

WOODBIDGE COMMUNITY GARDEN CLUB
Rules and Regulations March 2010
(Approved at the March 22, 2010 WCGC Membership meeting)

The following rules and regulations govern the Woodbridge Community Garden Club (hereafter WCGC), and the use by members of that portion of the Woodbridge Village Association Retention Basin Common Area designated as the Garden Club Area (hereafter the WCGC Area). These rules and regulations will be read, understood, and agreed to before signing the Woodbridge Village Association Garden Club Use Agreement. Your signature on the Woodbridge Village Association Garden Club Use Agreement indicates that you understand and shall abide by the Rules and Regulations.

WVA Rules:

Chapter 6. Article VI. GARDEN AREA WITHIN THE WOODBRIDGE RETENTION BASIN

Section 6-173. General. The following Rules shall apply to the use and operation of the garden area by Members within the Woodbridge Village Association Community Facility known as the Retention Basin. The Association shall establish a certain number of garden plots within the Retention Basin, for the use and enjoyment of the Members, in accordance with the following Rules. The use thereof by the Members shall be subject to their compliance with the Rules, and their prior written Agreement to abide by such Rules.

Section 6-174. Use Agreement. Each Member, in order to be eligible to use a garden plot for gardening purposes shall have a valid Woodbridge photo ID access card and shall have signed an Association Garden Plot Use Agreement. The Use Agreement shall contain those terms and conditions as specified from time to time by the Association, and shall be for periods of not more than one year, starting in March of each year. The right to use the garden plot shall also be subject to suspension in the same manner as the use of other Community Facilities, pursuant to the procedures stated in the Association's Delinquent Assessment Collection Policy.

Section 6-175. Fees. The Association, through its Board of Directors, shall annually establish, at the time of its adoption of the Annual budget, the amount of any registration fee, if any, to be charged each year to the Member for each of the garden plot's use for that year. In addition, the Member shall pay to the WCGC the fees established by the WCGC for its functions in administering the Garden Club's activities.

Section 6-176. Assignment of Plots within the Garden Area.

(a) One (1) garden plot may be assigned to one or more Members, for each Lot or unit owned who meet the above stated requirements, in the order of receipt of the Application, together with the fees, if any, and the Association's Use Agreement. Each Member requesting a joint plot assignment shall be on title to the same Lot or Unit.

(b) Members, including those who are requesting a joint plot assignment. who have been assigned an additional plot prior to these new Rules being adopted by the Board of Directors in 2009 may

have one (1) additional plot assigned for a period of three (3) years from the effective date of these new Rules, only as long as the Member otherwise remains eligible for a plot assignment. Under no circumstances will any of those Members be assigned more than two (2) plots, jointly or individually. As those Members lose or forego their eligibility, there will be no further priority for the assignment of an additional plot.

(c) A Registered Tenant or Tenants under an Assignment of Privileges from an Owner of a Lot or Unit shall be eligible for a plot assignment for that Lot or Unit, and the Owner of that Lot or Unit shall not be for that Lot or Unit; provided, however, that Owner of a Lot or Unit shall be eligible for an assignment of a plot for another owned Lot or Unit, subject to the same restrictions on the number of plots.

(d) Under no circumstances shall any Member be entitled to more than two (2) plots, regardless of the number of Lots or Units owned in Woodbridge or otherwise entitled to use, including if that additional plot has been awarded to that Member in accordance with the procedures specified below in Section 6-177 for assignment of excess plots.

(e) Priority of the location of the plot shall be given to the returning Member who was assigned a plot and is requesting the same plot again.

Section 6-177. Assignment of Additional Plots.

(a) If there are plots still available after the above initial assignments, and there are more Members seeking an additional plot, up to the maximum of two (2), than the number then available, those remaining plots will be assigned by a lottery, utilizing fair and equitable procedures, conducted by the WCGC and open to those Members who have been assigned less than two plots wishing to be assigned an additional plot.

(b) After all available Garden Plots have been assigned to Members who have submitted the necessary documents and met the requirements as detailed above, and there are Members still desiring to be assigned a Plot, a waiting list will be maintained by the Association and Members will be notified when their name comes to the top of the list and a plot is available. A Member not accepting an available Garden Plot within 2 weeks will have his or her name removed from the waiting list.

Section 6-178. Members assigned a Plot, including those jointly assigned, must do their own gardening and cannot turn over their plot to someone else to work, except on a temporary basis with the approval of the Association Representative, and a Woodbridge Community Garden Club representative. A person requested to work a plot for a Member, in the Member's absence, must have written verification from the Member, and which is approved in writing by the WCGC which includes a valid reason why the Licensee is temporarily unable to garden the assigned plot. This written approval, if necessary, must be renewed after 90 days. If an extension beyond this additional 90 days is requested, the matter will be considered by the WCGC for a recommendation to the Association, who will make the final decision.

Section 6-179. The enforcement of these Rules and the imposition of any fines or penalties shall be the responsibility of the Board of Directors of the Woodbridge Village Association, sitting as the Fine/Appeals Panel. The Board of Directors of the Woodbridge Village Association may, by Resolution, appoint the WCGC as its Committee to monitor the conformance of Members to these Association Rules and their Garden Plot Use Agreement. The WCGC may make periodic checks of all garden plots to insure plots are being cared for properly and actively gardened year round. If the WCGC believes that a violation of Association Rules is occurring, the WCGC will make recommendations to the Community Relations Director, who will handle the matter as a Rule violation, to be handled in accordance with the Association's previously adopted and published procedures.

Section 6-180. In addition, the WCGC may recommend to the Association the revocation of the right to use the garden plot for (1) the violation of the Association Rules, including the failure to properly maintain his or her assigned Plot or who abandons his or her Plot, and/or (2) the violation of WCGC Rules which have not been corrected by a Member, after the WCGC had taken all of the specified actions in the WCGC Rules and Regulations with respect to violations, and which, in the view of the WCGC Board constitutes, as a whole, material grounds sufficient for the Board to consider the revocation of the right to use the garden plot in question by the Member.

Section 6-181. In the event of Rule violations, the Association, through the Board's Fine/Appeals Hearing process, may take appropriate actions including fines, suspension of privileges, and/or revocation of the right to use the garden plots.

WCGC Regulations

(A) Governance:

1. The WVA will establish hours of the Woodbridge Community Garden Club operation. The WVA supports enforcement of the WCGC Rules and Regulations by the WCGC. The WCGC shall select a Lead Committee of nine members. The Lead Committee shall be comprised of five Officers, three committee Chairpersons and one member at large. The Officers will be selected annually by ballot at a meeting of the club to administer the club and WCGC Rules and Regulations. All officers other than the President will be elected annually at the spring meeting by obtaining a majority of the votes of members present. Committee Chairpersons will be selected by the Officers from a list of volunteers.

(B) Officers:

1. President: The President of the WCGC will ascend from the Vice President position and will serve a one year term. If unable to complete this term, the current Vice President will assume the President position and an election will be held to select a new Vice President. The President will preside over the WCGC general meetings and will oversee all leadership and gardening club activities. If unable to complete this term, the current Vice President will assume the Presidents position and an election will be held to select a new Vice President. If the assumed position is for 9 months or longer, an election will take place at the time of resignation. If less than 9 months, the election for the new Vice President will take place at the next election cycle with the President continuing for the next term and the

position Vice President going unfilled with the responsibilities of this position being delegated at the discretion of the board

2. Vice President: The Vice President will be elected by the majority of garden club members voting in the election. The Vice President will oversee the WCGC committee activities and will serve as the liaison between the WCGC and the Woodbridge Village Association.
3. Secretary: Will maintain notes of the club's meetings and will be responsible for club general correspondence.
4. Treasurer: Will submit an annual budget. The Treasurer will deposit membership checks and write checks for club expenditures and will maintain the WCGC account.
5. Communications: Will maintain an email list serve and will make electronic mailings to the WCGC members

(C) Committee Chairpersons: Each committee will be comprised of the chair and at least two other members:

1. Rules: Will maintain up-dated rules. Will facilitate the monthly walk-through by the rules committee and will send out violation notices. Will receive suggested rule changes from the membership and facilitate rule change proposals at each general meeting.
2. Membership/Plot Assignments: Will maintain a WCGC membership list and will periodically check the WVA's Garden Club waiting list of residents wishing to receive a garden plot. Will make plot assignments as necessary. Will work with WVA on membership issues.
3. Facilities: Will oversee common WCGC equipment and gardening materials and disposal.

Member at Large: Will bring WCGC member's concerns to the Officers/Leadership team if a gardener is not comfortable doing so on their own.

In addition to the Lead Team, task forces specific to a WCGC projects will be established and will carry out the stated objective. Task forces will report to the Officers/Leadership Team.(e.g. fencing)

(D) Membership

1. No person shall use the WCGC Area except resident members of the WVA who have a valid Woodbridge access card and who have signed a Woodbridge Village Association Garden Club Use Agreement.
2. Fees are paid to the WVA when a member joins or renews. In addition to the WCGC fee, WVA requires an administrative charge.

2010-2011 Fee Schedules:

Annual fee: \$35 per plot
Initiation Fee: \$50.00 per plot
WVA Administrative Charge: \$10 per WVA account

(E) Removal of a Member

1. The WCGC Officers, by majority vote, may recommend to WVA the revocation of the license of any Licensee who fails to properly maintain his assigned plot, repeatedly violates the Rules and Regulation or who abandons their plot. The WCGC, in cooperation with the WVA, will make periodic checks of all garden plots to insure plots are being cared for properly and actively gardened year round. Any gardener found to be in violation of the Rules and Regulations will be notified by: posted notice; telephone; mail; E-mail; or verbally by a club officer or officially designated Lead Committee member. A recommendation to revoke a license may be made by the Rules Committee to the WCGC Officers. Officers will consider the recommendation and by majority vote, refer the recommendation to WVA.
2. Upon termination or revocation of a license, a Licensee shall not be entitled to any refund or apportionment on any fee paid to the WCGC nor to any payment of reimbursement from the WCGC on account of any material planted, growing or otherwise located within the WCGC or for any improvement made on the premises by Licensee. At the option of the WCGC, all or part of such material and improvements shall become the property of the WCGC.

(F) Active Gardening Conditions:

1. Plots not planted, tended and/or maintained for a period of 30 days will receive a violation letter, and if not corrected in an additional 30 days, the Rules Committee will recommend consideration to revoke the license to the WCGC Officers.
2. Gardening tools and hoses are the responsibility of the Licensees and are stored in the WCGC Area at their own risk.
3. The only permanent structures permitted in the WCGC Area are fences and gates four feet high or less. Arbors, permanent trellises, sheds / containers, green house structures are restricted to no more than six feet in height and must be made of natural materials or painted an earth tone (not white). Archways at the gate of the plot may not exceed seven feet in height and the width of the gate. Gates and archways may be white but must match each other. Trellises and non-permanent structures used to support seasonal vegetable plants are permitted if they are six feet or less in height. Trellises and arbors must be located entirely within the garden plot. Trellises and arbors or other structures may not be a shade nuisance to a neighbor's plot.
4. Gardeners are permitted to plant within their assigned garden space only. Permission must be granted by the WCGC to plant in any other area of the basin. Flower beds along the front or sides of plots are permitted under the following conditions:
 1. Beds along the internal path ways are not to extend more than 22 inches into the path and planter borders cannot be taller than the plot boarder board. Structures and fencing are not permitted in the planter borders.
 2. Beds facing the perimeter fence may extend 32 inches.
 3. Vegetation in the beds cannot extend into the path.

4. These outside beds must be bordered with WCGC approved materials and be maintained in a manner to preclude a tripping hazard.
 5. Garden entrance platforms and gate archways may not extend more than 22 inches into the internal paths or 32 inches into the perimeter path.
 6. Planting along the WCGC perimeter fence is not allowed.
5. The two-by-six plastic/compressed material borders "Flush with Finish Grade" will be the sole responsibility of the licensee and may not be moved or otherwise altered.
6. Plots are to be maintained neatly. The following conditions are considered violations of this rule:
- A) Failure to maintain weed control. No more than 10% of the plot may contain weeds. No more than 10% of the common garden path may contain weeds.
 - B) Leaving debris, trash, or non-compostable plant materials in individual plots or common areas.
 - C) Blocking common paths.
 - D) Adjacent plot encroachment. No gardener may allow: plants, water, or shade from their plot to encroach into a neighboring plot.
 - E) Use of hay or straw like materials.
 - F) Other items deemed unsightly by the WCGC Lead Committee or the WVA. Materials used for constructing beds, trellises, etc. when not in use, must be stored in an organized, agreeable manner that does not encourage rodent habitat.
7. The disposal of trash and debris from each garden is the responsibility of each gardener. The club recommends composting within the plot and removal of any non-compostable materials from the retention basin on a regular basis by members. A trash receptacle, 35 gallon or less will be allowed per plot. This container must be maintained with a lid and in operational condition. The trash receptacle must be located within the gardener's plot. One WCGC approved composter may be located in the common path, adjacent to the plot and against the plot border board. Other forms of composting are permitted within the garden plot as long as it is not unsightly or harbors pests. Trash bags must be removed and not remain in the plots for an extended period of time.
8. Fruit trees are allowed within individual garden plots under the following conditions:
- A) Only dwarf or those species that promote restricted height are allowed.
 - B) Will be planted in a container or with the trunk bordered in a manner that restricts roots from invading others plots.
 - C) Will be located in the gardener's plot in a position that precludes the shade onto other's plot. Shade issues will be determined by the affected gardeners and resolved by the Rules Committee.
 - D) Heights to be pruned annually to lower than six feet and allowed during fruit bearing months to grow to no taller than eight feet.
9. Unleashed pets are not permitted within the WCGC perimeter fencing.
10. The WCGC may reimburse for the renting of equipment, such as rotor tillers, if the following conditions are met: a) at least four gardeners shall be involved in using the equipment, and b) the

rental must be pre-authorized by the WCGC Lead Committee. The same applies for any expenditure of club funds for any project.

11. Plots with automatic sprinkling systems are discouraged and must provide easy ingress by other gardeners in the event of a system malfunction. In other words, if you set up an automatic sprinkler system, it must be possible for other gardeners to access the system in the event of any malfunction. Flooding of adjacent plots will result in a violation of rules notice.

12. Water, other than during automatic watering, must never be left on in a gardener's absence.

13. Walking through another gardener's plot is prohibited.

14. Storage of Gardening Products: Any and all paint, wood stain, pesticides/insecticides, fungicides, herbicides/weed-killer, fertilizers, manure and similar products kept in a member's plot must be stored or taken care of as follows:

1. Cans, jars, bottles, boxes, bags, etc., of gardening products must be securely closed (with lids or in closed bags) AND kept in a second, larger container that is sealed and does not leak. (For example, a bottle of insecticide spray must be kept inside a larger plastic box that has a tightly-fitting lid.) NO containers or bags of ANY garden products can be left out in the open. Nor can any cans of paint, Thompson's Water Seal, wood stain, etc

2. Any gardening products not kept in double containers as described above must be carried into and out of the Garden Club and retention basin each time they are used. They cannot be left unattended at any time in the Garden Club/retention basin.

3. These regulations apply to both organic and chemical-based garden products, and to all types of fertilizers and even to manure.

4. These regulations are intended to comply with City of Irvine Code Enforcement requirements. Any WCGC member found by the WCGC Rules Committee to be violating these rules will receive a violations notice; if the violation is not corrected, the member will be referred to WCGC Board and then to the WVA for membership revocation. Any WCGC member whose violation of these rules results in a City of Irvine Code Enforcement violation notice will immediately be referred to WVA for revocation of membership.

15. The WCGC Lead Committee, by majority vote, may recommend to the WVA revocation of the license of any Licensee who is observed to have deface or removed any plant material, tools, supplies, or improvement from any plot other than his or her own plot.

16. Code of Conduct:

A) It is an expectation that all gardeners will conduct themselves in a respectful and courteous manner and in a way that will generate respect and credibility for our gardening club.

B) If an incident arises and is reported to the Lead Committee that violates the Code of Conduct, all parties involved in that incident, regardless of fault, will receive a letter from the Committee with a new Code of Conduct to be signed and resubmitted. Failure to comply will result in the termination of the plot(s) lease.

- C) If a subsequent incident occurs associated with the first, the parties involved will participate in a Code of Conduct Review and will be subject to binding action deemed appropriate in this review process.
- D) Each gardener who is gardening in the Woodbridge Community Gardening Club will have signed a copy of the WVA Garden Club Use Agreement including this WCGC Code of Conduct and will have it on file with the Rules Committee.

Code of Conduct Review – Each gardener involved in an incident that necessitates a Review will select one member from the Leadership team and these selected Leadership Team members will agree to one additional Leadership member to comprise the Review Panel. Information will be submitted to the Review Panel in writing and/or in person by each of the gardeners involved in the incident and will include their perceived reason for the incident and a proposed reasonable and civil solution to the violation of conduct. The Panel will consider all available testimony and will deliberate the merits of the accusations. The Panel will submit their findings along with a binding course of action to the WVA.