

**MOUNTAINVIEW EAST II CONDOMINIUM**

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Unit Owner \_\_\_\_\_ Date \_\_\_\_\_

Unit Number \_\_\_\_\_

Dear Owner:

Please be reminded that your fireplace must be cleaned and inspected annually and proof of the inspection must be submitted to the Board of Managers.

Please read the following and check which applies to your unit and sign below.

\_\_\_\_\_ The fireplace will not be used this season.

\_\_\_\_\_ The fireplace has not been used since the last year's cleaning and inspection. Proof of that inspection was sent to the Board last year.

\_\_\_\_\_ Enclosed is a copy of annual fireplace cleaning and inspection.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please submit this information within 30 days of the date of this letter.  
Thank you for your cooperation.

For the Board of Managers,

Caroline Knapp