

December 11, 2007

Board of Directors  
Promenade East Condominium Associates  
340 Eastern Promenade  
Portland, Maine 04101

**CBL: 015 A002001**  
**Located at 320 EASTERN PROMENADE**

**Mail**

Dear Board of Directors,

The City has received a complaint that you did not remove the snow accumulation on the public sidewalk in front of your property. This condition is a violation of Section 25-173 of the Code of Ordinances of the City of Portland, Removal of Snow and Ice.

Commercial property owners, or the manager or any person responsible for the property, are required to remove snow from the sidewalk in front of their property within 12 hours after snow has ceased to fall.

If you fail to remove the snow from the sidewalk and a complaint is received, the Building Inspections Division will post your property. You will then have 24 hours to clear the sidewalk. If you fail to do so, Public Works will clear the sidewalk and you will be billed for the cost of the removal plus a 10% administrative fee. It is estimated that the cost of removal will be approximately \$100.00 for an average sized sidewalk. In addition to removal costs, the City may also impose civil fines for violating the ordinance.

Sincerely,

Jay Kelley @ (207) 874-8712  
Building Inspector