



# THE HOME PAGE

March 2017

## 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](http://www.thegateway.com)

Just a reminder -- Daylight Savings Time begins on Sunday, March 12, 2017. Please remember to turn your clocks forward one hour.

### Package Pick Up

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.

As a reminder, the Gateway would like to remind our residents and their guests of the quiet time observed 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.

### Trespassing

When you enter the front door to your building, please be aware of persons who may attempt to walk behind you into the building without using their KAC (Keyless Access Card). Intruders have accessed the buildings and the rooftops by following residents as they enter the building. Please remember that The Gateway buildings have controlled, not secure, access. Your help in excluding those persons who are not authorized to enter your building, is greatly appreciated.

### Recycle Tip

Last month we included a tip regarding the 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. As one of the residents pointed out 'how about composting instead of using the disposal?' it saves wear and tear on the disposal unit and is even better on the environment. Composting food and garden scraps is certainly not a new concept and, at this point, I'm sure that you know that doing so is good for the environment. In addition it provides excellent natural fertilizer for our farms and vineyards.

For assistance on what items are considered compost, please visit <https://www.recology.com/recology-san-francisco/what-bin/>