



TEMPORARY PARKING PASS PROCESS

A pass is required when:

- A guest is staying more than 2 nights.
 - The owner is staying short-term with a rental car.
 - A resident is using a rental or courtesy car while theirs is in the shop.
 - Any other situation involving a vehicle without a permanent parking sticker.
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How to Get a Temporary Parking Pass (Mon–Fri, excluding holidays)

1. Call the Administrative Assistant

(239) 596-7200 x 245

Be ready to provide:

- Arrival & departure dates
- Vehicle make, model, color
- License plate number & state
- Unit number & resident name
- Your email address

Do not call until you have all required info.

2. Indicate Printer Access

Let the assistant know if you can print the pass

If You Have Printer Access

- Check your email (including spam/junk) for the pass from a “donotreply” address.
 - Open the PDF, verify details. Do not write on or alter the pass.
 - If incorrect, request a corrected pass.
 - Place the pass face up on the driver’s side dashboard.
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If You DO NOT Have Printer Access

- The pass will be available after 4:00 PM on the table inside the clubhouse.
 - If you cannot get to the clubhouse before 4:00 PM: Call Security at (407) 879-2751 after 8:00 PM to deliver your pass.
 - Place the pass face up on the driver’s side dashboard.
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For Single-Night, After-Hours, or Weekend Parking

1. Call Security at (407) 879-2751.
2. Provide your unit number and vehicle info.
3. For extended stays (2+ nights or into the next week), a temporary pass is required.

⚠ Security cannot approve multi-night parking or accept notes on the dashboard as valid.