

Sample bylaw-violation letter

Note

Each individual non-profit housing cooperative is required to make its own bylaws regarding the procedures for determining disputes between members, which must include a mediation process. They are also required to make bylaws regarding the manner in which the membership of a member may be terminated. Those bylaws and procedures should be reviewed and followed. Do not use any portion of this sample letter that would undermine an existing bylaw or procedure of your cooperative.

<Name>
<Address>
<Date>

RE: nuisance complaint about second-hand smoke

Dear <Name>,

This notice serves 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 member acting as landlord.>

By allowing this to happen, you are in contravention of the cooperative 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. Future infractions of this bylaw will lead the board of directors to initiate the process of terminating your membership.

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

Yours truly,
<Property manager or board of directors>