



THE HOME PAGE

October 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
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

Welcome Fall!

The Gateway will again offer Dynamic Parking from October 1-2 & 3-11 & 28-31

As a reminder the Gateway would like to remind our residents and their guests of the quiet time observed is 10:00 PM to 8:00 AM.

All residents are welcome to use the roof decks. We would like to remind residents that you are responsible for your guest's behavior and must pick up trash and litter before you leave the roof deck. **Parties and alcoholic beverages are not permitted on the roof deck.**

Resident Portal

As a friendly reminder, you may view or make changes to your resident profile online. Simply go to www.TheGateway.com and click on "Residents" on the homepage. Our Resident Services Feature provides online access to:

- ❖ Submit maintenance requests
- ❖ View history of your submitted online service requests
- ❖ Update vehicle information
- ❖ View your lease information (dates only)
- ❖ Have access to common forms
 - Emergency Contact Update Form
 - Key Request Form
 - Keyless Access Card Enrollment Form
- ❖ View our Monthly Newsletter

Please note, if you have not registered for our online portal you must do so prior to utilizing Resident Services. You should have received an email invitation from The Gateway containing the registration code. For any questions or assistance with registering, please contact

Leasing@TheGateway.com

Parking

For those of you who rent a vehicle stall in the garages, please note that "Caution: Watch for Pedestrians" is stenciled in yellow above the garage gate that exits to Davis Court as well as the garage gate that exits to Drumm Street. It has been brought to our attention that some drivers are not being cautious when exiting the garages. Please remember that pedestrians traverse along the walkways in front of both garage exits. In addition, pay extra care to not speed through the garage as fellow residents are walking through the garage. Please note the maximum speed in the garage and in the courtyard is 5 mph.

Garbage Disposal

When your garbage disposal is blocked or has stopped working, you can easily correct the problem by pushing the red button that is located at the base of the garbage disposal. Please try this simple procedure to reset your disposal before you call for a service request. Your garbage disposal will probably quickly begin working again and you will not have to wait for an engineer to visit your apartment. Of course, if pushing the red button does not reset your disposal, please do not hesitate to call LaVerne in the service department at [434-5707](tel:415-434-5707) for assistance.

As a reminder there is a **Recycle for Change** donation box in each apartment building. They accept the following items: clothing, shoes, handbags, backpacks, suitcases, toys, bedding towels, & books. They will not accept furniture, 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 next to the recycling area in the garage