

POLICIES OF THE FOREST CREEK COMMUNITY DEVELOPMENT DISTRICT

DISTRICT MEMORIALIZATION POLICY

1 Purpose

- a) The purpose of this policy is to establish a process to memorialize non-living former Forest Creek Community Development District (CDD) residents.

2 Objectives

- a) Recognize non-living former residents who made significant and sustained contributions to the CDD with permanent memorials on District property or naming of District areas in their memory.
- b) Ensure memorials and names reflect CDD branding standards (color, fonts, etc.) to maintain a cohesive look and feel for the District.
- c) Ensure clear, specific, and common names for CDD property that is consistent with District values.
- d) Enhance sense of community involvement and participation within the CDD.

3 Definitions

- a) “CDD Property” that may be named includes conservation areas/tracts, playground(s), basketball court, fitness center, pool/spa, clubhouse, walking trails, lakes/ponds, and parks. See limitations below.
- b) “Memorial Signage” – Acceptable signage are memorial plaques, memorial posts, new trees, or new benches on CDD property, designed to honor an individual. Signage requiring lighting or power is unacceptable. Acceptable signage is:
 - i) “Permanent memorial plaques or posts”:
 - (1) Memorial plaques shall be flat, maximum of 8” x 6”, permanently attached and either engraved or embossed. Plaques may be rust proof metal or other weatherproof material and shall be attached to memorial posts or existing CDD building or gazebo.

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- (2) Memorial posts may be stone or metal (painted brown) and shall be no larger than 6" by 6" and no higher than 4' above the ground and at a depth of at least 30% of the height. Posts shall be cemented in. Plaques may be attached to the top of the posts at a 30 degree angle.
- ii) "Memorial Trees" – Acceptable new tree or tree replacement in an appropriate CDD area. Applicant is responsible for initial watering.
- iii) "Park Benches" - New or replacement park benches in an appropriate CDD area. Applicant is responsible for bench, cement pad and anchoring.
- c) "Non-living Resident" – A non-living person who claimed Forest Creek as their domicile.
- d) Memorials will not be funded or installed by the CDD. The CDD will assume maintenance after installation.
- e) Naming of CDD areas requires memorial signage displaying the name.
- f) "Unacceptable memorial signage locations" – Memorial signage is NOT allowed on entry monuments, gates, fences, street/traffic signs, security devices, landscaping, pedestrian bridges, main lake dock, trees/palms, drainage or maintenance easements, or wetlands.

4 Criteria

The following criteria shall be used by the CDD Board to determine the appropriateness of the proposed memorial:

- a) Names of living persons, organizations, advertising, slogans, logos, or political parties or renaming of existing CDD property that is on recorded plats will NOT be considered. For example, Water Oak Park, street names, or addresses.
- b) Appropriate names are of non-living residents who made active and sustained contributions to the CDD.

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- c) Significant and sustained contributions include, but limited to:
 - i) Service to the District as a CDD Board Supervisor who served a minimum of two complete 4-year terms during which they championed changes and improvements to Board functions, enhanced District annual financial and reserve positions, minimized risk and maximized opportunities, and improved CDD property.
 - ii) Volunteer landscape and related maintenance activities over a minimum of 8 years.
- d) Location placement shall not impede landscaping maintenance or irrigation, be in a drainage or maintenance easement, or in a wetland.

5. Applications

- a) Any resident may apply to the CDD to memorialize non-living former residents using the attached form. Completed forms shall be submitted to the District Manager or Operations Manager for CDD Board consideration.
- b) Applications must include written documentation of approval by next of kin.
- c) Applications may propose signage, however CDD Funds cannot be used for any ceremony, signage, or installation. If signage is approved the CDD will assume ownership after installation.
- e) The CDD board will consider an application at a regular scheduled CDD meeting. At the CDD Chairperson's discretion, a public comment period for the application may be held at a regular scheduled meeting.
- f) Applications shall be approved and adopted by a CDD Board Resolution.

DISTRICT MEMORIALIZATION APPLICATION

Applicant Information:

Name: _____

Address: _____

Phone #: _____

Email: _____

Person to memorialize:

Name: _____

Address: _____

Next of Kin:

Name: _____

Address: _____

Memorial Justification (add sheet if necessary):

Type of Memorial:

☐ Plaque ☐ Post ☐ Bench ☐ Tree – specify type _____

☐ Name only

Memorial Description (add sheet if necessary):

Proposed Memorial Location (include placement diagram):

Applicant Signature: _____

Next of Kin signature: _____

Board Approved on _____

Submit completed application to District Manager or Operations Manager