

*Fairview Cemetery
Preservation Association
P.O. Box 5958
Santa Fe, New Mexico 87502*



*Fairview Cemetery
Physical Location
1134 Cerrillos Rd.
Santa Fe, New Mexico*

<http://www.fairviewcemeterysantafe.org/>

FAIRVIEW CEMETERY PRESERVATION ASSOCIATION

POLICY / PROCEDURE: 16-02

SALE OF GRAVE SITE PLOTS

1. This Policy / Procedure shall be the binding process for the sale, transfer, appropriate use, and recording of ownership of grave site plots at Fairview Cemetery in Santa Fe, New Mexico.
2. Any deviation from the policies and procedures outlined herein must be approved by the president of the association upon a majority vote of the Board of Directors (the Board) of the Fairview Cemetery Preservation Association (FCPA). This Policy / Procedure may be changed or amended only by formal majority vote of the Board of the FCPA. Any such change or amendment shall be in writing and shall be published and added to this Policy / Procedure.
3. Fairview Cemetery Preservation Association (FCPA) shall offer for sale available vacant grave site plots to members of the public and other groups in accordance with the terms of this policy / procedure and to the extent that vacant grave sites are available for sale as determined by the FCPA Board.
4. Prospective buyers of plots who wish to purchase a grave site plot(s) shall contact the FCPA or an FCPA Board member via the FCPA website or by email, telephone, or in person. Any individual requesting information on purchasing a plot shall be provided with a fact sheet approved by the FCPA in accordance with this policy.
5. The FCPA shall maintain a current inventory of vacant grave sites that are available for sale. The inventory shall list each vacant grave site in each Section of Fairview Cemetery. The Secretary or their designee shall maintain the inventory, subject to any restrictions contained in this policy, and shall regularly update the inventory as plots are sold and shall regularly update and brief the Board on the number, location, and any issues associated with vacant grave sites.
6. The cost of purchasing vacant gravesites shall be as follows:
 - a. Full casket gravesite plot: \$2,000.00
 - b. Cremated remains plot: \$500.00

Up to four (4), and no more than four, cremated remains may be interred in a full casket gravesite plot. If a gravesite is used for a full casket burial, no cremains may be interred in that gravesite.

7. Upon sale, a Deed is issued from the blank deed book maintained by the cemetery and located in the top drawer of the filing cabinet. The deed is filled out by FCPA staff and provided to the purchaser. In the "Remarks" section of the receipts, the FCPA seller shall record, if available, the name(s) of the intended

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interests in the plot(s). Two copies are made and filed in 1) the Alphabetical Deed Books and 2) the Numerical Deed Books.

8. Checks or monetary instruments for the purchase of the deeds are deposited by the FCPA seller of the deed into the fiscal agent bank within 24 hours of receipt. Sellers shall notify other board members and the treasurer of the sale of plots.
9. In accordance with longstanding custom, agreement, understanding, documentation, and markers, Montezuma Masonic Lodge of Santa Fe shall have the right of first refusal for the proposed sale of any gravesite plot located in the masonic Section of Fairview Cemetery, that being the lots 24 lots in the southeast corner of section B, or, Section B, Lots 214-217, 176-179, 172-175, 132-135, 128-131, and 88-91. "Right of first refusal" means that, should FCPA propose to sell any of the aforementioned gravesites, members of good standing of Montezuma Lodge shall have the option to purchase such plot(s) if a member of the public desires to purchase a grave site within the reserved Masonic section. However, for practical purposes, this policy is interpreted to mean that FCPA shall reserve the aforementioned plots for members of Montezuma Lodge until and unless FCPA has no other vacant grave plots available for sale.
10. Similarly, the Valley of Santa Fe, Orient of New Mexico, Scottish Rite shall have sole right, exclusive of any other party, to purchase plots located in the Scottish Rite section of Fairview Cemetery, that being Section C, Lot 25.

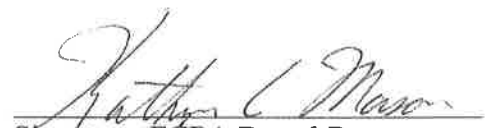
APPROVED:



Signature, FCPA President

5.19.2017
Date

Michael Mulligan
Printed Name



Signature, FCPA Board Representative

5/20/2017
Date of FCPA Board Approval

KATHRYN C. MASON
Printed Name