

Insert title here

Sample Notice Of Rule Change for Individual Units and Common Areas

[Date]

[Unit Owner]

[Address]

[Address]

Dear Unit Owner:

Pursuant to a vote of the unit owners in support of a smoke free environment, effective immediately, smoking is prohibited throughout _____ [condominium name] property. A copy of the new bylaw, which has been recorded at the registry of deeds, is attached.

Please inform your guests and tenants that smoking is prohibited. You will be held responsible if your guests and tenants violate the no smoking rule. If you smell secondhand smoke, please report it immediately.

A smoking area will be located outside at _____ [Insert location of area] away from the entrance and any buildings. Note that the bylaw change allows for the relocation or elimination of the smoking area at any time, particularly if secondhand smoke drifts into individual units or exclusive use areas.

[For our residents who wish to continue smoking, we have grandfathered their units. Smoking will be allowed in the grandfathered units until they are sold or transferred, at which time they will become smoke free. Units occupied by tenants will become smoke free within one year of the effective date of this rule or sooner. The grandfathered units, however, are not exempt from the condominium's existing rule prohibiting nuisances, including potentially for drifting secondhand smoke.]

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



makesmokinghistory.org

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