



THE HOME PAGE

January 2016

THE GATEWAY

460 Davis Court, San Francisco, CA 94111

PHONE ADMINISTRATION

24/7

415-434-2000 Fax 415-989-5034

SERVICE COORDINATOR

LaVerne Smith 434-5707

LEASING

415-434-5700 Fax 415-403-5739

LEASING PROFESSIONALS

Shirley Lau

Leasing Manager 434-5701

Rivera Anderson 434-5714

Eileen Chun

Leasing Administrator 434-5704

Robert Aubrey 434-5716

Vincent Clerou 434-5703

FITNESS CENTER 616-8800

TENNIS/SWIM CLUB 616-8802

LAUNDROMAT

Vista West 693-9478

Vista North 989-0915

Vista South 986-1963

Vista East 989-3124

Desoto Cab Sentex Code #888

OFFICE HOURS

LEASING

9:00 a.m. - 6:00 p.m. 7 Days

ADMINISTRATION & SERVICE

8:00 a.m. - 5:00 p.m.

Monday - Friday

www.thegateway.com

We would like to wish all the residents of The Gateway a very happy and healthy new year in 2016.

We would also like to thank all of the residents who remembered us during the holidays with your thoughtful and generous gifts. Your kindness is greatly appreciated and everyone enjoyed the delicious treats.

Please remember to recycle gift and shipping boxes that you received during the holiday by breaking them down and taking them to the recycling area in your building. Do not force boxes down the recycling disposal chute. This practice can cause a blockage in the chute, damage the chute, and last but not least, seriously inconvenience your neighbors.

The Gateway will pick up your **Christmas tree for recycling** for a flat fee of \$25.00. Please remove your personal tree stand and all decorations from the tree. You may call LaVerne at **415-434-5707** to arrange for a pick-up.

As a reminder exterior holiday decorations must be taken down by **January 8, 2016**

Package deliveries increase dramatically during the holidays. The package rooms cannot accommodate the volume of delivered packages unless they are retrieved on a timely basis. Policies and procedures regarding the acceptance and retrieval of packages are as follows:

- The Gateway accepts signature required, non-perishable, average-sized packages on your behalf when you are away from home. Average-sized parcels are packages that are 36 inches or less in length and/or 50 pounds or less in weight.
- Accepted packages are stored in the Package Room that is located in the lobby of your building.
- Parcels should be retrieved from the Package Room within two (2) days or they will be returned to sender
- Parcels may be retrieved daily from 8:00 a.m. to 8:00 p.m.
- Door Attendants will retrieve packages when they are on duty.
- The Patrol Staff will retrieve packages when the Door Attendants are not on duty.
- Call **415-434-2000** between 8:00 a.m. to 8:00 p.m. for assistance when the Door Attendants are not on duty or available.
- **Signature not required, perishable, over-sized and/or over-weight packages will not be accepted.**
- **Delivery services can directly deliver signature not required, perishable, over-sized and/or over-weight packages to your apartment when you are at home to accept the delivery.**

The Gateway will again offer **Dynamic Parking** from January 15 thru 18 & January 29 thru January 31. The cost will be \$40 per day.

Reminder! Fire Hazard!

Do not throw cigarette butts – or worse – burning cigarette stubs over your balcony onto living spaces below. Please be cognizant of the apartments below you, especially the third floor where these lit cigarettes often wind up. Not long ago, a lit cigarette fell onto a resident's hair while they were playing with their children on their patio. Please help keep the Gateway fire-free.

Tis The Season for Giving

There is a Food Barrel located in each apartment building lobby and in the administration office lobby. All are awaiting your non-perishable & clothing donations to help those in need. Your generosity in past years was unsurpassed. Thank you. Let's make this another bountiful Season of Sharing.

There will be a Recycle for Change donation box in each apartment building. They will be able to accept the following items: clothing, shoes, handbags, backpacks, suitcases, toys, bedding towels, & books. They will not be able to accept furniture items, items that do not fit in the drop off box, hazardous waste, or any electronics in non-working condition.

The donation boxes are located as follows:

Vista West – On the lobby level area between the mailboxes and the entry way to the garage

Vista North – On the basement level next to the recycling area in the garage

Vista South – On the second floor in front of the elevators

Vista East – On the lobby level in the next to the recycling area in the garage