

THE OLYMPIC TOWER TIMES

BOARD OF MANAGERS:

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Vice President & Secretary
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(Northeast Corner of 51st Street)

A Word From the Board of Managers...

Dear Fellow Residents,

The Year 2004 has proved to be a very busy year and we have made significant progress in many areas.

As you know this year has brought us a new managing agent and a new General Manager.

Our elevator project is winding down, but we are pushing full speed ahead in getting a new window washing rig (more details on Page 2 of this newsletter).

One of the more recent developments that I have the pleasure of announcing is that one of our Board Members, Mrs. Nina Mitchell Wells, has accepted the responsibilities of chairing the House Committee.

The House Committee deals with many aesthetic issues in the building and is most recently diligently working on a corridor renovation design.

Once the Committee arrives at a design recommendation, a mock-up will be completed in one of the corridors.

As always, we welcome your comments and suggestions in order to further improve our building.

On behalf of the entire Board of Managers, I would like to wish all residents a joyful and prosperous holiday and a healthy and peaceful New Year.

Sincerely,
Fred G. Peelen

Fred G. Peelen
President, Board of Managers

On-Site Management Office Holiday Schedule...

In observance of Christmas and New Years, the on-site management office will be closed on Friday, December 24th and Friday, December 31st, respectively.

Happy Holidays From The Staff...

The entire Olympic Tower staff would like to wish you and your family the warmest of holiday wishes and a very happy and healthy New Year.



New Window Washing Rig...

Entek Engineering has completed the drafting of the specifications and plans for a new window washing rig. A comprehensive bid package has also been completed and put out to bid. Unless a bidder requests additional time to formulate its bid, the bids must be submitted by November 30th.

Once the bids are received, Entek will prepare a bid analysis spreadsheet and submit it, and any other recommendations, to the Board for its review. After management and the Board reviews the spreadsheet, they will speak/meet with the bidders to clarify any matters, as necessary, in order to award the project to one manufacturer. The cost of this rig is a “shared” expense between the residential unit owners and the commercial unit owner.

The rig is built outside of the United States, shipped to our building, and due to access restrictions to the roof, will either have to be hoisted up the side of the building or disassembled and reassembled on the roof.

The City will not allow the use of a “temporary” window washing rig, so we do not anticipate a window washing cycle to occur until the new rig is operational; which is estimated to be next October.

Ordering Food Up To Your Unit...

It has come to our attention that food deliveries could cause delays in the elevator response time to residents waiting on other floors.

As a result, we have implemented the following:

- When the staff member calls to inform you that your food delivery has arrived, the staff member will tell you the amount of the charge so that you can have the money ready when the food arrives.

However, your added cooperation can further assist us, as follows:

1. When you order your food, ask for the price of the order.
2. If you are paying with a large denomination, please advise the establishment at the time you place your order.
3. Whenever possible, have the correct amount of money for the elevator operator so a second trip to return "change" to you will not be required.

Building Maintenance and Cleaning...

Below is a *partial* list of our accomplishments since the last newsletter in September. We are making exceptional progress in the areas of overall maintenance, cleaning and repairs:

- 12 new skylights have been installed in the marquee over the main entrance;
- Both chambers of our domestic water tank were cleaned and sanitized;
- Replacement of two new main water shut-off valves; Overhaul of the fire sprinkler pump;
- Our Engineering staff has painted one of the two stairwells (30 floors!). Second stairwell is underway;
- Our Porter staff has used our new carpet cleaning machine to clean every corridor;
- The entire trash chute, compactor and hopper doors on each floor have been cleaned and de-odorized.

Elevator Modernization...

The elevator modernization company has completed all of the mechanical upgrades and it is in the process of installing a computerized elevator control and monitoring system. Even after a car has been inspected and returned to service, issues have arisen and they have been, and will continue to be resolved in the most expeditious manner possible. We appreciate your understanding and patience.

Once the corridor renovation design has been finalized, the theme will be continued into the interior elevator cab design.

645 5th Lobby Café...

Construction of the Café is well underway. Olympic Tower Associates has informed us that the Café will be operational by next Spring.

Registered User For Recreation Room Top 100...

Based on the feedback and number of registrants for the new Recreation Room, its addition is a great success. To date, over 100 residents have registered to use the facility. If you would like to use the facility, you'll need to complete some paperwork that is available at the Concierge Desk.

Fire Safety Plans Distributed...

During National Fire Prevention Week our fire safety plans were distributed. In the event you did not receive a copy or if you would like a self adhesive sticker to apply to the interior of your entry door, that outlines what to do in the event of a fire, please contact the Concierge Desk.

Concierge Desk Goes High Tech....

Since our September newsletter the Concierge Desk has become computerized. The Concierge staff is integrating the computer into its daily functions and staff members are becoming familiar with its use.

You can easily contact the Concierge Desk from wherever your World travels may take you via email at olympicconcierge@verizon.net. Email could save you the trouble of an international call; it can provide you with a written record of your specific request, authorization for someone to have access to your unit or change in your contact information.

Currently, the Concierge is also utilizing the computer to provide twice-daily weather updates, which are posted in each elevator. In time, the Concierge hopes to utilize the computer as a tool to provide you with a wide array of local information.

Concierge Fax Number Changing Effective 1/3/05...

Effective January 3, 2005 the new fax number for the Concierge will be 212.486.9401.

This step is being taken to further "standardize" and make the building contact information easier to remember.

If you recall from our September newsletter, we informed you that we established new email account names for all of the departments that are computerized. You may find those email addresses on the front cover of each newsletter in the left margin.

Concierge Is Updating Your Contact Information...

If you haven't returned your Resident Contact Information Sheet to the Concierge, please do so as soon as possible. The Concierge is entering the updated contact information into the computer. If you need a Resident Contact Information Sheet please contact the Concierge.

Reminder: December is window guard form month. Upon receipt, please complete and return your form.