



Resident Registration

All residents must be registered by the homeowner or authorized agent of the homeowner. Owners are registered when their purchase of a residence is recorded in Orange County Register of Deeds books. All tenants and non-homeowners must be registered with the gatehouse using the **Add or Remove form** available to the homeowner at the Gatehouse or Association Office.

Only homeowners or authorized leasing agents may obtain and sign the add and remove form.

1. After obtaining the add and remove form, the homeowner or authorized agent must fill in the required information on the form. All vehicles and residents must fully comply with section 1 of the Gatekeeper policy.
2. All new residents will be given a temporary gate pass (not to exceed 7 days) along with an orientation requirement form indicating the items they will be required to bring to their required orientation class.
3. After the resident completes the required orientation class through being confirmed through the documents from the orientation class instructor, for the gatehouse, the gatehouse employee will enter the information into the gatehouse software system and issue a quarterly or permanent gate pass to the newly registered resident. This completes the registration process.

This document may be amended from time to time in order to comply with State of Florida 718 rules or to update new rules the Board of Directors may adopt.