

# DEL AMO CROSSING NEWSLETTER

Third Quarter 2020

The Muller Company, 21535 Hawthorne Blvd, Suite 100 Torrance, CA 90503  
[www.themullercompany.com](http://www.themullercompany.com) 310.406.3730



~ Welcome New Tenants ~

*We would like to welcome our new tenants:*

*Norcap* 21515- #420

*ETRADE* 21605- #210



**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



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**BUILDING SECURITY**  
**24/7**

(310) 614-5036

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

June 19<sup>th</sup>

E-Waste Event @ Del Amo Crossing  
(10:00 am to 12:00 pm)

July 1<sup>st</sup>

National Creative Ice Cream Flavor Day



July 4<sup>th</sup>

Independence Day  
*Building Closed*

August 3<sup>rd</sup>

National Watermelon Day



September 2<sup>nd</sup>

Labor Day  
*Building Closed*

September 13<sup>th</sup>

Positive Thinking Day

*Positive thinking leads to higher energies, more happiness and better life.... Always have an optimistic approach towards everything you do.*

## 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 7:30AM or after 6:00PM 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](mailto: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 **1<sup>st</sup> day** of each month. In order to avoid late fees please mail your check to the lockbox at least 5 days prior to the due date. Thank you! **21515 Hawthorne Owner LLC PO 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 the (310) 406-3730 or email [mpowell@mullerco.com](mailto:mpowell@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](mailto:Eloisa.Velasquez@abm.com)



We ask all tenants to please park in the tenant provided parking areas 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 1<sup>st</sup> day of each month.

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## UPDATES

**New Parking Structure** – We’re coming down the home stretch now and still on track with a July 1<sup>st</sup> opening. Interior signage is currently being installed and the fire road is scheduled to be completed in three weeks. There is a bit of landscaping that is also scheduled for install within the next 10 days. The parking structure will also be equipped with EV Parking Stations. Thank you again for your patience during the construction, it’s an absolutely beautiful structure!

**ADA Lift** (by Pavilion C & D) – Installation has been completed!

**COVID-19** – Hand sanitizer stations have been placed in the main lobby and by the Security desk. We have also installed signs through-out the property instructing guest/tenants to maintain 6 feet apart from others and to wear your face masks. Be safe and take care of one another!

**Del Amo Hive** - We have joined hands in hosting on-site roof top bee hives, in partnership with an organization called Alveole. Alveole is dedicated to integrating nature back into our cities and increasing awareness to pertinent environmental issues, such as the rapid loss of biodiversity. We are excited to work alongside Alveole in this mission and do our part in serving the planet.

