

DEL AMO CROSSING NEWSLETTER

Second Quarter 2021

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



March 14th
Daylight Savings



March 20th
Spring Begins

March 30th
National Doctors' Day



April 7th
National Walking Day



April 14th
National Gardening Day

April 29th
E-Waste Event @ Del Amo Crossing



May 2nd
National Lemonade Day



May 31st
Memorial Day
Building Closed

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

~ Del Amo Crossing Tenants ~

We would like to thank you for your business!



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 or email mpowell@mullerco.com

COVID

Please let us know if you come across any active cases in your suite, we can assist in providing you with a quote to disinfect your office; call (310) 406-3730 or email Edith at cherrera@mullerco.com



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



Please note, all uncovered who do not park on level 6 will be charged the daily fee for parking in the covered areas. Parking payments are due on or before 1st day of each month.

Updates!



We've just completed installation of a new camera system throughout the property. In addition, access card readers have also been installed at the building entries and the elevators. We'll be rolling this new feature out shortly, memos to follow with updated information.

Our landscaping team is finishing up installation of jasmine plant material on the fire road slope area; you may have seen them busy at work the past several weeks as they installed the drip irrigation lines. The fragrance and white jasmine plants will surely be a beautiful addition to our common area!

Start planning now for E-Waste Day!

We will be sponsoring an E-Waste Event on April 29th to allow all our tenants and their employees to dispose of all their old office equipment and electronic devices. A memo will be sent out in the beginning of April.

