

PASTURE USE GUIDELINES

The availability of pasturage is a benefit of active membership in the Moraga Horsemen's Association (MHA). When the pasture first became available to Moraga Horsemen's Association, through a lease with the East Bay Municipal Water District (EBMUD), interest in the use of the land was minimal as members had access to several other areas. The ability and willingness to pay rent in a timely manner was the basic qualification for use; club membership or involvement was secondary. In recent years, the development of Moraga and surrounding areas has resulted in fewer locations to board horses. Individuals and families are now attracted to and become involved with the MHA because of the possibility of keeping a horse or horses in the MHA Pasture.

The purpose of the Moraga Horsemen's pasture is to provide active members of the MHA and the Moraga Junior Horsemen's Association (MJHA) with a satisfying pasture environment, as well as safe and quality board for their horses, while working in conjunction with EBMUD to protect the land. Currently, EBMUD specifies that we may keep seventeen horses on the MHA pasture.

Recommendations to accomplish the club's objectives were approved by the MHA Membership at a general membership meeting on March 15, 1983. Revisions were approved by the MHA Membership on September 19, 1990, April 13, 1997, March 19, 2001, and again May 17, 2005.

PASTURE COMMITTEE

- a) The Pasture Committee shall consist of all current Space Holders plus the President and Vice President of the MHA. Pasture Committee meetings are open to any MHA or MJHA members. A Pasture Manager and Assistant Pasture Manager shall be elected annually by the pasture Space Holders for submission to the MHA Board for ratification. It is strongly recommended that the Pasture Manager and Assistant Manager have had a horse in the pasture for at least 2 years. If the Pasture Manager is at any time not available, the Assistant Pasture Manager shall act in his/her place.
- b) The Pasture Manager shall attend MHA Board of Director meetings as an advisor to the MHA Board of Directors. Both the Pasture Manager and the Assistant Manager must be approved by the Association's Board of Directors. In the event the MHA Board declines to accept any of the choices of the Pasture Committee for Pasture Manager or Assistant Manager, the Pasture Committee will accept the MHA Board's designees.
- c) The Pasture Committee shall meet on the second Sunday quarterly (January, April, July and October) unless otherwise designated by the Pasture Manager. The Pasture Manager will give notice of all meetings to the Committee and Wait Listees. The Pasture Committee shall implement these Guidelines and establish and enforce procedures for pasture operations, maintenance, health, safety and welfare, not otherwise specified herein.
- d) The Pasture Manager, Assistant Pasture Manager and the MHA President shall serve as liaisons to EBMUD.
- e) The duties of the Pasture Manager shall include but are not limited to the following: implementing the revisions and additions as described in this document, administering and implementing Pasture Committee decisions, scheduling of events, acting as liaison with EBMUD, reporting to the general membership, advising the Board of Directors. Any significant communications with EBMUD will be shared with the Pasture Committee.
- f) The duties of the Assistant Pasture Manager shall include, but are not limited to, the following: acting for the Pasture Manager if that person is absent, maintaining records (including attendance, volunteer days, and work hours), collecting rent, and attending EBMUD meetings, The Assistant Manager shall bring these records to be addressed at each pasture meeting.
- g) Upon completion of each pasture meeting the following will be submitted for publication in the newsletter:
 - Monies owed and monies paid by each Space Holder
 - Work hours due and work hours completed by each Space Holder
 - Attendance and volunteer day records
 - Current pasture waiting list

PASTURE MEMBER CRITERIA

To be accepted for occupancy in the pasture, the Space Holder and/or leasee shall agree to all of the following:

- a) Maintain good standing in MHA by the payment of dues and by signing the liability release form.

- b) Work as a volunteer at three (3) MHA or MJHA club activities annually, and attend at least one MHA meeting per quarter.
- c) Participate in an orientation meeting with the Pasture Manager, Assistant Manager or person designated by the Pasture Manager, and follow a prescribed checklist for orientation to the pasture and facility,
- d) Be active in horse riding and in the care and maintenance of the horse occupying his/her space(s)
- e) Be a willing and cooperative member of the pasture.
- f) Abide by the EBMUD rules and regulations for trail and facility use (see attached), and obtain the necessary EBMUD trail permits. MHA members must keep their dogs under control at all times.
- g) Execute a Pasture Occupancy Agreement (see attached).
- h) Complete and sign a "check-in" information form (the form to include a back-up contact person who has authority, in writing, to act in the member's absence, including authorization for member's veterinarian to euthanize the horse if circumstances warrant and member cannot be reached).
- i) Provide a current health certificate from a local veterinarian on introduction of a new horse to the pasture, including proof of vaccination, and stating that the horse is in good health and an acceptable candidate for pasture living.
- j) Perform work hours and help keep the facility clean and orderly. Work hours are currently set at 20 hours per horse per year. The Pasture Manager and Assistant Manager shall get 20 hour credits. Each household may buy up to 5 hours per horse per year at the rate of \$15 per hour. Work shall be per instructions or lists given by the Pasture Manager. If a Space Holder has excess work hours, he/she may roll over up to 5 hours per horse per year from one year to the next.
- k) Abide by the pasture guidelines and the rules for facility use; and sign and keep current a written liability release form. While MHA maintains liability insurance for the club's protection, each individual is advised to maintain his/her own liability and medical insurance.
- l) Agree to pay monthly fees.

A Space Holder or leasee in the pasture may be asked to leave the pasture and relinquish his/her space(s) for any, but not limited to the following reasons:

- i) Becomes three (3) months delinquent in payment of fees
- ii) Fails to remain active in the MHA
- iii) Fails to attend at least three pasture meetings per year
- iv) Fails to meet the work quota for pasture members
- v) Fails to remove a horse that is a danger to other horses or to people
- vi) A Space Holder or leasee repeatedly performs acts that jeopardize horses or other people
- vii) Fails to remove a horse that is consistently destructive to the pasture facilities
- viii) Fails to meet an appropriate level of care for his/her horse, including vaccinations, hoof care, dental care, and worming
- ix) Neglects or abuses any horse in the pasture
- x) Fails to abide by the Pasture Guidelines

Pasture Management must give written notification of termination of the pasture contract.

A pasture Space Holder may appeal a termination within ten (10) days of receipt of notification of termination to the MHA Board with Board members who are pasture Space Holders or Wait Listees recused. A special committee may be appointed by the board. The decision of the majority of eligible board members or the majority of the special committee shall be binding..

A Pasture Space holder must remove his or her horse within thirty (30) days of notification of termination.

New entrants to the pasture will have a probation period of one (1) year. They shall have a written and verbal evaluation with the Pasture Committee at three (3) months. Further evaluations shall be after six (6) months of residence in the

pasture. A final evaluation will be given at one (1) year. At each evaluation the new entrant will be asked to evaluate his/her horse's condition/performance in the pasture. The goal is continuous improvement.

PASTURE OPERATIONS

- a) Introduction of new horses requires an appropriate amount of time for those horses to acclimate to their new surroundings (the feed as well as the herd). Expect this process to take up to two (2) weeks. New horses are to be kept in the corrals while the existing herd grazes the arena area pasture. Initial meetings shall take place over the safe fencing provided by the corrals, with short intervals of introduction into the herd throughout the next few days. The Pasture Manager or Assistant Manager will advise the owner on proper procedures at this time. Historically the prime times to introduce new horses are between the months of March and September, when the grass and footing are suitable for the herd.
- b) All horses shall be signed into the pasture. The sign-in sheet will be on a clipboard in the tack room. If a horse is out of the pasture for 24 hours or more, the pasture user must sign the horse out of the pasture. The horse must be signed back into the pasture upon return.
- c) The Pasture Manager shall schedule and notify pasture Space Holders of semi-annual vaccination clinics, dental clinics, and periodic de-worming clinics.
- d) The Assistant Pasture Manager shall obtain satisfactory evidence of required vaccinations from all pasture Space Holders. Spring vaccinations must include Tetanus, Eastern and Western Encephalomyelitis, Influenza and Rhinopneumonitis. Fall shots must include Influenza, Rhinopneumonitis and Rabies. It is strongly recommended that West Nile Virus vaccinations be given in spring and fall.
- e) The Pasture Committee meetings shall correspond to the de-worming clinics. At present, the de-worming clinics and Pasture Committee Meetings shall be held the second Sunday of January, April, July and October, unless otherwise notified by the Manager. Pasture users shall be billed for de-wormers that will be supplied by the management. A pasture user may designate another member or the Pasture Manager to de-worm his/her horse if the pasture user is not available.
- f) Upon discovery of a sick or injured horse, the Pasture Manager and owner or emergency contact shall be notified immediately, and proper isolation procedures will be taken as instructed by a veterinarian. This includes posting a notice visible to other facility users.
- g) Rules for the common areas shall be posted and shall include the removal and disposal of manure into the compost pile.
- h) Emergency phone numbers for the Pasture Manager and Assistant Pasture Manager shall be posted. Pasture Users' phone numbers shall be available on the premises in case of an emergency (a suitable place to be determined).
- i) Checks and deposits to the pasture account shall be maintained by the Treasurer of the association. The fiscal year for the pasture and association is January to December.
- j) A horse space may not be unoccupied for more than one year.
- k) Each pasture space is to be occupied by only one equine.
- l) Corral use shall be limited according to facility use rules.
- m) In the event of a dispute among the Pasture Committee members that cannot be resolved internally, parties will bring the dispute to the Board of Directors. Any member of the Board related to any party to the dispute (including marriage, household, blood and sub-tenant relationships) will be disqualified from the hearing. Upon request, a balanced committee may be appointed by the Board of Directors to hear complaints. The Board's decision will be final.

PASTURE WAITING LIST

- a) The Vice President of the association shall maintain the Waiting List. The Waiting List shall be published quarterly.
- b) Any active MHA member or family member group in good standing (with paid-up dues and a signed liability_release) may be placed on the Waiting List by filling out a pasture occupancy application and returning it to the Vice President,

and may reserve either one or two pasture spaces. A member or family member group may hold up to two places on the Waiting List.

- c) To remain on the wait list a member of MHA must maintain an active status.
An active member must attend at least one MHA meeting per quarter.
An active member must work as a volunteer at three or more MHA or MJHA club activities per year.
- d) When space in the pasture becomes available, the Vice President shall notify the member holding the first place on the Waiting List. Within ten (10) days of receiving that notice, that person shall elect one of the following options:
 - i) Take the space(s) for his/her own horse(s), (see Pasture Operations for introduction of a new horse). Work hours and rent fees commence as soon as the space is available for occupation.
 - ii) Pay rent and begin work obligations for the vacant space(s), but not fill the space immediately. If a space is not utilized within 12 months it must be passed to the next person on the wait list. The original space holder will return to his/her original position on the waiting list. This option can be used only-once.
 - iii) Decline the space, in which case that person will not lose his/her position on the Waiting List.
 - iv) Sublet the space to the next person on the Waiting List for the usual pasture fee. The subletter of the space is responsible for the payment of fees and work hours. This temporary period would not exceed twelve (12) months, subject to review by the Pasture Committee.
- e) If the prospective Space Holder fails to make any election within the time required, he/she shall be deemed to have elected option (iii). If the prospective Space Holder elects option (iii), the Vice President shall notify the next person on the Waiting List, who shall have the same options, and this procedure shall be repeated until the space(s) is filled. If the member elects option (iv), the sublet can be offered to Wait Listees in list order. In each case, the Vice President shall keep written records of the date the member was notified of the space availability, how the member was notified, the response of the member and the date of the response. The Vice President shall also advise the Pasture Manager of all notices and responses.
- f) Pasture members already holding two or more spaces may not be put on the waiting list. Those pasture members or families currently with more than 2 spaces will be not be required to reduce to 2 spaces.
- g) Horses under three years of age and stallions will not be permitted in the pasture. If a Space Holder feels that a horse younger than three would be able to deal with the herd, that person may ask the Pasture Committee to assess the situation individually.
- h) If at any time it becomes necessary to reduce the number of horses in pasture the most recent Space Holder to join the pasture would be requested to be the first to leave. Displaced Space Holders who held those spaces would be placed at the top of the Waiting List.
- i) MJHA members may not themselves become pasture Space Holders. Their parent or guardian must be the Space Holder, and must maintain active status in the MHA.

ALL NOTIFICATIONS BY THE VICE PRESIDENT MUST BE MADE IN WRITING. THERE MUST BE CONFIRMATION OF RECEPTION OF SUCH NOTICES. RESPONSES FROM MEMBERSHIP MUST BE IN WRITING. (EMAIL WILL BE ACCEPTED).

These changes will go into effect immediately. Current pasture users and Wait Listees will not lose their places. Current pasture users shall agree to abide by these procedures, including signing Pasture Occupancy Agreements consistent with these changes.

The intent of these rules shall not be violated.

PETITION FOR RELIEF OF ANY OF THE ABOVE MAY BE MADE TO THE PASTURE COMMITTEE. A REPORT OF SUCH WILL BE MADE TO THE GENERAL MEMBERSHIP AT ITS NEXT MONTHLY MEETING.