

THE OLYMPIC TOWER TIMES

BOARD OF MANAGERS:

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A word From the President of the Board of Managers...

Dear Fellow Residents,

Congratulations! We have survived the worst of our lobby and corridor refurbishment project and thank you for your understanding and patience!

We are actively pushing the contractors to finish the project by the promised completion date of June 20th.

The main lobby and most of the corridors will be completed on schedule.

While some of the upper corridors will be completed ahead of the June 20th deadline, a portion of the lower corridors will be completed no later than the second week in July.

Some of this delay was a result of internal operational issues at Verizon, who was installing cabling pathways above our new ceilings. We also experienced production delays from some third party suppliers.

The elevator cabs will be completed between June 20th and July 20th.

Our beautiful 16th century tapestry that we acquired at a Christie's auction in London, is being cleaned and mounted on a hanging system by one of the best textile restoration and conservation laboratories in the World (located on the premises of the Cathedral of Saint John the Devine on Amsterdam Avenue) and it will be a center piece in our main lobby.

I wish to especially thank my fellow Board members for the countless number of hours they are spending at weekly construction meetings and on financial oversight. An equally important thanks is extended to all unit owners for providing the funding for these capital projects. I'd also like to acknowledge our on-site management and all staff members for their efforts in maintaining the level of service we are accustomed to and for minimizing the impact of the refurbishment to our residents.

As always, your comments and suggestions are welcomed to further improve our building.

Sincerely,

Fred G. Peelen
Fred G. Peelen, President
Board of Managers

A word from the General Manager regarding ongoing projects...

I've devoted considerable space in this issue of the newsletter to inform you of some of the many projects that we are undertaking in our effort to provide you with the highest possible level of service and comfort.

These projects affect the quality of life and life safety of all residents and I realize that they can result in certain inconveniences. I'd like to thank all residents for their gracious understanding in that regard.

The Board of Managers has issued management a directive to make certain that we are taking a proactive approach to preventive maintenance and capital improvement, while going as "green" as possible on our energy savings projects.

We have already installed energy efficient bulbs, ballasts and fixtures in all of the trash rooms and "back of the House" areas. These fixtures are also controlled by motion and sound activated sensors.

We've also reduced our steam consumption by means of instituting a more aggressive inspection and maintenance program of our steam traps and equipment.

All in all, we are working off of a list of over 100 items/projects to be completed over a five year period and we are ahead of schedule.

We have an ongoing program to replace all of the air handling units (fans, casings and controls) providing supply air to the corridors and apartments. Currently, we are working on the supply fan servicing the west side of the building on floors 22 to 36.

Next week we are meeting with professional engineers to start specifications to refurbish our bidet system and the replacement of our domestic water tank and associated valves and piping.

Another future project on tap is the refurbishment (re-gasketing and repair of damaged hardware) of the operable windows in the apartments. This will benefit residents from a functional standpoint (ease of use) and energy savings standpoint (improving any water or air infiltration issues).

Thank you for the opportunity of serving you.

Sincerely,
Eugene P. Bellon
Eugene P. Bellon, General Manager

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May 2008

New House Phone System...

Our new House Phone system is completed and fully operational.

We encourage you to set up your House Phone voice mail so that you can receive important information such as building service interruptions and other important messages. Please contact the Management Office or the Concierge for instructions on how to set up your voice mail.

<u>HOUSE PHONE EXTENSIONS</u>	
CONCIERGE	0
DOORMAN	100
ENGINEERING	200
MANAGEMENT OFFICE	300
PACKAGE ROOM	400
RECREATION ROOM	500
VOICE MAIL	600

Our new phone system will also allow us to transfer your call to any department, so there is no need for you to hang up and re-dial the department you are trying to reach.

New Main Phone Numbers...

Our goal is to make your life easier. So even though you may still reach us using the phone numbers you already know, if you prefer, you only have to remember one phone number (212.486.9400) to reach ANY department in the building.

The Automated Call Attendant will transfer you to the department of your choosing. After dialing 212.486.9400, select "0" for Concierge, "1" for Management, "2" for Engineering and "3" for the Package Room. Yes, the old numbers still are in operation.

Quicker Drying Clothes While Minimizing the Chances of Fire or Flood...

That's what our objective was in undertaking one of the projects that are currently underway.

You'd be shocked to see the amount of lint that was removed from some dryer vents. Lint blockages can extend the amount of time/energy needed to dry wet clothes, but more importantly, lint is flammable and poses a fire hazard.

While we undertook this project, we also decided to check the condition of the flexible dryer vents (some were plastic – another potentially flammable material and not to Code – which we replaced with a Code compliant aluminum duct material) and to inspect the washing machine hoses.

I'm happy to report that we averted a massive flood incident because one of the hoses we replaced was ready to burst.

George Marmara Retires After 32 Years of Service...



Gene Bellon, General Manager (right) presents George Marmara with an award acknowledging his 32 years of service, at the lunch held in his honor.

On April 30, 2008, the staff gathered to wish George a very happy and healthy retirement.

Surmising that the building may need his continued services during the last leg of the lobby refurbishment project (and relocation of the Concierge Desk to another two temporary locations), George offered to postpone his retirement date to May 28th; which we accepted.

Take A Deep Breath and Breathe A Little Easier...

Over the course of the next two filter changes, we will be upgrading all of the filters on all of the air handling units that serve the common area to a more efficient filter.

The filter is one step below that of the HEPA (High Efficiency Particulate Air) filters used in "clean rooms" and hospital operating rooms. The filters are designed to use no more energy than the filters we currently use, but they will filter out more impurities and because they are laced with charcoal, they will also filter out some additional odors.

We are also upgrading to a higher quality filter for the air conditioning units located in the apartments, which will help filter out any impurities that may be in your apartment.

Keytrak System Part of Lobby Refurbishment...

In the coming months we will tell you more about the state-of-the-art system that we will be implementing to track the handling of keys to apartments.

This system will require all staff members to use biometrics (fingerprint), a password and give a reason for checking out the key in order to obtain it. Keys tags will NOT have unit numbers, the system tracks exact in/out time of the key and it can generate key activity reports. It provides the highest level of security available for our residents.