

*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.fairvi>

[ewcemeterysantafe.org/](http://www.fairviewcemeterysantafe.org/)

FAIRVIEW CEMETERY PRESERVATION ASSOCIATION

POLICY / PROCEDURE: 16-04

CARETAKER'S RESIDENCE

1. This Policy / Procedure shall be the binding process for utilization and use of the Fairview Cemetery caretaker's residence and outbuilding in Santa Fe, New Mexico.
2. Any deviation from the policies and procedures outlined herein must be approved by the president of the association or 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. The caretaker's residence and outbuilding shall be maintained in accordance with their status as historical properties registered with the City of Santa Fe, the State of New Mexico, and the National Register of Historic Places.
4. The caretaker's residence shall be rented to tenants in accordance with city and state laws and regulations to provide income for the Cemetery. The amount of monthly rent shall be set by the Fairview Cemetery Preservation Association. The current rent amount is \$800 per month, which includes utilities and refuse collection. This amount may be changed by a majority vote of the FCPA Board.
5. Tenants shall be required to sign a 12-month lease and provide first and last month's rent and a cleaning deposit of \$500. Tenants shall give at least 30 days notice prior to moving out of the residence.
6. All proceeds from rent of the residence shall be deposited into the accounts of the FCPA and managed in accordance with the financial management policies of the FCPA.

APPROVED:


Signature, FCPA President

5.19.2017
Date

Michael Mulligan
Printed Name

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CARETAKERS RESIDENCE


Signature, FCPA Board Representative


Date of FCPA Board Approval


Printed Name