

## Community Garden Plot Cleanup & Forfeiture Process

To ensure fair access and a thriving garden environment, THPRD has established a garden plot forfeiture policy. This policy helps maintain active, well-cared-for garden plots and ensures that plots are used by gardeners who are able to commit time and attention to their care. Please note that THPRD reserves the right to reclaim plots at their discretion.

### Maintenance Standards

Each gardener must:

- Weed regularly (no overgrowth or invasive species)
- Harvest ripe produce
- Remove trash and non-organic materials
- Maintain plot edges, shared paths, and interior fence lines
- Avoid planting prohibited plants (e.g., invasive species, trees)

### Inspection Schedule

- Monthly inspections year-round
- Special inspections after complaints or visible issues

### Notification Procedure

THPRD will follow a 3-step process to ensure contact is made with gardeners when violations occur. If gardeners do not respond to any notification, THPRD reserves the right to forfeit the plot at any step of the process.

Step 1: First Notice (Courtesy Reminder)	Step 2: Second Notice (Warning)	Step 3: Forfeiture Notice
<b>Timing:</b> After first non-compliance observation	<b>Timing:</b> If no action after deadline provided in first notice	<b>Timing:</b> If no action after final warning
<b>Delivery:</b> Email and/or letter	<b>Delivery:</b> Email and/or letter, posted notice	<b>Delivery:</b> Email and certified mail
<b>Contents:</b> THPRD staff will provide a description of the issues(s), required actions, deadline for correction and response, and a reminder of the garden rules	<b>Contents:</b> THPRD staff will provide notice of ongoing non-compliance, deadline for correction with final warning of risk in plot forfeiture	<b>Contents:</b> THPRD staff will provide notice of final forfeiture date and deadline to have all personal items and/or plantings removed

**Forfeiture Enforcement**

- Personal items and materials not removed by deadline provided by staff will become property of the district and disposed of
- Plot is reclaimed by the garden program, and no access is permitted by the gardener after personal items/materials removal date
- Forfeited gardeners may be barred from reapplying for one growing season
- Decisions are final; refunds are not provided for plots that have been forfeited