



Carnes Crossroads Town Association (CCTA) Memorial Bench & Tree Donation Policy

Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated elements within CCTA owned properties. The CCTA desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance costs. This policy is designed to enable residents and facility users to support Carnes Crossroads through a contribution. Contributions will be acknowledged by a plaque. The plaque is symbolic of the donation and does not entitle the donor to ownership of the particular donated element. Only tree and bench donations are covered by this policy. Guidelines established by this policy will apply to all donations made after the effective date of this policy.

Standards for New Donations

Acquisition or Purchase: The CCTA and the community have an interest in ensuring that elements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The CCTA staff will be responsible for the purchase and installation of allelements.

Appearance and Aesthetics: The CCTA and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. The elements and/or their associated donation acknowledgements should reflect the character of the park or facility. All elements will be installed in such a manner that will not substantially change the character of a property or its intended use.

Maintenance: Donated elements and/or their associated donation acknowledgement, become CCTA property. Accordingly, the CCTA has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, the CCTA will attempt to inform the donor and give them the opportunity to donate for the replacement of the element at the expiration of the original life cycle. It is the responsibility of the donor to provide the CCTA with a current address for purposes of notification regarding their donation.

Cost: The CCTA has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements. The CCTA also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance.

The cost includes tree/bench, installation, plaque, routine maintenance, letter of completion, and a photo. The cost also includes a one-year replacement guarantee for trees. If a tree should die within first year of its original planting a replacement tree will be planted during the next available planting season. Please note that after a bench is installed, the CCTA cannot be responsible for replacement should the bench or plaque become damaged or destroyed. If a bench has to be removed or a plaque replaced, the donor will be informed. If the donor chooses to replace the bench, a replacement bench can be provided at the donation level that is stated in the most current memorial policy.

Tree donation - \$1,000 or bench donation - \$1,400.

Procedure for Making a Donation

Donations will be accepted from public and private sources for the purposes of enhancing all CCTA parks and trails, and will become the property of the CCTA. The CCTA shall be responsible for administrating the Memorial Tree and Bench Program, including the review process for approving and installing donations.

Application: If you are interested in making a donation, please contact the POA at 843-471-1495 to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available through the mail, in-person at the POA office or on the Carnes Crossroads website (www.carnespoa.org).

Completed applications and payment should be mailed to Carnes Crossroads POA office, 513 Wodin Pl. Summerville, SC 29486 for review and processing.

Criteria for Acceptance

Site Plan: To accept donation for a bench or tree, for a specific property, a site plan must be submitted showing the proposed location. Under this circumstance the donation must: 1) meet a true need of the property, 2) not interfere with the intended current or future use of the property and 3) Not require the relocation of other equipment or infrastructure to accommodate the donation. At the discretion of the CCTA, a property may be determined to be fully developed and the opportunity for donations would not be available.

Donation Plaques: For benches, donation plaques as approved by the CCTA are to be directly affixed on the seatback, be 2 x 4 inches in size, and are to be made of bronze and purchased through the CCTA using an approved vendor to ensure the highest quality, life and durability. Tree donation plaques will be maximum 6 x 9 inches in size and mounted on the ground at the base of the tree donation. The CCTA must approve all text for donation plaques.

Bench Description: A six foot wide Charleston style recycled plastic bench, manufactured by Polywood. Bench may be anchored to concrete piers or surface mounted to an existing concrete pad as approved by the CCTA.

Tree Selection: A request for certain tree species may be made by the donor from a list of trees provided; however, the CCTA will have the final approval. The size and species will be selected based on appropriateness for the site and only trees native to South Carolina will be planted. Trees are planted only during the months of October – December.

Conditions

Installation: Installation of donated elements, including the donation plaques, will be completed by qualified personnel. There will be a one-time autumn planting for all trees. All tree plantings will take place between September and October of each year. Benches may be installed at any time, weather permitting. The installation will be scheduled at a time and date as determined by the POA staff so as not to unnecessarily interfere with routine maintenance activities.

Removal and/or Relocation: The CCTA reserves the right to remove and/or relocate donated elements and their associated donation plaques, when they interfere with site safety, maintenance or construction activities. In accordance with previously stated procedures in this policy, if the current information is on file, the CCTA will attempt to inform the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action is taken. In

the event a donation must be permanently removed, the CCTA will seek an alternative location consistent with this policy. If no such agreed upon location can be found, the memorial element and plaque will be returned to the donor.

Maintenance and Damages: CCTA will reasonably maintain the donation for its useful life. The CCTA will make every effort to repair damaged memorial donations. However, the CCTA is not responsible for replacing items, including plaques, due to excessive damage or loss or elements at the end of their life span.

Other Donations

There may be other donations possible, other than those expressly listed or contained within this policy. The CCTA may accept those donations subject to a review by CCTA staff and/or appropriate board(s).

Adopted and approved by The Carnes Crossroads Town Association on, August 4, 2020. (date)

Carnes Crossroads Town Association
513 Wodin Pl. Summerville, SC 29486
843-471-1495

Carnes Crossroads Town Association Memorial Tree and Bench Application

Date _____ (Checks payable to: Carnes Crossroads Town Association)

Please select one: _____ Memorial Tree (\$1,000) _____ Memorial Bench (\$1,400)

Donor: _____ Daytime Phone #: _____

Address: _____

City/State/Zip: _____ Email: _____

Purpose of donation (check one): ___ In Memory of: ___ In Honor of:

Please print name as it is to appear on the plaque(s): _____

Additional wording to include on plaque(s): _____

Requested tree species (subject to change): _____

Requested area where tree/bench is to be placed (subject to change): _____

Special instructions: _____

I have read, fully understand and agree to abide by the Memorial Tree & Bench Program Policy

My signature below indicates that I have read this document in its entirety, and understand that:

- The CCTA makes all final decisions, including but not limited to availability, bench location, bench style, tree location and tree species.
- All language used on the plaques is subject to approval.
- All donated items are the property of the CCTA and will be maintained according to the policy.

Signature of Donor: _____ Date: _____

Office Use Only

Date Paid: _____ Tree #: _____ Bench #: _____

Plaque Information:	Tree Information: Planting Oct. – Dec.	Bench Information:
Date Ordered:	Date Ordered:	Date Ordered:
Date Received:	Date Received:	Date Received:
Date Installed:	Date Installed:	Date Installed:

Date family notified: _____