

Date: November 1, 2005

To: Westwind Board of Directors

Subject: **Draft of Westwind policies, rules, etal. for 2006**

This package contains a draft of each policy/guideline document revised for next year based on our meeting on October 26; **additions, deletions, and changes are marked with a vertical line to the left of the change.**

Here's the summary of changes (will include in November newsletter).

- Facility use fees will be raised and differentiated by Los Altos Hills resident, user riding horse boarded at Westwind, and nonresident. Fees are annual.
- After January 1, 2006, new nonresident boarders will pay 10% more than the board paid by resident and current nonresident boarders.
- The barn manager will screen potential boarders for horses who crib and will not permit such horses to board here. Current boarders are required to work closely with the barn manager to mitigate their horses cribbing.
- The sublet policy will be limited to boarders whose horse dies.
- Appropriate forms will be modified to explicitly request that proof of residency for Los Altos Hills residents must be either a tax bill or a PG&E bill.
- The **Communications Procedure** will be rewritten to state explicitly that the Barn Manager will respond with feedback regarding the request in no more than two business days.
- The **Guidelines for Children** will be revised to require responsible adults to keep their children off the tractor, the spreader, all tractor attachments, and the manure ramp and truck.
- The **Guidelines for 'around the barn'** will be amended to require riders who use the hitch racks to secure their halters after they bridle their horse.
- The **Boarding Agreement** will be revised to:
 - State expectation that owners of horses who crib take action as required by the barn manager.
 - Ask boarders to notify the Barn Manager who has responsibility for their horse when they leave town for vacation or business and leave a contact number
 - Require feeding pasture boarders to participate cooperatively in the weekly cleaning of the water troughs and manure removal.
 - State explicitly the boarder's responsibility for the time and materials required to repair damage / breakage beyond normal wear and tear. Repeated damage may result in a request to vacate.
- The **Instructor Agreement** will be revised to eliminate mention of the interview with a director.

We'll discuss these drafts at our meeting on November 14. Please try to review them before the meeting to make the meeting more efficient.

Susie Holic, Secretary

Cc: Barn bulletin board