



## MEMORIAL OAKS FUNERAL HOME & CEMETERY

April 16, 2010

Dear Memorial Provider:

Recently our Cemetery Rules and Regulation were revised to incorporate changes and clarification to the existing rules related to Monuments and Markers placed within the cemetery. Although most of the existing rules have been preserved additional content was added that may have an impact on your sales for products to be placed within Memorial Oaks.

Enclosed we are providing an excerpt from our Rules and Regulations that should provide information that will be of importance as you work with your customers who have interments in our cemetery. As always we encourage you to contact us if there is any question at all regarding the product you wish to install.

Of particular importance is the change related to companion memorials. The cemetery no longer permits companion markers with integral floral vases in the center of the bronze. As you are no doubt aware when these memorials are installed on concrete or granite bases the hole in the base creates a weak spot that is subject to breaking during normal maintenance of the cemetery. The only exceptions that will be permitted will be in the instances when an existing companion memorial is installed on the same cemetery lot and the lot owner wishes to duplicate the design. The use of separate vase units of approved types are permitted and there has been no change in the use of integral vases on single memorials.

Our new Reflection Lake Estates is now available for purchase and, in some areas we are able to begin making interments. Please understand that there are very specific rules regarding all memorialization in Reflection Lake Estates. All memorials in Sections 301, 302, and 303 must be the Matthews Custom Cambridge design with Black Cherry Finish. The sizes of bronze tablets approved for use in these sections are 24 x 14; 44 x 14; 56 x 16; and all Bench Plaques must be 36 x 13. Granite bases must be Dakota Mahogany with Polished tops, 1/4" beveled edges, sawn sides, and in 4" thicknesses. Approved granite base sizes are 28x20x04; 48x20x04; and 60x20x04.

Again, we realize our restrictions are fairly comprehensive but it is not our intent that they be vague in any manner. If you have any questions at all, please feel free to contact us for clarification.

Yours truly,

A handwritten signature in black ink, appearing to read "Russell W. Allen".

Russell W. Allen  
President



**Special Rules Regarding Monuments and Markers**  
***(Please Read Carefully)***

All markers and monuments shall be installed by the cemetery, or if such installation is made by a monument dealer or other private party, it is to be accomplished according to the rules of the cemetery and under the supervision of the Cemetery Superintendent. Special requirements are made of all contractors who perform work within the cemetery. No marker or monument may be placed on a plot prior to the issuance of a certificate of interment rights for the plot. Prior to installing any monument or marker within the cemetery, an application must have been submitted and approved and all allied charges paid. Rules regarding installation standards and procedures have been adopted by the cemetery and are incorporated by reference. Rules regarding installations are available from the cemetery office.

**General Information:**

- a) Only grass level markers fabricated in bronze and installed on granite bases will be permitted except by express written permission of the cemetery.
- b) Only one marker may be installed on any grave space. A marker may not embrace more than one grave space except by written permission of the cemetery.
- c) The location and facing of all markers and monuments on grave spaces will be in keeping with the existing design of the section in which the marker or monument is to be placed. The cemetery reserves the right to require compliance with this rule where prior non-compliance may exist.
- d) Specific restrictions related to size, color, material and design of memorials exists in certain areas of the cemetery. Please contact the cemetery for details.
- e) The name or inscription on each memorial must correspond with the legal name of the person whose interment is memorialized.
- f) The installation of markers as cenotaphs is permitted in most areas of the cemetery. In such instances the cemetery requires additional epitaphs to clearly indicate that the memorial is placed at a site where no interment has occurred. Please contact the cemetery office for details.
- g) Future maintenance is trimming grass and leveling the marker as needed.

**Craftsmanship:**

- a) General Requirements:
  - 1) Markers shall be free from sand holes, pits, and/or other imperfections which mar the appearance of and/or impair the usefulness and stability of the finished marker.
  - 2) All ornamentations shall be clean and sharp, and all edges true and accurate to the standard dimensions defined herein.
- b) Lettering:

- 1) Shall be carefully spaced and accurately set in line, both vertically and horizontally.
- 2) Name and dates, inscriptions and emblems shall be arranged so as to result in an artistic and neat-appearing plate subject to the approval of the cemetery superintendent.
- 3) Non-standard lettering styles are subject to approval by the cemetery superintendent.

**Finish:**

**a) General Requirements:**

- 1) Castings shall be free from scale, sand, pinholes and pits.
- 2) All ornamentation, face of letters, and background shall be hand-chased and tooled and burnished appropriately for a memorial marker.
- 3) Matching of approved color and texture shall be done by oxidizing and application of clear lacquer.
- 4) Colored lacquer and/or lacquer carrying pigment is prohibited other than by express permission of the cemetery in colors and pigments approved by the cemetery.

**Bronze Markers:**

**a) The alloy composition of bronze markers must meet the following minimum requirements:**

Not less than.....87% Copper  
 Not Less than.....5% Tin  
 Not more than.....5% Zinc  
 Not more than.....2 ½ % Lead  
 All other Elements in  
 Total not to exceed.....1%

All virgin metals must be used and mixed to a uniform alloy at proper temperature. No other alloys of metals or combinations of materials are permitted.

*A copy of each manufacturer's specifications must be on file at the cemetery office.*

**b) Companion markers with center vases are not permitted.**

- c) Photographs on ceramic or other non-durable materials will not be permitted. Laser engraved, or chemically etched on stainless steel discs, or likenesses cast in bronze may be permitted under specific restrictions and limitations. Contact the cemetery office for details.

**Standard Sizes of Bronze Markers:**

Infant	18" x 9" or 20" x 10" (Without Vase)
Adult	24" x 12" (Without Vase)
	24" x 14" (With Vase)
Companion	56" x 16" (Without Center Vase)
	44" x 14" (Without Center Vase)
Double-depth	24" x 30"
	16" x 24"



*Sizes not listed are subject to approval by the Cemetery Superintendent.*

**Granite Marker Bases:**

- a) Minimum thickness for granite marker bases is 4".
- b) Edges on all granite marker bases must be rolled or beveled at least ¼" in Reflection Lake Estates. (Some sections require a polished rolled or beveled edge. Contact the cemetery office for details)
- c) Effective April 1, 2010, no vase may be installed in the center of a companion granite marker base. Exceptions to this rule are limited to the duplication of existing markers when installed on the same plot as the marker to be duplicated. Special granite bases are available for separate vase units.
- d) Special restrictions regarding granite colors apply in some sections of the cemetery.
- e) No carving or inscription is permitted in granite bases.
- f) Granite bases must be of a size to allow a minimum margin of 2" of exposed granite on all sides of bronze memorials.
- g) Granite bases must have sawn edges with level bottoms and polished tops.
- h) Emblems and ornamentation is not permitted on granite bases.

**Standard Upright Monuments:**

- a) Upright monuments are restricted to areas designated by the cemetery.
- b) Upright monuments must be fabricated of granite or marble. Some sections of the cemetery have further restrictions related to the colors of granite that are permitted. Please contact the cemetery office for details.
- c) All upright monuments must consist of a base and die portion; no tablets or dies may be installed other than on a proper base.
- d) The minimum thickness of monument bases with lengths less than 7'1" is 8". Minimum thickness of monument bases with lengths greater than 7' is 10".
- e) The minimum thickness of monument dies is 6".
- f) All monuments must have a minimum wash of 3".
- g) The maximum length of monument bases is 70% of the lot width.
- h) The maximum height of monument dies is 50% of the length of the base.
- i) All monument dies must be permanently attached to the monument base with bronze or stainless steel dowels extending no less than 6" into both the base and the die. Dowels must be no less than 7/8" in diameter and set at regular intervals of no greater than 18" running the length of the die and terminating at a point no less than 5" from the limit of the die length at each end. Installation joints must be properly sealed with setting compound and weatherproof caulk.
- j) All monument bases must be finished with a polished top and 2" polished margin with balanced rock pitch edges and sawn, level bottoms.
- k) All monument dies must be properly tooled to obtain a consistent finish by means of sawing, steeling, or polishing. Lettering, patterns, and artistic designs shall be incised, sand-blasted, or shape-carved to depths of no less than 3/8". Raised lettering is not permitted. Black litho is permitted in lettering and outlines only. No other colored dies, inks, or tinting is permitted.
- l) Monuments may only be installed on lots for which Certificates of Interment Rights have been issued by the cemetery.
- m) Monuments must be centered on the lot width in such areas as designated by the cemetery.

- n) Lettering of monuments may only be placed on monuments facing the property owned by the monument owner. Lettering is permitted on two sides of the monument with written approval of the cemetery if property on the two sides is under common ownership.

**Tall Monuments, Crosses, Statues, and Obelisks**

Monuments with overall die heights greater than 50% of the length of the base are subject the following additional rules:

- a) All monuments in this category must be approved in writing by the cemetery superintendent as to design, material, size, and installation.
- b) Due to the brittle property of Marble material, the cemetery expressly assumes no liability for any loss resulting from incidental damage to marble monuments, benches and statues.
- c) Edges on all marble monuments must be rolled or beveled  $\frac{1}{4}$ ".



## AUTHORIZATION FOR INSTALLATION OF MEMORIAL

This is to advise of the purchase of a memorial to be installed at MEMORIAL OAKS CEMETERY  
(Name of Cemetery)

In \_\_\_\_\_  
Section Lot Space

Purchased from: \_\_\_\_\_  
Name of Memorial Dealer

Address City State Zip Code

Telephone Number Fax Number Company Representative

Email Address \_\_\_\_\_

### MEMORIAL DESCRIPTION

Name on Memorial Date of Birth Date of Death

Memorial Size Memorial Material Manufacturer

Base Size Base Materials

Memorial Type: Design Border Letter Style

Other information necessary for proper identification of memorial: \_\_\_\_\_

Layout: **\*\*\*Drawing of Memorial Design must be attached\*\*\***

The undersigned hereby represent(s) that he, she, or they, is or are the exclusive owner(s) of the Interment Rights described above,

and hereby authorize(s) \_\_\_\_\_ (Names of Installer) to install the above described memorial upon the Interment Rights described herein in accordance with the Rules and Regulations and requirements of the above-referenced Cemetery and agree to indemnify and hold harmless said Cemetery, its agents and employees, against any loss it may sustain in connection with the installation of the memorial authorized hereunder. It is understood that the Cemetery assumes no responsibility for the finish, lettering, accuracy of dates, or emblems, or the omission of same, quality or workmanship of the memorial. It is further understood that the Cemetery shall not be responsible for any error or defects in workmanship in connection with the installation of the memorial. Each of the undersigned has read and understands the Cemetery's Rules and Regulations and requirements concerning installation of memorials and hereby acknowledges and agrees to the provisions contained therein. It is understood and agreed that should the memorial or installation thereof not comply in full with the Rules and Regulations and requirements of the Cemetery, the deviation shall be rectified to so comply or be removed from the Cemetery within three (3) days of such request.

Interment Right Owner (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Next of Kin (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Memorial Dealer (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Authorized Cemetery Representative Approval \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Property Paid: \_\_\_\_\_ Size Verification: \_\_\_\_\_ Services Paid: \_\_\_\_\_

CONCRETE: 5-SACK MIX  
28-DAY COMPRESSIVE  
STRENGTH = 2,500 PSI  
STEEL: ASTM A615, GRADE 60  
( $F_y = 60,000$  PSI)

3-#4 LONGIT.  
#3 @ 18" MAX TRANSVERSE  
(LENGTH = HEADSTONE  
WIDTH LESS 4")

FINISH-  
GRADE

EARTH FORMED —  
CAST-IN-PLACE  
CONCRETE PAD  
W/ DIMENSIONS  
TO MATCH  
HEADSTONE BASE

- HEADSTONE

- HEADSTONE  
BASE

[illegible]

### DETAIL: HEADSTONE FOUNDATION

CONCRETE: 5-SACK MIX  
28-DAY COMPRESSIVE  
STRENGTH = 2,500 PSI  
PORE. STEEL: ASTM A615, GRADE 60  
( $F_y = 60,000$  PSI)

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- HEADSTONE  
BASE

Structural drawing of a beam-column joint showing reinforcement details and dimensions. The drawing includes a plan view of the joint and a cross-section labeled SECTION (A).

**Dimensions:**

- Overall width: 8'-0"
- Overall height: 10'-0"
- Clear height: 2'-6"
- Clear width: 5'-0" MAX.
- Clear height (lower): 7'-0" MAX.
- Clear width (lower): 1'-0"
- Clear height (lower): 1'-0"
- Clear width (lower): 8"  $\phi$

**Reinforcement Details:**

- Top reinforcement: 3-#4 (indicated by a callout).
- Bottom reinforcement: 3-#4 (indicated by a callout).
- Vertical reinforcement: 3-#4x VERT. (indicated by a callout).
- Ties: 3-#3 TIES (indicated by a callout).

**SECTION (A):** A circular cross-section showing the reinforcement layout, including the 3-#4x VERT. and 3-#3 TIES.

SECTION (A)

### DETAIL: HEADSTONE FOUNDATION



**MATERIAL SPECIFICATIONS:**

CONCRETE: 5-SACK MIX  
28-DAY COMPRESSIVE  
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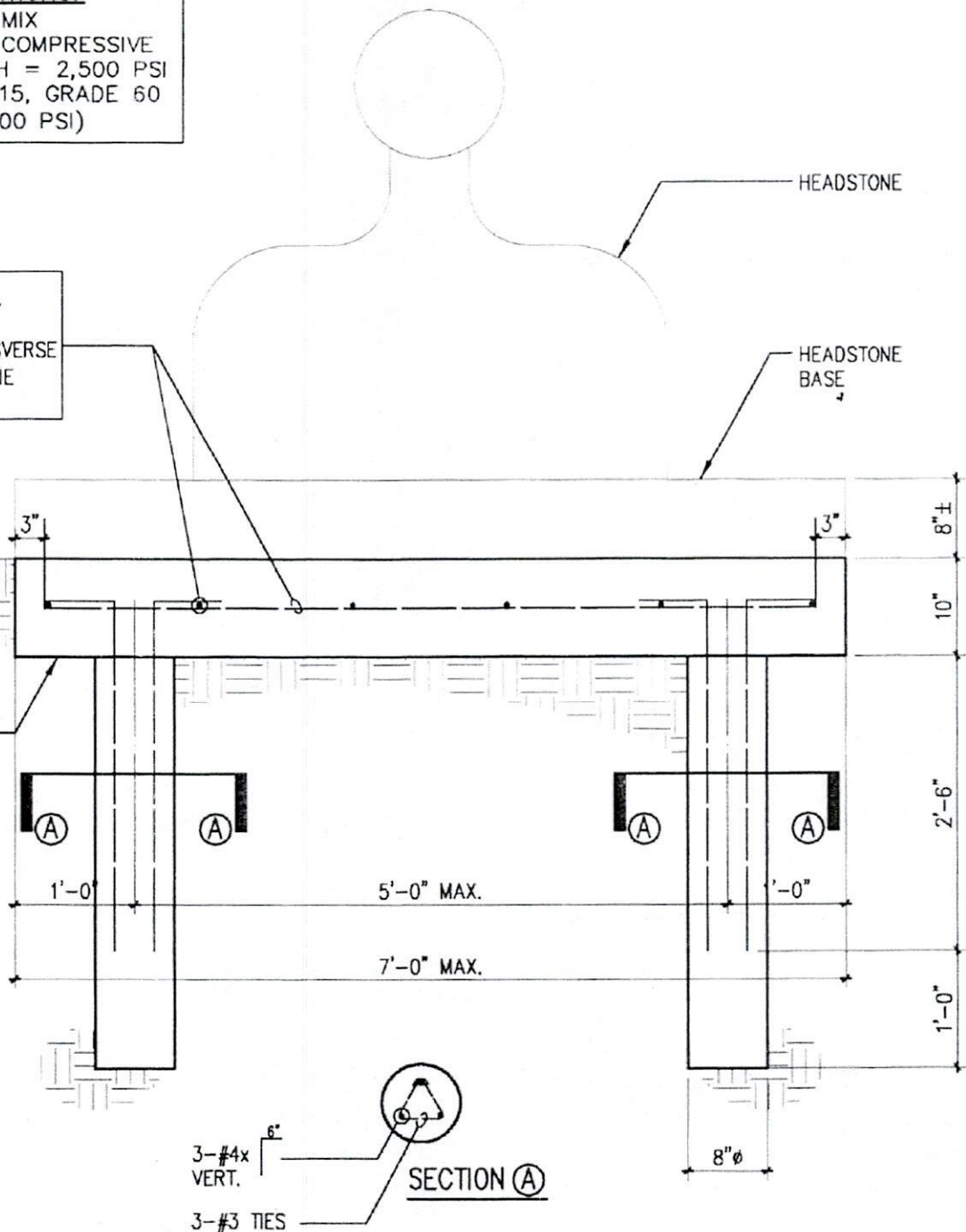
REINFORCING STEEL: ASTM A615, GRADE 60  
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**TYP. PAD REINF.**

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FINISH  
GRADE

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CONCRETE PAD  
W/ DIMENSIONS  
TO MATCH  
HEADSTONE BASE

**DETAIL: HEADSTONE FOUNDATION**
**THE INTERFIELD GROUP**  
**CONSULTING ENGINEERS**

7660 WOODWAY, SUITE 300  
HOUSTON, TEXAS 77063

TEL (713) 780-0909  
FAX (713) 780-8550


**TITLE**  
**HEADSTONE FOUNDATION**

**PROJECT**  
**FOREST PARK LAWDALE, HOUSTON**

DATE: 02/13/03

PROJ #: 03096.01

SHEET NO.

DRAWN BY: JH

CHECKED BY: MFQ

SK1

SCALE: 3/4" = 1'-0"

OF 1

CONCRETE: 5-SACK MIX  
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EARTH FORMED —  
CAST-IN-PLACE  
CONCRETE PAD  
W/ DIMENSIONS  
TO MATCH  
HEADSTONE BASE

- HEADSTONE  
BASE

3" 8"± 10" 2'-6" 1'-0" 5'-0" MAX. 7'-0" MAX. 1'-0" 8"Ø

3-#4x VERT. 3-#3 TIES

SECTION (A)

### DETAIL: HEADSTONE FOUNDATION



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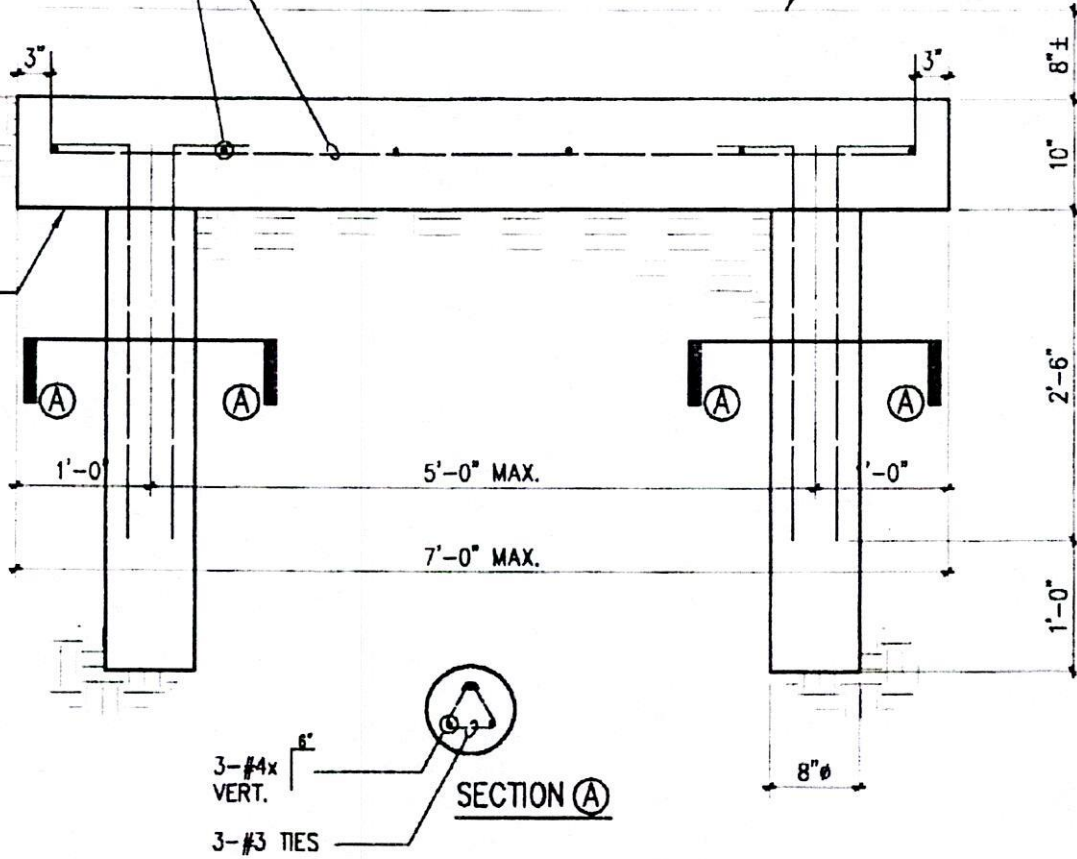
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HEADSTONE  
BASE



**DETAIL: HEADSTONE FOUNDATION**