

HIGHLAND SPRINGS GARDEN CLUB



Table of Contents

- Mission
- By-laws
- Appendixes
 - I. Space Allocation/Lottery
 - II. Greenhouse Operating Rules
 - III. In Ground and Elevated Bed Operating Rules
 - IV. Community Bed Operating Rules
 - V. Garden Club Membership Questionnaire

Mission

The mission of the Highland Springs Garden Club is to provide Members who love gardening a forum for education, resources, social interaction, and physical fitness.

By-Laws

Article 1: Name

1. The group is the Highland Springs Garden Club.
2. Referred to as The Club or Club.

Article 2: Membership

1. The Club is comprised of Highland Springs residents.
2. Each apartment at Highland Springs is eligible for membership in The Club.
3. If more than one person lives in the apartment, all may participate but are considered as one member in Club matters.
4. To become a member, the resident (apartment) pays the annual Club dues and agrees to:
 - Follow Club by laws and operating rules, and
 - Act in good faith in the spirit of cooperation with other members concerning Club activities.
5. The membership year is from January 1 through December 31.
6. Members are strongly encouraged to participate in Club activities and projects.

Article 3: Executive Committee (Committee)

1. The Committee consists of four elected officers, the appointed Operation Managers, and committee leaders.
2. An officer is elected for a one-year term but may stay in their current position for up to three years. At that time, they may be nominated for another position.
3. All Committee members are eligible to vote on matters before the Committee.
4. Committee responsibilities:
 - Establish spending guidelines for Operation Managers.
 - Propose member dues for the year.
 - Fully participate in all issues of the Club by offering suggestions, supporting members, attending meetings, and encouraging participation.
 - Appoint:
 - Members to serve as committee leaders for special projects.
 - Members for assignments such as auditing Club finances at year-end or presenting information of interest to Club members.
 - Operation Managers: one greenhouse manager and one garden manager for each of the gardens.
 - A nominating committee for Club elections. The nominating committee develops a slate of Club members interested in serving as Club officers.
 - A Club historian, communication liaison and other positions as determined by the Committee.
 - Club members fill open Committee positions that occur during the year.
5. Elected officer with specific responsibilities:
 - President
 - Preside over all Committee and Club meetings and act as parliamentarian.
 - Set Committee and Club meeting schedules, agendas, attendance, and other logistics.
 - Notify members of Committee and Club meetings.
 - Act as back-up for other Committee positions as needed including disbursement authority in the absence of the treasurer.
 - Break tie votes.
 - Vice President
 - Act on behalf of the president, in the president's absence.
 - Plan for speakers, presentations, or informational sessions.
 - Secretary
 - Maintain Club correspondence.
 - Keep and distribute minutes of all Committee and Club meetings.
 - Treasurer
 - Receive all money paid to the Club and manage the disbursement of funds.
 - Maintain financial records of all inflows and outflows and present the information at Committee and Club meetings.
 - Maintain a list of members and their space assignments as well as a waiting list of those members wanting a space.
 - Approve expenditures and disburse funds for gardening supplies or speakers within the established guidelines.
6. Operation Managers specific responsibilities:

- Members are appointed as Operation Managers by the Committee for a one-year term.
- Point-of-contact for Club members with any issues, concerns, or problems in maintaining their assigned space(s). Members should always contact the Operations Manager with any questions or issues concerning their space(s) or the gardening area.
- Facilitate assignment of space per the Operating Rules (see Appendix II & III).

Article 4: Annual Officer Election

1. Election Timeline:

- August: The Committee appoints a nominating committee.
- October Club meeting: Names of proposed candidates submitted to Club members along with nominations from Members.
- November: Election held at the November business meeting. Results based on the votes from Members in attendance.
- December Club meeting: Installation of new officers.

2. Election Process:

- In August, the Committee appoints a nominating committee comprised of Club members.
- The nominating committee presents the proposed slate of candidates for the upcoming election at the October Club meeting.
- The nominating committee requests the names of any additional candidates from Club members attending the October Club meeting.
- Elections are held at the November Club meeting and approved by a simple majority of those members who are present and have paid their dues for the following calendar year.
- New officers are installed at the December Club meeting and assume duties on January 1st following installation.

Article 5: Meetings

1. The officers call meetings for The Club generally via email but other communication mechanisms may be utilized.
2. Club meetings are usually held monthly and are open to all Highland Springs residents as well as other invitees.
3. Special Club meetings are held as determined by the officers.
4. Committee meetings are open to all Club members. Members are encouraged to attend Committee meetings, offer suggestions and input and volunteer for appointments or projects.

Article 6: Dues

1. Current members pay dues by November 1st for the upcoming year.
2. New members pay full dues for the year they join if they are assigned a garden or greenhouse space. Otherwise, they pay full dues for the following year at the time they join.
3. Changes to annual dues must be presented to the Club and approved by a simple majority of those members in attendance.

Article 7: Allocation of Space

1. The Club assigns or reassigns space(s) each December (see Appendix 1).
2. The Club attempts to be fair to new and existing members and protect the investment current members made in their assigned space.
4. Assignments of spaces are made via a lottery on an annual basis.
5. Common area spaces are not included in the annual allocation of space, such as greenhouse floor space, garden beds with soil amendments and the community garden.

Article 8: Amendments & Voting

1. Rule changes require a vote by the members. These include changes to the by-laws, lottery, and operating rules.
2. Changes requiring member voting are presented at a Club meeting with the vote taking place at the next Club meeting or changes may be submitted to membership via email/cubby stuffer two weeks prior to a meeting where a vote will be called.
3. Changes are approved by a simple majority of the membership voting at a Club meeting.

Article 9: Partnership

1. The Club partners with Highland Springs departments and other Highland Springs clubs/organizations to promote gardening.
2. The Committee works with the Highland Springs administration on public activities/events.
3. The Club abides by all required Highland Springs rules and regulations.

Article 10: Operating Rules

1. Operating rules are established to promote equity and provide a common framework of practices for all members.
2. General:
 - A member may be assigned only one primary garden space and/or one primary greenhouse space. Other spaces are considered temporary.
 - A member may request a temporary, one-year assignment for either a garden and/or greenhouse space(s).
 - A member with both a primary and temporary space(s) designate which is primary.
 - A member may not be assigned a garden or greenhouse space on behalf of another person.
 - A primary space is assigned to a member for as long as the member continues to pay dues, follows Club rules, and request continuation on the annual Membership Questionnaire. Note: Primary and temporary elevated bed requests may be re-evaluated each year.
3. A member completes the Club membership questionnaire requesting or relinquishing space. The complete questionnaire is sent to the treasurer.
4. Appendix to the by-laws
 - Appendix I: Space Allocation/lottery
 - Appendix II: Greenhouse Operating Rules
 - Appendix III: In Ground and Elevated Bed Operating Rules
 - Appendix IV: Community Bed Operating Rules
 - Appendix V: Garden Club Membership Questionnaire

Article 11: Liabilities

1. Club members assume all risks associated with gardening at Highland Springs.
2. Highland Springs, the Garden Club, their officers, members, heirs, successors, or assignees shall not assume liability and shall be held harmless for any and all harm, damages, injury or illness, apparent now or anytime in the future, incurred or alleged to be incurred, during the use of the space provided or the use of any equipment, machinery and/or tools therein.

Appendix I: Space Allocation/Lottery

- A. Assignment of Garden and Greenhouse Spaces
 - 1. Club members may be assigned garden and/or greenhouse space(s) if available.
 - 2. Each member submits an annual Membership Questionnaire to the Club by November 1st. Questionnaires are available by October 1st.
 - 3. Primary garden and greenhouse space assignments are good for as long as the member continues to pay dues, follow Club rules, and request continuation on the annual Membership Questionnaire. (Exception: Members who, based on mobility, no longer qualify for an elevated garden space may get an in-ground space in exchange.)
 - 4. A member may have only one primary garden and/or greenhouse space if available.
 - 5. Temporary assignments are for one year for members who request additional space. A member with both a primary and temporary space(s) designate which is primary.
 - 6. Relinquished spaces may be reassigned to new members who joined after December 1 in the order members joined the Club. If no new member accepts the space, it is offered to the member holding the lowest lottery number in the previous December lottery.
 - 7. Requests for primary space after the lottery takes place go to the lowest number for the relinquished space type. Relinquished space goes to the next lowest lottery number.
 - 8. A member may not be assigned a space on behalf of another person. This does not prohibit members from working together or helping each other.
 - 9. Owners notified by the Committee that their space does not comply with Club rules for weed control or removal of dead, dying, or diseased plants must comply within 10 days or forfeit the space.
- B. Assignment of Garden Space for Elevated Beds
 - 1. The number of primary beds currently assigned plus new requests equals the number of primary beds needed.
 - 2. The number of all beds less than the primary beds needed equals the number of temporary beds available.
 - 3. If there are more requests for elevated beds than are available:
 - A panel of Operation Managers and one representative of the Highland Springs Health and Wellness Committee will prioritize the requests in order of greater mobility needs.
 - Anyone who requests an elevated bed but is not selected is automatically considered for an in-ground bed.
- C. Assignment of Garden Space for In-Ground Beds
 - 1. The number of primary beds currently assigned plus new requests equals the number of primary beds needed.
 - 2. The number of all beds less than the primary beds needed equals the number of temporary beds available.
- D. Conduct lotteries to determine the order for members to select garden space (selection will be another step)
 - 1. Lottery A-1 — new requests for only one elevated bed.
 - 2. Lottery A-2 — requests for more than one elevated bed.
 - 3. Lottery B-1 — new requests for only one in-ground bed.
 - 4. Lottery B-2 — requests for more than one in-ground bed.
 - 5. Lottery C-1 — requests from members to change the location of their current primary in-ground bed.

6. Lottery C-2 — requests from members to change the location of their current temporary in-ground bed.
- E. Select Beds
1. Equal to the number the lottery allows, members may put a hold on temporary beds they used the previous year.
 2. Members select the primary bed to exchange for the current primary bed (from Lottery C-1).
 3. Members select the temporary beds to exchange for the current temporary bed (from Lottery C-2).
 4. Members select the primary bed using the sequence of the primary bed lotteries (from Lottery A-1 and Lottery B-1).
 5. Members select the temporary beds using the sequence of the temporary bed lotteries (from Lottery A-2 and Lottery B-2).
- F. Procedures for Greenhouse Space
- Currently all greenhouse spaces are assigned. A one-time lottery will determine the order spaces will be assigned or reassigned. Subsequent requests will be added to the lottery as they are received. Standing in the lottery will not be affected if a member does not accept a space.
- G. Post lottery requests
- A member may request a space at any time during the year by completing the Garden Club Membership Questionnaire and returning it to the Treasurer. The request will be placed in the appropriate order per Club by laws and operating rules.

Appendix II: Greenhouse Operating Rules

A. Definitions

1. Hobby Greenhouse: A hobby greenhouse is a building with transparent walls and roofs, for the hobby, relaxation and pleasure of propagation, cultivation, and exhibition of plants under controlled conditions. This is different from research or commercial greenhouses which would usually be much larger and would have more defined uses.
2. Not all Club members are assigned a greenhouse space, but all Club members are eligible to use the common area plant spaces of the greenhouse (see Section III).

B. Highland Springs Greenhouse Member Spaces

1. Member shelf space includes the shelf or shelves and the storage area below the shelf.
2. Shelf space is limited. Club members may only be assigned one primary greenhouse space.
3. A member may not obtain a space on behalf of another member or person.
4. The Operations Manager labels each space with the member's name and the space number.
5. If a space is not assigned, the Operations Manager may assign the space to the next Club member on the waiting list.
6. Unassigned primary shelves at year end become part of the Club lottery.
7. A member no longer wanting a shelf completes the "Highland Springs Garden Club Membership Questionnaire" and provides a hard copy to the treasurer and Operation manager. The member then has seven days to clear the shelf and storage area. After seven days, the Operations Manager will clear the shelf and storage area, so it becomes available to another member.
8. All plants and incidentals must belong to a Club member and their care is the responsibility of that member.
9. All plants not directly on a member's shelf such as hanging plants or plants in the common area, must have the member's name on the plant.
10. Members should quickly deal with diseased or infested plants as these types of problems can quickly spread. The Operations Manager notifies members of plant issues such as dead plants, dying plants, standing water, and infected plants not treated or not responding to treatment. Members must remove these plants within seven days of notification, or the Operations Manager is authorized to dispose of them.

The process is as follows:

Step 1: The Operations Manager notifies the member of a plant issue by phone call, text or email.

Step 2: The member has seven days to take action to remediate the problem or to appeal the Operations Manager's notification by emailing the Club's President & Vice-President and placing a copy of the email in their cubbies.

Step 3: If the member does not respond to the initial contact within seven days, the Operations Manager sends an email to the member and places a copy of it in the member's cubby.

Step 4: The member has two days to resolve the issue once a copy of the Operations Manager's email is placed in the member's cubby. If the member does not respond or take action to remediate the issue, the Operations Manager will remove the problem plants/containers by disposing of them.

Step 5: If the member appeals (see Step 2), the Club's Executives, Operations Manager and member work together over the next seven days to resolve the issue. The Club reserves the right to a final resolution by the Club's Executive Committee.

11. All shelves are for the propagation, cultivation, and exhibition of plants. Shelves are not meant to be used for the storage of tools, empty pots, gardening supplies or other incidentals.
 12. Members may neatly store tools, empty pots, and various gardening supplies in limited quantities on the ground under the shelf. Storage should be done in an organized and orderly fashion so as not to detract from the appearance of the greenhouse.
 13. Members should not allow anything to encroach onto another member's space or into the common area walkway.
- C. Common Areas
1. Common area walkways must always remain unobstructed to allow passage for those using mobility aids and for the general safety of all members.
 2. There is space reserved for the Operations Manager and assistants; aka the "Greenhouse Gang".
 3. Common areas for member plants are located on the north and south ends of the greenhouse and denoted by wide, white lines. These are on a first-come-first-serve basis and are available to any club member whether assigned a shelf space or not.
 4. Members may use the common area plant spaces for one or two plants for up to six consecutive months. At the end of six months, members must remove their plants for at least two months, so other members have an opportunity to use the common area plant spaces.
 5. Members with a shelf should only place plants in the common area plant space if the plant is over 4 feet tall or weighs over 200 lbs. Members without shelf space may use the common area plant space for any plant (two plant maximum) for up to six months.
 6. Members must label each plant in the common area with the member's name, and the date placed in the common area. The Operations Manager will dispose of any plants not clearly labeled. Contact the Operation manager for assistance with labelling.
- D. Swap Shelf
1. The swap shelf is a rack in the greenhouse.
 2. Members may use it for plants, pots, gardening supplies or tools they wish to give away. Members are free to avail themselves of objects left on the swap shelf. The Operations Manager periodically removes unclaimed items.
- E. North and South Sinks
1. The sinks are located on the north and south sides of the greenhouse.
 2. Do not water plants in the sinks.
 3. The sinks have limited diameter drainpipes. Only use the sinks for filling watering containers, hand washing and the washing of objects that do not have any particulate matter, including soil or potting mix, on them. If the sink becomes stopped up, it will be difficult, if not impossible to unclog without major cost and replumbing.
- F. Potting Table and Tools
1. The potting table is located on the middle walkway.
 2. There is a trash receptacle, used potting mix receptacle and a large potting mix receptacle.
 3. Use the potting table for potting and repotting plants.
 4. Do not water plants on the potting table or bring water to the table area.
 5. Members should clean the area and tools after each use and return to the appropriate area.
- G. Water Hoses and Watering
1. Hoses hang from shelves throughout the greenhouse.

2. Members should carefully wind the hose around its carrier, removing any kinks, after each use. Do not leave a hose lying on the common area walkway or only partially rewound as this becomes a hazard to other members.
3. Carefully turn the water off at the spigot, after using the hose without jamming the mechanism. If water is left on, the life of the hose and the sprinkler are shortened.
4. Do not water plants other than your own without permission.
5. To control mosquito infestation, members should discard standing water or place Mosquito Bits in the water. These can be found on the Operations Manager's shelf. The Operations Manager will place Mosquito Bits in any container with standing water.

H. Plants

1. Plants in a greenhouse need more care and more frequent care than those in one's apartment. Therefore, it is expected that members will visit their plants frequently. Visiting one's plants several times a week would be optimal.
2. Infestations that occur in a greenhouse are more serious because they tend to spread quickly and may, in fact, wipe out all the plants. Monitor your plants for infestations and treat them accordingly. If you are in doubt or you need help, contact the Operations Manager or one of the Greenhouse Gang.
3. Plants should be watered according to the needs of the plant. Some plants such as succulents may only need to be watered monthly while some tropical plants may need the soil to always be moist but not saturated. For most plants keeping the roots wet all the time weakens or kills the plant.
4. Do not over fertilize plants. Over and under fertilizing weakens and can kill plants.
5. To promote strong plants in a greenhouse, the plants should be spaced such that sunlight can penetrate to lower leaves. Overcrowding of plants in a greenhouse severely restricts the plant's use of sunlight and free movement of air. This in turn leads to stress and ultimately loss of vigor or death. Arrange your plants accordingly.
6. Unless requested, members should not water, prune or otherwise interfere in any way with the plants or contents of shelves other than their own.

I. Miscellaneous

1. Use common sense in the greenhouse.
2. Observe the Golden Rule.
3. Clean up after yourself.
4. Keep your space organized and attractive.
5. Keep your plants healthy and strong which goes a long way to preventing infestations and plant death.
6. Follow the rules so everyone can enjoy a clean, attractive, and healthy greenhouse.
7. If you need help or have questions, ask for help. Others are ready to assist.

Appendix III: In-Ground and Elevated Bed Operating Rules

Garden bed areas are spaces shared among Club members. In the spirit of being a good neighbor and providing a pleasant environment for everyone, member rules are created.

A. In-Ground and Elevated Bed Member Responsibilities

1. All beds must belong to a Club member and their care is the responsibility of that member.
2. All tools/supplies in the sheds are for the members' use in the gardens. Members placing any tools/supplies in the sheds understand they become Club property.
3. Highland Springs offers, at no fee to members, an annual fill-and-till event. Members are notified in advance of the event and may choose to participate or opt out.
4. Failure to comply with Operation Manager directives risks forfeiture of the space which would then become available for assignment to other members.
5. Keep beds free of weeds and debris. Members should quickly deal with diseased or infested plants as these types of problems can quickly spread. The Operations Manager notifies members of plant issues such as dead plants, dying plants, infected plants not treated or not responding to treatment. Members must remove these plants within seven days of notification, or the Operations Manager is authorized to dispose of them.
6. Deal quickly with diseased or infested plants as this type of problem can spread quickly.
7. Do not allow plants to encroach onto another member's space or onto the walkways.
8. Exercise caution when spraying plants to ensure plants in other beds are not impacted, particularly on windy days. Notify the appropriate Operations manager prior to using any type of non-organic chemicals and/or spraying large areas of the bed vs spraying individual plants. The Operations Manager works with the members to ensure plants in other beds are not impacted with chemical sprays.
9. Keep pathways/walkways unobstructed to allow passage for those using mobility aids and for the general safety of all members.
10. Ensure that tomato cages, stakes and other incidentals are stored neatly and preferably within the boundary of the garden space. Do not completely obstruct pathways behind the garden bed in such a way so that members are unable to walk through the area.
11. If Highland Springs staff are unable to clear the area between the bed and fence due to a member storing incidentals in this area, it is the member's responsibility to ensure the area is kept free of weeds, brush, or debris.
12. Clean and return all tools or hoses to their designated location.
13. For sheds with wooden floors, use the provided broom/dustpan to remove tracked-in dirt.
14. Place any trash/clippings into the trash cans. It is important to cut large clippings before placing into the trash can. It is okay to leave filled trash bags at the curbside.
15. Turn water off at the spigot when done watering to avoid pressure build-up which may cause leaks, but do not jam.
16. Unless requested, members should not water, prune or otherwise interfere in any way with the plants or contents of other members' beds.
17. Temporary or unassigned beds at year end become part of the Club lottery.
18. A member no longer wanting a bed completes the Highland Springs Garden Club Membership Questionnaire and provides a hard copy to the treasurer and Operation manager. The member then has seven days to clear their bed. After that time, the Operations Manager may assign the bed as a temporary space to another member.

19. Miscellaneous

- Use common sense in the garden.
- Observe the Golden Rule.
- Clean up after yourself.
- Keep your space organized and attractive.
- Keep your plants healthy and strong which goes a long way to preventing infestations and plant death.
- Follow the rules so everyone can enjoy a clean, attractive, and healthy garden.
- If you need help or have questions, ask for help. Others are ready to assist.

B. Garden Club Operation Manager General Responsibilities

The Operation Manager oversees the general health-and-well-being of the garden areas. They are the first point-of-contact with Garden Club members concerning any issues within the garden.

B1. Maintenance and Inspection

- a. Maintain gardening supplies such as fertilizer, tools and hoses.
- b. Maintain an acceptable level of water in the water barrel in the garden areas.
- c. When notified of a water outage in the garden area, post the red flag on the outside of the tool shed. Remove the flag when water is operational.
- d. Keep the inside of the tool shed/greenhouse clean and safe.
- e. A single garden space in each garden area is reserved for soil amendments. When this space is no longer needed for that use, the Operation Manager may repurpose the space for the remainder of the year.
- f. Notify members of any plant issues such as dead, dying or infected plants.

B2. Working with Highland Springs General Services

Highland Springs General Services has assumed responsibility for the following:

- a. Emptying trash cans on a regular basis.
- b. Cleaning garden seating.
- c. Maintaining the perimeter fencing/gate in the garden areas.
- d. Maintaining the irrigation system, up to the faucet.
- e. Maintaining the garden tool shed/greenhouse structure.
- f. Maintaining the landscape/walkway areas of the garden.
- g. Treating pests such as ants and rodents.

If any of these items require attention, the Operation Manager opens a work order with General Services. This is done through My Erickson > Forms. When an email acknowledgement of the ticket is received, the Operation Manager forwards it to the Action Review Manager. If a member notified the Operation Manager of the issue, the Manager follows through with the member on status and resolution.

B3. Working with Residents, Staff and Contractors

- a. Cheerfully assist residents, staff and contractors concerning Garden Club matters.
- b. Assist with educational efforts on adherence to bylaws, gardening etiquette and other gardening matters.
- c. Work with gardeners if they are not in compliance with the Garden Club Bylaws. Notify gardeners of a specific problem with their plot or shelf. See the Garden Club Bylaws Appendix II and Appendix III for a detailed description of member responsibilities.

- B4. Administration
 - a. Arrange for a back-up and assistant operation manager.
 - b. Schedule workdays as needed and ask the Communication Manager to send an email to all members when one is scheduled. This should include date, time, location, a list of tasks/issues/outcomes.
 - c. Post operating rules and individual garden space assignments in the garden tool shed/greenhouse.
 - d. Coordinate with assigned team leads on Garden Club projects such as the annual fill and till.
 - e. Attend Executive Committee meetings and participate in Club communication.
 - f. Prepare proposed budgets.

Appendix IV: Community Bed Operating Rules

- A. In compliance with the funding requests for the establishment of the far-west garden, a set of community beds was established for all Highland Springs residents and staff to enjoy and take flower or herb cuttings for their personal use.
- B. This bed of flowers and herbs is curated by the Club but is not owned by a Club member.
- C. The Operation Manager recruits a team of member volunteers to maintain the community garden.

Appendix V: Garden Club Membership Questionnaire

Updated annually