

THE OLYMPIC TOWER TIMES

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

Dear Fellow Residents,

During our June 16th Annual Meeting of Unit Owners, it was announced that the lobby enhancements and elevator cab refurbishments were approved.

If you recall, a reception was held in April to give unit owners the opportunity to view the design boards and ask questions to the representatives from McMillen Interior Design. The design boards were also displayed in the lobby for several weeks. The feedback we received was overwhelmingly positive. The feedback was conveyed to the Design Committee so it could use those comments to make refinements to the design, as applicable.

Based on that feedback, the layout of the Concierge Desk and counter were revised and it was decided that any decisions about artwork would be postponed until the other enhancements were completed.

Work will commence as soon as possible, but the start date is dependent upon the lead time of the custom furniture; which can be as much as sixteen weeks.

As a result, we anticipate all work to be completed hopefully by Thanksgiving.

I would like to take this opportunity to thank those unit owners who so generously served on the Design Committee. Special thanks are in order for Rick Schaub and Grant Ruthizer, who spent countless hours on this assignment. Without their efforts, these enhancements would not have come to fruition.

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

Sincerely,

Fred G. Peelen

Fred G. Peelen, President
Board of Managers

Reminder – No Moves/No Work Dates...

There will be no moves in/out and no apartment construction in observance of Independence Day on Monday, July 5th.

Fire and Life Safety...

As you know, fire/life safety is our number one priority. 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, included staff training and fire/life safety awareness education for residents.

One of the most important initiatives we've implemented since the last annual meeting, and more specifically since the October 31, 2009 fire on the commercial side of the building, is in the area of fire and life safety. We took a "best practices" approach that exceeds Fire Code requirements for our building. Some of the other items include:

1. Hiring a fire consultant to conduct six resident awareness training sessions.
2. All staff members completed a two hour fire/life safety course.
3. All Concierge Staff members and members of the management team completed a 20 hour advanced fire/life safety course (including exam) in addition to the general two hour course.
4. All staff members will continue to receive semi-annual training. The second 2 hour course was completed in June and covered handling of non-fire emergencies such as: Bomb Threats; Chemical Spills; First Aid; Power Outage; Robbery or Mugging; Shelter In Place; Suspected Terrorist; Suspicious Letter or Package; Threatening Behavior and Elevator Entrapment.
5. Building management arranged for the FDNY to conduct building familiarization drills. The drills were conducted on six separate days and were attended by over 100 members of the FDNY including area Chiefs, officers, fire fighters, building management and Chief Engineers from both the residential and commercial sections of the building. These 2+ hours drills allowed the FDNY to perform a complete tour of our building (residential and commercial) including lobbies, corridors, basements, stairwells, mechanical spaces, fire alarm panels and familiarize themselves with our equipment and unique features.

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Fire and Life Safety (continued from Page 1 Column 2)...

- All residents and staff members were given Xcaper mask evacuation kits and Personal Life Safety Guide Books. Xcaper masks have also been installed in key mechanical spaces.
- Photoluminescent markings were installed in both Stairwells "A" and "B.". These markings will aid residents and firefighters using the stairwell in low light, no light or smoke conditions.
- We added additional fire extinguishers to every floor. We now have over 100 fire extinguishers deployed throughout the building. Two on every floor. One in each of the two stairwells on each floor.
- We exceeded NYC Code requirements by establishing a Building Information Card and information package at the Concierge Desk for FDNY use.
- We provided the 645 5th Ave. Security Desk personnel, who monitor the main Fire Command Station, with a walkie-talkie and we established a communication protocol test which involves radioing our Concierge Desk at every shift change.
- We installed a communication system that can call and email all residents in the event of an emergency. **PLEASE MAKE CERTAIN THAT YOU GIVE ALL OF YOUR CONTACT INFORMATION TO THE CONCIERGE.** A form requesting this information was sent to all residents. Also, please erase any unwanted messages on your House Phone, which we also use for global messages.
- We are in the process of installing a fire alarm notification system that will email the Concierge Desk of the specific device that is in alarm so that they can communicate more specific information to residents, instead of relying on information to be provided to us by the personnel at the main Fire Command Station. This same information will not only be accessible remotely by the General Manager and Chief Engineer, but they will also receive detailed fire alarm information on their Blackberries. In addition, our emergency protocol still directs our Concierge to phone and/or radio the 645 5th Security Desk to obtain alarm information and send a runner there during an actual incident.
- The residential and commercial sections of the building jointly retained another fire protection consultant to perform an existing conditions survey and recommendations; which we just received. An action plan will be developed to address any recommendations accordingly.
- The management of the residential and commercial sections of the building meet twice/month to discuss fire/life safety and other issues. A "Hot Work" (open flame) protocol has been improved and is being used by both sections.

Any Work/Construction Planned For Your Apartment?

In case you were not aware of it, building Management must be notified, in advance of ANY work (from carpet cleaning to painting to renovations) being performed by third party contractors in your apartment. For the protection of you and your neighbors there are established procedures and insurance requirements that need to be followed.

Other Improvements and Projects...

- The replacement of the three (3) remaining air handling units that service the corridors and apartments has been completed.
- As part of a pipe replacement project, we are installing a heat exchanger that will use hot steam condensate to pre-heat our domestic hot water to reduce energy/steam costs and water consumption costs (that would have been used to cool the condensate – per City Code - before dumping it into the sewer).
- We replaced (54) 30 year old valves that are necessary to properly operate the building and shutdown services in the event of an emergency. We still have approximately 54 more to replace.
- For aesthetic and energy conservation reasons, we installed reflective window film in the M level machine room.
- We upgraded the air conditioning equipment and some of the exercise equipment in Recreation Room.
- New uniforms for the front of the house staff.
- Olympic Tower Associates has refurbished the 51st Street freight elevator.

Notary Public Services Available To Residents...

Jacklyn Auerbach, Assistant to the General Manager, is a Notary Public. If you need something notarized, please call Jacklyn at 212.486.9400x1 (House Phone 300) or stop down to the management office on C1 Level.

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



We are pleased to report that over 25% of the heating and air conditioning units in the apartments have been replaced. This will save the building money because malfunctioning units result in more steam, electricity and maintenance costs for the building. Also, the new units have leak protection features to protect the unit owner and his/her neighbors below from pan overflows.

At left, newly installed HVAC unit

Unit owners who took advantage of the replacement program during its first year were not subject to the April 1, 2010 price increase. The current pricing is guaranteed for contracts signed through December 31, 2010. For more information on this program contact the Management office, the Chief Engineer or visit the "Contractors" page of our web site at www.theolympictower.com.