

Chestnut Hill Community Cemetery Association (CHCCA) Cemetery Policies

Burial plots are reserved or assigned but not sold. Reservations cannot be transferred or sold without the express permission of the CHCCA Board of Directors.

Assignment of burial plots: Plots reserved prior to June 30, 2019 will be grandfathered into the CHCCA records. Grandfathered reservations with deposits will hold the contracted pricing until paid or 5 years from CHCCA incorporation, whichever comes first. Plots can be reserved by any of the following:

- an active church member
- a church member's spouse, parent, child, and/or grandchild
- a direct line member of the family of someone buried in the cemetery
- a resident of the Chestnut Hill Community
- a former pastor of CHUMC or CHCC

Assignment of responsibility: The Reservation Secretary of the CHCCA will be responsible for the assignment of all burial plots. Records of fees, receipts, and payment of bills are the responsibility of the treasurer and the reservation secretary. The Board of Directors is responsible for overseeing all operations and assigning responsibilities and oversight as needed. Reservations will be complete when a signed contract and a \$50 deposit has been submitted to the reservations secretary.

Burial plots: Can be reserved based on the following fees and categories:

Category	Resident of Chestnut Hill	Former Pastor/Missionary
Single	\$450	Free
Double	\$700	Free
Infant (birth – 2) & Cremations	\$200	Free

Arranging for Burial: No interment shall take place without the express permission of a member of the Board of Directors of CHCCA. Requests for interment must be made at least two working days prior to the interment to one of the directors. Burials must take place in the grave space allocated. A member of the board of directors will mark the grave prior to the interment to facilitate this. All fees and charges must be paid to the CHCCA by the date of the interment. Checks should be made payable to Chestnut Hill Community Cemetery Association (CHCCA). No burial will be allowed until payment is complete and the plot has been confirmed by a director of CHCCA. The church may be reserved for memorial services by a Chestnut Hill community resident. A donation to help with cleaning is appreciated. There will be no church facility fee for members, members of their immediate family, or regular attendees.

Right of Use: Once a plot has been selected and fees paid, the selected burial plot will be held for the use of the designee or any member of their immediate family for 50 years. Burial plots may not be sold to a second party. Initial burial plot fees will not be refunded. If

applied for and approved, an extension time may be granted by the CHCCA Board of Directors after the 40 year point of the reserved time.

Restrictions: For the ease of maintenance and general appearance the following restrictions are placed on cemetery use.

- All persons are prohibited from planting flowers, trees, shrubs, or plants on cemetery grounds.
- Flowers may be placed on the gravestones or base from April thru October. Flowers that are not removed by the end of October will be disposed of by the CHCCA.
- Decorations may be placed over the entire burial plot for one week each year beginning with the day before Father's Day and at interment for a period of thirty days.
- Seasonal flowers, wreaths, or tributes may be placed on the headstone or its base from Thanksgiving thru Epiphany.
- The church shall in no event be liable for loss or damage from causes beyond its control or for loss or damage caused by the elements, common enemy, thieves, vandals, strikers, malicious mischief-makers, explosions, riots, military, or civil authority.
- Headstones and markers are limited to height of no more than three feet.

Headstones: It is required that a permanent marker be placed at the burial site within 18 months of burial. The minimum size and information is 6 inches by 12 inches with the deceased's full name, date of birth and date of death.

Maintenance of Headstones: It is the responsibility of the owner and/or their heirs to install and maintain their memorial in a good state of repair. In the event of any such memorial becoming dangerous or defective the Board of Directors may give notice to the owner requiring them to repair or to remove the memorial. It is important that the owner keeps the Board of Directors informed of any change to their address to enable contact to be maintained. The Board of Directors will endeavor to deal with the matter as sensitively as it can and will offer advice and assistance where appropriate. The owner will be allowed a reasonable time to commission the necessary remedial work, having regard to the level of risk posed by the memorial. If, after the expiration of the notice period given by the Board of Directors, the owner has failed to repair or to remove the memorial or if the Board of Directors has been unable to trace the owner after it has taken such reasonable steps as it may consider necessary for that purpose, the Board of Directors reserves the right to take appropriate action to make the cemetery safe. It should be noted that, if a memorial is assessed as posing an immediate risk to public safety, the Board of Directors will take whatever steps are necessary to eliminate the immediate risk prior to contacting the owner. This may involve the attachment by the Board of Directors of a temporary support to the memorial, which can be removed by the monumental mason employed by the owner to repair the memorial at the time that the repair is undertaken.

Memorial Dimensions & Specifications: No memorial or any other article shall be allowed to be erected other than one only of the following: a headstone not exceeding 100 cm (40 inches) in above-ground height, 92 cm (3 feet) in width for a single, 185 cm (7 feet) for a double, and 40 cm (16 inches) in thickness for the foundation. Any such headstone is to be of monolith construction or securely fixed to an appropriate solid foundation of sufficient

size and mass to ensure the stability of the monument, a marker not exceeding 30cm (1 foot) in any dimension may be placed at the foot of the grave.

General The cemetery will be open for pedestrian access at all times, although the CHCCA reserves the right to make such closures as may be necessary for repairs, emergencies or in the interests of public safety. The dignity and calm of the cemetery must be respected at all times. Dogs, other than disability guide dogs, are prohibited. The Board of Directors shall regularly maintain the cemetery gardens, driveway and paths, to include the removal of litter. The Board of Directors reserves the right to remove any dead floral tributes that are positioned such as to impede maintenance activities or detract from the appearance of the cemetery. Should sinkage occur on any grave, the Board of Directors will top this up free of charge. As the burial authority, the CHCCA (as owner and occupier of the site) has a duty under health and safety legislation to do all that is reasonably practical to protect the health and safety of persons who enter the site. To identify potential hazards and risks, a regular formal site inspection will be conducted and required action taken. The committee shall keep the statutory registers and records in relation to burials conducted at the cemetery. The registers and records are open for inspection, free of charge, by appointment with the Board of Directors.

Cremations: When a burial of an urn with a plaque is desired, it will be priced the same as for an infant. A burial plot can be used for up to four cremation burials provided flat markers are used at each site that will not interfere with mowing. A family headstone may be placed at the head that meets size requirements described above.