



# TORRANCE CIVIC PLAZA NEWS

3<sup>rd</sup> Quarter 2019



## SAVE THE DATE



JULY IS NATIONAL ICE CREAM MONTH. On **Friday, July 26<sup>th</sup>**, we will host our Ice Cream Social summer tenant event. More details to follow.

### Dog Days of Summer July 3<sup>rd</sup>-August 11<sup>th</sup>

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 CIVIC 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  
Maria Martinez

Property Day Porter

#### CALENDAR OF EVENTS

- July 1<sup>st</sup>**  
National Postal Worker Day
- July 4<sup>th</sup>**  
Independence Day
- July 14<sup>th</sup>**  
Bastille Day
- July 21<sup>st</sup>**  
National Ice Cream
- July 26<sup>th</sup>**  
Tenant Ice Cream Social
- August 3<sup>rd</sup>**  
National Watermelon Day
- August 14<sup>th</sup>/15<sup>th</sup>**  
V-J Day
- August 26<sup>th</sup>**  
Women’s Equality Day
- August 31<sup>st</sup>**  
International Bacon Day
- September 2<sup>nd</sup>**  
Labor Day
- September 11<sup>th</sup>**  
9/11 Remembrance
- September 16<sup>th</sup>**  
Mexican Independence Day
- September 17<sup>th</sup>**  
Citizenship Day
- September 21<sup>st</sup>**  
International Peace Day
- September 23<sup>rd</sup>**  
Autumnal Equinox (1<sup>st</sup> Day of Fall)
- Sept 27<sup>th</sup>**  
Native American Day
- Sept 29<sup>th</sup>**  
Rosh Hashanah

Leasing availability at [www.torrancecivicplaza.com](http://www.torrancecivicplaza.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  
40<sup>TH</sup> ANNIVERSARY!!**

This year marks our 40<sup>th</sup> 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 8<sup>th</sup>** to allow our entire staff to enjoy this 40<sup>th</sup> anniversary event. Building Services will still be provided. More information to follow.

Torrance Civic 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**



- Restroom lighting upgrades completed on the third floor of 3480. More restroom upgrades to come.
- Landscape upgrades continue around the properties and driveway entries.
- 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:*

- Bezelel, Inc. – 3528 Torrance, Suite 215
- Kubota Membrane -- 3460 Torrance Suite 302
- Bayside Reporting – 3510 Torrance Suite 102

**LEASE RENEWALS**

Gu Chiropractic– 3510 Torrance Suite 106  
(Expansion and Relocation this summer)

**DON'T FORGET!**

**On Site Tenant  
Fitness Center**



Did you know we have a Fitness Center in 3510 Torrance Suite 108? If you would like to tour the Fitness Center and sign up for access, please contact the Management Office at (310) 316-4290. There is a one-time fee of \$50.00 and you need to complete a waiver and release form. Please call our Management Office for more info.

**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!
- Workspace** Are you familiar with our online system? Please let us know if you need assistance or if your account needs to be updated, we would be happy to assist.