

RAPLEY GUARD HOUSE

Guard House Information:

Guard House numbers:

Phone – (301) 365-1493

Hours of Operation:

Sunday- Friday: 10 a.m. – 8 p.m.

Saturday- 12 noon – 10 p.m.

Gate Access:

- Transponders – transponders will open the gate automatically when within range of the gates. Transponders can be purchased from the ACA office during regular business hours (Mon – Fri, 9am – 5pm) at a cost of \$45 per transponder, payable by check to the “ACA”. Online payment options are available through Comsource. To pay online, please contact the ACA office for instructions.
- Access Code – each household is assigned a four (4) digit code of the resident’s choosing to be utilized by the household when the gates are closed, or in the event that they do not have a transponder in the vehicle. All access codes are deactivated when property ownership changes. New homeowners may contact the ACA Office to select a new 4-digit access code of your choosing. Press # then your 4-digit access code to open the gate.
 - Temporary / Non-Resident Code – a temporary code can be assigned to household staff or contractors who require access to your home during non-guard hours. ACA staff will assign a code of your choosing for these individuals at the resident’s request. Please contact the ACA for a temporary code form in the event you wish to assign a code to a guest. All temporary codes will be deactivated after thirty (30) days, unless requested otherwise.

Resident Access:

Rapley residents are provided with “RP” resident stickers for each vehicle owned by your household. The stickers should be displayed on the upper left inside corner of your vehicle for the guard to easily see. Residents may gain entry into Rapley by utilizing the far right lane and are not required to stop at the guard house, however, please drive slowly, use extra caution in this area, and make sure that your “RP” resident sticker is visible to the guard when passing by. Please let us know if you require any additional stickers.

Visitor Access:

All visitors, guests, contractors, and any/all non-Rapley residents must enter through the left lane and stop at the guard house to gain entry into Rapley Preserve. All guests have their information logged by the guard, the guard will call the resident to announce the guest, and upon verification from the residents the guest will be allowed to proceed into Rapley Preserve. Frequent guests or household staff may be placed on a pre-approved guest list provided to the ACA by each household. When a guest checks in with the guard, if their name is on your pre-approved guest list of frequent guests, the guard will

allow entry without calling the resident ahead of time for approval or announcement. Conversely, if you wish to remove an individual from your pre-approved guest list, please submit your written request directly to the guard either by fax, or by delivering it in person.

Please complete the attached "Pre-Approved Guest List" form to provide the Rapley guard with a list of your pre-approved frequent guests to keep on file.

In the event that you are expecting a guest(s) that is not on your pre-approved list, you may call the guard house ahead of time to provide the guard with the name of your expected guest. When your guest arrives and checks in with the guard, the guard will permit entry without an advance phone call, unless you have requested otherwise.

In the event that a guest(s) arrive who HAS NOT been pre-approved by a resident, the guard will inquire as to whom the guest is visiting and will then phone ahead to the resident for approval to allow entry. In the event that authorization is approved, the guard will enter the license plate number of the vehicle, the name of the resident they are visiting, and the date and time into the daily guard house log book. If no preauthorization is provided by the resident and no one is home to authorize entry, guests will not be permitted to enter Rapley Preserve at that time.

In the event that a guest(s) arrives during non-guard hours, the guest can select the resident's name from the keypad to call the resident. Press "9" from your phone three times in quick succession to open the gate remotely. Please let us know if you want to change the phone number associated with your account.

Contractor Access:

The same policy that applies to guests also applies to contractors. However, please note that if you have placed the contractor on a pre-approved list, YOU MUST notify the guard to have the contractor removed from the list once they are no longer a regular visitor to your home. Further, always inform the guard if you will be having a contractor at your home for an extended period of time.

Parties / Parking:

Any resident having a party should provide the guard house with a guest list for the party to allow entrance into Rapley Preserve. At least two (2) days advance notice of the party is appreciated. At this time, the resident should also contact the ACA to inform them of the number of guests so that we may assist with the street-side parking arrangements / no parking signs.

Packages / Deliveries:

The guard can, upon resident notification and approval, receive small packages and/or deliveries on the resident's behalf. The guards cannot be held responsible for any packages that contain perishable items, or items that require refrigeration. It should also be noted that a resident should not leave payment in the forms of cash or checks with the guards to be picked up by others. The guards are not permitted to accept cash or checks on another's behalf, nor should they be placed in this position.

As always, if you have any questions, concerns, or issues you would like to discuss, please contact the ACA offices at (301) 299-5916.

Rapley Preserve

HOMEOWNER – Frequent Visitor PRE-APPROVED GUEST LIST

The following information will be kept on a master log of resident information for the guard service to refer to when necessary. Please print clearly. Return the form to the Rapley Guard House via FAX 301-299-7169 or by delivering it in person.

RESIDENT'S NAME: _____

STREET ADDRESS: _____

HOME TELEPHONE #: _____ OFFICE #: _____

CELL PHONE #: _____ ADD'L #: _____

PRE-APPROVED GUEST/VISITOR

PRE-APPROVED GUEST/VISITOR
