



Gate Procedures

All vehicles entering the Village through the guest gate must be screened by the Duty Officer/ Officer working the gate. The screening process will vary depending on the visitor.

- Commercial visitors such as Uber, Uber Eats, Door Dash, Amazon Flex or other deliver services should be screened at the gate. The verification process starts with the verifiable information provided by the driver.
- These visitors should be identified by their Florida Drivers license. The driver should be able to provide a valid name and address of the intended delivery or pickup. If the gate has not been notified of the delivery or pickup before hand, the resident should be contacted and verify the delivery or pickup prior to authorizing entry.
- Village residents expecting guests should notify the gate, providing the guests name and their expected time of arrival. This information will be logged so when

the guests arrive, they can be quickly identified and allowed entry.

- Some people who enter through the visitors gate are frequent visitors, such as contractors who are on a project on a daily basis. These vehicles may or may not be required to provide their drivers license after the initial screening at the discretion of the Duty Officer. The FedEx, UPS and USPS employees are examples of daily visitors that are oftentimes known to the Duty Officers.