

# DEL AMO CROSSING



## On Site Management Team

- Property Manager - Margaret Powell
- Operations Manager - Carolyn Williams
- Asst. Property Manager - Edith Castanon
- Chief Building Engineer - Randy DeJong
- Building Engineer - Ronald Johnson
- Building Day Porter - Jose, Isabel, Lucia
- Parking Manager - Eloisa Velasquez
- Parking Attendant - Rebecca Luna
- Security - Tammy Felder

## BUILDING HOURS:

MONDAY - FRIDAY 8 AM - 6 PM  
SATURDAY 9 AM - 1 PM

DECEMBER 25 - CHRISTMAS DAY  
BUILDING CLOSED

DECEMBER 25 - 29  
MANAGEMENT OFFICE CLOSED

JANUARY 1 - NEW YEARS DAY  
BUILDING CLOSED

FEBRUARY 2 - NATIONAL WEAR RED  
DAY AND AMERICAN HEART MONTH

FEBRUARY 19 - PRESIDENTS' DAY  
MANAGEMENT OFFICE CLOSED





# UPDATES

## New Tenants

**We would like to welcome our new tenants**

North American Fuel Company

House Institute Hearing Health

*We are happy you're here!*







## October Breast Cancer Awareness

Thank you to all the donors for supporting  
this years City of Hope Breast Cancer  
Awareness fundraising campaign!

Del Amo raised \$464





## *Update to our Bees!*

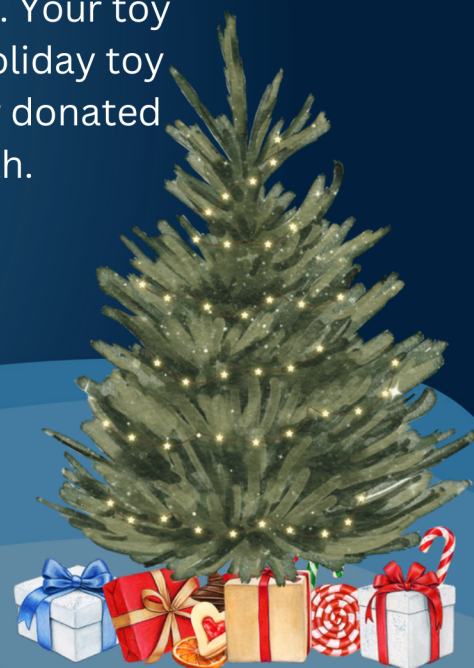
Our beekeeper has completed a beekeeping task called 'wintering'. 'Wintering' is a term for preparing the hive for winter. This includes ensuring the hive has extra insulation underneath their roof, as well as boosting them with extra frames of honey and offering them supplemental food like sugar syrup to ensure they have enough to eat. Our hive is smaller than it was earlier in the year - this is because warm temperatures are imperative for a hive's survival, and it is much easier for the colony to keep a smaller space warm and pest free throughout the winter. Until our beekeeper visits again in the new year, the bees will be clustering in the middle of the hive around the queen, surrounded by their honey stores and waiting for Spring flowers to bloom!

# Looking ahead to the Holidays

Our management team is working diligently to put together the annual December Holiday Event so dust off those sweaters and get ready for the Ugly X-mas Sweater Contest, this just may be your year to win! Keep an eye out for details to follow.

## TOY DRIVE

We've joined with the local BOMA folks and are participating in the Annual Toy Drive, this marks the 32nd year. We're thrilled to help bring joy to those less fortunate individuals and families in our neighborhood who are struggling. Your toy contribution will certainly make a difference. Our holiday toy box will be in the management office ready for your donated toys now through Wednesday, December 13th.



Spread holiday cheer to the less fortunate!

# Del Amo Crossing TOY DRIVE



## GIFT SUGGESTIONS



Young Children:  
Playskool Toys  
Duplo (large legos)  
Wooden Puzzles  
Large Blocks  
Hard (thick-page Books  
Dinosaurs  
Plastic Cars & Trucks  
Dolls  
Barbie Dolls & Products

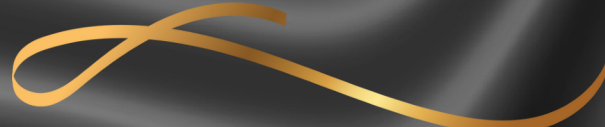
Older Children/Teenagers:  
Books  
Sport Clothing  
Soccer, Basketballs & Footballs  
Back Packs  
Roller Skates



# Happy Anniversary



We would like to recognize the following tenants who will celebrate their Anniversary's of Tenancy in December, January, and February.

- Ezer Williamson
  - Edward Jones - 430
  - Houle Law
  - Gregory Therrien
  - Regus
  - Rebecca Schroff Robert Downs PC
  - Michael Sweeney, Esq.
  - Michael Braun
  - Pacific Growth
  - Uemura Chiropractor
  - Dr. Brian Lee - Dentistry
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# Friendly Reminders



## Parking Office

Office: (310) 540-3039

Office Hours: 8 am - 5 pm

Contact: Eloisa Velasquez

Email: [Eloisa.Velasquez@abm.com](mailto:Eloisa.Velasquez@abm.com)

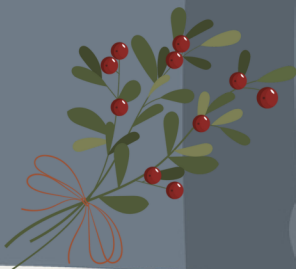
**Rent** - Rent payments are due on or before the 1st day of each month. In order to avoid late fees please mail your check to the lockbox at least five days prior to the due date: 21515 Hawthorne Owner, LLC P.O. Box 846909, Los Angeles, CA 90084-6909

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

**Deliveries** - Getting something delivered? All deliveries must be completed by 7:30 am or after 6:00 pm Monday - 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. Please make arrangements with your delivery vendor to dispose of any large boxes.

**Insurance** - Please be sure to submit your most updated COI along with an Additional Insured Endorsement to us here at the management office or email it to [ecastanon@mullerco.com](mailto:ecastanon@mullerco.com) We want to make sure our files are up to date.

**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 (310) 406-3730 or email [mpowell@mullerco.com](mailto:mpowell@mullerco.com)



# Management Office

**(310) 406-3730**



# Parking Services

**(310) 540-3039**

# BUILDING SECURITY

**(310) 614-5036**



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



# Service Requests

[www.delamocrossing.com](http://www.delamocrossing.com)  
Select "Tenant Log-In"