Three New Retail Tenants Opening at Columbia Buildings in Morningside Heights

Three new retail tenants within Columbia University’s retail portfolio are opening in the Morningside Heights neighborhood. The new retail kicked off in February with the opening of H Mart, an Asian-inspired grocery store, and was followed by Sliced, a pizzeria; and Elysian Fields Café, a full-service Mediterranean restaurant.

H Mart’s new Morningside Heights location at 2828 Broadway (at 110th Street) is its second location in Manhattan. H Mart offers a full line of groceries, produce, meat, seafood and prepared foods with many Asian-themed products not readily available in traditional markets. Beginning as a small corner grocery store in Woodside, Queens in 1982, under the name, “Han Ah Reum,” which means “one arm full of groceries” in Korean, H Mart has expanded to over 60 stores in 12 states across the country. Following its February opening, H Mart will be expanding its offerings to include a diverse selection of hot, prepared foods.

Sliced, a new neighborhood pizzeria, is located at 1215 Amsterdam Avenue (between 119th and 120th streets) in the former Che Bella space. The restaurant offers a mix of specialty pizzas, salads, calzones, paninis and more. The owners of Sliced also manage the Harlem Pizza Co. in Central Harlem, which they opened with the vision to serve authentic Neapolitan pizzas to the local community.

Elysian Fields Café (1207 Amsterdam Avenue, between 119th and 120th streets) is a full-service restaurant serving rustic Mediterranean cuisine and tapas. The menu is seasonally driven and includes kabobs, halal gyros, burgers, chicken and lamb tikka, kofta and shawarma. A second, lower library room housing a vast wine collection will be available for private events. Two to three dozen wine-by-the-glass selections will be available daily. The restaurant is operated by the Kellari Hospitality Group, which also manages New York restaurants Kellari Taverna, Martinique Café, and Petit Poulet. Elysian Fields Café is anticipated to open in May.

The three new establishments are consistent with Columbia University’s long-standing approach to its retail tenants, which favors businesses that bring a variety of amenities and experiences to the diverse Columbia community, the wider local community and visitors.

“We are excited to bring these three new, quality retail tenants to the Morningside Heights community,” said Shari Colburn, vice president of Real Estate at Columbia University. “H Mart’s opening has already brought a high level of energy and excitement that we expect will only grow with the openings of Harlem Pizza Co. and Elysian Fields Café.”

Get Ready for Summer – Moving Out, Subletting, and More

For many University Apartment Housing residents, summer means graduation and move out. For others, it is a chance to get away for some time. If you are moving out, please see page 3 of this newsletter for detailed information. For others, here are some summer tips to keep in mind.

SUBLETTING

Are you planning to sublet your apartment during the summer? Faculty and students living in Columbia housing may apply to sublet for summer break and can advertise for a subtenant using the OCHA Housing Registry at http://ocha.facilities.columbia.edu.

After selecting a subtenant, a sublet application must be submitted and approved by UAH.

Sublets for less than thirty days are not permitted according to N.Y. law.

AIR CONDITIONERS

If buying a new air conditioner for the summer, there are several tips to keep in mind, from selecting a unit that is properly sized for the space you will be cooling to finding an energy efficient unit to reduce your electric costs and save energy. Also, remember to change your air conditioner filter at least once every couple of months during cooling season. A dirty air conditioner filter will increase electric costs and waste energy.

Air conditioners must be installed safely and per manufacturer’s specifications. It is strongly recommended that air conditioners are installed professionally. Air conditioners that are installed improperly are safety hazards and are considered violations by the New York City Department of Buildings. For window air conditioner installation tips, please visit www1.nyc.gov/site/buildings/homeowner/installing-air-conditioning-unit.page.

For more information on proper sizing and energy efficient air conditioners, please visit energystar.gov or smarterhouse.org.

Get Ready for Summer Continues on Page 3 with Moving Out Tips

THIS ISSUE:
2: Important Phone Numbers
3: Moving Out Tips
4: Working for You
5: Building Services and Information
6: In the Neighborhood

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Building Contacts

SUPERINTENDENT
The superintendent for your building is directly responsible for the maintenance and operation of your building and its systems and is generally your first form of contact for building-related issues. You should have received their contact information when you moved in. For maintenance issues after hours (before 9 a.m., after 5 p.m., and on weekends), call the Columbia Facilities Services Center at 212-854-2222.

DIRECTOR FOR RESIDENTIAL SERVICES
If you have a special problem that the building superintendent has not been able to correct, you should contact your Director for Residential Services at the phone number indicated below. If they are not available, you may also speak to Diego Rivera, Executive Director for Residential and Commercial Services, at 212-854-9301 or dr2171@columbia.edu.

BUILDING REPRESENTATIVES
All residential directors and assistant directors have many years of experience managing residential properties in New York City.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Nelson Falcon</td>
<td>212-854-9328</td>
<td><a href="mailto:nf36@columbia.edu">nf36@columbia.edu</a></td>
</tr>
<tr>
<td>Director</td>
<td>Dion Keene</td>
<td>212-853-1502</td>
<td><a href="mailto:dk2974@columbia.edu">dk2974@columbia.edu</a></td>
</tr>
<tr>
<td>Director</td>
<td>José Rosa</td>
<td>212-853-1498</td>
<td><a href="mailto:jr2365@columbia.edu">jr2365@columbia.edu</a></td>
</tr>
<tr>
<td>Director</td>
<td>Cathleen Ryder</td>
<td>212-854-3729</td>
<td><a href="mailto:cr2238@columbia.edu">cr2238@columbia.edu</a></td>
</tr>
<tr>
<td>Director</td>
<td>Nicole Thompson</td>
<td>212-851-0454</td>
<td><a href="mailto:nt25@columbia.edu">nt25@columbia.edu</a></td>
</tr>
<tr>
<td>Assistant Director</td>
<td>Marah Arbaje</td>
<td>212-851-0454</td>
<td><a href="mailto:ma224@columbia.edu">ma224@columbia.edu</a></td>
</tr>
<tr>
<td>Assistant Director</td>
<td>Dominick Grimaldi</td>
<td>212-853-1728</td>
<td><a href="mailto:dg2859@columbia.edu">dg2859@columbia.edu</a></td>
</tr>
<tr>
<td>Assistant Director</td>
<td>Anson Leacock</td>
<td>212-854-8078</td>
<td><a href="mailto:abl21@columbia.edu">abl21@columbia.edu</a></td>
</tr>
<tr>
<td>Assistant Director</td>
<td>Nancy Lu</td>
<td>212-854-8911</td>
<td><a href="mailto:nl13@columbia.edu">nl13@columbia.edu</a></td>
</tr>
<tr>
<td>Assistant Director</td>
<td>Juan Plascencia</td>
<td>212-854-9323</td>
<td><a href="mailto:jp2387@columbia.edu">jp2387@columbia.edu</a></td>
</tr>
<tr>
<td>Assistant Director</td>
<td>Serena Sinclaire</td>
<td>212-854-4142</td>
<td><a href="mailto:ss2690@columbia.edu">ss2690@columbia.edu</a></td>
</tr>
</tbody>
</table>

FACILITIES SERVICES CENTER
(Emergencies after hours, and on weekends)
212-854-2222

YOUR DIRECTOR FOR RESIDENTIAL SERVICES
(Special problems that your superintendent cannot address)
212-854-9301

CU FACILITIES RESIDENTIAL OPERATIONS WEB SITE
http://facilities.columbia.edu/housing

CU FACILITIES AND OPERATIONS WEB SITE
http://cufo.columbia.edu

CU PUBLIC SAFETY
Morningside Campus
212-854-2797
Emergency: 212-854-5555

CONGRATULATIONS!
NEW HIRES
• Dominick Grimaldi, Assistant Director, Residential and Commercial Operations
• Maria Mian
  Porter at 124 LaSalle Street and 181 Claremont Avenue
• Quinzell Taylor
  Porter at 560 Riverside Drive
• Lawrence Vettel
  Door Attendant at 400 West 119th Street (Butler Hall)

PROMOTIONS
• Charles Bernard
  Superintendent at 600 and 609 West 113th Street and 601 West 112th Street
• Raymond Cuevas
  Superintendent at 605 and 619-623 West 113th Street and 535 West 112th Street
• Daniel Lopez
  Handy Person at 601 West 115th Street
• Gerhard Ortiz
  Handy Person at 606 and 610 West 116th Street
• Hugo Romero
  Superintendent at 18, 61-63 and 74 West 108th Street and 950 Columbus Avenue

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Moving Out

WHAT TO DO AND WHEN

As another school year ends, many residents will be vacating their apartments. Students with expiring housing eligibility are required to vacate no later than May 31, 2018. University Apartment Housing (UAH) sends a series of email notifications to this group with detailed information regarding vacancy procedures.

Moving out on time is required as apartments must be prepared for incoming students who begin moving in as early as May.

Beginning in March, UAH operations commenced brief inspections of units that are expected to be vacated. These inspections help us determine the work and resources that will be required to prepare the units for incoming students. The inspections typically take less than ten minutes and are conducted by a UAH representative who will be accompanied by building staff. Due to the high volume of units that must be inspected we are unable to schedule appointments; however, you are not required to be present during the inspection. Please follow the procedures outlined below when vacating since failure to do so may result in additional charges and/or forfeiture of your security deposit.

1. If you haven’t confirmed your vacancy date, please do so now. The Housing Portal at https://uah.facilities.columbia.edu can be used to provide notice, update your vacancy information and request changes to your vacancy date, in addition to calling or emailing the leasing department at uah-vacancies@columbia.edu. In general, moves should be scheduled between the hours of 8 a.m. and 4 p.m. Monday to Friday. In addition, you should check with your superintendent to see if there are any special move policies (e.g., no move-outs through lobby).

2. You must return all apartment, mailbox, elevator and other keys to the superintendent on the day of your move-out. You will receive a copy of the key receipt form at that time. If you are not able to contact the superintendent, call the Residential Operations Office at 212-854-9301. Do not leave keys in the apartment. The surrender of the keys to your superintendent is considered the surrender of the apartment. You will continue to be responsible for rent until the keys are returned.

3. The apartment must be left free of all personal belongings and debris. All fixtures and appliances must be left in good working order. Please clean the apartment. Empty refrigerators and cabinets, remove all trash, and sweep all floors. You may be charged for any damages and/or cleaning expenses.

Security deposits are refunded in accordance with the terms of the lease and are mailed to your forwarding address approximately 6 to 8 weeks after you vacate. If you live in a semester-billed unit, your reservation fee was credited to your University SFS account when you moved into housing.

To all residents who will be leaving University Apartment Housing, we hope you have enjoyed your stay. To the graduating class of 2018 we offer our congratulations and best wishes in all your future endeavors.

If you have any questions, please contact the Leasing Department at 212-854-9300 or email uah-vacancies@columbia.edu.

IMPORTANT PHONE NUMBERS FOR MOVING OUT

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td>Con Edison</td>
<td>1-800-752-6633</td>
<td><a href="http://www.coned.com">www.coned.com</a></td>
</tr>
<tr>
<td>Spectrum</td>
<td>212-358-0900</td>
<td><a href="http://www.spectrum.com">www.spectrum.com</a></td>
</tr>
<tr>
<td>Verizon</td>
<td>1-800-verizon</td>
<td><a href="http://www.verizon.com">www.verizon.com</a></td>
</tr>
<tr>
<td>Leasing Department</td>
<td>212-854-9300</td>
<td><a href="http://www.columbia.edu/uirah">www.columbia.edu/uirah</a></td>
</tr>
<tr>
<td>UAH Vacancy Coordinator</td>
<td><a href="mailto:sb3667@columbia.edu">sb3667@columbia.edu</a></td>
<td>212-854-9313</td>
</tr>
<tr>
<td></td>
<td></td>
<td>212-749-8816 (fax)</td>
</tr>
<tr>
<td>RESIDENTIAL OPERATIONS</td>
<td>212-854-9301</td>
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</tbody>
</table>
Working for You

Loretta Zuk Recognized as Superintendent of the Year by 32BJ SEIU

Loretta Zuk, a superintendent at 547 Riverside Drive, was honored as superintendent of the year at the 11th annual Building Service Worker Awards. The awards, organized by 32BJ and Straus News, recognize the best workers across New York City's five boroughs.

Loretta has worked at Columbia for more than 30 years. She was also recently featured in a New York Times story about the rarity of female building superintendents in New York City. According to a 32BJ spokesperson in a report in Moneyish.com, “the vast majority” of the roughly 3,200 New York residential superintendents within the union are men.

In speaking to the West Side Spirit, Zuk said: “I absolutely feel like a pioneer. That’s what I’m most proud of. I wish more women would get into this because it’s a great job.”

Recognizing 27 Years of Service – Radames Santiago

After 27 years working in various roles at Columbia, Radames Santiago signed off for the last time from Butler Hall (400 W. 119th Street) where he spent almost his entire Columbia career.

What brought you to Columbia?
I went back and forth between Puerto Rico and New York City beginning in 1964. I first worked at a tie factory on 34th Street, then back to Puerto Rico working in construction. Then in 1985, I began working at a coffee shop in the Black Building at Columbia’s medical center campus. That eventually led to my first job at Columbia, working part-time working in the Black Building for CUMC mail services.

When did you start at Butler Hall?
In 1992, I started as a porter at Butler Hall. After two years of doing that, I switched to being the night shift door attendant for two more years, and then to the daytime shift where I ended my career.

What was your favorite thing about your position?
I learned a lot working at Columbia. It was great to work in this institution, working with professional people.

What will you miss the most?
I will miss the people at the building, including my co-workers. The people are like family to me. Speaking of family, my son and daughter-in-law both work at Columbia as well. My son started at 19 years-old and is now a head laborer at the medical center campus. My daughter-in-law works as a porter at a building on 118th Street.

What do you plan to do now?
I plan to fix a few things in the apartment, then go to Puerto Rico and then to Argentina.

Youth Sports Organization Formed By 2700 Broadway Resident Manager Helps Youth Excel

Bruce Parker Sr., the resident manager at 2700 Broadway, is one of the six co-founders of the Harlem Jets, a youth sports organization founded in 2005 to support Harlem youth through academic enrichment and competitive team sports. While primarily focused on youth football, the Harlem Jets also offers programs in basketball, wrestling and cheerleading.

Currently, the organization has 300 children participating in all sports, ranging in age from 5 to 18. Parker has been a coach for one of the football teams since the organization’s inception, which filled a void with limited youth sports – particularly football – available in Harlem. Over the years, many children in the program have been recruited to top high schools around the state. Parker’s own two sons completed the program and went on to play football in college.

According to Parker, the program stresses the importance of academics. It offers free tutoring for children in the program, and coaches keep a close eye to ensure the children are taking their academics seriously. “There is no price tag on a kid’s success,” said Parker. “These children are not just succeeding in sports. Some of them use sports as a gateway and go on to be pre-med and achieve all sorts of amazing things.”

To learn more about the Harlem Jets, visit www.harlemjets.org.
Building Services and Information

Submit Your Maintenance Requests Online

A reminder that you can submit non-emergency maintenance requests for your apartment online. Visit https://www.services.cuf.columbia.edu to submit maintenance requests.

Please Note:

- **Only submit non-emergency requests online.** For emergency requests, please call your superintendent or the Facilities Services Center at (212) 854-2222.
- **You must have a Columbia UNI to access the online system.** If you or other members of your household do not have a Columbia UNI, you will need to continue reporting maintenance issues under the current system by contacting your superintendent or calling the Facilities Services Center at (212) 854-2222.
- **Use the online system for any space on campus.** If you have an office, lab, or other space on campus, you can use the same online maintenance system for non-emergency requests.

Summer Construction

The spring and summer months are the busiest time for renovations in most of our buildings. Because of the warmer weather, temperature-sensitive exterior projects (e.g., roof replacements, concrete repairs, etc.) and mechanical upgrades are usually completed at this time. You may notice an increase in exterior construction activity as building owners perform mandated façade repairs to comply with New York City’s Façade Inspection Safety Program, formerly known as Local Law 11 (NYC Local Law 11/1998). This law requires owners to inspect and repair all buildings over 6-stories high to ensure public safety.

During this period, work in University buildings will usually take place Monday through Friday from 8 am to 5 pm and occasionally on Saturdays. We understand that this work can be disruptive and apologize for this unavoidable disturbance. We will make every effort to ensure that the contractor is considerate of residents in neighboring apartments and buildings, minimizing inconveniences and maintaining noise control. If you experience any problems while construction work is being done in your building, please call your superintendent or Director for Residential Services.

Fire Safety

Every year, our office distributes a Fire Safety Plan to all apartments with information about what to do in the event of a fire. This information is also posted in your building. You can prevent fires by doing the following:

1. Test smoke detectors and report any deficiencies or problems to your superintendent immediately.
2. Be aware that smoke from cooking can activate smoke detectors. Do not leave food unattended when cooking.
3. Report any defects in your cooking appliances to your superintendent.
4. Never use an extension cord with large current appliances, such as a space heater, air conditioner, or refrigerator.
5. Do not run extension cords under rugs or floor mats. Cords can wear down, become frayed and ignite.
6. Never leave burning candles unattended and keep at least 3 feet from combustibles including curtains.

For more fire safety tips visit [http://facilities.columbia.edu/fire_safety](http://facilities.columbia.edu/fire_safety).

Remember – According to Columbia University policy, smoking is prohibited within 20 feet of the entrance to all buildings.
In the Neighborhood

With the help of a Columbia resource, Harlem is becoming a haven for local businesses

Sugar Hill Creamery, a new mom and pop ice cream shop on Lenox Avenue at 119th Street, opened in late July 2017 to the equivalent of a neighborhood standing ovation, with so many customers at times that they sold out their ice cream prior to closing time.

Around the same time six blocks north on 125th Street, Whole Foods Market opened its first store in Harlem, carrying many products made by local Harlem entrepreneurs that were flying off the shelves.

In some ways the outpouring of excitement for these local small businesses could be interpreted as a natural fulfillment of long-suppressed demand for products that represent Harlem’s unique identity. While that demand may be real, the initial success is attributed to the creativity and hard work of entrepreneurs who collaborated with a consortium of local business development organizations – all committed to improving Harlem’s business climate and helping small businesses grow.

The Columbia-Harlem Small Business Development Center (Columbia-Harlem SBDC) has been a partner with Harlem Park to Park, Hot Bread Kitchen Incubates and the Harlem Community Development Corporation to create the Harlem Local Vendor Program (HLVP) and find ways to support Harlem food and product vendors. The new Harlem Whole Foods opened with more than 20 Harlem-made products on its shelf – all of which are made from local vendors who are part of the HLVP.

“Several years ago, we initiated a vendor fair for local caterers to increase catering opportunities at Columbia. Realizing that the number of people who would book a caterer at Columbia is too widespread, we quickly shifted to broader events beyond just food that put local vendors in front of purchasers for Columbia’s business units as well as other major retailers including Whole Foods, Fairway, Macy's, Bed Bath and Beyond, and more,” said Kaaryn Nailor Simmons, director of the Columbia-Harlem SBDC, a program of the Columbia Business School.

At the same time, other local community organizations including Harlem Park to Park, Hot Bread Kitchen Incubates and the Harlem CDC were exploring strategies to support local businesses, with an eye toward the opening of the Harlem Whole Foods. The organizations joined together with Columbia-Harlem SBDC to form the Harlem Local Vendor Program and create a continuous pipeline of qualified vendors for Whole Foods and other large purchasers.

For its role in the partnership, the Columbia-Harlem SBDC has developed the Small Business Intensive Education Program, a rigorous business support program of five required classes for vendors inclusive of topics from business model development to cash flow support, financial projections, marketing assistance and other subjects to fine tune their business acumen. In addition to the Graduate Level academic classes offered, there is a lot of peer support and access to Columbia University Alumni Mentors.

Beyond the business classes and support, other partners in the Harlem Local Vendor Program offer participating businesses opportunities for exposure in vendor markets, access to a local commercial kitchen, assistance with product distribution, support with purchasing and more.

Sixty local Harlem businesses applied to be part of the most recent cohort, with nearly half approved to participate. Graduates of the program are eligible to pitch their products to corporate buyers at the vendor fair hosted by the SBDC and Columbia Dining in December.

“The Harlem Local Vendor Program helped my business and other local entrepreneurs focus discreetly on topics that will enable us to excel in the broader marketplace while also fostering collaboration among local entrepreneurs,” said Ramona Prioleau, a 1988 Columbia College and 1991 Columbia Business School graduate and founder of FRAMIATI, a Harlem-based and 100-percent minority- and woman-owned provider of skincare items and merchandise.

“The program’s strategic small business advice; insightful finance lessons; emphasis on data-based decisions and supportive network help FRAMIATI continue to grow,” she added.

Small businesses that participated in the program’s earlier cohorts were not required to complete the business assistance curriculum, but the consortium felt that providing more business tools was a necessary component for an entrepreneur’s long-term success.

“The program’s ultimate goal is to help build strong Harlem businesses while creating more economic stability in the community that can sustain and support more of these businesses,” said Simmons. “Adding the mandatory business instruction goes a long way to making sure businesses have the behind-the-scenes capabilities to attract and retain multiple purchasers and create a lasting venture.”

For entrepreneurs in the program, the benefits extended to the relationships they formed with other local entrepreneurs in their cohort.

“As a first-time, Harlem-based entrepreneur with close to 15 years living in the neighborhood, we are actively thinking about how to support our local economy, which is made possible by other Harlem-based entrepreneurs and small businesses. We are all rooting for each other and finding ways to collaborate as we bring our products to market. At Sugar Hill Creamery, we are proud to feature a tamarind flavor with a tamarind sauce from Essie Spice and a peanut butter strawberry flavor where we source the strawberry jam from Ida Preserves,” said Nick Larsen, one of Sugar Hill Creamery’s co-founders.

The success of local vendors at the Harlem Whole Foods is only the beginning.

“Harlem has given me a lot of business opportunities, but my Whole Foods experience is the greatest milestone yet. The community has embraced my services and products even more knowing that I am the owner/manufacturer, which inspires more people to become entrepreneurs and to recognize Harlem for its resources,” said Chimere Ward, owner of the East Harlem-based caterer Clean Plate Co., who is selling unique prepared foods such as pimento mac and cheese, southern braised greens and spicy smoky black eyed peas at the Harlem Whole Foods. “I began my business with community service in Harlem, feeding the homeless. I hope to continue helping to feed New York City with my products, conveniently, with expansion to other specialty stores and Whole Foods Market locations.”

The next cohort of the program began this year. For more information, prospective vendors should go to Columbia-Harlem SBDC’s website (https://www8.gsb.columbia.edu/sbdc/) to request email updates.

Sugar Hill Creamery, on Lenox Avenue at 119th Street, graduated from the most recent cohort of the Harlem Local Vendor Program, supported in part by the Columbia-Harlem Small Business Development Center.

Harlem entrepreneurs who are part of the Harlem Local Vendor Program gather for a photo on opening day of the Harlem Whole Foods Market in July. (Photo courtesy of Whole Foods Market)