

OCEAN VIEW FARMS, INC.

RULES AND REGULATIONS

EFFECTIVE 7/16/11

I. INTRODUCTION

Ocean View Farms, Inc. (OVF) is a nonprofit incorporated organization. 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 pursuant to a partnership agreement with the Los Angeles City Department of Recreation and Parks (LACDRP). It is necessary the OVF regulations conform to the LACDRP partnership agreement, and are considerate of the surrounding neighborhood. Violation of the partnership agreement or these Rules and Regulations may result in the termination of the LACDRP partnership agreement.

Ocean View Farms' goal is to provide a safe and attractive community environment for those persons desiring to grow vegetables, fruits, flowers, and plants in an organic and environmentally friendly manner. Because OVF is an organic garden, the use of synthetic or chemical fertilizers, pesticides, herbicides or amendments is prohibited. Only products that are labeled as OMRI approved, or USDA Organic approved are acceptable. If you have questions about a product you wish to use in your OVF plot, please ask your Phase Rep.

OVF Membership fees cover operating expenses. The garden is governed by a non-salaried, volunteer Board of Directors. All members in good standing 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. As a member of OVF, you agree to abide by the Rules and Regulations as well as the Bylaws. Please read them carefully. The Rules and Regulations and the Bylaws are posted in the office shed and are available online.

A good working relationship between the member and the Phase Representative is necessary to avoid misunderstandings. Members must inform their Phase Representative of any changes of address or phone number, as well as vacations, illness, or other circumstances that may result in extended absences.

II. RESPONSIBILITIES AND CONDUCT OF MEMBERS

1. Good conduct and civil interaction shall prevail at all times.
2. New members are on probation for two (2) months and may be dismissed for cause without citation.
3. Members shall not commit any act that is detrimental to their neighbors or the Corporation.
4. Theft from plots or Independent Projects is grounds for immediate dismissal from the garden.
5. 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.

6. Because of insurance restrictions, friends, relatives or other non-members (except Associates) may not perform any work in member plots or independent project areas of the Ocean View Farms property.
7. 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.
8. Children shall be attended by a responsible adult at all times.
9. Dogs shall be on leashes and kept under control at all times.
10. Parking shall be at the direction of the Board and the North Venice Little League. Only vertical parking is allowed at the fence. Los Angeles City's fire regulations prohibit parking along the driveway.
11. Members should attempt to resolve disputes with other members by themselves. They may then ask for help from the disputants' Phase Representatives, and if necessary, may ask for Arbitration as specified in the Bylaws.

III. MAINTENANCE OF PLOTS AND PATHS

1. **Mailboxes:** A Post Office approved-type mailbox securely mounted within and at the front of the plot is required to receive OVF communications. Your name and plot number(s) must be clearly marked on the mailbox within four (4) weeks of assignment.
2. **Plot Maintenance:** All plots are to be well maintained and weed free at all times. New members are to have their plots cleared of weeds and debris and cultivation started within two (2) weeks of assignment, weather permitting.
3. **Growing Season:** OVF is a year-round garden and plots are to be maintained year round. If not producing flowers, herbs, vegetables, or berries, plots should be mulched or planted with ground cover and kept weed-free.
4. **Plot Usage:** Commercial use of plots is not allowed.
5. **Plot Landscaping:** Seasonal 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, which must not shade neighboring plots.

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

Only vegetables, flowers, herbs, berries, and ornamental shrubs shall be grown or raised in plots. The growing of corn is prohibited in row "G" of Phases I, II and IV and row "H" of Phase III.

No hazardous materials nor excess lumber or other materials not intended for gardening in the plot may be stored in plots.

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 their 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.

6. **Plot Walls:** Retaining walls around the plots should be constructed or repaired when a plot is assigned, and be well maintained. Individuals are urged to consult with their Phase Representative or the Gardenmaster before building plot retaining walls. Walls may not be higher than is functionally necessary and cannot exceed two feet (2') above plot level. Perimeter walls must be neat and of substantial material, not be smaller than 2x4 construction, be square to the perimeter of the plot, and not bulge into pathways or other plots. Vertical wall supports are to be flush with the top of the wall material and smoothly finished with no sharp edges.

Chemically treated lumber, plastic, sheet metal, or plywood shall not be used within or around the perimeter of the plots. Solid sheet materials and wire picket or lattice fences are prohibited.

7. **Paths:** All paths contiguous to plots, except paths running east and west from any entrance gate, shall be kept free of weeds, and mulched at all times. Do not use straw for mulching due to its slippery nature. Remove materials such as large pieces of vegetation, branches, and pinecones, from pathways to prevent accidents.
8. **Water and Watering:** Overhead watering that sprays into other garden plots is prohibited. No unattended watering is permitted. Do not water neighbors' plants without express permission or request from that neighbor. Citations will be issued to members who leave water running unattended in their plots or independent projects.

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 main water valves are located at the south end of the main east/west pathways between Phase I and the meeting/orchard areas and at the ends of the east/west pathways separating Phase II and Phase III. A valve for Phase IV is located outside Gate #2 adjacent to the parking area in Phase I. There is a second valve at the top of the south path in Phase IV. Both are below ground level, and either will completely shut off the water to Phase IV.

If a member cannot turn off a valve, the member must immediately contact one of the emergency plumbers using telephone numbers that are posted in the large office shed.

9. **Weed and Waste Disposal:** Do not put False Garlic or Nutsedge (Nut Grass) in the compost piles. 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. Bring discarded lumber to the rear of the north shed in the compost area for chipping.

IV. COMMUNITY SERVICE OBLIGATION:

1. **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. The listed garden member is responsible for assuring that all community hour requirements are met. Only household members and their associate (and their household members) who are listed on the plot assignment form are permitted to earn community hours towards a member's requirement, but the listed member household *must* 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.

2. **Workdays:** Community workdays are announced on the bulletin boards, on the OVF website, and in the Newsletter. They are usually held on the second Saturday and last Sunday of each month. Members and associates (and each household member working) must sign in and out on workdays in order to receive credit for community hours. A member who signs in and does not perform assigned workday duties but then returns to sign out may have their membership 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.
3. **General Membership Meetings:** One hour of credit for each member household may also be earned by a member or person from the member's household for attending a general meeting. The maximum number of hours that a member/household can accrue by attending general meetings is six (6) hours per calendar year. Associates and their households cannot earn hour credit for attending meetings.
4. **Workgroups:** Community hours can also be earned by participating in a Work Group, such as Shredding, Gate Closing, Tree Trimming, Orchard Maintenance, Beautification and Composting.
5. **Additional Credit Activities:** Only the Gardenmaster is authorized to make community hour assignments (aside from workdays and work groups). Exceptions are Independent Project hours, approved by Independent Project Monitor, hours earned by Education committee members approved by the Education Chair, Beautification committee hours approved by the Beautification coordinator, and special projects approved by the Chair or the Vice Chair.

Members who are not assigned to a project may not take it upon themselves to do work in a common area and later attempt to get work hours credit. Assignments must be via the Independent Project Monitor or the Gardenmaster.

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

1. **Orchard:** 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).
2. **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.
3. **Planting:** Members are not to plant trees, shrubs, or bushes in any common area or independent project area without permission from the Gardenmaster or the Independent Project Monitor.
4. **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 in the compost area. Remove as much dirt as possible before bringing any materials to be composted.

VI. GATES:

1. **Closing Time:** Closing time for the main driveway (Centinela) gate, pedestrian gates and sheds is sundown. Sundown is defined as that time posted in the main shed and on the OVF website.

2. **Opening Time:** The main gate is opened by whoever first arrives at the garden after sunrise. Both sides of the gate are to be opened and secured.
3. **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. Two citations within two years for non-cooperation with a gate-closer are grounds for termination of membership. Gross incivility toward the gate-closer shall be grounds for termination of membership.
4. **Locking Gates:** All gates, except the main driveway gate, are to be kept locked at all times except on Saturdays and Sundays during the Workday hours. At all other times, all gates except the main driveway gate are to be closed and locked. Report problems with locks to the Gardenmaster immediately.

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

VII. OVF MATERIALS:

1. **OVF-Provided Items:** Ocean View Farms provides water, hoses, mulch, compost, and wheelbarrows. These are paid for out of plot fees. Tools are available for members' use on workdays, only on a sign-out basis.
2. **Borrowing and Returning Items:** You must know your phase, plot number and Phase Rep's name in order to sign out a tool. Remember to record the time you return the tool on the sign out sheet. All OVF tools and wheelbarrows 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.
3. **Repairs:** If a wheelbarrow needs repair, leave a note in the Gardenmaster's mail slot in the small shed stating the problem and indicating the number of the wheelbarrow. Report leaks and needed hose repairs using the Plumbing/work order forms located above the shelf in the small (wheelbarrow) shed.
4. **Wheelbarrow Use on Workdays:** Members are not to use wheelbarrows during Workday hours; the Workday Supervisor has the authority to require members to give up wheelbarrows during those hours.
5. **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. Use the green plastic ball valve to turn water on and off; do not use a water key unless the ball valve is not functioning. Removal (theft) of a green ball valve is cause for termination.
6. **Water:** Do not waste water!
7. **Lumber:** Members may use lumber provided through OVF. Check with the Gardenmaster for prices and available material. Payment must be made by check payable to OVF, Inc. and given to the Gardenmaster. Lumber treated with any chemical preservative used to prevent decay may not be used in the garden and if found, should be deposited into a trash bin.
8. **Approval of Materials:** Only the Gardenmaster 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.

VIII. KEEPING INFORMED AND PARTICIPATING:

1. **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 office shed. The bulletin board in the office shed, the OVF web site and the newsletter are the official communications methods.
2. **OVF Board Officers:** According to the Bylaws, 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.

IX. MEMBERSHIP ISSUES:

1. **Membership:** Once paid, fees are non-refundable. Membership covers individuals living in the same household (at the same address). All members must provide a valid street address. A separate mailing address may also be supplied, if desired. All mail sent to the provided mailing address shall be considered delivered upon mailing.

In addition, all members should be aware that any plot rented must be gardened by the member renting the plot. Any member who cannot actively participate in the garden or on 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.

If a member is temporarily unable to garden due to illness, incapacity, work schedule, etc., the Phase Rep must be informed and approve any absence.
2. **Plot Assignment:** Newly available plots will be assigned based on the guidelines described below, with a four (4) plot per membership maximum:

First Priority: People on the waiting list.

Second Priority: Eligible members requesting a second plot.

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

First, the earliest date a member has submitted a written request for an additional plot.

Second, when an adjoining plot becomes available, the member requesting a second plot that adjoins his/her original plot has priority over any other request of the same date.
3. **Associates:** Friends or relatives living at a different address must become associates in order to work in the garden. Phase Reps must meet proposed associates before this status can be approved. Associates must complete an Associate Assignment and Waiver form and pay an associate fee for insurance.

Associate status may be established for persons who are friends or family members and are actively assisting the member with their plot(s). 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. The garden member assumes responsibility for all actions of the associate and monitors the associate's activities for compliance with OVF Bylaws 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 automatically terminated at the same time.

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.

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

4. **Converting from Associate to Member:**

An associate may become a garden member by adding their name to the general waiting list.

An associate may not assume an associated member's plot(s) except temporarily, when the member is going on a leave of absence and will be returning. The Phase Rep must be involved in this action.

See your Phase Representative about associate memberships. 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.

X. **GENERAL:**

1. **Citations:** Failure to maintain plots, or other violations will 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 following 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 any consecutive 9-month period 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.
2. **False Information:** A person giving false information on the membership application is subject to termination.
3. **Change of Address:** It is your responsibility to keep your Phase Representative or the Membership Secretary informed of changes of mailing address, email address, and phone number.
4. **Trading Plots:** Do not trade plots or give plots to other garden members. A member requesting a change of plot must:
 - a. Demonstrate the ability to maintain current plot(s) to the standards of OVF membership.
 - b. Not have received more than one (1) citation during the preceding 12 months.
 - c. Have been a member of OVF for at least one (1) year.
 - d. Discuss the request to trade plots with their Phase Rep.
5. **Expenditures for OVF:** All expenditures made on behalf of OVF must have the advance approval of an officer authorized to approve requisitions. Keep your receipt to facilitate reimbursement.
6. **Disputes:** Members should attempt to resolve disputes with other members by themselves. The Phase Representatives can help to handle disputes. If they still are unable to get to a resolution, the member may request arbitration.

7. **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.
8. **Theft and Illegal Dumping:** If you feel comfortable doing so, 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. Report any unusual or illegal conduct to your Phase Rep. or any Board member as soon as possible.

XI. 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 visiting: **www.contactus.oceanviewfarms.net**

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

ADDENDUM TO RULES AND REGULATIONS

RULES FOR ARBITRATIONS

Arbitrations are conducted by the Arbitration Advisory Committee which is appointed by the Chair with the approval of the Board of Directors. The Arbitration Facilitator shall preside over the arbitration pursuant to Section 6.04 of the Bylaws of Ocean View Farms, Inc. All arbitrations shall be conducted pursuant to these rules of procedure.

Rules for Arbitration of Termination and Non-renewal of Membership.

The following rules shall govern all arbitrations commenced upon a member's request pursuant to Section 8.11(c) of the Bylaws of Ocean View Farms, Inc. These are arbitrations which a member may request who has received a Notice of Termination for Cause Without Board Action pursuant to Section 8.11(b) of the Bylaws.

1. The Arbitration Coordinator shall schedule the arbitration at the earliest possible date, but in no event, more than 30 days after receipt of a request from the member. Delays beyond this time must be approved by the President /Chair.
2. Arbitration hearings may be closed at the discretion of the Arbitration Coordinator or upon request of any of the parties. In the event of a closed hearing, only the following persons may be present:
 - a. The member requesting the hearing and any household member;
 - b. Witness who will testify. These individuals must be identified to the Arbitration Coordinator prior to the start of the arbitration;
 - c. Members of the Board of Directors or Officers of OVF.
3. Witnesses may be excluded by the Arbitration Coordinator when not testifying.
4. The arbitration panel will consider all oral and written evidence. The Arbitration Coordinator may exclude or limit evidence which is not relevant or material to the issues of the arbitration.
5. Upon completion of the arbitration, the Arbitration Coordinator shall prepare a brief report of the findings of the arbitration panel. The report should be submitted, in writing, to the President/Chair of the Board within 5 days of the completion of the arbitration. A copy should be mailed to the subject member at the same time. The report should include the factual findings of the arbitration panel and their decision on the enforcement of the termination or non-renewal of the membership. This report must not be disclosed to any persons other than members of the Board and the member seeking the arbitration.

Rules for Arbitration of Matters Other Than Termination or Non-renewal of Memberships.

The following rules shall govern all arbitrations commenced upon a member's request pursuant to Section 6.04(a) of the Bylaws of Ocean View Farms, Inc. These are arbitrations requested by one or more members to help resolve a dispute between members that cannot be resolved by the members themselves or their Phase Representatives.

1. Arbitration coordinator shall schedule the arbitration at the earliest possible date.
2. Arbitration coordinator shall close the arbitration hearing upon the request of any of the participants.
3. Arbitration Coordinator should attempt to mediate the dispute between the participants before proceeding to arbitrate the dispute.
4. Upon completion of the arbitration, the Arbitration Coordinator shall prepare a brief report of the findings of the arbitration panel. The report should be submitted, in writing, to the President/Chair of the Board within 15 days of the completion of the arbitration. A copy should be mailed to the subject members at the same time. The report must not be disclosed to any persons other than members of the Board and the members seeking the arbitration. The ruling of the Arbitration Committee shall be binding on the parties to the arbitration and there shall be no appeal from their decision.

ADDENDUM TO RULES AND REGULATIONS

RULES FOR INDEPENDENT PROJECTS

There are three major purposes for the Independent Projects at OVF:

BEAUTIFICATION - small areas such as the rose beds which serve to increase the overall attractive appearance of the garden.

NOISE PROTECTION - areas that protect the garden to some extent from the traffic pollution of nearby streets.

BIODIVERSITY- native and diverse plantings are encouraged to increase habitat for beneficial plants and insects.

Being assigned an Independent Project is considered to be a privilege. This privilege comes with certain responsibilities. If you cannot meet these responsibilities you should not request an Independent Project.

1. The Independent Project must be well maintained all year and at your expense. Plants added to the Independent Project become the property of Ocean View Farms.
2. You will be awarded four (4) hours for a tree plot or six (6) hours for a flower plot towards your community requirement for satisfactorily maintaining your independent project. Members may acquire a maximum of twelve (12) hours toward their total community requirement regardless of the number of Independent Projects maintained.
3. No vegetables or berries may be grown in the Independent Projects. Grape vines may be grown near the perimeter of plots except on the western chain link fence. Only perennial herbs are permitted such as Lemon Balm, Lavender, Sage, Oregano, Rosemary and Thyme. The "Rose" beds must be maintained as such unless an agreement to change is made with the Board of Directors.
4. The Independent Projects may **not** be used for composting or storage of personal items.
5. No additional trees may be planted or structures added without prior approval of the Independent Project Monitor together with either the Garden President or the Garden Master.
6. No trees may be removed without the approval of the Independent Project Monitor and either the Garden President or the Garden Master. They will make arrangements for the removal.
7. For Independent Projects with fruit trees, half of the fruit must be shared with the other members of our community garden, by placing it under the tree in the central community area. *When possible*, the fruit should be made available to other members of the garden on community work days. The IP Monitor may request that fruit be harvested and distributed at General Meetings.
8. Under no circumstances should fruit be allowed to lie on the ground. It should either be taken to the community area if it is edible or to the compost area if rotten or damaged.
9. Pruning of trees should be discussed with the Independent Project Monitor. Members are

responsible for all clean-up and removal of debris in a timely manner should the trees be pruned by the orchard committee.

10. Members must clear the weeds and maintain the pathways next to their Independent Projects
11. Only the member or associate may work in an Independent Project.

Citations will be issued by the Independent Project monitor for failure to observe the regulations, and failure to remedy the situation. Failure to correct the citation within two weeks will result in the loss of the Independent Project. Certain rule violations such as unapproved tree planting or removal, refusal to share crops; etc may result in immediate loss of the project. Citations issued by the Independent Project Monitor have the same weight as those written by Phase Representatives. Your membership in Ocean View Farms will be terminated if you receive three citations in any one year.

PROCEDURES FOR OBTAINING AN INDEPENDENT PROJECT

1. You must have been a member in good standing of OVF for at least one year. Associates are not eligible for independent projects.
2. Email your Phase Representative, or put a note in their mailbox in the wheelbarrow shed indicating your interest in obtaining an IP plot. Please date all correspondence. The Phase Representative will certify the length of your membership in the garden, indicate whether or not you are a competent gardener and indicate the number of community work hours you completed in the previous year. This evaluation will be given to the Independent Project Monitor.
3. If no IP plots are available applicants will be placed on a waiting list. When a plot becomes available it will be offered to earliest applicant on the waiting list first.
4. In the event that two or more persons request the same Independent Project at the same time, the Independent Projects will be awarded based on a point system:
 - 1 point for each year of membership in OVF;
 - 2 points for each 5 community work hours performed over your minimum requirement in the previous year.
5. No member will be awarded an additional Independent Project unless there are no other members waiting to receive one.