



HOPLAND CEMETERY DISTRICT

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HOPLAND CEMETERY RULES AND REGULATIONS

The following rules and regulations have been adopted by the Hopland Cemetery District Trustees based on the California Health and Safety Code and intended for the benefit and welfare of all residents in the Hopland Cemetery District. [Definitions: Cemetery: public land set aside for burial purposes; divided into small measured lots or plots approximately 5x10 in size, and Hopland residents may purchase the right to use plots for the internment of remains.]

FOR PURCHASERS:

Lots are purchased for burials only and each purchaser is allowed a total of four (4) plots. Any additional plots must have approval by the Board of Trustees in consideration of the limited land available at the time of purchase. In the event purchaser decides to return any plot to the District, the District will reimburse the purchaser at the original purchase price and only upon receipt of the original Internment Rights Certificate which was executed by the Board at time of the initial purchase.

Markers shall not exceed the height of five feet or exceed the 5-foot width or 10-foot length of the plot.

INTERNMENTS:

Mortuary/Funeral Directors must give the Hopland Cemetery District a minimum of seven (7) days advance notice prior to the date of any internment and present the Hopland Cemetery District with the executed Internment Order. No plot shall be opened without providing receipt of full payment by purchaser or legal designee.

The Hopland Cemetery District is volunteer-run and does not employ any caretaker or grave digger on site.

All internments must comply with Health and Safety Code Sec. 7500-7528. An independent contractor must be hired by the entity asking for the internment to complete this service and any and all expenses, including any damage that may be incurred to surrounding plots, markers or curbs shall be the responsibility of the entity requiring the service.

RULES FOR PLOT MAINTENANCE:

The Board of Trustees reserves the right to remove any monument, tree, plant, object or structure which may be considered a hazard and/or does not meet the following rules:

- a. Any wreaths, floral designs, flags, signs or other miscellaneous items placed on plots shall be replaced or renewed at regular intervals;
- b. No wreath, floral design, flag, sign or other visual piece shall be affixed to any trees or fencing;
- c. Floral pieces, baskets, frames or other presentations placed at the burial shall be removed within 2 weeks of burial date;
- d. Flowers shall not be placed on any adjacent plot or plots other than by the owner;
- e. Balloons are not permitted and will be removed. Balloons and plastics or mylar are a hazard to local wildlife.

RESPONSIBILITIES THE BOARD OF TRUSTEES:

In order to make new or revise the Cemetery Rules, the Board of Trustees shall include any proposed regulations in the Agenda of their Quarterly Meetings and shall post said Agenda in no less than two (2) public places including online no less than seven (7) days prior to the date of the meeting. At the time of said Quarterly Meeting, the Board shall read and review the proposed regulation(s), make any revisions approved unanimously by the Board, and shall vote to approve the final regulation(s). If approved, the new or revised regulation shall be included in the public records of the Board.

All Trustees are required to complete a County-approved Ethics Course and hold a Certificate of Completion.

The Trustees shall have their names and contact information posted on the Mendocino County website and shall notify the County of any changes in their contact information in a timely manner.

The Board of Trustees shall perform the following functions as regular business of the Hopland Cemetery District:

1. Establish policy and review regulations periodically to reaffirm their intent;
2. Retain any Independent Contractors (see required Independent Contractor Agreement) for internments, maintenance of the grounds, landscaping or tree care and the like;
3. Prepare an Annual Budget per the requirements of the Mendocino County Auditor Controller and contract for financial review/audit as required by law;
4. Oversee the maintenance of the Cemetery, interface with the public and potential or current plot owners and be available to answer any and all questions regarding rules and regulations of same;
5. Purchase any necessary materials, tools or rent equipment for the adequate maintenance of the cemetery grounds;
6. Interface with any mortuary staff and/or funeral directors in regards to scheduling of internments or disinternments;
7. Maintain risk management insurance, pay all required dues to cemetery associations as required by said insurer, and receive any claims in relation thereto;
8. Maintain a public presence via the maintenance of a public online website, email address, physical post office box and any other manner of contact with the public;

All Trustees must reside within the Hopland Cemetery District and should be willing to devote the necessary time to the Hopland Cemetery District to retain its effectiveness.

All Trustees are volunteers; however, should any Trustee incur expenses in the function of their duties as Trustee and having presented said expenses to the Board in advance or during its regular public meeting, Trustee shall be able to receive reimbursement for said expenses with unanimous approval of said reimbursement.

The Board of Trustees shall conform to all requirements of the California Law Governing Cemeteries and its own adopted policies and shall represent the Hopland Cemetery District, both as a Board and individually, during their three (3) year term.

The Board of Trustees shall designate a President, Vice-President, Secretary, Treasurer and Public Relations position and said designation shall be public record. The President shall preside over all public meetings, the Vice-President shall do so in his/her stead if necessary; Secretary shall maintain all cemetery records and minutes of the Board meetings; the Treasurer shall present the Budget and maintain all financial records, claim orders and expense reports; and

Public Relations shall maintain the website, any printed materials, video materials or historical photographs relating to the Hopland Cemetery District.

The Board shall observe Robert's Rules of Order Revised except Agenda items may be discussed prior to Motion and 2nd, and a quorum shall be three of the five Trustees present.

THE ABOVE-WRITTEN HOPLAND CEMETERY RULES AND REGULATIONS STAND APPROVED BY
THE HOPLAND CEMETERY DISTRICT BOARD OF DIRECTORS.