

**Silver Spruce Village HOA
NEW POLICY RULE EFFECTIVE IMMEDIATELY FOR SAFE ASH
DISPOSAL
FROM WOOD BURNING FIREPLACES**

ACTION REQUIRED. Sign and return to Linda Castle by December 15, 2012.

A recent property inspection and audit was conducted by Colorado Casualty (our HOA property insurance company) and the report included concerns about the number of pine trees in our community and wood burning fireplaces.

Colorado Casualty has **strongly recommended** Silver Spruce Village Board of Directors implement controls and adopt a bylaw or rule to improve our Loss Prevention Program. To insure all owners with wood burning fireplaces are aware and understand this new rule, please sign and return this document for our HOA records. If you are a **Landlord** with a wood burning fireplace in your unit, you must require tenants to sign the document acknowledging this new rule. New owners and tenants will be required to sign this document in the future. This is an important step to increase fire prevention and safety practices for our Community.

I **DO NOT** have a wood burning fireplace Unit address# _____

Owner
signature _____ Date _____

I **DO** have a wood burning fireplace and will comply with the following safety procedure:

Unit address# _____ Owner
Signature _____ Date _____

Tenant
Signatuare _____ Date _____

All residents who live in a unit with a wood burning fireplace must practice safe disposal of ashes in accordance with the following procedure. Fireplace ashes must be placed in a metal firebox that has a lid and is designed for ash/ember/coal disposal. The firebox must have legs OR be placed on a non-combustible platform for 3-4 days before ashes are cool enough to be removed for disposal. At no time shall fireboxes containing ashes be placed or stored on decks or on common grounds. Suggested storage location may be in/on the fireplace hearth or concrete garage floor.

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_____ Sign and return this to Linda Castle (303.674.2655) by December 15, 2012

Scan and Email to lindamcastle@gmail.com or fax to 303.674.2655 or send via USPS or place in HOA mailbox.