

Second Garden Plot Procedure-

Revised and approved by CGC Board January 2024.

The purpose of this Procedure is to outline the process for the distribution of second garden plots and give information to those gardeners wishing to obtain a second garden plot. New members **always** get priority for **1st** plots over those club members requesting a second plot.

Current gardeners wishing a 2nd plot can request that their name be placed on a waitlist for a 2nd plot maintained by each GM. New 2nd plot leases will not be granted until March 15th of each year. **Once assigned and paid for, second plots are “guaranteed” until at least the end of the current year.** At the beginning of each new year, 2nd plots **may** be recalled if not enough openings have occurred to satisfy the requests from first time gardeners. Garden Managers will maintain a list of all 2nd plot owners in the order of seniority and recall plots, when necessary, in reverse order of them having been assigned. *(A 2nd plot holder can also lose their plot at any time for the same reasons they can lose their first plot: failure to pay the annual fee, to plant in the plot in a timely manner or failure to maintain the plot and the area around the plot.)* The fee for a second plot is **the same** as the renewal cost in that year.

The renewal process for the following year will begin in November. First plot gardens must be renewed by December 31, unless the gardener has requested an extension due to extenuating circumstances. At the end of each year, Garden Managers will determine the total number of possible available plots, (includes any plots that are vacant and the “at risk” 2nd plots). The Garden manager will assign plots to new club members who have requested plots and/or are on the 1st Plot Waiting List, starting with the vacant plots. On Feb 15th the Garden Manger will reserve enough vacant plots (if any remain) & “at risk” 2nd plots needed to have at least 3 plots available for any new club members who join by March 15 (the start of the main growing season). The rest of the 2nd plots owners requesting renewal may do so on Feb 16th. After March 15th, any remaining 2nd plots may be renewed by their previous year’s gardener. If not renewed, they can be assigned to any club members seeking a second plot starting with those on the previously mentioned 2nd Garden Waitlist. The goal is to maximize garden utilization and minimize weed growth.

Any new club member requesting a plot after the start of the growing season (Mar 15th) will be assigned a plot only if available. However, if all plots are taken, they will be placed on a waiting list and assigned a plot as they become available, but not later than January 1st of the coming year.