

## **RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT**

### **Bench Memorial Policy**

*Adopted: September 16, 2020*

#### **Purpose**

The Rivers Edge Community Development District (“District”) can play an important role in commemorating past residents of the RiverTown community through establishing a process by which past residents may be memorialized. Such memorials augment District property and facilities. The purpose of this Bench Memorial Policy (“Policy”) is to establish guidelines for a sustainable and consistent method of naming park benches in the District. This Policy was developed based on the needs and resource capabilities of the District and the desire of residents to recognize loved ones through monetary contributions providing for specific memorials.

#### **Types of Memorials**

Only existing benches will be available for memorial designation. The District may add additional and different types of memorials at any time in its sole discretion. The District will inventory, date, and maintain a listing of all existing memorials that have been installed under this Policy.

#### **Costs of Memorials**

The required minimum donation required to participate in the memorial program described by this Policy shall be **\$450** per named bench, for the duration of the useful life of the bench (“Donation”).

#### **How Donations Are Recognized**

For each memorial, the District will install a plaque that allows a brief inscription. Inscriptions are recommended to say; “In Memory of (name),” “In Honor of (name),” or “Dedicated to (name).” Inscriptions are subject to approval by the District. Final decision on the placement of memorials will be made by the District.

#### **Approval Criteria**

Memorials may only honor current or past Patrons (as that term is defined in the District’s *Policies Regarding District Amenity Facilities*) of the RiverTown community. Inscription language cannot be offensive and must be politically, socially, and religiously neutral. Memorials cannot have a commercial appearance or corporate label. No advertising is allowed. Only one memorial per person. Memorials will be considered in the order in which they are received, and benches are available for memorials on a first-come, first-served basis. Applicants recognize that there are a limited number of existing benches within the RiverTown community.

#### **Memorial Application and Installation Process**

1. Applicants may apply for a memorial by completing a Memorial Donation Agreement (“Agreement”), which is available by contacting the General Manager at (904) 679-5523.
2. The General Manager shall forward all completed applications to the District Manager. The District Manager shall include applications on the agenda for the next feasible meeting of the District’s Board of Supervisors (“Board”).
3. The Board shall consider the proposed Agreement and make a final decision regarding whether the application should be approved or denied. The Board will be the final source of appeal for any disputes regarding approval or denial of an application.
4. If approved, the applicant shall pay the Donation via a check made out to the “Rivers Edge Community Development District” within thirty (30) days of approval by the Board.

5. Upon receipt of the Donation, the District Manager (or his/her designee) will order the memorial plaque.
6. The District cannot guarantee installation by a set date due to potential workload issues and unforeseen circumstances.
7. Notification of completion of the installation of the memorial plaque will be sent to the applicant.

**Miscellaneous**

1. The District reserves the right to terminate any Agreement and/or deny any application.
2. The District reserves the right at any time and without making a donation to provide for a memorial to recognize an individual or organization that has made an unusual contribution, service, or gift to the RiverTown community.
3. The District cannot guarantee the permanence of any memorial plaque, and is not responsible for replacing memorial plaques that are stolen or damaged before the useful life of the bench is exhausted. Damaged plaques may be removed in the District's discretion.

**MEMORIAL DONATION AGREEMENT  
RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT**

**Information:**

Donor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Proposed Bench: \_\_\_\_\_

**Inscription:**

Line 1

- In Memory Of
- In Honor Of
- Dedicated To

Line 2

Name: \_\_\_\_\_

**Acknowledgements:**

Memorial donations are considered outright and unrestricted donations. The District does not guarantee permanence of any memorial plaque installed as a result of an accepted donation, and is not responsible for replacing any plaque that is damaged or stolen. The donor declares he or she has read the Bench Memorial Policy, which is incorporated herein by reference. The donor understands and agrees with the conditions set forth in the Bench Memorial Policy, acknowledges that this Memorial Donation Agreement is not effective until reviewed and approved by the District's Board of Supervisors, and agrees to pay the District at least **\$450** in donation funds within thirty (30) days of notification of Memorial Donation Agreement approval.

**I have read, understand and agree to be bound by this Memorial Donation Agreement.**

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Date

E-Mail completed form to: Marcy Pollicino at [MPollicino@vestapropertyservices.com](mailto:MPollicino@vestapropertyservices.com)

**FOR OFFICE USE ONLY**

Accepted By \_\_\_\_\_ Date \_\_\_\_\_

Chair / Vice Chair \_\_\_\_\_ Date \_\_\_\_\_

Cost \$ \_\_\_\_\_ Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

Exact Location Verified \_\_\_\_\_

Inscription Proof Reviewed by Donor \_\_\_\_\_