

RULES AND REGULATIONS OF THE OTTUMWA MUNICIPAL CEMETERIES

This pamphlet contains the rules and regulations of the Ottumwa, Calvary and Ottumwa Jewish Cemeteries. The Ottumwa Board of Cemetery Trustees has been conferred by ordinance, the general management of the Ottumwa, Calvary and Ottumwa Jewish Cemetery and any other cemeteries that may in the future be deeded to and come under the jurisdiction and control of the City of Ottumwa, Iowa. They shall have and exercise in connection therewith all the powers and duties imposed by law upon cities and towns in connection with the management of cemeteries, except the power and authority to levy and impose taxes (City ordinance Sec 11-3). The rules, regulations and prices are subject to change without notice.

Experience has shown that the adoption and enforcement of rules are necessary to secure peace, respect and good order within the Cemetery, to protect the interests of the lot owners and to preserve the beauty of the grounds. All persons are required to obey the rules and are requested to report any infractions to the Cemetery staff. *The rules and regulations found herein have been established to provide the management of the City's Cemeteries an opportunity to operate the cemeteries in as fair and impartial a manner as possible. Because available personnel hours at the cemeteries are limited, it will not always be possible for cemetery staff to police all violators of its rules and regulations in a timely and exhaustive manner. To do so would require a reduction in primary care areas. Therefore, these rules and regulations, of necessity, are guidelines for directing the behavior of the patrons of the City's cemeteries. If the condition of the cemeteries is to be of the highest quality and the practices therein fair to all, it will take the cooperation of everyone visiting to abide by these rules and regulations.*

Special cases may and occasionally do, occur in which the literal enforcement of a rule or regulation may impose an unnecessary hardship. The Ottumwa Board of Cemetery Trustees, therefore, reserves the right to make exceptions, suspensions, or modifications of any Rules and Regulations, without notice without detriment to the interests of the Cemetery or of the lot owner. This shall not be construed as affecting the general application or enforcement of such Rules and Regulations

The Cemetery will have the right to enlarge, reduce, replat or change the boundaries or grading of the cemetery, or a section or sections, change section regulations from time to time including the right to modify or change the locations of or remove or regrade roads, drives, or walks, or any part thereof is hereby reserved. The right to lay, maintain and operate, or alter or change pipe lines or gutters for watering systems, drainage, et cetera, is also expressly reserved, as well as is the right to use cemetery property not sold to individual plot owners for cemetery purposes, including interment of the dead, or for anything necessary, incidental or convenient thereto. The Cemetery reserves to itself and to those lawfully entitled thereto a perpetual right of ingress and egress over plots for the purpose of passing to and from other plots.

Our staff will constantly strive to earn your continued confidence. Please feel free to call on our staff whenever they can be of further assistance.

RECORDS AND OWNERSHIP:

The records showing the lot owners, interments and locations in the Ottumwa, Calvary and Ottumwa Jewish Cemeteries are in keeping with the most advanced ideas of modern cemetery management.

The term "Lot Owner" is intended to mean the owner of the burial privileges and right to use of any burial lot, or fraction of, purchased from the Cemetery for a consideration, evidenced by a certificate or written contract for a certificate, or by proved and recognized descent or devise from the original holder of such certificate or contract. The term "Ownership", or "lot", etc., are in all cases used with similar meaning.

The Cemetery Board shall have the right to assume at all times that the lot owner acquired the lot for the interment of himself, herself and members of the family unless otherwise directed in writing by the owner, his devisee or heirs. The Cemetery Superintendent or designee will permit the interment of members of the family at the request of any person upon proof of eligibility for burial as follows:

- (1) The surviving spouse of the lot owner shall have the first right to interment or to direct the right of interment.*

(2) When there is no surviving spouse the devisee or heirs of the owner may, by written agreement, determine who among them shall have the right of interment or direction for interment. Any such agreement shall be filed with the Cemetery Superintendent. All burial rights in Cemeteries operated by the City of Ottumwa occupy the same position as real estate at the death of the owner.

PERPETUAL CARE:

Perpetual Care is the permanent care of the lot. It shall mean the cutting of the grass upon the lot at reasonable intervals; the raking and cleaning of the lot; the pruning of the shrubs and trees planted by the cemetery; and such work necessary to keep the lot in good and neat condition; and the general care and maintenance of the Cemetery as a whole. Perpetual care is set-aside in a permanent, irrevocable trust fund to maintain the lot. The State of Iowa requires twenty per cent (20%) of the purchase price be set aside as Perpetual Care. At the discretion of the Trustees, a higher percentage of the purchase price may be set aside as Perpetual Care. Under the agreement, the Cemetery does not bind itself to maintain, repair or replace any grave markers or monuments erected upon the lot, nor to plant flowers or ornamental plants, nor to do any special or unusual work.

It being understood that expenditures from perpetual care interest shall be made at the discretion and direction of the Cemetery Board, the City of Ottumwa shall not be bound to make a separate investment of the money set aside for perpetual care from a particular lot sale. Proceeds from the lot sale shall be added to the perpetual care fund of the Cemetery and the proceeds used in the manner described above. The Municipal Cemeteries of Ottumwa, IA may commingle care funds for more than one cemetery for the purposes of investment as prescribed by State law, as long as each cemetery is appropriately identified and separate records are maintained for each cemetery.

SPECIAL CARE – ENDOWMENTS:

The Municipal Cemetery System of Perpetual Care provides for everything essential. However, some lot owners may wish to provide care for the markers or monuments, have floral tributes placed at certain times of the year or have existing shrubs or trees maintained. For these individuals, it may be desirable to provide endowments for this special care. Money can be deposited in Special Care funds, of which the income generated by these funds will be used for the purpose specified. Estimates and details for such funds will be given on the application.

PRIVILEGES AND RESTRICTIONS:

The Cemetery marks all lots with corner markers. Each lot is numbered in each section of the Cemetery. Burial rights on lots in the Ottumwa, Calvary or Ottumwa Jewish Cemeteries are conveyed by certificate for burial purposes only. They are exempt from taxation and cannot be seized for debt; neither can they be mortgaged.

No sale, transfer, or assignment of any lot, or part of a lot, shall be valid without the consent of the Superintendent or designee. All transfers must be made at the Cemetery office, where a reasonable charge will be assessed to change the records.

No hedges, fences, edging or enclosures of any kind will be permitted on or around lots. Mulching with wood chips, rock, landscape fabric or similar items is strictly prohibited. Wooden boxes, lawn ornaments, signs, glass or ceramic containers, cans, toys or any other unsightly objects or objects that will break causing safety concerns or impede the ability to mow and trim the cemetery will not be permitted and when used will be removed by Cemetery personnel without notice.

Shepherd hooks with single hooks will be allowed for the purpose of hanging baskets only. One shepherd hook will be allowed per space with no more than 2 per lot with a minimum height of 48 inches and not exceeding 60 inches. If shepherd hooks are not used for 1 year, they will be removed by cemetery. Only shepherd hooks will be allowed - no other metal designs will be allowed. Vigil lights will be permitted, one per grave not exceeding 2 per lot, and they must be placed near the headstone.

All landscaping, care of lots, and any other work in the Cemetery must be performed by Cemetery personnel or by others by special permission from the Cemetery. It is desired that each lot owner feel free to consult with those in charge of the Cemetery at all times. If you have questions, please ask. We want to help.

The Cemetery reserves the right for its workers and those persons necessary to the performance of normal cemetery operations to enter upon or cross over any lot in the Cemetery in the performance of such duties. The Cemetery or its staff assumes no liability for damage, actual or mental anguish, in the performance of its normal operations, or loss by vandalism or other acts beyond its reasonable control.

RULES FOR VISITORS:

The Ottumwa, Calvary and Ottumwa Jewish Cemeteries will be open to visitors from dawn until dusk. Permission to enter the Cemeteries at any other time must be obtained from the Superintendent or designee. *In an effort to prevent pilferage, theft, vandalism, and the possible desecration of a memorial, any unauthorized person who is found within the cemetery grounds after visiting hours will be considered a trespasser and charged as such.*

Any conduct within the cemetery grounds which is deemed offensive, improper or injurious or which violates any rule will not be permitted. The Superintendent or designee has the right to exclude all persons that he/she deems are acting inappropriate. (See paragraph 2 / page 1).

Visitors and other persons entering the cemetery accept the premises in its existing condition, with full knowledge that cemeteries may contain obstacles, pit falls and obstructions which may present a hazard to the unobservant. All persons shall exercise due care for their own safety, and the Cemetery shall not be responsible for damages or injuries which may be sustained on account of the condition of the premises, nor on account of the failure of any person to exercise due care for his/her own safety.

Alcoholic beverages and smoking are prohibited, by law, on the cemetery grounds. Dogs must be on a leash at all times and solid waste caused by the animal shall be removed.

Firearms will be allowed in the Cemetery only at Military services. Air or paint guns will not be permitted in the Cemetery. Skateboards are not permitted in the cemetery. The use of recreational off-road vehicles, including snowmobiles and ATV's, is prohibited. Speed limits are 10 MPH unless otherwise posted.

Office hours are from 9:00 A.M. until 4:30 P.M., Monday through Friday and by appointment on Saturday or evenings. Closed Sunday.

INTERMENTS:

All interments in lots shall be restricted to members of the family. Permission in writing from a lot owner must accompany all requests to bury persons not members of the immediate family. A notarized authorization must be made.

The Cemetery, under the direction of the Superintendent or designee, shall open all graves. Interments will be made on all days of the year except Sundays, New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas. Interments on these days will be made only by order of the Board of Health.

Interments shall comply with the guidelines set forth in the Code of Iowa section 641-101.6. The depth of grave at its shallowest point shall be at least 36 inches from the top of the burial container unless an outer container of concrete or steel is used. If an outer container of concrete or steel is used then the depth shall be at least 18 inches. Cremains shall be at a depth of 18 inches from the top of the urn or container containing the cremains.

The cemetery reserves, and shall have, the right to correct any errors that may be made by it, either in making interments, disinterments or removals, or the description, transfer or conveyance of any interment property, either by canceling such conveyance and substituting any conveying in lieu thereof other interment property of equal value and similar location as far as possible, or as may be selected by the Management, by refunding the amount of money paid on account of said purchase. In the event such error shall involve the interment of remains of any person in such property, the Cemetery reserves, and shall have the right to remove or transfer such remains so interred to such other property of equal value and similar location as may be substituted and conveyed in lieu thereof.

An additional charge will be made for all interments made on Saturday or the Friday following Thanksgiving, Veteran's Day, the last working day before Christmas or the first working day after Christmas (as designated by the City of Ottumwa as a holiday), President's Day, Martin Luther King Jr.'s Birthday, on Friday before a holiday falls on Saturday or Monday after a holiday falls on Sunday. An additional charge will also be made if the funeral cortege is not in the Cemetery by 3:00 P.M.

A charge for opening and closing a grave and the necessary sodding or seeding of the grave will be made at the current rate set by the Board of Trustees, which shall be paid in advance. The Superintendent or designee shall be given 24 hours notice for opening and preparation of the grave prior to interment. All interments shall be made in a permanent outer container of steel or concrete.

The lot owner or funeral director shall designate the location of the graves on the lot to the Superintendent or designee ***Any interment directions received by telephone will make the person calling responsible.*** Any change of location made after the opening of the grave has begun shall be at the expense of the lot owner. When definite information for location of the grave is not available, the Cemetery will exercise its best judgment in making the location in order that the requested time of interment may be met. The Cemetery assumes no responsibility for any error in such location and an additional charge will be made for any change requested. ***The Cemetery will not be liable for any interment permit nor for the identity of the person sought to be interred.***

The interment of two bodies in one grave will not be allowed except in case of mother and infant, or twin children, or two children buried at the same time or cremains. An extra perpetual care charge will be assessed when this occurs. A double depth grave is not allowed. Scattering of cremains on cemetery grounds is prohibited.

No interment of any body other than a human being will be permitted.

Removal of bodies from graves must be done in the manner prescribed by law. A disinterment permit is required as outlined in Section 641-101.7, Code of Iowa. The bodies of persons who have died of a contagious disease shall be disinterred in strict accordance with the rules of the State Board of Health.

The Superintendent or authorized employee will have charge of the grounds and buildings including the conduct of funerals, traffic, employees, plot owners and visitors at all times while within the grounds of the Cemetery. ***Funeral, floral and Vault installation personnel, upon entering the Cemetery grounds, shall be subject to the direction and control of the Superintendent or other authorized employee of the cemetery.***

As soon as flowers, wreaths, emblems, etc., used at funerals, or placed on graves at other times, becomes unsightly, they will be removed and no responsibility for their protection or maintenance is assumed.

Interments in crypts and mausoleums must be made in hermetically sealed caskets or boxes.

STONES AND MONUMENTS:

No monument or grave marker may be erected on any lot until the lot is fully paid for and certificate issued. The cemetery reserves the right to refuse permission to erect any monument not in good keeping with the appearance of the grounds. All memorials shall be of first quality bronze or natural granite and of first class workmanship and approved by the Superintendent or designee as to design, quality, workmanship and size.

Each monument or grave marker shall rest on a concrete foundation. Foundations in the Ottumwa, Calvary, and Ottumwa Jewish Cemeteries are poured and stones are set by the Monument Company. The Cemetery staff will layout and inspect all foundations for a reasonable charge. The cemetery requires two weeks notice to layout the location of the stone. The cemetery must be made aware

when the Monument Company will be coming to the cemetery to do foundation work so a cemetery staff member can be available to complete inspection.

The foundation for grave markers and smaller monuments will, in general, be carried to an ample depth to avoid heaving from frost. For large monuments, the Cemetery reserves the right to require the construction of a foundation of such size and design as will provide ample insurance against possible settlement or injury to stone work. The top of the concrete foundation will be constructed at least one (1) inch below the base of the stonework to prevent the concrete foundation from being visible. ***Specific depths and regulations for foundations are as follows:***

- 4 square foot surface area or less, minimum of 42" deep
- Over 4 square foot surface area, 48" deep
- All foundations to be poured 1" below grade
- Stones are not permitted to be attached to foundations
- Foundations for grass level stones to be poured 5" below grade and will be raised to 1" above grade with sand at time of setting
- All stones to be finished off with black dirt at time of setting, no exposed concrete allowed

Foundations need to be poured during cemetery working hours: Monday through Friday, 7:00 AM to 3:30 PM, excluding holidays. No foundations will be laid out May 15 through Memorial Day, and no foundations can be poured during the week prior to Memorial Day. No foundations can be poured when a service is taking place nearby.

The setting of monuments, stones and markers, and the transportation of all tools, materials, etc., within the Cemetery grounds shall be subject to the supervision and control of the Superintendent. Heavy trucking will not be permitted within the Cemetery when in the opinion of the Superintendent such work might cause injury to the driveways. All damage to grounds or property will be repaired by the cemetery and the cost assessed to the party causing the damage.

All equipment and debris accumulated during the installation of the memorial shall be removed by the installer. Adjacent memorials that become soiled or dirty during the installation of the memorial shall be cleaned by the installer.

For foundations constructed by the cemetery, charges for foundation work will be in accordance with those charges currently in effect except for very large monuments, or those requiring a special foundation design. The Superintendent or designee before construction shall specifically approve such foundations. All foundations constructed by the cemetery shall be paid for before memorials are brought to the cemetery and foundation work completed. Foundation work done by the cemetery will be done after Memorial Day and before the 15th day of November at the discretion of the Cemetery Superintendent.

Stonework or monumental work once placed on its foundation shall not be removed except by permission of the Superintendent.

Temporary markers placed at the time of interment by *the funeral home* are not considered permanent. The erection of a temporary marker with the intention that it will serve as a permanent marker is forbidden. Temporary markers will be removed after a reasonable length of time or when they no longer present a neat appearance.

Each section in the Cemetery has its own set of regulations as to size and type of memorial used. Before selecting a memorial the lot owner or Monument Company must check with the Superintendent or other authorized employee on the size and type allowed in that particular section. Your purchase agreement states the size and type allowed. ***Any variations to the size and type must be submitted in writing and approved by Cemetery Board.***

A person wishing to clean his or her stone is encouraged to hire an experienced monument dealer to perform the cleaning. If a person desires to perform the work themselves, they should contact the cemetery office for stone cleaning guidelines.

Any person or organization wishing to clean stones other than their own must first seek permission from the lot owner or next of kin. If it is not possible to obtain permission from the lot owner or next of kin, then permission must be granted by the superintendent or his or her designee. As a part of gaining this permission, the individual or organization agrees to do all cleaning with the supervision of the superintendent or his or her designee and strictly abide by all guidelines set out by said superintendent or designee.

A signed Hold Harmless Agreement must be on file in the cemetery office.

VAULTS AND MAUSOLEUMS:

Above ground vaults and mausoleums may be permitted in such parts of the Cemetery as the superintendent may approve of and select as mausoleum sites. All applications for permits to erect such structures shall be made in writing to the superintendent. Complete plans and specifications of the proposed construction, including details of materials, workmanship, method of construction, etc., shall accompany such application and the approval of the Ottumwa Board of Cemetery Trustees shall be obtained before any construction work is begun. The right is reserved to prohibit any structure that is not considered safe, suitable or desirable.

Before any vault or mausoleum is erected, the lot owner will be required to deposit in the Perpetual Care Fund of the Cemetery such amounts as the Board of Trustees may deem necessary as a trust, the income from which is to be used in the care and maintenance of the structure and the ground. Such amount in no case shall be less than ten per cent (10%) of the cost of the structure.

Vaults or mausoleums will not be permitted on lots containing less than one thousand (1,000) square feet and the portion of the lot occupied by the building shall not exceed twenty per cent (20%). The Board of Trustees shall determine the position of the structure on the lot. In no case will permission be given to set the structure nearer to the lot line than ten (10) feet.

TREES, SHRUBS AND FLOWERS:

Planting of trees, shrubs or plants shall not be permitted unless approved by the superintendent or his/her agent and then only in approved locations and under his/her supervision. The cemetery reserves the right to remove any plant, tree or shrub, which in their opinion is dangerous or unsightly to the general appearance of the cemetery as a whole.

Existing individual lot plantings, urns or objects of any kind may be removed by the cemetery when they become unsightly or undesirable and may not be replaced.

The trend has developed, because of maintenance problems and the desire by lot owners, to give the responsibility of cemetery planting to cemetery personnel. This gives much nicer, consistent and better-maintained cemeteries as a result. The Ottumwa, Calvary and Ottumwa Jewish Cemeteries have proven to be no exception to this growing practice.

Fresh cut flowers may be used any time and will remain until, in the judgment of the cemetery, they become wilted or unsightly. Containers for cut flowers are to be of a type level with the ground surface, attached to the monument; or of the type disposed of when flowers are removed. For safety, no glass or ceramic permitted.

Potted plants may be set on lots, without disturbing the sod. If they become unsightly, they will be picked up.

No person will be permitted to trim, prune or remove branches from any tree or ornamental shrub without permission of the cemetery. Cemetery personnel shall do all work of pruning or trimming trees and shrubs planted by the cemetery. Upon request, the cemetery will do any pruning needed on those trees, shrubs and plants installed by the cemetery.

Permission to plant trees, shrubs or flowers on lots shall in all cases be obtained from the Superintendent. Lot owners will be responsible for the maintenance of those plants. The cemetery reserves the right to remove any tree, shrub or vine or any part thereof which have been planted without permission or may have become overgrown, unsightly, dangerous *or found to cause additional maintenance expense*. If grass is allowed to grow, the lot becomes unsightly, or the tribute faded and unsightly, they will be removed without notice to facilitate trimming around the monument as well as maintaining the general appearance of the cemetery. A charge will be assessed to the lot for work performed.

Plants or flowers may not be taken up or removed from the cemetery or cuttings removed from plants without permission from the superintendent. The observance of this rule is necessary to prevent the theft of plants. Many plants, especially vines, interfere with the proper care of the lots and graves and injure the grass. Such plants will be removed when found objectionable. All grave and flowerbeds will be cleaned of tender plants after the first frost in the fall.

Silk and artificial flowers are permitted in vases on monuments or next to monuments in containers. Artificial plants placed directly in the ground will be removed without notice.

It is the responsibility of the lot owner or person placing a floral tribute or decoration to clean, repair and maintain each fixture, and keeping the grass trimmed around memorial.

Cemetery personnel will remove all floral tributes, pots and decorations the months of March and October of each year. A public notice is published in the Ottumwa Courier prior to pick up. If tributes are left on the lots during this time, they will be disposed of. The months following these dates, floral tributes are encouraged to be placed for the next season.

Although we try very hard not to, sometimes our mowing or trimming will cut a plant off. In most cases the plant will grow back. From time to time the cemetery uses chemicals to control weeds. These chemicals can also kill flowers and plants. In each case, the cemetery cannot be held responsible.

The cemetery also provides Memorial Day geranium pots to be placed on the graves of loved ones at either the Ottumwa, Calvary or Ottumwa Jewish Cemeteries. These pots are then watered by the cemetery throughout the summer providing a colorful display. The cemetery then picks up the pot at the end of the season. We also have a similar service at Christmas where we place evergreen wreaths. Stop by the office for prices and further details.

The Cemetery distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control - from damage caused by the elements, and act of God, common enemy, thieves, vandals, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or order of any military or civil authority, whether the damage be direct or collateral.

COLUMBARIUM

Single and Double Columbarium niches are available for purchase in the Ottumwa Cemetery. Single niches will hold the cremated remains of one person. Double niches hold the cremated remains of two people behind one niche front. Urn or container sizes for cremated remains in a niche can be no larger than 11 inches wide, 11 inches deep and 11 inches high.

A standard niche plaque in memory of the person(s) inurned will be included in the purchase price of the niche and shall be ordered by the Cemetery when the niche is paid in full and a certificate issued. The niche plaque shall be inscribed with the name, birth year and death year of the person inurned within. A double niche will have one plaque with the names, birth years and death years of each person inurned within. Later addition of inscribed dates and replacement plaques shall be at the owner's expense. To insure uniformity, replacement plaques shall be purchased through the Cemetery Office.

No temporary attachments such as tape, wire, string or stickers are allowed. Decorations may be placed in a specified area near the columbarium at the time of inurnment. These items will be removed by cemetery personnel one week after inurnment. No other decorations will be allowed in the columbarium area. All flowers and tributes placed in the columbarium area will be removed by cemetery personnel without notice.

The Ottumwa Board of Cemetery Trustees is authorized to relocate the columbarium or cremated remains to another proper location should it become necessary for any reason, and this authorization shall be binding upon the heirs, executors, administrators and assigns of the purchaser of a niche space.

Removal of the cremated remains from a columbarium niche will only be allowed after a disinterment permit is obtained by the State of Iowa, under the direction of a State of Iowa, licensed, funeral director. Superintendent and his/her designee must be present. A disinterment charge will be based on the current schedule of prices. The disinterment will be recorded in the cemetery office. The Ottumwa Board of Cemetery Trustees reserves the right to request a court order from such a court having this authority.

SUGGESTIONS:

It is urged that lot owners interest themselves in the present and future care of their lots. A single neglected lot mars the beauty of the entire section. It is important that care be taken in selecting a monument to get a design, which will harmonize with its surroundings and not be a monotonous repetition of other stones in the cemetery. Marble monuments are not permitted because they do not withstand the climate in this area. Granite offers the greatest permanency of any memorial. It is desirable that you consult with the cemetery superintendent before ordering monument work.

Purchase of a cemetery lot before need is deemed wise and strongly urged.

Prospective patrons may feel free to visit the cemetery for information without obligation or pressure. Lot owners are urged to feel free to contact the cemetery at any time if the meaning of these Rules and Regulations are not clear or if information is desired.

The Ottumwa Board of Cemetery Trustees may, and it hereby and herein expressly reserves the right, at any time with or without notice, to repeal, amend, modify, add to, or change any of the above and foregoing Rules and Regulations in whole or in part; and upon doing so, such new Rules and Regulations, or amendment or modification or addition or other change shall be fully binding on a uniform basis upon all Lot Owners.

Accordingly, if anything contained in these Rules and Regulations should conflict with the provisions of said statutes of the State of Iowa, the provisions of the said statute shall prevail, any provisions of these Rules and Regulations that may be in conflict therewith shall be considered as though not written.

Signed this June 6 day of 2011

Ottumwa Board of Cemetery Trustees

By: Mary Ann Reiter
Mary Ann Reiter, Chairman

By: Ruth Seim
Ruth Seim, Secretary

Addendum #1 Tribute marker regulations:

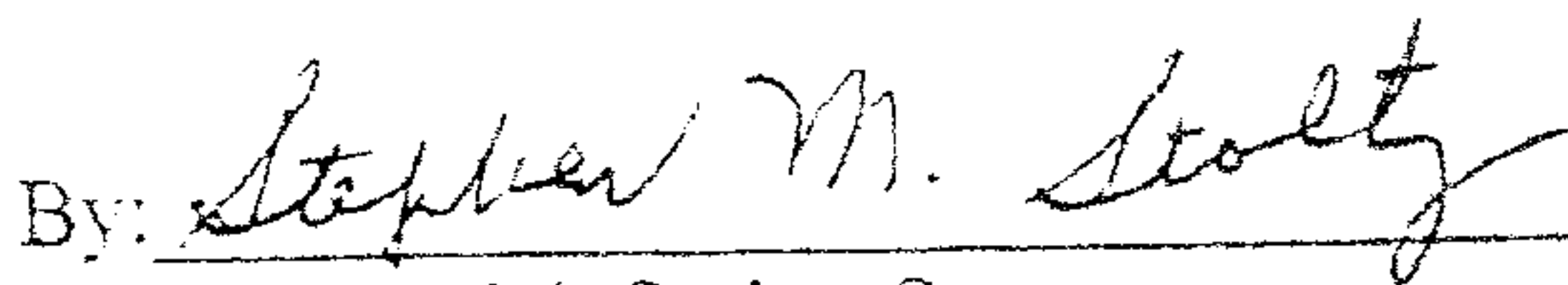
Tribute markers representing organizations (such as Veteran markers), special verses or sentiments will be permitted in addition to grave marker under the following circumstances:

- Only one tribute marker will be permitted per grave space, excluding cremation and children's spaces, which do not have sufficient room for the marker. Markers can only be set after the interment is made. Decorating will be confined to monument. No ornamentation of any type, plantings or flowers will be permitted on tribute markers.
- Where foot markers are permitted, a tribute marker may be substituted for a foot marker. But only one will be permitted – a foot marker or a tribute marker.
- Tribute markers shall be of 1st quality bronze or 1st quality natural granite and set grass level and 12"x24"x 4" thick in size. They will be set at the midpoint of the grave. Bronze markers will be required to be backed with 4" concrete or granite.
- Tribute markers will be set by the Cemetery under the guidance of the Superintendent or his/her designee. A setting fee will be assessed at the rate in effect at the time of setting. Setting fee must be paid in advance.
- Lot owner will assume all responsibility of future upkeep and re-setting of the markers. Re-sets will be performed by the Cemetery at the rate in effect at the time of resetting. Resetting charges must be paid in advance.
- Bronze tribute markers not exceeding 6" x 9" may be attached to the existing stone provided that mounting bolts are set into the granite marker attached with a 1st quality, epoxy based, UV resistant, exterior adhesive designed for stone. The bottom edge of the plaque will remain open to allow drainage of water. Lot owner will assume the expense of attaching the bronze plaque and all responsibility for keeping the bronze plaque in good repair and adhered to the granite marker.
- The Cemetery reserves the right to remove any tribute marker without notification that becomes unsightly or in disrepair, in the opinion of the cemetery, where the lot owner, lot owner's family, or other interested party will not assume the responsibility of the upkeep of the tribute marker.

Signed this 15th day of June 2005

Ottumwa Board of Cemetery Trustees

By: 
Steve Banyas, Chairman

By: 
Stephen M. Stoltz, Secretary

Addendum # 2 – Rules and Regulations

CREMORIAL BENCHES AND MONUMENTS

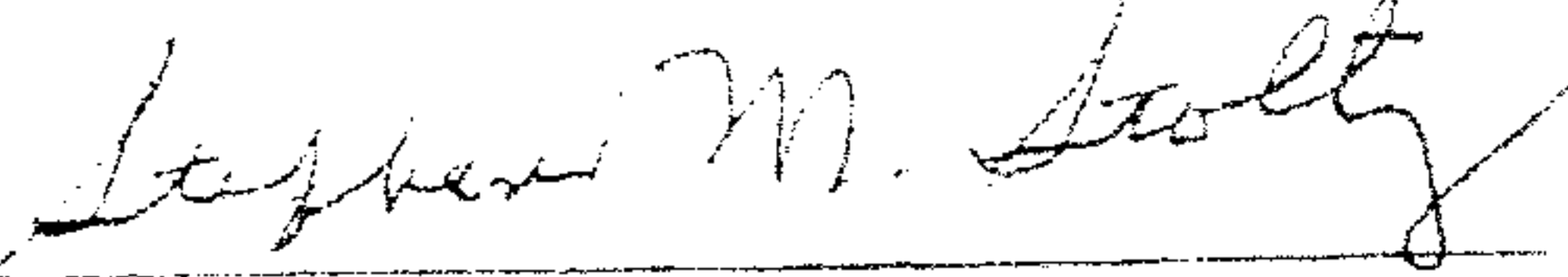
Cremorial benches and monuments (herein known as memorials) will be permitted in designated areas in the Ottumwa, Calvary and Ottumwa Jewish Cemeteries with the following guidelines:

- Size of the memorial will be determined by the specifications of the section it is to be placed.
- Memorial will be of 1" quality granite
- Monument dealer will provide detailed drawing of memorial with dimensions prior to the installation of the memorial foundation
- Foundation size will be determined by the next size larger than the biggest dimension (width x length) of the memorial based on a 2-piece monument in the schedule of prices.
- Interments will be made by the cemetery within the grounds of the cemetery. Superintendent or his/her designee must be present during the interment. Interment will be given an interment number and recorded in the records of the cemetery.
- A 24 hour notice must be given prior to interment of the cremains in the cremorial.
- Interment fee will be based on the same fee as a ground interment fee and all the services associated with that fee excluding the ground burial but including the removal of the seal, opening the memorial and the re-seal of the memorial after the interment is made.
- Removal of the memorial containing the cremated remains or the cremated remains from the memorial will only be allowed after a disinterment permit is obtained from the State of Iowa, under the direction of a State of Iowa, licensed, funeral director. Superintendent and his/her designee must be present. A disinterment charge will be based on the current schedule of prices. The disinterment will be recorded in the cemetery office.

Signed this 15th day of June 2005

Ottumwa Board of Cemetery Trustees

By: 
Steve Banyas, Chairman

By: 
Stephen M. Stoltz, Secretary