

# Aquia Harbour Property Owner's Association Stable Regulations

Update May 17, 2021

## 1. DEFINITION

- 1.1 The Stable is an Association amenity available to the record owners (see Bylaw Article XVI, Section 1), herein designated as Active members, of the Aquia Harbour Property Owners Association (AHPOA) intended to promote good horsemanship for the enjoyment of all. It includes, but is not limited to, the barn, indoor ring, outdoor riding area, paddocks, trails, and stable grounds.
- 1.2 Stall Renters: Approved Active members and Non-Resident members who rent stall space from AHPOA.
- 1.3 Non-Resident Members: Approved Renters who are not record owners of AHPOA.

## 2. PURPOSE

- 2.1 To establish the authority of the Stable Manager to administer and operate the Aquia Harbour Stable facility. The Stable Manager will have full responsibility and authority on the barn property at all times.
- 2.2 To define administrative procedures and responsibilities relating to the operation and maintenance of the stable facility.
- 2.3 To establish and implement stable operating procedures, regulations, rules of conduct and behavior, and individual user responsibility in stable operation, maintenance, cleanliness and security.

## 3. AUTHORITY, ADMINISTRATION AND RESPONSIBILITY

- 3.1 The Board of Directors (BoD) has empowered the General Manager to delegate authority for the operation and administration of the stable facility to the Stable Manager.
- 3.2 Stable operations and normal facility upkeep and cleanliness are the responsibility of the Stable Manager. Stall Renters are responsible for the upkeep and cleanliness of their assigned stalls, paddocks during their scheduled use, feed boxes, tack lockers and their share of general stable chores at least once per day.
- 3.3 Stall renters are responsible for feed, care, bedding, routine shots and worming of their horses.
- 3.4 Determination of responsibility and authority in situations not covered under this document, and decisions regarding discipline and termination of Stable privileges shall rest with the Stable Manager and ultimately the General Manager.
- 3.5 The Stable Manager and/or General Manager will notify any stable user in writing regarding any situations under subparagraph 3.5, such notification will include detailed factual information and circumstances and a recommended resolution or disposition.
- 3.6 The AHPOA is not responsible for any accidents and accepts no liability for injury to either horse or rider.
- 3.7 The AHPOA General Manager shall assume and/or delegate to a staff member the responsibilities of the Stable Manager in his/her absence.

#### 4. ELIGIBILITY

- 4.1 Active members of the Association in good standing with the AHPOA, are eligible to rent stalls in the stable facility providing they reside in the Harbour. If a stall renter moves out of the Harbour, the stall renter would revert to Non-Resident Renter status and be subject to those requirements.
- 4.2 Non-Resident Renters may be allowed in the event of open stalls. If there is a Resident that requests a stall and all other stalls are taken, the Non-Resident Renter will be given a 30-day notice that they will need to remove their horse at the end of their lease. In no case will a Non-Resident take precedence over an active member in good standing who is waiting for a stall.
- 4.3 Any member who has previously had stable facility privileges terminated and/or is an inactive member is not eligible for stall rental or permitted to use any portion of the stable facility unless specifically authorized by the Stable Manager and approved by the General Manager in accordance with AHPOA Bylaws.
- 4.4 Use of the stable facility by outside horses owned/leased, not currently residing at Aquia Harbour Stables, by Stall Renter, Active member and guests for riding is permitted provided the Stable Manager approves and evidence is presented of a negative Coggins Test.
- 4.5 Portions of the stable facility may be utilized for special functions/activities such as horse shows, barn dances, meetings, etc., by both AHPOA and non-AHPOA organizations subject to approval by the Stable Manager and the AHPOA General Manager.

#### 5. CONDITIONS OF STALL RENTAL

- 5.1 Stalls will be rented subject to the following conditions:
  - 5.1.A All evidence of immunizations, Coggins, etc. as outlined in the lease agreement are presented to the Stables Manager at least twenty-four (24) hours prior to occupancy of a stall.
  - 5.1.B A current stall waiting list will be maintained by the AHPOA Stable Manager. Active Members may have their name placed on the waiting list for a stall or Stall Renters may have their name placed on the waiting list for a second stall per written/dated request to the Stable Manager. A third stall may be requested at the approval of the Stable Manager or General Manager subject to availability.
  - 5.1.C Third stall rentals. If all stalls are full and a resident request a stall, a thirty (30) day notice will be given to remove the third horse from the stall. Third stall removals come before Non-Resident removal. If Stable is not full, the Stable Manager or General Manager may allow third stall leases to be treated as a normal lease.
  - 5.1.D Stall rental will be limited to one horse/pony per stall.
  - 5.1.E No stall will be rented for occupancy by a stallion.
  - 5.1.F Written agreement to comply with the rules and regulations will be a condition of stall rental. Failure to comply may result in termination of eligibility to use the stable facility. The AHPOA Business office will retain a copy of this signed agreement.
  - 5.1.G All persons renting stalls or leasing horses from stall renters shall carry liability insurance and show proof of it at time of rental and upon request.

## 6. OPERATING RULES

### 6.1 General:

- 6.1.A The use and operation of the stable facility is intended for the mutual satisfaction and enjoyment of all Aquia Harbour Property Residents and consideration for the rights and feelings of others by each participant is essential to smooth operation of the stable. The proper use, upkeep and maintenance of all stable facilities are the responsibility of the Stable Manager with labor assistance by the Stall Renters, Agents, and AHPOA. Actions or behavior of any Stall Renter, or Agent, in violation of the rules stated herein or other conduct or behavior which disrupts the orderly running of this facility may result in the loss of stable privileges up to and including eviction by recommendation of the Stable Manager and final decision of the General Manager.
- 6.1.B Each stall is numbered and there is a corresponding numbered tack locker in the tack room and numbered space in the Hay Barn. Space is allocated for feed storage in the feed room. A pest resistant container is necessary to prevent rodent infestation. Numbered lockers or hay space will not be changed without permission of the Stable Manager.
- 6.1.C Problems with breakage of any equipment inside or outside of the barn will be brought to the attention of the Stable Manager.
- 6.1.D Agents and guests of the Stall Renters visiting the stable will be the responsibility of that member and subject to all rules and regulations. Infractions will be brought to the sponsoring member's and Stable Manager's attention.
- 6.1.E Special use of the stable facilities such as holding of shows, clinics, events, gatherings etc. must be approved in advance by the Stable Manager. Notice of all major events shall be given to the Stable Manager for approval by the General Manager not less than two weeks before the event (six weeks preferred). If this event involves bringing outside horses into the stable area, a current negative Coggins test is required for every horse.
- 6.1.F A copy of all rules and regulations will be posted in the stable office and copies will be available at the AHPOA Business Office.
- 6.1.G A list of appropriate emergency phone numbers will be posted near the office phone to include the following.
- a) Stafford and Wide-water Fire Departments 911
  - b) AHPOA Police 540-659-4600
  - c) AHPOA Front Gate 540-659-7224
  - d) AHPOA Business Office 540-659-3050
  - e) Home and Work numbers for each Stall Renter adult
  - f) Veterinarian (office & emergency)
- 6.1.H Each Stall Renter will clearly display the following:
- a) Horse's name
  - b) Owner's name and contact information
  - c) Detailed description or picture of the horse (include: gender, breed, color, markings, etc.)
  - d) Veterinarian contact information
  - e) Farrier contact information
- 6.1.I A responsible adult must supervise children under 12 at all times.

6.1.J Stall assignments are made at the discretion of the Stable Manager and are subject to change.

## 6.2 Care of Horses

6.2.A All Stall Renters are responsible for feeding his/her own horse or ensuring that someone is designated to do so. Unless specifically requested to do so by the horse's owner, other Stall Renters will not assume responsibility for feeding other than their own horses. In the event of extended absence from the area in excess of two days, the Stall Renter will notify the Stable Manager of the name and person designated to feed and a phone number where the Stall Renter can be reached in case of emergency. Any horse found in any kind of distress by a tenant or agent should be immediately reported to the Stable Manager.

6.2.B Horses are to be fed and watered twice daily. Each occupied stall and aisle area adjacent shall be cleaned once daily. Prudent use of bedding material is encouraged.

6.2.C All feed and supplements stored outside the barn, except hay, must be secured in a container designed to deny access by any animals. Feed within the barn must be kept in a way to deny access by any loose horses, and feed must be in a container designed to deny access. If hay or feed is left in a stall, and the stall is unoccupied or unsupervised, the stall door must be closed.

6.2.D Hay may be stored only in the hay barn, in assigned spot, and in other areas approved by the Stable Manager. Grain may be stored only in designated area in the feed room.

6.2.E During inclement weather, each horse will be entitled to 30 minutes per day in the indoor arena for exercise. This 30-minute period may be used for riding or turnout as long as the 30-minute limit is observed and the caregiver remains on site. This exercise time may not interfere with scheduled lessons or other approved arena use.

6.2.F Each Stall Renter will be responsible for ensuring the following types of services are accomplished:

- a) A Coggins test will be obtained at least once annually dating from the date of the last test. The Stable Manager shall notify the owner 30 days prior to expirations of the Coggins. The owner shall take necessary action to obtain current Coggins. In the event of a positive Coggins, each Stall Renter will be notified immediately.
- b) Required preventive vaccinations or medications will be obtained.
- c) At the Stall Renters expense, the Stables de-worming or fecal testing schedule is to be followed.
- d) Proof of worming or fecal test and vaccinations performed shall be provided to the Stable Manager upon request.
- e) Proper farrier care is provided.
- f) If vaccinations and the Coggins are not done on time, the Stall Renter will be asked to remove the horse from the Stables.
- g) If worming or fecal testing is not completed on time the Stable Manager will obtain the Wormer Paste and administer. A charge of \$25.00 will be applied to the Stall Renter's monthly statement for wormer.

6.2.G If a horse should become ill, the Stall Renter shall be notified immediately. If the Stall Renter is unavailable, action will be taken as deemed necessary by the Stable Manager. If Stable Manager is unavailable, any adult may call the Veterinarian. If it is necessary that a Veterinarian be called, the owner is responsible for all fees. Every effort will be made to use the Stall Renter's Veterinarian.

- 6.2.H Tie stalls are provided for grooming and tacking up purposes. Tie stalls must be cleaned by the user after use. Stall Renters must relinquish tie stalls upon request of another member any time occupancy by the member exceeds 30 minutes. Horses are not to be washed or rinsed off in tie stalls or inside the stable.
- 6.2.I Wash stall is to be used to rinse or wash a horse. A time limit of 20 minutes is to be followed if another member is waiting. Remove all manure, clear drains, put hose up, and keep all personal items together and clearly marked once done.
- 6.2.J Storing of personal supplies/equipment in any location other than your assigned stall, locker, hay or feed areas is prohibited.
- 6.3 Lessons
  - 6.3.A Lessons are provided and approved by barn staff or General Manager approved Independent Contractor only. No other instructors are permitted without the express written consent of the Stable Manager.
  - 6.3.B All students must read and sign a copy of the stable rules and regulations and wavier. It is up to the instructor to make sure their students are behaving. Any student that is not following the stable rules will be asked to leave without a refund. The list will include name, and an emergency phone number of student's parent. The original will be filed at the office.
  - 6.3.C The rules of good horsemanship and courtesy shall govern.
  - 6.3.D All instructors must be at least 18 years old and approved by the barn manager.
- 6.4 Security
  - 6.4.A Each individual member is responsible for the security of his or her own equipment. All personal items must be stored in assigned storage space.
  - 6.4.B The necessary hardware is provided on each feed box and tack locker to permit use of a lock and all members are encouraged to use a lock.
  - 6.4.C Stall Renter will not use or borrow any other members tack, equipment, feed, or hay unless specifically authorized by that member.
  - 6.4.D Smoking is prohibited anywhere on Stables grounds.
  - 6.4.E Illegal substances are not permitted at the Stables. No public intoxication is permitted on stable grounds. Selling of alcohol on stable grounds is not allowed.
  - 6.4.F Installation of electrical equipment in member stalls will be limited to an overhead light, fan, a bucket with a heater built in and radio, which must be inspected by responsible AHPOA Staff for electrical safety prior to operation. All items must be regulated for outdoor use.
  - 6.4.G Supervised visitors and guests to the stable area are welcome. Stall Renter, and Agents will be responsible for ensuring that their guests abide by stable regulation. Appropriate signs will be posted soliciting the cooperation of other visitors in maintaining good order in the stable. Visitors, including children, are the responsibility of the supervising tenant or agent.
  - 6.4.H Alarm must be set as last member leaves. Make sure both gates and bathroom door are closed. You will have one (1) minute to leave the Stable. In the event that the alarm is set off, wait for a phone call from the front gate, Alarm Company, or AHPOA police to arrive. Do not give your alarm code to any unapproved person.

Except by staff, photography or video taping of any kind on AHPOA Barn Property by tenants and/or visitors, except of your own horse and/or family members, is not permitted. For events, please obtain the permission of parents before photographing other children with the exception of group photos in which your child appears.

6.4.I Security cameras are used as part of the overall security plan of the barn. Footage will be pulled, viewed and/or retained only at the discretion of the Stable Manager, Police Chief or General Manger.

## 6.5 Safety and Courtesy

6.5.A No horses are to be mounted or ridden inside the barn.

6.5.B No horses are to be let loose to run free around the barn or stable area. Horses are to be led with a halter and lead rope or bridle and reins while in or around the stable. Horses will be walked at all times within the immediate stable area except in rings, and designated jump and training areas.

6.5.C Cars, trucks, motorcycles, bicycles, etc. will operate in a prudent manner while on stable property. Bicycles or motorcycles will not be ridden inside the stable, the arenas or the paddocks.

6.5.D Dogs must be on a leash at all times, in the presence and under control of a responsible handler. Dogs are not allowed in the stable, rings, round pen, or paddocks. Their solid waste must be placed in a trash can. Dogs that bark frequently or bother boarders or horses are not allowed.

6.5.E Actions that endanger or alarm the horses will not be tolerated. Anyone caught engaging in such actions shall be asked to stop or leave the stable immediately and the responsible adult or Stable Manager notified.

6.5.F No childish play or running around anywhere on the property.

6.5.G Wheelbarrows are not to be left in the aisle, tie stalls, or empty Stalls. Wheelbarrows must be emptied immediately and stored in the designated storage area.

6.5.H Stall doors are not to be left open.

6.5.I Grain feeding is not permitted in the paddocks or riding arenas.

6.5.J Hay feeding is not permitted in riding arenas.

6.5.K Proper, closed toes shoes, must be worn at all times at the stables.

6.5.L Any horse deemed in distress by the Stable Manager either through care, illness etc. will be identified and interceded by barn staff. If direction to the Horse Owner provided by staff is not followed the horse may be directed for relocation.

## 6.6 General Riding Safety

6.6.A No hand galloping in the presence of other riders.

6.6.B Mount and dismount in the middle of the arena if other riders are present.

6.6.C Be alert to other riders.

6.6.D Riders in the indoor arena must all agree on riding direction.

6.6.E No lunging is permitted when other riders are present in the indoor arena unless agreed upon by all users.

6.6.F A dangerous or uncontrolled horse can be asked to leave the arena.

- 6.6.G When riding in the indoor or outdoor, all gates must be shut. Close gates when you leave arenas.
- 6.6.H The round pen is to be used for lunging or controlled riding. Turnouts may use the pen when it is not being used for lunging.
- 6.6.I The more experienced rider should always yield to the less experienced rider and/or a rider on a green horse.
- 6.6.J When riding in opposite directions, pass left hand to left hand.
- 6.6.K Proper, close-toed, footwear must be worn when riding.
- 6.6.L Approved riding helmet or headgear must be worn by all 18 years of age or younger.

#### 6.7 General Jumping Safety

- 6.7.A NO JUMPING UNDER AGE 21 WITHOUT A TRAINER PRESENT.
- 6.7.B Riders must announce their intention to jump to all schoolers. A “heads-up” call will be made when approaching a jump.
- 6.7.C It is up to the rider to set up jumps. All jumps must be cleared from the indoor after use.
- 6.7.D All jumps must be at least 10 feet from all fences and kept away from the rail.
- 6.7.E No jumping in the indoor arena when other riders are schooling.
- 6.7.F Approved riding helmet should be worn when jumping and at all times when riding.

#### 6.8 Maintenance, Workdays, and Clean Up Duty

- 6.8.A Projects such as painting, repairing, construction, etc., must be approved by the Stable Manager. All Stable Renters share an obligation to respond and assist in such projects. Where major changes to the existing facility are involved an expenditure of \$500.00 or more requires a purchase order and prior approval from the AHPOA General Manager.
- 6.8.B Workdays for specific purposes or for a general clean up around the stable area may be scheduled by the Stable Manager.

### 7. Enforcement and Grievance Procedures

- 7.1 Stall Renters, and Agents are responsible for compliance with operating rules and regulations using the following procedures;
  - A) Notify in writing the Stable Manager of the violation within forty – eight (48) hours (email counts as “in writing”). Please include the violator, and any pertinent circumstances including the other persons who may have witnessed the event. Upon receipt of the above information, the Stable Manager shall determine the appropriate course of action. Following appropriate investigation and depending on the circumstances, the severity of the violation and the frequency and validity of the other violations, the Stable Manager may recommend termination action through the General Manager.
  - B) Generally, anonymous or hearsay complaints will not be processed.
  - C) If there is a problem associated due to safety concerns or personal conduct, the Stable Manager has the authority to ask the individual to leave the facility at the time the offense occurs.

- D) Tenants are expected to limit their observation and complaints to issues which directly impact their horse, their stall or their shared paddock time. Grievances beyond the scope of direct impact may be rejected by the Stable Managers.
- E) Complaints to the Stable Manager should be in written or email form. Text messaging the Stable Manager or General Manager during off hours should be kept to a minimum unless an immediate and perilous safety or security situation exists in which case the Aquia Harbour Police Department should be notified first.
- F) Direct notification to the Board of Directors is prohibited regarding day-to-day operations and complaints which are to be handled at the Manger and General Manager levels of operations.
- G) All communication must flow through the Barn Manger down to the trainer, volunteers, and employees of the barn. Tenants shall not give orders, directions or treat the barn personnel unprofessionally at any time. All questions, concerns or complaints shall be directed to eh Barn Manager to handle. Violations of this regulation will be written up and provided to the tenant. Three or more written violations regarding communication will result in eviction from the barn.

7.2 Grievances – Minor complaints of direct impact against other Stall Renters will be brought to the attention of the Stable Manager for resolution before appealing to the AHPOA General Manager.

8.0 Barn Regulations may be updated as needed. Tenants are required to follow these regulations.

Notes for future updates:
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