



**KEN-CARYL RANCH**  
**EQUESTRIAN CENTER**

## **Operational Guidelines & Facility Rules**

Updated May 2024

## **MISSION STATEMENT**

**TO PROVIDE HIGH-QUALITY HORSE CARE**

**TO PROVIDE A SAFE, WELL-MAINTAINED FACILITY AVAILABLE TO ALL KEN-CARYL RANCH RESIDENTS**

**TO PROVIDE THE OPPORTUNITY FOR MULTI-DISCIPLINARY RIDING INTENDED FOR THE BEGINNER, NOVICE AND INTERMEDIATE RIDER TO RIDE, TRAIN AND LEARN ABOUT HORSES**

## **Equestrian Center Management Structure**

The Ken-Caryl Equestrian Center (KCEC) is operated by the Ken-Caryl Ranch Master Association. The Association employs a Manager and staff to operate the Center. The Manager works in cooperation with the General Manager of Ken-Caryl Ranch and the Ken-Caryl Ranch Master Association Board of Directors.

## **Assumption of Risk**

All boarders, permittees, guests and other users of the KCEC, Ken-Caryl Ranch Master Association, Ken-Caryl Ranch Metropolitan District and all other organizations or entities owning an interest in real property located within the Ken-Caryl Ranch, and their property, are hereby reminded that equestrian and related activities may result in serious injury to person and property and that all such persons therefore assume the risk of any and all injuries, damages, losses or costs, including attorney fees, suffered by such persons, their representatives, agents and employees, arising out of or connected in any manner to their presence on or use of the KCEC, Ken-Caryl Ranch and improvement and all other property located thereon.

**WARNING: Under Colorado Law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to section 13-21-119, Colorado Revised Statutes.**

**Emergency Fire Procedure – See Addendum B**

**Emergency Evacuation Procedure – See Addendum C**

## **Riding Helmet Warning and Appropriate Safety Equipment**

- You are hereby warned by KCEC that all horse handlers and riders should purchase and wear properly fitted and secure protective headgear (equestrian riding helmet) and that wearing of such headgear while riding in any discipline or being around horses may prevent or reduce severity of some head injuries and may prevent death happening as a result of a fall or other occurrence.
- Riders under the age of 18 must wear a helmet while riding at the KCEC.
- A helmet and hard soled shoes with a heel must be worn by EVERYONE while jumping.
- A current Contract and Release of Liability, signed by a legal guardian, must be on file with the manager.
- It is the responsibility of all boarders, permittees, guests and other users of the KCEC to sign a waiver prior to any usage of the facility. Waivers forms are located outside of the manager's office, completed forms should be left in the lock box.

## Hours of Operation

- The KCEC is open every day of the year to boarders.
- The tack rooms and the Manager's Office Building are locked at 9:00 pm.
- Outdoor arenas are available 7 am to 10 pm and the lights will automatically go off at 10 pm.
- The Indoor arena is available for boarders 24 hours a day.

## Staff

- The Center stall cleaning and feeding operations crew is on duty between 7:00 am and 4:00 pm. 7 days per week. Occasions arise where this daily schedule requires minor revision. The manager's duties require that his / her schedule be flexible. Generally, the manager is on duty five days per week.
- The Riding School Administrator's hours are generally 11am to 4pm.
- The Equestrian Center office and voice mail number is 303-979-4500.
- If you have an emergency with your horse, you must contact a veterinarian immediately. KCEC staff is not trained to answer questions in lieu of a veterinarian. Most veterinarian clinics are either mobile or can make arrangements for your horse to be transported to their clinic.
- Work order requests must be submitted online at <https://ken-carylranh.org/equestrian-center-work-order-form/> .
- Horse owners must notify management, by email or work order request, delegating authority for decision-making regarding their horse(s).

## Facility Amenities

- The KCEC maintains 26 box stalls, 36 pipe-pens, 8 shed row stalls, and large and small pasture spots.
- All horses have access to water via auto-waterers, hand-filled 5-gallon buckets, and hand-filled troughs.
- There are three outdoor riding arenas and one indoor arena that are groomed daily, conditions permitting.
- Hot and cold-water wash racks are available.
- Barn turn-out pens are reserved for barn horses and not available for general public use.
- There are three designated general use turn-out pens on a first-come, first-served basis. It is expected that users clean up after their horse(s).
- A variety of horse training and arena props are available for use such as jumps, pole bending poles, barrels, and trail course obstacles.
- The trail system at KCR is multi use; hikers, bikers, runners and horses. Please see Addendum D for a complete overview of the KCR rules regarding appropriate trail use. Assigned Open Space Trail Bracelets must be visible at all times.

## **Visitors to the Center**

### **People**

- Anyone riding a horse at the KCEC must complete a Release, Waiver, Indemnification and Hold Harmless Agreement (available online, via mobile QR Code, and paper) and submit it to any staff Resident. Non-resident, non-boarders may use the facilities at the Center when accompanied by a resident or boarder, provided a Release, Waiver, Indemnification and Hold Harmless Agreement is on file with management.
- Visitors are welcome at the KCEC year-round 7 am to 9 pm. Children under 15 years old must be supervised at all times.
- Non-resident, non-boarders may use the Open Space Trails when accompanied by a resident or boarder with a trail bracelet. A Release, Waiver, Indemnification and Hold Harmless Agreement must be on file with the KCEC management. No fee is required for Open Space Trail use.

### **Horses**

- With approval from EQC Manager, horses are permitted to be trailered to the KCEC for day-only horse shows and events and are subject to a fee. Please see Annual Rate Sheet Addendum A.
- All participants not boarded at the KCEC must provide the manager, in advance of the horses' arrival, with a copy of a negative Coggins test and current health certificate for all horses entering the Center for their event. All Coggins tests must be no older than 12 months prior to the horses' arrival at the Center.
- No male horse capable siring offspring is ever permitted at the Center.

### **Equestrian Center Rules**

The following rules are for the benefit of all KCEC users and allow the Center to run smoothly and safely.

- Smoking or open flame of any kind, is NEVER ALLOWED anywhere within the Equestrian Center, or KCRMA Property.
- No person shall handle a horse owned by someone else without the owner's authorization, except in the case of an emergency when a horse or person is in danger.
- Boarders, who lease their horse or wish to have their horse or horses turned out, ridden, exercised, or otherwise handled by someone other than them, must first inform the Equestrian Center Management and provide Equine Authorization and Release Form information.
- Riding double is prohibited on KCEC grounds except in the case of a parent and child.
- Do not tie horses anywhere except cross-ties or tie rails. Under NO circumstances is tying to the doors, feeders, blanket racks or bars acceptable. Horses may not be left unattended when tied to tie rails or cross ties.
- Horses may not be left unattended in wash racks or the grooming stall.
- Equestrian Center users are responsible for cleaning wash racks and tie areas after every use.
- Pick up after your horse.
- Clean up aisle ways, tack rooms, arenas, turn-out pens and grooming stalls immediately after use.
- When pitch-forks, brooms, wheelbarrows, or shovels are borrowed they must be returned to where they were found.

- When wheelbarrows are used, they must be emptied into the manure wagon or in the concrete manure bin on the north side of the indoor arena.
- The KCEC Manager schedules arena use and will post a copy of the schedule in the indoor arena. It is the responsibility of all arena users to be aware of and adhere to the schedule.
- All non-Equestrian Center vehicles are restricted to parking lots. Vehicles are allowed in barn areas for loading and unloading only. Speed limit is 5 mph.
- Dogs must be on a maximum six foot leash and under the direct control of the owner at all times.
- Riding bicycles on the facility grounds is strictly forbidden.
- Running of horses is not allowed on Equestrian Center grounds unless in an arena or round pen.
- Riding of horses on black top paths or concrete is not permitted.
- Do not ride or graze horses in the Manager's Office yard. Fertilizer and weed control products are applied to this area and could be dangerous if ingested.
- Farriers are expected to clean up after shoeing. This includes sweeping up and disposing of nails, shoes, and hoof clippings.
- Any work orders must be submitted on-line through the work order submittal portal.
- Any stall modification is strictly prohibited unless prior approval by the EQC Manager has been received in writing.

## **Equestrian Center Boarding and Use**

### **Descriptions of Boarders**

- Resident Boarder - A resident boarder is defined as any person owning property within the Ken-Caryl community who boards a horse at the Equestrian Center. \*
- Trainers / Instructors that train and instruct at KCEC are defined as any person approved by KCR Management or is employed by KCR Riding School.
- Non-resident Sponsored Boarder - A non-resident sponsored boarder is defined as any person that does not own property within the Ken-Caryl community but does have sponsorship by an individual that owns within the community who is willing to sponsor them as a boarder.
- Non-resident Sponsored Boarders pay an additional fee determined by the EQC Manager and General Manager of KCRMA. Refer to Annual Fee Sheet Addendum A
- Sponsor - A sponsor is a resident who owns property within the Ken-Caryl Community and is willing to sponsor a non-resident boarder. Only one sponsorship is allowed per household.

*\*A resident boarder will always have priority over a non-resident sponsored boarder including movement within the center.*

### **Wait Lists**

- A separate wait list is maintained for each of the accommodations within the Equestrian Center such as: barn stalls, pipe pens, pastures, turn outs, trailer spaces etc. Waitlists will not be published.
- All prospective boarders should submit to be added to a wait list using the online wait list form. [www.ken-carylranh.org](http://www.ken-carylranh.org).
- When space becomes available, management will contact the prospective boarder in priority order.

- Resident Boarders must be in good standing with Ken-Caryl Ranch Master Association to be considered for a space.
- Sponsors must be in good standing with KCRMA to be considered for a sponsorship of a non-resident.
- The person contacted will be given two (2) business days to respond with their intent.
- Within two (2) business days of stated intent by the prospective boarder, a non-refundable payment of monthly board will be required to hold the space.
- If payment has not been received within the two (2) business days, your name will be rotated to the bottom of the list and management will contact the next person on the list.

### **Subleasing of Boarding Spot**

Residents may hold an empty boarding space for up to 90 days by paying 2/3 of the board due each month, or they may sub-lease spaces for a maximum of 90 days annually from the date of the initial sub-lease, unless otherwise authorized by EQC Manager. At the end of the sub-lease period, the individual who contracts with Ken-Caryl Ranch Equestrian Center must board her/his own horse, pay full monthly board for the vacant space, or give up the space.

- All sub-lessors must be Residents or sponsored by a Resident.
- All sub-leases require prior approval from management and a signed sub-lease agreement.
- Signed contracts must be submitted to management prior to subleasing.
- Residents who return with their horse while under contract may not be able to return to their space. In these cases, management will attempt to accommodate the horse in another boarding location within the facility if one is available.

### **Boarding Requirements**

- All horses initially arriving to board or use the Center are required to provide the manager with the following information:
- Proof of ownership.
- Signed boarding contract or lease agreement.
- A current Standard Health Certificate provided by a Veterinarian performed within the fourteen days prior to arrival.
- A Copy of the negative test results from a Coggins test for Equine Infectious Anemia (EIA) that has been performed within the previous 12 months.
- Dates and type of inoculations and de-worming the horse received in the previous 6 months.
- Name and telephone number of the current veterinarian for the horse.
- Horses that arrive without this information may be turned away or confined to a stall and charged a daily stall fee until the information is presented.

### **Health Requirement**

- Horses that board or use the Center and are absent from the Center for a period that exceeds 6 continuous months are required to provide the above current documentation to the manager before boarding or using the Center.

- All horses boarded at the Center are required to receive spring and fall vaccinations and de-worming within a time frame specified by management and provide documentation proving vaccinations and de-worming.
- When a horse becomes sick with a contagious disease the horse owner must have their veterinarian contact the Center manager immediately. The Center encourages each horse owner to be responsible for the health of their horse and considerate of the health of all other horses at the Center by prohibiting contact with other horses that may spread a contagion.
- The Center mandates isolation and treatment of a sick horse under the advice of the attending veterinarian.
- If the need arises for additional inoculations or treatment, owner will be notified by management. If arrangements are not made to take care of the additional inoculations or treatments, owner will be notified and billed for inoculations and cost of administration.

### **Isolation Requirements for Incoming Horses**

- An isolation period of no less than 5 days is required for all incoming horses and may be extended if circumstances arise that warrant additional days.
- Isolation stalls & pens are on a first-come, first-served basis and must be reserved through the Manager.
- The Owner of the incoming horse must coordinate arrival date and time with the Manager to ensure a smooth transition into the facility.
- Management reserves the right to “tag” a horse in isolation to ensure the rules of isolation are being followed.
- A horse in isolation must remain in the isolation area and not come into contact with the general horse population at the facility.
- If you wish to lunge your isolation horse, you must schedule time through Management to lunge in one of the outdoor arenas as long as there are no other horses in the arena.
- Horses in Isolation will only be permitted in the indoor area during inclement weather with prior management scheduling and approval.
- Owners that break the isolation rules are subject to a fine or immediate termination of their boarding contract and may not be allowed to remain or return to the Center.

### **Boarding Rules and Code of Conduct**

- Trading of assigned location is not permitted unless authorized by the EQC Manager and the General Manager.
- A change in horse ownership shall not necessitate a change in boarding, however, all boarders who sell a horse and wish to surrender their space to the buyer may only surrender their space to a Resident, and that horse must remain under a boarding contract.
- You shall not willingly misrepresent facts to the community, EQC Boarders, or MA Staff or volunteers for the sole purpose of advancing a personal cause or influencing the community to place pressure on a committee to the Board, Board of Directors or the KCRMA Staff Members to advance a personal cause.
- You shall not interfere with a contractor engaged by the Association while a contract is in progress.
- You shall not harass, threaten, or attempt through any means to control or instill fear in any Boarder, Staff, or Resident of the Association.



- You shall not knowingly misrepresent any facts to anyone involved in anything with the community which would benefit yourself in any way.
- Language and decorum at the EQ Center, meetings, and official events will be kept professional. Personal attacks against owners, residents, managers, staff, service providers, committee members or board members are prohibited and are not consistent with the best interest of the community.

### **Authorized use / handling of your horse**

It is the responsibility of the horse owner to provide the following to the manager:

- A list of the names of all people authorized to handle or ride their horse via the Equine Authorization and Release Form.
- A current Ken-Caryl Ranch Boarding Agreement and Release of Liability must be on file with the Manager for all persons authorized by the owner to handle or ride their horse.
- All persons authorized by the owner to handle or ride their horse must have a receipt on file with the Manager acknowledging that they have received a copy of the Ken-Caryl Ranch Equestrian Center Operational Guidelines & Facility Rules.
- An Emergency Medical Release form which lists the names and phone numbers of people who are authorized to call the vet or designate specific medical treatment for the horse if the Center is unable to contact the owner.
- If a horse is deemed by management to be abandoned / neglected or the owner cannot reasonably be contacted, management will take the appropriate action to ensure the health and safety of the horse.

### **Feeding**

- Horses boarded in the barn, pipe pens, and shed row receive a feeding twice per day between 7am-8am and 3pm-4pm in an amount as specified on a feed chart by the owner. A choice of grass and/or alfalfa hay is available, along with up to 4 pounds per day of Equine Sr., Strategy or Ultium. Every effort is made to update the feed chart per an owner request within 24hrs of the online work order request.
- Horses boarded in the pasture are fed an alfalfa/grass mixture of approximately 2% of the total body weight of the horses in the pasture twice a day between 7am-8am and 3pm-4pm. Management adjusts the amount of feed based on season and temperature.
- Additional hay is available outside the main barn on a first come first served basis.
- Ken-Caryl grain room and hay lofts are strictly off limits to everyone except Equestrian Center management and staff.
- Your personal extra grain must be stored in one of the two boarder grain rooms in a tightly sealed, stackable, vermin proof container. Management can provide owners with a grain storage bin free of charge.
- No boarder horse shall be fed hay or grain at tie-rails or in any of the arenas.

## **Bedding**

- Barn and shed row stalls are bedded ~3" deep with wood shavings on Monday, Wednesday and Friday. Additional shavings are available on request for an additional charge.
- Pipe pen stalls are bedded with washed sand upon request.
- The footing in the pipe-pens is removed and replaced each year in October and in May. Additional replacement can be requested with a charge based on time and material.
- Stalls are cleaned / picked daily with the exception of Thanksgiving, Christmas, New Year's Day, and July 4th.
- Horse waterers are cleaned by the staff one time each week or additionally as needed.

## **Tacking and Tack Room**

- If you board a horse at the Center you are eligible to have a tack box at the Center.
- All tack storage and boxes must be approved by the Manager.
- Tack rooms are not extra storage areas. Extra pads, blankets, and other personal belongings must be in lockers.
- All tack boxes must be visibly labeled with the owner's name.
- Tack space is precious, as such one space for a tack box is available per horse boarded with the dimensions of 34" W x 30" D and a recommended height of 6'. Please be considerate.
- You must have Management approval PRIOR TO moving a tack box into a tack room. Moving a tack box into the facility without approval may result in your tack box being moved out.
- Please be aware that tack rooms and tack up areas in the main barn are reserved for main barn horses ONLY.
- Pipe pen and pasture horses are to be tacked up at the numerous other tie-ups throughout the facility.
- The school barn is to be used for school horse tack up and for the horses that are boarded in that barn.
- No tacking is allowed in barn aisle ways.
- Tacking in the indoor arena is only permitted during severe inclement weather.

## **Horse Trailer Permits and Parking**

- Horse trailer parking is available on a limited basis for an additional charge. (Refer to Annual Fee Schedule Addendum A.)
- Boarders at the Center can contract for one trailer parking spot on a space available basis.
- Termination of the boarding contract requires that the trailer be removed by the end of the boarding period.
- Assigned trailer spaces are not transferable.
- Assigned trailer spaces cannot be subleased.
- All trailers stored at the Center need to be kept in good condition, be fully functional, and have a current registration.
- Long term parking for Equestrian Trailers is permissible only in the assigned contracted trailer location.
- Short term parking up to 12 hours is permissible only with prior management approval.

## **Arena Availability and Use Rules**

### **Arena Availability**

- The Equestrian Center Management reserves the right to adjust arena availability and scheduling on a as needed basis.
- Adjustments are made in an effort to maximize the use of the facility for all of the Center's users.

### **Arena Use**

- Non-lesson riders and instructors will communicate and work together to provide the safest environment for all riders.
- No one should turn out a horse to run in an arena adjacent to an arena where riders are present without permission from the riders.
- Riders have priority over turn out in all arenas.
- When riding, spacing between horses should be a minimum of 10 feet in front and behind.
- When riding, spacing between horses should be a minimum of two horse widths on each side.
- When passing another rider, verbally communicate your position.
- Unsafe riding or unsafe situations are prohibited, no exceptions.
- Do not "stand" a horse on the rail in the arenas (indoor and/or outdoor), if you must "stand" a horse, go to the center.
- Whenever a horse is being ridden in an arena only one other horse can be lunged at the same time.
- If 2 horses are being lunged in an arena and a horse to be ridden enters the arena, the horse that has been lunged the longest amount of time must stop lunging.
- Lunging of up to two (2) horses per arena is permitted and should be kept to a maximum of 15 minutes if NO riders are in the arena.
- For the safety of all Center users, horses being lunged in an arena must be kept in control at all times.
- Horses being ridden may not cross into a lunge circle.
- Always lead horses into arenas.
- Pass to the inside.
- When a total of 3 or more horses are being ridden in the arena, all riding should be in the same direction.
- All horses must remain safely under control or leave the arena.
- Tacking up in the indoor arena is allowed only during inclement weather and must be accomplished without interfering with other arena users.
- Riders are responsible to clean up manure in all arenas after riding their horses.

## Arena Turn Out

- For the safety of all boarders and their horses, cracking of whips or any other forms of exciting a horse to run uncontrolled for whatever purpose, will not be permitted.
- If a horse is turned out in any arena and another horse is waiting to be ridden, the turned-out horse must leave immediately.
- If you turn out a horse in an arena, you MUST stay with it. Management reserves the right to remove the horse. Violator may be subject to a violation notice and rules enforcement action.
- Supervised turn out in an outdoor arena is allowed only if the arena is empty. Turn outs in the outdoor arena during high use periods should be limited to 10 minutes.
- Turn outs in the indoor arena are limited to SEVERE weather conditions and then for 10 minutes only... UNDER SUPERVISION!!
- Owners must clean up manure after turnout in all arenas.
- Any damage (example wood chewing) to the facility or equipment is billable to the owner of the horse on a replacement/repair cost basis.

## Turn Out Pens

- Barn horses with a turn out agreement are reserved for only that horses use.
- Non-reserved turn outs are available on a first come, first served basis.
- No overnight occupancy for non-reserved pens.
- All owners using turn out pens must clean pen after use, unless staff cleaning is paid for in their turn out agreement.

## Jump Use

- A jump is defined as an obstacle that is elevated off the ground.
- Jumps are the property of the KCEC.
- Adult riders (i.e. 18 years old and older) may use the jumps at their own discretion but should do so only in the presence of a spotter.
- Riders under the age of 18 are only permitted to use the jumps under the direct supervision of an instructor, trainer, or under the direct supervision of one of his or her parents or legal guardians. The supervising adult should be knowledgeable about jumping.
- Riders who use the jumps do so at their own risk. All jump users must sign a Release, Waiver, Indemnification, and Hold Harmless Agreement on file with Equestrian Center Management prior to usage. Parents or legal Guardians must sign for children.
- Riding helmets and hard soled shoes with a heel must be worn by EVERYONE while jumping.
- All jumps must be set up to allow other riding. There must be enough room to comfortably ride the rail in the outdoor and indoor arenas.
- After usage in the indoor arena, the jumps must be returned to the appropriate area in the North East corner of the arena.
- During inclement weather one jump can remain out in the indoor arena.

## **Equestrian Center Riding School Policy**

### **Riding Instructors and Safety**

- Ken-Caryl Equestrian Center agrees to provide a safe, instructional riding program for novice through intermediate levels of English and Western Riding.
- The Equestrian Center will supply the necessary tack, riding helmet and horses for the riding program.
- School horses will be provided for novice through intermediate riding.
- When the rider progresses to jumping it will be his/her responsibility to lease or purchase a horse for lessons.
- Helmets will be provided for lessons, but students are encouraged to purchase their own helmet designed for equestrian use.
- Students are required to wear hard soled shoes with a heel.

### **Lesson Scheduling**

- All lessons are booked through the Equestrian Center Riding School Manager's Office.
- No more than two arenas at any time will be scheduled for lessons. No more than one group lesson in any arena at any time.
- During winter hours all lessons held in the indoor arena must be completed by 7:00 pm.
- Please contact Management with any special needs.

### **Lesson Payment Plan and Cancellation**

- Lessons fees must be paid at the time of the lesson.
- A late fee will be assessed if payment is not received at the time of the lesson (See Annual Fee Schedule Addendum A).
- Lessons may be paid for by cash, check or stripe online credit card payment. Please make checks payable to K.C.R.M.A.
- Riding School students must provide 24 hour notice of cancellation or the lesson fee will be charged in full to the student.
- Management will make every effort to avoid cancellations, to include switching to indoor riding lessons and indoor un-mounted activities.
- Participants may call the lesson hotline at (303) 972-8456 during inclement weather for announcements of cancellations.

## **Independent Instructor/Trainers**

- It is a privilege to instruct and train at KCEC.
- All instructors / trainers are expected to conduct themselves in a courteous and professional manner at all times. Although not employees of KCEC, independent instructor / trainers represent the riding facility and

must promote and project the mission of our facility by being friendly and helpful. Failure to adhere to the above will be cause for immediate revocation of privileges at the discretion of Management.

- A limited number of independent instructors / trainers are approved by the EQC Manager and the General Manager of KCRMA to teach at KCEC.
- Independent instructors / trainers interested in teaching at KCEC should submit an application to the Center Manager and be interviewed. If approved for instructing, a Trainer Agreement will be signed.
- All independent instructors / trainers must provide KCEC management with current documentation of the required insurance prior to usage of facilities, and on an annual basis, for the purpose of instructing or training.
- All independent instructors / trainers must provide KCEC management with a schedule of all facility activities including but not limited to lessons, selling of a horse, and any other revenue generating activity on a monthly basis.
- During winter hours all lessons held in the indoor arena must be completed by 7:00 pm.
- If fees to KCRMA are not paid, the instructor will be suspended, and/or terminated.
- If a non-Resident non-Boarder is to be instructed by a KCEC approved independent instructor/trainer, non-Resident must use a horse boarded at the KCEC.
- All instructors must maintain a monthly updated list of all students and must note the student's Resident/non-Resident status. A copy must be submitted to Center Management.
- Independent instructors/trainers are limited to two (2) paid boarding spaces at the Center, unless otherwise approved by EC Manager and General Manager, KCRMA. Boarding Agreement(s) must be completed prior to entering the facility.
- Non-Resident Trainers are not allowed to sponsor a Non-Resident Boarder.

## **Rules Violations**

### **Power**

- Pursuant to the provisions of Sections 3.08, 3.10, 6.05 and 6.06 of the Amended and Restated Master Declaration of Covenants and Restrictions of the Ken-Caryl Ranch ("Declaration"), and as set forth herein, staff shall have the power and duty to hear and make decisions regarding violations of these Ken-Caryl Ranch Equestrian Center Facility Rules ("Equestrian Center Rules").
- Staff may determine enforcement action on a case-by-case basis up to and including termination of Boarding or Trainer Agreements and take other actions as it may deem necessary and appropriate to assure compliance with the Declaration and the Equestrian Center Rules, and to create and maintain a safe and harmonious equestrian facility.
- These enforcement provisions may be in addition to other specific provisions outlined in the Association's Declaration, Bylaws or Articles of Incorporation ("Documents"). The Association may choose a legal remedy or seek assistance from other enforcement authorities, such as Police, Fire or Animal Control.

## **Enforcement Procedures and Penalties**

### **First violation**

For a first violation, management will impose the following:

- Issue a verbal warning, with documentation placed in violator's file.

And Management may:

- Issue a written warning with documentation placed in violator's file.
- Request that a hearing be scheduled upon not less than 10 days' notice to consider further remedies.

### **Second violation**

For a second violation, management will impose the following:

- Issue a written warning with documentation placed in violator's file.
- And Management may request that a hearing be scheduled upon not less than 10 days' notice to consider further remedies.

### **Third, subsequent or continuous violation**

For a third, subsequent or continuing violation, management will impose the following:

- Issue a written warning with documentation placed in violator's file,
- A hearing may be scheduled upon not less than 10 days' notice to consider further remedies.
- If a hearing is scheduled, notice will be given as provided above and violator will be allowed to present witnesses and evidence in their defense. The Ken-Caryl Ranch Master Association may interview witnesses, or otherwise collect evidence to assist them in rendering a decision. The duties and powers of the Board pursuant to this section may be delegated to a committee of Residents, staff, or both.

After this hearing the following may be imposed:

- Terminate Boarder or Trainer Agreement;
- No additional action beyond that already taken by Management;
- Suspend the right of such violator and his family, guests, licensees, lessees, and invitees to use Association Property under such conditions as the Board may specify, for a period of not to exceed thirty days for each violation;
- Cause the violation to be cured and charge the cost thereof to such owner;
- Obtain injunctive relief against the continuance of such violation.

### **Modification**

KCRMA staff reserves the right, from time to time, to amend or repeal these procedures and penalties, subject to any limitations placed on Staff or the Board in the Documents or by law.

### **Violations or Offenses that constitute a Present Danger**

- If, in their sole discretion, the Board, the Association's managing agent or the Equestrian Center manager, or any of them, deem that any violation is or may be an immediate or substantial threat to the health, safety or welfare of the community or an individual or horse, or that a habitual offender has not previously responded to violation Notices, the Board, the Association's managing agent, or the Equestrian Center manager may take such immediate action as they deem appropriate under the circumstances to eliminate the threat, including temporary suspension of Relationship privileges, and may seek any remedy available at law or in equity in a Court of competent jurisdiction without prior compliance with this section.

### **Miscellaneous**

- Failure by the Association to enforce any provision of these procedures and penalties shall in no event be deemed to be a waiver of the right to do so thereafter.
- The provisions of these procedures and penalties shall be independent and severable. The invalidity of any one or more of the provisions hereof by judgment court order or decree shall in no way affect the validity or enforceability of any of the other provisions, which other provisions shall remain in full force and effect.
- As used herein, the term "Staff" shall include any tribunal or committee appointed by the board.



Addendum A  
FEE Schedule

1	Hay Surcharge (per month)	\$75.00
2	Non-Resident Fee (per month)	\$68.00
3	Medical / Isolation Stall (per day)	\$50.00
4	Vacancy Hold Fee (up to 3 months, space permitting) (per month)	2/3 of monthly board
5	Crusher Fines (per bucket)	\$75.00
6	Sand (per bucket)	\$75.00
7	Lesson Payment Late Fee (per occurrence)	\$20.00
8	Horse Trailer Permits and Parking (per month)	\$75.00
9	Non-Resident Lesson Trailer-in Fee (per)	\$25.00
10	Special Event – Arena Usage Fee (per hour – minimum 2 hour charge)	\$50.00
11	Additional Bedding (per month)	\$35.00
12	Rules Violation (per occurrence)	\$50.00
13	Failure to clean Turn- Out (per week)	\$75.00

\*Fees are subject to change with a 10-day minimum notice.

# **Addendum B**

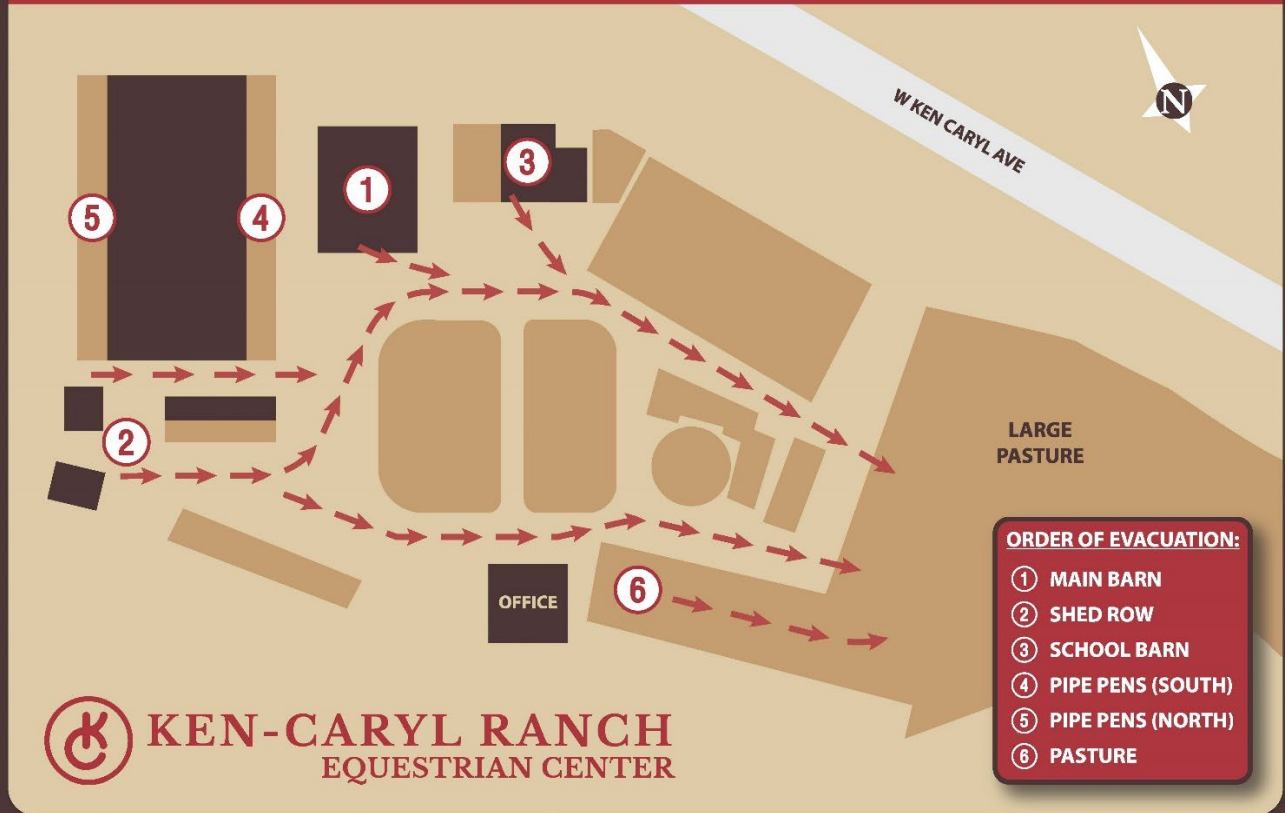
## **Ken Caryl Equestrian Center**

### **Fire Procedure**

Please follow these steps in the event of a fire:

1. Dial 911 or call West Metro Fire Dispatch at 303-969-0245. It may be necessary to evacuate the building(s) first.
2. Calmly alert people and direct them out of the building(s) to a safe location.
3. Evacuate horses.
  - Start with horses nearest to the fire.
  - Close doors behind horses so they do not attempt to re-enter unsafe areas
  - If there is not enough time to remove horses one by one open all doors and encourage them to run free.
  - In the event of a building fire (indoor arena, barn, and shed row) stalled horses are to be placed in the outdoor arenas.
4. Account for all staff and guest. Alert fire fighters of any missing persons.
5. Attempt to fight fire with appropriate devices if you have been properly trained or close doors around fire to attempt to contain it.

# EVACUATION MAP



## Addendum D

### KCR Trail System Use

#### KEN-CARYL RANCH MASTER ASSOCIATION & METROPOLITAN DISTRICT

#### OPEN SPACE & PARKS USE RULES

Ken-Caryl Ranch attracts many people with the beauty of its open space and parks. The accessibility of the open space, parks, and the many recreational opportunities it provides are significant factors that make Ken-Caryl Ranch unique from other planned developments. The Master Declaration identifies use of the Association property as a right of Residency available to Residents in good standing. Residents are not entitled to exclusive use; any encroachment or use that becomes exclusive is in fact trespassing.

Having an enforceable set of rules is critical to a successful resource management program and ensuring open space user safety. Section 6.05 of the Master Declaration of Covenants, Conditions and Restrictions for the Ken-Caryl Ranch gives the Master Association the ability to create these rules, paragraph F states:

Ken-Caryl Ranch Rules. To make, establish and promulgate, and in its discretion to amend or repeal and reenact, such Ken-Caryl Ranch Rules, not in contradiction of this Master Declaration, as it deems proper covering any and all aspects of its functions including the use and occupancy of Association Property. Without limiting the generality of the foregoing sentence, such Rules may set dues and fees and prescribe the regulations governing the operation of Association Property. Each Resident shall be entitled to examine such Rules at any time during normal working hours at the principal office of the Association.

Therefore, the Ken-Caryl Ranch Master Association Board of Directors and Ken-Caryl Ranch Metropolitan District Board of Directors have adopted the following rules governing open space and parks use in an effort to maintain ecological integrity and to provide a positive recreational experience for everyone. These rules apply to all users of the open space, parks and accompanying parking lots.

1. Private open space properties are for the use of Residents and their guests only. Guests must have pass or be accompanied by a Resident. When guests are accompanied by a Resident, guests shall be within verbal or sight contact of the Resident. Trespassers will be prosecuted.

2. Except for authorized activities, all parks and open space areas are open from sunrise to sunset.
  - A. Use of all baseball diamonds, playgrounds and the Frisbee golf course at Ranch House is prohibited after sunset.
  - B. Use of all tennis courts is prohibited after sunset unless lighted in which case courts will close at 10:00 P.M.
  - C. Use of parks, greenbelts, and open space is allowed after sunset except as written above and providing that they are not engaged in illegal activity, destructive or disruptive behavior. Examples of authorized activities permitted after sunset include walking, bicycling, jogging, star gazing, or camping in designated areas.
  - D. Visitors are welcome at the Ken-Caryl Ranch Equestrian Center from sunrise to sunset.
3. Except for authorized activities, use or occupancy of parks and open space during time such lands are administratively closed to use is prohibited.
4. Domestic animals must be under the owner's or handler's physical control at all times and be on a leash no longer than ten feet. Owner or handler will be responsible for any damages caused by their animal and must pick up and dispose of pet excrement.
5. You are allowed to mow/trim up to a 10-foot swath in the open space parallel to your property boundary line to a height of no less than 6 inches. Mowing beyond that point is prohibited. Removal of woody vegetation greater than 1" in diameter at the base is prohibited without prior approval (contact Open Space Department). Dumping or storage of material, anywhere in open space, is prohibited which includes grass clippings, dirt and other landscaping debris. No unauthorized alterations to the open space are allowed, which include landscaping, play equipment, decks, walls, fence, buried invisible pet fences, bird feeders/houses or the removal of plant material.
6. Unauthorized vehicles are prohibited which includes, but is not limited to E-bikes, motorcycles, motorized scooters and any other motorized vehicle. However, Class 1 pedal assist E-bikes may be used in conformance with these rules as an "Other Power-Driven Mobility Device" (OPDMD) on Master Association trails when a Master Association-issued placard is displayed.

E-BIKES MAY ALSO BE USED ON KCRMD PUBLIC OPEN SPACE UNDER THE FOLLOWING STANDARDS: Individuals with mobility disabilities may use e-bikes as OPDMDs on Public Open Space subject to the following safety requirements and criteria.

- A. Except for rule #6 of the Ken-Caryl Ranch Open Space and Parks Use Rules and Enforcement Procedure as modified by these Guidelines, the Ken-Caryl Ranch Open Space and Parks Use Rules and Enforcement Procedure apply to the use of e-bikes as OPDMDs. For example, e-bikes as OPDMDs may not be used in closed areas (See Rule #3); and the use of e-bikes as OPDMDs may not damage natural and/or cultural resources or wildlife habitat (See Rule #7).

- B. An e-bike as an OPDMD must remain on trails. An e-bike as an OPDMD must be capable of being turned around within the trail tread in a safe manner.
- C. An e-bike as an OPDMD may be used on Cathy Johnson Trail, Columbine Trail and the Parcel A driveway.
- D. An e-bike as an OPDMD must be electric powered. Only Class 1, pedal assist. Motor is limited to 750 watts and top speed of 20mph.
- E. An e-bike as an OPDMD must be operated at a safe speed. When other users are present on a trail, a safe speed for an e-bike as an OPDMD is deemed to be the average speed at which the other users are travelling on the trail.
- F. An e-bike as an OPDMD must have the capacity to safely negotiate trail features and obstructions such as steps and other vertical displacements, water dams, loose gravel, and rocks.
- G. KCRMD recommends that an e-bike as an OPDMD not be operated on trails at times of heavy traffic.
- H. Due to varying conditions on Public Open Space and to ensure safety and/or natural resource protection, KCRMD recommends that an e-bike as an OPDMD user contact Ken-Caryl Ranch Open Space Staff at 303-979-1876, ext. 170 to confirm that an e-bike as an OPDMD is permitted on a particular trail.
- I. By adopting these Guidelines KCRMD is not representing that Public Open Space is safe for use by an e-bike as an OPDMD and it is not assuming any liability. Certain risks are inherent in the use of Public Open Space and all users must exercise reasonable care.

#### INQUIRY INTO DISABILITY

A Ken-Caryl Ranch Open Space employee or volunteer inquiring as to a mobility disability or use of an e-bike as an OPDMD on Public Open Space shall comply with the following:

- A. The Ken-Caryl Ranch Open Space employee or volunteer shall not ask a person using an e-bike as an OPDMD questions about the nature and extent of the person's disability.
  - B. The Ken-Caryl Ranch Open Space employee or volunteer may ask a person using an e-bike as an OPDMD to provide a credible assurance that the e-bike as an OPDMD is required because of the person's disability. The Ken-Caryl Ranch Open Space employee or volunteer shall accept the presentation of a valid, State-issued, disability parking placard or card, or other State-issued proof of disability as a credible assurance that the use of the e-bike as an OPDMD is for the person's mobility disability. In lieu of a valid, State-issued disability parking placard or card, or State-issued proof of disability, the Ken-Caryl Ranch Open Space employee or volunteer shall accept as a credible assurance a verbal representation, not contradicted by observable fact, that the e-bike as an OPDMD is being used for a mobility disability. A "valid" disability placard or card is one that is presented by the person to whom it was issued and is otherwise in compliance with the State of issuance's requirements for disability placards or cards.
  - C. Staff are authorized to develop a program for patrons to voluntarily acquire a special tag designating their e-bike as an authorized OPDMD.
7. Unauthorized collecting, taking, gathering, possessing, destroying, mutilating, defacing, damaging or disturbing any wildlife, natural feature, archeological item, vegetation, or any other object is prohibited.

8. Openly carrying, possessing or discharging of a device with a projectile is prohibited. This includes, but is not limited to firearms, B-B guns, pellet guns, paint ball guns, airsoft-type guns, archery equipment, and sling shots.
9. Possessing, igniting, or discharging fireworks or explosive devices is prohibited.
10. Open fires of any kind are prohibited.
  - A. Exceptions include fires in designated areas only, including: Permanent picnic grills, Bradford fire pit (by written permit only) and portable grills. Charcoal, wood or gas portable grills are allowed in the irrigated parks and greenbelts. Only gas or liquid fuel portable grills and stoves are allowed in open space. Portable grills are not allowed on tables and must be 12 inches minimum off the ground.
  - B. It is prohibited to burn any material in a careless manner (fire must be completely contained in the fire pit or grill) or to leave any fire unattended or to fail to completely extinguish any fire or to violate the conditions of an imposed fire ban.
  - C. It is prohibited to illegally dispose of burnt charcoal or ashes.
  - D. It is prohibited to collect firewood.
  - E. Fire Bans: All fires including those in designated areas are prohibited when an order banning fires is issued by either the Master Association, Metropolitan District, or Jefferson County Sheriff Department.
11. Depositing, burying, or burning any refuse, trash, litter, household or commercial garbage or trash including, but not limited to, brush, lawn trimmings, and tree branches except in designated receptacles is prohibited.
12. Except for authorized activities, swimming and wading in, floating or boating upon any body of water is prohibited.
13. Ice skating, ice fishing or walking upon any ice is prohibited.
14. Sound amplification and unreasonably loud noises that would disturb others is prohibited.
15. Glass containers are prohibited.
16. Camping must be authorized beforehand and is restricted to designated areas.
  - A. Camping is limited to 3 days and 2 nights at each site except when authorized by the Ranger Staff.
  - B. Each site is limited to one group of campers not to exceed 8 people, except for Bradford and Manor House which are limited to one group not to exceed 50 people.
  - C. An adult must be present at all times at Bradford and Manor House campsites.
  - D. Camping at Bradford Open Space is permitted only when reserved through the Ranch House front desk.

- E. Quiet hours are between 10:00 PM and 6:00 AM
  - F. All trash must be packed out. Trashcans are available at Bradford.
  - G. Trees and plants may not be used to support clothes lines, tents, or any other camping gear.
  - H. Handle and store food appropriately, because campsites are in mountain lion and bear country.
17. Hunting, trapping, or the release of any wildlife is prohibited, except by the Ken-Caryl Ranch Park Ranger staff when deemed necessary to protect overall ecosystem health.
  18. Feeding or attempting to feed any wildlife is prohibited.
  19. Technical rock climbing with the use of ropes or any other climbing hardware is prohibited.
  20. Interference with any Park Ranger, open space or parks employee while in the performance of his/her duties is prohibited. Interference shall include, but is not limited to, physical actions intended to aid a person who is resisting employees' actions, or attempting to flee from an employee while he/she is discharging his/her duties, or giving false information to an employee.
  21. Park Rangers have the right to request any Resident or nonresident to leave any park, open space, or facility when they do not meet standards of proper conduct, at Ranger's discretion.
  22. All organized events and groups in open space must be authorized in advance. All parks are open to group use unless permitted or reserved.
  23. Hang gliders, paragliders, hot air balloons, helicopters or other piloted aircraft will not be permitted to use parks or open space property as a point of departure or landing.
  24. Unauthorized operation of remote controlled or motorized aircraft (includes drones), or boats from, in, on or over any Association or District owned property is prohibited. However, operation of remote controlled aircraft (including drones) is allowed by permit only in Community Park's air/land space.
  25. It is not permitted to throw, strike, propel or otherwise operate flying or propelled objects of a potentially dangerous nature, including by way of example and without limitation, such items as model rockets, horseshoes, arrows, golf balls or rocks, except in areas designated for such use or as part of an authorized sport or recreational activity.
  26. Horses must stay off hard surface trails except when equestrian trails intersect and it is necessary to reach the other side.
  27. Any person fishing on any body of water must comply with the Colorado Parks and Wildlife's Rules and Regulations regarding fishing.
  28. Geocaches/Letterboxes are only allowed in irrigated public parks and greenbelts.



## OPEN SPACE & PARKS RULES ENFORCEMENT POLICY

Pursuant to Section 3.08 of the Amended and Restated Master Declaration of Covenants, Conditions and Restrictions of the Ken-Caryl Ranch, the Board of Directors of the Ken-Caryl Ranch Master Association can invoke one or more of the following remedies after giving the owner Notice and Hearing;

- 1) Suspend the right of such owner and his family, guests, licensees, lessees and invitees to use Association property for a period of not more than thirty (30) days for each violation.
- 2) Cause the violation to be cured and charge the cost to such owner. A continuing lien may be placed against the property for the cost to cure.
- 3) Seek injunctive relief from a court of competent jurisdiction to enjoin the violation.

In addition, the Master Association can impose monetary fines in accordance with its Covenant Enforcement Policy.

## ENFORCEMENT PROCEDURES

- **KCRMA Park Rangers duties include enforcing rules and regulations on private and public open space areas. The following guidelines outline the specific enforcement procedures for each area.**

**These Enforcement Procedures are in addition to the rights of the Master Association under its Covenant Enforcement Policy.**

- **At Ranger discretion an alternate enforcement agency may be contacted to assist with rules enforcement at any time.**

**KEN-CARYL RANCH RESIDENTS**  
(PUBLIC & PRIVATE OPEN SPACES/PARKS)

Rangers will write the Resident a Contact Notice for any rules violation. Any subsequent rules violation in a 36 month period may result in a Notice of Hearing to appear before the Master Association Board of Directors.

**Exception: Rule #9: Fireworks prohibited**  
**Rule #10: Open fires of any kind are prohibited**

A. Outside a County-Wide Fire Restriction:

- Rangers will write the Resident a Contact Notice for the violation and advise the Resident that a Notice of Hearing will be sent for them to appear before the Master Association Board of Directors. Any subsequent rules violation in a 36 month period may result in a Notice of Hearing to appear before the Master Association Board of Directors.
- The Resident will extinguish the fire or fireworks, dismantle any fire rings they constructed and remove from open space any charcoals, partially burnt wood or used fireworks. The Ranger will escort the Resident out of the private/public open space/park area.

B. During a County-Wide Fire Restriction:

- Rangers will write the Resident a Contact Notice for the violation and advise the Resident that a Notice of Hearing will be sent for them to appear before the Master Association Board of Directors. The Ranger will also contact Jefferson County Sheriff's Department to report the non-compliant fire and/or use of fireworks and assist the Sherriff's Deputies in any action they choose to pursue.
- The Resident will extinguish the fire or fireworks, dismantle any fire rings they constructed and remove from open space any charcoals, partially burnt wood or used fireworks. The Ranger will escort the Resident out of the private/public open space/park area.

**NONRESIDENTS**

**KCRMA PRIVATE OPEN SPACE AND METROPOLITAN DISTRICT MANAGED OPEN SPACE AND**  
**PARKS**

**(Including PARCEL A and BETHEL PARCEL)**

- Rangers will write the nonresident a Contact Notice for any rules violation. Any subsequent open space and parks rules violation in a 36 month period may result in a trespass complaint to Jefferson County Sheriff's Department or Jefferson County Open Space Rangers.

**Exception:**                    **Rule #9: Fireworks prohibited**  
   **Rule #10: Open fires of any kind are prohibited**

A. Outside a County-Wide Fire Restriction:

- Rangers will write a Contact Notice for the violation and at Ranger discretion contact Jefferson County Sheriff's Department. Any subsequent violation at any point in time will result in a complaint to Jefferson County Sheriff's Department.
- The nonresident will extinguish the fire or fireworks, dismantle any fire rings they constructed and remove from open space any charcoals, partially burnt wood or used fireworks. The Ranger will escort the nonresident out of the private/public open space/park area.

B. During a County-Wide Fire Restriction

- Rangers will write a Contact Notice for the violation. The Ranger will contact Jefferson County Sheriff's Department to report the non-compliant fire and/or fireworks and assist the Sheriff's Deputies in any action they choose to pursue. Any subsequent violation at any point in time will result in a trespass complaint to Jefferson County Sheriff's Department.
- The nonresident will extinguish the fire or fireworks, dismantle any fire rings they constructed and remove from open space any charcoals, partially burnt wood or used fireworks. The Ranger will escort the nonresident out of the private/public open space/park area.

**Exception:    RULE #4, DOG OFF LEASH**  
**(PRIVATE / PUBLIC OPEN SPACE AND PARKS)**

- Rangers will write any person a Contact Notice for the violation and at Ranger discretion contact Jefferson County Animal Control or Colorado Parks and wildlife. Any subsequent violation of rule #4 within a 36-month period may result in a complaint to Jefferson County Animal Control and/or Colorado Parks and Wildlife.

**TELEPHONE NUMBERS**

KCRMA Park Rangers 303-979-1876 ext. 170

KCRMA Administration 303-979-1876

Jefferson County Sheriff 303-277-0211

Jefferson County Animal Control 303-271-5070

Colorado Parks and Wildlife 303-291-7227

**KEN-CARYL RANCH EQUESTRIAN CENTER**

Equestrian Center address is 14422 W. Ken-Caryl Ave. Littleton CO 80127.

Equestrian Center office and voice mail number is 303-979-4500