

Insert title here

Sample Notice of No-Smoking Rule for Common Areas

[Date]

[Unit Owner]

[Address]

[Address]

Dear Unit Owner:

Effective immediately, smoking is prohibited in all indoor and outdoor common areas of the _____ [Condominium name] except in designated outdoor smoking areas. A copy of the new rule is attached.

There are several important reasons for the rule change. Most importantly, smoking in common areas exposes our nonsmoking residents to secondhand smoke, thereby increasing their risk the of numerous, well documented adverse health effects caused by exposure. Additionally, some of our common areas are potentially covered by the statewide smoking law (M.G. L. c. 270, sec. 6) and thus, are required to be smoke free.

Please inform your guests and tenants that smoking is prohibited in all common areas. You will be held responsible if your guest or tenants violates the no smoking rule.

We embrace this small change as an opportunity to ensure that the building is a healthier and cleaner place for all unit owners and guests.

Kindest regards,

[Name], Trustee

[Name], Trustee

[Name], Trustee

