asset management and related industries (the "industry"). This Code of Professional Ethics and Conduct is designed to foster trust and mutual respect among those in the industry as well as the public at large. It is not intended to discourage fair and healthy competition within the industry. We consider industry relationships critical to the industry's success.

Minimum standards of conduct shall include, but not be limited to the following:

- \* Each member shall conduct business in a manner displaying the highest degree of professional behavior thus bringing credit to the industry. Members shall speak truthfully and act in accordance with the principles of honesty and integrity. Members shall not misrepresent their own scope of knowledge and ability to perform services.
- \* Each member shall diligently and honestly pursue its client's legitimate objectives. Whenever possible, objectives should be put in writing to avoid misunderstanding. No member shall place his or her own needs and desires above those of the client in the performance of work for that client. Each member shall conduct his or her business strictly adhering to all applicable federal, state and local laws as well as regulations, codes and ordinances.
- \* Each member shall maintain as confidential any legitimate business information provided in confidence until and unless given permission to disclose it by the source, or for the length of time that confidentiality is legally required.
- \* Each member shall endeavor to deal fairly with its clients. No member shall take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair dealing practice.
- \* Each member shall endeavor to remain knowledgeable of subject matter impacting the industry and shall share such information within the industry network in the member's area.

I/We pledge to uphold the San Antonio Building Owners and Managers Association Code of Professional Ethics and Conduct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Member: \_\_\_\_\_

(For Regular, the Member is the building; for Allied, the Member is the company)

By: \_\_\_\_\_

Signature - Principal Representative

By: \_\_\_\_\_

Signature - Associate/Additional Representative

By: \_\_\_\_\_

Signature - Associate/Additional Representative

By: \_\_\_\_\_

Signature - Associate/Additional Representative

SAN ANTONIO BUILDING OWNERS AND MANAGERS ASSOCIATION

Letter of Recommendation for Allied Member Applicant

*This Section to be completed by Allied Member Applicant:*

Name of Firm: \_\_\_\_\_

Primary Representative and Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_

Please explain briefly why you feel your company would be an asset to San Antonio BOMA as a member of our association.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*This section to be completed by Regular Member (Property Manager) Sponsor:*

*(Note to sponsoring member: Your recommendation of a prospective Allied Member is part of a very important process in screening applicants. Our Membership Committee and Board of Directors consider this a significant responsibility on your part, and relies on your judgment. The leadership of BOMA SAN ANTONIO appreciates your careful consideration in providing this recommendation. Please send the original of this form to the BOMA SAN ANTONIO office, and a photocopy to the applicant company.)*

Name of Sponsor: \_\_\_\_\_

Please check which best describes your association with the applicant:

Currently doing business with applicant, since \_\_\_\_\_ (year)

Have previously done business with applicant for \_\_\_\_\_ (time period)

Anticipate doing business with applicant in the future

Other, give detailed explanation \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please explain briefly why you are recommending this applicant to BOMA SAN ANTONIO and what contribution you feel they would make to our organization.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of sponsoring member: \_\_\_\_\_

Date: \_\_\_\_\_