

DEL AMO CROSSING

*The Muller Company, 21535 Hawthorne Blvd., Suite 100
Torrance, CA 90501*



On Site Management Team

Senior 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 - Daniel, Isabel, Torna
Parking Manager - Eloisa Velasquez
Parking Attendant - Rebecca Luna
Security - Tammy Felder

Del Amo Crossing Tenants

We would like to thank you for your business! We are happy you're here!

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

**MARCH 20 - FIRST DAY
OF SPRING**

**APRIL 21 - E-WASTE
EVENT**

**MAY - SHREDDING EVENT
A MEMO WILL BE SENT OUT**

**MAY 30 - MEMORIAL DAY
BUILDING CLOSED**



Updates



Start planning now for our Shredding Event and E-Waste Day

We will be sponsoring an E-Waste Event on April 21st to allow all our tenants and their employees to dispose of all their old office equipment and electronic devices.

Shredding Event will be held in May and a memo will be sent out at the beginning of the month.

Bee Update



During February's visit, our beekeeper took a closer look inside our hive and spotted all three members of the colony that live in our hive: the mighty worker bee, the bumbling drone and the regal queen! With all of the flowers blooming right now, our queen is increasing her laying in order to quickly grow the population to take advantage of the summer blooms. Our mighty worker bees are bringing in so much pollen. Not only is it beautiful, but pollen is the bees' source of protein and is really important at this time of year to help grow the colony's population - they feed the baby bees pollen!



Friendly Reminders

Parking Office Hours: 8 am - 5 pm
Office: (310) 540-3039
Contact: Eloisa Velasquez
Email: Eloisa.Veslasquez@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 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 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 - 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 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