

## *Oaklawn Cemetery Regulations and General Information*

1. Lots are conveyed by **Deeds**, securing to the purchaser a burial place. Subject to the rules and regulations of the Association that are now in force or may hereafter be adopted by the Board of Directors. A deed from Oaklawn Cemetery Association, Inc., signed by the President and Secretary and recorded on the books of the Association is the only evidence of title recognized by the Association, therefore sales or **transfers** of lots by owners can only be made by the Association and not valid until entered on the records of the Association. A fee of twenty dollars (\$40.00) will be charged for transferring.
2. No lot is considered sold until **fully paid** for. Payment for lot(s) and for grave open/closing must be made by your funeral director or your family before interment will be allowed.
3. Each lot owner is invested with the ownership of his/her lot in fee simple but for the sole purpose of interment of a deceased person. After the death of a lot owner the **heirs** of such decedent must file proof of their ownership and have the same recorded on the cemetery records. Without such proof the rights of such persons cannot be recognized by the Association. In accordance with IC 23-14-58.5-1 et al, effective July 1, 2007: after 50 years from the date of the purchase of this space, it remains unused, and there have been no improvements (such as the installation of a monument), the cemetery can declare the space abandoned and terminate the owner's right to the space.
4. No persons are allowed on the cemetery grounds **before dawn or after dusk**, except in the company of cemetery personnel.
5. Motor vehicles and golf carts must not be driven at a speed exceeding **10 mph**. Operators are respectfully requested not to drive off the avenues or turn on the grass.
6. All **funeral processions** while on the cemetery grounds will be under the control of cemetery personnel.
7. **No monument**, effigy, flower pot, or any other structure can be placed on the cemetery grounds that is determined offensive or improper by the Association. Markers made of wood, cement, tin, iron, composition or artificial stone are not allowed.
8. **No grave sites** shall be defined by a fence, coping, stone, hedge embankment or flower border.
9. Unauthorized **dumping** is not permitted anywhere on the cemetery property. Decorations being removed by lot owners must be carried out. For many years a dumpster was provided but because of continued abuse it was removed.
10. Hunting or trapping of **wildlife** on the cemetery grounds is not permitted.

11. Monument **foundations** will be installed the total length of the grave spaces for the person/persons represented on the marker or monument. Foundations cannot be installed by anyone other than cemetery personnel. Payment for foundations must accompany the request for installation. Requests for foundation installation must be mailed to PO Box 214, North Manchester, IN 46962. Requests sent to any other address will not be accepted. The deadline for Memorial Day installation is **May 1**, and the deadline for winter installation is **October 1**. Foundations will generally be installed on first come first served. However, in the spring, at-need foundations will precede pre-need foundations. Even if a pre-need foundation order is received before May 1 does not automatically mean it will be installed by Memorial Day. Monument **installers** may set monuments either by a dolly/cart, or by laying 3/4" thick plywood sheets on the grounds where the monument truck will be driving.

12. **Funeral Directors** must contact the cemetery office to have a grave prepared. Notice must be given so as to allow the cemetery 12 daylight hours during the months of April – October and 16 daylight hours during November- March. The Association reserves the right to schedule gravesite burial times.

13. Funeral directors must provide a **burial permit** to the cemetery personnel before interment will be allowed.

14. The **decorating of graves** is prohibited from March 1-10 and from Nov. 1-10 to allow the cemetery to be thoroughly cleaned. The Association reserves the right to remove any decoration left on grave sites during these periods. Redecorating may begin on March 11 and November 11. Decorations must be placed either on top or at the sides of monuments or markers. Decorations are not to be placed in front or in back of a marker. Decorations must be on the marker or concrete. Placing decorations in the ground is prohibited. The Association reserves the right to move decorations onto the concrete or marker, or remove them entirely. Floral containers made of glass are prohibited. Concrete floral containers can deteriorate when water is left in them through winter months. The cemetery reserves the right to remove concrete floral containers that bust and crack under those conditions. United States **flags** are welcome at Oaklawn, however flags that become worn and tattered will be removed.

15. No burial will be made without a concrete/steel **vault** or concrete/steel grave liner manufactured by a burial vault company approved by the Association. This includes the burial of cremains. Non-concrete or non-steel burial containers for infants are excepted only by approval of the Association, and must be 36" or less in length. Immediately after each burial, the grave is filled. As soon as weather permits, sod is placed at the site or it is seeded. Until growing conditions are favorable and turf has been established, burial areas may be substandard in appearance. Because the soil continues to sink after a burial, a new grave requires repeated renovation. After the grave is stabilized, the overall appearance will improve.

16. **Vault trucks** are not allowed to drive on the grounds other than the area needed to install the vault. ¾” plywood sheets must be laid on the grounds where the truck will be driving. Vault truck drivers are expected to use the plywood provided, or their own, and return the plywood to its original positioning, should it be moved.

17. **Tress and shrubs** are allowed only if; a) there is ample space for the planting so as not to encroach on the lots to either side. b) are maintained and trimmed by the lot owner or other parties, c) lot owner understands that planting can be removed by the cemetery if the planting is deemed unsightly, overgrown, or a hazard to cemetery personnel and visitors to Oaklawn. Many lots in the newer sections of the cemetery cannot accommodate plantings, however Oaklawn does except plantings in other areas of the cemetery.

18. **Shepherd hooks**; are permitted for decorating. They must either be placed in the concrete foundation, or at the ends of the foundation ;(Providing there is ample space). Baskets hanging from shepherd hooks cannot hang in the way of mowers or onto other spaces.

19. Following major **wind storms**, Oaklawn will gather decorations that have been blown from the grave sites. These decorations will be kept outside the maintenance buildings for a period of one (1) month, so lot owners have an opportunity to retrieve them. After that time, the decorations will be disposed of.

20. **Cremation Burials**- The cemetery association allows for two (2) cremation burials per grave space. This includes cremains which are placed in a granite marker or recessed in the concrete foundation. ALL cremation burials must be made in a concrete or steel vault or other material approved by the cemetery.

21. Plans for **mausoleums** must be approved by the cemetery board and only in locations approved by the board. The cemetery does not install foundations for mausoleums. Persons or companies installing such foundations must be approved by the cemetery board.

22. The cemetery association will take every reasonable precaution to protect all private property of lot and grave owners, but disclaim all responsibility for loss or damage arising from fire, theft, vandalism, windstorm, hail and frost, whether damage be direct or collateral.

23. Pets are allowed on the cemetery grounds but must be restrained with a leash.

24. If you need information or need **to report a concern**, please do not contact board members or employees at their homes or places of business. All cemetery concerns must be directed to **260-982-2484 or contact@oaklawncemeteryinc.com**. No other means of contact is acceptable.

25. **Annual meeting** of the lot owners will be held on the Third Tuesday in April at 7:00 p.m. in the cemetery office.