

**Southgate Hill LLC
252 Rte 1
Scarborough, Maine
883-4327**

**Fire Prevention Officer
Benjamin Wallace
Wallaceb@portlandmaine.gov**

Re 31 Kellogg Street, Portland Maine

Dear Officer Wallace,

To confirm telephone conversation of 8/24/09, please accept this letter as plan of action.

We have received your fire inspection dated 7/21/09.

The blocked egress @ third floor and storage issues in basement have been addressed.

We agree to replace 3rd floor exit door with a 1 hour rated door and remove paneling in front hall going to apts 2 & 3 and agree to have work completed by 2/24/10.

Sincerely

John M.Murphy, Mgr