

CAMBRIDGE CONDOMINIUM OWNERS ASSOCIATION

5204 Village Creek, Suite 202
Plano, Texas 75093
214-368-3388 fax 214-739-5566

January 14, 2020

Dear Owners,

Please see that all **dryer vents** are clean no later than March 15, 2020. Its important for fire safety and ensures that your dryer work more efficiently, thus using less electricity to dry your clothing.

All **third-floor** units will need roof access. We will be organizing roof access on certain days for dryer vent cleaning only, as we will need a representative present to avoid damage to the roof or dryer vents. If you insist on accessing the roof for your dryer vent cleaning outside of the designated times, you will be charged a roof access fee of \$150.00.

Access days and times for 3rd floor units will be:

Tuesday January 21st 11-5pm
Wednesday Jan 29th 11-5 pm
Thursday Feb 6th 11-5 pm
Friday Feb 14th 11-5 pm
Saturday Feb 22nd 11-5 pm
Wednesday Feb 26th 11-5 pm
Thursday March 5th 11-5pm
Saturday March 15th 11-5 pm

You will still need to contact Veracity to be sure to notify us of the time and date from the above options that your vendor will be coming and we will also need proof of Liability Insurance from your vendor **BEFORE** your vendor arrives, or they will be turned away, at which time you will need to reschedule your appointment with your vendor. NO EXCEPTIONS.

First and second floors will NOT need roof access for dryer vent cleaning.

Please send a message through the website: www.cambridgeownersassociation.com or by calling 214-368-3388 if you have any questions about this process.

Once you have completed the cleaning (or if you have had your dryer vent cleaned within the last six months), please complete the form on the back side of this letter and attach a copy of the invoice from the vendor as proof of cleaning and return to our office no later than March 17th, 2020.

Failure to comply with this request will result in a violation and fine. We hope this isn't necessary.

For more information on the subject, please visit the website:

www.csia.org/homeowner-resources/clothes_dryer_vent_safety_tips.aspx

Thank you,
Nicole Foley
Managing Agent

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Owner Name _____ Unit Number _____

Email address _____ Phone number _____

I _____, owner of unit _____, had my
dryer vent cleaning performed by the following vendor :

Name of vendor and phone number

The dryer vent was cleaned on _____, 2020.

Signature of owner _____ Date _____

Please include a copy of the paid invoice (not estimate) with this statement.

If a dryer is not in the unit, a photo will need to be sent in showing there is no dryer in the washer/dryer area of the unit. If there is a dryer in the unit, we will not accept a statement that the dryer is not being used.