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## WELCOME TO ALBERT COURT, LTD.

I would like to welcome you to Albert Court, Ltd. (ACL). We are very pleased that you have chosen our facility to continue your pursuit of equestrian excellence. ACL is totally dedicated to quality; in the maintenance of our stables and grounds, the selection of feed and supplements, and the members of our staff and associates in an elegant architectural and landscaping setting.

The ACL ranch is adjacent to and part of the Fairbanks Ranch Association, which includes several hundred beautifully maintained homes. Fairbanks Ranch is patrolled by a private security firm passing through the property from time to time. As you may have noticed, we have our own security gate for the protection of our facility and three other properties guarded by the same gate. Please remember that entrance through our security gate is limited to clients and guests approved by ACL. The gate is operated by a special code given to clients. If you need to enter the ranch and you don't have the code, you may press the "ALBERT COURT BARN OFFICE" key on the gate panel.

We request that all client vehicles, vans, trucks and trailers park in the area designated by the CLIENT PARKING sign. It is adjacent to the hay barn and allows the unobstructed operation of fire lanes required by the Fire Department.

ACL's stable hours are arranged with the overall ACL maintenance program in mind coupled with the needs and requirements of the training and client operation. Our riding hours are from 6:00am until 4:30pm. We ask that you complete all of your horse care by 6:00pm so that we can close down the barn.

Our facilities also include:

- A number of restrooms
- Soft drink vending machine
- Farrier's area
- The grooming area/hot walker/shower stalls
- Irrigated and seeded pastures
- Riding rings
- Fire extinguishers – located throughout the facility
- First Aid Kit

Many vehicles use ACL roadways, including clients, vendors, staff and other guests. We would like to make sure that ACL is as safe an environment as possible for all. Please take great care while driving through the main gates and throughout the property at all times and slow down when passing horses. As ACL includes a residential area, there are often children playing, riding bicycles, etc., so please drive slowly and instruct your staff and guests to do so.



Please also inform your staff and guests that for safety and insurance reasons we **do not** permit:

- (a) consumption of alcoholic beverages or cigarettes outside of residential units
- (b) children or unlicensed adults to operate motorized vehicles or golf carts

As ACL is a residential and office facility, as well as an equestrian facility, we need to keep noise at a minimum. We require client and ACL staff to keep the volume of radios sufficiently low so it cannot be heard by office workers and residents.

The safety of our guests and employees is of great concern to ACL. We have a first aid kit (supplied and serviced by Cintas) that is comprehensively stocked with an assortment of bandages and emergency dressings. Our first-aid kit is located in the room directly across from the shavings bin. For all emergencies call **911** immediately. You are located at **16003 Via De Santa Fe**.

Please note the following rules:

- (a) Grooming and tacking up is to be performed in the designated grooming area only.
- (b) In the event of rain, the riding rings will be sealed at the end of the day; once this is done, riding will not be permitted until the following morning.
- (c) It is a fire hazard to place any rubber products inside of the dryers, therefore it is prohibited.
- (d) It is very important to cover all of your feed and place all items into steel cans to avoid rodents eating through rubber containers.
- (e) Dogs must be on leashes, and it is your responsibility to pick up after your own dog.
- (f) The lower grass field is the only area where grazing and walking is permitted.
- (g) The round turn outs are for turning out only, please do not feed in them.

Refuse receptacles are conveniently located throughout the facility helping us to maintain a neat and tidy, pleasant atmosphere. Please be considerate of those around you, if you bring your dogs with you please be sure to pick up after them. Our staff takes great pride in the complete functionality of ACL. If you notice that any aspect of the ranch needs the attention of our maintenance department, please contact the office. We are constantly striving to improve the efficiency of our daily operations.

You may notice that there is ongoing construction being done by our neighbors. This work often includes the use of heavy equipment, trucks, workers, etc. Please exercise caution while passing through the premises, noting that entry to those sites is not permitted at any time.

Statements regarding your account will be mailed on or about the 25<sup>th</sup> day of each month. The account is due and payable upon receipt of the monthly statement. Boarding fees are billed in advance while all other fees are billed as provided. Any questions regarding your ACL Statements should be directed to the office during our regular office hours (9-4, M-F).

We certainly hope that you enjoy the ACL facility and we wish you the very best of luck each and every time you enter the ring.