

Waterford Union of Churches Cemetery

Index to Minutes (Click date to jump to section)

[2018](#), [2017](#), [2016](#), [2015](#), [2014](#), [2013](#), [2012](#), [2011](#),
[2010](#), [2009](#), [2008](#), [2007](#), [2006](#)

Waterford Union of Churches Memorial Stones

September 10, 2018

Actions & Comments

Ground penetrating radar survey. GeoModel can locate graves at the survey areas for \$ 2,900.

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- Location of memorial area
- Pricing (Charges base on Lakeview charges. \$1,600 for a 4'x4' plot, \$800 for the plot, \$400 for the corner markers, and \$400 for perpetual care)
- Stone foundation engineering and cost. This is handled by the headstone company.
- The south and west fences do not mark the true cemetery boundary. The boundary is inside of the fences.
- Can I put whatever type of memorial I want in the cemetery?
We have to set guidelines. Each cemetery has their own rules pertaining to the types of memorials that can be installed. Some accept only flat or flush markers, some only bronze markers or only certain colors. There may be size restrictions as well. Do we allow shiny surfaces.

Marketing

- Personal letters to Waterford residents.

References:

Lakeview Cemetery, Hamilton: Spoke with Carroll Laycock who is a trustee at Lakeview Cemetery [lakeviewcemeteryhamilton.com] in Hamilton [703 508-0657, harmony Oaks53@gmail.com]. Their cemetery is managed by the court like ours. They charge \$800 for a 4' x 8' plot and \$400 for the corner markers which cost \$175 to buy from Parker Monuments.

H.W. Parker & Son Monument Co.: Spoke with Jeff Parker, 540 338-3138, parkermonument1@aol.com, hwparkermonuments.com.

Example of a Columbarium in a Rook Wall

The Siasconset Union Chapel.



The Siasconset Union Chapel has two Columbarium Gardens. The East Garden has two walls, with 21 niches on the south wall and 16 niches on the east wall. There are also 16 in ground niches in the garden. The West Garden also has two walls consisting of an additional 195 niches. Each niche provides space for two bronze urns. The East Garden urns measure 6"x 4 1/2"x 3", and the West Garden urns measure 8 1/2"x 6"x 3". A few niches are designed as singles. The urns, after interment, are permanently sealed in these niches.

A niche space may be requested by letter or e-mail for individuals, or for a deceased partner, parent, or child. Applicants must be 40 years of age, a worshiper at the Chapel, or a resident of 'Sconset, permanent or seasonal, present or former. Upon approval, a check made out to the Siasconset Union Chapel, is sent to the Columbarium Administrator. The current fee (2012) for reserving a half niche (one person) is \$2,500. A meeting can be arranged in the garden to choose a niche. An acknowledgement letter will be sent for the purchaser's records.

An additional Interment Fee may not be pre-paid and includes the required urn, plaque, opening & resealing of the niche. The current fee (2012) is \$1,000. A standard bronze name plaque will be affixed to the flagstone covering the niche. Completion of the plaques can take up to 6 weeks. Each plaque will contain the first, middle (or initial) and last name of the deceased, and the dates of birth and death. Titles and other wording are not permitted. The interment dates are coordinated with the Chapel calendar, even if a memorial gathering is only planned in the garden. Arrangements for obtaining the urn are made with the Columbarium administrator.

There are no annual fees but donations to the Columbarium upkeep are always welcome.

Reserved niches may not be sold or transferred to other parties by the person reserving the niche.

As of last year , there is now an option for direct in ground internment of ashes. The fee is \$500 to reserve a designated space in the columbarium. The current internment fee for this option is \$1,000 , which includes a plaque on the new stele as you enter the west garden.

There is also a pet columbarium The pets ashes may be scattered in a separate space in the west garden . A Memory log is kept in the Chapel.

No installation of memorials such as plants, trees, sculptures, adornments or appurtenances will be permitted except with the approval of the Chapel Board. On a temporary basis, flowers (no glass), shells, flags and other small items are permitted on the niche.

Should the above conditions cause hardship or distress to someone who wishes to be interred in the columbarium, he or she may contact the Columbarium Administrator or the Trustees and the latter will make a final decision.



Columbarium as a rock wall.

Minutes of the Waterford Union of Cemeteries Trustee Meeting September 10, 2018

The meeting was called to order by President Paul Rose. In attendance were Trustees Paul Rose, Linda Landreth, Bronwen Souders and Ed Lehmann.

TREASURER'S REPORT

Treasurer Linda Landreth reported that she was having trouble receiving statements from Presidential Bank. Costs for this year were higher because of a major tree removal.

Our savings account is about \$1,100, an endowment CD about \$11,000, and the checking \$15,595.37. The savings is where we put our endowment funds before purchasing a CD. Our goal is to create an endowment fund whose annual revenue will pay for the Cemetery's operating costs.

In 2017 we had donations of \$2,155, this year to date our donations are \$1,830. Ed Lehmann explained how the Waterford Citizens' Association passes on any Cemetery donations they receive and then adds an additional \$300 donation from the WCA itself. All WCA members who donate more than \$10 receive a certificate of thanks from the Cemetery.

Our CD's are up for renewal and it was decided to renew them for five years.

Motion: Let our CD roll-over when it is due.

NEW BUSINESS

Invitation to Mr. Forest Hough

It was decided to invite Mr. Forest Hough for a visit to Waterford including lunch. Mr. Hough is a long term benefactor to the cemetery. Paul will contact Mr. Hough and we will have lunch in the conference room of the Old School.

Discussion results: Paul will contact Mr. Hough, Ed will check on the Old School room, and Bronwen and Linda will plan the food.

Memorial Stones

Ed Lehmann discussed his initial look at offering the placement of memorial stones and a columbarium at the cemetery. The overview is an attachment to these minutes. A discussion on offering the burying of ashes took place. More research has

to go into a columbarium wall. Will the wall require maintenance, are vaults available so urns could go in on the side of the wall? On top?

Discussion results: Ed will look into the County's position on our burying cremation ashes and/or using a columbarium. An attorney should be consulted before offering the service.

Web Site

The question of putting the trustee names, hours open, and bylaws on the site was discussed. Ed thought they should be online to show that the Cemetery is actively managed.

Discussion results: Ed will add the information to the web site.

Grass Clippings

Is there a way to pay for the cleanup of grass clippings that stick to the stones. Should this be done once a year or more often?

Discussion results: Linda will talk to Skeeter about clipping removal .

Next Annual Meeting will be Monday May 20th

There were no meetings in 2017

Minutes of the Waterford Union of Cemeteries 2016

No 2016 meeting was held by agreement.

Minutes of the Waterford Union of Cemeteries Trustee Meeting November 12, 2015

The meeting was called to order by President Paul Rose. In attendance were Trustees Paul Rose, Linda Landreth, Bronwen Souders and Ed Lehmann.

TREASURER'S REPORT

The checking account has \$10,653.97. The endowment savings account has \$1,149.91 and the endowment CDs have about \$10,000. In 2014 we sent \$2,960. \$1,000 to cut down a tree and rest is for mowing and the PO Box rental.

Motion: Treasurer's report is approved.

Session of the 2014 Annual Meeting Called Back Into Session

Paul Rose discussed why there was no annual meeting for 2014. It was missed because he waited too late in the year to call a meeting of the trustees. A meeting was held on November 18, 2014 but there was not a quorum so it was adjourned. Based on the bylaws, it was brought back into session as part of this November 12, 2015 meeting.

Minutes for the 2014 Meeting have been prepared as a separate document.

Review of Tree and Grass Work

Paul reviewed the effort to manage our trees. He has been using \$5,000 in the checking account that was bequeathed by Mr. Steve Atwell for tree management. We have spent \$2,400 in the past two years cleaning up dead trees. The cemetery has lost two trees to lightning.

This year, seven mowings were made due to the wet spring. Our normal is five.

The Foundation will be presented with the grass-cutting bill for the cutting before the Fair. However, the bill will be marked "Paid in Full" so it will be a contribution to the Foundation due to the Fair being rained out.

Motion: The Cemetery will send a bill for the Fair grass cutting marked "Paid in Full" with explanation.

Gifts

The Robey Foundation has stopped giving an annual donation to the Cemetery. They decided that their charter did not cover our gift.

Forest Hough has given us \$1,000 this year. He had lunch with Paul Rose earlier in the year and is interested in helping the cemetery.

Headstone Cleanup

The Waterford Citizens' Association sponsored two cleanup days at the cemetery for the monument cleaning and alignment as well as grounds cleanup. Special thanks were given to Ann Belland.

This year Ed Lehmann used the product, Wet and Forget, on headstones. It will not hurt the limestone and removes algae and lichens from the stone as well as inhibiting their growth. Each treatment lasts about two years.

Waterford Foundation Trustees

Paul Rose announced the appointment of Joe Goode as the Foundation's representative. In the spring of 2016, it is planned to create a court petition with names of new trustees. New trustees are petitioned to the court. Ten members of the Catoclin District nominate trustees whose names are sent to the Clerk of the Court. The petition is put on the court docket, and a judge then confirms the appointment of each trustee.

A discussion was held on changing the bylaws to allow trustees from anywhere within Loudoun County which would better serve our goal of finding an African American trustee. Brown mentioned Lewis Jeb, of Hillsboro, as a possible trustee.

New Entrance

The Boy Scout, Josh Levine, constructed a new entrance for the Cemetery as part of his Eagle Scout program. The Waterford Foundation gave him an award for his efforts.

Expansion of Fairfax Street

On audio file position 42:30 thru 72.

History

Brown cited a story about the Cemetery where a ground hog emitted coffin parts from the grave of a Mrs. Dean. Her husband dies the day of the funeral and is buried on top of her. The ground hog didn't like Mr. Dean's coffin handles and threw them out of his hole.

Bronwen will be speaking at the cemetery as part of a tour of African American sites in Loudoun County. The tour is sponsored by the Balch Library Black History Committee.

Memorial Stones and Cremation Ashes

A discussion was held on offering memorial stones and cremation ash burial at the Cemetery.

Advisory Board to Advise the Trustees on Matters the Community Cares About

Paul suggested asking Ann Belland to be on this board that acts as a liaison between the Cemetery Trustees and community. As the head of the board she is welcome to come to any Cemetery Trustee meeting.

WATERFORD UNION CEMETERY, INC

NOTICE OF REQUIRED ANNUAL MEETING

NOVEMBER 18, 2014

The required Annual Meeting of the Waterford Union Cemetery will be held on Tuesday November 18, 2014 at 7:30 P.M. in the home of Paul E. Rose, 40186 Patrick Street, Waterford.

ITEMS TO BE DISCUSSED:

Presidents Report for 2014, copy enclosed

Nomination for new Secretary

Proposed amendment to the By Laws to allow for the appointment of non resident African American Trustees to better represent the Black Section of the Cemetery. This amendment was first published at the meeting of November 12, 2013 and is due to be voted on at this meeting.

Please read the attached report for 2014 which contains most of the items needing discussion or action. Nomination for new Secretary is required by the resignation of Bob Thompson who has faithfully served in that post for the past 13 years.



Paul E. Rose, President
540 882 3696

WATERFORD UNION CEMETERY, INC

MINUTES OF REQUIRED ANNUAL MEETING

NOVEMBER 18, 2014

The required Annual Meeting of the Waterford Union Cemetery, Inc. was called to order at seven thirty P.M. by President Paul E. Rose on Tuesday November 18 2014 at 40186 Patrick Street, Waterford, Virginia.

Present were Paul E. Rose and Linda Landreth, Treasurer.

The Treasurers's report was read showing that the Cemetery Corporation had a balance in Presidential Bank of \$ 11,930.00 after all outstanding bills had been paid. No additional income for 2014 is anticipated.

The Presidents Report for 2014, copy enclosed to all board members with the Notice of the Meeting was read into the minutes.

After a reasonable time it was determined that a Quorum for the transaction of business of one half of currently serving Trustees as called for in the By-Laws was not present, a majority of the Trustees present although less than quorum voted to adjourn the meeting without notice until a quorum shall be present in accordance with Article IV Section 3 Quorum and Adjournments of the By-Laws.

There being no further business to come before the meeting, it was duly adjourned until a quorum shall be present.



Paul E. Rose , Acting Secretary of the Meeting

2014 Annual Meeting of the Waterford Union of Cemeteries Trustee
November 18, 2014 and November 12, 2015

November 18, 2014

The meeting was called to order by President Paul Rose. In attendance were Trustees Paul Rose and Linda Landreth.

Treasurer's report. The checking account has a balance of more than \$11,000.

Because there was not a quorum, the meeting was adjourned.

November 12, 2015

The 2014 Annual Meeting was brought back into session during the November 12, 2015 meeting. The meeting was called to order by President Paul Rose. In attendance were Trustees Paul Rose, Linda Landreth, Bronwen Souders and Ed Lehmann.

New Business

Trustees

Since Bob Thompson's resignation, his position has not been replaced. Paul Rose reflected on looking for an African American trustee. It was also noted that one trustee, Ed Good, no longer lives in Waterford and that Ken Dunne is no longer interested. We need to ask for their resignations.

A discussion was held on changing the geographic area where trustees can live.

Motion: To ask for the resignations of Ken Dunne and Ed Good.

AGENDA FOR WATERFORD UNION OF CHURCHES CEMETERY

TRUSTEES ANNUAL MEETING NOVEMBER 12, 2013

1. Call meeting to order.

Read letter of resignation from Trustee Bob Thompson and vote to accept.

Announce resignation of Sherry Satin as representative of Trustee Waterford Foundation.

Introduce interim representative of Waterford Foundation for this meeting.

Appoint temporary Secretary for this meeting

2. Read minutes of last meeting held May 9, 2012.

3. Report of the President for 2013 previously sent to each trustee with meeting notice.

Discussion of report and approval.

4. Treasurers Report.

5. Committee Reports:

Grounds and monument maintenance.

Expansion and Land Acquisition

History

Community Advisory Council

Endowment

Grants and funding

6. Old Business

Access to Black Cemetery from Fairfax Street.

7. New Business:

Revise By Laws to allow for Trustees residence other than Catocin District as presently stated, to allow for non residents who have cultural ties to Waterford, or who have deceased relations buried in the cemetery. First announcement, to be decided at the next meeting.

Nominate trustee to replace Bob Thompson. Discuss timing.

Select new Secretary.

Minutes of the Waterford Union of Churches Cemetery Trustee Meeting

5/19/2012

The meeting was called to order by President Rose. In attendance were Rose, Landreth, Thompson, Dunne, Good, and the Waterford Foundation representative Sherry Satin. Absent were Trustees Souders and Lehman.

Minutes of the June 14, 2011 Meeting - A motion was made and seconded to approve the minutes of the last meeting without reading. The motion passed.

Presidents Report - The President thanked everyone who helped getting dirt to the cemetery. He and Souders were at the cemetery two weeks ago and probed and found several stones. Souders talked to Sister Mallory who said that someone at Hamilton couldn't afford a stone and built a headstone of brick. From eight to fourteen teenagers from the history class from Valley High School will be coming to work on the cemetery on 5/19/2012, starting at 9:00 am until 12:00 pm. The Trustees will be providing snacks and donations are welcome. Neighbor Virginia Friend will have the gate to the field unlocked.

Treasurers Report - There is a problem with either Presidential Bank or the U.S. Postal Service getting our statements to us. Some statements were returned to the bank so Presidential Bank has stopped sending us statements.

We currently have \$9,128.73 plus a \$1,0000 certificate of deposit. We have paid for one mowing. Skeeter has suggested we spray for poison ivy.

Robey Foundation - President Rose applied for the grant and suggested the check be sent to the Waterford Foundation. The BB&T Bank sent it to the cemetery Trustees. Treasurer Landreth spoke with Mr. Peary, Chairman of the Robey Foundation, and the check was re-sent to the Waterford Foundation. A motion was made and seconded and the Treasurers report was approved.

Grounds and Maintenance - One of the Trustees reported that used kitty litter is supposed to discourage groundhogs - We'll try it. We need to get someone to move the dirt from where it is piled to the depressions. We also need to probe the depressions to locate any stones there.

Expansion and Land Acquisition - Several Trustees expressed concern that expanding the cemetery will require capital improvements that may not be affordable. Thompson commented that improvements may be made in a measured logical order over many years and do not have to be done all at once in order to expand the cemetery. Rose suggested that the Trustees write a letter to Ms. Friend asking what her expectations are for the development time-line for a cemetery expansion if an expansion is approved. Thompson reported that he will be contacting the Zoning Administration soon for a decision on whether an expansion was possible. Trustees discussed in general what charges should be levied for burials; i.e. digging the interment hole, re-seeding, cost of the plot.

A motion was made and passed that the Trustees write Ms. Friend and express interest in a boundary line adjustment to expand the cemetery and ask her to respond with a time-line expressing her expectations of how quickly the expanded cemetery would be in full service.

History Report – None

Community Advisory Council – No Action

By Laws and Operating Procedures – Rose commented that we need to work on establishing operating procedures to satisfy the IRS.

Ad-hoc Committee on Endowment – Ed Good is the Chair of this committee and has prepared a memorandum of understanding to be presented to Mr. Hough to establish the endowment. Mr. Hough will make his donations incrementally in five \$1,000 payments. The endowment is to be called the Loudoun Rangers Memorial Endowment.

New Business –

Endowment Fund - The Trustees voted to establish the Endowment account and accept the matching grants in accordance with the Memorandum of Understanding with Mr. Forrest Hough, dated May 10, 2012.

Proposed Budget for 2012 – Rose presented the proposed budget for 2012:

		Expenses	
Robey Trust	600	Mowing 6 times	1500
W.C:A.	300	Landscape west side	200
W.F.	250	Stone Repair	100
U.D.C.	25	Place fill dirt on sunken graves and landscape	500
Bank Interest	50	Tree Removal	225
Est. donations	1300		
Total	2525		2525

Capital Improvements: Construct new fence and gate to Black Cemetery along Fairfax Street.

Election of Corporate Officers for 2012/13: A motion was made, seconded and passed to re-elect all officers for another term.

Select date for next meeting: Mid August

Minutes of the Waterford Union of Cemeteries Trustee Meeting

June 14, 2011

The meeting was called to order by President Paul Rose. In attendance were Trustees Paul Rose, Ken Dunne, Ed Lehman, Linda Landreth, Bronwen Souders and Bob Thompson. Absent were Trustees Ed Good and Evelyn Godfrey.

Minutes of 3/10/2010 Meeting – The Trustees having previously received a copy of the minutes of the 3/10/2010 meeting, a motion was made, seconded and passed to dispense with the reading of the minutes. The minutes were approved as written.

Treasurer's Report:

1. Treasurer Landreth reported the current balance in the bank is \$8,493.52. President Rose advised that we had an additional \$800 received from the \$300 from the Waterford Citizens Association (WCA) and two other donors bringing the balance to 9,293.52.
2. Secretary Thompson will deliver a thank you letter from the Trustees to the WCA for their generous donation of \$300.

Grounds Committee and Maintenance:

1. 12 student volunteers from the History Club did a lot of clean-up work at the cemetery which was timed well with the Civil War Day event. President Rose observed that Ann Beland was very helpful in coordinating both the clean-up day and the Civil War Day activities.
2. The current grass cutter is chipping the stones. President Rose will talk to Skeeter about being more careful.
3. Vice President Dunne will look into finding a machine that may cut the grass with less damage to the stones.

Cemetery Expansion:

1. Secretary Thompson delivered a summary of his findings on the management of cemeteries and what the Zoning Board might allow us to do in expanding our cemetery, given the relatively close proximity of wells and residences. Interment of bodies would require excavation of the grave, installation of a vault and closing of the grave – all processes traditionally managed by a cemetery. The conclusion was reached that the interment of ashes would be a burial method that may be more acceptable to the Zoning Board and property owners close to the cemetery and would

make management of the cemetery easier for future Trustees. The types of memorial stones were discussed and it was generally accepted that memorial stones laid flat on the ground would allow easier cutting of the grass and would minimize future maintenance expenses.

2. A motion was made seconded and passed establishing the policy that any expansion of the cemetery would be used only for interment of ashes.
3. A motion was made seconded and passed that memorial stones used in the expanded cemetery will be only those that may be laid flat on the ground. No vertical stone markers will be allowed.
4. Secretary Thompson will discuss the above policy with potential property donors to elicit their concurrence and measure their continued interest in donating property.

History and Publicity Committee:

1. The Civil War Day event was deemed a great success.

Grants and Contributions Committee:

1. Covered in Treasurer's Report and in New Business.

Community Advisory Council:

1. The Trustees having decided in their meeting of 3/11/2010 that it would be prudent to wait and see if we were going ahead with expansion of the cemetery before we create the Advisory Council, there was no report.

Bylaws and Operating Procedures Committee:

1. President Rose talked with former Trustee, Mr. Bruce Cleveland, who said he has in his possession, information concerning the creation of by-laws for the cemetery.

Old Business:

1. Grass mowing was previously discussed and continues to be handled by Skeeter.
2. Ownership of Fairfax Street – President Rose indicated that the owner of the property across Fairfax Street may in fact own the street, as the owner claims. It was observed that private ownership of Fairfax Street should not hinder the work of the Trustees or impact on future expansion of the cemetery.
3. Mission Statement for the cemetery web site – Trustee Lehman will make the cemetery Mission Statement a part of the cemetery web site.
4. Policy for Future Burials – Previously discussed in Cemetery Expansion Committee Report
5. List of burials on the web site – Trustee Lehman will get a copy of the list and will place it on the web site.

New Business:

1. Painting the new wood fence - Secretary Thompson volunteered to paint the new fence. President Rose has paint that can be used for the task.
2. Landscaping Plan – It was noted that several trees around the perimeter of the cemetery need to be removed or dead branches cut out. It was decided that Trustees would meet at the cemetery on Friday morning, 6/17/2011, to survey and evaluate trees that need to be removed or repaired.
3. Involvement of the Black community – General discussion ensued recognizing that the Trustees need to solicit the involvement of members of the Black community. It was generally noted that there weren't many Black residents left in the area. It was always expected that Black residents of the County with a family history in Waterford would be invited to participate in the Community Advisory Council when that is created.
4. Continuation and repair of fence and gate along Fairfax Street and repair of fence along the Black cemetery was discussed and was acknowledged as needing to be done when finances allow.
5. Proposed Civil War Trail sign regarding the Loudoun Rangers buried in the cemetery. It was generally acknowledged that a Civil War Trail sign acknowledging the Loudoun Rangers would be an asset to the cemetery and creation of such should be supported.
6. Proposed Budget – The following proposed budget was presented for 2011

<u>Income</u>		<u>Expenses</u>	
Robey Trust	\$600	Mowing 5 times	\$1,250
W.C.A	\$300	Landscape west side	
W.F.	\$250 (last mowing)	Landscape strip by new fence	
U.D.C.	\$25	Stone repair materials	\$200
Bank Interest estimate	\$50	Tree Removal	\$300
<u>Individual donations</u>	<u>\$500</u>		
Total	\$1,725		\$1,725

A motion for approval of the budget was made, seconded and passed.

7. President Rose and Trustee Souders informed the Trustees that they had been in contact with a Mr. Forest L. Hough of Dickerson, Maryland who is a direct descendant of a Loudoun Ranger and who has contributed \$300 to the cemetery. Mr.

Hough is interested in establishing a foundation and funding a trust that would provide money for the perpetual care of the cemetery. Mr. Hough has already done this with other cemeteries or institutions, so he has some experience with the process. The Trustees unanimously agreed that we should work with Mr. Hough to make this happen while keeping in mind any potential restrictions imposed on us by our 501 c (13) status. President Rose and Trustee Souders will maintain contact with Mr. Hough.

8. Election of Officers for 2011 – All incumbent Trustee Officers agreed to serve in their respective positions for the coming year and were re-elected without opposition.
9. Date of next meeting – No date was selected for the next meeting. All Trustees were reminded that any one of them may call for a meeting if they have a matter that requires discussion and/or decision by the Trustees.

There being no further business a motion was made, seconded and passed that the meeting be adjourned.

Minutes of the Waterford Union of Cemeteries Trustee Meeting

December 1, 2011

The meeting was called to order by President Paul Rose. In attendance were Trustees Paul Rose, Ken Dunne, Evelyn Godfrey, Ed Good Linda Landreth, Bronwen Souders and Bob Thompson.

Minutes of 6/14/2011 Meeting – The Trustees having previously received a copy of the minutes of the 6/14/2011 meeting, a motion was made, seconded and passed to dispense with the reading of the minutes. The minutes were approved as written.

Report by the President on the year 2011 – President Rose presented the Trustees with his report (copy attached). The report indicates that Mr. Forest Hough has offered to fund an endowment trust for the benefit of the cemetery that would require matching funds to be acquired by the Trustees. President Rose said that he and Mrs. Rose would be donating \$1,000 to match what Mr. Hough has already donated.

Ad-Hoc Committee on Donations – President Rose suggested and the Trustees approved the creation of an Ad-Hoc Committee on Donations to work with Mr. Hough to set up the trust. Trustees Good and Souders agreed to serve on the committee. Good said that he and Souders would meet with Mr. Hough to iron out the details of the trust agreement and their goal would be to keep the trust simple.

Treasurer's Report:

1. Treasurer Landreth reported the current balance in the bank is \$8,956.73. President Rose said that Mr. Hough's donation of \$1,000 put the Cemetery -Trustees in the black.

Grounds Committee and Maintenance:

1. Trustee Souders said she is working with the Waterford Foundation to secure soil from the excavation for the new auditorium for filling in the depressions in the cemetery. Souders said she would contact Virginia Friend to secure permission to stage the soil on Ms. Friend's land near the area of the depressions.

Cemetery Expansion:

1. Secretary Thompson said that he met with a potential donor of land for cemetery expansion and informed her that at the last Trustees' meeting it was decided that any expansion of the cemetery would be used only for interment of ashes and that only

memorial stones laid flat on the ground would be allowed. The potential land donor said that was an acceptable condition.

2. Thompson said that he walked the land around the cemetery with the land owner who suggested that the land to the south of the cemetery be used for the expansion and that land to the east be used for access to the cemetery off of Old Waterford Road. The grove of trees in the depression east of the cemetery would remain and a drive from Old Waterford Road could be created circling up the hill to the right of the trees and ending with a parking area near the southeast corner of the cemetery.
3. Thompson presented the Trustees with a list of recommendations (copy attached), as discussed with the potential property owner, for the creation of an expanded cemetery. Trustees voiced concern over the cost of the necessary survey, legal fees for a boundary line adjustment, construction of an access road and other yet-to-be-determined expenses.

President Rose observed that the Trustees could take out a loan to finance the necessary costs. General discussion did not support the suggestion.

Trustee Dunne said that all the recommendations on the list would not have to be accomplished right away and that it could be used as a guide for future development of the cemetery. Initial access to the new cemetery area could be achieved through the old cemetery until an access road is built from Old Waterford Road.

History and Publicity Committee: No Report

Grants and Contributions Committee:

1. President Rose wrote a letter to the Robey Foundation and will send it when it is appropriate.

Community Advisory Council: No Report

Bylaws and Operating Procedures Committee: No Report

Old Business:

1. Mission Statement
2. Report on Tree Maintenance – Trustees Landreth, Thompson and Dunne reported they walked the perimeter of the cemetery and identified trees that needed to be trimmed or removed. Almost every tree needed some kind of work so the creation of a written list of work needed was not feasible. Thompson said it appears that much of the work may be done a little at a time by volunteers with chain saws but that removal of some of the larger trees and higher limbs would take a professional with a bucket truck.

New Business:

1. Approval of Ad-hoc Committee on Donations – Covered earlier in the meeting
2. Revised Budget for 2011 as of 12/1/2011

<u>Income</u>		<u>Expenses</u>	
Robey Trust	\$600	Mowing 6 times	\$1,500
W.C.A	\$300	Landscape west side	\$200
W.F.	\$250 (last mowing)	Stone repair materials	\$200
U.D.C.	\$25		
Bank Interest estimate	\$100		
Individual donations	\$1300		
Total	\$2575		\$1900

A motion for approval of the budget was made, seconded and passed.

A motion was made, seconded and passed that the meeting be adjourned.

Capital Improvements: - Not covered

1. Construct new fence and gate to Black cemetery along Fairfax Street

Nomination of Corporate Officers for 2012 – Not covered

Select date for next meeting: - Not covered

Minutes of the Waterford Union of Cemeteries Trustee Meeting

March 11, 2010

The meeting was called to order by Vice President Ken Dunne. In attendance were Trustees Ken Dunne, Evelyn Godfrey, Linda Landreth, Bronwen Souders and Bob Thompson. Absent were Trustees Ed Good, Ed Lehman and Paul Rose.

Treasurer's Report:

1. Treasurer Landreth said we should be getting a \$300 grant from the Waterford Citizens Association (WCA) this year but we need one of the Trustees to remind the WCA since they forgot to make the donation a line item in their budget for 2010. WCA annual support to the Cemetery began as far back as the formation of the Cemetery Trustee group. Dunne will remind WCA.
2. Landreth spoke with Skeeter who agreed to continue mowing the cemetery at \$250 per mowing.
3. Landreth needs help to file the taxes on line and will contact the previous Treasurer for that.

Grounds Committee:

1. The History Club from Loudoun Valley High School will be coming to the cemetery on 5/15-16/2010 to clean-up the grounds and repair broken headstones. All Trustees are encouraged to come to the cemetery on those days to support the effort.

Cemetery Expansion:

1. Thompson said he had contacted the Loudoun County Zoning Board staff about the possible expansion of the cemetery and was told that the Trustees need to have a pre-application meeting with the Zoning Administrator before applying for a special exception application to expand the cemetery.
2. Thompson spoke with Ginny Friend who suggested the Trustees come to some decision over how they would manage an expanded operating cemetery because if the Trustees do not want to have a cemetery consistent with her vision, she may not wish to donate the land. She may decide to start her own cemetery.
3. Thompson spoke with William McDonough, Director, Loudoun Funeral Chapel, Leesburg, Virginia about cemetery management. McDonough said that opening the grave, setting the vault and closing the grave is the responsibility of the cemetery – not the funeral home. McDonough said he did not believe it would be possible to

operate a cemetery like the old church cemeteries of years past where plots were not surveyed and deeded, and were purchased by the family on an as-needed basis.

4. Thompson suggested that the Trustees contact small cemeteries to see how they are managed and report back at the next trustee meeting so that we as a group may decide whether we want to pursue expansion of the cemetery or not.

Landreth agreed to contact Mount Olivet

Thompson will contact Harmony

Souders will contact the Balch Library Cemetery Committee and Caroline Pelton regarding the Waterford Quaker Cemetery.

History Committee:

1. Souders is acquiring an archival box for safe storage of the Cemetery's historic documents.

Grants Committee:

1. We will be receiving a \$500 grant from the Robey Foundation this year.

Community Advisory Council:

1. There was no committee report but Trustees decided that it would be prudent to wait and see if we were going ahead with expansion of the cemetery before we create the Advisory Council

Bylaws and Operating Procedures Committee: No report

Old Business:

1. Grass mowing was discussed and appeared to be settled with Skeeter's commitment.
2. Capital improvements – No discussion

New Business: As there was no new business presented a motion to adjourn the meeting was made, seconded and carried.

Waterford Union of Churches Cemetery Trustees Meeting
Minutes of March 10, 2009 Meeting

A meeting of the Waterford Union of Churches Cemetery Trustees was held on March 10, 2009. Trustee Ken Dunne was absent.

President Paul Rose opened the meeting.

Old Business

Secretary's Report - Secretary Thompson read the minutes from the last Trustee meeting of November 18, 2008. A motion was made and seconded to approve the minutes as read. The minutes were unanimously approved.

Treasurers Report - Treasurer Landreth reported that, as of 12/31/08, total assets were \$9,018.19 which is not consistent with the total assets reported by President Rose at the November 18, 2008 Trustees meeting. Because of the departure of the previous Treasurer and the condition of the financial records prior to Treasurer Landreth taking the position, the current number reported by Treasurer Landreth is believed to be the more accurate account balance. Rose reported that the Wachovia checking account fell below \$1,000 resulting in the bank charging a \$7.00 per month fee so he closed that account and deposited the money into the Presidential Bank account. Treasurer Landreth said she will file the IRS tax form on line with the assistance of Secretary Thompson. Rose reported that the Robey Foundation's annual grant was reduced from the usual \$1,000 to \$500 this year, probably because of the current economic condition and the resultant decline in investments.

A motion was made, seconded and passed unanimously to accept the Treasurer's report.

Committee Reports

1. Grounds and Monument Maintenance Committee - Rose reported that he will talk to Skeeter about cutting the grass this spring and summer. Recognizing that a long-term solution to the grass cutting problem needs to be found, Rose will ask Vice President Dunne to canvas the area Boy Scout troops to see if there might be one willing to take on the task as a long term commitment. Dunne will also ask if the Scouts might be interested in volunteering to repair stones after receiving training from Rose. Trustee Lehman will contact the Catocin Presbyterian Church youth group to see if they might want to cut grass and/or repair stones.

2. Expansion and Land Acquisition Committee - Thompson reported that he contacted the Virginia Health Department to determine the State of Virginia agency regulating location of cemeteries and was referred to the State Department of Agriculture. The Department of Agriculture informed him that they had transferred their responsibilities regarding cemeteries to the state Cemetery Board. The Cemetery Board advised they only

regulate commercial cemeteries and not cemeteries associated with churches, non-profit cemeteries and private family cemeteries. They suggested that the Loudoun County health Department would regulate non-profit cemeteries within the county. Thompson contacted Dr. David Goodfriend, Director, Loudoun County Health Department who advised that his department had no regulatory authority over cemeteries and suggested Thompson contact the Loudoun County Zoning Administrator. Thompson contacted the offices of the Loudoun County Zoning Department and was told that a meeting with the Zoning Administrator would be advisable. Thompson will schedule a meeting with the Zoning Administrator also to be attended by Trustee Good and Rose.

Rose expressed concern regarding the belief, of the neighbor on the north side of the cemetery, that his property line extends across Fairfax Street to the cemetery property line. Rose is concerned that the neighbor may try to close Fairfax Street thereby restricting access to the cemetery.

Trustee Godfrey observed that many decisions will have to be made about the management of the cemetery once land is acquired. It was recognized that it is premature to be making decisions about the stewardship of cemetery land not yet obtained but all Trustees should be thinking about how best to manage an active cemetery so that we will have a head start on the task if we should receive a donation of land.

3. History Committee – Trustee Souders advised that she looked through the historical cemetery documents, entrusted to her keeping after the last meeting, and would like to place them in document sleeves and a binder. The suggestion was enthusiastically supported. Discussion ensued regarding various ways of informing the public about the history of the cemetery and the people buried there. Rose suggested erecting a sign with information about the cemetery at the edge of the property. Landreth said she frequently has visitors to the Waterford Market asking questions about the cemetery and directions. She suggested a brochure be created and copies kept at the store to give directions and information for cemetery visitors.

Lehman said he could put the same information on the cemetery website and volunteered to fund the site. The Trustees decided to use the URL waterfordcemetery.org, if available, for the website.

4. Community Advisory Council Committee – No report

5. Grants Committee – Landreth suggested that the Trustees need a mission statement setting forth goals before we apply for grants. Former Trustee Bruce Cleveland had essentially established a mission statement in documents he sent to the Internal Revenue Service when applying for a tax exempt status. Good will contact Cleveland for electronic copies of those documents and will write a stand alone mission and goals statement for the cemetery Trustees. Lehman will Google the Internet to identify potential sources of grant money and will incorporate the mission statement and goals on the cemetery website.

6. Bylaws and Operating Procedures Committee – No report

New Business

Budget for 2009 – Rose presented a proposed budget for calendar year 2009 consisting of:

	<u>Income</u>	<u>Expenses</u>
Robey Trust	\$500	Mowing 5 times \$1,250
W.C.A.	\$300	Clean up \$ 600
Waterford Foundation	\$250	Stone repair <u>\$ 300</u>
Daughters of the Confederacy	\$ 25	\$2,150
Bank interest	\$130	
Transfer from old account	\$456	
Individual donations	<u>\$500</u>	
Total	\$2161	

A motion was made, seconded and unanimously approved to adopt the budget as proposed for 2009.

Rose presented the following list of needed capital improvements with the realization that there was not sufficient money to fund them:

1. Construct new wood fence with gate along lane to Cora Baker's old house on west side of cemetery
2. Construct new wood fence and gate to Black cemetery along Fairfax Street.
3. Erect a permanent sign to identify and explain cemetery and contact information. The sign would possibly encourage donations and would be of a style similar to that at the old mill.

The Trustees agreed to meet again at 7:00 PM at Trustee Rose's house on Tuesday April 28, 2009.

There being no further business, the meeting was adjourned.

Respectfully submitted by Robert C. Thompson, Secretary, Waterford Union of Churches Cemetery, April 28, 2009, Waterford, Virginia.

Minutes of the Waterford Union of Cemeteries

April 28, 2009

The meeting was called to order by Paul Rose. In attendance were Evelyn Godfrey, Ed Lehmann, Linda Landreth, Paul Rose, and Bronwen Souders.

Treasurer's report: There is \$8,200 in the bank account after the removal of the felled trees in the Cemetery.

Committee Reports:

1. Grounds and Monuments: Paul Rose discussed the removal of the tree that was hit by lightning. Jenkins Tree Removal charged \$800 for the removal of this tree and two others plus a large boxwood. Jenkins offered to chip any branches or other wood waste without charge if he can get his equipment to it. It was decided to move this material to the Southwest corner so he will have access to it.

Linda Landreth is going to roundup people to help cleanup the Cemetery and reward them with dinner.

2. Expansion and Land Acquisition: The County zoning administration is in charge of the rules for the expansion of the Cemetery.
3. History: Bronwen got a request about a burial at the cemetery. A list of who is buried at the cemetery was given to Linda Landreth to have at her store and to Ed Lehmann to see if he could scan the list. Bronwen is also going through here history files for information about the Cemetery.
4. Community Advisory Council: Will be meeting to discuss how to proceed in gathering information about guidelines for burial in the Cemetery if it is expanded.

Old Business:

1. Grass mowing: Grass will be cut by Skeeter four times in the year for \$250 for each mowing.
2. Mission statement: Ed Lehmann contacted Bruce Cleveland to see about getting copies of his files about the Cemetery. These files will be used to prepare a mission statement and for the web site.

New Business:

1. It was proposed to list the Cemetery trustees on the web site as well as the fact that they are court appointed
2. Mission statement: Each committee will provide a mission statement appropriate to their committee.

Ed Lehmann
Filling in as Secretary

Agenda for Union Cemetery Trustees Meeting

7:00 PM Tuesday, 11/18/08

15606 Second Street, Village

Welcome new Trustees - President

Brief history of the cemetery - President

Legal status - ownership

501 (c) 13 tax-exempt status

Old Business

Approval of minutes from last meeting - Secretary

Financial situation - President

Robey Foundation

Cemetery Maintenance - President

Clean up fence lines and rebuild fences

Find permanent mowing arrangement

Repair of stones

Operational status of Cemetery - Secretary

Ground penetrating radar survey

Possible expansion of the cemetery - Secretary

Loudoun County zoning requirements - Melinda Artman opinion

Va. Dept of Agriculture requirements

Land owner request to meet with Trustees (We have to determine the best and most cost effective way to accomplish a transfer and make recommendations to the land owner - boundary line adjustment?)

New Business

Nomination and election of officers - President

Establishment of Committees - Secretary

Expansion of cemetery - land Acquisition

Grant identification and application

History - mapping of cemetery (radar)

Community Advisory Council

Grounds and monument maintenance

Guidelines and Operating Procedures

Set Date for next meeting

Cemetery Board

Maralee Ziegfried

703-777-0550

*Godfrey
Landreth*

Bob Thompson
Ed Good
Linda L.
Ed Lehman
Ed Lehman
Paul Rose
Ken Dunn
Bob Thompson
Bruce Cleveland

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Community Advisory Council

Grounds and monument maintenance

Guidelines and Operating Procedures

Set Date for next meeting

MINUTES of the MEETING

of the

TRUSTEES of the WATERFORD UNION OF CHURCHES CEMETERY

October 25, 2007

The meeting of the court appointed Trustees of the Waterford Union of Churches Cemetery (the "Cemetery") was held on the 23rd day of October 2007, at 7:30 p.m. at the residence of President Paul Rose on Patrick Street in Waterford, Virginia. Present at the meeting were the following Trustees: Linda L. Landreth, Paul E. Rose, Robert C. Thompson, and the Waterford Foundation, Incorporated, represented by its duly authorized representative, Mark Beisler, its Treasurer.

Treasurer Beisler delivered the following financial report:

\$7,688	Balance in Presidential Bank checking account
+ 25	Deposit
+ 200	Outstanding bill to Waterford Foundation for one mowing before Fair
<u>- 1,000</u>	Paid to Boy Scouts for mowing
\$6,913	Balance

President Rose briefed Treasurer Beisler on the relationship between the Robie Foundation and the Waterford Cemetery Trustees. Secretary Thompson said he would email Treasurer Beisler copies of the past minutes of the Trustee meetings as well as the Governing Articles and By Laws.

A motion was made and seconded that a new signature card be created for the Presidential Bank Checking account to include the signatures of President Rose, Secretary Thompson and Treasurer Beisler. The motion passed without opposition.

A motion was made and seconded to accept Trustee Kevin Chadwick's letter resigning his appointment as Trustee. The motion passed without opposition.

A motion was made and seconded to withdraw the prior resolution limiting the number of Trustees to 5 and to return to the number set by Virginia law to no fewer than 5 nor more than 9. The motion passed without opposition.

President Rose reminded the Trustees that, according to Virginia law, candidates for Trustee positions must be residents of the Catoclin District. It was decided that a final list of candidates would be prepared by the first week of 2008 and that the Court be petitioned shortly thereafter.

Treasurer Beisler recommended establishing a nomination committee to select candidates for Trustee positions and Secretary Thompson said he had already talked to Kenneth Dunne, Edward Good and Edward Lehman about the possibility of becoming Trustees, and all had expressed interest. Thompson said he had also spoken with Amy Denicore who had not given a response. Landreth, Rose and Beisler agreed that Dunne, Good, Lehman and Denicore would make excellent Trustees and should be asked to serve. Trustee Landreth suggested that Bronwen Souders would be another good candidate and it was decided that Landreth would contact Souders and invite her to serve as a Trustee.

Trustee Landreth moved that the approval of the minutes of the last meeting of the Trustees be postponed until the next meeting. The motion was seconded and passed unanimously.

There being no further business, the meeting was adjourned.

Respectfully submitted by Robert C. Thompson, Secretary, Waterford Union of Churches Cemetery, October 27, 2007, Waterford, Virginia.

MINUTES of the MEETING

of the

TRUSTEES of the WATERFORD UNION OF CHURCHES CEMETERY

January 8, 2007

The meeting of the court appointed Trustees of the Waterford Union of Churches Cemetery (the "Cemetery") was held on the 29th day of November 2006, at 7:30 p.m. at 15606 Second Street in Waterford, Virginia. Present at the meeting were the following Trustees: Linda L. Landreth, Paul E. Rose, Robert C. Thompson, and the Waterford Foundation, Incorporated, represented by its duly authorized representative, A. Bruce Cleveland, its Treasurer.

Secretary Thompson informed the Trustees of a meeting of the Waterford Citizens Association scheduled for the evening of January 10, 2007 and the opportunity the meetings presents for the Trustees to publicly inform the community of the cemetery's 501c13 charitable organization tax status. President Rose suggested the Trustees decide what will be said at the meeting. The Trustees decided that President Rose should give a brief history of the cemetery leading up to an announcement that the Trustees, through a quiet title action, have successfully cleared the title on the cemetery property. President Rose will also inform the community that the Trustees will be soliciting volunteers from the community to create a community advisory committee to assist the Trustees in making decisions affecting the cemetery.

The Trustees decided to have Secretary Thompson inform the community of the Cemetery's charitable organization 501c13 status and solicit donations from the community for the maintenance of the cemetery grounds and repair of headstones.

Treasurer Cleveland suggested the Trustees continue to receive Robie Foundation (a private foundation) funds through the Waterford Foundation (a public foundation). President Rose will write a letter to Ed Nichols of the Robie Foundation, requesting that they continue to make their annual donation to the Waterford Union Cemetery through the Waterford Foundation.

Treasurer Cleveland will prepare a conflict of interest policy document for the Trustees before his term as the representative of the Waterford Foundation cemetery trustee. Treasurer Cleveland's term on the Waterford Foundation Board will end after April 2007. He will be in a position to train the incoming Waterford Foundation Treasurer who will be his successor as the Waterford Foundation's trustee representative to the Waterford Union Cemetery.

A motion was made and seconded to approve the minutes from the November 29, 2006 meeting of the Trustees.

There being no further business, the meeting was adjourned.

Respectfully submitted by Robert C. Thompson, Secretary, Waterford Union of Churches Cemetery, 1/9/07, Waterford, Virginia.

MINUTES of the MEETING

of the

TRUSTEES of the WATERFORD UNION OF CHURCHES CEMETERY

January 8, 2007

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A motion was made and seconded to approve the minutes from the November 29, 2006 meeting of the Trustees.

There being no further business, the meeting was adjourned.

Respectfully submitted by Robert C. Thompson, Secretary, Waterford Union of Churches Cemetery, 1/9/07, Waterford, Virginia.


WAIVER of NOTICE of the ORGANIZATION MEETING
of the
TRUSTEES of the WATERFORD UNION OF CHURCHES CEMETERY

The undersigned, being the Trustees of the Waterford Union of Churches Cemetery (the "Cemetery") and signatories to its Governing Articles, do hereby waive any and all notice whatsoever of the Organization Meeting of the Trustees of the Cemetery, held the 29th day of June, 2006, at 7:00 p.m. in Waterford, Virginia, and of any adjournment or adjournments thereof.

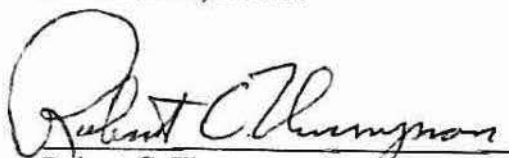
The undersigned do further agree and consent that any and all lawful business of the Cemetery may be transacted at such meeting, or at any adjournment or adjournments thereof, according to the decision of the Trustees present; and that any and all such business shall be valid and of full force and effect, as if such meeting were held pursuant to call and notice as provided in the Bylaws.


Dated: June 29, 2006


Kevin C. Chadwick, Trustee


Linda L. Landreth, Trustee


Paul E. Rose, Trustee


Robert C. Thompson, Trustee


Waterford Foundation, Incorporated, Trustee
by A. Bruce Cleveland, Treasurer

MINUTES of the MEETING

of the

TRUSTEES of the WATERFORD UNION OF CHURCHES CEMETERY

October 20, 2006

The meeting of the court appointed Trustees of the Waterford Union of Churches Cemetery (the "Cemetery") was held on the 20th day of October 2006, at 7:00 p.m. at 15606 Second Street in Waterford, Virginia. Present at the meeting were the following Trustees: Linda L. Landreth, Paul E. Rose, Robert C. Thompson, and the Waterford Foundation, Incorporated, represented by its duly authorized representative, A. Bruce Cleveland, its Treasurer.

President Rose said he had received a letter (attached) dated 10/13/06 from B. J. Andujar a Tax Law Specialist with the Internal Revenue Service (IRS), asking questions about the Trustees' application for 501 (c) 13 status. The letter imposed an 11/6/06 deadline for response so President Rose faxed the attached response to Ms. Andujar's first question. Several days later, President Rose received a telephone call from Ms. Andujar who further explained her reasons for asking the questions in her letter. Ms. Andujar said that the status would ultimately be granted once all her questions were satisfied. President Rose informed her that the Trustees were all volunteers and it might take some time to arrive at a consensus on policy issues for future management of the cemetery. Ms. Andujar understood and indicated that any response within the deadline from the Trustees would keep the application process alive. President Rose and Treasurer Cleveland will continue communicating with Ms. Andujar.

President Rose suggested that all Trustees regularly check the Cemetery post office box to insure that mail is picked up and responded to in a timely manner.

President Paul Rose informed the Trustees that he had received a letter of resignation from Trustee Kevin Chadwick who informed the Trustees that he would be moving away from the village of Waterford and would not be able to continue to serve as a Trustee. It was decided that the Trustees would not accept Mr. Chadwick's resignation until the Trustees have identified an appropriate successor. Trustee Landreth will talk to Bronwen Souders regarding potential candidates for Trustee from the Black community and the rest of the Trustees were to try to identify other potential candidates

from the community and to report results at next meeting. Secretary Thompson will inform Trustee Chadwick of the Trustees' decision not to accept his resignation until a replacement has been selected.

Potentially sensitive issues were discussed the first being the fence between the Black and White areas of the cemetery. President Rose observed that some people feel the fence has negative symbolic meaning and should be removed while others feel it has historic significance and should remain. Discussion ensued but no decision was rendered.

Also discussed was the use of the Confederate battle flag by Civil War re-enactors at the cemetery ceremony during the Waterford Homes Tour and Craft Show. It was decided that the Trustees would purchase a replica of the First National Flag of the Confederacy for the re-enactors to use.

Discussion regarding needed work at the cemetery resulted in Trustee Landreth agreeing to talk to Skeeter Brown about repairing the cemetery steps on Fairfax Street and filling in the groundhog holes.

President Rose gave a check in the amount of \$1,000 from the Robey Foundation to Treasurer Cleveland for deposit. A check in the amount of \$25 from the Lee Chapter of the Daughters of the Confederacy was also given to the Treasurer for deposit. President Rose sent a letter to the Daughters of the Confederacy, thanking them for the donation. President Rose advised that \$750 was spent to remove a tree which had been struck by lightning and a broken branch on another tree.

President Rose informed the Trustees that Mr. Bill Mars has asked permission to hold a Cub Scout meeting at Waterford's Old School and to take the Scouts to the cemetery where Jeff Ball will tell them stories about the cemetery and people buried there. Mars had said that the Scouts would be well chaperoned. The Trustees agreed to grant the Cub Scouts permission to hold the event at the cemetery.

President Rose will contact Trustee Chadwick to obtain the cemetery map and other cemetery documents Trustee Chadwick has been working on.

There being no further business the 10/20/06 meeting of the Trustees of the Waterford Union of Churches Cemetery was adjourned.

Respectfully submitted by Robert C. Thompson, Secretary, Waterford Union of Churches Cemetery, 10/20/06, Waterford, Virginia.

MINUTES of the MEETING
of the
TRUSTEES of the WATERFORD UNION OF CHURCHES CEMETERY

November 29, 2006

The meeting of the court appointed Trustees of the Waterford Union of Churches Cemetery (the "Cemetery") was held on the 29th day of November 2006, at 7:30 p.m. at 15606 Second Street in Waterford, Virginia. Present at the meeting were the following Trustees: Linda L. Landreth, Paul E. Rose, Robert C. Thompson, and the Waterford Foundation, Incorporated, represented by its duly authorized representative, A. Bruce Cleveland, its Treasurer.

Treasurer Cleveland informed the Trustees of his conversation with Internal Revenue Service (IRS) Tax Law Specialist B.J. Andujar. Trustee Cleveland told Andujar that until the trustees identify all existing graves, we cannot allow new interments but we will allow descendants of interred to bury ashes at the gravesite of their ancestor. Interment of ashes will be allowed by the Trustees, without expense or cost to the descendants.

Andujar had asked for an itemized list of projected expenses for the next three years. Discussion of expected expenses identified mowing; tree removal and trimming; headstone repair; repair to the fence, gate and steps; feasibility study for future cemetery expansion; and potential legal fees.

The projected annual expenses were defined as:

2007 - \$6,000

2008 - \$6,000

2009 - \$8,000

The annual line item breakdown of expenses were projected to be:

Landscaping, tree removal, etc.	- \$1,500
Mowing	\$1,000
Fence, step & gate maintenance	\$1,000
Legal Fees	\$500
Headstone repair	\$2,000
Cemetery Consultant	\$2,000 (To be added in 2009)

A ground penetrating radar survey will be sought through a donation or pro-bono services.

Treasurer Cleveland presented a draft letter that he will send on 12/12/06 in response to Andujar's questions and will include the above budget information as requested.

A motion was made and seconded to approve the draft letter to Andujar with amendments to include the budget information previously decided by the Trustees. The motion passed unanimously.

Trustee Thompson informed the group that he had spoken with Trustee Chadwick who agreed to continue to serve as a Trustee. Trustee Thompson agreed to contact Trustee Chadwick and obtain the cemetery maps and other materials currently in his possession.

The Trustees unanimously approved the minutes of the 10/20/06 and 11/10/06 meetings of the Trustees.

There being no further business, the meeting was adjourned.

Respectfully submitted by Robert C. Thompson, Secretary, Waterford Union of Churches Cemetery, 11/10/06, Waterford, Virginia.

MINUTES of the MEETING
of the
TRUSTEES of the WATERFORD UNION OF CHURCHES CEMETERY

November 10, 2006

The meeting of the court appointed Trustees of the Waterford Union of Churches Cemetery (the "Cemetery") was held on the 10th day of November 2006, at 7:30 p.m. at 15606 Second Street in Waterford, Virginia. Present at the meeting were the following Trustees: Linda L. Landreth, Paul E. Rose, Robert C. Thompson, and the Waterford Foundation, Incorporated, represented by its duly authorized representative, A. Bruce Cleveland, its Treasurer.

President Rose and Treasurer Cleveland informed the Trustees that they had received another letter from Internal Revenue Service (IRS) Tax Law Specialist B.J. Andujar, dated November 7, 2006. The second letter contained the same list of questions as Andujar's previous letter, dated 10/13/06, with the exception that the first question had been eliminated. President Rose and Treasurer Cleveland will respond to this recent letter. Rose indicated that the Code of Virginia 57-35.1 is a good source for information on regulations for cemeteries and intends to send Andujar a copy of the code.

Treasurer Cleveland will contact Andujar for information regarding the manual that IRS uses for evaluating applications from cemeteries and will discuss the code she is going by. He will follow-up the conversation with a confirmation letter to her. He will also inform her that if in the future, the Trustees should receive a donation of land with which to expand the Cemetery, monies obtained from the sale of interment rights would be used to create a perpetual care trust fund.

Trustee Landreth said she had spoken with Bronwen Souders about potential future Trustees from the Black community and Ms. Souders will approach relatives of some of the Black families buried in the Cemetery to determine if anyone might be interested in serving as a Trustee or on an Advisory Board for the Cemetery. Trustee Landreth also spoke with Skeeter Brown, who is now ill but will look at the work needed to be done on the steps and to fill in the groundhog holes after he recovers.

President Rose suggested the Trustees hold a "Town Meeting" to inform the residents of Waterford what progress has been made thus far regarding the Cemetery and to solicit residents'

opinions as to what they would like to see the Cemetery become. A feasibility study was suggested to determine what the future burial needs of the community might be and it was generally agreed that such a study must be accomplished before the Trustees can decide on how much land might be needed for an expansion.

There being no further business, the meeting was adjourned.

Respectfully submitted by Robert C. Thompson, Secretary, Waterford Union of Churches Cemetery, 11/10/06, Waterford, Virginia.

MINUTES of the ORGANIZATION MEETING
of the
TRUSTEES of the WATERFORD UNION of CHURCHES CEMETERY

June 29, 2006

The organization meeting of the court appointed Trustees who proposed to create a new unincorporated association to be called the Waterford Union of Churches Cemetery (the "Cemetery") was held on the 29th day of June, 2006, at 7:00 p.m. at 15606 Second Street in Waterford, Virginia. Each of the Trustees had received a draft of the proposed Governing Articles and Bylaws, in advance of the meeting.

Present at the meeting were the following Trustees: Kevin C. Chadwick, Linda L. Landreth, Paul E. Rose, Robert C. Thompson, and the Waterford Foundation, Incorporated, represented by its duly authorized representative, A. Bruce Cleveland, its Treasurer.

Bruce Cleveland was chosen Chairman of the meeting and Bob Thompson was chosen Secretary of the meeting.

The Chairman noted that the first order of business of the meeting would be consideration of the execution of the proposed Governing Articles, and that upon a unanimous vote of approval of the proposed Governing Articles, including any amendments made to the proposed Governing Articles prior to their adoption, the Trustees would be asked to each sign a single original of the Governing Articles to formally create the association and thereby also become its Trustees.

The proposed Governing Articles were extensively discussed by the Trustees, who proceeded to review various of the Sections of the Articles, including those relating to the form of organization, designation of the Trustees and governance by the Trustees, ownership of real property, indemnification of Trustees, and dissolution. Then, on a motion duly made and adopted, it was unanimously:

RESOLVED, that the Governing Articles of the Cemetery, as presented to this meeting, are hereby accepted, approved, and ratified; and

RESOLVED FURTHER, that the Secretary of the meeting is instructed to obtain the signatures of all of the Trustees to the original Governing Articles document, and to cause a copy thereof to be inserted in the minute book of the Cemetery.

The Trustees then proceeded to individually execute the signature page of original document constituting the Governing Articles, and the Governing Articles as adopted and executed at the meeting were returned to the Chairman to be delivered to the Secretary following the election of a Secretary of the Cemetery for filing with the permanent records of the Cemetery.

A form of Bylaws for the regulation and management of the affairs of the Cemetery was then considered. Various issues relating to the draft of the Bylaws presented to the meeting were discussed at length, and a consensus developed concerning the amendment of certain Bylaws provisions prior to their adoption.

On a motion duly made and adopted, it was unanimously:

RESOLVED, that the spending authority of the Executive Committee provided in last paragraph of Article V, Section 2, of the draft Bylaws shall be reduced from \$3,000 to \$1,000; and

RESOLVED FURTHER, that the list of Preauthorized Standing Committees provided in Article VI, Section 3, of the draft Bylaws shall be amended and restated as follows:

- | | |
|--------------------------|---|
| a. Development Committee | Fundraising and bequests |
| b. Interment Committee | Admission for and oversight of burials |
| c. Maintenance Committee | Oversight and maintenance of burial grounds |
| d. Finance Committee | Budgeting and accounting |
| e. Records Committee | Historical research and maintenance of historical records |

Subsequently, on a motion duly made and adopted, it was then unanimously:

RESOLVED, that the Bylaws considered at this meeting, as amended at the meeting, shall be and they are hereby adopted as the Bylaws of the Cemetery, and

RESOLVED FURTHER, that a copy of said Bylaws shall be placed in the minute book of the Cemetery immediately following the Governing Articles, to be filed with the permanent records of the Cemetery.

The Chairman then noted that the Bylaws permit the Trustees to establish, from time to time, the number of Trustees of the Cemetery by amending the Bylaws accordingly, provided there are at least five and not more than nine Trustees. He proposed that the Cemetery should continue to have five (5), as provided in the Court Order dated May 19, 2000, and in the Governing Articles and the Bylaws. After discussion, on a motion duly made and adopted, it was unanimously:

RESOLVED, that the number of Trustees of the Cemetery shall remain at five (5) Trustees, as provided in the Governing Articles and the Bylaws, and that the corresponding provision of the Bylaws is hereby ratified and approved.

The meeting then proceeded to the election of officers pursuant to the Bylaws. Nominations having been made, the following persons were duly elected to the following offices, to serve until the next Annual Meeting of the Trustees of the Cemetery and until their successors are elected and qualified:

Paul Rose	President
Bob Thompson	Secretary
Bruce Cleveland	Treasurer (representing the Waterford Foundation)

The Chairman then suggested that it would be appropriate to instruct the Treasurer to obtain a Taxpayer Identification Number for the Cemetery from the Internal Revenue Service. On a motion duly made and adopted, it was unanimously:

RESOLVED, that the Treasurer is hereby authorized and directed by the Trustees to make application to the Internal Revenue Service for a Taxpayer Identification Number for the Cemetery; and

RESOLVED FURTHER, that a completed copy of IRS Form SS-4, documenting the Taxpayer Identification Number issued to the Cemetery by the Internal Revenue Service, shall be filed by the Secretary in the minute book.

The Chairman then stated that it was necessary to designate one or more depositories for the funds of the Cemetery and to authorize certain persons to establish and draw upon the accounts of the Cemetery. On a motion duly made and adopted, it was unanimously:

RESOLVED, that the Cemetery is hereby authorized to open and maintain such deposit accounts as may be required or appropriate; and that such accounts may be in such financial institutions as the President or Treasurer may determine from time to time; and that such accounts shall be subject to the order of such signatures as are provided in the Bylaws or as the Trustees may from time to time provide; and that in order to carry out the intent of this resolution, the President and Secretary are hereby authorized to furnish to each such financial institution its prescribed form of resolution of the Cemetery Trustees, as though each such resolution had been duly adopted in such prescribed form.

The Trustees proceeded to discuss various banks where the Cemetery might establish its initial bank accounts. The Chairman advised the meeting of the terms under which specific bank accounts for the Cemetery could be established at Presidential Bank, which could be used for the purpose of receiving for deposit contributions made to the Cemetery and making disbursements of such funds. After discussion, on a motion duly made and adopted, with the Chairman abstaining, the remaining Trustees unanimously:

RESOLVED, that the Treasurer is authorized to open in the name of the Cemetery an interest-bearing checking account and an interest bearing savings account at Presidential Bank, and that the opening of such an account is hereby ratified and approved, and that the authorized signatories on such account shall be as provided in the Bylaws.

The Chairman then pointed out to the meeting that the Trustees, under Section 57-24 of the Code of Virginia, are holding certain funds for cemetery purposes and that it may be appropriate now to pay these funds over to the newly created Cemetery association for use in fulfillment its mission. On a motion duly made and adopted, it was unanimously:

RESOLVED, that the funds now held by the cemetery Trustees for the maintenance and support of the cemetery shall be paid over to the newly created Cemetery association, in furtherance of its purposes and for use consistent with the requirements of state law.

The Chairman then called the attention of the Trustees to Section 1 of the Governing Articles, which provides, in part, as follows:

The Cemetery is an unincorporated association, governed by the undersigned Trustees and their duly appointed successors, which shall only have from time to time as members the Trustees then serving and no other members, through which the Trustees may henceforth exercise the powers vested in them as cemetery trustees by Virginia law while acting under a governing instrument intended to qualify the Cemetery for exemption from federal income tax under Section 501(c)(13) of the Internal Revenue Code of 1986, as amended.

The Chairman then noted that finalizing the organization of the Cemetery pursuant to the provisions of Section 501(c)(13) would, among other things, require the Cemetery to file IRS Form 1024 with the Internal Revenue Service. He asked the Trustees to authorize the filing of IRS Form 1024, seeking tax-exempt status for the Cemetery. On a motion duly made and adopted, it was unanimously:

RESOLVED, that the President is hereby authorized to and shall promptly file, or arrange for the filing of, IRS Form 1024 on behalf of the Cemetery.

The Chairman further noted for the record that one of the most significant requirements of Form 1024 is the response to Line 1 of Part II, which states:

Provide a detailed narrative description of all the activities of the organization—past, present, and planned. Do not merely refer to or repeat the language in the organizational document. List each activity separately in the order of importance based on the relative time and other resources devoted to the activity. Indicate the percentage of time for each activity. Each description should include, as a minimum, the following: (a) a detailed description of the activity including its purpose and how each activity furthers your exempt purpose; (b) when the activity was or will be initiated; and (c) where and by whom the activity will be conducted.

The Chairman went on to recommend to the Trustees that they keep in mind the pending need to give a detailed response to this Form 1024 item. He suggested that a starting point for the Cemetery's response to this item may be the adoption of a Mission Statement, which could provide a framework within which to conduct the Cemetery's tax-exempt activities and a basis for drafting a more detailed response to the aforementioned item in the form. After discussion, on a motion duly made, seconded, and approved, it was unanimously:

RESOLVED, that the Cemetery hereby adopts the following Mission Statement, subject to amendment from time to time hereafter by the Trustees:

MISSION STATEMENT of the WATERFORD UNION OF CHURCHES CEMETERY

The mission of the Waterford Union of Churches Cemetery, acting through its Trustees, is to manage, care for, preserve and improve the burial grounds of the cemetery for the benefit of the descendants and families of those buried there and of the greater community, by engaging in the following kinds of activities:

1. Raising funds and seeking bequests for the general care, upkeep and improvement of the cemetery grounds, graves, headstones and monuments.
2. Establishing an ongoing maintenance and restoration program for the cemetery.
3. Managing public access to the cemetery grounds and responding to requests for burials in the cemetery.
4. Cataloging and maintaining records of the burials that have taken place in the cemetery and historical information pertaining to persons buried there.
5. Seeking additional land for use as a burial ground to permit a general reopening of the cemetery to future burials.
6. Establishing a means for families of persons buried in the cemetery to provide for the perpetual care of their specific gravesites.
7. Seeking to protect the natural surroundings of the cemetery grounds.
8. Promoting public awareness of the cemetery and its history, in support of its fundraising activities.

The meeting then turned its attention to the appointment of the chairmen of the various committees designated in the Bylaws. After discussion, on a motion duly made, seconded, and approved, it was unanimously:

RESOLVED, that the following persons are hereby elected chairmen of the respective committees of the Cemetery shown next to each such person's name:

Development Committee:	Paul Rose
Interment Committee:	Paul Rose, as Chairman of a Committee of the Whole
Maintenance Committee:	Kevin Chadwick
Records Committee:	Bob Thompson

RESOLVED FURTHER, that the foregoing committee chairmen, in consultation with the President, where applicable, shall identify committee members to serve on their respective committees, who need not be Trustees of the Cemetery, and shall present such proposed committee members to the Trustees at their next meeting, or at succeeding meetings, for ratification and approval.

RESOLVED FURTHER, that the Trustees, for the time being, have determined to leave vacant the chairmanship of the following committee:

Finance Committee

Finally, on a motion duly made and adopted, it was unanimously:

RESOLVED, that all lawful acts of the Trustees named in the Governing Articles of the Cemetery which were undertaken prior to the execution thereof, are hereby approved, confirmed and ratified as the acts of the Cemetery.

The Trustees then discussed the time, date and location of the next meeting of the Trustees. After discussion, on a motion duly made, seconded, and approved, it was unanimously:

RESOLVED, that a Special Meeting of the Trustees shall be called for Wednesday, October 18, 2006, at 7:30 p.m., to be held at 15606 Second Street, Waterford, VA.

There being no further business to come before the meeting, it was duly adjourned.



Robert C. Thompson, Secretary of the Meeting

APPROVED:



A. Bruce Cleveland, Chairman of the Meeting