

OCEAN VIEW FARMS, INC.
RULES AND REGULATIONS
EFFECTIVE JANUARY 1, 2009

Ocean View Farms, Inc. (OVF) is a nonprofit incorporated organization and a branch of Metro Farms, Inc. of Los Angeles. The area is Los Angeles Department of Water and Power (LADWP) property operated without cost to them and maintained by OVF and North Venice Little League on lease through the Los Angeles City Department of Recreation and Parks (LACDRP). It is necessary the OVF regulations conform to the LACDRP revocable use permit, the Metro Farms, Inc. agreement, and are considerate of the surrounding neighborhood. Abuse of the operating covenant may result in the loss of the LACDRP use permit.

OVF's goal is to provide a safe and attractive community environment for those persons desiring a common space to grow vegetables, fruits, flowers, and plants in an organic and environmentally friendly manner. Membership fees cover operating expenses. OVF is governed by a non-salaried, volunteer Board of Directors. All members in good standing (except Associate Members) may participate in the nominations and elections and are urged to run for office after one year's membership in the garden. Elections are held the second Saturday in April.

The purpose of the Rules and Regulations is to maintain a neat and orderly garden area and provide a pleasant environment for all members. The Garden administration does not assume responsibility for the personal safety of any member or person on the grounds at any time or for any personal property left at the garden. As a member of OVF, you agree to abide by the Rules and Regulations as well as the By-laws. Please read them carefully. The By-laws are posted in the small shed; members who would like their own copy may request one from their Phase Representative. A good working relationship between the member and the Phase Representative is necessary to avoid misunderstandings. Members are to inform their Phase Representatives of any changes of address or phone number, as well as vacations, illness, or extended absences.

MAINTENANCE OF PLOTS AND PATHS:

Mailboxes: A United States serviceable-type mailbox securely mounted within and at the front of the plot is required to receive OVF communications. Your name and plot number(s) are to be clearly marked on the mailbox.

Plot Maintenance: All plots and adjoining pathways are to be well maintained. New members are to have their plots cleared, up to the following standards, and cultivation started within four (4) weeks of assignment, weather permitting. New members are on probation for two (2) months and may be dismissed for cause without citation. Paths are to be weed free and mulched at all times. Do not use straw due to its slippery nature. Materials such as large pieces of vegetation, branches, and pinecones, are to be removed from pathways to prevent accidents.

Plot Landscaping: Plantings in the plot should not excessively shade neighboring plots. Permanent plants must be five feet (5') tall or less at all times with the exception of vines and climbing roses supported by a trellis that must not shade neighboring plots.

OVF north-south perimeter fences may not be used as a trellis or support for any plant growth.

The growing of corn is prohibited in row "G" of phases I, II and IV and row "H" of phase III.

Trellises, arbors, archways, and supports for plants are not to exceed six feet (6') in height and are to have, at least, a two foot (2') set back from the perimeter of the plot. Temporary supports for vegetables (e.g. beans) may be of a height necessary to support such growth, but must not shade a neighbor's plot(s) and must be removed after the growing season. Vines and other plants shall not extend onto paths or into neighbors plots. Growing of trees, sugar cane and the raising of animal life (excluding Mosquito Fish) is prohibited.

Weed and Waste Disposal: False Garlic and Nutsedge must be taken to a trash barrel or to one of the dumpsters. All other weeds are to be removed and taken to the orchard for shredding and composting. Discarded lumber is to be brought to the rear of the north shed in the compost area for chipping.

Plot Walls: Walls around the plots should be constructed with as little shading of adjacent plots as possible. Retaining walls may not be higher than functionally necessary and cannot be smaller than 2x4 construction. Perimeter walls cannot exceed two feet (2') in height above plot level. All walls must be neat and of substantial material, square to the perimeter of the plot, and not bulging into pathways or other plots. Plastic, sheet metal, or plywood shall not be used around the perimeter of the plots. Solid sheet materials are prohibited. Wire picket or lattice fences are prohibited. Vertical wall supports are to be flush with the top of the wall material and smoothly finished with no sharp edges. Individuals are urged to consult with their Phase Representative or the Garden Master before building plot retaining walls. The water lines are buried on the side of the pathways, normally in a straight line between the hose connections, and can be punctured or broken if hit. In the event a water line is broken, the member is responsible for immediately turning off the valve that feeds that water line. The member is further responsible for making contact with at least one of the emergency plumbers using telephone numbers that are posted in the large sheds.

Watering: Overhead watering that sprays into other gardens is prohibited. No unattended watering is permitted.

Growing Season: OVF is a year-round garden. Plots are to be maintained year round. If not producing flowers, herbs, vegetables, or berries, plots are to be mulched or planted with ground cover and kept weed-free.

Citations: Failure to maintain plots, or other citable violations result in a citation. Any cited violations must be corrected within two (2) weeks. If the situation is not corrected, a second citation is issued. If the violation persists after two (2) weeks of a second citation, the gardener shall be dismissed from the garden unless there are extraordinary circumstances. A total of three (3) citations for any violation during the year will be grounds for automatic dismissal. Correction of the situation does not cancel the citation; it is still counted as a violation. Citations are considered delivered when they are placed into members' mailboxes.

COMMUNITY SERVICE OBLIGATION:

Number of Hours: Number of Hours: Twelve (12) hours of community work per plot per year are required from members having one (1) or two (2) plots. Each additional plot requires an additional six (6) hours per plot per year. OVF's calendar year is January 1 through December 31 and unless other arrangements have been made (e.g. gate closing) half of the hours are to be completed by July 1 or a citation will be issued. Additional citations, for lack of community hours, can be issued at 2 week intervals (to a maximum of 3 citations - see previous section) until

the situation is corrected. The listed garden member is responsible for assuring that all community hour requirements are met. Only household members listed on the plot assignment form and Associate Members are permitted to earn community hours towards a Member's requirement but the listed member *must* personally perform a minimum of half (1/2) of the total required.. Children under the age of 12 cannot earn community hours. Should a member join the garden after June 30 community hours are prorated to one (1) per month to the end of December.

Workdays: Community workdays are announced on the bulletin boards and are usually held on the second Saturday and last Sunday of each month. Members must sign in and out on workdays in order to receive credit for community hours. Should a member sign in and does not perform assigned workday duties, but then returns to sign out, membership can be terminated immediately. After July 1, members who have not completed their required community services obligation are not permitted to work in their individual plot(s) or Independent Project(s) during Community workdays.

Workgroups: Community hours can also be earned by participating in a Work Group, such as Shredding, Gate Closing, Orchard Maintenance, and Composting. One hour of credit per household, may also be earned by attending a General Meeting. The maximum number of hours that can be accrued by attending the General Meetings is six (6.)

Additional credit activities: Only the Garden Master is authorized to make community hour assignments (aside from workdays and workgroups) and approve deed slips. Exceptions are Independent Project hours, approved by Independent Project Monitor, hours earned by Education committee members approved by the Education Chair, and special projects approved by the Chair or the Vice Chair.

COMMON AREAS (FLOWER BEDS, FRUIT TREES, ETC.):

Independent Projects: Most of the common areas (areas other than plots) are Independent Projects maintained by assigned OVF members. Plots or areas that are assigned to OVF members must be maintained year round at the member's expense and may not to be used for planting of vegetables, composting, or storage of personal items.

Work Hours: Work hours as determined by OVF is credited to the member based on the size and amount of maintenance required for the area. The Independent Project Monitor will determine if the project has been maintained adequately during the year to warrant approval of the specified hours. If a member fails to maintain the Independent Project area properly, a citation will be issued. If corrective action is not made the project will be taken away and no community work hours will be credited. A citation issued by the Independent Project Monitor shall have the same weight as any other citation.

Members who are not assigned to an area should not take it upon themselves to do work in a common area and attempt to get credit for the work by submitting a deed slip. Assignments must be via the Independent Project Monitor.

Flowers/Produce in Independent Projects: No member is allowed to take anything such as fruit, flowers, or any other item from an Independent project, including fruit on the ground. The area is to be considered the same as a regular plot whereby no one has any right to take anything from it

except the member assigned to it. Members assigned to an Independent Project are requested to share some of their produce with the rest of the community by bringing it to a central distribution point that will be set up under the pine tree in the meeting area. This is a voluntary gesture of sharing and goodwill.

Tree Care: Maintenance of a project that requires pruning or the removal of a tree must be discussed with the Independent Project Monitor. OVF will provide professional expertise if it is necessary.

Project Map: A map designating the Independent Projects and those members assigned to them will be posted and updated as required.

Planting: Members are not to plant trees, shrubs, or bushes in any common area without permission from the Garden Master. A member may not plant an additional tree or trees in an Independent Project without the permission of the Independent Project Monitor.

Orchard Fruit: From the orchard at the center of the garden (below the meeting area) a gardener may take as much fruit as fits into his/her two cupped hands per day (about 4 peaches for example.)

Compost area: Place woody waste material such as rose bush cuttings, Rosemary and branches from bushes on the left side of the shredding storage area. Place all other material on the right side. Cut the root ball off the corn stalks at your plot, shake the dirt from the root ball, and put the stalks on the left and the root ball on the right. Remove as much dirt as possible before bringing any materials to the composting area.

GATES:

Closing Time: Closing time for the main driveway (Centinela) gate, pedestrian gates and sheds is sundown. Sundown is defined as that time published in the Los Angeles Times everyday.

Opening Time: The main gate is opened by whoever first arrives at the garden after sunrise (defined as that time published in the Los Angeles Times). Both sides of the gate are to be opened and secured.

Gate Closing: OVF members must cooperate with whoever is closing the gate by leaving immediately at sundown. The gate-closer has the authority to cite members for non cooperation. Gross incivility toward the gate-closer shall be grounds for dismissal.

Locking Gates: All gates, except the main driveway gate, are to be kept locked at all times except on Saturdays and Sundays during the Work Day hours. At all other times, all gates except the main driveway gate are to be closed and locked.

Unlocking Gates: Members are not required to unlock the gate for anyone they do not know.

OVF MATERIALS:

OVF Provided Items: Water, hoses, mulch, compost, and wheelbarrows are provided by OVF and paid for out of plot fees. Tools are available for members' use on workdays only on a sign-out basis. You must know your phase, plot number and phase rep's name in order to check out a tool.

Returning Items: All wheelbarrows and other OVF tools are to be cleaned after use, and returned to the shed or tool room as soon as the member is finished using them, but no later than closing time the same day.

Repair: If a wheelbarrow needs repair, leave a note in the Garden Master's mail slot in the small shed stating the problem and indicating the number of the wheelbarrow.

Wheelbarrow Use: Members are not to use wheelbarrows during Work Day hours; the Work Day Supervisor has the authority to require members to give up wheelbarrows during those hours.

Hoses: Coil hoses neatly on the hose hanger, and keep them out of pathways and other member's plots. Do not remove hoses from spigots.

Water: Do not waste water! Report leaks and needed hose repairs using the Plumbing/work order forms located above the shelf in the small shed.

Lumber: Members may use lumber provided through OVF. Check with the Garden Master for prices and available material. Payment must be made by check payable to OVF, Inc. and given to the Phase Representative or Garden Master.

Approval of Materials: Only the Garden Master is authorized to approve any materials brought into the garden. Some examples requiring authorization are furniture, containers used to store tools, lumber, straw, mulch, manure, soil, etc. Approval must be obtained before delivery of the materials.

KEEPING INFORMED AND PARTICIPATING:

General Meetings: General Meetings are opportunities for members to participate in OVF governance and to make suggestions. Members should attend at least two (2) general meetings during the year. It is the member's responsibility to be aware of developments as covered at the general meetings during the year and/or as posted in the minutes of the meetings. The minutes of the general meetings and board of directors meetings are posted in the small shed. The bulletin board in the small shed and the newsletter are the official communications methods.

OVF Board Officers: According to the By-laws, members are required to make themselves available to serve on the OVF Board or on a committee after one (1) year of membership.

Elections are the second Saturday in April every year, one-half of the officers being elected each year.

Basic Information: All members should know their Phase, plot number, and Phase Rep's name. This is important information in order to get credit for workday hours.

BEING A GOOD NEIGHBOR IN OVF:

Keep your plot and path well maintained, weed-free and safe.

Children and Animals: Children must be with an adult and kept under control at all times; no running. Dogs must be leashed and not permitted to run free.

Theft: Theft from plots or Independent Projects is grounds for immediate dismissal from the garden.

Friends and Relatives: If a member brings friends or relatives into the garden, that member is responsible for their behavior. Additionally, friends or relatives should not pick produce from your plot unless you are present and never from any other plots or Independent Projects.

Theft and Illegal Dumping: Challenge strangers seen taking (stealing) produce or illegally dumping. Get a vehicle license number and description, if possible. Members shall be within their rights to ask unknown persons their Phase, plot number, and Phase Rep's name as a means of identification.

Trading Plots: Do not trade plots or give plots to other garden members. A member requesting an additional plot or a change of plot must:

1. Demonstrate the ability to maintain current plot(s) to the standards of OVF membership.
2. Not have received more than one (1) citation during the preceding 12 months.
3. Have been a member of OVF for at least one (1) year.
4. A member may take over another plot only with the express permission of the Phase Rep and the payment of the appropriate plot fee.
5. Once paid, fees are non-refundable.

Plot Usage: Commercial use of plots is not allowed.

Fire Laws: Fire Laws require that there be no parking in the driveway leading up the hill and especially on the curve.

MEMBERSHIP ISSUES:

Membership: Membership covers individuals living in the same household (same address.) All members must provide a valid street address. A separate mailing address may also be supplied, if desired. All mail sent to said address shall be considered delivered.

Associate Members: Friends or relatives living at a different address must become associate members in order to work the plot. The purpose of the associate status is to provide a remedy to garden members who need help with maintaining their plots and/or completing community work. Associate Member status may be established for persons who: 1) are a friends or family members and are actively assisting the member with their plot(s); and 2) pay an associate membership fee for Metro Farms Insurance. Associates must complete an Associate Assignment and Waiver form. The garden member assumes responsibility for all actions of the associate and monitors the associate's activities for compliance with OVF By-Laws and Rules and Regulations. Citations will be issued to the member for violations by an Associate. If the member wishes to terminate the associate, it is the member's sole responsibility to take such action. If a member is terminated, the associate is terminated at the same time.

A member may not have more than one (1) associate and that associate may not also be a garden member.

Garden members must actively participate with the associate in maintaining the member's plot(s). Under no conditions may a garden member relinquish a plot to an associate for their sole use. If the member is unable to garden due to illness, incapacity, work schedule, etc., the Board of Directors must be informed and approve any absence.

Converting from Associate to Member: An associate may become a garden member in one of two ways, by assuming a garden plot from his/her associated member or by adding their name to the general waiting list.

An associate may assume an associated member's plot under the following conditions:

1. The associate has been in the garden for one year and has complied with all By-Laws & Rules Regulations during the one year.
2. If the associated member is leaving the garden on a permanent basis, the associate may assume one (1) of the member's garden plots.
3. The associate also may place their name on the waiting list, and a plot may be assigned according to the current policy. An associate may not also be a garden member.

See your Phase Representative about associate memberships. Plots are not to be passed to relatives who are not associate members. The associate may assume all of the member's plots if the member is going on a leave of absence and will be returning. An associate is not entitled to vote at General or Special Meetings or elections. Associates may, however, serve on committees and participate in work groups.

Plot Assignment: Newly available plots will be assigned based on the guidelines described below, with a four (4) plot per membership maximum:

1. First Priority Eligible members requesting a second plot
2. Second Priority People on the waiting list
3. Third Priority Eligible members requesting a third or fourth plot

Assignment of additional plots to current members will be based on the following:

1. The date the member has submitted a written request for an additional plot.
2. When an adjoining plot becomes available, the member requesting a second plot that it adjoins has priority over any other claims of the same date.

N.B. Effective January 1, 2009, a moratorium has been placed on the assignment of second plots to current members.

In addition, all members should be aware that any plot rented must be gardened by the member renting the plot. Any member who cannot garden part or all of the plots rented must return the plot or plots to OVF for reassignment to another gardener. Failure to comply with this regulation may result in the confiscation of the plot or plots.

GENERAL:

False Information: A person giving false information on the membership application is subject to termination.

Change of Address: It is your responsibility to keep your Phase Representative informed of changes of address and phone number.

OVF Expenditures: All expenditures on behalf of OVF must have the advance approval of an officer authorized to approve requisitions. Keep your receipt to facilitate reimbursement.

Behavior: Good conduct and civil behavior shall prevail at all times. Vandalism, consumption of alcoholic beverages, gross incivility, or theft is grounds for immediate dismissal. Any person dismissed from the garden for these reasons is ineligible for readmission.

Leaving Plot: When a member changes or abandons plots for any reason, he/she must leave the old plot free of weeds and the pathway weeded and mulched.

Disputes: The Phase Representatives normally handle disputes. If they are unable to do so, the member may request arbitration. The Chair with the Board of Directors' approval shall appoint an Arbitration Advisory Committee composed of at least five (5) voting members in good standing, one of whom shall serve as the Arbitration Facilitator, and of which three will be chosen in addition to the Facilitator for arbitration. The names of the members serving on the Arbitration Advisory Committee shall be posted on the Main Bulletin Board. In cases involving disputes among members, no arbitrator shall be a Phase Representative. A member subject to termination may request a hearing to show good cause to reinstate his/her membership by appealing to the Board of Directors by letter within two weeks of the postmarked date of the termination letter. The decision of the Arbitration Advisory Committee is final, binding, and with no further recourse.

CONTACTS:

If you have questions and are not sure who to contact, see your Phase Representative who will assist or direct you to the right person. You may also leave notes for various Board members using the mailboxes in the small shed or by sending an email using the 'Contact Us' link at **oceanviewfarms.net**

Additional information can be found at the OVF website: www.oceanviewfarms.net