

Hacienda Carmel – Architectural Rules for Condominium Owners

Policy for Memorial Benches, Plaques or Other

From time to time a surviving spouse, other family members and/or friends may wish to honor a deceased resident with a memorial plate on a bench, an engraved plaque or other such item to be placed somewhere in the common area. In accordance with this policy, all such requests are subject to the following criteria prior to the procurement and placement of the item anywhere in the common area of the property:

- ❖ All memorial item requests shall be reviewed by the Buildings & Grounds Committee in the same manner as requests for architectural changes. Requests for memorial items found to be outside the scope of the criteria listed in this policy shall constitute a variance and require final approval by the HCCA Board of Directors.
- ❖ Requests for placement of an engraved memorial plate on a bench shall be limited to existing Association benches in the common area and shall be subject to availability and approval.
- ❖ Engraved metal plates for memorial benches may not exceed 3”x 6” in size and shall be affixed at the center of the inside top rail of the backrest of the bench. Engraving directly into any surface of the bench is not permitted. A proof of the text to be engraved on the plate shall be submitted as a part of the request for an engraved memorial plate on an Association bench.
- ❖ Engraved wooden or wood & metal memorial plaques containing memorial information shall not exceed 8”x 10” in size. A sample image of the plaque style and specifications shall be provided as a part of the request.
- ❖ Specific location or placement of an engraved memorial plate on a specific Association bench or other such items may be requested by the sponsoring party but is subject to approval by the committee in collaboration with Hacienda management.
- ❖ All costs associated with a memorial bench engraved plate or other such memorial item shall be the responsibility of the sponsoring party.

APPROVED BY THE HCCA BOARD OF DIRECTORS 09-24-20