

SUNVALE PLACE VILLA  
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September 26, 2019

To all Sunvale Place Villas Owners and Tenants

Re: Cigarette Disposal

Hello everyone,

Hard to believe snow is forecasted for this weekend, I guess all shorts and sandals will soon be in our storage containers and that heavier stuff in our closets. Those of you who are lucky enough to be Snowbirds, you just have to pack your shorts and sandals, enjoy.

It is coming close to Insurance Renewal for our complex, in the process of obtaining a quote for the same and have been asked the following question:

***#7. Is smoking allowed at the buildings)? Yes / No***

***\* If smoking is allowed:***

- Is it inside, outside or both?***
- Are there guidelines regarding disposal of cigarettes?***
- Are noticed or warnings of the dangers sent with respect to proper disposal of cigarettes?***

You will find attached to this letter a memo from our present insurance company regarding "Potting Soil Fires" and tips to avoid cigarette fires.

Speaking with the Fire Department, they also had a few tips to avoid a cigarette disposal fires:

- Never leave cigarettes unattended in an ashtray.***
- Always use a deep, sturdy and non-combustible receptacle with a lid that contains water or sand and it should be emptied regularly.***
- Before you throw away cigarette butts and ashes, make sure they are out by soaking in water.***
- Never discard cigarettes in vegetation such as mulch, potted plants or landscaping. Peat moss, dried grasses, leaves or other things can easily ignite.***

This is going to all residence whether you smoke or not, you may have visitors that do.

Following these tips aren't an option, they must be followed for your safety and the safety of all Villa occupants.

Regards

SVP Villas Board of Directors