

DEL AMO CROSSING NEWSLETTER

Second Quarter 2020

The Muller Company, 21535 Hawthorne Blvd., Suite 100 Torrance, CA 90503
www.themullercompany.com 310.406.3730



March 20th
Spring Begins



March 23rd
National Puppy Day



April 22nd
Earth Day

April 24th
E-Waste Event @ Del Amo Crossing
(10:00 am – 12:00 pm)

April 26th
Pretzel Day



May 20th
National Rescue Dog Day

May 25th
Memorial Day
Building Closed

June 5th
National Donut Day



June 17th
National Eat your Vegetables Day

*"If we had no winter the spring would not
be so pleasant" – Anne Bradstreet*

~ Welcome New Tenants ~
We would like to welcome our new tenants:

*Moon & Associates
Ploutus Advisors*



We're happy you're here!

On Site Management Team

Senior Property Manager – Margaret Powell
Operations Manager – Carolyn Williams
Assistant Property Manager – Edith Herrera
Chief Building Engineer – Randy DeJong
Maintenance Attendant – Ronald Johnson
Building Day Porters – Daniel, Blanca, Jesus
Parking Manager – Eloisa Velasquez
Security Post Commander – Kalilah Duren

Phone: (310) 406-3730



BUILDING SECURITY

24 / 7

(310) 614-5036

Please feel free to contact Security if you need assistance or an escort to your vehicle.

Friendly Reminders

Trash Bins

Please note our bins are only to be used for disposing of daily trash and recycling items such as paper, plastic/glass bottles, cans, and boxes (No E-waste items). Any office furniture (chairs, desks, file cabinets) or other bulky items will require for you to order a bin for disposal.

Deliveries

Getting something delivered? All deliveries must be done by 7:30 am or after 6:00 pm Monday through Friday, Saturday after 1:00 pm and anytime on Sunday. If a delivery company is being used, please contact the management office for vendor insurance guidelines that are required to be received prior to the delivery date. This will ensure a smooth and stress-free delivery. ***Please make arrangements with your delivery vendor to dispose of any large boxes.***

Building Hours

Monday – Friday 8:00 a.m. to 6:00 p.m.
Saturday 9:00 a.m. to 1:00 p.m.

Insurance

Please be sure to submit your most updated certificate of insurance **along with an additional Insured Endorsement** to us here at the management office or email it to cherrera@mullerco.com. We want to make sure our files are up to date. If you are unsure as to what we have on file, please give us a call.

Rent

Rent payments are due **on or before 1st day** of each month. In order to avoid late fees please mail your check to the lockbox at least five days prior to the due date. Thank you! **21515 Hawthorne Owner, LLC**
P.O. Box 846909, Los Angeles, CA 90084-6909

Leasing Information

There are renewals coming up this year; if you have any questions concerning your renewal or would like to get a jump start, please contact Margaret Powell at (310) 406-3730.



PARKING INFO

Parking Office Hours: 8 am – 5 pm
Office: (310)540-3039
Contact: Eloisa Velasquez
Cell: (562) 230-1143
Email: Eloisa.Velasquez@abm.com



We ask all tenants to please park in the tenant provided parking areas Covered or Uncovered according to the current parking agreement and by the terms of their lease agreement and leave the Visitor Levels 1A & 1 B Parking spaces open for your visitors.

All lanes and ramps are one way; please observe direction arrows for safety. Parking payments are due on or before 1st day of each month.

Updates!



Elevator Lift

Renovation area near pavilions C & D continues, new landscaping has been delivered and ready for planting. Concrete ramp leading to the lift has been complete and we're now ready to take measurements for the new lift.

Freight Elevator

The Freight Elevator is back up and running. **Please keep in mind the freight elevator is for Freight Loads, Deliveries, Contractors and Building Maintenance Only!**

New Parking Structure

Level six of the parking structure has been completed, and two weeks early! Still estimating a July opening for this new parking structure.

