

**EXTRACTS FROM THE MINUTES OF A REGULAR  
MEETING OF THE FRAMINGHAM HOUSING AUTHORITY**

HELD ON September 12, 2016

The Members of the Framingham Housing Authority met in Regular Meeting at 1 John J. Brady Drive, in the Town of Framingham, Massachusetts, at 5:26 p.m. on September 12, 2016. The Meeting was called to order by the Chairman of the Board, and upon roll call, those present and absent were as follows:

PRESENT: Janet Leombruno  
Phyllis A. May  
Robert L. Merusi  
Janice M. Rogers  
Stephen P. Starr

Motion to approve Amendment to Smoking Policy, new guidelines: prohibiting smoking within 25 feet of FHA Buildings (presently the distance is 15 feet/HUD policy is 25 feet) and this vote would allow consistency among both State and Federal Housing.

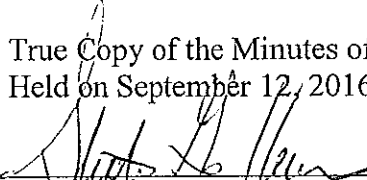
**Upon roll call vote**, motion by Commissioner Rogers, seconded by Commissioner Leombruno, it was voted to approve Amendment to Smoking Policy, new guidelines: prohibiting smoking within 25 feet of FHA Buildings (presently the distance is 15 feet/HUD policy is 25 feet); the ayes and nays are as follow:

Ayes

Nays

Janet Leombruno  
Phyllis A. May  
Robert L. Merusi  
Janice M. Rogers  
Stephen P. Starr

True Copy of the Minutes of the Regular Meeting  
Held on September 12, 2016.

  
Attest: Stephen G. Keane, Executive Secretary

**EXTRACTS FROM THE MINUTES OF A REGULAR  
MEETING OF THE FRAMINGHAM HOUSING AUTHORITY**

HELD ON January 13, 2014

The Members of the Framingham Housing Authority met in Regular session at 1 John J. Brady Drive, in the Town of Framingham, Massachusetts, at 6:20 p.m. on January 13, 2014. The Meeting was called to order by the Chairperson, and upon roll call, those present and absent were as follows:

PRESENT: Faith C. Tolson-Pierce  
Stephen P. Starr  
Phyllis A. May  
Janice M. Rogers

ABSENT: Robert L. Merusi

Non-Smoking Lease Addendum

Upon vote, motion made by Commissioner Tolson-Pierce, seconded by Commissioner May, it was voted to approve the Non Smoking Lease Addendum subject to to revisions; the ayes and nays were as follows:

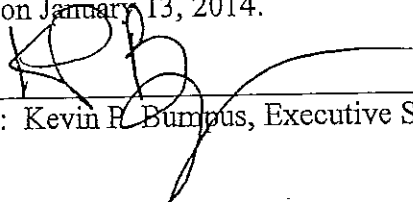
Ayes

4

Nays

0

True Copy of the Minutes of the Regular Meeting  
Held on January 13, 2014.

  
\_\_\_\_\_  
Attest: Kevin P. Bumpus, Executive Secretary

**EXTRACTS FROM THE MINUTES OF A REGULAR  
MEETING OF THE FRAMINGHAM HOUSING AUTHORITY**

HELD ON December 9, 2013

The Members of the Framingham Housing Authority met in Regular session at 1 John J. Brady Drive, in the Town of Framingham, Massachusetts, at 6:17 p.m. on December 9, 2013. The Meeting was called to order by the Chairman, and upon roll call, those present and absent were as follows:

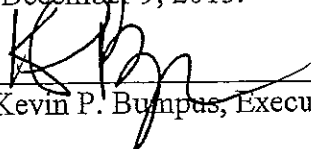
PRESENT: Faith C. Tolson-Pierce  
Stephen P. Starr  
Phyllis A. May  
Robert L. Merusi  
Janice M. Rogers

Motion to amend Non-Smoking Policy.

Upon roll call vote, motion made by Commissioner Toson-Pierce, seconded by Commissioner May, to modify the Non-Smoking policy to allow smoking on the premises as long as it is 15 feet away from the building and not to allow E-cigarettes to be smoked in the apartments; the ayes and nays were as follows:

Fatih C. Tolson-Pierce	Aye
Stephen P. Starr	Aye
Phyllis A. May	Aye
Robert L. Merusi	Aye
Janice M. Rogers	Aye

True Copy of the Minutes of the Regular Meeting  
Held on December 9, 2013.

  
Attest: Kevin P. Bumpas, Executive Secretary

**EXTRACTS FROM THE MINUTES OF A REGULAR  
MEETING OF THE FRAMINGHAM HOUSING AUTHORITY**

HELD ON February 11, 2013

The Members of the Framingham Housing Authority met in Regular session at 1 John J. Brady Drive, in the Town of Framingham, Massachusetts, at 5:30 p.m. on February 11, 2013. The Meeting was called to order by the Chairman, and upon roll call, those present and absent were as follows:

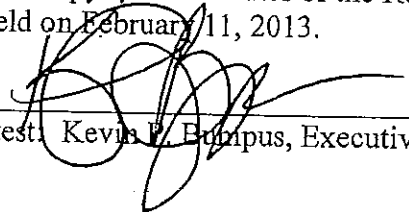
PRESSENT: Faith C. Tolson-Pierce  
Janice M. Rogers  
Phyllis A. May  
Robert L. Merusi  
Stephen P. Starr

Motion to approve Non-Smoking Lease Addendum and Non-Smoking policy for all Framingham Housing Authority Properties.

Upon motion made by Commissioner May, seconded by Commissioner Tolson-Pierce; the Non-Smoking Lease Addendum and Non-Smoking policy for all Framingham Housing Authority Properties was approved; the ayes and nays were as follows:

<u>Ayes</u>	<u>Nays</u>
5	0

True Copy of the Minutes of the Regular Meeting  
Held on February 11, 2013.

Attest:   
Kevin P. Bompus, Executive Secretary

**EXTRACTS FROM THE MINUTES OF A REGULAR  
MEETING OF THE  
FRAMINGHAM HOUSING DEVELOPMENT CORP. II**

HELD ON March 11, 2013

The Members of the Framingham Housing Authority met in Regular session at 1 John J. Brady Drive, in the Town of Framingham, Massachusetts, at 6:04 p.m. on March 11, 2013. The Meeting was called to order by the Chairman, and upon roll call, those present and absent were as follows:

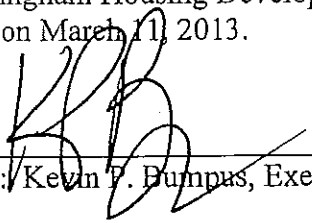
**PRESENT:** Faith C. Tolson-Pierce  
Janice M. Rogers  
Phyllis A. May  
Robert L. Merusi  
Stephen P. Starr

Motion to approve Non-Smoking Policy and Non-Smoking Lease Addendum for Framingham Housing Development Corp. II

Upon vote, motion by Commissioner May, seconded by Commissioner Merusi, it was voted to approve the Non-Smoking Policy and Non-Smoking Lease Addendum for Framingham Housing Development Corp. II; the ayes and nays were as follows:

<u>Aye</u>	<u>Nay</u>
5	0

True Copy of the Minutes of the Regular Meeting of  
Framingham Housing Development Corp. II  
Held on March 11, 2013.

  
\_\_\_\_\_  
Attest: Kevin P. Dumpus, Executive Secretary

**EXTRACTS FROM THE MINUTES OF THE  
MUSTERFIELD PLACE, LLC MEETING**

HELD ON March 11, 2013

The Members of the Framingham Housing Authority met in Regular session for the Musterfield Place, LLC at 1 John J. Brady Drive, in the Town of Framingham, Massachusetts, at 6:14 p.m. on March 11, 2013. The Meeting was called to order by the Chairman, and upon roll call, those present and absent were as follows:

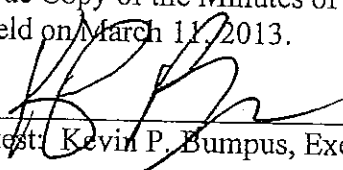
PRESSENT: Faith C. Tolson-Pierce  
Janice M. Rogers  
Phyllis A. May  
Robert L. Merusi  
Stephen P. Starr

Motion to approve Non-Smoking Policy and Non-Smoking Lease Addendum for Musterfield Place.

Upon vote, motion by Commissioner May, seconded by Commissioner Rogers, it was voted to approve the Non-Smoking Policy and Non-Smoking Lease Addendum for Musterfield Place; the ayes and nays were as follows:

<u>Aye</u>	<u>Nay</u>
5	0

True Copy of the Minutes of the Regular Meeting of The Musterfield Place, LLC  
Held on March 11, 2013.

  
Attest: Kevin P. Bumpus, Executive Secretary

## NON-SMOKING POLICY

On March 11, 2013 the Board of Commissioners voted to implement a NON-SMOKING policy for all of its Housing programs. The Housing Authority desires to mitigate 1) the irritation and known health effects of Secondhand smoke. 2) the increased maintenance , cleaning and redecorating costs from smoke 3) the increased risk of fire from smoking and 4) the higher costs of fire insurance for a non-smoke free building. It is the policy of the Framingham Housing Development Corporation II that smoking is prohibited within individual apartments, interior hallways/common areas/community rooms/community bathrooms/lobbies/reception areas/stairways, offices and elevators and all outside properties owned by the Authority.

The Non-Smoking policy is intended to apply to anyone on the premises; all residents are responsible to notify their guests, visitors, service personnel and employees of the policy.

The policy will be implemented through lease addendums upon renewals of each development.

In connection with this policy the Framingham Housing Development Corporation II supports residents who wish to stop smoking and will provide information to enable residents to connect with smoking cessation programs and information.

## NON-SMOKING LEASE ADDENDUM

This Addendum is incorporated into the Lease between Framingham Housing Development Corporation (Landlord) and Resident \_\_\_\_\_

1. **Purpose of Non-Smoking Policy.** The parties desire to mitigate (i) the irritation and health effects of second hand smoke; (ii) the increased maintenance, cleaning and redecorating costs from smoking; (iii) the increased risk of fire from smoking; and (iv) the higher costs of fire insurance for a non-smoke-free building.

2. **Definition of Smoking.** The term "smoking" means inhaling, exhaling, breathing, or carrying or possessing any lighted cigarette, cigar, pipe or other tobacco product or similar lighted product in any manner or in any force.

3. **Non-Smoking Area.** Resident agrees and acknowledges that the premises to be occupied by Resident and members of Resident's household and any interior common areas, including but not limited to community rooms, community bathrooms, lobbies, reception areas, hallways, laundry rooms, stairways, offices and elevators, within all living units, including entry ways, porches, balconies and patios have been designated as Non-smoking living environment. Resident and members of Resident's household shall not smoke anywhere in said Non-Smoking Area, including in the unit rented by Resident, the building where Resident's dwelling is located, or in any of the common areas or adjoining grounds of Such building including the steps, patios or yards, nor shall Resident permit any guests or visitors under the control of Resident to smoke in said Non-Smoking Area.

4. **Resident to Promote Non-Smoking Policy and to Alert Landlord of Violations.** Resident shall inform Resident's guests of the non-smoking policy. Further, Resident shall promptly give Landlord a written statement of any incident where tobacco smoke is migrating into the Resident's unit from sources outside of the Resident's unit.

5. **Landlord to Promote Non-Smoking Policy.** Landlord shall post no-smoking signs at entrances and exits, in common areas, and in conspicuous places adjoining the grounds of the Non-Smoking Area.

6. **Landlord Not a Guarantor of Smoke-Free Environment.** Resident acknowledges that Landlord's adoption of a non-smoking living environment does not make the Landlord or any of its managing agents the guarantor of Resident's health or of the non-smoking condition of the Resident's unit and the common areas. However, Landlord shall take reasonable steps to enforce the non-smoking terms of its leases and to make the Non-Smoking Area as smoke-free as it is reasonably possible. Landlord is not required to take steps in response to smoking unless Landlord knows of said smoking or has been given written notice of said smoking.



7. **Effect of Breach and Right to Terminate Lease.** A breach of this Lease Addendum shall give each party all the rights contained herein, as well as the rights contained in the Lease. A material or continuing breach of this Addendum shall be a material breach of the Lease and grounds for termination of the Lease by the Landlord. Tenant acknowledges that the remedy for smoking within the apartment may be the assessment of a charge of up to two hundred-fifty dollars (\$250.00) for each smoking incident. Charges will be used by the FHA toward the cost of refurbishing the apartment.

8. **Disclaimer by Landlord.** Resident acknowledges that Landlord's adoption of a non-smoking living environment does not in any way change the standard of care that the Landlord or managing agent would have to a resident household to render buildings and premises designated as non-smoking any safer, more habitable, or improved in terms of air quality standards than any other rental premises. Landlord specifically disclaims and implies or expresses warranties that the building, common areas, or Resident's premises will have any higher or improved air quality standards other than any other rental property. Landlord cannot and does not warrant or propose that the rental premises or common area will be free from secondhand smoke. Resident acknowledges that Landlord's ability to police, monitor, or enforce the agreements of Addendum is dependent in significant part on voluntary compliance by Resident and Resident's guests, as well as by other residents and guests in other parts of the Non-Smoking Area. Residents with respiratory ailments, allergies, or any other physical or mental conditions relating to smoke are put on notice that Landlord does not assume any higher duty of care to enforce this Addendum other than any other landlord obligation under the lease.

LANDLORD

RESIDENT

By \_\_\_\_\_  
DULY AUTHORIZED

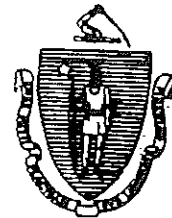
\_\_\_\_\_

DATE \_\_\_\_\_



# FRAMINGHAM HOUSING AUTHORITY

1 John J. Brady Drive  
Framingham, MA 01702-2300



COMMISSIONERS:

EDWARD F. CONVERY  
PHYLLIS A. MAY  
ROBERT L. MERUSI  
STEPHEN P. STARR  
FAITH C. TOLSON-PIERCE

KEVIN P. BUMPUS  
EXECUTIVE DIRECTOR

TELEPHONE (508) 879-7562  
FAX (508) 828-0252  
TTY RELAY SERVICE 711

April 21, 2010

DEAR RESIDENTS,

THE AUTHORITY WILL BE IMPLEMENTING A NON SMOKING POLICY FOR THE UNITS ON **JOHN J. BRADY**. ATTACHED IS THE NON SMOKING POLICY- PLEASE READ IT IN ITS ENTIREITY. PLEASE NOTE THE AUTHORITY WILL ALLOW PRESENT SMOKERS TO BE GRANDFATHERED- HOWEVER IN ORDER TO BE GRANDFATHERED YOU MUST BE RECORDED AS A SMOKER BY JUNE 1, 2010. **YOU WILL BE RECORDED AS A SMOKER AT THE TIME YOU SIGN THE AMENDMENTS TO THE LEASE.**

ALL RESIDENTS MUST SIGN AN AMENDMENT TO THEIR PRESENT LEASE ACKNOWLEDGING RECEIPT OF THE NON SMOKING POLICY. THIS AMENDMENT CAN BE SIGNED BY COMING TO THE COMMUNITY ROOM ON FRIDAY APRIL 30, 2010 BETWEEN THE HOURS OF 10:00am TO 12:00pm- IF YOU ARE UNABLE TO ATTEND PLEASE CONTACT THE OFFICE AND OTHER ARRANGEMENTS CAN BE MADE.

**PLEASE NOTE VISITORS ARE NOT ALLOWED TO SMOKE ON THE PROPERTY.**

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE OFFICE AT (508) 879-7562.

THANKS IN ADVANCE FOR YOUR COOPERATION.

VERY TRULY YOURS,

  
BETH O'GRADY  
DEPUTY DIRECTOR



EQUAL HOUSING OPPORTUNITY

If you have difficulty understanding this notice because of limited English proficiency you may request oral interpretation at no cost to you. For this assistance, please contact your Property Manager.

Если Вам не понятно это сообщение из-за недостаточного знания Английского языка, Вы можете обратиться к Менеджеру дома и Вам бесплатно устно переведут. Russian

AKO TI IMAS PROBLEM RAZUMJEVANJA ILI OGRANICEN GOVOR ENGLLESKOG MOZES IMATI PREVODIOGA DA TEBE NIJE KOSTATI. ZA OVU POMOC MOLIM DASB OBRATITB SVOME MENAGERU. Bosnian

Caso tiver dificuldade em entender esta nota, você pode pedir a sua interpretação gratis. Para tal assistência, por favor, contacte a Administração do Prédio. Portuguese

Si usted tiene dificultad leyendo este aviso por Ingles limitado usted puede solicitar la traducción de la información a ningún costo a usted. Para esta ayuda, comunicase por favor con la oficina de la Gerencia de su unidad. Spanish

Nếu bạn không hiểu bản thông cáo này, bởi vì tiếng anh của bạn chỉ có giới hạn bạn có thể yêu cầu thông dịch viên mà không cần phải trả bất cứ lệ phí nào. Nếu bạn cần thêm sự giúp đỡ, xin vui lòng gặp nhân viên quản lý của bạn. Vietnamese

Si vous avez de la difficulté a comprendre cette avis à cause d'une compréhension limitée de la langue Anglais, vous pouvez faire une demande pour le service de traduction orale. Ceci est un service gratuit. Pour demandez ce service, s'il vous plait, contactez le gérant de votre immeuble. French

如果你對閱讀此通告的內容有任何不明白之處是基於英語的理解能力，你可以要求口述翻譯而不需付額外費用的。如需這協助，請聯絡你的物業經理。 Chinese

ខ្ញុំសូមជូនដំណឹងដល់អ្នកដែលមានបញ្ហាក្នុងការយល់ពីការប្រកាសនេះ ឬមានការងាយស្រួលក្នុងការយល់ពីការប្រកាសនេះ អ្នកអាចសុំការបកប្រែទៅក្នុងភាសាខ្មែរបានឥតគិតថ្លៃ។ ប្រសិនបើអ្នកមានបញ្ហាក្នុងការយល់ពីការប្រកាសនេះ ឬមានការងាយស្រួលក្នុងការយល់ពីការប្រកាសនេះ អ្នកអាចសុំការបកប្រែទៅក្នុងភាសាខ្មែរបានឥតគិតថ្លៃ។ ប្រសិនបើអ្នកមានបញ្ហាក្នុងការយល់ពីការប្រកាសនេះ ឬមានការងាយស្រួលក្នុងការយល់ពីការប្រកាសនេះ អ្នកអាចសុំការបកប្រែទៅក្នុងភាសាខ្មែរបានឥតគិតថ្លៃ។ Cambodian

## NON-SMOKING POLICY

The Framingham Housing Authority, effective June 1, 2010, will implement a non-smoking policy for Federal public housing units managed by the Framingham Housing Authority in accordance with the rules and regulations of the U. S. Department of Housing and Urban Development. The Housing Authority has considered that HUD strongly encourages public housing authorities to implement non-smoking policies in public housing units. The Housing Authority has also considered the health consequences of involuntary exposure to second hand smoke, which the Center for Disease Control states is a cause of injury and death to non-smokers.

It is the policy of the Framingham Housing Authority that smoking is prohibited within individual apartments, interior hallways or common areas, community rooms, community bathrooms, lobbies/reception areas, stairways, offices and elevators. In order to prevent smoke from outside entering those areas, smoking is also prohibited within fifteen (15) feet of all exterior buildings, including entry ways, porches, balconies and patios.

The non-smoking policy is intended to apply to anyone on the premises; all residents are responsible to notify their guests, visitors, service personnel and employees of the policy.

The policy will be implemented through lease amendments with the goal that all units will eventually become smoke free. However, the Framingham Housing Authority acknowledges that many long term residents have smoked in their units for a substantial

period of time and those present smokers will be grandfathered from this policy. It is only relatively recently that smoking bans have been implemented in workplace areas, restaurants and bars.

In connection with this policy the Framingham Housing Authority supports residents who wish to stop smoking and will provide information to enable residents to connect with smoking cessation programs and information.

Lease Amendment

Amendment to the lease entered between Framingham Housing Authority and

Effective: June 1, 2010

Section 13. GENERAL RESTRICTIONS:

Not to smoke, nor to allow family members, guests and invitees to smoke anywhere in your apartment, the building, including common areas, or on exterior grounds within fifteen feet of the building, including common entrances.

I am a present smoker and wish to be grandfathered as a smoker.

Tenant: \_\_\_\_\_

Date: \_\_\_\_\_

Tenant: \_\_\_\_\_

Date: \_\_\_\_\_

Framingham Housing Authority:

\_\_\_\_\_

Date: \_\_\_\_\_



U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Office of Healthy Homes and Lead Hazard Control

**SPECIAL ATTENTION OF:**

Regional Directors; State and Area  
Coordinators; Public Housing Hub  
Directors; Program Center Coordinators;  
Troubled Agency Recovery Center Directors;  
Special Applications Center Director;  
Public Housing Agencies;  
Resident Management Corporations;  
Healthy Homes Representatives

**NOTICE: PIH-2009-21 (HA)**

Issued: July 17, 2009

Expires: July 31, 2010

Cross Reference:  
24 CFR 903.7(b)(3)  
24 CFR 903.7(e)(1)

**Subject: Non-Smoking Policies in Public Housing**

1. **Purpose.** This notice strongly encourages Public Housing Authorities (PHAs) to implement non-smoking policies in some or all of their public housing units. According to the American Lung Association, cigarette smoking is the number one cause of preventable disease in the United States. The elderly and young populations, as well as people with chronic illnesses, are especially vulnerable to the adverse effects of smoking. This concern was recently addressed by the Family Smoking Prevention and Tobacco Control Act, P.L. 111-31, signed by the President on June 22, 2009. Because Environmental Tobacco Smoke (ETS) can migrate between units in multifamily housing, causing respiratory illness, heart disease, cancer, and other adverse health effects in neighboring families, the Department is encouraging PHAs to adopt non-smoking policies. By reducing the public health risks associated with tobacco use, this notice will enhance the effectiveness of the Department's efforts to provide increased public health protection for residents of public housing. Smoking is also an important source of fires and fire-related deaths and injuries. Currently, there is no Departmental guidance on smoking in public housing.

2. **Applicability.** This notice applies to Public Housing.

3. **Background.** Secondhand smoke, which is also known as environmental tobacco smoke (ETS), is the smoke that comes from the burning end of a cigarette, pipe or cigar, and the smoke exhaled from the lungs of smokers. ETS is involuntarily inhaled by nonsmokers, and can cause or worsen adverse health effects, including cancer, respiratory infections and asthma. The 2006 Surgeon General's report on secondhand smoke identifies hundreds of chemicals in it that are known to be toxic. The report (*The Health Consequences of Involuntary Exposure to Secondhand Smoke*) is located at [www.cdc.gov/tobacco/data\\_statistics/sgt/index.htm](http://www.cdc.gov/tobacco/data_statistics/sgt/index.htm). Secondhand smoke causes almost 50,000 deaths in adult non-smokers in the United States each year, including approximately 3,400 from lung cancer and another 22,000 to 69,000 from heart disease.

Secondhand smoke exposure causes disease and premature death in children and adults who do not smoke according to the U.S. Environmental Protection Agency (EPA)  
[www.epa.gov/smokefree/healtheffects.html](http://www.epa.gov/smokefree/healtheffects.html).

There are over 1.2 million residents who reside in public housing. Residents between the ages of 0-17 represent 39 percent of public housing residents. Elderly residents over the age of 62 represent 15 percent of public housing residents. That accounts for at least 54 percent of public housing residents that could be at increased risk to the adverse effects of cigarette smoking. There are also a considerable number of residents with chronic diseases such as asthma and cardiovascular disease who are particularly vulnerable to the effects of ETS. Secondhand smoke lingers in the air hours after cigarettes have been extinguished and can migrate between units in multifamily buildings.

Based on data from the U.S. Fire Administration (USFA) of the Department of Homeland Security, there were an estimated 18,700 smoking-material fires in homes in 2006. These fires caused 700 civilian deaths (other than firefighters'), and 1,320 civilian injuries, and \$496 million in direct property damage [www.nfpa.org/assets/files/PDF/OS.Smoking.pdf](http://www.nfpa.org/assets/files/PDF/OS.Smoking.pdf). In multifamily buildings, smoking is the leading cause of fire deaths: 26 percent of fire deaths in 2005 [www.usfa.dhs.gov/downloads/pdf/publications/Residential\\_Structure\\_and\\_Building\\_Fires.pdf](http://www.usfa.dhs.gov/downloads/pdf/publications/Residential_Structure_and_Building_Fires.pdf).

4. **Policy Discretion** PHAs are permitted and strongly encouraged to implement a non-smoking policy at their discretion, subject to state and local law. Some PHAs have established smoke-free buildings. Some PHAs have continued to allow current residents who smoke to continue to do so, but only in designated areas and only until lease renewal or a date established by the PHA. Some PHAs are prohibiting smoking for new residents. According to a state-funded anti-smoking group, the Smoke-Free Environment Law Project of the Center for Social Gerontology, there are over 112 PHAs and housing commissions across the country that have implemented non-smoking policies. PHAs should consult with their resident boards before adopting non-smoking policies at their projects.

5. **PHA Plans**. PHAs opting to implement a non-smoking policy should update their PHA plans. According to 24 CFR 903.7(e), their plan must include their statement of operation and management and the rules and standards that will apply to their projects when the PHA implements their non-smoking policy. PHAs are encouraged to revise their lease agreements to include the non-smoking provisions. If PHAs institute non-smoking policies, they should ensure that there is consistent application among all projects and buildings in their housing inventory in which non-smoking policies are being implemented.

6. **Indoor Air Quality (IAQ)**. According to the U.S. Green Building Council (USGBC), toxin-free building materials used in green buildings help combat indoor air pollution. Good IAQ includes minimizing indoor pollutants. As discussed above, ETS is known to be an indoor air pollutant; as a result it would be difficult for a PHA to achieve good IAQ in its buildings if residents are allowed to smoke, especially indoors. During construction or renovation of projects, PHAs should consider actions such as installing direct vent combustion equipment and fireplaces; providing for optimal, controlled, filtered ventilation and air sealing between living areas and garage or mechanical areas, and the use of paints and other materials that emit no or low levels of volatile chemicals (volatile organic compounds or VOCs). Since 65 percent of the public housing inventory was built prior to 1970, it would be hard for a PHA to implement retrofits that could improve IAQ significantly, unless renovation was scheduled. Also, if a PHA does conduct renovations to improve IAQ without also implementing a non-smoking policy, the IAQ benefits of the renovation would not be fully realized. A non-smoking policy is an excellent approach for those PHAs that are trying to achieve improved IAQ without the retrofit costs.



7. **Maintenance.** It is well known that turnover costs are increased when apartments are vacated by smokers. Additional paint to cover smoke stains, cleaning of the ducts, replacing stained window blinds, or replacing carpets that have been damaged by cigarettes can increase the cost to make a unit occupant ready. View the Sanford Maine Housing Authority case study at <http://www.smokefreeforme.org/landlord.php?page=Save+Money%2C%3Cbr%3ESave+Your+Building>

8. **Smoking Cessation National Support.** Because tobacco smoking is an addictive behavior, PHAs that implement non-smoking policies should provide residents with information on local smoking cessation resources and programs. Local and state health departments are sources of information on smoking cessation; see the American Lung Association's (ALA's) Web page on State Tobacco Cessation Coverage [www.lungusa2.org/cessation2](http://www.lungusa2.org/cessation2) for information on cessation programs, both public and private, in all States and the District of Columbia. The National Cancer Institute's Smoking Quit Line can be called toll-free at 877-44U-QUIT (877-448-7848). Hearing- or speech-challenged individuals may access this number through TTY by calling the toll-free Federal Relay Service at 800-877-8339. PHAs that implement non-smoking policies should similarly be persistent in their efforts to support smoking cessation programs for residents, adapting their efforts as needed to local conditions.

9. **Further Information.** For further information related to this notice, please contact Dina Elani, Director, Office of Public Housing Management and Occupancy Division at (202) 402-2071.

/s/

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Sandra B. Henriquez  
Assistant Secretary for Public and Indian  
Housing

/s/

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Jon L. Gant,  
Director, Office of Healthy Homes and  
Lead Hazard Control

## **NO SMOKING POLICY ENFORCEMENT**

**1<sup>st</sup> violation- verbal warning followed by cessation materials**

**2<sup>nd</sup> violation- verbal warning followed by smoking cessation materials and referral to the Resident Service Coordinator.**

**3<sup>rd</sup> violation- written warning letter with smoking cessation materials and a referral to the Resident Service Coordinator.**

**4<sup>th</sup> violation- 30 day termination notice with option to remedy and referral to Resident Service Coordinator.**

**5<sup>th</sup> violation – 10 day termination notice**