



Seeking Information from Residents

December 11, 2023

Car Owners
Gateway Towers
Bldg B: 3700 Gateway Drive
Philadelphia, PA, 19145

FROM: Melissa Verdon, Community Director

RE: Incident has been Reported

Dear Valued Resident

We hope this email finds you well. As part of our ongoing efforts to enhance community services, we are pleased to inform you that new parking passes are now ready for distribution.

****Distribution Dates and Times:****

Monday, 12.13.23, to Tuesday, 12.14.23

- Morning Session: 9:30 am to 10:30 am

- Afternoon Session: 4:00 pm to 5:30 pm

****Location:****

Gateway Towers / Enclaves Leasing Office

To ensure a smooth process, kindly bring the following documents with you when picking up your new parking pass:

1. Valid Insurance Documentation

2. Vehicle Registration

Please note that we are issuing only one parking pass per resident. For any additional guest passes, we kindly ask that you collect them directly from the guard booth.

Overnight guest passes are free up to 3 per month, any additional passes will be \$10 each per night.

We appreciate your cooperation in adhering to these guidelines, as they contribute to the safety and efficiency of our community.

If you have any questions or concerns, feel free to contact our office at 215.463.5566.

Thank you for your attention to this matter.

Yours,

Melissa Verdon

Community Director, Gateway Towers

Call office 215-463-5566, email

gatewayenclavesmanager@lindyproperty.com