



September 29, 2014

Dear Silver Towers Residents,

NYU will soon begin replacing all single-paned windows throughout Silver Towers with new double-paned windows. In the next two weeks, you will receive detailed information on the schedule for the measurement phase of this project. In the meantime, let me share with you some high-level information.

**Background:** Over the past year, NYU has worked with an architect and environmental consultant to design and test window options and other ways to provide the best sound attenuating performance and provide better insulation against weather conditions. Actual window options were installed in a vacant apartment in Silver Towers, and a series of open houses were conducted to enable residents to view the installation and provide feedback. Many residents expressed their dissatisfaction with the original design concept, which was to install a large window assembly inside the existing single paned window. We are pleased to report that we will be able to install double-paned windows in place of existing windows as requested by residents.

**Approval Process:** NYU received endorsements for abandoning the original design in favor of replacing the single-paned window in its existing frame with a double-paned window from both the Silver Towers Tenants Association and the Superblock Stewardship Advisory Committee. With these endorsements, we are now seeking the approval of the Landmark Preservation Commission (LPC).

**Project Plan:** There will be several phases to completing this work; the first is measuring the window openings in every apartment throughout the complex. The measuring appointment will require a contractor to enter your apartment accompanied by an NYU Public Safety officer. The contractor will measure all existing windows and assess installation conditions. The visit will take approximately 15 minutes. Following the measurement phase and review by the LPC, fabrication of the windows will begin and we will start to schedule the installations. We will once again need to enter your apartments to complete the installation; again we will have an NYU Public Safety officer in attendance.

We know that many residents are eager to receive new double-paned windows; one of our greatest challenges to completing this work will be residents' cooperation with the project schedule by granting access to their apartments. We are setting up on-line forms and taking other steps to ensure this project moves as smoothly as possible. A detailed measuring schedule and more information about the nature of the work will be sent to you in the coming weeks.

Sincerely,

Alison Leary, Executive Vice President of Operations