



THE HOME PAGE

March 2015

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 Administrator 434-5701

Rivera Anderson 434-5714

Patrick Mulligan 434-5716

Eileen Chun

Leasing Administrator 434-5704

Tony Knott

Leasing Administrator 434-5718

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

It gives us great pleasure to announce that on February 9, 2015, **Mr. Tony Knott** joined The Gateway as Leasing Manager. We are confident that Mr. Knott will be an asset to The Gateway community and to The Gateway management team.

Package deliveries have increased with various online vendors. The package rooms cannot accommodate the volume of delivered parcels 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 packages 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.
- Packages should be retrieved from the Package Room within two (2) days.
- Packages 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 retrieving packages 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.

Our staff continues to find **trash and recyclables** that have been discarded on the floors in the disposal rooms. Your trash is required to be placed in plastic bags and disposed of inside the trash chute. Small recyclables may be discarded inside the recycling disposal chute. Large recyclables are to be taken to the recycling center in your building; never forced into the recycling chute or discarded inside the recycling disposal room. Please properly dispose of your trash and recyclables. We appreciate your cooperation.

Do not to allow unknown persons to follow (or "tailgate") you into the building. **Tailgating** is an easy way for unauthorized persons to circumvent the controlled access to the buildings

We would like to remind residents that all **washers in our laundry rooms** are High Efficiency and require High Efficiency detergent. Using a regular detergent in a High Efficiency washer can create too many suds. These suds can interfere with the washer's washing/rinsing/tumbling action by "cushioning" the laundry, thus reducing soil and stain removal performance and rinsing efficiency. The excess suds can also cause water and/or suds to overflow from the machine. When choosing your laundry detergent please make sure it is High Efficiency.

TRASH TALK

The Gateway is a neighborhood. Our neighborhood. More vertical than horizontal, but a neighborhood nonetheless. And, of course, we all want to protect our neighborhood, our home. Recycling is one very important way of protecting that home. After all, we're part of a much larger neighborhood. You know - the third planet out. So recycling should be important to you (unless you have a summer place on one of those other orbiting rocks).

Now you're probably already recycling and composting but I'll bet you have a neighbor who, for whatever reason, isn't. Maybe you're not as concerned about it as I am but, still, you know it's important. So - take a minute to talk to one of your neighbors - just one. Explain how easy it is and how composting really doesn't create any problems within the apartment. Just five minutes, with just one neighbor. Now how hard is that as a way to protect our broader neighborhood and with it our local one?

Bob D gateway.recycles@gmail.com

Save our environment: **RETHINK- Reduce, Reuse, Recycle**