

# Insert title here

## Sample Letter Proposing No-Smoking Rule

[Date]

[Unit Owner]

[Address]

[Address]

Dear Unit Owner:

The Trustees of \_\_\_\_\_ [Condominium name] are writing to request your support to designate our property as smoke free.

Smoking in the building potentially exposes our nonsmoking residents to secondhand tobacco smoke. Current research shows that secondhand smoke generated in one area of a building frequently will drift into other areas by seeping under doors, through ventilation ductwork and by other means. This potential for exposure raises serious health concerns for our residents. Some of the health effects include the following:

- Nonsmokers who are exposed increase their risk of developing heart disease by 25 - 30 percent.
- Nonsmokers who are exposed increase their risk of developing lung cancer by 20 - 30 percent.
- Breathing secondhand smoke for even a short time can have immediate adverse effects on the cardiovascular system and increase the risk of a heart attack.
- Children exposed to secondhand smoke are more likely to develop bronchitis, pneumonia, asthma, and ear infections.
- Secondhand smoke has been linked to Sudden Infant Death Syndrome.

The potential for fire is also a concern. Smoking is the number one cause of home fire deaths in the United States, causing 1,000 deaths per year. One-in-four people killed in home fires are not the smoker whose cigarette caused the fire.



The Massachusetts Smoke-Free Housing Project  
An Initiative of the Public Health Advocacy Institute  
Funded by the Massachusetts Department of Public Health

[makesmokinghistory.org](http://makesmokinghistory.org)

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The only effective way to fully address these concerns is to designate our property as entirely smoke free. Note that upgrading our ventilation system appears to be impractical. HVAC standards are established by the American Society for Heating, Refrigerating and Air Conditioning Engineers, which does not recommend a ventilation standard for removing secondhand smoke based on its conclusion that no standard ventilation system or air purifier can handle the job.

Accordingly, we invite the members of the condominium association to consider the following proposed rule change. Smoking will be prohibited everywhere on the property, including all indoor and outdoor common areas, all individual units and all indoor and outdoor exclusive use areas. (Exclusive use areas include decks, patios, parking spaces and other such areas belonging to individual unit owners.) The trustees may designate an outdoor smoking area, but would locate the area away from the building where there is no potential for involuntary exposure.

We have two options for implementation. The first option is to make the rule effective for all units immediately. The second option is to grandfather units owned by our smoking residents. Smoking would be allowed in a grandfathered-unit until it is sold or transferred, at which time the unit would become smoke free. The grandfathered-units would not be exempt from our condominium's existing rule that prohibits nuisances, including if secondhand smoke drifting from the unit becomes so severe that it constitutes a nuisance.

Before proposing a no smoking rule formally and putting it out to all owners for a vote, we want to receive as much owner input as possible. For that reason, we have scheduled a meeting at \_\_\_\_\_  
\_\_\_\_\_ [address, date, time]. If you would like to contribute to the discussion, but are unable to attend the meeting, please contact anyone of us directly.

Kindest regards,

\_\_\_\_\_  
[Name], Trustee

\_\_\_\_\_  
[Name], Trustee

\_\_\_\_\_  
[Name], Trustee

