

**Indian Hammock Hunt & Riding Club, Inc.**

**Community Garden**

**STANDARD OPERATING PROCEDURES**

This Standard Operating Procedure (“SOP”) as amended, constitute Rules and Regulations of Indian Hammock Hunt and Riding Club, Inc. (“IH”), will be enforced accordingly.

**CHAPTER 1 – GENERAL**

**Definitions:** The following defined terms shall apply throughout this SOP

“Adult” anyone age 18 or over.

“Children” - anyone under the age of 12. Must be accompanied.

“Seasonal Gardener” – IH members and family reserving garden bed(s) for exclusive use during a growing season

**B. Organization:**

Community Garden Committee- members are selected by the Chairman, who is appointed annually by the IH President. The Chairmen submits the names to the IH Board of Directors for approval. Meetings are held monthly and open to IH members. Minutes are kept and filed with IH office.

Manager - provides administrative support to the committee.

IH Board of Directors - approves this SOP and any amendments and provides sanctions for any serious violations of the SOP.

**C. Hours of Operations:**

The garden area is open dawn until dusk, seven days a week.

**CHAPTER 2 - PROHIBITED ACTIVITIES**

The following activities are prohibited:

1. Picking from your neighbor’s garden.
2. Children 12 years or younger unattended.
3. Pets are not allowed in the garden. *This does not apply to service animals.*
4. Garden plants should not infringe upon adjacent plots or cover walkways.
5. Driving in the garden.
6. Never use any herbicides (weed killers).
7. No trash in compost pile.
8. Gardeners are not permitted to make any changes to assigned beds.
9. Garden is not available for commercial use.

### CHAPTER 3 - EMERGENCY

Emergency contact numbers. A telephone is located in the inside of the cabana (dressing rooms). In case of an emergency dial 911, then contact the office.

1. Emergency calls 911
2. Raulerson Hospital, Okee 863-763-2151
3. Lawnwood Hospital, Ft. Pierce 800-433-2673
4. IH guard gate 863-763-8807
5. IH office: 863-763-9401
6. IH office address 32801 Hwy 441, No., #400 34972
7. IH airport coordinates 27-32-31N 80-49-59W
8. IH airport GPS= FL75

### CHAPTER 4 - DIRECTIVES

The garden should be a safe place for the community, children and other gardeners. Do not bring anything that will compromise the safety of the garden. Ensuring an enjoyable gardening experience for all of the community is the primary goal of these rules and responsibilities. For this reason, observe the rules of the garden, and be a good neighbor.

1. Garden meetings and events happen throughout the year; all IH residents are encouraged to participate.
2. Assignment of garden beds is fixed at the beginning of the growing season.
3. Gardeners are expected to volunteer their time for general maintenance to keep the site looking good. Check the bulletin board for chores that need to be done.
4. Gardeners are responsible for the maintenance and harvesting of their bed.
5. Trading between beds is allowed.
6. At the end of the growing season all dead plants, weeds and stakes must be removed from the plot and disposed of in appropriate trash facilities.
7. Seasonal gardeners must turn in a completed Agreement and payment (signed amenity ticket or check) before beginning work in beds.
8. Seasonal gardeners are not permitted to make changes in beds.
9. Seasonal gardeners may take home any produce they harvest for their family.
10. Seasonal gardeners are asked to plant at least one seasonal flowering plant.
11. Seasonal gardeners are asked to notify garden chairman if they are no longer able to tend their bed(s); will be absent for a long period of time; or have asked a friend to tend their bed(s).
12. Suggestions that enhance the beauty and production of our community garden are welcome. Please email the Chairman or bring your ideas to a committee meeting.
13. Any changes to these SOP's or garden rules must be approved by a majority of the participating gardeners before they are given to the IH Board of Directors for approval.
14. Any conflicts between or among gardeners will be referred to the Chairman. The Chairman will notify the IH Board of Directors if unable to resolve the conflicts.
15. The IH Community Garden adheres to the alcohol and drug-free environment laws. Alcohol and other illegal substances are not allowed in the garden.

## **CHAPTER 5 – VIOLATION PROCEDURES**

1. When a violation occurs, the Chairman will send the owner of the reserved bed a warning email. The warning will have the details of the violation and the deadline set for the owner to fix the problem.
2. If the problem is not fixed by the deadline included in the warning, the Chairman will issue a second warning to be mailed to the violator. This warning will detail the violation, the deadline for fixing the problem, as well as the consequence of ignoring the warning, which is bed forfeit.
3. Compliance with the rules and regulations of IH Community Garden will ensure that the community garden grows and succeeds.