

THE OLYMPIC TOWER TIMES

BOARD OF MANAGERS:

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A Word From the Board of Managers...

Dear Fellow Residents,

The Year 2005 has proved to be another very busy year. We have again made significant progress in many areas, and the Year 2006 will be no less busy.

As you are all aware, the Year 2006 will bring great improvements to our corridors, elevator cab interiors and lobby.

All of the projects undertaken involved a great deal of time in order to ensure that the decisions that were made were prudent and the execution of the plans was precise.

The projects are not only necessary to rejuvenate our aging building, but they will also contribute to a higher quality of life.

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

Some Accomplishments From 2005...

- Obtained the approval to install new planters on 51st Street;
- Obtained a re-instatement of our “No Standing” zone;
- Completed the construction of our new window washing rig;
- Improved hot water service to the residents;
- “Went live” with our new www.TheOlympicTower.com web site;
- Built a Bicycle Storage Room;
- Dealt with community issues, such as the noise from the Today Show concerts...

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.



Corridor Update...

The House Committee is finalizing a mock-up of a sample corridor for the master plan renovations. The design is being fined-tuned and will be ready for the owners to view it in the next several weeks. The House Committee Members have worked diligently on this design scheme and are very excited about the results. The Committee is confident the owners will be equally excited and will be extremely pleased.

When To Dial 9-1-1...

Recently, it has come to our attention that residents have dialed the Concierge in need of an ambulance.

Residents should dial 9-1-1 directly, in order to minimize the response time for assistance to arrive and in case the 9-1-1 operator has questions or more importantly, can offer over-the-phone life saving instructions for you to follow.

The Concierge staff will always comply with your request, but you are encouraged to dial 9-1-1 directly for life threatening situations.

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Package Room Services...

For your assistance, and with a few exceptions, the Olympic Tower Package Room staff is available Monday through Friday from 7:00 AM to 7:00 PM.

Below are some of the services that they currently provide. If you desire a service that is not listed, please contact our Package Room staff and they will make every effort to fulfill your request or direct you to the appropriate department:

- Receive and log in packages from UPS, FedEx, AirBorne, etc.;
- Receive and log in hand delivered items;
- Notify residents and deliver items received;
- Pick up ready to ship outgoing boxes;
- Call FedEx or UPS to arrange pick-up of outgoing boxes;
- Delivery dry cleaning and pickup outgoing laundry;
- Call dry cleaners to check on status of resident's cleaning;
- Deliver food up to the unit;
- Verify that contractors entering building have insurance on file with the management office;
- Log in all persons going to the freight car & issue passes;
- Call residents to advise them of visitors, workers, etc. have arrived and are requesting access to your unit;
- Pickup items from Doorman or Concierge for delivery up to your unit;
- Advise residents on building entry protocol and/or policies and procedures pertaining to move-ins and move-outs;
- Advise contractors about policies and procedures pertaining to large deliveries and trash removal;
- Maintains pest control sign-up sheet. A limited level of professional pest control services are offered at no charge;
- Time permitting, perform a quick, visual/cursory inspection of your unit while you are traveling or away for an extended period of time.

Lyn's Café For Catering...

From time to time we advise you of area restaurants that have received quality reviews. However, sometimes a unit owner wishes to entertain guests in his/her unit and is in need of a quality, neighborhood caterer.

Lyn's Café, caterers since 1993, are specialists in providing corporations and social party planners with high level catering services.

They have an extensive menu. Their food is well presented, fresh and delicious.

Lyn's Café (which is located at 12 West 55th Street) can be reached at 212.397.2020 (or 212.397.0002 – Fax).

Copies of menus are available in the management office.

Window Washing...

I am pleased to report that we obtained the last of the necessary governmental approvals for the new window washing rig.

As soon as weather permits, we will start the exterior window cleaning on the Northwest corner of the building ("A" line facing Central Park). The cleaning will proceed in a clockwise fashion ("B," "C," "D," "E," "F," "G" and "H") around the building.

We have also made arrangements with the exterior window cleaning company (Harvard Maintenance) to perform interior window cleaning for those unit owners who wish to retain their services.

We can only provide the interior cleaning service if ALL of the following conditions are met

- A **MINIMUM** of **TWO** units must be **CONFIRMED** for interior cleaning for the **SAME** day.
- The hourly charge for window washing is **\$100**; with **ONE hour minimum/unit** (billed to your monthly common charge statement).
- **Two FULL business days advance notice is required to cancel window cleaning appointment and avoid the \$100 charge**,
- The resident or the resident's household staff member **must be present** during cleaning.
- A specific time of day cannot be guaranteed.
- Window washers may or may NOT move furniture. It is at their discretion. If they do move furniture, Harvard will need written authorization, on a simple form they will provide, signed by the resident.

Please call the Package Room (at 212.752.0542 or House Phone 738) for further details and/or if you want to sign up for this service.

Holiday Tree In Your Unit...

In consideration of your neighbor and our staff, we would appreciate it if you would call the Concierge Desk when you would like your holiday tree removed from your unit.

Please **DO NOT** drag the tree through the corridor or leave the tree in the corridor or trash room.

Our Porter staff will come to your unit, wrap the tree to contain falling needles and to prevent damage to the corridor walls and trim paint.

The Concierge can be reached at 212.486.9400 or on House Phone numbers 659 or 759.

Thank you very much for your cooperation.

Holiday Schedule For Work & Move Ins/Outs...

In observance of the holidays, the on-site management office will be closed on Monday, December 26th and Monday, January 2nd, respectively. In addition, there will be **NO** work or move-in/outs allowed, from 12/26, through and including, 1/02/06.