

# IREM

## Insight

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## How to Prevent Office Theft

*Don't let office creepers take advantage of having access to your building*

By Jenna M. Aker

Theft in the workplace is more common (and more damaging) than you might realize – and we're not talking about stolen lunches. Cash, computers, and even identities could be snatched from right under your nose – in your building – and the results can be devastating. "Workplace theft is a huge problem; according to a survey by

CNN, it's the cause of failure for one in three businesses," says Joe Mac McConnell, Vice President of small business at ADT Security Services in Boca Raton, FL. Building owners and facility managers need to equip themselves to fight office crime and protect their businesses with an integrated, careful approach. Find out who may be stealing from you, and how you can prevent it.

### **Who Would Do This?**

The answer: anyone. From serial thieves and desperate employees to cleaning staff or building visitors, the profile of an office thief varies. "Theft in the workplace is a serious matter that's on the rise for a large majority of facilities," says Mark Hankewycz, director of security services at Chantilly, VA-based Protection Engineering Group Inc. "With the current economic downturn, incidents of theft – along with other criminal activity – is on the rise." People desperate to make ends meet, or with other money-consuming hobbies or addictions, might resort to theft. "Perpetrators may include vendors, or even thieves off the street who find office buildings an easy mark," says McConnell. And, alarmingly, the U.S. Chamber of Commerce estimates that 75 percent of employees steal from the workplace, and that most do so repeatedly.

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“Most crime can be reduced or stopped simply by reducing the opportunity for it,” says Hankewycz, describing the psychological effect that a lack of deterrence has. “Most criminals ‘case the joint’ before they commit a theft. If they feel there’s an opportunity for theft, and the chance is good that they can get away with it, they’ll likely commit the crime.”

### What is Stolen?

“Most often, we think of workplace theft as someone snatching money from a wallet or a purse,” says Michelle Boykins, director of media relations and marketing at the Arlington, VA-based National Crime Prevention Council. “It can just as easily be an employee stealing office supplies or committing identity theft. We have to not only safeguard our property, but our information, too.”

Common items stolen in an office environment include items of value, like

iPods, PDAs, and laptops; items of convenience, like pens, envelopes, CD-Rs, and other office supplies; and information or important data, either by taking the whole computer or moving the information onto a flash drive or CD.

Identity theft is increasing at an alarming pace. According to the Federal Trade Commission, more than 9 million Americans have their identities stolen every year, and the losses to businesses and financial institutions total nearly \$53 billion annually. If your employees are leaving wallets containing credit cards on their desks, or are copying personal information on the copier, it’s only a matter of time before identities and accounts are compromised.

### Prevention

The first step to preventing office theft is to hire the right people – people who won’t steal from you. “One of the main strategies to stop the insider is performing background checks that aim to identify them before they’re hired,” says Hankewycz, who

adds that periodic background checks should be performed in high-risk operations or businesses. “Criminals know what organizations perform background checks, and they stay away from them,” he says.

When you know you have the right people on your team, the next step is figuring out how secure your building is, and where potential weaknesses may be. “Thus far, prevention [of office theft] has been an elusive achievement,” says McConnell.

“Facilities managers and building owners can help with internal and external theft by conducting a security audit and developing a comprehensive security plan. The audit should examine the facility’s vulnerabilities, looking for ways to maximize safety and security, and minimize risks. Most security companies will conduct this type of audit at no cost.”

With the information from your security audit, you can reinforce or add security elements to aspects of your building that might be at risk. The basic solutions to

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building and workplace security fall under these categories:

**Access control.** This aspect of security is multifaceted – it can include using vandal-proof door hardware and locking mechanisms (also known as “hardening” the facility), and it also encompasses electronic security. “Electronic physical security (EPS) systems offer several solutions for the safeguarding of assets and personnel from unauthorized entrants into a workplace,” says Mark A. Visbal, director of research and technology at the Alexandria, VA-based Security Industry Association. Visbal describes that EPS systems can include a card, a reader, and an electronic locking device that controls the portal. Burglar alarms and radio frequency identification (RFID) tags are also included in EPS systems. “Each of these systems does a specific job when deployed by itself,” explains Visbal, “but there are synergistic benefits that occur when they’re integrated.”

Another aspect of access control includes where people are entering your building, and who is monitoring them. “Visitors should only have access through one entrance, and should be checked in by a lobby attendant or security guard,” says McConnell. “There are a number of simple and temporary badging solutions that provide visitors with badges that clearly

identify them as a visitor while providing access for only a limited amount of time to limited areas.” McConnell also encourages the presence of lobby attendants, receptionists, and security guards who can greet each visitor and make eye contact, and warns against employees sharing access codes or keys with anyone.

**Surveillance.** Visbal explains that video systems in today’s buildings are analog (older technology) or digital, or a hybrid (where analog is being upgraded to digital). “In these cases, the owner is looking to maximize his/her ROI on existing deployed components that haven’t reached the end of their useful life,” he says. Many video systems incorporate video analytics that detect motion, penetration of a secured area, and objects left behind or moved. “Some municipal law-enforcement agencies are requiring businesses to install and maintain video-surveillance systems,” says McConnell. If the surveillance system can record, the footage can be very useful in determining when a crime occurred and who was involved.

In addition to recording events, video surveillance has a psychological impact. Visible cameras and signage are effective deterrents to office crime. Forming an “office watch” group will also reinforce workplace surveillance.

**Training.** Knowing how to keep themselves and their belongings safe is an important aspect of having a healthy environment for occupants, so training is a must. Hankewycz recommends that occupants receive a brief overview on security during their initial orientation, and once a year after that. “The security course usually is less than 1 hour, and will cover common issues, such as workplace violence, use of company ID cards, and general security-awareness items. We commonly see this training given by the facility director or security manager,” he says. For larger facilities with many employees, a podcast or training video may make more sense than group training sessions.

If you have a good handle on access control, surveillance, and proper

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training, your workplace will be reasonably safe, but don’t fall into the trap of complacency. Paying attention to details might save you and your employees from victimization. “Consider extra security measures, such as security cables for laptops,” says McConnell. “This fairly inexpensive solution can keep creepers from walking away with laptops and valuable company data.” Shredding papers and documents is another smart practice for avoiding identity theft.

You should also keep your building occupants tuned in to security. “If you receive information on local commercial crime, it’s important to share that information with employees and tenants via bulletins, e-mail newsletters, etc.,” says McConnell. “Informed employees are essential to effective building security.”

Jenna M. Aker (jenna.aker@buildings.com) is associate editor at Buildings magazine.



## PRESIDENT'S CORNER

# IREM Represents You In Washington, DC

By George D. Griffin, III, CCIM, CPM, IREM Chapter President

As a former Aide to a San Antonio City Councilman back in the early 90s, I learned first-hand the importance of input from constituents. Throughout his term, countless individuals would convene frequently in the City Councilman's office to discuss issues affecting their organizations. These visits allowed the community's collective voice to be heard...and, according to them, it made a difference.

Last month, IREM Houston was part of a collective voice on a much larger scale. The chapter delegation participated in the Capitol Hill Visit Day in Washington, DC, which took place on April 22, 2009, in conjunction with the IREM Leadership and Legislative Summit. IREM and CCIM Institute members met with our senators, representatives and their staff members to increase awareness of and generate support for several pertinent issues in the commercial real estate industry.

This year, IREM focused on as well as established positions concerning the following issues during Capitol Hill Visit Day 2009.

### COMMERCIAL MARKET LIQUIDITY

#### Issue Highlights

- Hundreds of billions of dollars in commercial real estate loans are expected to mature in 2009
- Over \$1 trillion in the next few years.
- Presently, insufficient credit is available to refinance this wave of maturing loans.
- Without liquidity, commercial borrowers face the growing challenge of refinancing maturing debt
- The threat of rising delinquencies and foreclosures, which could result in widespread systemic damage.

#### IREM Position

• Urged Congress and the federal government to provide favorable relief to the commercial real estate industry and recommended that the following provisions be addressed in future legislation:

- 1 Availability of small business loans
- 2 Short-term loans for capital improvements
- 3 Refinancing for mortgages.

• Encouraged Congress and the federal government to consider the following goals and solutions to support its recommendations:

- 1 Stabilize and provide liquidity to the commercial real estate credit

markets, including mortgage-backed securities. More specifically, encourage the Treasury to extend the financial term of Term Asset-Backed-Securities Loan Facility (TALF) loans to five years.

2 Maintain or enhance federal tax policies that strengthen the commercial real estate market.

3 Stimulate and support the commercial real estate industry through investment.

### ENERGY EFFICIENT BUILDINGS

#### Issue Highlights

- The White House and Congress are expected to make it a priority to pass legislation leading to a reduction in greenhouse gas emissions. Such legislation could affect the cost of constructing new and retrofitting existing buildings and the cost of operating multifamily and commercial structures.
- Congress, when contemplating "zero-net" energy buildings and the like, has tended to ignore the difficulties of retrofitting existing buildings and has, instead, focused on new construction. Moreover, much proposed legislation and regulation would apply uniformly to new and existing buildings, ignoring the major differences between the two.

#### IREM Position

• Supported the development of voluntary standards to reduce greenhouse gas emissions.

• Supported the use of sustainable materials in the construction of buildings, and programs that reduce the "carbon footprint" of real estate assets.

• Urged that requirements to retrofit existing buildings take into consideration the needs of these buildings as well as the costs associated with such changes.

• Supported energy conservation efforts and encourages its members to use proven energy-efficient technologies to eliminate waste and cut energy costs.

• Supported positive incentives for energy conservation activities, including energy tax credits and voluntary programs like Energy Star and LEED

• Urged Congress to focus on voluntary standards for new construction and existing properties.

*Continued on page 5*

## TAXES – CARRIED INTEREST

### Issue Highlights

- Due to an outgrowth of perceived abuses in the hedge fund and private equity markets where investment managers were earning multi-million dollar amounts that were treated as capital gains, legislation was introduced in 2007 in an attempt to change the taxation of carried interest for these individuals – including real estate general partners – to the ordinary income tax rate (35% maximum rate) from the current capital gains rate (15% maximum rate). While the provision passed in the House, it was not considered in the Senate. Now, the Obama Administration has proposed that the carried interests of any partnership, not just real estate partnerships, be taxed as ordinary income, and not as capital gains.

### IREM Position

- Urged Congress to oppose any proposal that would eliminate capital gains treatment for any carried interest of a real estate partnership. Considering that the commercial real estate sector is undergoing an economic crisis, making changes which would specifically hinder the flow of capital into the real estate markets will substantially delay the recovery of the economy.

The Capital Hill Visit Day yielded positive results almost immediately. As IREM had suggested, the Federal Reserve Board announced several weeks ago that, starting in June, commercial mortgage-backed securities (CMBS) and securities backed by insurance premium finance loans will be eligible collateral under TALF. The Board also authorized TALF loans with maturities of five years.

IREM will continue exercising its collective voice for you to contribute to the dialogue as well as make a difference in policy and law shaping commercial real estate in the future.

Want to read more highlights from the Washington, DC Conference?

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## NEW GRADS vs. EXPERIENCED WORKERS

In the tug-of-war for talent, it's the new college grad versus the experienced worker. Usually, in the game of tug-of-war one side is pulled into a humiliating, muddy loss. But in this round, it seems as if both generations are getting dragged through the mud.

A whopping 1.5 million undergraduates will receive their bachelor's degrees this year. They will collide with 1.85 million workers who are currently unemployed, in large part because of widespread layoffs.

Media critics and bloggers the world over are choosing sides and advising employers on which demographic to hire. Some say retain older workers, others say recruit younger workers. But everyone has an opinion one way or the other.

In fact, when The New York Times posted a blog last month titled 'Older Workers Need Not Apply', the post received hundreds of comments, criticizing everything from older workers' technology deficits to young people's yoga breaks. (More mud-slinging.)

But not only do today's job-seekers have to worry about combatting negative stereotypes, they also have to try to conceal their age. As I have read the which-generation-is-the-best-to-hire debates in this tug-of-war, I've noticed that advice-givers are encouraging job seekers to do anything but act their own age.

Here are a few of the interviewing tips I've recently read for "experienced" worker. (Yes, these are actual tips gleaned from job-related articles!)

For the experienced worker: Act younger.

- Make us believe you're tech savvy. Get on Facebook and Twitter. Learn how to text.
- Don't show up with a newspaper. Young people get their news online--they don't read newspapers. So don't carry one into an interview with you or be seen reading it at the office like someone's mom or dad (even if you are someone's mom or dad).
- Rarely refer to your children. Never refer to your grandchildren. Never ever refer to your great-grandchildren.
- Don't refer to young people as 'kids'. Referring to younger co-workers (or young interviewers) as 'kids' will catapult you into instant elderly status.
- Make an effort to look young. If it's been a while since you suited up for an interview, don't show up wearing polyester or shoulder pads. Dress according to current fashions and get a current hairstyle. Men should trim nose and ear hair. Use Crest Whitestrips beforehand to brighten your teeth.

This trend of interviewing older or younger is a reminder that no one is feeling secure in their futures. Unfortunately, it's also yet another way we're pitting generations against one another and widening the gap.

Let's face it--with a national unemployment rate nearing 10 percent, finding a job is not easy for anyone. And we're making it worse by lumping job-seekers into generational categories, rather than assessing individuals for their unique skills and qualifications.

In short, everyone is walking around with mud on their face and it's a big disgrace. The sooner we realize each generation has something of value to offer and we stop trying to value one generation over the other, the sooner everyone can quit obsessing about age, start rebuilding relationships, and get back to business.

## Industrial Leasing Market Hits the Brakes

Houston's industrial leasing market got off to a shaky start during the first three months of 2009 by posting 508,966 square feet of negative net absorption; which marks the first time since 2003 the area has witnessed negative growth. This comes on the heels of over 7.5 million square feet of positive absorption recorded in 2008. The quarterly space loss was attributed to warehouse/distribution properties registering 397,900 square feet of negative absorption while standard industrial type properties recorded 212,864 square feet of red ink. On the other hand, R&D/flex properties managed to notch positive growth during the survey period with 101,798 square feet.

The combination of negative absorption and new space deliveries totaling nearly 3.4 million square feet drove Houston's overall vacancy up by 100 basis points to 7.2 percent during the quarter. Warehouse/distribution properties posted the largest quarterly increase in vacancy, which rose by 120 basis points to 7.3 percent as a result of the large amount of new space deliveries coupled with nearly 400,000 square feet of negative absorption. Up next, standard industrial product saw vacancy increase by 70 basis points to 4 percent, but still remains the lowest among all classes. Meanwhile, R&D/flex buildings witnessed a slight vacancy drop of 10 basis points, falling to 13.2 percent during the survey period. As a result of sluggish leasing activity, citywide triple net asking rents decreased during the first quarter, falling slightly by \$0.02 to \$5.36 per square foot per year. The decrease in overall rents resulted from warehouse/distribution asking rents falling by \$0.05 to \$4.67 NNN per square foot. On the other hand, R&D/flex asking rents rose by \$0.18 to \$8.27 NNN while standard industrial asking rents increased by \$0.13 to \$5.17 NNN per square foot.

With leasing velocity coming to a halt during the first quarter and new construction deliveries continuing to pour into the pipeline, Houston has seen overall vacancy increase by 160 basis points since the same time last year when vacancy stood at a low 5.6 percent. The challenge facing landlords is that many of these new projects coming online are sitting with large chunks of vacant space, which has provided ample opportunities for tenants looking for space. However, the landlords' hands are tied as some are unable to lower face rents too much as they must account for the high construction costs and land prices paid for these facilities. Therefore, owners find themselves in a precarious position, having to get creative in their deal-making efforts in order to remain competitive with existing older product leasing at much lower rents. Consequently, tenants now hold the upper hand in lease negotiations and landlords are more willing to increase concession packages in order to stimulate activity. On the bright side, the construction pipeline is thinning out which will allow the market to recover quicker and avoid an overbuilt scenario as the ongoing credit crisis has made it difficult for developers to obtain financing for new developments.

This will allow the opportunity for Houston's industrial market to regain its footing with the equilibrium between supply and demand reaching a healthy balance by late

Article provided by Ariel D. Guerrero – Client Services Manager. Mr. Guerrero is responsible for the overall daily management of the Marketing, Research & Client Services Group for the Grubb & Ellis field offices in the Texas region. Additionally, Ariel coordinates the efforts of transactional management and institutional and corporate service professionals in the preparation of key proposals/presentations and follow-up execution of client assignments. Ariel attended Texas A&M University where he earned a Bachelor of Business Administration in Marketing.



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# Water Savings 101: Top 10 Tips for Commercial Buildings

By Tommy Linstroth

As the hurricane season begins to bring torrential downpours from Texas through the Southeast and up to the mid-Atlantic states, it makes folks forget that wide swaths of the country are still suffering through persistent drought and low levels of water supply. While agriculture, power generation and other industrial uses account for a large portion of water consumption in the U.S., the built environment is responsible for a significant portion. Outdoor water use accounts for nearly 30 percent of the 26 billion gallons of water used in the U.S. Indoor water use both for domestic water and heating and cooling makes up the other 70 percent; a statistic to which every commercial building in the country contributes. Needless to say, facility managers can have a tremendous impact on water use and water conservation.

Fortunately, many water savings opportunities are low cost or no cost. None of them are rocket science, and the vast majority can be handled in house. What follows below is my top 10 list of no-cost and low-cost strategies for reducing water use both in and outside your buildings. If you are doing some of these already — great! If you are doing them all, you're far ahead of the game and congratulations on the efforts. If you're doing nothing yet, you'll appreciate the minimal financial cost associated with these ideas. So, without further ado ...

## **1. Separately meter your irrigation**

As simple as this sounds, I've been to way too many commercial buildings that do not submeter their irrigation. This is important for two reasons: First, if you don't know how much water you are using for irrigation, how can you measure your savings? Having that baseline water consumption will allow you to not only track your savings, but also to calculate the financial impact of your water reduction efforts. The second reason is just as important. If you do not have your irrigation separately metered, you are more than likely paying sewer charges on that water. Municipalities can only track water coming into a building (I wouldn't want to be checking that meter on water coming out!), so they bill you for your consumption for both water charges and sewer charges, since they assume all water coming in needs to be sent to the wastewater treatment plant. Irrigation falls outside that realm since municipalities know that the water is being infiltrated.

So, if you do not have a separate meter for irrigation, get one installed and watch your sewer bill plummet.

## **2. Separately meter your cooling tower**

The same rule that applies to irrigation applies to cooling tower water use. One, you can't work to reduce the evaporation rate if you do not know how much water you are using. And two, you should not be paying sewer charges on cooling tower water that is being lost to irrigation. Even if a separate meter from the water authority is not available, they will often let you do an internal submeter and report monthly cooling tower water use for a credit on your sewer bills. If you do not have both your irrigation and cooling tower water submetered, make that your priority for the fall.

## **3. Better manage your irrigation schedule**

How many times have you been by a building that has the irrigation running when it is raining outside? This is almost as frustrating as irrigation systems that are not maintained (see point No. 5). Irrigation systems are far too often watering plants for longer periods than they need or watering when it is not required. Both are easy fixes. The simple fix is to make sure you are setting back your irrigation system seasonally. Once you are doing that, begin to challenge how long that it actually needs to run. Is 30 minutes four times a week sufficient, or can you get by with 20? It is amazing to see how quickly savings add up.

And if you notice the plants starting to wilt, simply readjust the schedule. It costs you nothing to try. To prevent watering when not required, adding a basic rain or soil moisture sensor to your irrigation system costs maybe few hundred bucks. You don't need a full weather system, just something that keeps the water off if it is raining or if it senses sufficient soil moisture. Talk to your local landscape maintenance company and you can likely have it installed the same week.

## **4. Change some of your more water intensive plants**

Something we've incorporated in many of our buildings at Melaver is simply removing some of our more water-intensive plants, predominantly the uber-thirsty annuals that go in,



and replacing them with just as colorful native or adapted species. The “color” plants for buildings require the most amount of water (or at least compared to turf) but less water demanding options abound, no matter what region of the country you are in. We also found that we saved money since we were able to reduce the amount of seasonal changes that were required. As we planted hardy native species, they lasted much longer and were able to flower for an extended period of time. So, you save money not only on water, but on landscaping expenses as well.

## **5. Make sure your irrigation is maintained**

I am not a botanist, but I'm pretty sure that it's the plants that need watering, not the sidewalks or the parking lots — similar to making sure it is not irrigating during a rain event. So, how are your sprinkler heads looking? When was the last time a complete inspection occurred to ensure that sprinkler heads were pointed in the right direction and that the system was not leaking? This also leads into incorporating more drip irrigation into your facility. Drip irrigation has a 95 percent efficiency rating versus 65 percent for spray irrigation.

## **6. Change your flush valves**

How old is your building? If your toilets were installed prior to 1992, you are likely using three to five gallons of water per toilet flush — more than triple what your fixtures are using post-1992. Even for the newer toilets, options abound. There are now 1.28 gallons-per-flush (gpf) flush valves from a variety of manufacturers that offer a 20 percent savings per flush over

*Continued on next page*

*Water Conservation Tips*  
*Continued from page 7*

newer toilets and 70 percent over pre-1992 fixtures. For commercial toilets, changing the flush valve allows you to retain the actual toilet, and can be a very minimal charge. If you have standard tank-type toilets, numerous manufacturers make a traditional flap tank with 1.28 gpf, or pressure assisted toilets all the way down to 1 gpf. I've installed both in many different types of buildings, and have yet to hear one complaint or added service call.

**7. Change your aerators**

This is the \$2 fix. Most standard faucet aerators us 2.2 gpm or higher — almost the same as a shower — just to wash your hands. Most of that water is wasted. For two bucks, you can get a new 0.5 gpm aerator for your faucet, cutting lavatory water use by nearly 80 percent. We have 0.5 gpm aerators in all our buildings, and again, no complaints. If you are not comfortable going that low, put on a 1.0 gpm, and still save over 50 percent, for only a few dollars.

**8. Touch free faucets**

This is one of the more expensive options. But every time I walk into a bathroom and see a

faucet left running, I appreciate every dollar spent on touch-free faucets. Touch-free keeps water running only when sensing hands underneath, almost guaranteeing that faucets won't be left running down the drain. Not to mention that it can be more sanitary and give users peace of mind (same goes for toilets and urinals).

**9. Waterfree or 1-pint urinals**

Standard post-1992 urinals use 1 gpf. Waterfree urinals, as the name implies, use no water. They simply have a gel barrier that allows liquids to pass through but prevents odors from rising back up. Therefore, water use is eliminated. However, they do require different care than typical urinals do. Dumping cleaning water or chemicals can damage the gel seal and permit odors to permeate the air. Also, some have filters that can cost \$30 per pop, which can add a cost burden if the gel seal wears down prematurely. However, with proper education, cleaning crews maintain them properly and you use zero water. In the buildings we maintain, we have not had an issue. We have actually seen fewer service calls, because as there are no moving parts, nothing can jam or clog up the system. If you are not comfortable going waterless, one-eighth gallon (1 pint) urinals are now on the market. They use just a bit of water to move waste and keep liq-

uids flowing, while reducing water consumption over 85 percent. That's not as much as waterfree, but if you aren't ready to take that plunge, this may be a route to consider.

**10. ENERGY STAR dishwashers**

This only applies if you have dishwashers, of course. But Energy Star-rated dishwashers use 40 percent less water than a standard dishwasher, while saving energy in the process. The cost is virtually the same, so if it is time to upgrade your dishwasher, make sure you are looking for the Energy Star label.

Incorporating these tips doesn't just save water — it also helps ease the burden on your municipality. On average, 25 percent of a local government's electricity bill is due to treatment of wastewater. If you reduce the amount of wastewater generated, you're helping reduce the greenhouse gas emissions generated for its treatment. And you're keeping more money in your pocket as well. Our bodies are over 75 percent water — let's make sure to conserve this precious resource.

Tommy Linstroth, LEED AP, is head of Sustainable Initiatives with Melaver, Inc. ([www.melaver.com](http://www.melaver.com)) Melaver owns and manages approximately 1.5 million square feet of LEED-certified space.

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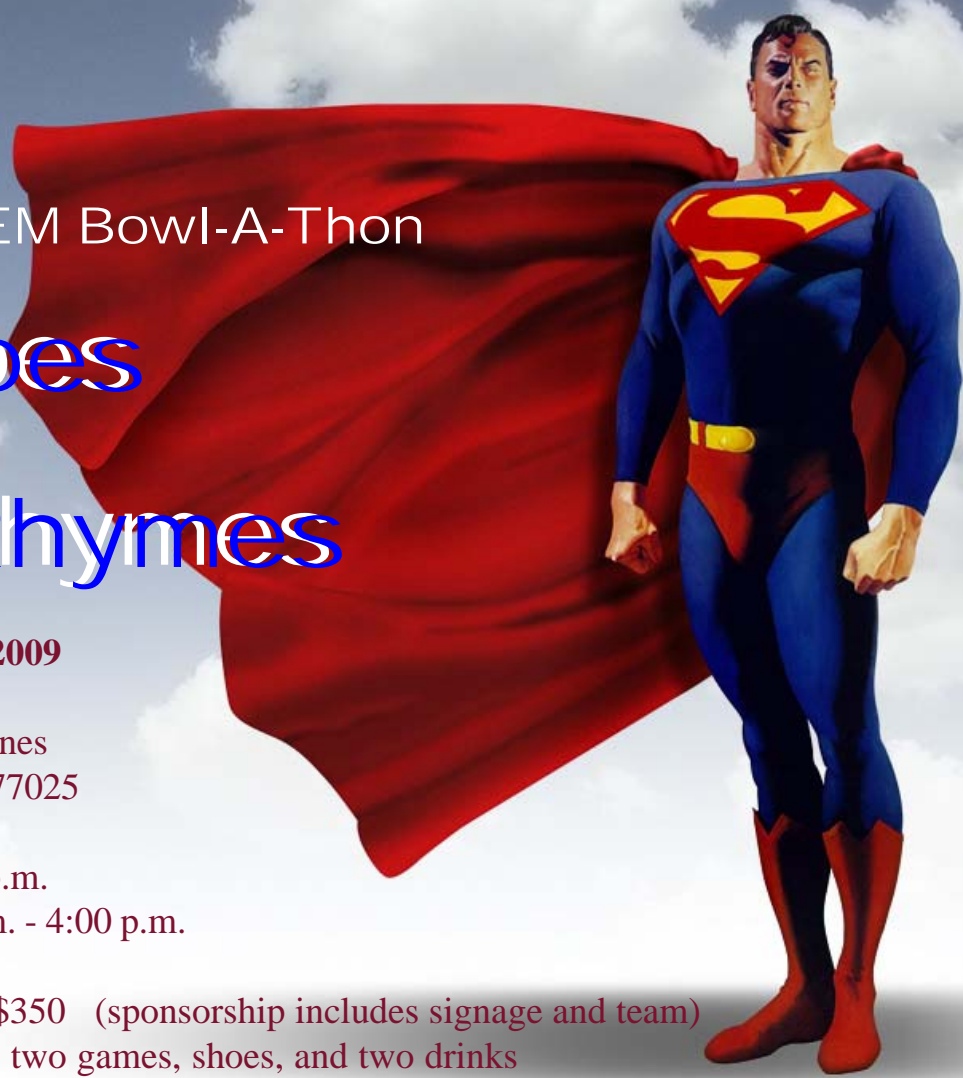
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Business Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Enclosed is my check for \$ \_\_\_\_\_

Please bill my  MC  Visa  AMEX in the amount of \$ \_\_\_\_\_

Acct # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

Return this form with your payment to:  
Houston IREM, 5850 San Felipe, Suite 118, Houston, TX, 77057 or fax to (713) 783-0283.  
No-shows will be billed. Reservations can be made by calling 713-783-9225 or  
emailing ltheis@iremhouston.org

## Houston's First City Tower Earns LEED® GOLD Status

### *Energy Capital Boasts First Existing Building in Texas to Achieve Major "Green" Rating*

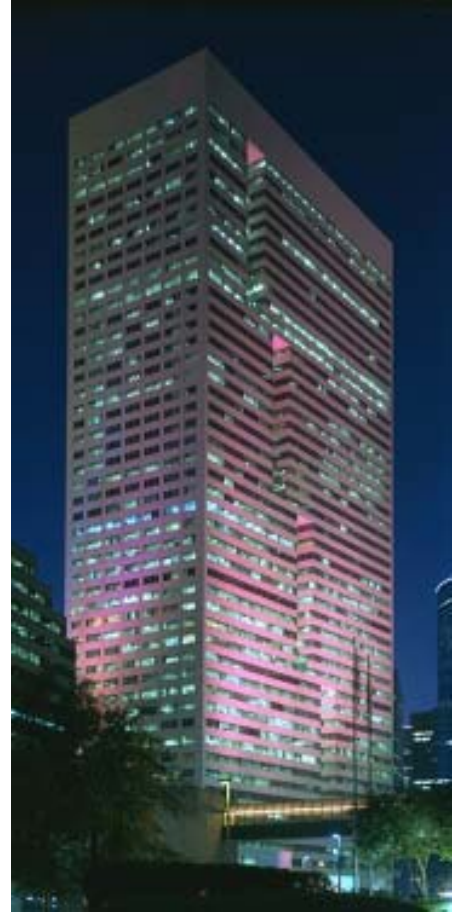
First City Tower, located at 1001 Fannin Street in Houston's Central Business District (CBD), has been awarded LEED® Gold certification for an Existing Building from the U.S. Green Building Council (USGBC). The building, which is managed by CB Richard Ellis (CBRE) and owned by FC Tower Property Partners L.P., becomes the first office tower in the Lone Star State to receive this designation. LEED®, which stands for Leadership in Energy and Environmental Design, is a third-party rating system developed by the USGBC to measure the environmental impact of the building's design, construction and operations.

First City Tower attained the desired number of points to earn LEED® Gold for Existing Buildings by utilizing the resources developed and provided by the CBRE Green Knight program. IREM Member, Dave Johnson, CPM, an Associate Director at CBRE and General Manager at First City Tower also recently received the LEED® Professional Accreditation. Mr. Johnson, colleagues Jeff Greensage, Donna Will and Chief Building Engineer Ray Bailey,

applied the shared knowledge of the Green Knight program to transform the building to a sustainable facility operation. Support from the building's owner and the cooperation of the building's vendors also played an important role in the transformation.

"Working through the Green Knight program put us in touch with valuable 'green' experienced professionals who were able to advise us on many of the challenges that we faced during the LEED® accreditation," said Johnson. "The process can be quite complicated due to all the specific requirements, and having access to a group with a working knowledge of sustainable practices helped us achieve our goal."

One of the building's primary tenants, Waste Management (WM), also played a key role in the LEED® process by doing recycling for the facility using the single stream method, where all recyclables are put in a single bin, making it more convenient for tenants and thus increasing volumes of recyclables. WM also supported the facility with recycling programs for light bulbs (LampTracker®) and electronic waste (e-cycling). WM provided First City Tower with the use of a solar-powered trash compactor, and an initial waste stream audit and waste tracking procedures through its Green Squad consulting arm.



Rising 49-stories with over 1-million square feet of space, First City Tower is a Class A office building that occupies a full city block bounded by Fannin, McKinney, San Jacinto and Lamar Streets in Houston's CBD. The building was completed in 1981 and in 2005 underwent a \$15-million renovation that included upgrades to the lobby, elevators, tunnels and the street level plaza areas.

*We all  
benefit from  
a greener  
globe  
and a more  
beautiful  
City of  
Houston.*

## Be Part of the Conservation Sensation!

To thank Mayor Bill White for his efforts in helping improve Houston's environment, and for his three years of updating our members at the IREM LEED and ENERGY STARS Luncheon, we are seeking funds to help plant trees in his name. To donate, please call IREM at 713-783-9225 or download a donation form on the front page of [www.iremhouston.org](http://www.iremhouston.org).



**U.S. Department of Energy  
Releases Commercial  
Lighting Solutions Web Tool  
for Commercial Buildings**  
May 05, 2009

The U.S. Department of Energy (DOE) today introduced Commercial Lighting Solutions, its latest innovation designed to improve energy efficiency in commercial buildings. The interactive Web tool is designed to help commercial building owners improve lighting efficiency by at least 30% over ASHRAE 90.1-2004. Commercial Lighting Solutions was introduced at LIGHTFAIR International, the world's largest annual architectural and commercial lighting trade show and conference.

Developed by DOE in partnership with lighting designers, architects, and commercial end-users, the tool provides energy savings projections based on user input and selections. The solutions

are designed to meet or exceed energy savings levels needed to qualify for tax incentives established by the Energy Policy Act of 2005. Commercial users and designers can also use the Web tool to document performance against energy goals which can support end-user applications for incentives and rebates from utilities and state or regional energy efficiency programs.

Commercial buildings in the U.S. consume an estimated 18% of total U.S. energy use and contribute nearly 4% of global carbon dioxide emissions. In 2006, lighting constituted about 25% of the commercial sector's energy use, making it the largest single component of building energy use, and accounted for 42% of a commercial building's cooling load.

Commercial Lighting Solutions is the first commercial technology solution to be launched as part of the DOE's Net-Zero Energy Commercial Building Initiative (CBI). The first application of Commercial Lighting Solutions has been developed and analyzed for five types of retail stores (big box, small box, grocery, specialty market, and pharmacy). Solutions for office and institutional buildings are already underway.

CBI aims to achieve marketable net-zero energy commercial buildings by 2025. CBI collaborates with the private sector, national laboratories, other federal agencies, and non-governmental organizations to advance energy efficient commercial building technologies.

*Thank You*  
**Granite**  
For the use  
of your  
Conference Facility  
for the  
IREM and  
U.S.G.B.C.  
**LEED EBOM  
Study Group**

## **IREM Houston Signs Partnership Agreement with the USGBC Houston Chapter**

Following in the footsteps of the Institute's National partnership with the United States Green Building Council (USGBC), we are proud to announce that IREM Houston and the USGBC Houston Chapter have recently agreed to a local industry collaborative partnership that will promote green building education, energy efficiency, environmentally responsible building operations and the sharing of best practices.

Our first partnership project, the LEED® EB OM Study Group which kicked off June 4th to a full house is just a sample of the many green initiatives members will benefit from. The USGBC is recognized nationwide as the expert in promoting LEED® and developing green building practices. They are comprised of more than 15,000 organizations from across the building industry that are working to advance structures that are environmentally responsible, profitable, and healthy places to live and work.

# PICTURE THIS

## Softball Game

*Thanks to Our Final Teams!*

Brookfield Properties  
Crescent  
Granite  
Lincoln Properties  
Weingarten



Friends of IREM, Rob Keeling of Fujitec America, Inc.; Andrea Sharp of Allied Barton Security Services, and Fernando Bertrand, Texas Medical Center.



IREM President George D. Griffin, CCIM, CPM; Adrian Silva of Merit Parking; IREM Vice President of Legislative, Bill Goeke, CPM and IREM Vice President of Membership, Kathy Vandegaer, ARM, CPM.



IREM President George D. Griffin, CCIM, CPM pictured with winning softball team, Lincoln Property Company.



The Crescent Real Estate team went head to head with Lincoln Property Co., until the final round.



Softball Tournament planners included Monica Keels of Chamberlin Roofing and Waterproofing and Shawn Harvey, CPM of Lincoln Property Company, AMO.

## PICTURE THIS

### June Luncheon

Floyd Mahanay of PJS Services; June Luncheon Speaker Dayna Steele, and Bill Lakenmacher of Locke Protective Services.



Cheryl Canova of GFI Management Services; Audrey Ingram, ARM, CPM of GFI Management Services; Kathy Vandegaer, ARM, CPM of Greystone Asset Management and Carrie Newsome of GFI Management Services.



Pat Pollan, CPM of Yancey-Hausman; Chaille Ralph of Martha Turner Properties; and Mayoral Candidate Gene Locke.



IREM Treasurer, Mary Butler, CPM; our first Academic Member John Dao of HCC Systems; and IREM President George D. Griffin, CCIM, CPM.



The June Luncheon featured the installation of new ARM Member; Melissa Kolojaco, ARM.

## PICTURE THIS

### LEED Study Group



The USGBC Houston Area Chapter Chair Keith Reihl of Reihl Engineering helped kick off our jointly held LEED Study Group. Pictured here with Kristine Scherff, CPM our Green Committee Chair.



Our first IREM LEED Study Group.

## MEMBER NEWS



### Welcome to our leadership team!

Houston member **Michael Mrozek, CPM** has been named to the IREM Houston Executive Council. Mrozek was recently serving the chapter in a chairperson

capacity, overseeing the IREM Education Committee. As our new **VP of Education**, he will still oversee IREM Courses, Seminars, Educational Offerings, Scholarship Committee and the formation of our IREM Houston Foundation.

### Best Wishes for a Happy Retirement!

Former Chapter President and local faculty member Larry Chapman has recently announced his retirement. Although we bid him farewell at the IREM May Luncheon, we wanted to share the following message and contact information with members and former students.



*“THANKS is not nearly enough to express how appreciative I am to my beloved IREM, its Houston Chapter and my dear friends for a wonderful career in commercial real estate and mostly for the years I have served as a property manager. I am truly blessed to have had the opportunity of working in such an interesting and rewarding industry and profession. I now have an opportunity to retire, move to the Hill Country, and begin still another chapter in a very full life. I leave with so many great memories and do so knowing that my IREM family was, is, and will always be with me forever.”*

- W. Larry Chapman, Jr., RPA, CPM

Keep in touch with Larry at:  
wl.chapman@earthlink.net.

## MEMBER SPOTLIGHT



Pat Arden, CPM  
Newest CPM Member

### ON THE PERSONAL SIDE:

*What would you do if you won the lottery?* I made a promise to God that I would give one-half (after taxes) to various churches; also to treat myself, I would lease a hugh sailboat and go island-hopping around the Greek Islands for at least a month.

*The one person I would like to trade places with for one day and why:* Serena Williams winning the US Open or Wimbledon, because I love playing (and winning at) tennis.

*What I do when I'm away from the office:* Take long walks with my Chocolate Lab, Maggie.

*My dream car is?* I'm driving it—Jeep Commander with 4 wheel drive, 5.7 liter Hemi motor, trail-rated (can really move around those big trucks on the freeway.)

*Who is your mentor?* My stepfather. He was the most kind, patient and generous person that I have ever known. He was a great example of the way one should live their life.

*What is the last book you read?* “It All Goes Back in the Box” recommended by one of the girls in my Bible Study group.

*What is one of your favorite movies and why?* Currently, “Mama Mia” was pretty great because it was such a fabulous love story.

*Something about where I grew up and/or went to school:* I grew up on a cattle ranch located off of Old Highway 80 between Marshall and Hallsville, Texas, and attended school in Marshall.

### ON THE PROFESSIONAL SIDE:

*Position?* Asset/Property & Leasing Manager

*What I would do if I were not a property manager?* Teach college economics (I am also an adjunct college professor.)

*Something funny/weird that has happened to you as a property manager?* One of the tenants reported that a “varmint” was getting into their warehouse area and eating employees’ lunches.

*Favorite thing about being a property manager?* Relationships with the Tenants

*I am so glad I learned to:* Listen

*The electronic device/gizmo that makes my job easier is:* Most important—my personal computer.

*One thing I want people to say/remember about me when I am gone?* She was honest, dependable, reliable, and fun!

*Favorite quote or advice?* John 14:27 “Let not your heart be troubled, neither let it be afraid.”

# Important Reminder for High-Rise Managers

## *Re: 2009 Sprinkler Deadlines*

### Appendix J

#### AUTOMATIC SPRINKLER SYSTEMS IN EXISTING HIGH-RISE BUILDINGS SECTION J101

##### GENERAL

J101.1 Purpose. The purpose of this appendix chapter is to provide a reasonable degree of safety to persons occupying existing high-rise buildings by providing for installation of automatic sprinkler systems in such buildings that do not already have such systems.

J101.2 Application. This appendix chapter shall apply to and the term "existing high-rise building" shall be construed to mean any high-rise building existing within the corporate limits of the city on December 31, 2005, and any high-rise building annexed into the corporate limits after that date.

Exception: The provisions of this appendix shall not apply to the following buildings and structures:

1. Airport traffic control towers in accordance with Sections 412 and 907.2.22 of the Building Code.
2. Open parking garages in accordance with Section 406.3 of the Building Code.
3. Buildings with an occupancy in Group A-5 in accordance with Section 303.1 of the Building Code.
4. Low-hazard special industrial occupancies in accordance with Section 503.1.2 of the Building Code.
5. Buildings with an occupancy in Group H in accordance with Section 415 of the Building Code.
6. Individual dwelling units in high-rise condominiums.

#### SECTION J102

##### DEFINITION

J102.1 Definition. The following term shall, for the purposes of this appendix, have the meaning ascribed in this section.

**HIGH-RISE BUILDING.** A building of any type of construction that has floors that are used for human occupancy located more than 75 feet above grade plane, as measured from the top of the floor surface.

#### SECTION J103

##### AUTOMATIC SPRINKLER SYSTEMS

J103.1 Required. All existing high-rise buildings shall be equipped with an automatic sprinkler system in accordance with NFPA 13 according to the compliance schedule set forth in Section J104.

#### SECTION J104

##### COMPLIANCE SCHEDULE

J104.1 Compliance plan. On or before December 31, 2006, or within one year after the date of annexation of the building into the jurisdiction, owners of existing high-rise buildings shall provide the code official with a letter expressing the owner's intent to comply with this section.

J104.2 Compliance check points. Except as provided by this section, owners of existing high-rise buildings shall comply with the following schedule for installation of automatic sprinkler systems:

1. **On or before December 31, 2009, or within four years after the date of annexation of the building into the jurisdiction, a water supply in accordance with NFPA 13 shall be installed to all floors of the building.**
2. On or before December 31, 2014, or within nine years after the date of annexation of the building into the jurisdiction, a minimum of 50% of the floors shall be equipped with an operational automatic sprinkler system.
3. On or before December 31, 2017, or within twelve years after the date of annexation of the building into the jurisdiction, the total square footage

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at  
[www.iremfirst.org](http://www.iremfirst.org)

# Meet the Candidates

## Houston Mayoral Forum Luncheon

Hosted By CCIM / IREM

The Houston Mayoral Election of 2009 will take place on November 3, 2009, to elect the successor to incumbent Mayor Bill White. The election is heating up with several important issues on the table, especially with Houston real estate and tax issues. How well do you know the candidates? How well do you know their positions on issues that effect you and your business? Join the Institute of Real Estate Management Houston Chapter (IREM) and the CCIM Houston/Gulf Coast Chapter for a “**Meet the Candidates**” event. Confirmed candidates include; **Peter Brown, T.J. Huntley, Gene Locke, Roy Morales** and **Annisie Parker**. Candidate networking will be available to attendees from 11:15 a.m. to 11:45 a.m. and again immediately following the program at 12:45 p.m.. The luncheon includes an informative question and answer forum while the meal is served.

Name(s) \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Please bill my:  MC  Visa  Amex in the amount of \$ \_\_\_\_\_

Acct # \_\_\_\_\_ Exp Date: \_\_\_\_\_

Signature \_\_\_\_\_

I am not a member  I am a Member of \_\_\_\_\_

---

**Tuesday, July 14, 2009**

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**Houston Hilton Post Oak**

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**2001 Post Oak Blvd.**

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**Houston, Texas 77056**

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**\$45 Members**

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**\$55 Nonmembers**

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For Reservations:

Email reservations to Laura Theis at  
ltheis@iremhouston.org  
or call 713-783-9225  
Fax to 713-783-0283

**No-shows will be billed.**

**Please make reservations and  
cancellations by July 10.**

Luncheon reservation does not include  
hotel parking or valet service.



## MEMBER NEWS

### Welcome to our Newest Members

#### New CPM® Candidate Members

Adetoro Adesina, Flowing Fountains Int.  
Tiffany Garrison, Lincoln Property Co., AMO  
Omar Lopez  
Janet Shipley, CBRE

#### New Academic Member

John Dao, HCC Systems

#### New Associate Members

Laura Williams, Behringer Harvard  
Maury Bronstein, Situs, Inc.  
Hanee Hasan

#### Reinstated Members

Kevin Groh, CPM, Memorial Hermann  
Darrel Holub, CPM, Navisys Group  
Clay Hicks, CPM Candidate, Greystar  
Kelly Jamison, ARM, Greystone Asset  
Management  
Jackie Pullen, CPM, Pullen Properties, Inc.  
Kiki Campbell, ARM  
Elizabeth Sanders, ARM

### Recent IREMFIRST Joiners

Deborah L. DeRoche  
Hanee F. Hasan  
Gaelyn Leshner, CPM®  
James W. Sinclair, Jr., CPM®  
Lynn L. Thoms  
Kyle E. Brown

*Go to [www.iremfirst.org](http://www.iremfirst.org) to begin reaping the benefits of our online library, resources and networking*

### Thanks for Your Membership Referral!

You are entered to win great prizes (page 20)

Sherri Abbott, CPM  
John Cole, CPM  
Larry Chapman, CPM  
Kam DeBontd  
Diane Gilbert, CPM  
George Griffin, CPM  
Shawn Harvey, CPM  
Pat Pollan, CPM  
Janie Snider, CPM  
Frank Staats, CPM  
Vic Vacek, CPM

## From Drive to Desire – Success Series 2009

Angela Fullerton, RPA, CPM  
IREM/CCIM Success Series 2009 Co-Chair

Are you driven to succeed?

When it comes to your career goals, what do you desire?

When you observe the world's most successful people in business, sports and politics you see that desire takes precedence over every other aspect of their lives. Having drive and determination is part of it certainly; but throw in desire and your goals become real.

Now, imagine what happens when you surround yourself with these successful, ambitious people. People who are driven to thrive in good times and bad. People who desire to explore with you the most compelling issues of the day – issues that directly impact our industry.

Let's face it - you can choose to go anywhere to get yourself educated on these issues but there is only one place where you can obtain this education while also networking with the best of the best in our industry. This is the only place where you will find people who have earned their CPM and ARM credentials. They are the people who value good management and ethical practices as much as you.

There is only one place where it will all come together and that is the **CCIM & IREM Success Series on October 16-17, 2009 in Honolulu, Hawaii.**

Please join us in Hawaii where desire is more than ambition - it is a part of the scenery:

Profit from Strategic Alliances between Brokers and Managers?  
Build New Relationships through 11 Hours of Dedicated Networking?  
Know What to Expect in the New Economy?  
Follow the Money and Beat the Credit Crisis?  
Learn the Business Benefits of Social Networking?  
Find Out What Made Wal-Mart a Retail Powerhouse?  
Talk Real Estate and Share Best Practices with Hundreds of Prospective Business Partners?  
Discover the Gold in Going Green?  
Open Your World to Global Business Opportunities?  
Witness a Power Panel of Industry Leaders?  
Improve Your Balance Sheet and Productivity with New Technology?  
Benefit from the Hottest Products and Services from Success Series Sponsors?  
Initiate Deals and Make Money?  
Have Fun in an Island Paradise?

***Register by June 30th and save \$300! Discounted airfares are everywhere! In tough economic times, why not combine business with pleasure? This truly is an experience you can't afford to miss.***



# Golf Tournament 2009

Benefitting Harris County Protective Services  
**MONDAY, SEPTEMBER 21, 2009**

Sweetwater Country Club  
4400 Palm Royale Blvd.  
Sugar Land, Texas 77479



## PLAYER REGISTRATION FORM

Format: Best Ball Scramble - Bogey Is Your Friend

Special events include: Hole-in-one, One-Arm Bandit, Closest to the Pin, Longest Drive

10:00 a.m. Registration ■ 10:45 a.m. Lunch Buffet ■ Noon - Shotgun Tee Off  
5:30 p.m. Dinner Buffet, Silent Auction, Raffle & Awards Presentation



The early registration fee is \$175 per golfer or \$700 per team. Early registration fees must be received before Friday, September 4. All member entries after this date will pay \$195 per golfer or \$780 per team. \$100 of the registration fee is tax deductible as a charitable contribution. If the tournament is rained out, 100% is tax deductible. All substitutions must be made by September 17, 2009.

Please make checks payable & mail completed form to:



Harris County Protective Services  
Attn: Brian Baxendale  
2525 Murworth  
Houston, TX 77054

Please bill my:  MC  Visa  AMEX  
in the amount of \$ \_\_\_\_\_  
Acct \_\_\_\_\_  
Exp \_\_\_\_\_  
Signature \_\_\_\_\_

Form and credit card information may also be faxed to  
713.394.4090 or emailed to [brian.baxendale@cps.hctx.net](mailto:brian.baxendale@cps.hctx.net)

Questions? Call 713-783-9225

### The IREM Golf Tournament Committee Is Seeking the Following:

- Lunch Sponsor
- Golf Shoe Sponsor
- Beverage Cart Sponsors
- Goody Bag Items
- Prizes and Hole Sponsorships

Call 713-783-9225 to donate!

### Buy Your Raffle Tickets At Any ITEM Event!

*Cash Prize*  
*Chance to Win \$7,500*  
*Tickets are \$5 for One*  
*\$20 for Five*

# Thank You to Our Supporters!

## The Friends of IREM

*Members: Remember links to all of the Friends' services are located on our website at [www.iremhouston.org](http://www.iremhouston.org)*

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andrea.sharp@alliedbarton.com

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dortiz@alwaysinseason.com

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sjackson@e3electric.com

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eds@embarkservices.com

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rkeeling@fujitecamerica.com

### **IGC Construction**

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plicona.igc@sbcglobal.net

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### **Phase Engineering, Inc.**

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rose.shaver@summitenergy.com

### **T.A.C. Americas**

Jack Russo  
713-975-9500  
jack.russo@T.A.C.com

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Nicole Sossi Lehmann  
713-849-2191  
nicole.sossi@thyssenkrupp.com

### **Trademark Construction**

Chris Hines  
713-688-9496  
chris.hines@trademarkconst.com

# Member-Get-A-Member Contest 2009

## All it takes is ONE!

Just ONE new membership application with your name listed as the referring member gives you a chance to win the cash grand reward! Really – previous winners referred only ONE new member!

Your referral can join online at [www.irem.org](http://www.irem.org) or can call IREM at 713.783.9225 for assistance or an application.

## GRAND REWARD

\$2,009 – Make just one referral and you'll be entered in a drawing for this grand prize!

## TOP REFERRAL REWARDS

\$1,000 – Highest number of referrals

\$500 – 2nd and 3rd highest

\$250 – 4th highest and 5th highest

\$100 – 6th to 15th highest

\$100 – five monthly drawings

And many local prizes too!

# Houston Chapter *Leaders*

## Executive Council

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President-Elect — Frank Staats, CPM®  
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Treasurer — Mary Butler, CPM®  
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CB Richard Ellis, AMO, 713-777-8282  
[michael.mrozek@cbre.com](mailto:michael.mrozek@cbre.com)

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## Committee Chairs

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| ARM Committee — Katrina M. Avila, ARM®, Central Management Inc., AMO® .....                   | 713-961-9777 |
| Awards Committee — Janie Snider, CPM®, Griffin Partners .....                                 | 713-439-5324 |
| CIC Liaison — Larry Goodman, CPM®, goodman technology associates, inc, .....                  | 281-852-1156 |
| Community Involvement — Kim Wells, BMS Management, Inc. ....                                  | 713-621-3222 |
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| Green Committee — Kristine Scherff, CPM®, Caldwell Companies .....                            | 281-664-6650 |
| Income/Expense Analysis Committee — Jim Sinclair, CPM®, Brookfield Properties .....           | 713-951-7451 |
| IREM Golf Committee — Jeff Burck, CPM®, Brookfield Properties .....                           | 713-651-9800 |
| IREM Golf Committee — Cindy Steele, CPM®, Heritage Plaza Property Services .....              | 281-831-5229 |
| IREM Young Professionals (IYP) — Jim Hussion, CCIM, CPM®, J. D. Hussion & Company .....       | 281-352-4750 |
| IREM Young Professionals (IYP) Liaison — Lynn Kelleher, CCIM, CPM®, Griffin Partners .....    | 713-621-7719 |
| Leadership Development Committee — David Hargrove, CPM®, Greystone Asset Management .....     | 713-284-5000 |
| LEED and ENERGY STARS Luncheon — Philip Schneidau, CPM®, BMS Management, Inc. ....            | 713-621-3222 |
| LEED and ENERGY STARS Luncheon — Frank Staats, CPM®, Crescent Real Estate Equities, LLC ..... | 713-654-4411 |
| Membership Guidance Committee — Gaelyn Leshner, CPM®, Tarantino Properties .....              | 713-784-4414 |
| Membership Recruitment Committee — Shawn Harvey, CPM®, LPC Commercial, Inc., AMO® .....       | 713-266-3800 |
| Newsletter Committee — Carol Duplichan, ACoM, Memorial Hermann Medical Plaza .....            | 713-796-6400 |
| ODIE Task Force — Tammy Hendrix, CPM®, Brookfield Properties .....                            | 713-336-2101 |
| Planning Committee — Frank Staats, CPM®, Crescent Real Estate Equities, LLC .....             | 713-654-4411 |
| Programs Committee — Philip Schneidau, CPM®, BMS Management, Inc. ....                        | 713-621-3222 |
| Public Policy Committee — Gilbert Padilla, CPM®, Bank of Texas .....                          | 713-578-3477 |
| Scholarship Committee — Kaci Campbell, ACoM, United Equities .....                            | 713-772-6262 |
| Social Committee — Shawn Harvey, CPM®, LPC Commercial, Inc., AMO® .....                       | 713-266-3800 |
| Student Outreach Committee — Linda Malone, CPM®, Crescent Real Estate Equities, LLC .....     | 713-966-3986 |
| Website Development Committee — Shawna Duplantis, ARM®, Greystone Asset Management .....      | 713-284-5017 |



# Green Building Operations & Maintenance: The LEED Implementation Process

Presented by the U.S. Green Building Council

This workshop is intended for building owners, operators and maintenance professionals involved in implementing LEED for Existing Buildings: Operations & Maintenance. It walks through the phases of a typical project, using case examples and implementation strategies throughout to reinforce learning and encourage students to apply knowledge to real-life situations.

**Prior Knowledge:** Familiarity with the LEED Existing Buildings: Operations & Maintenance Rating System a must. USGBC's *LEED Core Concepts and Strategies* course strongly recommended.

## LEARNING OBJECTIVES

After completing this course, you will be able to:

- Communicate the purpose and benefits of the LEED for Existing Buildings: Operations & Maintenance Rating System
- Successfully develop and implement a plan for LEED certification and recertification
- Facilitate the LEED process with all stakeholders
- Utilize the tools available to support LEED implementation and documentation

Participants of this workshop are to come prepared with familiarity of the LEED for Existing Buildings: Operations & Maintenance Rating System, which is free on our website. Paid Participants also receive exclusive online access to the Reference Guide. Registered participants will also receive short case studies to review in preparation of the course.

## WHO SHOULD ATTEND?

Building industry professionals seeking to increase their understanding of the LEED for Existing Buildings: Operations & Maintenance Rating System and green building strategies, benefits and resources.

- Architects
- Designers
- Consultants
- Owners
- Engineers
- Facility Managers
- Contractors
- Manufacturers

## LEARNING LEVEL

This is a 300-level course. The 200-level *LEED Credit Categories and Intents* course is strongly recommended as preparation.

## CONTINUING EDUCATION CREDITS

|                 |    |
|-----------------|----|
| AIA/CES (HSW):  | 7  |
| BOMI (CPD):     | 7  |
| CSI (CEU):      | .7 |
| IFMA (CFM/FMP): | 7  |

## HOST



Greater Houston Area Chapter

## SPONSORS



June 16, 2009

8:30 am – 5:00 pm

Houston, TX

Greenway Plaza

3 Greenway Plaza

Conference Center shops level

Houston, TX 77046

## FACULTY

The following instructors are currently scheduled for this workshop (subject to change):

Elaine Aye

| COST                                 | Before<br>6/08/09            | After<br>06/09/09 |
|--------------------------------------|------------------------------|-------------------|
| USGBC National Member*               | \$345                        | \$375             |
| Non-member                           | \$445                        | \$495             |
| Student<br>(Full-time students only) | \$150 (limited availability) |                   |

## Registration Includes:

- 30-day access to download a non-printable version of the LEED Reference Guide for Green Building Operations and Maintenance, 2009 Edition. Participants will also have the option to order one copy of the Reference Guide (either hard copy or E-Book) at a discounted rate. No exchanges or refunds will be offered for the Reference Guides.
- Educational handouts
- Continental breakfast, lunch and refreshment breaks

For all workshop inquiries, email [workshop@usgbc.org](mailto:workshop@usgbc.org) or call 800-795-1747.

If the minimum attendance of 25 is not reached, USGBC reserves the right to cancel the workshop up to one week prior. All registered attendees will be contacted directly by USGBC in the event that the workshop is cancelled.

To register, please visit [Greenbuild365](http://www.greenbuild365.org):

<http://www.greenbuild365.org/courseDetail.aspx?ID=90000263>  
your online portal to green building education

**Not a USGBC National Member?**  
Visit [www.usgbc.org/membership](http://www.usgbc.org/membership) and start saving!

\*Employees of companies that are members of USGBC National receive discounted rates on all workshop offerings and reference materials.

# IREM

# Calendar

## Join Us!

### Upcoming Events

More Info Can be Found at [www.iremhouston.org](http://www.iremhouston.org)

**June 11**

LEED EB OM Study Group  
Granite Westchase Two  
10370 Richmond, Suite 890  
6 - 8 p.m.

**June 12**

Ethics Course  
Millineum Tower  
10375 Richmond Ave., First Floor  
8:30 a.m.

**June 15**

Programs Committee Mtg.  
IREM Office  
5850 San Felipe, Suite 118, 77057  
11:30 a.m.

**June 16**

Membership Committee Mtg.  
IREM Office  
5850 San Felipe, Suite 118, 77057  
3:30 a.m.

**June 17**

Young Professionals Committee Mtg.  
IREM Office  
5850 San Felipe, Suite 118, 77057  
3:30 a.m.

**June 18**

LEED EB OM Study Group  
Granite Westchase Two  
10370 Richmond, Suite 890  
6 - 8 p.m.

**June 23**

Community Involvement Committee Mtg.  
IREM Office  
5850 San Felipe, Suite 118, 77057  
11:30 a.m.

**June 25**

IREM Executive Council Mtg.  
IREM Office  
5850 San Felipe, Suite 118, 77057  
3:30 p.m.

**June 25**

LEED EB OM Study Group  
Granite Westchase Two  
10370 Richmond, Suite 890  
6 - 8 p.m.

**June 26**

Bowl-A-Thon  
Palace Bowling Lanes  
1:00 p.m.

**July 3**

IREM Office Closed

**July 14**

IREM / CCIM Luncheon  
Featuring Mayoral Candidates  
Houston Hilton Post Oak  
11:15 a.m. - 1 p.m.  
(More details page 16)

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The mission of IREM Houston is to provide real estate related education; promote professionalism and ethical practices, increase recognition of IREM designations; and to monitor and communicate issues affecting the real estate industry.

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