

GARDEN CENTERS OPERATING RULES



A. Introduction/Purpose

1. The Garden Centers are recreational facilities managed by the Laguna Woods Village Recreation Department and its staff. The Garden Centers are a functioning farm that provides a relaxing enjoyable environment for the residents to tend, grow and harvest their own fruits and vegetables.
2. The rules and regulations have been designed to:
 - a. Ensure the gardens are safe
 - b. Ensure that community gardens are a pleasant place to visit and admire
 - c. Establish fairness and equality among gardeners
 - d. Prevent damage to the land and groundwater

B. General Operating Information

1. Golden Rain Foundation (GRF) establishes the hours of operation, assign personnel and otherwise oversee the operation of the Garden Centers. In an ongoing effort to improve, the operating rules are subject to change at any time. Any updates will be posted on the bulletin boards and distributed via e-mail and/or website.
2. You may contact the **Garden Center at (949) 268-2387**.
3. Staff is responsible for enforcing the Operating Rules to serve the best interest of all residents who use, or wish to use, the Garden Center facilities. Staff oversees the Garden Centers; staff hours are posted at each of the Garden Center offices.
4. Operating Hours: **Sunrise to Sunset**.
5. **Controlled substances and smoking are prohibited.**

C. Who May Rent a Garden and/or Tree 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. Use Permits 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.

D. Signing Required Release and Waiver of Liability Agreement

1. All 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. 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 or from the Recreation Office.
2. Guests must be accompanied by an authorized resident or partnering gardener or staff.

E. 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 loss of gardening privileges.

F. In Case of Emergency

1. Emergency telephones that connect directly with the Security Office are available at both Garden Centers.
 - a. At Garden Center One, the emergency telephone is located at the Moulton side front gate.
 - b. At Garden Center Two, there is one emergency phone outside of the office and another on the east side of the storage building (tool shed and restroom) near the Maintenance Center.
2. In **severe emergencies please call 911.**

G. Gardener Responsibilities

1. Gardeners are responsible for keeping their plots weed and debris free **at all times.**
2. Gardeners 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.
3. Gardeners are not allowed to sublease or otherwise turn their plot over to someone else to work
4. 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.
5. Gardeners are obligated to plant fruits, vegetables and/or flowers 12 months out of the year.
6. Seasonal gardeners, e.g. "snowbirds", summer "desert escapees" are required to SHARE their plot(s) with other seasonal gardeners.
7. Mulch outside of plots is prohibited.

8. Gravel is only permitted for use in the Garden Center Two pathways.
9. 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.
10. 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.
11. 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. Materials may not be stored against either the perimeter fencing of the plot or Garden Center.
12. Gardeners are required to adhere and comply with all Garden Center Operating Rules, Recreation Division Policy, GRF Governing Documents, and all applicable laws. Failure to do so may result in disciplinary action.

H. Pets/Animals at the Garden Centers

1. Pets are not allowed.
2. Do not feed wildlife in the Garden Centers.

I. Annual Fees

1. As part of the plot rental process, residents will be given a statement with the amount due for their plot(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. The forms and rental fees must be returned to the Recreation Department.
3. The resident will receive their plot upon receipt of plot rental fees.

J. Assignment of Garden Plots/Spaces

1. Garden plots are leased on an available basis and only one is allowed per manor. 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, and has access to a functioning water source.
2. Plots vary in location, actual size and previous improvements.
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.
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.

K. Watering/Irrigation

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.

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.
3. Staff shall be notified when faucets or valves are found to be leaking. Water shut-off valves must be accessible from outside the plot.
4. Irrigation work that will require shutting off water to a garden area must be done by a Garden Center staff member or approved technician.
5. If an alternative irrigation system is in place such as an automatic irrigation or drip irrigation system, **timers required**.
6. All gardeners are responsible for prudent, non-wasteful watering practices, and for preventing water runoff from damaging adjacent gardens.
7. No irrigation systems other than drip or soaker systems are permitted in a plot.
8. Gardeners must keep the amount of time the water is turned off to as short a time period as possible. Electronic solar and battery operated water timers are allowed.

L. General Gardening Information

1. Garden plots **must** be planted and maintained year-round.
2. Summer gardens must be planted by May 31 and must be cleaned up by November 15.
3. Plot holders who do not actively garden during short periods (less than four months) either have to plant a cover crop, cover their plot with plastic or maintain their plot free of weeds.

4. GRF reserves the right to prohibit or limit any plantings that are not in the best interest of the Community or the Garden Centers.
5. 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.
 - a) For example - banana trees, mint, canna lilies, bird of paradise, sugar cane and ginger
6. Shading a neighbor's garden plot with any plant or material is prohibited.

M. Garden/Vegetable Plot Specifics

1. Staff must approve any fence or other structure prior to it being built and follow GRF guidelines.
2. **Each gardener is responsible for walkways within and around their plots.** Walkways must be clear of obstacles. No 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.
3. No trees may be planted in any garden plots.
4. Plot holders may grow vegetables, herbs, flowers and edible weeds in their plot.
5. Edible weeds must be harvested and not allowed to go to seed.
6. Plot holders must utilize at least 75% of the plot for planting. Plots are not to be used to store materials/tools not associated with gardening.
7. The plot soil must be maintained in an aerated state and no modification or amendment to the soil shall impede the future use of the plot.
8. Plot holders may grow plants considered invasive, such as bamboo, mint and Asian Yams, as long as it is in an above ground mobile container, planter, etc. Invasive plants, such as bamboo, mint and Asian Yams and trees already existing in the garden plot must be removed by the gardener.
9. The following water-intensive crops are prohibited: rice and sugar cane.
10. Crops should be rotated.
11. Crops must be harvested and not left on the ground to rot and go to waste.
12. Plot holders should grow a variety of plants and should never grow less than two types of plants at any one time.
13. All plants, planters, planter boxes and trellises must be placed inside the plot perimeter. Plants may not over hang into the walk way. The Garden Center coordinator has the right to trim the excess plants over hanging into the walkway without prior notification.

N. Shade House Spaces

1. Each bench space is approximately 16 square feet and will be assigned on a one per manor basis.
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 Recreation 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.

O. 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, existing trees maximum height is 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 lessees are to maintain safe walks, steps and retaining walls at all times.
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 weeds, vegetables and leaves.
7. Permanent fences are prohibited around tree plots.

P. Garden Product Policy

1. Any organic substance for use in the gardens should be approved by the U.S. Department of Agriculture's (USDA) National Organic Program or by the Organics Materials Review Institute (OMRI). To see if a substance is allowed in a community garden check the USDA National Organic Program National List, Subpart G, 205.601 and 205.602 or the OMRI Web site, www.omri.org
2. Organic Gardening: The form of agriculture that relies on techniques such as crop rotation, green manure, compost and biological pest control. Organic Gardening uses fertilizers and pesticides but excludes the use of manufactured (synthetic) fertilizers, pesticides (including herbicides, insecticides and fungicides), plant growth regulators, sludge and nano materials.

The following table includes, but is not limited to, substances that are recommended and those that are not.

	Recommended	Not Recommended
PEST AND DISEASE CONTROL	<ul style="list-style-type: none"> - bacillus thuringiensis(Bt) - soap spray - Horticulture pepper/onion spray - sulfur - wood ashes - sour milk solution - lace wings - dormant oils - micro-cop or equivalent - diatomaceous earth (DE) - baking soda - borax, boric acid - sluggo - lady bugs - tanglefoot - marigolds - beneficial nematodes - netting - Pyrethrum* <p>* Pyrethrin: It is a naturally occurring insect-killing chemical taken from chrysanthemum flowers. In the flowers, these bug-killers exist as a mixture of six separate chemicals that together are called pyrethrum or pyrethrins. Pyrethrins (without piperonyl butoxide or other enhancers) are permitted for use on organically grown crops.</p>	<ul style="list-style-type: none"> - rotenone - pyrethrate, pyrethroids - nicotine sulfate - malathion - diazinon - sevin - organophosphates - Roundup - Finale - Dursban - organ chlorides - chlorpyrifos
	Recommended	Not Recommended
FERTILIZERS	<ul style="list-style-type: none"> - cotton Seed - kelp - compost - manure - blood, bone, horn, and hoof meals - liquid fish or seaweed - fertilizers classed as "organic" 	<ul style="list-style-type: none"> - ammonium sulfate - ammonium nitrate - muriate of potash - superphosphates - highly soluble chemical fertilizer - Ozmicote - Non organic Miracle Grow

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. 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.

6. VIOLATIONS WARRANTING DISCIPLINARY ACTION

- Theft of tools and equipment
- Theft of produce and plants
- Vandalism of tools, equipment
- The use of foul language and offensive behavior including but not limited to threats, intimidation, violence, racial/ethnic slurs and sexual harassment (GRF Nuisance Policy)
- The use of alcoholic beverages and illegal drugs of any kind in any area of the gardens
- Receiving more than three combined written warnings within a program year
- Failure to pay registration fee by the deadline

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community at any time. The Recreation Department also reserves the right to enter any plot at any time.

违反下列规定者得取消会员花圃權力资格

1. 禁止盜窃工具或设备
2. 禁止盜窃他人植物或农产品
3. 禁止破坏工具或设备。
4. 禁止讲脏话或采取攻击行为，包括威胁，恐吓，暴力，种族歧视，性骚扰，及其他不法行為。
5. 禁止在菜圃园区内使用酒精饮料和非法毒品
6. 在计划年度内收到三份以上的书面警告得取消会员花圃權力资格
7. 在截止日期前尚未缴纳注册费者可能會被取消資格

위반 시정 조치 즉시 징계 조치

1. 공구 및 장비 절도
2. 농산물 및 식물 절도
3. 도구, 장비의 파손.
4. 위협, 협박, 폭력, 인종 / 민족적 비방 및 성희롱을 포함하되 이에 국한되지 않는 부정한 언어와 공격적 행동의 사용.
5. 정원의 어떤 지역에서든 알코올성 음료와 불법 약물의 사용
6. 프로그램 연도 내에 3 가지 이상의 서면 경고를 받는다.
7. 마감일까지 등록비 납부 실패