



SAMPLE NOTICE OF VIOLATION LETTER

For housing co-operatives

[Name]

[Address and unit #]

[Date]

Dear [Name],

RE: Nuisance Complaint about Second-Hand Smoke

The [housing co-operative 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).]

Pursuant to bylaw # [insert bylaw 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 [or number of days that the bylaws provide]. 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 co-operative's board of directors we thank you for your immediate attention to this matter.

Yours truly,

Property Management Company

cc: president, condominium board of directors