

# Burnaby Horsemen's Association Policy: Stall, Loft, and Paddock Maintenance

Approved: [March 28 2022](#)

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## Applicability

This policy details the responsibility, materials to be used, building standard and procedure as they pertain to the sublessors responsibility to maintain the stall assigned. Stall sublease also contains information pertaining to maintenance and responsibilities of stall holder.

## Policy

1. Stall and Paddock Maintenance:
  - a. Sublessors are responsible for the maintenance of their own stall, paddock and loft. Maintenance shall be in accordance to the standards for the barn in which the stall is located, as determined by the Board of Directors in consultation with the Barn Committee, so as to ensure the wellbeing of the horse in the stall and of the horses in adjoining stalls.
    - i. See addendum regarding Stall Maintenance Standards.
  - b. Stall holders are responsible to report to the Barn Committee any damage done by themselves, their leasers or their horse to common areas in the barns. The stall holder may be responsible to cover the cost of the repairs.
  - c. Repairs and maintenance to common areas (electrical or water pipers, shared by more than one stall) are the joint responsibility of all stall holders affected.
  - d. Only contractors authorized by the Board of Directors can work on water pipes, or electrical within the stall, hallway or loft.
  - e. If contractors are brought in by the Barn Committee or Board of Directors to undertake repairs (frozen pipes, rotten wood in hallway on front of stalls, etc) the cost will be shared between all stall holders affected.
  - f. Where it is unclear if repairs are required due to negligence or if they affect a large common area, it will be reviewed by the Board of Directors to assess how costs will be covered.
  - g. Winter maintenance:
    - i. During cold weather and maintenance or repair of the barn, the Barn Committee may notify Occupants to close all paddock doors and windows.
    - ii. Working heat tapes must be put on all water pipes during winter months.
  - h. Paddock lighting:
    - i. Stall sub-leasees may have lighting installed to illuminate their paddocks.
    - ii. Sub-leasees are responsible for all costs associated with the installation of paddock lighting.
    - iii. New lighting must be installed by a qualified and BHA-approved electrician and meet all BC Electrical Code requirements and industry best practices.
    - iv. All light circuits must be connected through a switch so that they can be turned on and off as needed. All new installations must use only LED-type lights.
    - v. All existing paddock lights must be converted to LED-type lights
2. Lofts Use and Maintenance:
  - a. Upstairs feed rooms are to be used for storage of goods pertaining to equestrian recreation only.
  - b. All grain and feed must be stored in rodent proof containers. Morning feed must be covered.
  - c. No feed is to be left on the first floor of any barn other than in Stalls, with exception of morning feed (stored in rodent proof containers in the secure designated area).
  - d. All loft garbage to be taken home by the Occupant and should be disposed of regularly.

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- e. Lofts are to be kept clean at all times. It is especially important that fire hazards, like loose hay, cobwebs and baling twine, be removed regularly. No flammable material, like paint, is to be stored in lofts.
  - f. Timers for drop feeders can be used but must be kept covered and clear of hay, cobwebs and other flammable material.
  - g. All electric timer drops must have a micro-switch.
  - h. BHA does not have the electrical capacity to support any appliances in lofts other than timers for feeders or occasional use of shop vacuums for cleaning. For example, kettles, heaters, heat lamps, fans, microwaves, mini fridges, etc should not be plugged in upstairs. They cause the circuit to blow and are a fire hazard.
3. Stall Washing:
- a. Stalls must be washed every year, including interior of stall walls and ceiling, inside exterior of stall and door, ceiling of the aisle in front of the stall to the middle board, exterior door and window.
  - b. Date by which washing is to be completed is to be determined by the Board of Directors in consultation with Barn Committees.
  - c. Failure to complete stall washing by the advertised completion date will be referred to the Board of Directors. At the Board's discretion, this may result in having an outside company hired to wash the stall and the Stall Sub-Lease Holder charged for the work.
4. Stall Painting:
- a. To maintain a clean and well maintained appearance, Stall Sub-Lease Holders must paint their Stalls once every four (4) years.
  - b. The completion date will be determined by the Board of Directors and conveyed to the members with the painting notice.
  - c. Painting years are 2014, and every fourth year after that (2018, 2022, etc.).
  - d. Areas to be painted are the stall interior, paddock and hallway doors (both sides), ceiling above the stall and extending half-way across the hallway, and the wall directly outside the stall on the hallway side.
  - e. Stalls are to be washed then allowed to dry, before they are painted.
  - f. Paint used is to be a hi-gloss white (no tint) latex, preferably with a primer to improve adhesion to the old paint and bare wood. The paint must not contain lead.
  - g. Failure to complete stall painting by the advertised completion date will be referred to the Board of Directors. At the Board's discretion, this may result in having an outside company hired to perform the painting and the Stall Sub-Lease Holder charged for the work.
  - h. Should a stall change Sub-Lease Holders during a painting year, it is the responsibility of the Stall Sub-Lease Holder as of June 30 to complete the painting prior to termination of their Stall Sub-Lease.

## Supporting Documents

- 1) Stall Sublease Agreement

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## 2) Addendum: Stall Maintenance Standards

Maintenance Standards for BHA, adopted by the general membership November 12, 1991. These guidelines will be the basis for all stall inspections.

- a) Paddocks
  - i) Repair or replace POSTS and TOP RAILS if:
    - (1) Broken
    - (2) Extensively chewed (more than 50%)
    - (3) Weakened by chewing, kicking, rubbing, rotting or any other means
    - (4) Any sharp objects are sticking out
    - (5) Leaning over to one side
    - (6) Loose
  - ii) Repair or replace WIRE if:
    - (1) It contains a hole large enough for a horse to put its foot through
    - (2) It contains many holes
    - (3) It has any broken wires sticking out
    - (4) It is not affixed securely to the posts, top rails, gates, boards, etc.
  - iii) Repair or replace BOARDS if:
    - (1) Broken
    - (2) Extensively chewed (more than 50%)
    - (3) Weakened by chewing, kicking, rubbing, rotting or any other means
    - (4) Any sharp objects are sticking out
    - (5) Loose
  - iv) \*The height of paddock footing shall not exceed the height of the stall door sill.**
- b) STALLS
  - i) Repair or replace BOARDS if:
    - (1) Broken
    - (2) Extensively chewed (more than 50%)
    - (3) Weakened by chewing, kicking, rubbing, rotting or any other means
    - (4) Any sharp objects are sticking out
    - (5) Loose
  - ii) Repair or replace DOORS if:
    - (1) Not working properly
    - (2) Not secured to building
    - (3) Rotted
    - (4) Chewed extensively (any board chewed more than 50%)
  - iii) Clean and maintain interior
    - (1) Wash and scrub once per year
    - (2) Paint stall every four years (See stall painting policy)
    - (3) Water pipes associated with stall
    - (4) Maintain functional heater tape on all pipes associated with the stall

These material standards were created to help members determine what is recommended when replacing something that has been damaged;

- a) PADDOCKS
  - i) Posts

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- (1) 5 inch to 6 inch diameter post or minimum 4x4 pressure treated post
- (2) 5 to 6 feet above ground level, recommended 3 feet below ground level
- ii) Top Rails
  - (1) 3 inch to 4 inch round or 2x4 board
- iii) Wire
  - (1) Chain link heavy gauge wire, holes to be less than 3"
- iv) Boards
  - (1) Install up to approximately 4 feet high from ground level, if no chain link is used then must be at least 5 feet high.
  - (2) Spaces between boards must be no more than 3 inches
  - (3) Use 2x6", 2x8" or 2x10" boards
  - (4) If installed on side of post that is opposite side of wire, 2x6 boards should be installed on top of the top board to prevent horses from sticking foot behind
  - (5) Pressure treated lumber is recommended.
- b) STALLS
  - i) Walls
    - (1) Pressure treated lumber must be used, 2x4, 2x8 can be used
    - (2) Front of stall-plywood is to be minimum ½ inch thickness
    - (3) Wood must be painted after installation

## Review Schedule

<b>Policy Adopted:</b>	<b>March 28 2022</b>
<b>Policy Owner:</b>	Director of Stalls
<b>Next Review Scheduled:</b>	April 2023

## Version History

Date	Version Number	Details
March 28 2022	1.0	Initial version posted on BHA website