



TO: All Members – Woodbridge Village Association
DATE: February 4, 2010
RE: Proposed Memorial Sundial Rules

The Association's Board of Directors has proposed adopting rules that would provide for the dedication of memorial sundials by residents, similar to the existing rules for memorial benches and trees.

The purpose of these proposed rules is to permit residents the opportunity to honor a loved one by paying for the purchase and installation of a sundial on Association common area, and to provide a fun and educational recreation amenity for the members.

When reviewing the proposed rules below, please note that the strikethroughs indicate language proposed to be deleted and the underlined sections indicate proposed new and/or amended language.

The following proposed Rules will be considered for final adoption at the Board's regular meeting on April 7, 2010 at the Woodbridge Community Center. Any written comments may be submitted to Kevin Chudy at kevin@wva.org or to Kevin Chudy, Executive Director, Woodbridge Village Association, 31 Creek Road, Irvine, CA 92604. Additionally, members are welcome to attend the April 7th meeting to address the Board directly with their comments.

Section 1-6. Memorial Bench, ~~and~~ Tree and Sundial Program

(a) Memorial Bench, ~~and~~ Tree and Sundial Program

- (1) The Woodbridge Village Association Bench, ~~and~~ Tree and Sundial Dedication Program is designed for residents within Woodbridge to place a bench with a plaque, ~~and/or~~ a tree and/or a sundial within the Association property.

(b) Memorial Benches

- (1) Submit a letter to the Woodbridge Village Association requesting permission to purchase a bench, along with a proposed location.
- (2) The Association staff will meet with the resident to approve the area for the installation.
- (3) The Association staff will make the necessary arrangements for ordering and delivery of the bench. However, all funds must be forwarded to the Association prior to ordering the bench and plaque. Checks will be made payable to the Woodbridge Village Association once the final costs are determined.

- (4) The Association will purchase the concrete bench that will be placed in the Association common areas. It will be an approved Association bench with a bronze plaque, 4 inches by 10 1/2 inches, accommodating up to 40 characters to be affixed to the bench. The plaque will be engraved with "In The Name Of...", or "In Memory Of..." The wording for the plaque must be submitted to the Woodbridge Village Association for final approval. The letter with all information will be forwarded to the Executive Director of the Woodbridge Village Association, 31 Creek Road, Irvine, CA 92604.
- (5) The Association believes that a concrete bench has a useful life of 15 to 20 years and any gift of a bench may remain for that period in the area chosen. However, because of the need to preserve flexibility in use and maintenance of all common areas, the Association, through the Board of Directors, reserves the right to either relocate or remove any bench at any time. In addition, if for any reason the bench is deemed unsafe or unacceptable in appearance for that area, the Association reserves the right to remove the bench, and need not replace it. Each donor shall acknowledge this understanding in his or her letter request.

(c) Memorial Trees

- (1) Submit a letter to the Woodbridge Village Association requesting permission to purchase a tree, along with a proposed location.
- (2) The Association staff will meet with the resident to approve the area for the installation. The type of tree will be determined by the Association to make sure it compliments the proposed location.
- (3) The Association staff will make the necessary arrangements for ordering and delivery of the tree. However, all funds must be forwarded to the Association prior to ordering the tree. Checks will be made payable to the Woodbridge Village Association once the final costs are determined.
- (4) The Association will maintain this tree in the future. However, because of the need to preserve flexibility in the use and maintenance of all common areas, the Association, through the Board of Directors, reserves the right to remove or relocate any tree at any time, and not replace it. Each donor shall acknowledge this understanding in his or her letter request.

(Added 3-5-03)

(d) Memorial Sundials

- (1) Submit a letter to the Woodbridge Village Association requesting permission to purchase a sundial, along with a proposed location.
- (2) The Association staff will meet with the resident to approve the area for the installation. The location selected must allow for proper sun exposure as per the manufacturer's recommendations.

- (3) The Association staff will make the necessary arrangements for ordering and delivery of the sundial. However, all funds must be forwarded to the Association prior to ordering the sundial and plaque. Checks will be made payable to the Woodbridge Village Association once the final costs are determined.
- (4) The Association will purchase the sundial that will be placed in the Association common areas. It will be an approved Association sundial with a bronze plaque, 4 inches by 6 inches, accommodating up to 4 lines and 22 characters per line to be affixed to the pedestal. The plaque will be engraved with "In The Name Of...", or "In Memory Of..." The wording for the plaque must be submitted to the Woodbridge Village Association for final approval. The letter with all information will be forwarded to the Executive Director of the Woodbridge Village Association, 31 Creek Road, Irvine, CA 92604.
- (5) The Association believes that a sundial has a useful life of 15 to 20 years and any gift of a sundial may remain for that period in the area chosen. However, because of the need to preserve flexibility in use and maintenance of all common areas, the Association, through the Board of Directors, reserves the right to either relocate or remove any sundial at any time. In addition, if for any reason the sundial is deemed unsafe or unacceptable in appearance for that area, the Association reserves the right to remove the sundial, and need not replace it. Each donor shall acknowledge this understanding in his or her letter request.

(Added 4-7-10)