



THE HOME PAGE

May 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

Non-Smoking Policy

As a reminder the Gateway is a non-smoking community. If a lease was signed after June 2014, the lessees are governed under the non-smoking policy. All prior signed leases are grand fathered under the old ordinance. Please refer to your lease copy for details.

Washing Machines

Please use high efficiency liquid detergents ("HELD") when doing your wash. The Maytag machines were designed to use less water due to the sud suppressors contained in the HELD. Maytag's instructions for the washing machines are as follows: "Front load High Efficiency washers are designed to use high efficiency liquid detergents, which contain suds suppressors, thereby reducing or eliminating suds. When less suds are produced, the load tumbles more efficiently and cleaning results are maximized." If you have regular liquid detergent and would like to use it up before purchasing HELD, do not use more than ¼ cup of detergent. NEVER USE POWDER DETERGENT! Please see the posters in the laundry rooms for additional information.

Management is informed that several residents leave their clothes in the washers & dryers for an extended period of time (i.e. up to 24-hours or more) after the cycle has ended. Please be courteous of other neighbors by taking your clothes out of the washer and/or dryers as soon as the cycle has finished. On high demand days, your neighbors would be most grateful.

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.

Patio/Balcony

We encourage our residents to use their balcony or patios with the upcoming nice weather however; we want your neighbors to be able to enjoy it too. Please do not install sun shades, awning or similar device on your balcony or a patio; nor should the balcony or patio be used for drying laundry, beating rugs, shaking dust mops or draping any articles. Bicycles cannot be stored on a balcony or a patio. Garbage cans, brooms, mops, cardboard boxes and similar articles are to be kept inside the Apartment. Cigarettes, trash or other material must not be thrown from any balcony or patio.

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/>