

OPERATING RULES Garden Centers	 Laguna Woods Village®
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A. Introduction/Purpose

1. The Garden Center is a recreational facility managed by Laguna Woods Village staff. It is a functioning farm that provides a relaxing enjoyable environment for the residents to tend, grow and harvest their own fruits and vegetables. Permit holders must do their own gardening and may share their plot with other residents, provided those residents have been properly registered and have signed a Hold Harmless, Release and Waiver of Liability Agreement; however, permit holders shall not sublease or otherwise turn their plot over to someone else to work, except on a temporary basis with the written approval of the Village designated staff representative. Staff will maintain a file with the name of the substitute resident, manor number, contact information and dates with time limit of substitution.

B. General Information

1. The Golden Rain Foundation (GRF) shall establish hours of operation, assign personnel and otherwise oversee the operation of the Garden Centers. Rules are subject to revision during the calendar year, and updates will be posted on the bulletin boards. A complete set of updated rules is available annually.

C. Garden Center Staff and Hours of Operation

1. Staff is responsible for enforcing the adopted Operating Rules to serve the best interest of all residents who use, or wish to use, the Garden Center facilities. Staff is available to oversee the Garden Centers; staff hours are posted at each of the Garden Center offices. You may contact the Garden Center at 949-597-4322.
2. Resident gardeners are welcome to use the Garden Center facilities at times other than when staff is available. The Garden Centers are open from sunrise to sunset. The gates are opened in the morning and locked in the evening by the Security Department.

D. Signing Required Release and Waiver of Liability Agreement

1. Gardeners are required to sign a Hold Harmless, Release and Waiver of Liability Agreement annually, or upon staff's request. This signed agreement will be maintained on file in the Garden Center Office. This agreement limits GRF's liability, and waives any claim a gardener may have, including injury or damage absent gross negligence or willful misconduct. Forms are available online, Garden Center Office, or from the Recreation Office.

2. Guests must be accompanied by an authorized resident or partnering gardener or staff.

E. Who May Rent a Garden Plot

1. Any authorized Occupant or Lessee, as defined by United Laguna Woods Mutual and Third Laguna Hills Mutual, may apply for a Garden Center Use Permit. One permit is issued per manor. All Use Permits are accepted on a first-come, first-served basis and are only accepted on official forms provided by GRF. All persons using a plot must be listed with the following contact information: manor number, address, home phone number, cell number, and e-mail if applicable. Use Permits will be renewed annually in compliance with current adopted GRF policies.
2. All fees are according to the GRF Schedule of Fees and must be paid at the time of Use Permit submittal.

F. Temporary Working of Your Plot by a Designated Person

1. No one may work a garden for another gardener, unless they are a resident of Laguna Woods Village and listed on the Use Permit with the appropriate contact information. If an individual is found to be working a plot without being listed on the Use Permit, the Use Permit holder will be subject to disciplinary action, which could result in permanent forfeiture of the Use Permit.

G. In Case of Emergency

1. Emergency telephones that connect directly with the Security Office are available at both Garden Center One and Garden Center Two. At Garden Center One, the emergency telephone is located on the side of the office. At Garden Center Two, there is one emergency phone outside of the office, and another emergency phone on the east side of the storage building (tool shed and restroom) near the Maintenance Center. Please feel free to use these phones not only for medical emergencies, but also to report suspected unauthorized persons or theft.

H. Gardener Responsibilities

1. Gardeners are responsible for keeping their plots weed and debris free at all times.
2. The Use Permit holder must work his/her plot at least six months of the calendar year and maintain the plot at all times. Work must commence within 30 days of permit execution.
3. Gardeners are obligated to plant fruits, vegetables and/or flowers 12 months out of the year.
4. Seasonal gardeners, e.g. "snowbirds", summer "desert escapees" are required to share their plot(s) with other seasonal gardeners.
5. Mulch outside of plots is prohibited.
6. Gravel is only permitted for use in the Garden Center Two pathways.

7. The disposal of trash and debris is the responsibility of each gardener. Large dumpsters are located strategically throughout the facilities. Do not place debris in walk areas or leave debris in wheelbarrows.
 8. All walkways must be kept clear, and wheelbarrows must be emptied and returned to their proper storage areas. Gardeners using tools furnished by GRF are responsible for the proper care, cleaning, return, and storage of these tools to the tool sheds from which they were obtained. Gardeners are permitted to plant within their assigned garden space only. Planting in any common area, such as in the parking lot, within medians and around structures, is not allowed.
 9. All items stored within the garden plot must be essential to gardening. Pesticides of any kind may not be stored at the Garden Center. Items such as wooden stakes, tomato cages, etc. must be kept in a neat and orderly manner and preferably enclosed in the provided storage locker. Materials may not be stored against either the perimeter fencing of the plot or Garden Center.
 10. Gardeners must complete and submit a Notice of Application to the Recreation Department 10 days in advance of the use of any pesticides in the Garden Center.
 11. Gardeners are required to adhere and comply with all Garden Center Operating Rules, Recreation Department Policy, GRF Governing Documents, and all applicable laws. Failure to do so may result in disciplinary action.
- I. Pets at the Garden Centers
1. Pets are not allowed at any Garden Center or the Garden Centers parking areas. Do not feed wildlife in the Garden Centers. Documentation is required for designated service animals and they must be registered with the Recreation Office. This information will be kept on file.
- J. Annual Fees
1. As part of the plot rental process, residents will be given a statement with the amount due for their plots(s). All checks will be made payable to GRF. The rental fees along with all applicable documentation must be submitted to the Recreation Office. GRF may revoke the Use Permit of any gardener who is 30 days delinquent in payment of his/her plot rental.
 2. Plot rentals are for one calendar year and renewed annually. The plot rental package will be sent out to all current plot renters by November 15. The forms and rental fees must be returned to the Recreation Department before the end of every calendar year to ensure a garden plot.
 3. The resident will receive their plot upon receipt of plot rental fees.
- K. Assignment of Garden Plots/Spaces
1. The Recreation Department through their designated staff representative shall maintain a Garden Center Waiting List. Resident members have priority and will be notified before non-member occupants. Residents will be notified by phone, e-mail, and letter when their name comes to the top of the list. Staff will prepare any plot

offered to a lessee, so that it is weed free, rototilled, all prior existing non-gardening miscellaneous items removed, as well as any deteriorating structures, provide a storage locker and has access to a functioning water source.

2. Plots vary in location, actual size and previous improvements. The resident at the top of the list will be offered a choice of the plots available at that time. If the resident refuses to select an available plot, their name will be moved to the bottom of the list. If a resident knows that they will be on vacation or out of the area and their name is at the top of the waiting list, they should contact the Recreation Department with their contact information so that they do not miss their opportunity for a plot.
3. There is a limit of one garden plot of approximately 200 square feet and/or one tree plot per manor. Anyone with more than one garden plot and/or more than one tree plot prior to May 3, 2016 will be allowed to keep a maximum of two garden plots not to exceed approximately 400 square feet and/or two tree plots.
4. When a Use Permit holder decides to give up his/her plot, he/she can designate another gardener, in writing, to take over the plot, however, the designee must give up a matching number of plot(s) which will become available to those on the waiting list.
5. Use Permits shall be personal to the gardener and shall not be assignable to any other person and shall not pass on to any successors or assignees unless the plot is shared by another resident. If during the lease agreement a resident moves or becomes deceased, the resident sharing the plot will have an opportunity to become the Use Permit Holder. It will be offered in the order in which the names of the partners appear on the current Use Permit.

L. Watering/Irrigation

1. All watering at the Garden Centers is subject to the El Toro Water District rules and any other governing agency or municipality.
2. All hoses must be equipped with a positive self-closing shutoff hose nozzle. Hoses left attached to hose bibs are considered available for public use. Staff shall be notified when faucets or valves are found to be leaking. No main water supplies are to be enclosed in a structure. Public hose bibs may not be enclosed in your fenced area. The gardener must provide a water shutoff valve somewhere outside of any plot enclosed with a structure or provide an access door to the inside valve in order to turn off the water in case it is left on or there is an emergency. Anti-siphon devices are required and may not be removed. Any gardener watering their garden plot must be present at the Garden Center the entire period of time the water is turned on, even if an alternative irrigation system is in place. If an alternative irrigation system is in place such as an automatic irrigation or drip irrigation system, timers are prohibited. All gardeners are responsible for prudent, non-wasteful watering practices, and for preventing water runoff from damaging adjacent gardens.
3. No irrigation systems other than drip or soaker systems are permitted in a plot.
4. Any gardener wishing to perform any irrigation work that will require shutting off the water to a garden area, impacting other gardeners, must first notify the Landscape Department through Resident Services. Gardeners must keep the amount of time the water is turned off to as short a time period as possible.

M. Prohibited Plant Material

1. Controlled substances (including marijuana) are prohibited.
2. GRF reserves the right to prohibit or limit any plantings that it deems not to be in the best interest of the Community or the Garden Centers.
3. All plants with invasive roots or plants that are larger than the plot size are prohibited and must be removed or grown in a container. Some examples include banana trees, mint, cana lilies, bird of paradise, sugar cane and ginger. Shading a neighbor's garden plot with any plant is prohibited. These are provided as examples only and do not represent the entire list.

N. Garden/Vegetable Plots

1. Staff must approve any fence, trellis, or other structure prior to it being built.
2. Each gardener is responsible for walkways within their plots. All walkways must be clear of obstacles. There is not to be any intrusion of growing material into the walkways. Berries, bougainvillea and other climbing vines and plants that have thorns must be planted a minimum of 24 inches away from the fence and may not extend beyond the individual garden property line.
2. Because other areas, in both Garden Centers, have been established to provide for citrus and deciduous fruit trees, no trees may be planted in garden plots.

O. Shade House Spaces

1. Each bench space is approximately 16 square feet and will be assigned on a one per manor basis unless no waiting list exists.
2. The shade house will be kept locked at all times when it is not in use by those with Use Permits. Keys will be issued to all shade house permit holders. Keys must be returned to the Garden Center Office when the Use Permit is terminated.
3. All materials stored under the benches, such as pots, potting mixtures, etc., must be kept in a neat and orderly condition and must be maintained at least eight (8) inches above the ground in order to reduce the opportunity for rodent nest sites. Storage of materials not essential to shade house gardening activities is prohibited.
4. Each shade house gardener is responsible for elimination of all debris and weeds in their half of the walkways around their bench space.

P. Fruit Tree Areas

1. In Garden Center Two, tree plots bordering the Recreational Vehicle Storage Lot B, are designated as dwarf and semi-dwarf citrus tree plots. Tree plots bordering the bridle trail, are designated as fruit, dwarf and semi-dwarf citrus tree plots.
2. In both Garden Centers, there is a tree height restriction of 15 feet.

3. New trees need written approval in advance by the Recreation Department, and in most circumstances are limited to dwarf and semi dwarf trees.
4. Gardeners are reminded of the steep sloping grades that exist in the tree area and safe maintenance of walks, steps and retaining walls is a continuous requirement.
5. Gardeners are expected to prune and care for their trees so they do not spread disease. Trees should not grow over other's plots or block walk ways, and may not rise more than 15 feet in pruned condition.
6. Tree plots must be kept free of ground cover, weeds, berry vines, flowers, and vegetables.
7. Permanent fences are prohibited around tree plots.

Q. Authority, Enforcement of Rules and Revoke of Use Permit(s)

1. GRF is authorized to take disciplinary action against a gardener found to be in violation of the Garden Center Operating Rules. The GRF Board has the authority to impose monetary fines, revoke Use Permit(s), and/or bring forth legal action.
2. Any gardener found to be in conflict with any of the Operating Rules may result in disciplinary action.
3. Garden Center staff will make periodic checks of all garden plots/spaces to ensure they are being properly cared for and operating rules are adhered to. If a safety issue exists, staff will take corrective action to ensure the safety of the Garden Centers. Any costs incurred will be at the gardener's expense.
4. If a gardener is found to be in violation of the Operating Rules, the gardener shall be notified in writing of alleged violations and required to comply within a reasonable time from the date of the notice. Failure to comply within the allowable time may result in a Disciplinary Hearing before the GRF Board of Directors.
5. Upon termination or revocation of a Use Permit, a gardener shall not be entitled to any refund or apportionment of any fee paid to GRF for any material planted, growing or otherwise located within the Garden Centers or for any improvements made on the premises by the gardener, and at the option of GRF, all or part of such material and improvements shall become the property of GRF. Gardeners are responsible for leaving plots weed and debris free and ready for the next gardener. If not, GRF may charge for clean-up when a garden is left in such a condition as to require clean up.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community.