



Sample Letter to Notify Common Interest Community Owners of Smoke-Free Building Policy

[DATE]

Dear Homeowners,

To provide a safer, healthier environment for our homeowners, family members and guests, **[name of association]** has decided to go completely smoke free. The harmful effects of secondhand smoke and the fire dangers caused by smoking indoors are too great to ignore.

Hazards of Secondhand Smoke

Secondhand smoke is a serious health hazard. The Surgeon General's report, "The Health Consequences of Involuntary Exposure to Tobacco Smoke," states that there is no risk-free level of exposure to secondhand smoke; secondhand smoke contains thousands of harmful chemicals, many of which are known to cause cancer.

Fire Risk

The United States Fire Administration has determined that smoking is the leading cause of fire death in the United States and in Minnesota. Fires can start on decks and porches as well as in units. According to the National Fire Protection Association's report "The Smoking-Materials Fire Problem," one in four victims who die in residential smoking-related fires is not the smoker whose cigarette started the fire. Fires caused by smoking are costly, deadly, and leave many people with damaged property and no place to live. We want to protect our homeowners and families from these dangers.

Ventilation is not Effective

Research conducted by the Center for Energy and Environment has shown that secondhand smoke travels from unit to unit; the smoke can seep through electrical outlets, heating and duct work, and structural gaps. The remodeling required to prevent secondhand smoke from traveling to another residence can be costly and ineffective. The only effective way to completely stop the spread of secondhand smoke is by adopting a smoke-free policy.

Our New Smoke-Free Policy

Effective **[date]**, as per **[add either declaration change, or rules change and/or other details of the policy]**, **[name of association]** will no longer allow smoking anywhere inside the property and individual units. **[If applicable list other smoke-free places on the property or if there is a designated outside area for smoking.]**

All homeowners will receive a copy of **[rules or bylaws, attached]**. The smoke-free policy will cover all individual units and all common areas **[if applicable, list other smoke-free places on property]**. All homeowners, family members, renters and guests will be required to follow this policy.

Please consider this letter as notice about the changes that will be taking place. We hope this policy will help everyone breathe easier and live healthier.

Thank you,

[Name], Board Member

[Name], Board Member

[Name], Board Member