

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

Approved: January 22, 2026

Applicability

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

Policy

1. Stall and Paddock Maintenance:
 - a. Sublessees are responsible for the maintenance of their own stall, paddock and loft, in accordance with this policy, including the addendum regarding Stall Maintenance Standards [together, the Policy].
 - b. The purpose of this Policy is to ensure the upkeep of the facility, and a safe environment.
 - c. Stall holders are responsible to report to the Barn Committee any damage done by themselves, their leasers, guests, dogs, or their horse to common areas (electrical or water pipes, shared by more than one stall), and common wall/fence lines (shared by more than one stall) in the barns. The stall holder may be responsible to cover the cost of the repairs.
 - d. Repairs and maintenance, due to usual wear and tear to shared areas and common wall/fence lines, are the joint responsibility of all stall holders affected
 - e. When stallholders are jointly responsible for a common area or fence line, they should cooperate with each other, to the extent possible, to address their joint responsibilities. Only as a last resort, should a stall holder contact the Board of Directors about a disagreement over joint repairs or maintenance.
 - f. Only contractors authorized by the Board of Directors can work on water pipes, or electrical within the stall, hallway or loft.
 - g. BHA does not have the electrical capacity to support any appliances in stalls beyond the occasional and temporary use of electrical tools for horse care, stall, or facility maintenance.
 - h. If contractors are brought in by the Barn Committee or Board of Directors to undertake repairs (frozen pipes, rotten wood in hallway in front of stalls, etc) the cost will be shared between all stall holders affected.
 - i. 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.
 - j. 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.
 - k. Paddock lighting:
 - i. Stall sublessees may have lighting installed to illuminate their paddocks.
 - ii. Sublessees are responsible for all costs associated with the installation of paddock lighting.

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- 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 use only.
- b. All grain / feed must be stored in rodent proof containers. Grain/feed left out for others to feed must be covered and out of reach of horses.
- c. All loft garbage is to be taken home by the Occupant and should be disposed of regularly.
- d. 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.
- e. Timers for drop feeders can be used but must be kept covered and clear of hay, cobwebs and other flammable material.
- f. All electric timer drops must have a micro-switch.
- g. BHA does not have the electrical capacity to support any appliances in lofts other than timers for feeders or occasional use of electrical tools for loft maintenance or horse care. For example, kettles, heaters, heat lamps, fans, microwaves, mini fridges, etc should not be plugged in upstairs. They can 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 & aisle side 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 five (5) years. The Board will give notice of the painting year and deadline.
- 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 fifth year after that (2019, 2024, 2029, 2034, etc.).
- d. Areas to be painted are any new or damaged wood inside your stall, the stall front (door and wall facing hallway), stall paddock door (both sides) and ceiling from stall

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front to halfway across hallway.

- 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 Sublessees 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
- 2) Addendum: Stall Maintenance Standards (attached to this policy)

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ADDENDUM: Stall Maintenance Standards for BHA

Adopted by the BHA Board of Directors on January 22, 2026. These Standards will be the basis for all stall inspections.

A. PADDOCK

(1) **Posts** - Repair or replace posts if:

- Broken
- Extensively chewed (more than 50%)
- Weakened by chewing, kicking, rubbing, rotting or any other means
- Any sharp objects are sticking out
- Leaning over to one side, or
- Loose
- When replacing posts, use 4x4 or 4x6 inch wood or aluminum posts that are 8 to 10 feet long. Sink posts in the ground a minimum of 2 feet and do not shorten the posts. Taller posts allow the fence height to be adjusted higher than the minimum height of 4.5 feet if needed.

(2) **Chainlink**

- Repair good condition chainlink only for a minor repair, including one small hole, or minor re-attachment.
- Otherwise, replace chainlink between paddocks with pressure-treated wood for longevity. Wood is cheaper than wire, easier to maintain, and safer.

(3) **Paddock boards** - Repair or replace boards if:

- Broken
- Extensively chewed (more than 50%)
- Weakened by chewing, kicking, rubbing, rotting or any other means
- Loose or
- Any sharp objects are sticking out.
- When replacing boards, use 2x6 or 2x8 inch boards, with a maximum spacing of 3.5 inches apart so a hoof cannot get through.
- Repairs of paddock fences with plywood are to be considered temporary and the plywood must be removed and repaired to standard within a 3 month period.

(4) **Paddock footing**

- The height of paddock footing shall not exceed the height of the stall door sill.
- Maintain paddock footing to address excessive and prolonged mud.

B. STALLS

(1) **Boards** - Repair or replace boards if:

- Broken
- Extensively chewed (more than 50%)
- Weakened by chewing, kicking, rubbing, rotting or any other means
- Any sharp objects are sticking out, or

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- Loose
 - Paint new boards as soon as reasonably possible. |
- (2) **Doors** - Repair or replace doors if:
- Not working properly
 - Not secured to building
 - Rotted, or
 - Chewed extensively (any board chewed more than 50%)
 - Paint new boards as soon as reasonably possible.
- (3) **Stall interior** - Clean and maintain interior
- Wash and scrub once per year
 - Paint stall every five years
 - Maintain water pipes associated with stall, and
 - Maintain functional heater tape on all pipes associated with the stall

These standards were created to help members determine when repairs or replacement are required, and provide guidance to address those issues.

Review Schedule

Policy Adopted:	January 22, 2026
Policy Owner:	Director of Stalls
Next Review Scheduled:	January, 2027

Version History

Date	Version Number	Details
March 28 2022	1.0	Initial version posted on BHA website
January 22 2026	2.0	Aligns language with stall sublease, current practices, common issues, and adds recommendations from 2025 stall inspection committee.