

[Date]

To: All Residents and Guests

From: [Property Management/Homeowners Association]

Subject: Update to Community Smoking Policy and Designated Areas

Dear Residents,

We are writing to inform you of an update to the smoking policy at [Community Name]. To ensure the comfort, health, and safety of all residents, the following changes will take effect on [Effective Date].

Updated Policy Overview:

- Smoking and vaping are prohibited in all indoor common areas, including hallways, lobbies, and laundry rooms.
- Smoking is strictly prohibited in outdoor recreational areas, including [List areas, e.g., the pool, playground, and fitness center].
- Smoking is not permitted within [Number] feet of any building entrance or window.

Designated Smoking Areas:

To accommodate residents who smoke, we have established designated smoking areas located at:

- [Location 1]
- [Location 2]

Please ensure that all smoking materials are disposed of properly in the provided receptacles at these locations.

Compliance:

We ask all residents and guests to respect these guidelines to maintain a clean and pleasant environment for everyone. Failure to comply with this policy may result in [mention consequences, e.g., fines or formal warnings].

If you have any questions regarding these updates, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Name/Signature]

[Title]

[Community Name]