

# HIGHLAND SPRINGS GARDEN CLUB

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## 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 **Executive** Committee (**referred to as 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 **and** 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.
    - **Assign designees for Club functions in consultation with the Committee.**
  - Vice President
    - Act on behalf of the president, in the president's absence.
    - Plan for speakers, presentations, or informational sessions.
    - **Set meeting logistics such as room reservations and set-up.**
  - Secretary
    - Maintain Club correspondence.
    - Keep and distribute minutes of all Committee and Club meetings.
    - **Conduct the annual garden space selection process.**
  - 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 (**see Article 7**).
    - **Work with the Operation Managers to assign spaces.**

- Approve expenditures and disburse funds for gardening supplies or speakers within the established guidelines.
  - **Compile lists of member categories from the annual questionnaire and prepare materials for the annual lottery.**
6. Operation Managers' ~~specific~~ **general** 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 **their** Operation~~s~~ Manager with any questions or issues concerning their space(s) or the gardening area.
  - **Work with the Treasurer** to 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 **are** 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 1<sup>st</sup> for the upcoming year **at the time they turn in their annual questionnaire.**
2. New members pay full dues for the year they join. ~~if they are assigned a garden or greenhouse space~~ **If no garden or greenhouse space is available, the new member pays** ~~they pay~~ full dues for the following year at the time they join.
3. **Membership, along with garden/greenhouse assignments, are not confirmed until dues are paid.**
4. **Annual and new member questionnaires are not accepted without dues payment.**
5. 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 **via a lottery (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.
- ~~3. Assignments of spaces are made via a lottery on an annual basis. *Redundant. See bullet #1.*~~
4. Common area **and Club reserved** spaces are not included in the annual allocation of space, ~~such as~~ **but all temporary assigned spaces are part of the lottery. Examples of common or Club reserved spaces are:** greenhouse floor space, garden beds with soil amendments, the community garden, *etc.*
5. General: *Items #5 & #6 were moved from Article 10 Operating Rules to Article 7 Allocation of Space*
  - A member may be assigned only one primary garden space ~~and/or~~ one primary greenhouse space. Other spaces are considered temporary. **Members are not required to have both a garden space and a greenhouse space but may have both as a primary assignment.**
  - A member may request a temporary, one-year assignment for either a garden ~~and/or~~ greenhouse space(s). **These spaces are good for the calendar year assigned but become a part of the annual lottery process.**
  - A member with both a primary and temporary space(s) designates which is primary.
  - A member may not be assigned a garden or greenhouse space on behalf of another person. **This does not prohibit members from working together or helping each other.**
  - A primary space is assigned to a member for as long as the member continues to pay dues, follows Club rules, and requests continuation on the annual Membership Questionnaire. Note: Primary and temporary elevated bed requests may be re-evaluated each year.
6. A member completes the Club membership questionnaire requesting or relinquishing space at any time during the year. The completed questionnaire is sent to the Treasurer.
7. **Physically impaired members are given priority for the elevated beds during the lottery process. A physically impaired individual is anyone with a physical impairment that substantially limits activities such as walking or standing.**

## 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 staffer~~ 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 (see Appendix II & Appendix III for details):**
  - Keep garden beds free of weeds and debris as well as keeping the undersides of greenhouse shelves free of weeds.
  - Quickly deal with diseased or infested plants.
  - Do not allow plants to encroach onto another member's space or onto the walkways.
  - Do not plant in another gardener's area or do not place anything on another gardener's greenhouse shelf.
  - Garden beds and greenhouse shelves are primarily for the propagation, cultivation and exhibition of plants. Keep incidentals to a minimum and neatly placed.
  - Keep pathways/walkways unobstructed to allow passage for those using mobility aids and for the general safety of all members.
  - Clean and return all tools or hoses to their designated location.
  - Unless requested, members should not water, prune or otherwise interfere in any way with the plants or contents of other members' beds or greenhouse shelves.
  - Always carry your cell phone with you when gardening and keep it on your person as you move through the garden area.
  - Ask for help when you are going to be away from Highland Springs or due to unforeseen circumstances such as illness. Call your Operation Manager with issues or concerns.
3. Appendix to the by-laws
  - Appendix I: Space Allocation/lottery
  - Appendix II: Greenhouse Operating Rules
  - Appendix III: ~~In-Ground and Elevated~~ **Garden 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. A member may have only one primary garden and/or greenhouse space if available. Redundant – see Article 7~~
2. Each member submits an annual Membership Questionnaire and dues payment to the Club Treasurer by November 1<sup>st</sup>. Questionnaires are available by October 1<sup>st</sup> from the Club website or at the October Business meeting. If the Questionnaire or dues payment is not received by ~~November 1<sup>st</sup>~~ **the November Business meeting**, the member risks not being included in the annual lottery process.
3. ~~Primary garden and greenhouse space assignments are good for as long as the member~~*Redundant – see Article 7*
  - ~~— continues to pay dues,~~
  - ~~— follows Club rules, and~~
  - ~~— requests continuation on the annual Membership Questionnaire.~~
  - ~~— Members who, based on mobility, no longer qualify for a primary, elevated garden space should get an in-ground space through the lottery process~~
4. ~~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. Redundant – see Article 7~~
5. ~~Any member may request a greenhouse or garden space at any time during the year by completing the Garden Club Membership Questionnaire and returning it to the Treasurer. Redundant – see Article 7~~
6. Relinquished or reserved spaces may be reassigned to ~~new~~ members **anytime throughout the year. The Treasurer maintains a list of member requests and when the request was made. In consultation with the Operation Manager, the Treasurer offers available space to members as follows:** ~~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.~~
  - **First choice: Available spaces offered to new members not part of the previous lottery, based on the order they joined the Club.**
  - **Second choice: Available spaces offered to members based on their unfilled requests from the previous year's lottery.**
  - **Third choice: Available spaces offered to members based on mid-year Questionnaire submission requests in the order those requests were received by the Treasurer.**
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. Removed as it is covered in bullet item #6~~
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. Redundant – see Article 7~~
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. *Moved to Article 10 Operating Rules as this point has nothing to do with Space Allocation/Lottery*

## ~~B. Assignment of Garden Space for Elevated Beds~~ *Moved to Item #E*

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 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~~ *Moved to Item #E*

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) Moved to Item #E~~

E. The annual lottery is conducted by the Executive Committee prior to the December Business meeting. All members are invited to attend. An email announcing the lottery day/time/place is sent at least two weeks prior to the lottery occurring. Prior to the Lottery meeting, the Treasurer or designee lists the names of all members in the following categories based on the completed annual questionnaires (members may appear in more than one category).

Gardens:

1. Category #1 is a list of all members with their primary assignment shown on a layout board of each garden area along with any special requests noted from the completed annual questionnaire. The layouts also include space for the annual fill-and-till requests.
2. Category #2 is a list of those spaces chosen by the Executive Committee as compost spaces and up to 10% of non-primary assigned spaces as Club reserved spaces. These spaces may be released during the year. Category #2 spaces are indicated on the layouts and are not available during the lottery process.
3. Category #3 is a list of all members wanting to change their primary garden assignment to a different garden space. Changes to a primary elevated garden space may require physical impairment considerations. Member requests for a specific primary space (from the annual questionnaire) is noted on the layout board.
4. Category #4 is a list of all members wanting a new primary elevated space. Physical impairment considerations may be required. Member requests for a specific primary space (from the annual questionnaire) is noted on the layout board.
5. Category #5 is a list of all members requesting assignment of a primary, non-elevated space. Member requests for a specific primary space (from the annual questionnaire) is noted on the layout board.
6. Category #6 is a list of all members requesting a temporary elevated/non-elevated bed. Separate lists (#6A, #6B,...) are created based on member requests for multiple temporary beds. Physical impairment considerations may be required for elevated temporary bed assignments. Member requests for specific temporary space (from the annual questionnaire) is noted on the layout boards.

*This whole process is a shift in the lottery process as it removes the "hold" on temporary beds & clarifies physical impairment considerations for elevated primary & temporary beds. See Section Appendix 1, Section E of the Oct 2025 approved By Laws.*

Greenhouse: *Although a lottery has not been needed for the Greenhouse in a number of years, this formalizes the lottery process should one be needed. It mirrors the garden process but excludes the elevated-bed category/verbiage.*

7. Category #7 is a list of shelf spaces chosen by the Executive Committee as Operation Manager or Club reserved spaces.
8. Category #8 is a list of all members with their primary greenhouse shelf space on a layout board.
9. Category #9 is a list of all members wanting to change their primary Greenhouse shelf assignment to a different shelf. Member requests for a specific primary space (from the annual questionnaire) is noted on the layout board.
10. Category #10 is a list of anyone wanting a primary greenhouse shelf space. Member requests for a specific primary space (from the annual questionnaire) is noted on the layout board.

11. Category #11 is a list of all members who want a temporary Greenhouse shelf assignment. Member requests for a specific temporary space (from the annual questionnaire) is noted on the layout board.

- The Treasurer creates a lottery drawing for Categories #3-6 and #9-11 by placing the name of the member/Catetory in a container by Category. Categories #6 and #11 (temporary assignments) may require multiple lottery drawings depending on requests for multiple spaces.
- By Category, under the Treasurer's/designee's direction, a member of the Executive Committee pulls a name from the drawing container until all names are pulled and have been assigned the number by which they were pulled; e.g., the first name pulled is assigned #1, the second name pulled is assigned #2, etc.
- The Club Secretary lists the drawing number by each name on the Category list as it is pulled. This list is used not only for the lottery, but is kept by the Treasurer to offer space during the year as it becomes available (see Article 7).

B. At the December Business Meeting, the selection process is as follows:

1. When the President announces it is time for the selection process, the Secretary or designee begins with the Category #3 lottery results and calls each member by lottery number to the table manned by the Operation Managers who have the layout boards showing information garnered from the annual questionnaires. The member with the lowest lottery number by Category has the first selection. The Secretary calls the lottery results in Category order; e.g., Category #3 is called first, Category #4 is called second, etc.
2. The Operation Managers work with each member, as they are called, to assign an appropriate space. The member also indicates their preference for fill-and-till as they are assigned a garden space.
3. If a member is not present at the Lottery,
  - The Operation Manager will assign a primary space based on the lottery placement of a member for those members requesting a new primary space; Categories #3-5 and #9-10.
  - Unless prior arrangements have been made with an Operation Manager, any requests for temporary space will be assigned at the end of the lottery meeting based on availability; not on placement in the lottery.
4. After all lottery categories have been called, each Club member completes their fill-and-till request on the layout boards at the December meeting.

~~F. Select Beds included in Appendix 1 Lottery Process~~

- ~~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).~~

~~G. Procedures for Greenhouse Space included in Appendix 1 Lottery Process~~

~~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.~~

~~H. Post lottery requests redundant – See Appendix 1.A~~

~~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.~~

Example (this is **not** part of the Appendix but is shown only for illustrative purposes during the ByLaw change review)

**Sample Garden Layout for the Lottery** (data filled in from completed annual questionnaires)

Space <b>#1 Fred primary</b> Fill Till F&T special need: Note:	Space <b>#6 Newkirk primary</b> Fill Till F&T special need: Note:
Space <b>#2 Available in lottery (currently Fred temporary)</b> Fill Till F&T special need: Note: <b>Fred requests as a temporary</b>	Space <b>#7 Hephzibah primary</b> Fill Till F&T special need: Note:
Space <b>#3 Griselda primary</b> Fill Till F&T special need: Note:	Space <b>#8 Available in lottery (currently Fred temporary)</b> Fill Till F&T special need: Note: <b>Griselda requests as a change in primary Fred requests as a temporary</b>
Space <b>#4 Compost bed</b> Fill Till F&T special need: Note:	Tool shed
Space <b>#5 Exec Committee reserve</b> Fill Till F&T special need: Note:	Space <b>#9 Available in lottery (currently Hephzibah temporary)</b> Fill Till F&T special need: Note:

**Selection process based on the lottery drawing:**

<u>Category</u>	<u>Name</u>	<u>Lottery #</u>	<u>Note</u>
<b>#3</b> Change primary bed	Griselda	One	- Can choose bed #2, #8, #9 - Chooses #8
<b>#4</b> Want primary elevated	No requests		
<b>#5</b> Want primary non-elevated bed	Mary Louise (new member)	One	- Can choose bed #2, #3 (relinquished by Griselda), #9 - Chooses #9
<b>#6A</b> First temporary bed	Fred	One	- Can choose bed #2, #3 - Chooses #2
	Newkirk	Two	- Can choose bed #3 - Chooses #3
	Mary Louise	Three	No beds available; after March 31 <sup>st</sup> bed #5 is still open and since there are no new members, it is offered to Mary Louise
<b>#6B</b> Second temporary bed	Fred	One	No beds available; mid-summer, Hephzibah relinquishes her bed but a new member has joined and is offered bed #7. The new member rejects it and it is offered to Fred.

# 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 Responsibilities ~~Spaces~~

1. Member **Assigned** 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. *Redundant – see Article 7*~~
3. ~~A member may not obtain a space on behalf of another member or person. *Redundant – see Article 7*~~
4. ~~Unassigned primary shelves at year end become part of the Club lottery.~~
5. ~~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. *Redundant – see Article 7*~~
6. ~~If a space is not assigned, the Operations Manager may assign the space to the next Club member on the waiting list. *Redundant – see Article 7*~~
7. All plants and incidentals must belong to a Club member and their care is the responsibility of that member.
8. 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.
9. Members should quickly deal with diseased or infested plants as these types of problems can quickly spread. ~~If~~ the Operations Manager notifies a member of plant issues such as dead plants, dying plants, standing water, and infected plants not treated or not responding to treatment, ~~the member~~s must remove ~~those~~ plants within ~~seven~~ **ten** 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~~ **ten** 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~~ **ten** 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.
10. All shelves are for the propagation, cultivation, and exhibition of plants. Shelves are not meant to be used ~~for~~ as the storage of tools, empty pots, gardening supplies or other incidentals.

11. 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.
  12. Members should not allow anything to encroach onto another member's space or into the common area walkway.
- c. **Operation Manager General Responsibilities**  
 This section was created by pulling appropriate bullet points from other sections.
1. The Operations Manager labels each space with the member's name and the space number.
  2. Remove unclaimed items from the Swap Shelf on a periodic basis.
  3. ~~The Operations Manager will place~~ Place Mosquito Bits in any container with standing water.
  4. **Work with Highland Springs General Services on issues such as HVAC problems, fumigating during periods of high insect infestations and structural issues.**
  5. **Work with the Club Communications Manager on member notification when needed or if special Greenhouse signage is required.**
  6. **Notify members of any plant issues such as dead, dying or infected plants. (see Appendix 2 Section B).**
  7. **Maintain supplies such as potting soil and organic-based plant spray.**
- D. 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" -Redundant - see Article 7~~
  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.
- E. Swap Shelf
1. The swap shelf is a rack on the **southside of 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.~~
- F. North and South Sinks
- G. The sinks are located on the north and south sides of the greenhouse.
- H. Do not water plants in the sinks.
- I. 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.
- J. 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.
- K. 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~~ **black storage cabinet**.
- L. 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.
- M. 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~~ Garden 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.

1. ~~In-Ground and Elevated Bed~~ Member Responsibilities
  1. All **assigned** 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 **additional** 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.
  6. Members should quickly deal with diseased or infested plants as these types of problems can quickly spread. ~~If 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~~ **ten** days of notification, or the ~~Operations~~ Manager is authorized to dispose of them.
  - ~~7. Deal quickly with diseased or infested plants as this type of problem can spread quickly. Redudant; see bullet #6~~
  8. Do not allow plants to encroach onto another member's space or onto the walkways.
  9. 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.
  10. Keep pathways/walkways unobstructed to allow passage for those using mobility aids and for the general safety of all members.
  11. 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.
  12. 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.
  13. Clean and return all tools or hoses to their designated location.
  14. For sheds with wooden floors, use the provided broom/dustpan to remove tracked-in dirt.
  15. 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.
  16. Turn water off at the spigot when done watering to avoid pressure build-up which may cause leaks, but do not jam.
  17. Unless requested, members should not water, prune or otherwise interfere in any way with the plants or contents of other members' beds.
  18. Temporary or unassigned beds at year end become part of the Club lottery unless reserved per Appendix I rules.

19. A member no longer wanting a bed completes the Highland Springs Garden Club Membership Questionnaire and ~~provides a hard copy~~ **sends it** to the ~~€Treasurer and Operation~~ manager.
- ~~20. The m~~ **Members then** has seven days to clear their bed. **relinquishing a bed during the year should completely clear their bed by the date they indicated on the Questionnaire. Members relinquishing a bed at year's end should completely clear their bed by December 31<sup>st</sup>.** ~~After that time, the Operations Manager may assign the bed as a temporary space to another member.~~

## 21. 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.

## 2. ~~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 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 who has responsibility for the following ~~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-w~~West #4 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. The current version is available on the Club website, <https://hsdcommunity.org/garden/>.