



TORRANCE EXECUTIVE PLAZA NEWS

3rd Quarter 2019



SAVE THE DATE



JULY IS NATIONAL ICE CREAM MONTH. On **Friday, July 19th**, we will host our Ice Cream Social summer tenant event. More details to follow.

Dog Days of Summer July 3rd-August 11th

As the song goes, “roll out those lazy, hazy, crazy days of summer”. By definition, the Dog Days of Summer are the hottest and steamiest part of the summer. Typically, this is the period when Sirius, the Dog Star, rises at the same time as the Sun. When the Dog Days of Summer arrive, it’s time to do those memorable summer time activities that help keep us cool:

- Take a dip in a pool.
- Go to the beach.
- Take the kids to the water park.
- Watch the sultry days go by in a cozy hammock.
- Quaff your thirst with a frozen summer drink.
- Go to an evening baseball game.



Whatever your favorite pastime, we do not believe it should be spent indoors. Rather, get out and enjoy the hot weather while it is here.

TORRANCE EXECUTIVE PLAZA MANAGEMENT TEAM

Senior Property Manager
Leasing & Operations Associate
Property Administrator
Chief Building Engineer
Building Engineers

Audrey King
Laurie Mendieta
Jordan Koontz
Jose Castanon
Francisco Cortez
Carlos Gonzales
Delfino Vidal
Axel Ramos

Property Day Porter

CALENDAR OF EVENTS

July 1st
National Postal Worker Day

July 4th
Independence Day

July 14th
Bastille Day

July 19th
Tenant Ice Cream Social

July 21st
National Ice Cream Day

August 3rd
National Watermelon Day

August 14th/15th
V-J Day

August 26th
Women’s Equality Day

August 31st
International Bacon Day

September 2nd
Labor Day

September 11th
9/11 Remembrance

September 16th
Mexican Independence Day

September 17th
Citizenship Day

September 21st
International Peace Day

September 23rd
Autumnal Equinox (1st Day of Fall)

Sept 27th
Native American Day

Sept 29th
Rosh Hashanah

Leasing availability at www.torranceexecutiveplazawest.com, or you may inquire at our Management Office

Holiday Schedule

In observance of Independence Day, the Management Office will be closed on Thursday, July 4th. There will be no janitorial or dayporter service, and maintenance personnel will only be available for emergencies.



Staffing Updates!

Please welcome Jordan Koontz who as our new Property Administrator. Many of you may have already met or spoken with him since he started in April. Jordan is a business management grad from CSULB. He is an avid "river rat" who enjoys boating, water skiing, etc.

THE MULLER COMPANY CELEBRATES ITS 40TH ANNIVERSARY!!

This year marks our 40th year in business. To celebrate this milestone, we will enjoy a company-wide celebration with staff from our California, Arizona and Utah offices.

Our Management and Engineering Offices will be closed on **Thursday, August 8th** to allow our entire staff to enjoy this 40th anniversary event. Building Services will still be provided. More information to follow.

Torrance Executive Plaza is one of two properties here in Torrance that represent our longest-held ownership (22 years). Many of our long-time tenants even precede our ownership from 1997.

PROPERTY UPDATES



- Landscape renovations continue. Next up is the south side of 3878 and the main driveway monument sign.
- Our first electronic tenant directory is slated to be installed at the 3868 lobby this summer.
- Lobby and restroom lighting upgrades are mostly complete with just a few more buildings and restrooms remaining.
- Later this summer we will begin our parking lot renovations. Stay tuned for more info.

NEW TENANTS

Please join us in welcoming these new tenants:

Law Offices of Eunice S. Hahn – 3868 Carson Suite 214
Summit Center – 3868 Carson Suite 214

LEASE RENEWALS

Yamasa Corporation – 3858 Carson Suite 201
Mark Steel Int'l – 3838 Carson Suite 210
Verdant Capital – 3838 Carson Suite 218
Ofc of Disaster Mgmt -- 3868 Carson Suite 106
Gale/Jordan Assoc – 3858 Carson Suite 200
Stephen Lombard CPA – 3848 Carson Suite 307

DON'T FORGET!

**FREE Yoga
Class Each
Friday at
12:15 pm**

Weekly yoga classes are held inside PT Concepts at 3858 Carson Suite 115. Remember, these free classes for Tenants are by reservation only, so anyone who wants to attend should register in advance.

If you have any questions regarding the schedule or want more information about the classes, please contact Brittney Leon-Guerro at brittnaylg@gmail.com.



ADDITIONAL HOUSEKEEPING ITEMS

Lockouts	Forgot your keys? In the event of a lockout, Management will need the approval of the leaseholder to provide access.
Indoor/Outdoor Spills	Accidents happen, please be sure to enter a service request if you come across a spill so we can address immediately. Thank you!
Bulky Items and Boxes	Please break down all large boxes. If you have excess trash, you can drop these items off outside the trash enclosure.