

**OPERATIONAL GUIDELINES AND RULES
SIPOA COMMUNITY GARDENS
SEABROOK ISLAND, SOUTH CAROLINA
August 2018**

NAME: Seabrook Island Community Garden Group ["CGG"].

OVERVIEW: Community garden plots [hereafter "plots" or "gardens"] are provided by the Seabrook Island Property Owners Association ["SIPOA"] in a common area owned by SIPOA adjacent to Seabrook Island Road, the bridle trail and the SIPOA and Seabrook Island Club ["SIC"] maintenance areas. SIPOA is the sponsor of the CGG through which plots are made available for the use of property owners only. It is expressly understood that neither this agreement nor use of a plot provide any legal, permanent or transferrable interest in real or personal property.

MISSION: CGG's mission is (1) to provide a garden plot for the growing of vegetables and flowers for individual family use by interested Seabrook Island property owners and (2) to maintain these community gardens in an orderly and sustainable manner through the efforts of garden plot volunteers.

CGG MEMBERS: Seabrook Island property owners in good standing [as defined in the SIPOA By-Laws] who have been allocated a garden plot within the community garden.

COMMUNITY GARDENS: The Seabrook Island Community Gardens consist of 56 individual garden plots each measuring approximately 14 feet by 40 feet. One plot is utilized for the greenhouse and bee keeping.

GOVERNANCE:

Garden Committee's Role: The Garden Committee shall be responsible for overall operation and management of the CGG including:

- allocation of gardens to property owners who register to participate in the program;
- communications with property owners regarding CGG registration to participate in the program;
- overall management of the CGG to ensure that gardens are tilled, planted, watered, weeded, well maintained, walkways are cleared, refuse and trash are properly disposed of, parking regulations are followed, etc.
- handling of all conflicts and resolution of any disputes;
- enforcement of program rules and regulations with the assistance of the SIPOA Executive Director if necessary;
- recommendation that an allocated plot be forfeited because of violation of program rules and requirements;
- overall management of collective options to purchase mulch, fertilizer, garden hoses or other supplies for use by CGG participants including collection of funds to pay for such supplies and accounting for expenses and expense allocations.

The CGG Committee is also a sub-committee of the SIPOA Environment Committee.

SIPOA's Role: The SIPOA Executive Director may assist the Garden Manager with regard to enforcement of CGG's rules and regulations. The Executive Director may designate another member of the SIPOA

staff to serve as a liaison with the Garden Manager. Any decision of the Executive Director regarding application of program rules and regulations, up to and including forfeiture of a garden plot are final and applicable immediately. There is no appeal process.

MEETINGS: A meeting of all CGG members in good standing will be held in January each year to elect CGG Committee members. CGG Committee members will meet as needed.

CGG COMMITTEE: The CGG Committee is comprised of nine members (9) of the CGG in good standing. Election of members will occur annually during the January meeting of all CGG gardeners. Electronic absentee voting one week prior to the meeting will be provided and counted with the votes cast at the January meeting. In the event a Committee member cannot complete his/her term, another CGG member in good standing shall be appointed by the Garden Manager to fill the vacancy for the remaining term.

CGG COMMITTEE MEMBER DUTIES: CGG Committee members will be elected to fill the following roles with specific duties and responsibilities as noted below. Any gardener in good standing may volunteer or be nominated to fill each position. Each Committee member may have duties in addition to those listed below.

Garden Manager (1 position)

- Presides at annual CGG meeting and all Committee meetings.
- Maintains updated electronic contact lists of gardeners and plot layout map. Emails copies to all gardeners. Posts updated versions in garden display case.
- Maintains updated garden plot waiting list and posts in garden display case.
- Allocates garden plots.
- Orients and meets new gardeners face to face and reviews the Operational Guidelines and Rules document.
- Is the primary contact between the Garden Committee and the CGG members, the Garden Committee and SIPOA, and property owners generally and the CGG.
- Maintain active communication with gardeners through email or other form of communication if gardener does not have email.
- Serve as a contact for all garden related matters.
- Generates annual trash duty schedule.
- Handle all conflicts and resolution of any disputes with assistance of Garden Committee, if necessary.
- Enforcement of program rules and regulations with the assistance of the executive director if necessary.
- Arranges for purchase & delivery of compost and/or soil & mulch.

Treasurer (1 position)

- Collects membership dues and maintains records and receipts of payments.
- Promptly deposits all funds received, and makes such disbursements as approved by the Garden Manager or a majority vote of the Garden Committee.
- Provides an accounting CGG members with regard to the use of dues to purchase supplies, materials and equipment.

Greenhouse Manager (1 position)

- Oversees greenhouse maintenance and watering system.
- Allocates greenhouse space to gardeners.

Maintenance Manager (1 position)

- Oversees general maintenance of common areas and wheelbarrow maintenance.
- Organizes and oversees work days by all CGG members as required.

Flower Bed Manager (1 position)

- Maintains parking lot and greenhouse flower beds.

Bee Keeper (1 position)

- Maintains bee hives and bee lot.

Social Directors (2 positions)

- Organizes annual Fall Pot Luck dinner and Annual Spring Workday and other garden related social events.

Sunshine (1 position)

- Notifies gardeners of illness or other special needs of other gardeners.
- Sends cards and/or flowers when appropriate.

COMPLIANCE OFFICERS (1-2 persons): At least one but up to two CGG members in good standing who are not CGG Committee members will be designated "Compliance Officers" appointed by the Garden Manager. The Compliance Officer(s) will monitor gardens and bring infractions of the "Operational Guidelines and Rules SIPOA Community Gardens" to the attention of the Garden Manager and the CGG Committee,. Upon approval by the Garden Manager and by majority vote by the CGG Committee, the Compliance Officer(s) sends written warning notices and/or termination notices.

AMENDMENTS: These Operational Guidelines may be amended at any time by recommendation of the Environmental Committee with the approval of the SIPOA Board of Directors.

FEES: Dues and Charges: For each garden plot, a CGG member pays dues of \$25 when the garden is first allocated plus annual dues of \$25 collected each January. Dues are not refundable. The CGG Committee uses these funds to purchase garden materials, equipment and supplies for the general use of CGG members and to offset expenses associated with programs and events for members. Materials include but are not limited to compost, mulch, top soil, signs, hoses, wheelbarrow, etc. In addition, beginning in 2019, there is a non-refundable annual fee of \$30 payable to SIPOA for each garden plot. The intent of this fee is to offset SIPOA expenses associated with the CGG, primarily the cost of water. In order to cover SIPOAs cost of providing water for the GCG, the SIPOA Board of Directors reserves the right to increase/decrease this fee at any time and for any reason at its sole discretion.

RULES AND REGULATIONS: The rules and regulations outlined below must be followed by all gardeners. Rules and regulations may be modified at any time by the SIPOA Board upon the recommendation of the

Environmental Committee. Each property owner participating in the CGG acknowledges the following rules and regulations and agrees to:

- fully plant, utilize and maintain the entire garden plot.
- not use pots and/or containers solely as a means of gardening.
- not assign or share their garden plot with neighbors or friends.
- keep garden plot free of weeds and trash. The Garden Committee may reallocate any plot that is not clean and maintained.
- if a contractor is hired to perform maintenance on the plot (i.e. tilling, construction of raised beds, etc.) the property owner holding the plot must supervise all work performed.
- hand water only. Automatic sprinklers, soakers and similar fixtures are not permitted.
- turn off water spigots before leaving the garden area.
- park only in the designated parking area; parking or placing materials on the bridle trail adjacent to the back gate is not permitted.
- not use the fence as trellis and keep it free from running vines.
- not hang or lean tools, supplies or other items against the fence but to keep it clear.
- help keep the parking lot area clean.
- place biodegradable materials [plant debris] in the designed bin outside the garden fence.
- place recyclable materials and all other trash in the appropriate receptacles outside the garden gate.

In addition, I understand that:

- planting trees and/or shrubs is not permitted.
- erecting permanent concrete or metal structures is not permitted.
- the front and back gates must remain closed when not actively in use.
- pets and smoking are not permitted inside the fenced garden plot area.
- no materials, trash, supplies, wood or other items may be left in the parking lot area or leaning against the fence.
- I must notify the Garden Manager when I no longer wish to utilize the garden plot.

Forfeiture and Reallocation: I understand and agree that, if I fail to follow any of the above guidelines, a member of the Garden Committee or a Compliance Officer will contact me and provide me with no more than 30 days to correct the problem. If I do not respond, my garden plot will be considered abandoned. It is also expressly understood that use of a plot is subject to immediate termination or revocation by SIPOA without further notice, for any reason or for no reason. Compliance with the above regulations will help everyone have an enjoyable and prosperous garden. I have read and agree to abide by the above garden rules and policies. Failure to comply with the above regulations may result in a loss of future gardening privileges.

Name (Print) _____

Plot# _____

Address _____

Tele # _____

Email _____

Signed and agreed to: _____ Date _____

Addendum #1 - PLOT ALLOCATION PROCESS

Beginning with August, 2018, the Garden Committee will utilize the following methodology to allocate garden plots in the SICGG:

There are a total of 56 garden plots available in CGG, one of which is dedicated to the greenhouse and housing bees.

At present, all 55 plots have been allocated to a property owner(s) (usually spouses) for gardening.

There is a 'waiting list', maintained by the Garden Manager. There are 21 names on this list; the next property owner on the list requested a garden plot in October, 2017. Two property owners requested plots in November, 2017, three property owners requested plots in December, 2017, three in January, 2018, one in February, 2018, 4 in March, 2018, two in April, 2018, one in May, 2018 and two in June, 2018. At this time, one property owner has been on the waitlist for 9 months and this is the longest of anyone currently on the waitlist.

In the event that 25 or more property owners are on the garden plot wait list for more than 18 months, then up to four plots will be further divided to help accommodate demand.

Please note that, from time to time, the primary garden plot holder does seek help and assistance in tending to the garden from neighbors and friends. This is permitted. However, plots may not be 'shared' in that the primary garden plot holder may not provide use of a portion of his/her plot to another property owner. Property owners who wish to garden in the community garden area must participate directly in the program.