PROCEDURE 402 – Recognition of Deceased Members of VGEM

# Purpose

## This procedure describes what the VGEM HOA does to recognize recently deceased members of our community.

# Roles and Duties

## Site Manager – The Site Manager is responsible to display a notification in the Clubhouse and to request a volunteer to lower the community flag in accordance with this procedure.

## Volunteer – The HOA will seek a volunteer(s) to raise and lower the community flag as needed.

# Procedure

## A family member of the deceased is requested to notify the Site Manager as soon as possible regarding the death of any resident of the VGEM community.

## If the Site Manager is notified of the death of a resident of the VGEM community within 7 days of the death, the Site Manager will review the individual’s file for special requests to be excluded from this procedure. Except as provided in such special request, the Site Manager shall:

### Prepare a notification, email it via the email blast system, and display it in the Clubhouse in a prominent location. Also, the manager will remove the notification after approximately 5 days.

### Contact the volunteer responsible for raising and lowering the flag, requesting the flag be lowered for a period of approximately 72 hours for Veteran deaths and 24 hours for all other deaths.

## The Volunteer shall promptly lower the flag to half-mast when notified by the Site Manager and return it to its normal position after the determined time.

# Definitions and Acronyms

## HOA – Village Grande at English Mill Homeowners Association Inc.

## Site Manager- The person responsible for the day-to-day administration of the HOA and the person who maintains the files.

## VGEM – Village Grande at English Mill