



**EAST ANAHEIM**  
COMMUNITY GARDEN

## OPERATING POLICY

I have read the East Anaheim Community Garden Operating Policy and agree to abide by all the rules within.

First and Last Name (Please print):

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Signature:

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EACG Team Member First and Last Name (Please print):

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EACG Team Member Signature:

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Date: \_\_\_\_\_

Assigned Plot: \_\_\_\_\_



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EACG Team Member First and Last Name (Please print):

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EACG Team Member Signature:

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Date: \_\_\_\_\_

Assigned Plot: \_\_\_\_\_

# East Anaheim Community Garden Operating Policy

As a member, you agree that you have read this contract, agreeing to abide by the Operating Policies of the East Anaheim Community Garden (EACG). The EACG Managing Team is the final arbiter of any disputes or violation of garden rules and regulations.

Suggestions or questions about EACG should be brought to the attention of the Managing Team, in person or email [info@eacg12.com](mailto:info@eacg12.com). The current policies are subject to change to allow for continuous growth and improvement of the garden.

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## Article I – Name of Organization

Initial The name of the organization is the East Anaheim Community Garden (EACG), an affiliate of the Anaheim Community Foundation. The **Anaheim Community Foundation** is a non-profit public benefit corporation located at Anaheim City Hall, 200 S. Anaheim Blvd, Anaheim, CA.

Contact the East Anaheim Community Garden Managing Team:

**Mail:** P.O. Box 28256  
Anaheim, CA 92809

**Email:** [info@EACG12.com](mailto:info@EACG12.com)

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## Article II - Mission and Policies

Initial The mission of EACG is to build an affordable community garden space, create pollinator-friendly gardens, a healthy source of fresh food, build a stronger sense of community, provide a place of beauty for all to enjoy, and have fun in the process.

EACG shall not carry on any other activities other than as described within.

The activities of this organization are conducted without financial benefit to any member.

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## Article III – Membership

Initial The organization is structured with two levels of membership; Managing Team membership and General membership. **Membership is open to all Anaheim residents without discrimination.**

The organization may also have Community Partners, who are members of the general public. Community Partners are non-paying members of the Garden Community but contribute time and provide support for garden projects or community events, therefore have a vested interest in the garden and our community.

## East Anaheim Community Garden Operating Policy

**General Membership:** A Member leases a plot through application and payment of annual dues. Applications are available on our website, [EACG12.com](http://EACG12.com). The applicant must be at least 18 years of age.

1. All members must contribute annual community hours, as set in Article V. Hours can be contributed during designated work parties or coordinated privately with Site Coordinators.
2. Organizations may apply for General Membership; one designee must be named on the application.
3. Members must comply with all current responsibilities, policies and posted rules of membership. ***Any member that does not maintain his or her plot in compliance to the EACG's rules, stated in Article V, forfeits the right to his or her plot.***
4. Members who have been removed for non-compliance may not reapply and are not eligible for prorated refunds of annual fees.
5. Membership in EACG will be revoked, and the member evicted, upon the 3<sup>rd</sup> non-compliance notification in one calendar year.

### Managing Team Membership:

1. The Managing Team is the managing body of this organization.
2. There will be seven (7) team members.
3. Budget, resource development, strategic planning, and public relations are the responsibility of all Managing Team members.
4. The Managing Team has the power to create and propose new rules to ensure the continuous growth and protection of the garden.
5. Any member in good standing is eligible to volunteer for a Managing Team position. Organizations sharing a plot must designate a member who is actively maintaining the plot to be eligible to serve on the Managing team.

Open positions on the team will be announced in a general email notification seeking volunteers to fill a vacated position. Volunteers must be approved by the remaining Managing Team.

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## Managing Team Structure

### City & Vendor Coordinator:

- Interface with the Anaheim Community Foundation and the City of Anaheim
- Work with Site Team to contact and hire outside vendors

### Accounting Coordinator:

- Maintain all financial records and reports, as required by Anaheim Community Foundation
- Track membership fees and renewals
- Pay EACG's bills and authorize member reimbursements
- Interface with the Anaheim Community Foundation and the City of Anaheim, as needed

**New Member Coordinator:** The New Member Coordinator manages the garden's waitlist and onboards new gardeners with the help of the **New Member Team**. Duties include:

- Confirm with Site Coordinators that an open plot is fully functional and available for lease
- Contact applicants on the waitlist in chronological order
- Onboard new gardeners, by:
  - Assign an open plot
  - Get a signed Operating Policy from the new member
  - Tours the new gardener through the property, arranging for start-up help, as necessary
  - Turn over the rental fee plus initial plumbing and/or composter fees to the Accounting Coordinator
- Update the waitlist and member lists after plots are assigned

### Site Team Coordinator:

- Keep an inventory of all community property including tools and resources, and coordinates, upon approval of the Managing Team, the repair, replacement, or purchase of community assets
- Identify site maintenance needs
- Work with **Site Team** identify project needing attention at Work Parties
- Manage external partners/volunteers involved in irrigation, site maintenance, and site improvement activities
- Issue and track violation notices and contact those gardeners

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## Newsletter Coordinator:

- Maintain communications with all members and community partners
- Reply to all communications generated through the contact form on the website
- Update the waitlist, based on applications received through the website and notify New Member Coordinator

## Events Coordinator:

- Direct the planning, set-up, and breakdown of all Community Garden Events or events where EACG has a presence. This includes recruiting event volunteers for all on-site and off-site events
- Work and plan with the Events Team and/or volunteers
  - Obtain safety waiver(s) for children under 16 years of age, participating on EACG grounds without parental supervision.
- Recruit volunteers for all on-site and off-site events

## Social Media Coordinator:

- Maintain EACG social media accounts, posting work parties, volunteer opportunities, fundraisers, and any appropriate garden-related news

## Membership Dues and Penalties

Membership dues are reviewed on an annual basis and adjusted by a reasonable amount when needed. Membership dues and any special fees approved by the Managing Team will be communicated to the general membership prior to the annual renewal or as needed.

1. The lease agreement between EACG and the member is for one calendar year, ending December 31<sup>st</sup>. Membership is contingent on receipt of funds by January 31<sup>st</sup> of the current year. Annual fees are based on the size of the plot and use of assigned leased individual/member composter.
2. Renewals are not automatic. Members with one or more compliance violations are subject to review by the Managing Team, before a Renewal Statement is sent.
3. Renewal Statements will be issued on December 1<sup>st</sup> of each year. An Annual Irrigation Inspection is required for renewal.
4. If a member chooses not to renew membership, they must notify the Managing Team and clear the plot of all vegetation and personal items by December 31<sup>st</sup> of that year.
5. One plot per individual or family. Effective January 1, 2013, members currently with two (2) plots are grandfathered in.

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## Article IV – Meetings

**Meetings:** The Managing Team meets on an as-needed basis, either virtually or in-person. Meetings can be requested by anyone on the Managing Team.

## Article V – Community Garden Rules

1. **Plant.** Members are required to plant year-round. Cover crops are considered planting.
2. **Harvest.** Members are responsible for harvesting their crops in a *timely manner* to minimize disease and ensure the health of the garden. Crops left to fall to the ground or rot will be considered a violation. It attracts fungus, insects, and rodents.
3. **Clear.** When the plant is clearly done — browning, drying, no new growth — clear it out. This attracts fungus, insects, and rodents and will be considered a violation.
4. **Weed.** Members must keep weeds out of their plot, and in the areas immediately surrounding their plot.
5. Members may only plant in containers or raised beds within their designated plot. Members may not plant vegetables directly in ground of unassigned plot or use poured concrete in any bed or in the common garden areas.
6. Members may not erect permanent structure exceeding 84" in height, measured from the level path to the top of the structure.
  - a. A structure is defined as solid material including, but not limited to:
    - i. Wood
    - ii. Metal
    - iii. Plastic
    - iv. Rubber, etc.
  - b. A structure is permanent if it is affixed to the raised bed or secured in the native soil.All existing structures are subject to review.
7. **All hoses must be kept on a designated rack within plot boundaries. No built-in, wooden, enclosed storage boxes. No additional storage around common paths or leased composters,** such as a hose, tools, trellises or stakes, wagons, etc. These are a tripping and fire hazards.
8. Automatic irrigation systems are optional and the sole responsibility of the gardener. All drip lines and timers must be installed with a Pressure Regulator and Backflow valves AFTER the timer. For members who are uncertain about installation, Site Coordinators are available to help.

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9. Any gardener who is overwatering and creating a “bloom” in the pathways immediately surrounding the plot will be considered in violation. All installations are subject to the final approval of a Site Coordinator.
10. New Gardeners will be allowed 30 days to build and plant the raised bed boxes.
11. If a member’s plot becomes unkempt or the member has taken no action in 60 days (no clearing or planting has taken place), the member is sent a Compliance Violation notice. The member has 15 days to rectify the violation. If the member hasn’t complied within 15 days, a second Compliance Violation will be issued. Again, the member has 15 days to rectify the violation. Failure to notify the Managing Team, or comply within 15 days after the second violation, the gardener will lose membership in EACG.
12. Compliance Violations will be sent via email, with a courtesy phone call within 24 hours of notice.
13. Members may not plant the following invasive species:
  - a. Trees
  - b. Mint
  - c. Cane berries (genus *Rubus*)
  - d. Sweet potatoes
  - e. Bamboo
  - f. Ivy
  - g. Morning Glory
  - h. Cannabis
  - i. Sunflowers, taller than 5 feet (genus *Helianthus*)
14. Members must limit planting, decorating, and placing personal objects to their assigned plot. Items placed outside of the assigned plot will be removed at the discretion of the Site Coordinators.
15. Members may only pick crops from their own plot, unless given permission by another member. Only pick fruit and herbs for individual use in common areas, DO NOT STRIP THE TREE OR PLANT CLEAN OF ALL FRUIT. It is intended for everyone’s enjoyment.
16. Members may not use Round Up®. EACG policy encourages Integrated Pest Management (IPM). IPM is the use of methods of controlling pests, weed control and foliar diseases that provide long term prevention or suppression of pest problems with minimum impact on human health, the environment, and non-target organisms. When possible, gardeners should use OMRI-certified products.



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17. Members agree to work the designated annual volunteer work set for the current year, toward the overall community garden efforts. A penalty of \$20 per hour will be assessed on those members who have not completed the required work hours if they choose to renew their membership for the following year.
  - a. **Hours designated for 2023: Eight (8) hours per plot**
18. No pets are allowed in the garden at any time.
19. Children under 16 must be supervised at all times.
20. Members may only garden between dawn and dusk.
21. Members may designate Guest Gardeners to act on their behalf while on vacation, medical leave, or other temporary absence. All Guest Gardeners are required to sign a Waiver of Liability and submit it to the Managing Team before assuming Guest Gardener status. Guest Gardeners are limited to **60 days** and must be approved by the Managing Team.
22. No private parties are allowed at EACG unless hosted by the Managing Team.
23. NO alcohol, cannabis or recreational drugs allowed inside garden. Be mindful of other members and small children when in conversation; no cursing or use of foul language.