

# Village Grande at English Mill

## PROCEDURE 126 – Recognition of Deceased Members of VGEM

Process/Procedure Owner: Site Manager

### 1.1 Purpose

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

### 1.2 Roles and Duties

**Site Manager** – The Site Manager is responsible to display a death 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.

**Residents** – Individual Residents should notify the Site Manager whenever a member of the VGEM community dies.

### 1.3 Procedure

All members of the VGEM community are requested to notify the Site Manager as soon as possible regarding the death of any resident of the VGEM community or member of the VGEM HOA.

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

- a. Prepare a **death notification** similar to Exhibit 1 and display it in the Clubhouse, in a prominent location, as determined by the Site Manager. Also, the manager will remove the notification after approximately 5 days. This notification may be combined with similar notifications if multiple members of the community die in a given period of time.
- b. 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.

If any individual member of the VGEM community does not want the flag lowered to half mast upon their death, they shall provide a written notice to the Site Manager. This request shall state that the individual not be recognized by lowering the flag and if desired it shall also request notice in the

clubhouse also be excluded. The Site Manager shall place this notice in the members file for future reference.

#### **1.4 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

#### **1.5 Inquiries**

Questions regarding this procedure should be directed to the Site Manager.