

# KEN-CARYL RANCH EQUESTRIAN CENTER

## OPERATIONAL GUIDELINES

March 2016

### MISSION STATEMENT:

- **To provide quality horse care**
- **To provide a safe, well-maintained facility available to all Ranch residents**
- **To provide the opportunity for multi-disciplined riding for the beginner, novice and intermediate rider to ride, train and learn about horses.**

### Equestrian Center Management Structure

The Equestrian Center is operated by the Ken-Caryl Ranch Master Association. The Association employs a Manager and staff to provide the operation of the Center. The Manager works in cooperation with the Executive Director of Ken-Caryl Ranch and the Ken-Caryl Ranch Master Association Board of Directors.

### Communication with staff

The address of the Equestrian Center is 14422 W. Ken-Caryl Ave. Littleton CO 80127. The Equestrian Center office and voice mail number is 303-979-4500. The manager or a staff member will carry an emergency phone. The number is 720-322-3537. The purpose of this phone is to contact a staff member in the event of an emergency at the Center. If you have an emergency with your horse, you must contact a veterinarian immediately. KCEC staff is not trained to answer questions in lieu of a veterinarian. Most veterinarian clinics are either mobile or can make arrangements for your horse to be transported to their clinic. Please do not call the emergency phone for non emergency issues.

Please limit your communication with the stall cleaning and feeding operations crew. If you need to communicate a work request, feed change, etc., please do so by filling out a *Change Order Request* form. Forms should be placed in one of the lock boxes or handed to management. **It is the responsibility of the horse owner to notify management in writing when they are going to be unavailable or wish to give someone authority to make decisions concerning their horse.**

### Staff hours

The Center stall cleaning and feeding operations crew is on duty between 7:00 am and 4:00 pm. 7 days per week. Occasions arise where this daily schedule requires minor revision. The manager's duties require that his schedule be flexible. Generally, the manager is on duty five days per week. The Riding School Administrator's hours are generally 1:00 p.m. to 7:00 p.m. The office hours are Monday through Friday from 7:30 a.m. to 4:00 p.m.

### Hours of Operation:

The Center is open to visitors 7am to 7pm every day of the year. The Center is open every day of the year to boarders. Outdoor arenas are available 7am to 10 pm. Indoor arena is available 24 hours each day with limited activity beyond 10 pm.

## **Facility amenities**

- The Center maintains and boards horses in 26 box stalls, 36 pipe-pens, 8 shed row stalls and 50 pasture spots.
- All horses have automatic waterers with the exception of the pasture horses who have large water troughs.
- There are three outdoor riding arenas and one indoor arena that are groomed as needed.
- The Center has one hot and cold water wash rack available year round and an additional hot and cold wash rack available in the spring, summer and fall.
- There are several turn-out pens available for a variety of uses (see turn-out pens), and one round pen.
- A variety of horse training and arena props are available for use such as jumps, pole bending poles, barrels, and trail course obstacles.

Anyone riding a horse at the Center must complete a liability release agreement (available in the Center office) and submit it to the office staff. Non-member, non-boarders may use the facilities at the Center when accompanied by a member or boarder, provided a release of liability is on file with the management.

Non-member, non-boarders may use the Open Space Trails when accompanied by a member or boarder. A release of liability must be on file with the Center management. No fee is required for-Open Space Trail use.

Visitors are always welcome at the Equestrian Center during normal business hours. Children under 9 must be supervised at all times by an adult on the ground, not a mounted rider. Please use courtesy and good sense.

Horses are permitted to be trailered to the Center for horse shows and events. All participants not boarded at the Center must provide the manager, in advance of the horses arrival, with a copy of a negative Coggins test for all horses entering the Center for their event. All Coggins tests must be no older than 12 months prior to the horse's arrival to the Center. A per-horse, per-day facility use fee is required when horse(s) are trailered in. Please see annual rate sheet.

## **Boarding Requirements:**

Ken-Caryl Equestrian Center has established procedures for boarding at The Equestrian Center. These procedures apply to people wishing to board a new horse at the Center or move a horse to a new location within the Center.

All horses initially arriving to board or use the Center are required to provide the manager with a signed boarding contract and a copy of the negative test results from a Coggins test for Equine Infectious Anemia (EIA) that has been performed within the previous 12 months, dates and type of inoculations and de-worming the horse received in the previous 6 months, and the name and telephone number of the current veterinarian for the horse. Horses that arrive without this information may be turned away or confined to a stall until the information is presented.

Horses that board or use the Center and are absent from the Center for a period that exceeds 3 continuous months are required to provide the above documentation to the manager before returning to the Center.

All horses boarded at the Center are required to receive spring and fall vaccinations and de-worming within a time frame specified by management.

When a horse becomes sick with a contagious disease the horse owner must contact or have their veterinarian contact the Center manager immediately so that the manager can do what is necessary to reduce exposure to other horses. The Center encourages each horse owner to be responsible for the health of their horse and considerate of the health of all other horses at the Center by limiting contact with other horses that may spread a contagion.

### **Authorized use / handling of your horse**

It is the responsibility of the horse owner to provide the following to the manager:

1. A list of the names of all people authorized to handle or ride their horse.
2. A current ***Ken-Caryl Ranch Contract and Release of Liability*** must be on file with the manager for all persons authorized by the owner to handle or ride their horse.
3. All authorized parties must have a receipt on file with the manager that they have received a copy of the ***Ken-Caryl Ranch Equestrian Center Facility Use Rules***.

A change in horse ownership shall not necessitate a change in boarding, however, all boarders who sell a horse and wish to surrender their space to the buyer may only surrender their space to a member, and that horse must remain under a boarding contract with that person, for a period of 3-months or the contract on that space will be terminated.

### **Subleasing of boarding spot**

Members may hold an empty boarding space for up to 90 days by paying one-third the total board due each month, or they may sub-lease spaces for a maximum of 90 days annually from the date of the initial sub-lease. At the end of the 90 day period, the individual who contracts with Ken-Caryl Ranch Equestrian Center must board their own horse, pay full board for the vacant space, or give up the space. All sub-leases require prior approval from management and a signed sub-lease agreement.

Members may sublease their space for longer periods while attending college. Signed contracts must be submitted to management prior to subleasing. Members who return with their horse while under contract may not be able to return to their space. In these cases management will attempt to accommodate horse in another boarding location within the facility if one is available.

### **Permanent trading of boarding spots**

Permanent trading of boarding spaces is reviewed by the manager on an individual basis, and an agreement signed by both parties involved in the trade must be on file with the manager.

### **Waiting Lists**

Ken-Caryl Equestrian Center has established procedures for boarding at The Equestrian Center. These procedures apply equally to people wishing to board a new horse at the Center or move a horse to a new location within the Center.

**Resident boarders-** A resident boarder is classified as any person owning or renting property within the Ken- Caryl community, or trainers that train at Ken-Caryl Equestrian Center.

**Sponsored non-resident boarders-** A sponsored non-resident boarder is classified as any person that **does not** own or rent property within the Ken-Caryl community, but does know an individual that lives within the community who is willing to sponsor them as a boarder.

**Sponsor-** A sponsor is an individual who owns property within the Ken-Caryl Community and is willing to sponsor a non-resident boarder.

**A Resident will always have priority over a sponsored non-resident boarder including movement within the center.**

#### **Waiting List**

- A separate waiting list is maintained for each of the accommodations within the equestrian center such as: barn stalls, pipe pens, pasture etc.

- All prospective boarders should submit a request to management to place their name and date on the appropriate list; when a space becomes available, management will contact resident prospective boarders in priority order beginning with the name that has been on the list the longest.

The person called will be given 3 days to respond with their intent. At the end of 3 days a non refundable payment of 2/3 monthly board will need to be paid to hold the space; if the space is not claimed and payment has not been submitted in 3 days the person's name will go to the bottom of the list with the current date and the next member on the list will be called. If no member boarder wants to have the space, the first sponsored non-member on the list will be called.

- The waiting list is posted in the office and also outside on the bulletin board next to the indoor arena.
- The waiting list is updated the first week of each month.

### **Feeding**

Horses boarded in the barn, pipe pens, and shed row receive a feeding of hay in an amount approximately 2% of the horses body weight twice a day between 7am-8am and 3pm-4pm. A choice of grass and/or alfalfa hay is available, along with up to 4 pounds per day of Equine Sr, Strategy or Ultium. Every effort is made to update the feed chart per an owners request within 24hrs of the request. Horses boarded in the pasture are fed an alfalfa/grass mixture twice a day.

### **Bedding**

Barn and shed row stalls are bedded 3" deep with wood by-products such as shavings. Additional shavings are available on request for an additional charge. Pipe pen stalls are bedded with washed sand. The sand in the pipe-pens is removed and replaced in October and in May. Additional replacement can be requested with a charge based on time and material. Stalls are cleaned daily with the exception of Thanksgiving, Christmas, New Years Day, and July 4th. Feeding occurs on its normal schedule on these four days. Horse waterers are cleaned one time each week or additionally as needed.

### **Stall Modifications**

Stall modifications must be approved by the Manager.

### **Turn-out / Use of turn-out pens / Temporary Boarding**

Horses boarded at the Center may be scheduled for turn out by staff into turn-out pens for an additional charge. Horses on the paid turn out schedule have a priority for available pen use between the hours of 7am-3pm. All other boarding users are on a first come, first served basis. Staff cleans up the pens used for the horses on paid turn-out and other users are responsible for the cleaning of the pens they use.

Horse trailer parking is available on a limited basis for an additional charge. Boarders at the Center can contract for one trailer parking spot on a space available basis. Termination of the boarding contract requires that the trailer be removed by the end of the boarding period. All trailers stored at the Center need a current registration. *See list section/or waiting list information.*

## **Tack storage**

One space for a tack box is available per horse boarded. All tack storage and boxes must be approved by the manager. Tack boxes cannot exceed the following dimensions; 34" wide X 30" deep and a recommended height of 6'. Every effort is made to have space available in a location reasonable to the horses boarding location. *Space to store additional tack is available on a limited basis/and for an additional charge.*

## **Ken-Caryl Riding School Program**

Ken-Caryl Equestrian Center strives to hire quality instructors to represent and provide safe instruction in English, Western, Dressage, and Combined Training from beginner through advanced levels of riding. The equestrian center will provide the necessary tack, equipment, and horses for the riding program. (See Facility Rules for details.)

## **Independent Instructors/Trainers**

A limited number of independent instructors are approved to teach at KCEC and they typically teach upper-level disciplines not offered through the Ken Caryl Riding School. Independent instructors interested in teaching at KCEC should submit an application to the Center Manager and be interviewed. If approved for instructing, a Facility Use Agreement will be signed and a fee structure will be negotiated according to the number of students and hours of the day when lessons will occur. Under most circumstances instructors interested in teaching beginning through intermediate lessons in any discipline will not be accepted for teaching here since the Riding School offers these lessons. (See Facility Rules for details).

## **Arena Availability**

The Equestrian Center Management reserves the right to adjust arena availability and scheduling on a seasonal basis. Adjustments are made in an effort to maximize the use of the facility for all of the Center's users.

### **A.3. RULES VIOLATIONS**

1. **Power.** Pursuant to the provisions of Sections 3.08, 3.10, 6.05 and 6.06 of the Amended and Restated Master Declaration of Covenants and Restrictions of the Ken-Caryl Ranch ("Declaration"), and as set forth herein, the Board of Directors shall have the power and duty to hear and make decisions regarding violations of these Ken-Caryl Ranch Equestrian Center Facility Rules ("Equestrian Center Rules"). The Board may determine enforcement action on a case-by-case basis, and take other actions as it may deem necessary and appropriate to assure compliance with the Declaration and the Equestrian Center Rules, and to create and maintain a safe and harmonious equestrian facility.

These enforcement provisions may be in addition to other specific Provisions outlined in the Association's Declaration, Bylaws or Articles of Incorporation ("Documents"). The Association may choose a legal remedy or seek assistance from other enforcement authorities, such as Police, Fire or Animal Control.

2. **Enforcement Procedures and Penalties.**

#### **A. First violation**

For a first violation, management will impose the following:

1. Issue a verbal warning, with documentation placed in violator's file.

And Management may:

2. Issue a written warning with documentation placed in violator's file,
3. Request that a hearing be scheduled upon not less than 10 days notice before the Ken-Caryl Ranch Master Association Board of Directors to consider further remedies.

**B. Second violation**

For a second violation, management will impose the following:

1. Issue a written warning with documentation placed in violator's file,

And Management may:

2. Request that a hearing be scheduled upon not less than 10 days notice before the Ken-Caryl Ranch Master Association Board of Directors to consider further remedies.

**C. Third, subsequent or continuous violation**

For a third, subsequent or continuing violation, management will impose the following:

1. Issue a written warning with documentation placed in violator's file,
2. A hearing will be scheduled upon not less than 10 days notice before the Ken-Caryl Ranch Master Association Board of Directors, to consider further remedies.

If a hearing is scheduled notice will be given as provided above and violator will be allowed to present witnesses and evidence in their defense. The Ken-Caryl Ranch Master Association Board of Directors will serve as the Hearing Panel, and may interview witnesses, or otherwise collect evidence to assist them in rendering a decision. The duties and powers of the Board pursuant to this section may be delegated to a committee of Members, directors, or both.

After this hearing the Hearing Panel may impose any or all of the following:

- a. No additional action beyond that already taken by Management;
- b. Impose a special charge of not more than Fifty Dollars for each violation;
- c. Suspend the right of such violator and his family, guests, licensees, lessees, and invitees to use Association Property under such conditions as the Board may specify, for a period of not to exceed thirty days for each violation;
- d. Cause the violation to be cured and charge the cost thereof to such owner;
- e. Obtain injunctive relief against the continuance of such violation.

**D. Modification**

The Board reserves the right, from time to time, to amend or repeal these procedures and penalties, subject to any limitations placed on the Board in the Documents or by law.

**E. Violations or Offenses that constitute a Present Danger**

If, in their sole discretion, the Board, the Association's managing agent or the Equestrian Center manager, or any of them, deem that any violation is or may be an immediate or substantial threat to the health, safety or welfare of the community or an individual or horse, or that a habitual offender has not previously responded to violation Notices, the Board, the Association's managing agent, or the Equestrian Center manager may take such immediate action as they deem appropriate under the circumstances to eliminate the threat, including temporary suspension of membership privileges, and may seek any remedy available at law or in equity in a Court of competent jurisdiction without prior compliance with this Section A. 3.

**F. Miscellaneous**

1. Failure by the Association to enforce any provision of these procedures and penalties shall in no event be deemed to be a waiver of the right to do so thereafter.
2. The provisions of these procedures and penalties shall be independent and severable. The invalidity of any one or more of the provisions hereof by judgment court order or decree shall in no way affect the validity or enforceability of any of the other provisions, which other provisions shall remain in full force and effect.
3. As used herein, the term "Board" shall include any tribunal or committee appointed by the board.