



SAMPLE NOTICE OF VIOLATION LETTER

For condominium corporations

[Name]

[Address and unit #]

[Date]

Dear [Name],

RE: Nuisance Complaint about Second-Hand Smoke

The [condominium name] board of directors has directed our office to advise you that we have received several written complaints in regard to second-hand smoke originating in your unit at [name of building] and infiltrating neighbouring units. [Insert the particulars of the complaint(s), such as date(s), time(s) and the conduct giving rise to the complaint(s). If the person is a tenant, give notice of the complaint to the person's landlord/owner.]

Pursuant to condominium rule [insert rule number] pertaining to nuisances and unreasonable disturbances, please provide our office with a written response to each of the above complaints within 10 working days. Be advised that if requested, you can present your position at a hearing before the board of directors.

If the board of directors determines that your second-hand smoke has created a nuisance and the situation is not rectified, we will initiate enforcement proceedings.

On behalf of your condominium board of directors we thank you for your immediate attention to this matter.

Yours truly,

Property Management Company

cc: president, condominium board of directors