

Applicability

This procedure is followed by the Director of Stalls when senior members composed of a “Family Unit” apply to the Board of Directors to transfer a stall to have two (2) stalls in the same barn for the supervision of active junior members.

Procedure

1. The two senior stall holders write to the Director of Stalls that they wish to have both stalls in the same barn, specifying whether they want to move to one or other of the barns in particular. They can choose either or both barns.
2. The senior stall holders must specify the junior member(s) that are the subject of the stall transfer request and the average number of days that the junior member personally attends to the horse(s).
3. The Director of Stalls will present this letter at the next Board meeting for review and possible approval.
4. The Director of Stalls will maintain a transfer list that is publicly posted, along with the stalls waiting list.
5. Priority will be given in chronological order that the requests are received.
6. The request for stall transfer will apply to stalls that become vacant after the Board of Directors has discussed and approved the transfer request.
7. If the request for transfer is approved, the stall holders will then be offered the next stall that comes available in the barn of their choice. The transfer takes priority over the stalls waiting lists.
8. The stall holders will be required to take the first available stall in the barn of their choice.
9. The stall abandoned by the transferring stall holder will then be offered to the next person on the stalls waiting list, as per usual.
10. All the usual processes of inspection, cleaning, refunding damage deposits, etc. will be followed. The stall holders will sign a new lease agreement and provide a new damage deposit specific to the new stall.

Supporting Documents

- 1) Related BHA Policy
 - a) Stall Sublease Policy
- 2) Related BHA Constitution & Bylaws
 - a) Bylaw 2.4.5

- 3) References
 - a) Stall Sublease Agreement

Review Schedule

Procedure Adopted:	MARCH 28 2022
Procedure Owner:	Director of Stalls
Next Review Scheduled:	APRIL 2023

Version History

Date	Version Number	Details
MARCH 28 2022	1.0	Initial Draft