



## COMMUNITY GARDENS OF SANTA CLARITA

### RULES AND REGULATIONS

AS SET FORTH 11/19/2017

#### I. INTRODUCTION

Community Gardens of Santa Clarita (CGSC) is a nonprofit organization. It is located in Central Park at 27150 Bouquet Canyon Road, Santa Clarita, CA 91350. It is necessary that the CGSC Rules and Regulations conform to the City of Santa Clarita License Agreement.

The purpose of the Rules and Regulations is to maintain a neat and orderly Garden as well as provide a pleasant environment for all members. As a member of the CGSC, you agree to abide by the Rules and Regulations as well as the Bylaws. **Please read them carefully.** The Rules and Regulations and Bylaws are posted in the garden shed and are also available on the website at the **[communitygardensofsantaclarita.com](http://communitygardensofsantaclarita.com)**

CGSC's goal is to provide a safe and attractive community environment for those persons desiring to grow vegetables, flowers, and herbs in an organic and environmentally friendly manner. Because CGSC is an organic garden, **the use of synthetic or chemical fertilizers, pesticides, herbicides or amendments is prohibited.** If you have questions about a product you wish to use in your garden plot, please speak to one of the Garden Council Members.

All gardeners should work with a sense of sharing, helpfulness and camaraderie. This community spirit is what CGSC is about.

CGSC Membership fees cover most operating expenses. The Gardens are governed by a non-salaried volunteer Garden Council Executive Board. All members in good standing may participate in the nominations and elections and are urged to run for office. Elections are held at the annual meeting in December.

A good working relationship between the members and the Garden Council is necessary to avoid misunderstandings. Members must inform the Garden Council of any changes in address, phone number or email address, as well as vacations, illness or other circumstances that may result in extended absences.

## **II. RESPONSIBILITIES AND CONDUCT OF MEMBERS**

- A. Acceptable conduct and civil interaction shall prevail at all times.
- B. Members shall not commit any act that is detrimental to Central Park or the Gardens.
- C. Theft from plots or any Garden property is grounds for immediate dismissal.
- D. Shoes and shirts must be worn at all times while in the Gardens.
- E. Friends, relatives or other non-members (except as stated on your application) may not perform any work in a member's plot or common areas of the Gardens unless accompanied and supervised by the garden member. Because of liability insurance exclusions, helpers and laborers may not be employed to work in the Gardens.
- F. If a member brings friends or relatives into the Gardens, that member is responsible for their conduct and safety. In addition, each member shall be liable for any and all damage friends and relatives cause to another's plot, whether accidental or not. Friends and relatives must follow all rules as well as terms and conditions stated here. Additionally, friends or relatives should not pick produce from your plot unless you are present, and never from any other plots or common areas.
- G. Children must be attended by a responsible adult at all times.
- H. Dogs must be on leashes and kept under control at all times. Clean-up after your dog is required.
- I. Members should attempt to resolve disputes with other members by themselves. Creating problems, talking about other gardeners or disrespecting any member of the Garden is prohibited. If the individuals are unable to resolve the dispute themselves, refer the issue to the Garden Council whose resolution will be accepted as final.
- J. Do not allow anything dangerous to go untended. Be watchful of ANYTHING that could be dangerous in the Gardens and do your best to fix it right then and there, such as a wire sticking out, some glass on the ground, a hole in the pathway that someone might turn their ankle in. Make it safe!

### III. MAINTENANCE OF PLOTS AND PATHS

A. Plot Maintenance: All plots are to be well-maintained and weed-free. If your plot is not being cultivated or becomes inactive for more than one (1) month it may be re-assigned. In doing your part, you will be given the opportunity to renew your plot rental agreement for the next growing year. If not, your plot will revert back to the Gardens and added to the waitlist for reassignment. If you cannot fulfill your responsibilities, please voluntarily relinquish your plot to another gardener on the waitlist.

New members are to have their plot cleared of weeds and debris and cultivation started within three (3) weeks of assignment, weather permitting. If this is not done, the new member may lose their plot assignment.

B. Growing Season: CGSC is a year-round Garden and plots are to be maintained year round. Santa Clarita's climate allows gardeners to grow vegetables all year. The "Warm" Spring/Summer growing season begins with planting seeds and young transplants – beginning April 15. The "Cool" Fall/Winter growing season begins with planting seeds and young transplants – beginning October 15. Visit the Los Angeles County Extension Website for a planting guide of what to grow in Santa Clarita. [http://celosangeles.ucdavis.edu/Common\\_Ground\\_Garden\\_Program/](http://celosangeles.ucdavis.edu/Common_Ground_Garden_Program/)

**Caution:** There is frost danger from December through April. Watch morning low temperatures carefully in the "Cool" growing season. Row covers are the best solution to prevent frost damage; however, there are numerous vegetables that are not affected by frost. For questions, concerns and assistance, contact a Garden Council Member for help.

C. Plot Usage: Commercial use of plots is not allowed. Smoking, alcohol consumption, drug usage, foul language, and playing of loud music is prohibited in the Gardens. Coming to the Gardens while under the influence of alcohol or illegal drugs is grounds for immediate termination of your plot.

D. Plot Landscaping: Seasonal plantings in the plot should not excessively shade neighboring plots. Only vegetables, flowers or herbs shall be grown in plots. A majority of plants must be vegetables and herbs.

Trellises and supports for plants are not to exceed six (6) feet in height. Growing of trees, shrubs, **marijuana**, or illegal plants in your plot is prohibited. Plants shall be kept within the perimeter of the plot at all times.

Water features- Ponds, fountains, and any other kind of water feature installed in the garden plot must be regularly monitored and maintained by the gardener. Mosquito fish are highly recommended as a method of controlling mosquito larvae. Water levels must be kept full to the rim and moving water must be visible and algae-free. Vector Control and the Garden Council will be allowed to inspect all water features within the individual

plots and Community Gardens' property.

Some plants are not suitable for the Community Gardens because they are invasive and/or may create a hazard. Thorny berries such as raspberries, blackberries, boysenberries must be planted in pots and trained upright away from the pathways. **Mint is invasive and is not allowed in the Gardens.** Bamboo is also not a suitable plant for the garden, therefore it is prohibited. Any plant that has a root system that invades the pathways or another member's plot is prohibited.

Fencing that exceeds thirty-six (36) inches in height from the top of the raised bed must be approved by the Executive Garden Council. Use of cement is prohibited in plots. No permanent structures are allowed in plots.

No hazardous materials, excess lumber, debris or non-gardening materials may be stored in plots. The Gardens and/or Garden Council will not be held responsible for any personal items in your plot.

E. Pathways: Your requirement is to keep an area of two (2) feet surrounding your plot free of weeds and mulched at all times. Remove materials such as large pieces of vegetation, branches or leaves to prevent accidents.

F. Water and Watering: Water timers must be located inside your plot.

Watering that sprays into other garden plots or on pathways is prohibited. Do not water neighbors' plots without express permission or request from that neighbor.

Leaving water running unattended in your plot for any reason is prohibited.

Should you notice leaks or broken irrigation in another plot, contact the gardener assigned to the plot immediately. Should the gardener be unavailable or unreachable, turn off the water to their plot and contact a member of the Garden Council immediately!

You are responsible for any leaks in your irrigation system. If you ask the Garden Maintenance Chairperson to fix any water leaks for your plot at the Gardens' expense, an invoice for funds required to repair the leak will be issued by the treasurer. You will have one (1) week to pay.

G. Weed and Waste Disposal: **DO NOT THROW WEEDS OR PLANTINGS OVER ANY OF THE FENCES SURROUNDING THE GARDENS.** All plants that are not put in the compost bins must be bagged and taken home. Weeds ONLY may be deposited in the "green" waste bin in the Gardens. **NO PLANTS OF ANY KIND AND NO RECYCLABLES ARE TO BE PUT IN THE TRASH BINS AT THE FRONT GATE OF THE GARDENS.**

H. Recycling: All plastic, glass and aluminum cans are to be deposited in the recycling bins inside the Gardens. Additionally, seed trays, plant containers and plastic trays can be put in the recycling bins.

#### IV. COMMUNITY GARDENS SERVICE OBLIGATION

A. Community Work: All the maintenance and upkeep at CGSC is done through community work requirements. All members shall, at the very least, fulfill minimum community work obligations on a regular basis. To be equitable, Gardeners are required to contribute a minimum of twelve (12) Community work hours in the Gardens for the plot assigned during the current calendar year. This can be accomplished either by participating in workdays or volunteering and heading up an approved committee. Also, one (1) work hour will be given for each general meeting you attend throughout the year. One (1) work hour will be given if you host a council meeting in your home. These are MINIMUM requirements. The expectation is that a gardener will continue to help maintain and beautify the Gardens as a whole whenever possible and participate in workdays and attend meetings.

The listed garden member is responsible for assuring that all Community work hours are met. Only members and their additional household gardeners listed on the plot application form are permitted to earn community work hours towards a members' requirement. Each person on the application over the age of fifteen (15) can earn community work hours. Working together on the same workday is permitted.

B. Workdays: CGSC's workday calendar is emailed to each member at the beginning of the year. The calendar is also posted in the kiosk near the front gate and in the garden shed. The workdays are usually held on weekends each month. Additionally, there will be a scheduled workday during the week. Each gardener is urged and expected to participate in as many workdays as they can per gardening year. Beautification of the Gardens is one of our primary goals and never-ending endeavor. Every member's help is necessary.

Members must sign-in and record their plot number and the time they arrive in order to receive credit. A member who signs in and does not perform assigned workday duties may have their membership terminated immediately. Upon completion of your work time, you must sign out with the Council Member heading the workday.

Members may not take it upon themselves to do work in the common areas and later attempt to get work hour credit. Any work done outside assigned workdays must be approved beforehand by a Garden Council member.

All community work hours must be completed by November 15 of each year. If after that date the total work hour obligation is not met, the member will not have the

opportunity to renew the rental on their existing plot for the coming year.

## V. COMMON AREAS

- A. Fruit Trees, Roses and Natives: Fruit and roses may be picked by the garden members. If any member wishes to water these plants, check the watering sheets in the garden shed before doing so. If watering has already been done, do not overwater! If these plants need watering, be sure to record on the watering sheet your name and the day it was done. **Do not trim any of the fruit trees, vines or roses. Do not administer any fertilizer or insecticides to these plants.**
- B. Planting: Members are not to plant trees, shrubs or bushes in any common area without permission from the Garden Council.
- C. Compost Bins: Place plant waste material in compost bins. Cut the waste material into 1” - 2” pieces. **Do not put plants in the ‘finished’ compost bins. In addition, do not put weeds that have gone to seed, tomatoes, diseased plants, roses, or whole vegetables in the compost bins!** The compost pile does not get hot enough to break down the seeds from such plants. Everything that goes into the compost MUST be cut to 1” - 2” in size.

## VI. SECURITY

A. Hours: The Garden is open from sunrise to sunset seven (7) days a week.

B. Gates: All gates are to be kept locked when there is no one at the Gardens. Always close the gate behind you and do not leave unauthorized persons in the Garden upon leaving. If you are the last member to leave, make sure the gates are closed and the locks secure. **Do not share the combination of locks with anyone who does not have a plot in the Garden.**

From time to time, it may be necessary to change the combination of the locks. In an emergency, a note will be placed on the gate to check your email for the new combination. Otherwise, an email will be sent to each gardener prior to the change.

Members are not required to unlock the gates for anyone they do not know. Report problems with locks to the Security/Maintenance Chairperson or to a Garden Council Member immediately.

## VII. COMMUNITY GARDENS MATERIALS

A. CGSC-Provided Items: CGSC provides hoses, wheelbarrows and assorted garden tools. These are paid for out of plot fees. All tools and wheelbarrows are to be cleaned after use and returned to the garden shed as soon as the member is finished with them - but no later than closing time the same day.

If a tool or wheelbarrow needs repair or you need to report leaks in the common area as well as needed hose repairs, notify the Garden Maintenance Committee Chairperson. Members are not to use wheelbarrows during workdays for work on their plot. The Workday Supervisor has the authority to require members to give up wheelbarrows during those hours.

Coil hoses neatly on the hose hanger, and keep them out of pathways and other members' plots. Do not remove hoses from spigots. **DO NOT WASTE WATER! Encourage the conservation of water by carefully watering! Do not water pathways!**

B. Approval of Materials: Only the Garden Council is authorized to approve any materials brought into the Gardens. Some examples requiring authorization are large furniture, lumber, certain fencing material and non-organic soil material. Check the website for a list of non-organic materials. Approval must be obtained from the Garden Council before any of these items are used. Plastic resin chairs, small stools and small benches are allowed.

## VIII. KEEPING INFORMED AND PARTICIPATING

A. Garden Council Meetings: The Council will meet monthly to discuss CGSC management issues. All members are invited and encouraged to attend. This is an opportunity for members to participate in CGSC governance and to make suggestions. The Executive Officers and Community Chairs will arrange the day and time. All members will be notified via email.

B. General Meetings: This is an opportunity for members to stay informed and participate in a sense of community within the Gardens. Advance notice will be given via email of the date, time and location. These meetings are also a learning experience with various garden topics discussed. The meetings will be held three (3) times per year in the Gardens, weather-permitting, or another venue. It is the member's responsibility to be aware of developments as covered at the General Meeting during the year. Members are encouraged to attend these meetings throughout the year.

C. CGSC Garden Council Members: Elections for Garden Council positions are held at the Annual Meeting in December each year. This is the one (1) meeting we encourage ALL garden members to attend. New Committee Chairs and Committee sign-ups will be held at that time. Members are encouraged to make themselves available to serve on the Garden Council or on a Committee. Volunteering and heading up committees are part of community responsibilities. Your help is needed.

D. Communication: We encourage you to communicate with other gardeners in the Community Gardens. There may be circumstances when you need to notify someone of a problem or just want to share information. The Council recommends that all gardeners have each other's name, plot number, email address, and phone number. A list of the plot

assignments and contact information is posted inside the garden shed. If you do not wish to be on an informational list, please contact the Plot Manager. No response will mean that you give your permission to be on the published list. Your information will not be shared with outside solicitors.

## **IX. MEMBERSHIP ISSUES**

A. Membership: Once paid, fees are non-refundable. Membership covers individual gardeners and individuals living in the same household (at the same address) who are listed on the Application. All members must provide a valid street address. In addition, all members should be aware that any plot rented must be gardened by the member renting the plot. Any member who does not actively participate in the Gardens or on the rented plot must return the plot to CGSC for reassignment to another gardener. Failure to comply with this regulation may result in the confiscation of the plot. If a member is temporarily unable to garden due to illness, incapacity, work schedule, etc., the Garden Council must be informed.

Provided the member has fulfilled all of their obligations as stated in the Plot Rental Agreement and the Rules and Regulations, they will have the opportunity to renew the rental on their existing plot for the following year, subject to acceptance and signature on a new Plot Rental Agreement as amended by the Garden Council.

B. Plot Assignment: Newly available plots will be assigned based on the current waitlist in chronological order. Each membership will consist of one (1) plot, either a 10' x 10' or 10' x 20' or a universal access box, per membership maximum.

An applicant must have completed an Application and signed Rental Agreement and returned them to the Plot Manager prior to being placed on the waitlist. The Plot Manager will offer the vacated plot to the person who is at the head of the waitlist. Should that person decline the available plot, it will be offered to the next in line and so on until the plot is accepted.

Anyone who declines a plot may remain at the head of the waitlist if they so desire. Two opportunities will be given to accept the available garden plot. If the plot is declined for a third time and they wish to stay on the waitlist, they will be moved to the end of the waitlist.

A current member who desires to change the size of their plot, either increase or decrease in size must submit their name to the waitlist.

No gardener may assign his/her plot to anyone else.

## **X. GENERAL**

- A. False Information: Any person giving false information on the membership application is subject to termination.
- B. Change of Address: It is your responsibility to keep the Plot Manager informed of changes of mailing address, email address and phone number.
- C. Leaving the Plot: The decision to give up your plot must be given in writing (email is acceptable) to the Garden Council President. The Plot Manager will then be notified of a plot vacancy. Any equipment, fixtures or irrigation that you want to keep must be removed. Anything that can be reused by the new gardener may stay in the plot. The CGSC will not be responsible for any personal items left behind in the plot. The plot must also be left weed-free.
- D. Theft: If you feel comfortable doing so, challenge strangers seen taking (stealing) vegetables or garden equipment if they have a plot in the garden. Get a vehicle license number and description, if possible. Members shall be within their rights to ask unknown persons their plot number as a means of identification. Report any unusual or illegal conduct to the Santa Clarita Sheriff's Department. The phone number is posted in the kiosk at the front of the Gardens.

## **XI. WARNING NOTICES AND TERMINATION NOTICES**

- A. Two (2) Week Warning Notice: The Garden Council Executive Board may, on their own authority, send an official Two (2) Week Warning Notice email to any member instructing that member to make changes, improvements, repairs, clean up, cultivate, weed, remove debris or perform any other action deemed necessary to bring their plot up to standards set forth by these Rules and Regulations or the Plot Rental Agreement. Failure to acknowledge and respond to an official Two (2) Week Warning Notice by the end of the 2<sup>nd</sup> week, commencing on the date the notice was emailed, will result in a second Two (2) Week Warning Notice being issued by the Garden Council Executive Board. If the member continues to ignore the warning notices or fails to correct the problem that is being brought to their attention, then a Termination Notice will be issued. If a single garden member receives (3) Two Week Warning Notices within the fiscal calendar year (January –December), the garden member may not be eligible for plot renewal for the upcoming year.
- B. Termination Notice: An official Termination Notice will be sent by regular first-class mail and email to the member's address that is currently on file with the Plot Manager. A member has fourteen (14) days from the date of the postmark mailing within which to remove all personal property from the plot, and within which to file a written appeal of the termination in order to contest the termination. After expiration of the fourteen (14) days from the date of the mailing of the Termination Notice the plot will become available for reassignment, unless the member has initiated the appeal process. (See

Below). Throughout the appeal process the plot shall remain open and/or unassigned until the outcome of the appeal is determined.

C. Appeals: A Notice of Termination should be appealed immediately. The member must notify the Garden Council by email to [communitygardenofsc@gmail.com](mailto:communitygardenofsc@gmail.com) of the appeal. Such notification must occur within fourteen (14) days of the postmark date of the Notice of Termination. Failure to adhere to this procedure will result in the member's waiving his/her rights to the plot.

The member's appeal will then be reviewed by the Garden Council Executive Board and the Committee Chairs. They will represent the interests of the Gardens and not unduly extend an ongoing infraction. Their decision will be final. The member will then be notified by mail and email of their decision within fourteen (14) days of the written appeal.

## **XII. FINANCIAL SUPPORT FOR THE GARDEN**

"BUY A BRICK" campaign has funded many of our projects. This will be an ongoing project for the Gardens. The brick you sponsor for \$100, \$250 or \$500 will become a permanent part of the Gardens. We hope each gardener will consider making a contribution, which will allow us to move forward with the completion and continued maintenance of the CGSC.

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**ACKNOWLEDGEMENT**  
COMMUNITY GARDENS OF SANTA CLARITA  
RULES AND REGULATIONS  
*AS SET FORTH 11/19/2017*

I have read and understand the Rules and Regulations as presented to me. I accept and agree to abide by the rules, terms and conditions as stated for continued participation in the Community Gardens of Santa Clarita.

Printed Name \_\_\_\_\_ Plot# \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PHOTO RELEASE AUTHORIZATION**

I hereby authorize and give permission to the Community Gardens of Santa Clarita and it's agents to photograph my image. I understand that any photos taken may be used by the Gardens as part of printed materials, brochures, or other publications of the Gardens. Photos may also be used with media for displays or other uses, as the Gardens deem appropriate. This includes but is not limited to social media.

\_\_\_\_\_ Agree  
\_\_\_\_\_ Disagree

Signature \_\_\_\_\_ Date \_\_\_\_\_

**BACKGROUND INFORMATION**

Have you ever been convicted of a misdemeanor or felony? If so, please state the date, location, conviction, time served. **YES or NO**

Date \_\_\_\_\_

Location: \_\_\_\_\_

Conviction: \_\_\_\_\_

Time Served: \_\_\_\_\_

*(If you answered yes to the above questions, we will need you to obtain a background check)*