



Condominium Management Group

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November 15, 2018

**Carleton Condominium Corporation No. 77**

**IMPORTANT NOTICE  
CHIMNEY & FIREPLACE CLEANING**

Dear Owner:

The Condominium Corporation's Rules and Regulations indicate that all units with fireplaces/chimneys must confirm the safe operation of the fireplace and chimney on a regular basis as it reduces the potential for chimney fires by removing dangerous, flammable creosote and soot from the chimney.

The chimney and fireplace for your unit must be inspected and cleaned by a qualified, licensed technician. Older fireplaces and chimneys should be inspected by a Wood Energy Technical Transfer (W.E.T.T.) certified chimney sweep. He can tell you if the chimney is up to current codes and safety standards and if any of the parts should be replaced.

A copy of this inspection/cleaning report must be submitted to the condominium corporation, please note that the cleaning/inspection of the fireplace and chimney is the responsibility of the unit owner to arrange and pay for.

We are requesting confirmation that you have recently cleaned & inspected the fireplace & chimney within your unit, you may submit this information to the management office by **January 1, 2019** by the following:

1. Email to the property manager at [lmarples@condogroup.ca](mailto:lmarples@condogroup.ca)
2. Mail to CCC 77 C/o Condominium Management Group- 335 Catherine Street, Ottawa, Ont. K1R 5T4
3. Fax to CMG: (613) 237-3533
4. Deliver to onsite mail slot at condo office located at 400 Salter Crescent (Pool House)

If you have any questions, please contact the property manager. We thank you in advance for your co-operation and prompt action in this matter.

Sincerely,

Liz Marples  
*Property Manager*  
"As agents for CCC #77  
[lmarples@condogroup.ca](mailto:lmarples@condogroup.ca)  
(613) 237-9519 ext. 231