

DEL AMO CROSSING NEWSLETTER

First Quarter 2020

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



December 22nd
Winter Solstice

December 24th
National Chocolate Day

December 25th
Christmas Day
Building Closed



January 1st
New Year Day
Building Closed

January 4th
National Spaghetti Day

January 19th
National Popcorn Day

February 10th
Clean out Your Computer Day

February 17th
Presidents Day

March 8th
Daylight Saving Begins

“Winter is the season in which people try to keep the house as warm as it was in the summer, when they complained about the heat”

~ Welcome New Tenants ~

We would like to welcome our new tenants:

Oncology Institute of Hope – 21605 #200

Edward Jones – 21515 #430

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 and 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 before 8:00 a.m. or after 6:00 p.m. Monday through Friday and can be done anytime on Saturday or 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.*

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. 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 or send an email to cherrera@mullerco.com

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 & 1B 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!



Construction continues with the parking structure. East deck concrete pour for level four is scheduled for 1/3/20 with columns and wall concrete pours following on 1/14/20.

Holiday Tenant Gathering

Thank you all for attending our annual Christmas Holiday Event, and for wearing those UGLY and MOST CREATIVE holiday sweaters! Congratulations to Sarah Curiel from Kids in Motion, winner of the UGLY sweater and Mary Velez from Raimondo Pettit Group winner of the MOST CREATIVE sweater.

