



**LOST CORNER PRESERVE – COMMUNITY GARDEN  
UNDER THE AUSPICES OF FRIENDS OF LOST CORNER**

**GARDEN POLICIES AND PROCEEDURES**

**This garden is first and foremost dedicated to the enjoyment of gardening for both the body and the spirit.**

**The garden is under the management and direction of Friends of Lost Corner (FOLC), a non-profit organization assisting the City of Sandy Springs for the benefit of Sandy Springs residents.**

**As a property of the City of Sandy Springs, all City laws and ordinances must be observed.**

**BED USE:**

**The intent is for the bed holders to grow vegetables, herbs and flowers in a healthy, organic environment.**

**To this intent, only organic, natural material may be used.**

**Plants must be non-invasive. FOLC reserves the right to immediately remove any and all invasives.**

**The crops are the property of the bed holder. Crops may be shared with food pantries if desired but not required.**

**The bed holder may not harvest or plant any other bed.**

**APPEARANCE:**

**The beds must be planted and weed free. Beds not planted in winter must have either a cover crop or heavy mulch. Frost kill and winter kill must be removed. There should never be dead plant material.**

**We will not have a mulch pile. All debris has to be removed from the garden and Lost Corner Preserve. Please, no dumping.**

**Beds must be maintained. The Friends may give notice to a bed holder whose plot is unkempt or who is not maintaining the area around the bed. The Friends may give notice by: email, regular mail, by phone, or in person. The bed holder must complete the necessary upkeep within a timeframe set by the Friends. If acceptable progress is not made the bed will be considered abandoned and reassigned. The annual fee will not be reimbursed.**

**Bed holders are responsible for maintaining correct and speedy contact information.**

**Because the garden is dedicated to enjoyment, ornamentation is not forbidden, however, it is limited to one ornament per bed not to exceed 24" from the bed's top.**

**Cast no shade on your neighbors' beds.**

**This garden is a highly visible site and should be an asset to the area. To this end, no white PVC pipe is allowed, no white appearing plastic, and all trellis material should be black or natural, dark wood/wire.**

#### **RENTAL, FEES AND RECORDS**

**The Friends will assign plots, maintain lottery records, maintain contact information, maintain the wait list, and maintain a map of all plots.**

**FOLC will set the yearly rental fees. Fees will be used in accordance with the agreement (MOU) in place with the City of Sandy Springs.**

**Bed renters must be residents of Sandy Springs and provide proof of residence.**

**Renters must sign a rental contract/agreement and a waiver of liability and adhere to the Policies and Procedures.**

**A bed cannot be claimed until all agreements signed, fees are paid and residence proven.**

**Bed rental shall be for one year – Jan 1 to Dec 31.**

**Bed rental may be carried over in following years at the wish of the holder.**

**Fees will be required by Jan 31<sup>st</sup> of each year. Fees are not refundable.**

**Beds that are not renewed and fees not paid will be reassigned that year.**

#### **WAIT LIST AND REASSIGNMENT:**

**A wait list will be maintained of all lottery entrants who were not successful. Any city resident who did not take part may also be added.**

**Any and all available beds will be allotted according to the wait list priority.**

**Wait list contacts may turn down any bed offered and remain in place on the list.**

**Bed holders who wish to change beds will be placed at the top of the wait list and their bed reassigned as soon as they find a suitable swap.**

**Bed fees may be pro-rated if beds are assigned late in the year.**

#### **MAINTENANCE TASKS:**

**Bed holders will be asked to do various work tasks around the garden and Cottage one hour of each quarter. The hours requested may change each year.**

#### **BED FORFEITURE**

**Unfortunately there must be a procedure for revoking of bed rental agreements. Beds will be taken back by FOLC for failure to pay fees in a timely manner, theft of crops or tools, or in case of intentional damage to any garden property or use of the Garden for any illegal purpose. Beds will be taken back for failure to adhere to the Garden's Policies and Procedures and guidelines set forth in the Rental Agreement and the Lottery Application.**

**The contact information provided by the bed holder serves as the accurate method to contact the holder.**

#### **CHANGES TO POLICY AND PROCEEDURE**

**FOLC may, as the Garden moves forward, have to change certain policies and procedures. Due notice will be given to the bed holders of those changes.**

**TT 2-1-13  
TT 3-25-16  
TT 6-9-17**