



PLOCATED AT 371 WEST AVENUE "L"

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### GARDENING AND STANDING RULES AND PROCEDURES

The Calimesa Community Garden Board of Directors and the Calimesa Seventh Day Adventist Church, reserve the right to close the Calimesa Community Garden with notice due to unforeseen circumstances, or non-compliance to the rules and procedures.

Calimesa Community Garden is also referred to as: CCG and the Board of Directors as: BOD.

### MEMBERSHIP INTRODUCTION

This is an all-volunteer, active, working, community garden; and as such, requires all of its members to assist in the daily, weekly, monthly, and seasonal care, upkeep, and support of the garden; and to observe the CCG's Bylaws, and Gardening and Standing Rules and Procedures as outlined. By doing so, we enhance the health and wellness of the garden community. The following set of rules and procedures have been designed to facilitate: community garden safety; a community garden environment gratifying to work in; pleasant for gardeners, neighbors, and the general public to look upon.

### APPLICATION AND PAYMENT OF FEES

1. Applicant must present a driver's license, or valid California ID & a recent utility bill to confirm ID & address (include physical address not just mailing address) for copying and security purposes.
2. The first name to appear on the Application and Waiver is considered the "Primary Gardener", and must be a minimum of 18 years of age. All gardeners on the contract are collectively and severally bound by the contract. Gardeners on multiple gardener contracts agree that the first name on the contract is the designated contact for all business correspondence from the garden. ***Any new gardener must be added to the contract before being allowed to garden the plot.*** Even though "additional listed gardeners" may garden at your plot, the responsibility for payment of fees, cleanup, and other duties at the site will be the responsibility of the individual considered as the "Primary Gardener", whose name is assigned to the plot.
3. CCG plot sizes and fees, including non-plot holder fees, will be set annually by the BOD. Fees are not prorated, except as noted in #9 below. Fees are Non-Refundable. Plots are assigned on a "first come, first served" basis. Plots may be assigned or reassigned at the discretion of the CCG Board. The number of plot rentals currently allowed per household is 3.
4. Plots must be actively gardened all 4 seasons of the year, and kept at least 40% planted. Plots must attain 40% plantation within 40 days after completing the membership application.
5. Garden plots may not be transferred, given away, traded or sublet. All plot holders must notify the CCG Board, by mail or email, when giving up a membership. *All exiting gardeners are responsible for clearing their plot(s) of all plant material and debris and leaving the plot(s) ready for the next gardener.* The plot then returns to the CCG for reassignment to the next person in line on the waiting list.
6. It is the responsibility of each member to keep the CCG Board notified of your most current address and telephone number and email address. Any correspondence mailed and/or emailed to the current address on file is considered delivered. Contact information for current gardeners, as well as for those on the waiting list, that is incorrect, whether address, email, or phone number, will be considered as unavailable.
7. Once a gardener has been contacted regarding an available garden plot, he/she must pay all applicable fees for the membership to take effect. Garden plots are made available for use only after payment of all fees, required paperwork has been received, and applicant has attended a CCG Orientation session.
8. **All membership fees and required forms (Waiver, Rules and Procedures and Volunteer Task List) are payable and due annually each January 16. Any renewal fees and/or completed forms that have not been received by midnight February 1 will be considered delinquent, membership will be forfeited and the resulting plot(s) will be reassigned to another participant. There is NO grace period.**

Dues shall be made payable to the CCG and can be mailed along with the required forms to the Treasurer at CCG, P.O. Box 219, Calimesa, CA 92320, deposited in the Iron Ranger or paid through PayPal through the link on the CCG's home page of the website. NOTE: Members who volunteer to sit as one of the CCG's elected Board members shall be given up to a \$50 credit towards membership fees each year that they serve.

**NOTICE- Neither new memberships nor renewals are considered complete until ALL fees and required forms have been received.**

9. Membership dues will not be prorated regardless of the application date, except plots assigned on or after September 15<sup>th</sup> shall be prorated at 50%, and are subject to same renewal process as listed above.

### WAIT LIST

When all available garden plots are assigned, prospective gardeners can add their name to the Wait List. Wait List gardeners will be contacted, in the order received, either by telephone, email, or mail when a garden plot becomes available. Once contact has been initiated, gardeners will have 3 days to complete and pay all required fees. After 3 days have expired, the next gardener on the waiting list will be contacted.

### **NON PLOT HOLDER MEMBERS**

A person may become a Non-Plot Holder member (one who does not rent a garden plot) of the CCG if she/he is: current in payment of all fees and assessments, completes and signs an Application and Waiver form, the Gardening and Standing Rules and Procedures and the Volunteer Task List. Non-Plot Holder members are held to the same standards and requirements as plot holder members, and receive all of the same rights and privileges. The Non-Plot Holder membership fee is set annually by the CCG BOD.

### **COMMUNITY SERVICE COMMITMENT**

**All members are required to give a minimum of 6 CCG community service hours a year, PLUS 4 hours for each additional plot they lease. These hours are equally as important as membership fees.** The service hours may be met through workdays, garden maintenance, ongoing weekly or monthly garden tasks, assisting fundraisers, or other individual work done for the garden, etc. **All the volunteer hours of service must be completed by July 15th, to avoid membership termination. New members who sign up after April 1st have 90 days to complete their community service hours. Any current member that takes on an additional plot(s) after June 1st has 90 days to complete the extra 4 service hours per plot. There is no grace period.** If, due to work, vacations, etc., a member is unable to attend a workday, they must arrange with CCG Board to fulfill that requirement in another manner. Only verified hours reported within 2 weeks will be credited. A signup list for suggested volunteer tasks will be provided at plot renewal time.

### **RENEWALS**

Plots renewals are assigned on a first come/first serve basis. Current members are given first preference to renew their current plots, and/or change to available plots, followed by prospective gardeners on the Wait List. Garden plots are assigned to one person only and are not transferable.

### **CONDUCT AND RESPONSIBILITIES**

1. The Calimesa Community Garden is for personal use only. Gardening for commercial purposes is not permitted.
2. Neither smoking nor alcohol of any kind is permitted in the Calimesa Community Garden.
3. No disruptive behavior that will negatively affect other members will be tolerated, including, but not limited to vulgar language, inappropriate gestures or raised voices. All radios/players may only be used with earphones.
4. Except for service dogs, pets of any kind are not allowed in the Calimesa Community Garden.
5. Children are encouraged to learn and work in the garden but must be supervised at all times, and must stay on the paths of their assigned garden without going through the plots of other gardeners. The garden is not a playground.
6. Any umbrellas used must be in good condition, and must be closed and secured down whenever the member is not present. Do not use on windy days.
7. **If a member becomes ill, or goes on vacation, they must arrange for someone to care for their plot, and they must notify the CCG BOD. Understand that the CCG is not responsible for the upkeep of your plot.**
8. **Gardens are not to be left neglected/unattended (unwatered and/or overrun with weeds, etc.) for more than two weeks without prior notice and/or arrangements with the BOD.**
9. Tools, equipment, books, etc., belonging to CCG are NOT to be removed from the Garden premises. Return all tools, equipment, etc., to their proper place before leaving the garden.
10. Members should strive to resolve differences in a neighborly way. For problems with fellow gardeners, stay polite & listen carefully; usually solutions are easily reached. Contact the proper Board member for more serious difficulties.

### **SECURITY**

1. The CCG assumes no responsibility for any loss resulting from theft, animal or gopher damage, adverse weather, vandalism or any other cause.
2. For security purposes only the individuals whose names are listed on the Application and Waiver agreement are given the garden gate combination. If you are the last person in the garden, ensure that all gates and/or sheds are locked upon exiting. Do not disclose the combination to non-members of the Garden. Doing so may result in membership termination.
3. **Garden vandalism and/or theft will not be tolerated. Either incident will be cause for immediate termination of the membership and the loss of all garden privileges.**
4. Garden plots may not be used to grow illegal plants of any kind.
5. Do not enter other plots except with permission, or on garden business, nor allow unsupervised children to do so.

### **GARDENING**

1. Gardeners may garden at their own convenience during daylight hours only. The garden is open dawn to dusk, 7 days a week. No gardening shall be conducted during nighttime hours.

2. **THINK BEFORE YOU PLANT. PLAN AHEAD.** Vining plants such as zucchini and squash need a lot of space and must be controlled. Remember to allow room for any pathways, or space for tools you may need, in your plan. The supplying of all seeds, manure, fertilizer, and equipment are the responsibility of the gardeners.
3. Tires, pressure treated wood, and railway ties may not be used in plots.
4. Gardeners are expected to keep their plots clear and free of weed, grass, and other debris that can harbor insects. Weeds over one (1) foot high or weeds with seed heads must be removed. Weed definitions include Bermuda or nut grass, which can spread and choke off other plants. Do not leave any dead plants in your plot.
5. Weeding/plot clearing may not be done via use of flame or fire.
6. Crops, plants, vines, and vegetation must be contained within the boundaries of one's garden plot so it does not overlap onto adjacent pathways or plots.
7. Garden plots may be used to grow vegetables, herbs, and flowers. Each gardener is encouraged to grow extra produce to donate to a local food bank or community kitchen. A list of donation locations is available on the CCG's website: [www.calimesacomunitygarden.org](http://www.calimesacomunitygarden.org).
8. Pick and remove ripe produce promptly. Keep garden plot(s) free of overripe, rotting and spoiled fruit and/or vegetables. All tomatoes, peppers, and eggplants, living or dead, must be removed from garden plots PRIOR to December 1st and are not to be planted before March 15th of each year to reduce carryover of diseases.
9. When sharing hoses, coil the hose on the storage rack in a neat manner when not in use. Take care to straighten all kinks while coiling the hose. Do not leave in aisle way.
10. Composting must be done in an enclosed bin within your plot. No open compost piles permitted.
11. Blocks, edging, wood boxes and forms once installed remain the property of the garden. If a member changes plots they may move said items to the new plot, but cannot remove them from the garden.
12. Structures, such as vine supports may not be taller than 8 feet, and should be able to withstand strong winds.
13. **ORGANIC ONLY GARDENING - As of February 1, 2015, in the interest of health and good stewardship of the land and its produce, the CCG and its members shall garden utilizing only organic principles and practices. Organic methods promote a healthy ecosystem for birds, insects, plants, microorganisms, and people. The use of chemical pesticides (including fungicides, herbicides, weed killers, and insecticides) is prohibited. Only natural organic practices, and organic fertilizers, pesticides, fungicides or herbicides may be used. Consideration must be given to weather and wind conditions even when applying any organic treatments or additives to your garden.**

#### **BANNED PLANTS**

Plants that are banned from growing in the garden include: any illegal plants; neither marijuana and hemp plants may not be grown in the garden; trees of any kind, remove any "volunteer" trees (those that come up on their own) immediately. As of April 16, 2012, bramble fruits will no be permissible. Any plots currently growing bramble fruits will be grandfathered. Plants that are considered too invasive, poisonous, or may cause physical harm: bamboo, cactus/any succulent, castor beans, all mints, morning glories, roses, any perennial that grows over 4 feet and is considered woody. Any roses, or the afore mentioned perennials growing in the garden prior to January 15, 2015, will be grandfathered in, and will be removed as plots are vacated.

#### **PESTS AND DISEASE**

1. Remove or trim all diseased or pest infested plants. The CCG Board may instruct a member to control or even remove involved plants. Keep insects and weeds under control and crops trimmed and out of all pathways.

#### **STRAY, WILD OR FERAL ANIMALS**

1. DO NOT provide food or water for any wild or feral animals. Doing so may place your membership status at risk.

#### **WATER**

1. Water is paid through annual membership of garden plots and additional fundraising. Gardeners must be present at their plots while watering. Do not leave running water unattended or unsupervised. Do not flood pathways or other garden plots. Timers are NOT allowed.
2. **PLEASE CONSERVE WATER** - Report any leaky faucets or problems with water to the CCG Board of Directors. Overhead watering is not allowed. Striving to conserve water usage furrow size must be limited to no wider than 12 inches.
3. **Except upon request of a fellow member, gardeners must not water any plot other than their own!**

#### **MAINTENANCE**

*COMMON AREAS ARE MAINTAINED AS A SHARED RESPONSIBILITY BY ALL GARDENERS.*

Maintenance of pathways: throughout the year members must maintain the **entire** garden pathways, border to border, along both the north & east sides of their plots keeping them free of weeds, rocks and debris. The pathways along the back fence line, west fence line, garden center, common garden areas, and road frontage will be maintained during workdays. However, assistance in maintaining these areas throughout the year is welcomed.

**NON COMPLIANCE AND TERMINATION**

Garden plots will be inspected on a monthly basis. Gardeners who neglect their plots will be notified in writing and/or emailed of their failure to perform mandatory gardening tasks. Gardeners who do not comply with the Calimesa Community Garden Rules and Procedures after receiving written notice will have their membership terminated with no refund of fees.

Non-compliance includes, but is not limited to, growing banned plants, weeds too high, trash, diseased plants, plot abandonment, and/or failure to complete volunteer hours within the required time limit.

A garden will be considered as abandoned based on the following:

- a. No evidence of plot maintenance in the preceding 14 days;
- b. Telephone is disconnected or calls are not returned within 7 days; and
- c. E-mail is not answered within a 7 day period, or U.S. Mail directed to the address on file is not answered within 14 days of mailing.

**LEGAL NOTICE**

- 1. **The Calimesa Community Garden and Calimesa Seventh Day Adventist Church assume no liability for any injury, damage, theft, or loss of property belonging to gardeners before, during, or after their usage and/or membership.**
- 2. **The Calimesa Community Garden and Calimesa Seventh Day Adventist Church reserves the right to have full access to all garden plots at anytime in order to insure that all rules, regulations, and laws are being observed and if necessary may terminate a garden membership or activity for the safety and welfare of the garden and church property.**

**TERMINATION OF MEMBERSHIP**

**Any member who has failed to observe and follow these rules and procedures, or has provided false information may have their membership terminated. The above list of rules and procedures is not exhaustive, nor can it address every situation. The CCG BOD may terminate any membership immediately, for what it believes is cause.**

**Process for Termination**

A membership may be terminated voluntarily or for cause.

Failure to make requested correction to garden plot, upon receipt of a Notice of Correction, in the specified time will result in termination of membership. Any plot member receiving 3 Notice of Corrections within a 12 month period—with the year beginning upon mailing of the first notice—not the membership year—will result in termination of membership, and plot(s) will be reassigned.

Correction Notices shall be sent regular mail and/or emailed, with only the last letter (actual termination) as required to be sent certified. No refunds of garden plot fees will be issued to participants whose membership was terminated.

Members may appeal the loss of membership to the Board of Directors within 30 days of the date of termination. The appeal can be either in person or in writing. CCG BOD will discuss the issue at the next Board meeting or at a special meeting called by the President. The decision of the Board of Directors is final. A plot holder whose membership has been terminated may re-apply after one year.

The Board of Directors of the CCG is the final arbiter of any disputes or violation of garden rules and regulations. Complaints or questions about the Garden should be brought to the Board either in person or in writing.

**PRIMARY GARDENER'S**

**SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ PLOT(s)# \_\_\_\_\_**

**FOR RENEWING MEMBERS ONLY As of January 1, 2018 there have been changes to the CCG Rules & Procedures regarding banned plants. Since renewing members are not currently required to complete an orientation, it is imperative that you have fully read and understand the current Rules and Procedures and are aware of any and all changes. *Your initials below signify that you have, in fact, read and understand the above Rules and Procedures.***

INITIALS \_\_\_\_\_