

PROCEDURES AND POLICIES OF EDGEWOOD CEMETERY AND MAUSOLEUM

This document is intended to promote orderly operation of the Edgewood Cemetery and Mausoleum in the best interest of all lot owners. It is the result of careful study and investigation by the Board to establish reasonable procedures and policies for cemetery and mausoleum business. The Board trusts that all concerned will cooperate in observing the requirements of this document, effective May 6, 2021.

I. COSTS AND FEE

- A. The cost of a cemetery lot (9 feet X 20 feet, 4 graves) is \$5,500.
- B. The cost of a single cemetery lot (4 feet X 10 feet, 1 grave) is \$2,500.
- C. Cost includes coping placed around all lots. Permanent monument costs shall be the responsibility of the lot Owner.
- D. The cost of a Mausoleum crypt is \$5,000.
- E. The cost of a columbarium in the Mausoleum is \$1,000.
- F. The Cemetery's recording fee is \$100.00. The lot deed may be recorded in the county courthouse at owner's expense.

II. POLICIES

A. Monuments

All graves shall be marked with a permanent monument.

B. Family Monument

To avoid the appearance of congestion, only one central or family monument shall be placed on a family plot. When the monument is set near the border of the plot, the outside edge of the monument base shall be at least 12 inches inside the coping on all sides.

C. Prohibited Materials

Monument of cement, artificial stone, composite material, wood, tin or iron are prohibited, even for temporary use. Bronze individual markers are allowed.

D. Material Quality

All monuments, mausoleums and tombs shall be of first quality marble, granite, or other natural stone, free from components which cause rust stains and from natural faults which might cause chips or cracks.

E. Multiple Piece Monuments

All stone pieces shall be of the same color, with each piece of first quality from the same quarry source.

F. Attachments

Any attachments or inserts on a monument or marker, such as metal letters, natural stone or other material shall be non-staining and non-deteriorating.

G. Size of Monument

The size of the family monument shall be in harmony with the size of the lot. The face area of the monument shall not exceed 14% of the area of the lot and shall not exceed 2/3 of the width of the lot. In no case shall the monument be wider than 6'-0" or higher than 4'-2". Spier and obelisk type monuments will be considered. Plans and elevations of all monuments including spiers and obelisks shall be submitted to the Edgewood Cemetery Board for review and approval including application of any coloring on lettering or design on a monument.

H. Foundation and Base for Monument

The foundation for all monuments shall be at least the size of the base of the monument and the top finished at least 4" below grade. The base shall extend at least 2 inches outside the monument faces, but no more than 12 inches, and shall be finished at no higher than 6 inches above grade.

I. Monuments

Plans, specifications and location of monuments or tombs either wholly or partially above ground are subject to approval by the Cemetery Board.

J. Mausoleum Keys

Vault owners will be issued keys to the mausoleum by the First Baptist Church Office.

K. Individual Grave Markers

Individual grave markers shall be made of either natural stone or bronze. Individual markers in family plots should be placed at the end of the grave farthest from the base of the family central monument. Flush stone markers should be sawn bottoms and all top edges rounded.

L. Monoliths or Individual Single Grave Monuments

Individual headstones (veteran markers excepted) shall be at least 6 inches in thickness.

M. Individual Graves and Crypts

Two caskets may be placed in a single grave, one set on top of another. However, two caskets shall not be placed in one crypt in the Mausoleum. Cremated remains may be interred in another individual's casket.

N. Animals (Pets)

Animals (Pets) shall not be buried in Edgewood Cemetery.

O. Symbols and Epitaphs

Religious symbols such as the Christian cross or emblems of fraternal and military organizations as well as individual epitaphs may be incorporated in monuments and markers as appropriate.

P. Trademarks

A single trademark registered in the U.S. patent office is permitted on monuments and markers providing that the trademark is applied without pigmentation and is not more than 2 inches in total area.

Q. Copyright

Property registered copyright notices for monuments, as required by law, are permitted. The placement of the notice should not detract from the appearance of the monument.

R. Coping

Coping shall be composed of either marble or granite with 4-inch width and the height shall not exceed 6 inches above the ground level. No other materials, particular brick or concrete block, shall be used. Coping will be provided with the purchase of the plot.

S. Vaults

Vaults shall be used for burials.

T. Corner Posts

Corners of all lots will be marked with corner posts set by the cemetery.

III. PROCEDURES

A. Agreement and Warranties

Monument manufacturers and retailers should routinely guarantee that if any fault resulting from any faulty material, improper finishing or lettering, or improper setting occurs within five years from date of placement in the cemetery, the faulty monument will be corrected or replaced without cost of the purchaser.

B. Workmen

All workmen employed by outside firms, while within the cemetery, or subject to the rules and guidelines of the cemetery.

C. Dumping of Materials

Waste or discarded material will be removed from the cemetery. The practice of dumping waste materials on the periphery of the cemetery is strictly prohibited.

D. Stopping Work

All work of any description should stop when a funeral or interment is being conducted nearby. Trucks and workmen should withdraw to a reasonable distance from the location of the funeral services.

E. No Soliciting

Approaching the bereaved for the purpose of soliciting business within the cemetery is recognized as not in good taste and therefore is prohibited.

F. Right to Remove

Should any monument, mausoleum or tomb become unsightly, dilapidated or a safety hazard to visitors, the Cemetery Board shall have the right to correct the condition or remove the item, at the lot owner's expense.

G. Right to Correct Errors

The Cemetery Board may, without any liability, correct any error that might occur in the placing of a foundation or monument.

H. Advertising

Advertising of any description within the cemetery is prohibited.

I. Vehicle Traffic

Motor vehicle traffic shall be confined to marked surface treated roadways in Edgewood Cemetery. Vehicles shall not be driven on walkways or driven or parked on grassy areas.

J. Herbicides

Use of herbicides which kill on contact with leaves, such as round up is permissible for weed control on cemetery plots. Herbicides (Pramitol, Atratrol, and Toradon or similar products), which can be carried to neighboring areas by ground water, are strictly prohibited.

K. Plot Use

Fences, railings, walls, and hedges or signs of any description in the plots shall not be permitted. The plots are to be used for the sole purpose of the burial of the remains of human bodies and no other purpose. Planting shrubs and trees in the cemetery is strictly prohibited. If someone wishes to plant a tree in memory or honor of a person, permission may be granted by the Cemetery Board. The Cemetery Board reserves the right to select the planting site.

IV. RESPONSIBILITIES OF THE BOARD

- A.** Sell burial plots, crypts and columbarium.
- B.** Provide coping around plots purchased after February 15, 2021.
- C.** Maintain the cemetery and mausoleum. Hire or contract persons to mow, apply weed control chemicals, remove old floral arrangements and removal of leaves and limbs.
- D.** Mulch shrubs and other planting as cost effectiveness permits.
- E.** Vacuum, dust, and clean the mausoleum as needed. (The Church's custodian has been cleaning the Mausoleum.)
- F.** Hire (by contract) persons to repair all properties as financial funds permit.
- G.** Make all records available to interested persons.
- H.** Record in the Church's records all burials and maintain these records.
- I.** Attempt to solve all complaints relating to burial plots and cemetery properties.
- J.** Control the use of available capital funds by investing funds.
- K.** Use income from investments of funds to maintain the cemetery and mausoleum.
- L.** Select new board members for (3) three-year terms.
- M.** Maintain records or minutes of actions taken at meetings.

V. RESPONSIBILITIES OF EDGEWOOD CEMETERY OWNERS

- A.** Purchase or obtain, install (mounted and anchored) all fixtures including monuments, markers, floral containers plaques and emblems. Reset all monuments that tilt or fall.
- B.** The Owner of cemetery plots shall have the right to grant permission for burials, placement of markers, gravel, etc. after approval by Cemetery Board.
- C.** Fill each grave plot with soil and seed or sod with grass (preferably centipede) or fill the plot with crushed stone. Before stone or gravel is applied, put down a layer of heavy polyethylene. A layer of Polyethylene will reduce the presence of weeds and make removal of the gravel easier when a new grave is dug.
- D.** With the passing of time, some burial plots sink. All sunken plots shall be filled promptly to maintain a uniform level surface. (Usually, local funeral homes will fill a sunken grave when requested.)
- E.** All floral arrangements shall be secured by an urn or attached to the monument. Glass vases or jars are prohibited. All floral arrangements shall be removed periodically and seasonally, as soon as they reach a state of disrepair, otherwise, floral arrangements deemed in a state of disrepair shall be removed by the Board.
- F.** Pinwheels, wind chimes, solar devices and general clutter are prohibited. The American flag (no larger than 4" x 4") is permitted and welcome.
- G.** Notify the police and Church office of vandalism or other happenings that adversely affects cemetery properties.
- H.** Owners can rightfully mow, trim, remove debris, etc. to keep the grave plots neat.
- I.** Cemetery lots can be resold. The Church office must be notified of every sale so that Cemetery records can be updated. Updating and recording the deed in the county courthouse is the responsibility of the Owner.
- J.** Destruction of cemetery properties (including vandalism) may be covered by homeowner's insurance policies. The owner shall be responsible for filing the claim.
- K.** Any questions should be directed to the Church office. Questions will be answered by a member of the Church staff or a member of the Cemetery Board.