

Revised: March 2018

University Apartments South Residents' Association (UASRA)

Community Garden Supervisor

PURPOSE

The purpose of the Community Garden Supervisor is to coordinate the use of the gardens at University Village for residents and to serve as a resource and advisor to resident gardeners.

DESCRIPTION

The Community Garden Supervisor is an appointed officer in the UASRA. He/she is under the jurisdiction of the President.

ELIGIBILITY

Any registered tenant (18 years and older) of University Apartments/South.

RESPONSIBILITIES

A. Meetings

1. The Community Garden Supervisor is required to attend monthly General Assembly meetings and if invited, to the General Board meetings. It is at the meeting that the Community Garden Supervisor has an opportunity to report any information regarding their duties to the General Assembly.

2. If unable to attend a meeting, the Community Garden Supervisor should notify the President 48 hours in advance, unless it is an emergency, in which case notice should be given as soon as practicable under the circumstances. The fine for not attending a meeting without proper notification is \$40 per meeting. If more than two meetings are missed, with proper notification for an excusable reason, a \$20 fine will be issued per additional missed meeting. Three tardies will count as one absence. A tardy is defined as being 10 minutes late or more.

3. If the Community Garden Supervisor decides to resign, he or she must provide a written notice to the President at least 30 days before resignation.

B. Newsletter

The Community Garden Supervisor must write two articles for the newsletter per calendar year.

C. Gardens

1. Assign garden plots to residents and maintain the garden requirement waiting list according to the policies and procedures below.

2. Inspect the composts near the garden sites at least once a month and inform Maintenance when it is time to turn/maintain the composts.

D. Handling Problems

1. Use uasragardener@gmail.com account to communicate with gardeners and residents on waitlists.

2. Mediate any problems among gardeners.
3. Report problems with sprinklers, fences, gates, and locks to University Apartments facilities management staff.
4. Stay in communication with the UASRA President. If there are plot vacancies or an empty waitlist, notify the President and also place an article in the UASRA Bear Facts newsletter.

POLICIES

1. Garden plots are for use and enjoyment by University Village residents only. Residents shall only be assigned to one garden plot that is within the complex of their residence. University Village--Sepulveda residents will have access to the Sepulveda gardens only. University Village--Sawtelle residents will have access to the Sawtelle gardens only. Keystone-Mentone residents will have access to the Keystone-Mentone gardens only.
2. Garden plots are a limited resource. To allow as many residents as possible to enjoy this resource, plot leases shall last no longer than 12 months. If there is no waiting list when a plot lease expires, the Garden Supervisor may approve a renewal for a maximum of 6 additional months.
3. Illegal plants, such as mint, mint family (oregano), or artichoke shall not be planted or cultivated in the gardens. The garden supervisor may remove any plant that is deemed to be harmful or inappropriate. If you do want to plant these herbs, then they must in a solid pot (without a hole in the bottom) inside your plot and you must take care to trim all leaves before they reach the soil.
4. To guarantee sunlight to all the plots, plants shall not be taller than 4 feet.
5. The gardens are organic; pesticides, non-organic fertilizers, and other chemical applications are not allowed.
6. It is each gardener's responsibility to water, weed, and maintain healthy plants on his/her plot and to remove any trash deposited in the garden. Facilities and landscape maintenance staff have been instructed to refrain from watering the gardens.
7. Keys are given out based on the remittance of \$30.00 key deposit. Lost keys will be replaced at the resident's expense. The deposit will be returned to the gardener upon return of the keys at the end of the plot lease. If the gardener vacates plot or moves out of University Apartments without returning the keys, the deposit will be forfeited.
8. To prevent children from playing in the gardens, the garden gate must be kept closed and locked when no gardeners are present.
9. Poor maintenance of the garden plot will result in a violation notice to the gardener. If the problem is not resolved within 2 weeks, the resident will not be permitted to use the garden, and the key deposit will be forfeited. The resident must immediately return the garden keys.
10. The UASRA Community Garden Supervisor is entitled to use one garden plot as long as he/she serves as Community Garden Supervisor (beyond the 12 month limit).
11. The UASRA Green Representative is entitled to use one garden plot as long as he/she serves as Green Representative (beyond the 12 month limit).

12. If a resident gardener leaves their garden in violation of the contract and maintenance is required for the garden, the UASRA Community Garden Supervisor may choose to fix the garden and retain \$15 from the resident's deposit. The gardener may also choose to hire another resident to perform the duties for \$15. In both these situations, the Community Gardener must receive prior approval from the UASRA President.

PROCEDURES

Assigning a Garden Plot:

1. Meet the resident at the garden.
2. Review the regulations and guidelines of the gardening contract.
3. Have the resident complete and sign one copy of the contract, including lease length (6 or 12 months). Verify that the resident's address is appropriate for the garden plot being assigned (See Policy 1).
4. Collect \$30.00 deposit (cash or check made out to UASRA), and make a note of the amount received and date on the contract.
5. Retain a copy of the contract to be filed in the UASRA office. Give the resident a copy of the contract with a note of the date the lease expires and deposit received. (This serves as the resident's receipt.)
6. Give the resident a garden gate key.
7. Update the Garden Record: Remove the new gardener from the waitlist, and add the plot number, contact information, and expiration date.
8. The Garden Supervisor must educate each resident on gardening, to include but not limited to: how to take care of the garden, the rules and regulations, where to find various gardening tools and how to use them, how to compost, and any additional questions that the resident gardener has.

Adding a resident to the waiting list:

1. Obtain the resident's name, University Apartments address, phone number, and email address, and record this information with the current date in the appropriate garden's Garden Record.
2. Notify the resident that when a plot becomes available he/she will be contacted and must respond within 7 days.

Expiration of a garden plot lease:

1. One month before the garden plot lease expires, contact the gardener to remind him/her that the lease is expiring in one month.
2. When the garden plot lease expires, contact the gardener to schedule an appointment to return the keys and receive back his/her deposit.
3. The gardener should remove all plants unless the new gardener has requested that plants not be removed; failure to do so will result in forfeiture of key deposit.

Removing a resident from the waiting list when a garden plot becomes available:

1. Contact the first resident on the waiting list by email and phone. Allow 7 days for a response.
2. If the resident fails to respond in 7 days, remove the resident from the waiting list and proceed to the next resident on the list.
3. When the resident responds, schedule an appointment to assign the garden plot.

Renewing a garden plot lease:

1. If no one is on the waiting list when a garden plot lease expires, the gardener has the option of renewing (extending) the lease for a maximum of 6 additional months. If the gardener and Community Garden Supervisor agree to a lease renewal, make a note on the original contract, and also save a copy of written communication (e.g. email) indicating the new expiration date.
2. Gardeners may repeatedly renew (for a maximum of 6 additional months per renewal) unless there is someone on the waiting list at the time of expiration.

STIPEND

The Community Garden Supervisor is to be paid his or her stipend monthly.

Let it be understood that due to the nature of the Residents' Association, some issues may arise requiring attention that will not fall under any specific office. In such event, you may be asked to perform other duties only as designated by the General Assembly.

I have read, understood and accepted the UASRA Community Garden Supervisor policies & by-laws.

Name: _____

If nonstudent, Name and student ID of Spouse: _____

Address: _____

Phone # Day: _____ Evening: _____

Email Address: _____

Signature: _____ Date: ____/____/____

Complex: _____

*By-laws subject to change with General Assembly approval