

Sample bylaw-violation letter

<Name>
<Address>
<Date>

RE: nuisance complaint about second-hand smoke

Dear <Name>,

The board of directors has directed our office to advise you that we have received several written complaints in regards to the level of second-hand smoke coming from <suite number> at the <name of building>.

<Provide 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 and the owner.>

By allowing this to happen, you are in contravention of the corporation bylaws, which state:

<List the section of your bylaws that has been violated (i.e.; either a clause from your smoke-free policy, a clause from a nuisance/hazard policy, a clause about increasing fire risk, or a clause about interfering with the rights of other persons).>

Please provide our office with a response to each of the above complaints within 10 working days. Please be advised that, if requested, you can present your position at a hearing before the board of directors. If there is evidence to determine that the bylaws have been violated as a result of a nuisance caused by second-hand smoke, and the situation is not rectified, we will initiate enforcement proceedings. Enforcement remedies could include the levying of fines, in accordance with the sanctions outlined in section ## of the bylaws.

<List sanctions included in your bylaws.>

On behalf of the condo corporation, we thank you for your immediate attention to this matter.

Yours truly,
<Condo property manager>
cc Condo board of directors