

# THE OLYMPIC TOWER TIMES

## BOARD OF MANAGERS:

### President:

Fred G. Peelen

### Treasurer:

Jeffrey J. Scott

### Manager:

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Mrs. Andrea Schlossberg

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## ON SITE PERSONNEL:

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### Concierge:

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### Package Room:

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[www.TheOlympicTower.com](http://www.TheOlympicTower.com)

## A word from the President of the Board of Managers...

Dear Fellow Residents,

As I mentioned in my last newsletter to you, a new committee was formed to advise the Board as to what steps could be taken to further enhance/complete our main lobby and to offer input on the refurbishment of the elevator cab interiors.

Since then, the Committee has worked diligently to select a designer who can achieve the above stated objective and create a warm and elegant “look.”

The Committee has narrowed down its selection to two designers and hopes to make a final selection later this month. Once a final designer is selected, the Committee will meet with the designer to further discuss the assignment and to authorize the designer to prepare a proposal along with a schematic and budget information that will be part of a formal presentation to the Board of Managers.

As always, your comments and suggestions are welcomed 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

## Reminder: No Moves/Work Dates...

There will be no moves in/out and no apartment construction in observance of the holidays from 12/24/09 through 1/4/10.

## 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 Uniforms Coming...

In February, our “front of the house” staff will receive new uniforms.

The current uniforms have been in service since 2003 and are being replaced with an all black suit complemented by gold colored trim and a deep gold vest to create a warm and elegant look.

## Update on Various Projects...

- Exterior window polishing, metal cleaning, metal sealing and caulking – Completed.
- Window gasket and window are replacement project – Completed.
- All stainless steel Domestic Water Tank and associated Piping and Valve replacement project - Nearing Completion.
- Air Handling Unit replacement project serving the corridors and supply air to the apartments - Nearing Completion.

## Heating and Air Conditioning (HVAC) Units In Your Apartment...

We are pleased to report that many unit owners took advantage of the guaranteed, level pricing that we negotiated with three general contractors to replace the 30+ year old equipment. Furthermore, the manufacturer and all three contractors have agreed to extend their fixed pricing for contracts signed through March 31, 2010. For more information on this program contact the management office or visit the “Contractors” page of our web site.

If you want to replace your units, we suggest that you start now because there can be an 8-12 week lead time to obtain the equipment.

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December 2009

## Fire and Life Safety...

In order to ensure that *all of us* are at the highest state of readiness for emergency situations, we developed an Action Plan which, among other items, includes staff training and fire/life safety awareness education for residents.

We are also investigating various mass communication devices and services that can be used to quickly notify residents of emergency related information. We will advise you of the other Action Plan items as they are ready for implementation.

Our Fire and Life Safety Awareness classes for residents are well underway. The classes are 15-20 minutes in length and will cover:

- Residential Fire Safety Guides
- General Emergency Fire Safety Instructions
- Fire In Your Apartment
- Fire Elsewhere In The Building
- Types Of Fire Extinguishers
- When To Attempt To Extinguish The Fire
- Use Of Xcaper Smoke Filter Kit (To Be Distributed During the week of November 30th)
- Familiarization With Corridor And Stairwell Evacuation
- Personal Life Safety Guides

The final class will be held on the following date and time:

<u>Flr. You Reside On</u>	<u>Date of Class</u>	<u>Time</u>	<u>Location</u>
41-45	12/15/09	6:30PM	43rd
46-51	12/15/09	7:15PM	51st

Please contact the management office if you have any questions or cannot attend at your above scheduled time.

We encourage all residents to read the fire safety guide, which is posted on the "Residents" page of our web site: [www.theolympictower.com](http://www.theolympictower.com). Copies are also available through the management office.

If you have a permanent or temporary disability that may cause you to need assistance in the event of an evacuation, please inform the Concierge. If the disability is temporary (broken leg, etc.) please advise the Concierge as soon as this occurs AND as soon as the temporary disability ENDS.

Please be reminded that in the event of a fire, please call 9-1-1 and notify the Concierge. Pull stations to activate the fire alarm and summons the Fire Department are located on each floor on the north wall of the corridor just east of the intersection where the corridor meets the elevator landing.



HOLIDAY  
SAFETY  
TIPS



- **Don't leave your property/purchases unattended.**
- **Stay alert and aware of your surroundings. Secure bags and valuables before exiting or entering parked vehicles and public transit facilities.**
- **Avoid leaving valuables in your car. Whenever possible, place items out of sight prior to arriving at your destination. (GPS, Electronic Accessories, etc.)**
- **Travel on populated, well lit streets. Plan your trip in advance.**
- **Avoid cell phone usage while walking, which is a prime time for a thief to grab your phone and run off in an opposite direction.**
- **Carry only the cash and credit cards you will be using on your shopping trip. Divide the cash between your purse, pockets and wallet. Keep a record of account numbers for each card.**
- **Carry your purse close to your body. Never wrap the strap around your body. A wallet should be carried in front pants pocket or breast pocket of your jacket.**
- **Don't leave your handbag over the back of a chair or stroller while dining or shopping.**
- **Don't wait until you have reached your front door to look for your keys. Have them ready in your hand.**

**PLEASE BE RESPONSIBLE, DON'T DRINK AND DRIVE!  
In Case of Emergency Dial 911**

## Planning Any Large Parties in the Building?

Please contact Caryl Hock, the Head Concierge if you are planning to have any large parties. Ms. Hock will speak to you about the best way to expedite your guests up to your unit, any special staffing/security or other needs to further enhance the party experience for your guests. The Package Room also has portable coat racks and hangers for your use.

## Notary Available...

For your convenience, Jacklyn Auerbach, Assistant to the General Manager, is our in-house New York State Notary. Please feel free to stop down to the management office or contact Jacklyn (at 212.486.9400 x1 or House Phone 300) if you need something notarized.