

WOODLAWN CEMETERY



RULES AND REGULATIONS

REVISED

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RULES AND REGULATIONS FOR WOODLAWN CEMETERY

INTRODUCTION

Woodlawn Cemetery is a nonsectarian and non-profit Cemetery dedicated in 1850 located in Everett, Massachusetts.

Woodlawn is a full service cemetery and offers a private chapel for services with seating for up to 130 people. Patton Memorial Hall is available for collations after funerals that has seating for 60 people. The Cemetery offers single graves for 1, 2, or 3 burials and lots for 4 or more burials. The two Community Mausoleums, the Sheffield and Versailles, offer both above ground entombment and niche space for cremated remains. The Carthage consists of three mausoleum buildings each containing seven family rooms available for above ground entombment. Private Family Mausoleum lots are also available. The Cemetery has a crematory, a columbarium which offers a wide selection of niches with a capacity of one to four cremated remains with either marble or glass fronts and a Memorial Urn Garden designed for the inurnment of cremated remains. Woodlawn provides a beautiful, well kept, garden-like setting for the memorialization of loved ones. All landscaping and development in Woodlawn are carefully planned to harmoniously blend with the natural beauty of the grounds and all plantings from our greenhouses are tastefully chosen to address that objective. In the interest of all our Grave or Lot Holders, Woodlawn maintains and actively enforces formal policies to protect the dignity of our Cemetery.

Please come and visit; the gates are open daily from 7:30 A.M. until sunset.

Visitors to Proceed with Caution

Woodlawn welcomes its patrons and guests to travel within our beautiful grounds and to experience all of its beauty at any time during the four seasons. However, it herein notifies all of those parties that a property of this size is constantly subject to all of the effects that both nature and the operations of a full service cemetery impose upon such a property. As such, you are advised to proceed with caution, as to potential dangerous situations that could present themselves in the form of road conditions, ongoing maintenance and construction activities, and to all of the exposures caused by nature within the confines of Woodlawn. Should you ever encounter such a situation, Woodlawn would appreciate your report of such a condition to its Administrative Office.

GENERAL RULES

Since 1850, the Woodlawn's executive management and the Board of Trustees have been empowered to oversee all aspects of facility operations in order to maintain the high standards that our clients have come to expect. In questions of Cemetery

operations and policy, the decisions of the Board of Trustees are final.

For the mutual protection of every Grave or Lot Holder these Rules and Regulations have been established as the guiding elements of the operation of Woodlawn Cemetery. The Cemetery issues a Certificate of Interment Rights in which the grant of rights is made to the Grave or Lot Holder subject to the Rules and Regulations existing at the time of the delivery of the Certificate as well as any subsequent changes to the Rules and Regulations thereafter adopted. As part of the agreement to purchase from Woodlawn Cemetery, Grave or Lot Holders and the parties for whom they have responsibility, have agreed to comply with all rules and regulations established by the Cemetery. All Rules and Regulations defined herein will apply uniformly.

The statement of any employee of the Cemetery shall not be binding upon the Cemetery except as such statement coincides with the document conveying the Rights of Interment, and with these Rules and Regulations.

The Cemetery reserves the right, without notice, to make temporary exceptions, suspensions or modifications in any of these Rules and Regulations when, in its judgment, the same appears advisable; and such temporary exception, suspension or modification shall in no way be considered as affecting the general application of such Rules and Regulations.

In all matters not specifically covered by these Rules and Regulations, the Cemetery reserves the right to make any decision which in its judgment is deemed reasonable under the circumstances and such determination shall be binding upon the Grave or Lot Holder and all parties concerned.

The Cemetery reserves the right at any time and from time to time to change, amend, alter, repeal, rescind or to adopt new Rules and Regulations or any part thereof or to adopt any new rules and regulations with respect to the Cemetery or anything pertaining thereto.

Conflicts

Notwithstanding the items and provisions contained within other documents delivered and provided to the Owner in conjunction with his/her purchase of Interment Rights at Woodlawn Cemetery, in the event that similar terms and provisions contained herein, then the Owner acknowledges that the terms and provisions shall be construed according to its definition and understanding contained within these Rules and Regulations.

CEMETERY HOURS

The Administration Office hours are Monday thru Friday 8:30 a.m. to 4:30 p.m., Saturday 8:30 a.m. to 12:30 p.m. The hours of the Cemetery grounds are 7:30 a.m. to sunset daily. The office is closed on all of the following Holidays:

New Year's Day

Independence Day

Martin Luther King Day

Labor Day

Washington's Birthday
Veteran's Day
Thanksgiving Day
Christmas Day

Columbus Day
Patriot's Day
Memorial Day

DEFINITIONS

For purposes of these Rules and Regulations the following words shall, unless the context clearly indicates otherwise, have the following meanings:-

“Burial right”, the right to burial in a grave or lot held by the licensee of the grave or lot; however, the license is not equivalent to title to the property. Burial right to the entire lot or individual grave or rights may be granted or transferred by the licensee and with approval of the governing body of the Cemetery.

“Care”, shall mean that general care of the Cemetery as herein defined.

“Cemetery”, an area of land set aside and dedicated for the final disposition of the remains of a deceased person.

“Columbarium”, a structure, room or space in a mausoleum or other building containing niches used to contain the cremated remains of a deceased person.

“Cremation”, the process of extreme dehydration and evaporation created with intense heat which reduces the composition of the body to inorganic bone fragments.

“Cremated remains”, the final processed substance remains of the reduced composition of the body to inorganic bone fragments.

“Crypt,” a chamber in a mausoleum of sufficient size, generally used to contain the casketed remains of a deceased person.

“Decorations”, the adornment, ornamentation, embellishment, memorialization, care or beautification of a grave in accordance with rules and regulations established by the governing body of the Cemetery.

“Entombment”, shall mean burial above ground in a mausoleum crypt.

“Flag etiquette”, the requirement that a flag of the United States placed upon a grave to honor a veteran shall not touch the ground and shall not be allowed to remain if torn or faded or beyond a specified time period as determined by regulations of the United States Department of Defense, United States Department of Veterans Affairs and the governing body of the Cemetery.

“Flag holders”, a device, known also as a commemorative marker, made to hold a flag of the United States which identifies the branch of service during observances honoring military veterans.

“Foot marker”, a flush to the ground memorial made of granite or bronze which is placed at the foot of the grave.

“Governing body”, the independent managing authority of a cemetery as applied to a national veterans cemetery, state veterans cemetery, municipal cemetery, religious cemetery or private non-profit cemetery.

“Grave”, a space in a cemetery that allows the burial right of either 1 or multiple in-ground burials of a deceased person.

“Grave or Lot Holder”, shall include a person or persons who have purchased interment rights or entombment rights in a privately owned mausoleum, or who hold same by right of inheritance transfer. All lots shall be held indivisible.

“Grave liner”, an unsealed durable outer container of 2 or more pieces in which the casket is placed at time of burial in the earth.

“Interment”, is meant as ground burial.

“Inurnment”, shall mean the permanent placement of cremated remains in a niche or space in a columbarium, mausoleum, tomb or grave.

“Lawn Crypt”, a pre-installed cement liner for 2 or 3 burials with shelving to separate caskets.

“License of burials”, the right given for the use of a specific grave, lot, crypt, niche or other burial space.

“Lot”, a space set aside in a Cemetery for several grave spaces.

“Memorial park”, a Cemetery that permits the use only of flush-to-the-ground memorials.

“Mausoleum”, a building containing crypts for the entombment of a deceased casketed person.

“Monument or memorial”, a traditional upright monument usually made of granite, a flush-to-the-ground memorial usually made of bronze or granite, or a foot marker as defined in this section, any of which is used for commemorating the life of a deceased person.

“Niche”, a recess in a columbarium used for the permanent placement of the cremated

remains of a deceased person.

“Representative”, the person recognized by the Cemetery as the designated legal heir or representative of the Grave or Lot Holder.

“Tomb”, a structure known as a receiving tomb or receiving vault designed for the temporary storage of a casketed body which is not to be interred immediately.

“Traditional Cemetery”, a Cemetery that allows upright traditional monuments.

“Urn”, a container to hold cremated remains which can be a durable and permanent urn placed in a niche or buried in the ground.

“Vault”, a 2-piece sealed durable outer container in which the casket is placed at the time of burial in the earth for additional protection, provided however, that such container may have an inner liner to enhance appearance and sealing ability.

USE OF CEMETERY

Visitors shall only use marked and established avenues and paths to gain immediate access to a gravesite. The Cemetery expressly disclaims liability for any injuries sustained by anyone violating this rule.

Individuals without recognized business are not permitted to loiter in any of the buildings or on the grounds, graves or monuments in the Cemetery.

Children under fourteen years of age are not permitted within the Cemetery, unless accompanied by an adult responsible for their behavior.

Pets of any type, except service animals, are not permitted on the Cemetery grounds or any of its buildings at any time.

Lawns shall not be disturbed for any purpose.

Motor Vehicles - Automobiles, funeral cars and trucks must be kept under control at all times and at no time shall such vehicles drive through the gates or within the Cemetery at a speed in excess of 15 miles an hour. Automobiles are not allowed to park or to come to a full stop in front of an open grave unless in attendance of a funeral. It is prohibited to park or leave any motor vehicle on any road or driveway within the Cemetery at such location or in such position as to prevent any other vehicle from passing, and if so parked or left, the Cemetery may remove said vehicle. Any driver who causes another automobile or other vehicle to travel off the confines of the road causing any damage to the property will be held liable for that damage. All drivers must have in their possession a full and valid license. Student driving is not allowed.

Bicycles are allowed, but have to be walked to the gravesite.

The Cemetery shall have the right to provide security or traffic control if it deems

necessary, but is under no obligation to do so.

Recreational activities are not allowed on the Cemetery grounds these include: jogging, roller blading, skate boarding, X-C skiing, etc., snowmobiles, ATV's or un-registered motorcycles for recreational activities are prohibited.

FLORAL DECORATION AND FLAG POLICIES

Plantings - Plantings are permitted only when performed by Cemetery personnel under contract with Grave or Lot Holders.

Floral Placement Policy – A maximum of 2 arrangements may be placed on any grave at one time. The maximum size pot permitted is 10" in diameter. Floral arrangements and wreaths may contain decorations consisting of non-plant materials only as an incidental part of the arrangement or wreath.

Non-floral, stand-alone decorations are not permitted (i.e. balloons, pinwheels, Shepherd's Hooks, Christmas trees over 18" tall, holiday or seasonal placards, etc.). Monument saddles or any other attachments to markers or monuments are also not permitted. All items not in compliance with these policies will be removed without notice and disposed of immediately.

Ornaments and Flower Vases - The right is reserved to regulate the method of decoration of graves or lots so that uniform beauty may be maintained. The use of boxes, shells, toys, metal designs, ornaments, chairs, settees, vases, glass or crockery containers, wood or iron cases are prohibited. All such articles shall be removed. Wires and/or rocks must not be used to hold pots or flowers upright on either graves or lots, they constitute a serious hazard to the mower and trimmer operators as well as other guests.

Religious artifacts, statues of saints, rosary beads, vigil lights and similar type objects are not allowed to be placed on memorials, graves or lots.

Limitation of Liability for Floral Pieces or Vases - The Cemetery and its employees shall not be liable for lost or removed vases, floral pieces, baskets or flags placed on graves or lots.

Holidays - Holiday decorations, brought by visitors, may be placed on grave sites one (1) week before the holiday and will remain for one (1) week after the holiday, except for Christmas where they may be placed for the month of December. At the conclusion of these time frames, Cemetery personnel will remove them. It is suggested that all Christmas decorations be removed in the first week of January by the families before clean up and the onset of winter weather.

Flags - Flags may be placed on graves one (1) week in advance of Memorial Day and will remain there unless in deteriorated or disrespectful condition until the end of July. Flags for Veterans Day may be placed on graves one (1) week in advance of the holiday and will be removed prior to winter conditions setting in. Flags of appropriate size are

permitted in Mausoleums, only in the bud vases and are subject to the same removal regulations as graves. National flags, military service and government agencies are permitted.

Removal - Any flowers or plants that no longer contribute to the beauty of the grounds or are seasonally inappropriate shall be removed at the discretion of Cemetery personnel.

Rubbish disposal on roadways, driveways, paths, walks or on any part of the grounds is prohibited.

The placing of artificial decorations of any kind on graves or lots is prohibited from March 1st through October 31st and shall be removed by the Cemetery.

Prohibited Actions - The following actions are strictly prohibited: digging, flower picking, and breaking, trimming or injuring of any tree, shrub, flower or plant.

Clean Up Notification - Notification of removal of artificial decorations and flags will be posted at the entrance of the Cemetery a minimum of one (1) week in advance of removal.

INTERMENTS

The Cemetery shall have the right to request those wishing to arrange for an interment to contact the Cemetery Office. The Cemetery requires at least twenty-four hours' notice, exclusive of Sundays and Holidays, for any cremation, interment or entombment and at least one week's notice for any disinterment.

The Cemetery shall not be liable for any order given by telephone, or any error occurring from the lack of proper instructions as to the size of the casket, or as to the particular grave or lot location where the interment is to be made. The Cemetery reserves the right to make an equitable charge whenever additional labor costs result from such errors.

At the time of burial a signed Order for Interment is required. The Cemetery shall be in no way liable for any delay in the interment of a body where a protest to the interment has been made, or where the Rules and Regulations have not been complied with or where said Rules and Regulations forbid such interment.

All funerals upon entering the Cemetery shall be under the exclusive charge and sole direction of the Cemetery personnel.

All funerals upon entering the Cemetery shall have all the necessary paperwork; a signed Order for Interment signed by the Grave or Lot Holder or his/her legal representative, giving the deceased name, last residence, age, date of death, place of death, cause of death, name of Funeral Director, burial permits and payment of all assessed charges.

The casket may not be opened within the Cemetery without the express permission of

the Cemetery. The Cemetery reserves the right to refuse permission to anyone to open the casket or to touch the body without the consent of the legal representative of the deceased or without a Court Order with the Funeral Director present.

The interment of cremated remains requires a permanent container approved by the Cemetery.

Removals of interred remains from the Cemetery may be made only upon a final Court Order from a court of competent jurisdiction authorizing the removal, wherein all periods of appeal have expired. The Court Order shall be subject to the sole approval of the Cemetery. In the absence of such a Court Order, no removal of interred remains from the Cemetery shall occur without the consent of the Cemetery and the written authorization of the Grave or Lot Holder, and/or any other interested party pursuant to M.G.L.A. Chapter 114. All physical removals of interred remains shall occur in the presence of Cemetery personnel and with licensed Funeral Director present. Cemetery personnel shall exercise due care in making a disinterment, but it shall assume no liability for the damage to any casket, burial case or memorial incurred in making the disinterment.

The Cemetery shall have the right to designate the hour and manner in which interments and disinterments will or will not be permitted.

Only equipment operated or under the direction of the Cemetery shall be used in making interments and disinterments.

Only human remains shall be interred in the Cemetery.

INSTRUCTIONS TO GRAVE OR LOT HOLDERS & THEIR RIGHTS

The Cemetery reserves the right to specify the Terms of Purchase of all interment rights in graves or lots and the manner in which said right shall be held or exercised.

Should the Grave or Lot Holder fail to carry out the Terms of the Purchase Agreement, the Cemetery may declare said agreement cancelled and all rights of the purchaser in and to the grave or lot forfeited. In the event of such default the Cemetery reserves, and shall have, the right immediately or any time thereafter, without notice at its discretion, to remove to single graves, to be chosen by the Cemetery, each of the remains then interred in said grave or lot. The Cemetery further, shall have the right to remove any memorial that may have been placed on said grave or lot.

No coping, curbing, fencing, hedging, borders, plantings or enclosures of any kind shall be allowed on any grave or lot. The Cemetery reserves the right to remove same if so erected, planted or placed.

All interments must be placed in a concrete outer container or a suitable container approved by the Cemetery.

Digging around perimeter of a memorial is prohibited and the Cemetery is not responsible for damage to memorials when there is evidence of such digging.

The use of the grave or lot is for interment purposes only and not for resale or profit, as proscribed by General Laws, Commonwealth of Massachusetts Chapter 114, Sections 29 and 43B. The Cemetery has the right to the buy back of the grave, lot, crypt, or niche.

If the Grave or Lot Holder has filed a Trust (written instructions) on file at the Cemetery office as to which member or members of his/her family shall succeed to the rights of said lot, said Trust will be recognized by the Cemetery and will be followed if in the judgment of said Cemetery such instructions are clear, practicable and not manifestly unjust.

Grave capacity for each grave shall be stated on the Certificate of Burial Rights thereof and the number spaces shall be recorded and kept on file in the Cemetery office. For crypts the capacity shall be stated in the number of casket spaces purchased.

In the absence of a Trust filed by the Grave or Lot Holder or a duly probated will, the rights of interment shall devolve upon those entitled to succeed thereto under the intestate laws of the Commonwealth of Massachusetts; subject to those rights in General Laws, Commonwealth of Massachusetts, Chapter 114.

A vested Right of Interment may be waived by a letter acknowledged by a Notary Public and delivered to the Cemetery. We determine Representation by General Laws, Commonwealth of Massachusetts, Chapter 114, Sections 29 & 31.

If upon death of a Grave or Lot Holder, two or more persons are entitled to the possession, care and control of the lot, it shall be the obligation of said person or persons to provide Woodlawn Cemetery with satisfactory evidentiary material to establish the identity of the Successor Representative. Said determination shall be at the sole discretion of Woodlawn Cemetery.

Woodlawn's policy on the sale of a Lot or Mausoleum is based on and reflects the requirements established by Massachusetts General Law. A Lot and Mausoleum shall be deemed indivisible, and sold only to a person or persons in a fashion to avoid and preclude the possibility of speculative purchases for resale. The right to determine the purchase of a Lot or Mausoleum for speculative purchases for resale rests within the sole discretion of Woodlawn Cemetery.

SERVICE CHARGES AND PAYMENTS

The Cemetery shall have the right to fix a charge and time of payment for each interment, disinterment, and for the performance of any other service rendered by the Cemetery; and all work in connection with such service shall be subject to the determination and supervision of said Cemetery.

Any indebtedness due for work performed on a grave or lot must be paid before an interment in the grave or lot may be made, or before any memorial may be erected.

RIGHT TO REPLAT

The following rights and privileges are hereby expressly reserved to the Cemetery to be exercised at any time or from time to time for the erection of buildings, or for any purpose or use connected with, incident to, or convenient for, the care of, preservation of, or preparation for disposal or interment of, deceased human remains or other Cemetery purpose:

1. To resurvey, enlarge, diminish, replat, alter, in shape or size, or otherwise to change all or any part or portion of the Cemetery.
2. To lay out, establish, close, eliminate, or otherwise modify or change, the location of roads, paths, walks or drives, provided ingress and egress to and from any Grave or Lot is preserved.

The following rights and privileges are hereby expressly reserved to the Cemetery to be exercised at any time or from time to time:

1. Easements and rights of way over and through all of the Cemetery premises for the purpose of installing, maintaining and operating pipe lines, conduits or drains for sprinklers, drainage, electric, or communication lines or for any other Cemetery purpose.

NO EASEMENTS GRANTED

No easement or right of interment is granted to any Grave or Lot Holder in any road, path, or walk within the Cemetery, but such road, path, or walk may be used as a means of access to the Cemetery and its buildings as long as the Cemetery devotes such road, drive, path or walk to that purpose.

CONDUCT IN CEMETERY

Loitering, loud noise, music, discourteous or boisterous behavior within the Cemetery or any of its buildings is prohibited.

Rubbish - Throwing of trash, waste or rubbish on roads, driveways, paths, walks, or any part of the grounds or in the buildings is prohibited.

Picnicking – Eating, drinking and playing are not permitted in the Cemetery.

Flowers and Shrubs - No one shall pick or disturb any flowers or foliage, or break any branches, or remove, injure or cut any tree, plant or shrub without specific permission of the Cemetery.

Peddling or Soliciting - No one will be permitted to peddle flowers, plants, or any other article or items, or to solicit the sale of any commodity whatsoever within the Cemetery or near the Cemetery gates.

Signs and Advertising - No signs, notices or advertising of any kind shall be allowed

within the Cemetery except those placed by the Cemetery.

Photography – Photographing of funerals, gatherings or memorials shall not be allowed except by written authorization of the Grave or Lot Holder of such interment space or his/her legal Representative and the written approval of the Cemetery. The use of drones or remote controlled or uncontrolled flying devices for any purpose is prohibited.

GRADING AND IMPROVEMENTS

The Cemetery reserves the exclusive right to do all grading, landscape work, improvements of any kind and all care of graves and lots; likewise to plant, trim, cut or remove all trees and shrubs.

All improvements or alterations of graves or lots shall be under the direction of and subject to the approval of the Cemetery and should they be made without its prior consent, the Cemetery reserves the right to remove, alter or change such improvements or alterations at the expense of the Grave or Lot Holder.

EMPLOYEES

Cemetery employees are not permitted to do any work for Grave or Lot Holders except upon the order of the Cemetery, but are required to be civil and courteous to all visitors.

Statements made by employees, including statements contrary to stated rules and regulations or on subjects not addressed by Woodlawn Cemetery's Rules and Regulations are not binding.

OUTSIDE WORK

The Cemetery reserves the right to give authorization to any workmen, other than employees of the Cemetery, before they may begin any work in the Cemetery. Grave or Lot Holders may have certain work done in accordance with these Rules and Regulations at their own expense upon application to and approval by the Cemetery.

LOSS OR DAMAGE

The Cemetery disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damage caused by an act of God, the elements, insurrections, riots, order of any military or civil authority, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents or any cause similar or dissimilar beyond control of the Cemetery whether the damage be direct or collateral. In the event it becomes necessary to reconstruct or repair any or portions thereof in the

Cemetery, which has been damaged by such causes, the Cemetery shall give a 10 day written notice of the necessity for such repair to the Grave or Lot Holder of record. The notice shall be given by depositing the same in the United States mail, with postage thereon duly prepaid, addressed to the owner of record at his/her address stated on the books of the Cemetery. In the event the Grave or Lot Holder fails to repair the damage within a reasonable time, the Cemetery may direct that the repairs be made and charge the expense to the Grave or Lot Holder of record.

GRAVE OR LOT HOLDERS/REPRESENTATIVES CHANGE IN ADDRESS

It shall be the duty of the Grave or Lot Holder to notify the Cemetery of any change in his/her post office address. Notice sent to a Grave or Lot Holder at the last address in the Cemetery's records shall be considered sufficient and proper legal notification.

CARE

Woodlawn Cemetery, a non-profit Corporation, is an "Income Care" Cemetery. All monies are used for Cemetery purposes; a portion is set aside for investment, and the proceeds thereof are used to provide general care as stated in Chapter 114, Section 5. "Income Care" is to be understood as that care and maintenance necessitated by natural growth and ordinary wear, and includes cutting of lawns, the pruning of shrubs and trees that may be placed by the Cemetery and the cleaning and maintenance of roadways, paths, walks and buildings, provided there are sufficient funds for these purposes.

The term "Care" shall in no case mean the doing of any special or unusual work in the Cemetery nor does it mean the reconstruction of any granite, bronze or concrete work on any section of the grave or lot or any portion or portions thereof in the Cemetery, injured or damaged by any cause, direct or indirect, beyond the Cemetery's reasonable control.

"Perpetual Care" shall include only those specific services set forth in Perpetual Care contracts with the Grave or Lot Holder, provided said services are not inconsistent with the purpose for which the Cemetery was established or is being maintained.

MEMORIALS AND RULES FOR MEMORIAL WORK

Memorial dealers shall abide by all the Rules and Regulations of the Cemetery.

SELECTION - Prior to contracting a Monument Dealer, the Grave or Lot Holder should consult with the Cemetery regarding any memorial restrictions on their particular site.

DESIGN - The memorial design which includes all ornamentation and lettering must be permanently etched, sand blasted or handcut (sculptured). This includes photo etchings of deceased, etched scenes, religious symbols or saints, etc.

DESIGN APPROVAL/REJECTION - The memorial dealer will submit an application with a detailed drawing of the memorial, and proper signature of the Grave or Lot Holder to the Cemetery. The drawing will define all dimensions, color, material, type of finish and full extent of ornamentation and lettering. The Cemetery may require additional plans or drawings to support the design. The Cemetery reserves the right to reject the design for any reason including size, configuration, lettering, color, material, finish, quality or method of construction. Furthermore, the Cemetery shall have the same right to prevent installation or remove at Grave or Lot Holder's expense a memorial not in conformance with the design or inferior workmanship consistent with accepted trade standards of good craftsmanship.

MATERIAL/FINISHES - In some areas of the Cemetery specific memorial restrictions are enforced. These restrictions may effect the selection of certain styles, colors and finishes. A depiction of the memorial that is authorized for that section is issued at the time of purchase.

COATINGS - The enameling, coloring, lacquering, bronzing or painting of any part of a memorial is prohibited.

PHOTOGRAPHS - The incorporation of photographs, laminations, plastics, porcelain or any kind of breakable material on or within any memorial is prohibited.

FULL PAYMENT - After design approval the foundation charges will be due, a work order generated and the foundation constructed. The monument dealer will then be notified for delivery.

FOUNDATIONS - All foundation work shall be done by employees of the Cemetery except where specialized skills and equipment are required. The Cemetery reserves the right to deny access to any contractor not exhibiting trade standards of good craftsmanship. No foundation shall be built or memorial erected on any lot or grave until payment in full has been made.

SEASONAL LIMITATIONS - The preparation of foundations and the setting of memorials shall take place normally between April 15 and November 15 unless, in the opinion of the Cemetery, the weather conditions are not favorable to permit such work.

DELIVERY - No delivery shall be accepted until a memorial has been inspected against the approved plans and found to be in compliance.

DELIVERY PERMIT - Issued by the Cemetery, must be presented at the Cemetery office. All deliveries shall be made during regular business hours.

SETTING - Memorial dealers and/or their agents must take all necessary precautions to prevent any damage to grass, shrubs, trees, etc. Under no circumstances should trucks or cranes drive over graves or lots. Shutters or planks must be used as required.

LOTS (TWO OR MORE GRAVES) - One memorial shall be allowed, the size of the memorial shall be governed by the surface area (length x width) of the lot. The length of memorial being governed by the width of the lot. In no case shall the depth of memorial interfere with interment space of the lot.

SINGLE GRAVE, URN GARDEN & LAWNCRYPTS - One granite or bronze marker shall be allowed on this grave, level to the grade, not over two feet (2') in length by one foot two inches (1'2") in width. Bronze markers must be mounted on a four inch (4") thick granite base purchased from the Cemetery.

INSCRIPTIONS

WORKMANSHIP - The Cemetery disclaims any responsibility for the workmanship or accuracy of any inscription. All inscription dates can be verified with the office at no charge.

COMMENCEMENT OF WORK - No inscription work shall commence until the Cemetery has issued a PERMIT TO CUT INSCRIPTION and same has been presented at the Cemetery office, nor shall said work be allowed from December 1 to April 1 unless, at the discretion of the Cemetery, weather conditions are favorable to permit such work. All work must be done during regular business hours unless authorized by the Cemetery.

MARKERS - Only incised or sunken letters shall be permitted on stone markers set level to the ground.

ENCLOSURES - No coping, curb, fence, hedge, buttresses, border or enclosure of any kind bordering any adjacent lot or interment space shall be allowed; and no walks or steps of bricks, cinders, tile, stone, wood, cement, marble or any other material shall be allowed on any lot or other interment space.

ELECTRICAL OR RECORDING DEVICES - The incorporation of electrical or recording devices of any kind on or within any memorial is prohibited.

ADVERTISING - With the exception of trademarks incised on an accessible but inconspicuous part of a memorial, the attaching of material to a memorial or the cutting of a memorial for the purpose of advertising dealers' names is prohibited. Prior to cutting such trade-mark on a memorial, said mark or insignia shall be incised on a small sample of stone and presented to the Cemetery for approval.

DAMAGE - The Cemetery shall take reasonable precautions to protect memorials and other ornamentation thereon; however, it will not be responsible for damage to said memorials or ornamentation or to any bronze work or any discoloration to a memorial combined of bronze and stone.

ERRORS - The Cemetery reserves the right to correct any error or unsafe condition in the setting of a memorial.

COMMUNITY MAUSOLEUM/NICHES

Specific Rules and Regulations, have been adopted by the Trustees of Woodlawn Cemetery concerning our Community Mausoleum and are intended to protect the rights and interests of crypt or niche owners and to insure the Mausoleum shall remain a place

of dignity and abiding beauty throughout time. The Mausoleum and all crypt or niche owners are subject to all Community Mausoleum Rules and Regulations as well as the general Rules and Regulations of the Cemetery.

MAUSOLEUM CHAPEL - A designated area to provide comfortable surroundings for the conducting of committal services within a schedule, subject to the Cemetery's approval.

CRYPT - A chamber in which a full size casket may be permanently entombed.

ENTOMBMENT - The permanent placement of a suitable casket in a properly closed crypt. All entombment's shall be performed by Employees of the Cemetery, so as to insure the safety of owners and visitors to the Mausoleum.

OWNER - The grantee of entombment rights in a crypt.

REPRESENTATIVE - The appointed individual from among the devisees of heirs-at-law of the owner. The spouse having a right of entombment shall be protected as is provided by the laws of the Commonwealth of Massachusetts.

OWNERSHIP - The granting of entombment rights by the Cemetery in a crypt or niche gives only a right or privilege of the entombment of human remains, the ownership in fee to the land and the structure remains in the corporation. This ownership includes the right to secured inscription on the crypt front subject to the provisions of the inscription Rules and Regulations.

A CRYPT IS NOT A LOT - A crypt or niche or two or more adjacent crypts or niches do not constitute a lot and therefore said crypt owner is not a lot owner.

CRYPT CAPACITY - The capacity of each crypt shall be stated on the Certificate of Entombment Rights thereof and the number of spaces shall be recorded and kept on file in the Cemetery office. For crypts, the capacity shall be stated in the number of casket spaces purchased. A child or infant casket may be substituted for an adult casket space. One urn may be substituted for an adult casket space subject to the rules and regulations, and at such fees as shall be determined by the Trustees of the Cemetery. Urn space will be subject to restrictions of size, shape and quantity when permitted in existing crypts that have reached their capacity. The casket size may not exceed the following dimensions: 2' high, 2' 6" wide by 7' 1" long.

NICHE CAPACITY - All niches cannot exceed the number of inurnments allowed by the Cemetery. Capacity may be further reduced by size of the urns used. All urns used must be of permanent materials, subject to approval of the Cemetery.

CASKET REQUIREMENTS - We recommend metal caskets, but wood is acceptable. All caskets will be placed in a casket protector supplied by the Cemetery before entombment.

REMOVAL OF ENTOMBED REMAINS - Except upon final order of a court having jurisdiction, or upon the consent of all interested parties under M.G.L.A. Chapter 114, the removal of remains previously entombed in a crypt or in a Community Mausoleum

owned by the Cemetery is permitted together with the consent of the Trustees.

INGROUND REMOVALS FOR MAUSOLEUM ENTOMBMENT - Removals from inground burials will not be accepted unless in a casket protector or its equivalent. The Cemetery reserves the right to refuse any casket which in its judgment does not meet the standards set forth in these rules and regulations.

ERRORS AND OMISSIONS - The Cemetery reserves the right to correct errors in issuance of the ownership rights by providing either an equivalent crypt or niche or refunding all monies paid on account of said purchaser with the consent of the owner or representatives.

TRANSFER OF TITLE - The rights of entombment to any crypt or niche or part thereof may not be transferred once an entombment has been made. If the owner is deceased the spouse's right of entombment is protected as is provided by Massachusetts State Law.

SERVICE LIMITATIONS - The Cemetery shall provide entombment and other such services in the Mausoleum in a timely manner subject to the terms and conditions of the purchase unless impossible or impractical because of war, riot, insurrections, strikes, shortages, governmental regulation, adverse climate conditions, acts of God or any other cause beyond the control of the Cemetery. The Cemetery shall provide such service as soon as feasible.

MAUSOLEUM HOURS - Owners and/or family members will have access with owner issued keys for visitations any time that the Cemetery gates are open. Any others will be admitted during regular office hours, with assistance from office personnel.

FLORAL REGULATIONS

FLORAL MEMORIAL AT ENTOMBMENT - Not more than three floral memorial pieces shall be allowed in the Mausoleum for the committal service. These pieces shall be removed immediately following the service and disposed of with any other floral piece associated with the funeral.

FLORAL MEMORIALS AT OTHER TIMES - Cut Flowers and growing plants are strictly prohibited in the Mausoleum. No decorations may be attached to, (as by wire, string, tape or adhesive etc.) suspended over or even rested against crypt or niche fronts. These are the most common sources of serious, even permanent staining of the memorial crypt and niche fronts.

ARTIFICIAL DECORATIONS - Artificial decorations, pictures, religious artifacts, vigil lights, crockery, toys, inappropriate sized flags or similar ornaments shall not be placed at any crypt and if so placed will be removed immediately and without notice. Only Cemetery authorized bud vases are permitted. Single stem artificial flowers are allowed, but not to encroach adjacent crypt or niche fronts. An artificial holiday flower is allowed a week

before the holiday and removed a week after. An artificial Christmas flower is allowed December 1st and will be removed after January 6th.

INSCRIPTION REGULATIONS

CONTROL - All inscriptions must be standard types and sizes approved in advance in writing by the Cemetery, and control thereof shall remain in the Cemetery.

NUMBER OF INSCRIPTIONS - The inscription is restricted in number to the entombment space purchased and defined on the Certificate of Ownership.

SPECIFICATIONS - The Alphabet and numeral style will be Standard Modified Roman with a condensed version available for extremely long names. Inscriptions will consist of first name, middle initial, last name, year born and year of death.

LAYOUT - All inscriptions will be centered in the space provided; maintaining a 2" minimum margin on crypts and a 1" minimum margin on niche fronts. The inscriptions will be uniform in style, layout and method as approved by the Cemetery. All inscriptions for private mausoleums, community mausoleums crypt fronts, monuments, markers, and granite front niches must be approved by the owner or representative on record before proceeding to inscribe.

PRIVATE FAMILY MAUSOLEUMS

SIZE OF LOTS - Private family mausoleums or columbaria shall be permitted to be erected only on specifically designated lots approved by the Cemetery. Minimum requirement of 750 square feet with a 3' set back on all sides.

DESIGN - The mausoleum design with specifications must be submitted to the Cemetery for approval. The Cemetery reserves the right to reject the design because of size, material, configuration or method of construction.

LANDSCAPING – The owner of a family mausoleum under construction or renovation shall be responsible for the return of the surrounding landscaping to its pre-construction condition. All family mausoleums will be landscaped and maintained by the Cemetery.

PERPETUAL CARE AGREEMENT – The Grave or Lot Holder of such lot shall, prior to the commencement of any work, deposit a sum with the Cemetery in an amount sufficient, in the sole discretion and opinion of the Cemetery to provide for future maintenance of the Mausoleum, ("Funds"). The deposit of the Funds shall not be considered held in trust for the Grave or Lot Holder, but rather shall become the property of the Cemetery upon payment thereto. In addition, it shall be held by the Cemetery in various investment/bank accounts at the Cemetery, which shall be at the sole discretion of the Cemetery. The Funds may be commingled with any other funds the Cemetery feels generates a prudent return on the Funds. The Funds shall be deployed at the sole discretion of the Cemetery at any time, with the (i) primary goal of the Funds to provide

for Perpetual Care of the family mausoleum, (ii) to provide for perpetual care of other family mausoleums in the area, and (iii) to provide for the overall maintenance of the Cemetery. No Grave or Lot Holder shall have any legal or beneficial interests in the Funds, and all Grave or Lot Holders acknowledge that the Funds belong to the Cemetery, and are under the sole control and discretion of management at the Cemetery.

OTHER INTERMENTS - The Cemetery shall not permit other interments to be made within the lot outside the mausoleum structure.

OTHER MEMORIALS – The Cemetery shall not permit other memorials to be erected on the same lot with a mausoleum.

FOUNDATIONS - Foundations shall be poured to a depth of not less than five feet (5') or to refusal, whichever case may apply, consisting of three thousand pounds per square inch (3,000 psi) concrete. The foundation shall extend two inches (2") beyond the base of the mausoleum on all sides and finish three inches (3") below the grade line.

EXTERIOR SPECIFICATIONS - All exterior components of the mausoleum including walls, roof, ridge, coping, cornice, each shall consist of high quality granite, free of seams, cracks, grain variations, and any other defects. Said walls and roof shall be of cut granite not less than ten inches (10") in thickness. All roof pieces shall have adequate drip edges cut on the underside of the eaves. All metal work must be of standard bronze complying with the specifications of the U.S. Bureau of Standards. Dowels five-eighths of an inch (5/8") in diameter shall be installed in each edge of exterior stone. Bronze anchors shall be a minimum of one-quarter (1/4") in diameter and shall be installed as required. Vents, louvers and screens shall all be made of bronze. Exterior mortar shall consist of stainless white Portland cement or its equivalent.

INTERIOR SPECIFICATIONS - When wall linings or facings of granite or marble are incorporated within the mausoleum, said stone work shall be a minimum of two inches (2") thick and shall be properly anchored to the exterior walls. There shall be an adequate number of one-quarter inch (1/4") in diameter bronze anchors between the interior lining and the exterior walls. There shall be sufficient ventilation provided between the crypts or linings and the exterior walls with inlets and outlets at the top and bottom of each crypt. There shall be a suitable drain connected to each crypt. We recommend metal caskets, but wood is acceptable. Before entombment the casket will be placed in a casket protector supplied by the Cemetery at the owner's expense.

ACCESS - The Cemetery requires that a set of keys be deposited with the Cemetery office. The Cemetery reserves the right to enter and visually inspect family mausoleums on an annual basis.

CORRECTION OF ERRORS

The Cemetery reserves the right to correct any errors which may have occurred in making interments and disinterments. If the error was due to incorrect information on

the part of the person or persons giving or signing the interment order, the Cemetery shall have the right to remove the remains and make such disposition of them as it may deem best. In the event such error involved the interment of the remains of any person in an interment space which had been granted through error, the Cemetery shall have the right to remove and/or transfer such remains so interred to another interment space of equal value and similar location.

Management appreciates the cooperation of all that visit Woodlawn in maintaining the integrity of our beautiful Cemetery. We welcome your suggestions and assure you the entire staff of Woodlawn Cemetery is ready to assist you at any time. The Rules and Regulations of Woodlawn Cemetery are available in the administration office and are also available on our web site at www.woodlawncemetery.com

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