

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 01-0368	Issue Date:	CBL: 063 C014001
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Location of Construction: 199 Vaughan St	Owner Name: Brown J B & Sons	Owner Address: Po Box 207	Phone: 207-774-5908
Business Name: n/a	Contractor Name: Buteau Associates, Inc.	Contractor Address: 666A Congress St. Portland	Phone: 2077721010
Lessee/Buyer's Name n/a	Phone: n/a	Permit Type: Multi Family	Zone: Rt

Past Use: Rental Apartments	Proposed Use: Convert Apartments to Condos(6 Units) Call Owner when Ready.	Permit Fee: \$150.00	Cost of Work: \$0.00	CEO District: 3
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FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <i>A-2</i> Type: <i>5B</i> PERMIT ISSUED <i>WITH REQUIREMENTS</i> <i>05/11/01</i>
Signature:	Signature:

Proposed Project Description:
Convert 6 Apartment Units TO Condominiums; Per Plans

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action: Approved Approved w/Conditions Denied

Signature: _____ Date: _____

Permit Taken By: cih	Date Applied For: 04/12/2001	Zoning Approval
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- This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
- Building permits do not include plumbing, septic or electrical work.
- Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..

Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>05/11/01</i>	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____	Historic Preservation <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>Requires A Separate permit</i>
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PERMIT ISSUED WITH REQUIREMENTS

CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
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RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE	DATE	PHONE
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**THIS IS NOT A PERMIT/CONSTRUCTION CANNOT COMMENCE UNTIL THE
PERMIT IS ISSUED**

**Minor/Minor Site Review for New Detached Single Family Dwelling,
Additions/Alterations/Accessory Structures, Multi-Family, Commercial Interior Rehab
(other than additions), Change of Use**

In the interest of processing your application in the quickest possible manner, please complete the Information below for a Building or Use Permit.

NOTEIf you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.**

Location/Address of Construction:	199 VAUGHAN STREET, PORTLAND, MAINE
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Total Square Footage of Proposed ^{Existing} Structure	Square Footage of Lot
11,624 +/-	4,438

Tax Assessor's Chart, Block & Lot Number Chart# 63 Block# C Lot# 14	Owner:	Telephone#:
	J B BROWN & SONS 482 CONGRESS STREET PO BOX 207 PORTLAND, ME 04112-0207	207-774-5908

Lessee/Buyer's Name (If Applicable)	Owner's/Purchaser/Lessee Address:	Cost Of Work: <i>Change</i>
		Fee: \$ 150 ⁰⁰

Current use: <u>rental units</u>	Proposed use: <u>condominiums 6 units</u>
Project description: Condominium conversion	

Contractor's Name, Address & Telephone: various SEE ATTACHED SHEET	Rec'd By: <i>4/12 CH</i>
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Separate permits are required for Internal & External Plumbing, HVAC and Electrical installation.

- All construction must be conducted in compliance with the 1999 B.O.C.A. Building Code as amended by Section 6-Art II.
- All plumbing must be conducted in compliance with the State of Maine Plumbing Code.
- All Electrical Installation must comply with the 1999 National Electrical Code as amended by Section 6-Art III.
- HVAC(Heating, Ventilation and Air Conditioning) installation must comply with the 1993 BOCA Mechanical Code.

YOU MUST INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

- A Copy of Your Deed or Purchase and Sale Agreement if purchased in the last 365 days
- A Plot Plan (Sample Attached)

A "minor/minor" site plan review is required for New Single Family Homes Only (does not include additions, alterations or accessory structures) prior to permit issuance. The Site plan must be prepared and sealed by a registered land surveyor. FOUR COPIES ARE REQUIRED FOR NEW SINGLE FAMILY HOMES

*\$30⁰⁰
+
cost
of
work*

Contractors:

BUTEAU ASSOCIATES, INC.
666A CONGRESS STREET
PORTLAND, ME 04101
207-772-1010

OWEN HASKELL, INC.
16 CASCO STREET
PORTLAND, ME 04101
207-774-0424

BELLINO PLUMBING & HEATING
980 RIVERSIDE STREET
PORTLAND, ME 04103
207-878-2087

COREY ELECTRIC
184 READ STREET
PORTLAND, ME 04103
207-775-1380

PORTLAND DIVERSIFIED SERVICES
THOMPSON'S POINT
PORTLAND, ME 04102
207-828-0920

STEVEN DUCA CONSTRUCTION
24 BALSAM ROAD
SOUTH PORTLAND, ME 04106
207-871-7552

NORTHERN UTILITIES
1075 FOREST AVENUE
PO BOX 3586
PORTLAND, ME 04104
207-797-8002 X6286
BILL HOWARD

JOEL RICHARDSON
JPS
26 NOYES STREET
PORTLAND, ME 04103

THERE MAY BE OTHERS AS NEEDED



CITY OF PORTLAND

Condominium Conversions

The permit fee is \$25.00 per unit. There is an additional fee for any building alterations.

Condo conversions are not a change of use, they are a change of ownership. It concerns the ownership of building areas not land. Subdivision is not involved. Only the legal number of units may be condominiumized. Any illegal units shall be removed or made legal by proper permitting.

The purpose of this ordinance is to protect existing tenants and to ensure that converted housing is safe and decent.

Notice of intent to convert: All tenants shall be given a minimum of 120 days before the tenant is required to vacate. A tenant of more than 4 consecutive years shall have the minimum notice period increased 30 days for each additional year to a maximum of 240 additional days. ?

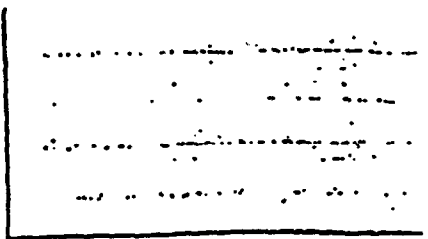
0-4 years = 120 day notice	9 years = 270 day notice
5 years = 150 day notice	10 years = 300 day notice
6 years = 180day notice	11 years = 330 day notice
7 years = 210 day notice	12+ years = 360 day notice - <u>(maximum)</u> ?
8 years = 240 day notice	

60 days after their notice, the tenant has an exclusive an irrevocable option to purchase the unit that the tenant possesses. For the next 180 days, the developer/owner can not offer a more favorable price or terms to any other person unless the same terms are offered to the original tenant.

Relocation payments: If the tenant does not purchase, the developer shall (before the tenant vacates) make a cash payment to the tenant in the amount of rent for the proceeding two (2) months only if the tenant meets the current 80% of the low/mode income, adjusted for family size, as given to the City of Portland by the Federal Government. Additionally, the developer shall provide other assistance to the tenant in the form of reasonable accommodations, referrals, and determining tenant eligibility.

PLEASE READ SPECIFIC ORDINANCE FOR EXACT INFORMATION

CONDOMINIUM CONVERSION PERMIT
CITY OF PORTLAND, MAINE
PART I



To the Chief of Building and Inspection Services, Portland, Maine, the undersigned hereby applies for a Condominium Conversion Permit.

Location of Project:

Assessor's chart: 63
Block: C
Lot: 14

Name of Owner: J B Brown + Sons

Address: 482 Congress Street, PO Box 207, Portland, ME 04102

Telephone No.: 207-774-5908

Name of Project: FIRST VAUGHAN CONDOMINIUM

No of Units to be Converted: 6

No. of Units applying for: 6

No. of Units in structure 6

Date on which Declaration of Condominiums was filed in Cumberland County Registry of Deeds _____

Approved by: _____

ZONING: _____ Date: _____

No. of units approved (circle)

Fire Dept:	1	3	3	4	5	6	7	8	9	10	Date: _____
others											
Plumbing:	1	2	3	4	5	6	7	8	9	10	Date: _____
others											
Elec:	1	2	3	4	5	6	7	8	9	10	Date: _____
others											
Bldg. & Housing:	1	2	3	4	5	6	7	8	9	10	Date: _____

Comments: _____

CONDOMINIUM CONVERSION APPLICATION
PART II

CODE COMPLIANCE:

1. Please attach copy of Notice of Intent to this application.
2. Attach also a list of names of tenants or occupants to whom letters were sent.
3. Please include addresses of those receiving notices of intent and dates such notice was received. (Please give apt. number wherever possible)
4. Have notices of intent been given to tenants in accordance with Chapter 608.4 of the Municipal Code entitled "Condominium Conversion Ordinance"?
yes no
5. Have relocation payments been made to eligible tenants in accordance with Chapter 608.5 of the Municipal Code? yes no
6. Have relocation referrals and assistance been provided to tenants on demand?
yes no

First step is to get conversion permit.

Condominium Conversion Permit Application, continued

PART III

PROJECT DATA

1. Assessor's reference, Chart, Block; Lot: 63-C-14
2. Number of units before conversion:
 - units with 1 bedroom;
 - 2 units with 2 bedrooms;
 - 4 units with 3 or more bedrooms;
3. Monthly rent (range) (specify with or without util):
 -
 - \$ 875. with heat
 - \$ 850 - \$ 865 heat on
4. Number of units after conversion:
 - units with 1 bedroom;
 - 2 units with 2 bedrooms;
 - 4 units with 3 or more bedrooms;
5. Purchase Price (range)
 -
 - 180,000 - 200,000
 - " " " "
6. Length of time building owned by applicant? since 1982
7. Are any building improvements, renovations, or modifications being made associated with this conversion that require a Building, Plumbing, Electrical, or Heating Permit?

Yes No (Please circle applicable permit type.)
8. Type and cost of building improvements associated with this conversion that do not require permits:
 - \$ exterior walls, windows, doors, roof
 - \$ 13000 insulation removal
 - \$ 14500 interior cosmetic (wall/floor/refinishing, etc.)
 - \$ 80000 other (specify) electrical, heat, architectural design, misc
 - none

4/10/01 Not complete list of expenses, have not received all proposals

9. For each converted rental unit supply the following information on last tenants prior to conversion:

	Unit Number:	1	2	3	4	5	6	7	8	9	10
a) Length of occupancy-	Since	4/99	7/00	1/01	8/95	6/99	8/94				
b) Age of head of household-											
c) Number of children-		0	0	0	2	0	0				
d) Number of persons ages 60 or over-											
e) Will tenant purchase unit?											
f) If not, was (or will) relocation payment (be) made?											
g) If moving, check destination below:											
i) Same Neighborhood-											
ii) Elsewhere in Portland-											
iii) Out of Portland-											
iv) Unknown-											

A. Same tenant in # 4 + 6 - 2 children total.

Zoning Division
Marge Schmuckal
Zoning Administrator

Department of Urban Development
Joseph E. Gray, Jr.
Director



CITY OF PORTLAND

Condominium Conversion Tenant Forms

BUILDING ADDRESS: 199 VAUGHAN STREET

NUMBER OF UNITS: 6

TENANT NAME: KIM MCCOWAN

TENANT'S UNIT #: #1

TENANT'S TEL. #: 761-2110

TENANT'S PRESENT ANNUAL INCOME: ?

NUMBER OF YEARS TENANT HAS CONSECUTIVE LIVED IN BLDG: since 4/99

ATTACH COPY OF TENANT NOTICE

OWNER'S NAME/ADDRESS/TEL. #: J. B BROWN & SONS PO BOX 207 PORTLAND, ME 04112
207-774-5908

DEVELOPER'S INFO IF DIFFERENT THAN OWNER: _____

TYPE OF ALTERATIONS EXPECTED FOR THE CONVERSION - PLEASE DETAIL
gas conversion, electrical upgrade, cosmetic landscaping

Zoning Division
Marge Schmuckal
Zoning Administrator

Department of Urban Development
Joseph E. Gray, Jr.
Director



CITY OF PORTLAND

Condominium Conversion Tenant Forms

BUILDING ADDRESS: 199 VAUGHAN STREET

NUMBER OF UNITS: 6

TENANT NAME: ROBERT GRIFFIN EVE EYER

TENANT'S UNIT #: 2

TENANT'S TEL. #: 773-7886

TENANT'S PRESENT ANNUAL INCOME: ?

NUMBER OF YEARS TENANT HAS CONSECUTIVE LIVED IN BLDG: since 7/2000

ATTACH COPY OF TENANT NOTICE

OWNER'S NAME/ADDRESS/TEL. #: J. B BROWN & SONS PO BOX 207 PORTLAND, ME 04112
207-774-5908

DEVELOPER'S INFO IF DIFFERENT THAN OWNER: _____

TYPE OF ALTERATIONS EXPECTED FOR THE CONVERSION - PLEASE DETAIL
gas conversion, electrical upgrade, cosmetic landscaping

Zoning Division
Marge Schmuckal
Zoning Administrator

Department of Urban Development
Joseph E. Gray, Jr.
Director



CITY OF PORTLAND

Condominium Conversion Tenant Forms

BUILDING ADDRESS: 199 VAUGHAN STREET

NUMBER OF UNITS: 6

TENANT NAME: BENJAMIN POULIN ROBERT TIBBETTS

TENANT'S UNIT #: 3

TENANT'S TEL. #: 772-0947

TENANT'S PRESENT ANNUAL INCOME: ?

NUMBER OF YEARS TENANT HAS CONSECUTIVE LIVED IN BLDG since 1/2001

ATTACH COPY OF TENANT NOTICE

OWNER'S NAME/ADDRESS/TEL. #: J. B BROWN & SONS PO BOX 207 PORTLAND, ME 04112
207-774-5908

DEVELOPER'S INFO IF DIFFERENT THAN OWNER: _____

TYPE OF ALTERATIONS EXPECTED FOR THE CONVERSION - PLEASE DETAIL
gas conversion, electrical upgrade, cosmetic landscaping

Zoning Division
Marge Schmuckal
Zoning Administrator

Department of Urban Development
Joseph E. Gray, Jr.
Director



CITY OF PORTLAND

Condominium Conversion Tenant Forms

BUILDING ADDRESS: 199 VAUGHAN STREET

NUMBER OF UNITS: 6

TENANT NAME: DUNCAN WRIGHT CAMILLE TRABANCO

TENANT'S UNIT #: 4

TENANT'S TEL. #: 775-6461

TENANT'S PRESENT ANNUAL INCOME: ?

NUMBER OF YEARS TENANT HAS CONSECUTIVE LIVED IN BLDG: since 8/1995

ATTACH COPY OF TENANT NOTICE

OWNER'S NAME/ADDRESS/TEL. #: J. B BROWN & SONS PO BOX 207 PORTLAND, ME 04112
207-774-5908

DEVELOPER'S INFO IF DIFFERENT THAN OWNER: _____

TYPE OF ALTERATIONS EXPECTED FOR THE CONVERSION - PLEASE DETAIL
gas conversion, electrical upgrade, cosmetic landscaping

Zoning Division
Marge Schmuckal
Zoning Administrator



Department of Urban Development
Joseph E. Gray, Jr.
Director

CITY OF PORTLAND

Condominium Conversion Tenant Forms

BUILDING ADDRESS: 199 VAUGHAN STREET

NUMBER OF UNITS: 6

TENANT NAME: KAY YUNG

TENANT'S UNIT #: 5

TENANT'S TEL. #: 772-9780

TENANT'S PRESENT ANNUAL INCOME: ?

NUMBER OF YEARS TENANT HAS CONSECUTIVE LIVED IN BLDG: since 6/1999

ATTACH COPY OF TENANT NOTICE

OWNER'S NAME/ADDRESS/TEL. #: J. B BROWN & SONS PO BOX 207 PORTLAND, ME 04112
207-774-5908

DEVELOPER'S INFO IF DIFFERENT THAN OWNER: _____

TYPE OF ALTERATIONS EXPECTED FOR THE CONVERSION - PLEASE DETAIL
gas conversion, electrical upgrade, cosmetic landscaping

Zoning Division
Marge Schmuckal
Zoning Administrator



Department of Urban Development
Joseph E. Gray, Jr.
Director

CITY OF PORTLAND

Condominium Conversion Tenant Forms

BUILDING ADDRESS: 199 VAUGHAN STREET

NUMBER OF UNITS: 6

TENANT NAME: DIUNCAN WRIGHT CAMILLE TRABANCO

TENANT'S UNIT #: 6

TENANT'S TEL. #: 775-6461

TENANT'S PRESENT ANNUAL INCOME: ?

NUMBER OF YEARS TENANT HAS CONSECUTIVE LIVED IN BLDG: since 8/1996

ATTACH COPY OF TENANT NOTICE

OWNER'S NAME/ADDRESS/TEL. #: J. B BROWN & SONS PO BOX 207 PORTLAND, ME 04112
207-774-5908

DEVELOPER'S INFO IF DIFFERENT THAN OWNER: _____

TYPE OF ALTERATIONS EXPECTED FOR THE CONVERSION - PLEASE DETAIL
gas conversion, electrical upgrade, cosmetic landscaping

LAND USE - ZONING REPORT

ADDRESS: 199 Vaughan St DATE: 5/1/01

REASON FOR PERMIT: Condominium Conversion permit 6 rental to 6 Condos

BUILDING OWNER: J. B. Brown & Sons C-B-L: 063-C-014

PERMIT APPLICANT: Willow Williams

APPROVED: with conditions: #1, #7, #12, #13

CONDITION(S) OF APPROVAL

1. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
2. During its existence, all aspects of the Home Occupations criteria, Section 14-410, shall be maintained.
3. All the conditions placed on the original, previously approved, permit issued on _____ are still in effect for this amendment, and/or revised permit.
4. The footprint of the existing _____ shall not be increased during maintenance reconstruction.
5. Your present structure is legally nonconforming as to setbacks. If you are to demolish this structure on your own volition, you will only have one (1) year to replace it in the same footprint (no expansions), with the same height, and the same use. Any changes to any of the above shall require that this structure met the current zoning standards.
6. This property shall remain a single family dwelling. Any change of use shall require a separate permit application for review and approval.
7. Our records indicate that this property has a legal use of SIX (6) Dwelling units. Any change in this approved use shall require a separate permit application for review and approval.
8. Separate permits shall be required for any new signage.
9. Separate permits shall be required for future decks, sheds, pool(s), and/or garage.
10. This is not an approval for an additional dwelling unit. You shall not add any additional kitchen equipment including, but not limited to items such as stoves, microwaves, refrigerators, or kitchen sinks, etc. without special approvals.
11. All of the attached Floodplain forms shall be appropriately filled out, signed, and returned prior to the issuance of any certificates of occupancy.
12. Other requirements of condition: The Code Enforcement officer shall be inspecting your property for minimum housing requirements. This approval is conditioned on complying with any violations.
13. The notification letters to the tenants shall be sent with a correct of the phone number to contact at City Hall. That number shall be: 874-8695. Please give the Code Enforcement officer copies of those sent letters to keep with this permit.
Marge Schmuckal, Zoning Administrator

cc: Code Enforcement Officer (Area 3)

BUILDING PERMIT REPORT

DATE: 19 APRIL 2001 ADDRESS: 199 Vaughan ST. CBL: 063-C-014

REASON FOR PERMIT: Convert 6 Apt. DU's To 6 Condo DU's

BUILDING OWNER: J.B. Browns & Sons

PERMIT APPLICANT: CONTRACTOR Buteau Assoc., Inc.

USE GROUP: R-2 CONSTRUCTION TYPE: 5B CONSTRUCTION COST: PERMIT FEES: \$150.00

The City's Adopted Building Code (The BOCA National Building Code/1999 with City Amendments)
The City's Adopted Mechanical Code (The BOCA National Mechanical Code/1993)

CONDITION(S) OF APPROVAL

This permit is being issued with the understanding that the following conditions shall be met: *1, *11, *16, *17, *18, *19, *20, *24, *28, *30, *32, *35

- 1. This permit does not excuse the applicant from meeting applicable State and Federal rules and laws.
2. Before concrete for foundation is placed, approvals from the Development Review Coordinator and Inspection Services must be obtained.
3. Foundation drain shall be placed around the perimeter of a foundation that consists of gravel or crushed stone containing not more than 10 percent material that passes through a No. 4 sieve.
4. Foundations anchors shall be a minimum of 1/2" in diameter, 7" into the foundation wall, minimum of 12" from corners of foundation and a maximum 6' O.C. between bolts.
5. Waterproofing and damproofing shall be done in accordance with Section 1813.0 of the building code.
6. Precaution must be taken to protect concrete and masonry.
7. It is strongly recommended that a registered land surveyor check all foundation forms before concrete is placed.
8. Private garages located beneath habitable rooms in occupancies in Use Group R-1, R-2, R-3 or I-1 shall be separated from adjacent interior spaces by fire partitions and floor/ceiling assembly which are constructed with not less than 1-hour fire resisting rating.
9. All chimneys and vents shall be installed and maintained as per Chapter 12 of the City's Mechanical Code.
10. Sound transmission control in residential building shall be done in accordance with Chapter 12, Section 1214.0 of the City's Building Code.
11. Guardrails & Handrails: A guardrail system is a system of building components located near the open sides of elevated walking surfaces for the purpose of minimizing the possibility of an accidental fall from the walking surface to the lower level.
12. Headroom in habitable space is a minimum of 7'6".
13. Stair construction in Use Group R-3 & R-4 is a minimum of 10" tread and 7 3/4" maximum rise.
14. The minimum headroom in all parts of a stairway shall not be less than 80 inches.
15. The Minimum required width of a corridor shall be determined by the most restrictive of the criteria under section 1011.3 but not less than 36".
16. Every sleeping room below the fourth story in buildings of Use Groups R and I-1 shall have at least one operable window or exterior door approved for emergency egress or rescue.
17. Each apartment shall have access to two (2) separate, remote and approved means of egress.
18. All vertical openings shall be enclosed with construction having a fire rating of at least one (1) hour, including fire doors with self closure's.
19. The boiler shall be protected by enclosing with (1) hour fire rated construction including fire doors and ceiling, or by providing automatic extinguishment.

Handwritten initials/signature

- X 20. All single and multiple station smoke detectors shall be of an approved type and shall be installed in accordance with the provisions of the City' Building Code Chapter 9, Section 920.3.2 (BOCA National Building Code/1999), and NFPA 101 Chapter 18 & 19. (Smoke detectors shall be installed and maintained at the following locations):
 - In the immediate vicinity of bedrooms
 - In all bedrooms
 - In each story within a dwelling unit, including basements
- 21. A portable fire extinguisher shall be located as per NFPA #10. They shall bear the label of an approved agency and be of an approved type. (Section 921.0)
- 22. The Fire Alarm System shall be installed and maintained to NFPA #72 Standard.
- 23. The Sprinkler System shall be installed and maintained to NFPA #13 Standard.
- X 24. All exit signs, lights and means of egress lighting shall be done in accordance with Chapter 10 Section & Subsections 1023.0 & 1024.0 of the City's Building Code. (The BOCA National Building Code/1999)
- 25. Section 25 - 135 of the Municipal Code for the City of Portland states, "No person or utility shall be granted a permit to excavate or open any street or sidewalk from the time of November 15 of each year to April 15 of the following year".
- 26. The builder of a facility to which Section 4594-C of the Maine State Human Rights Act Title 5 MRSA refers, shall obtain a certification from a design professional that the plans commencing construction of the facility, the builder shall submit the certification the Division of Inspection Services.
- 27. Ventilation and access shall meet the requirements of Chapter 12 Sections 1210.0 and 1211.0 of the City's Building Code. (Crawl spaces & attics).
- X 28. All electrical, plumbing and HVAC permits must be obtained by Master Licensed holders of their trade. No closing in of walls until all electrical (min. 72 hours notice) and plumbing inspections have been done.
- 29. All requirements must be met before a final Certificate of Occupancy is issued.
- X 30. All building elements shall meet the fastening schedule as per Table 2305.2 of the City's Building Code (The BOCA National Building Code/1996).
- 31. Ventilation of spaces within a building shall be done in accordance with the City's Mechanical code (The BOCA National Mechanical Code/1993). (Chapter M-16)
- (32) Please read and implement the attached Land Use Zoning report requirements. *See Attached*
- 33. Boring, cutting and notching shall be done in accordance with Sections 2305.3, 2305.3.1, 2305.4.4 and 2305.5.1 of the City's Building Code.
- 34. Bridging shall comply with Section 2305.16.
- X 35. Glass and glazing shall meet the requirements of Chapter 24 of the building code. (Safety Glazing Section 2406.0)
- 36. All flashing shall comply with Section 1406.3.10.
- 37. All signage shall be done in accordance with Section 3102.0 signs of the City's Building Code, (The BOCA National Building Code/1999).

[Signature]
 P. Samuel Hoffses, Building Inspector
 Cc/ Lt. McDougall, PFD
 Marge Schmuckal, Zoning Administrator
 Michael Nugent, Inspection Service Manager

PSH 10/1/00

****This permit is herewith issued, on the basis of plans submitted and conditions placed on these plans, any deviations shall require a separate approval.**

*****THIS PERMIT HAS BEEN ISSUED WITH THE UNDERSTANDING THAT ALL THE CONDITIONS OF THE APPROVAL SHALL BE COMPLETED. THEREFORE, BEFORE THE WORK IS COMPLETED A REVISED PLAN OR STATEMENT FROM THE PERMIT HOLDER SHALL BE SUBMITTED TO THIS OFFICE SHOWING OR EXPLAINING THAT THE CONDITIONS HAVE BEEN MET. IF THIS REQUIREMENT IS NOT RECEIVED YOUR CERTIFICATE OF OCCUPANCY SHALL BE WITHHELD. (You Shall Call for Inspections)**

******ALL PLANS THAT REQUIRE A PROFESSIONAL DESIGNER'S SEAL, (AS PER SECTION 114.0 OF THE BUILDING CODE) SHALL ALSO BE PRESENTED TO THIS DIVISION ON AUTO CAD LT. 2000, DXF FORMAT OR EQUIVALENT.**

*******CERTIFICATE OF OCCUPANCY FEE \$50.00**

4/12/01 DRAFT
not sent

J. B. Brown & Sons
482 Congress Street
P.O. Box 207
Portland, Maine 04112

**NOTICE OF INTENT TO CONVERT TO CONDOMINIUM
OPTION TO PURCHASE
NOTICE TO QUIT**

CERTIFIED MAIL, RETURN RECEIPT REQUESTED

April __, 2001

Ms. Kim McGowan
199 Vaughan Street, Apartment 1
Portland, Maine 04102

TO MS. MCGOWAN AND ALL OTHER OCCUPANTS OF APARTMENT 1, 199 VAUGHAN STREET, PORTLAND, MAINE:

This letter is sent to notify you that the building situated at 199 Vaughan Street is being converted to a condominium to be known as "First Vaughan Condominium". Under Article VII of the City of Portland Code (hereinafter called the "Conversion Ordinance"), as a tenant in the apartment building to be converted, you are entitled to (i) one hundred twenty (120) days prior notice to vacate the apartment, and (ii) an exclusive and irrevocable sixty (60) day option to purchase your apartment as a condominium unit (hereinafter your apartment is referred to as "Unit 1"), and this letter provides you with each of the required notices. For purposes of counting the days for either vacating or electing to purchase Unit 1, the first (1st) day commences on the day that immediately follows your receipt of this notice.

Enclosed with this notice is a copy of the Public Offering Statement for the Condominium. The purchase price for Unit 1 is \$_____ and as further described in the Public Offering Statement. In order to accept our offer to purchase Unit 1, you must enter into an Agreement of Sale for Unit 1 within sixty (60) days of this offer. A form of the Agreement of Sale is attached as Exhibit 5 of the enclosed Public Offering Statement. ALL PORTIONS OF THE PUBLIC OFFERING STATEMENT SHOULD BE READ AND REVIEWED CAREFULLY BEFORE SIGNING AN AGREEMENT OF SALE. Your exclusive option to purchase gives you the right to accept the offer to purchase Unit 1 upon the terms set forth in this offer for a sixty (60) day period. In the event you choose not enter into an Agreement of Sale for Unit 1 during said sixty (60) day period, then we are free to offer Unit 1 to the public upon the

Ms. Kim McGowan

Page 2

April ___, 2001

terms described in this notice. For a minimum of one hundred eighty (180) days after the expiration of your sixty (60) day option period, we may not convey Unit 1 to another person on more favorable terms than offered to you without re-offering it to you for a sixty (60) day period on the same more favorable terms.

In addition, the Conversion Ordinance also requires that we notify you that (i) if your gross income does not exceed eighty percent (80%) of the medium income for the Portland Standard Metropolitan Statistical Area, adjusted for family size, as determined by the United States Department of Housing and Urban Development, then you may be entitled to a relocation payment in the amount equal to the rent you pay to us in the preceding two (2) months immediately prior to your moving from Unit 1. Additionally, upon your demand, if you do not elect to purchase Unit 1, we will provide assistance "in the form of referrals to other reasonable accommodations" and in determining your eligibility for the relocation payment discussed above. If you believe your gross income does not exceed eighty percent (80%) of the medium income for the Portland Standard Metropolitan Statistical Area, adjusted for family size and that you may be eligible for the relocation payment described above, you must provide us with evidence of your annual gross income as of the date of this notice. Please send such evidence to us as soon as possible so that we can determine your eligibility. In furtherance of the foregoing requirements, the Conversion Ordinance requires the following be included with this notice:

If you do not buy your apartment, the developer of this project is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or complaints about the way you have been treated by the developer, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone: 775-5451).

As discussed above, the Conversion Ordinance describes assistance "in finding another place to live" as "referrals to other reasonable accommodations", and you are only eligible for the "relocation payments" if you meet the income requirements described above.

In summation, if you do not accept this offer to purchase Unit 1, you are hereby notified and required to quit and deliver up to J. B. Brown & Sons no later than 11:59 p.m. on August ___, 2001 possession of Unit 1 at 199 Vaughan Street, Portland, Maine, now occupied by you as a tenant at will (your lease with us expired on March 31, 2001). Please make arrangements to remove yourself and your personal belongings from the above-described premises no later than 11:59 p.m. on August ___, 2001. This notice is also being issued to you pursuant to 14 M.R.S.A. §§ 6001 et seq. and 33 M.R.S.A. § 1604-111.

Ms. Kim McGowan

Page 3

April ____, 2001

During the remainder of your occupancy as a tenant at will, all of your obligations as a tenant set forth in the aforesaid lease continue in effect, including your obligation to make rent payments. Should you have any questions, please call Ms. Willow Williams of this office at 774-5908.

Thank you for your cooperation in this matter.

Sincerely,

J. B. BROWN & SONS

By: _____

Charles E. Prinn III

President

Enclosure (Public Offering Statement)

P:\DLG\JBBROWN\VAUGHAN\NOTICEQUIT.UNIT-1.DOC

J. B. Brown & Sons
482 Congress Street
P.O. Box 207
Portland, Maine 04112

4/12/01 DRAFT
not sent

**NOTICE OF INTENT TO CONVERT TO CONDOMINIUM
OPTION TO PURCHASE
NOTICE TO QUIT**

CERTIFIED MAIL, RETURN RECEIPT REQUESTED

April __, 2001

Ms. Eve A. Eyer
Mr. Robert A. Griffin
199 Vaughan Street, Apartment 2
Portland, Maine 04102

TO MS. EVE EYER AND MR. ROBERT GRIFFIN AND ALL OTHER OCCUPANTS OF
APARTMENT 2, 199 VAUGHAN STREET, PORTLAND, MAINE:

This letter is sent to notify you that the building situated at 199 Vaughan Street is being converted to a condominium to be known as "First Vaughan Condominium". Under Article VII of the City of Portland Code (hereinafter called the "Conversion Ordinance"), as a tenant in the apartment building to be converted, you are entitled to (i) one hundred twenty (120) days prior notice to vacate the apartment, and (ii) an exclusive and irrevocable sixty (60) day option to purchase your apartment as a condominium unit (hereinafter your apartment is referred to as "Unit 2"), and this letter provides you with each of the required notices. For purposes of counting the days for either vacating or electing to purchase Unit 2, the first (1st) day commences on the day that immediately follows your receipt of this notice.

Enclosed with this notice is a copy of the Public Offering Statement for the Condominium. The purchase price for Unit 2 is \$_____ and as further described in the Public Offering Statement. In order to accept our offer to purchase Unit 2, you must enter into an Agreement of Sale for Unit 2 within sixty (60) days of this offer. A form of the Agreement of Sale is attached as Exhibit 5 of the enclosed Public Offering Statement. ALL PORTIONS OF THE PUBLIC OFFERING STATEMENT SHOULD BE READ AND REVIEWED CAREFULLY BEFORE SIGNING AN AGREEMENT OF SALE. Your exclusive option to purchase gives you the right to accept the offer to purchase Unit 2 upon the terms set forth in this offer for a sixty (60) day period. In the event you choose not enter into an Agreement of Sale for

Ms. Eve A. Eyer
Mr. Robert A. Griffin
Page 2
April ___, 2001

Unit 2 during said sixty (60) day period, then we are free to offer Unit 2 to the public upon the terms described in this notice. For a minimum of one hundred eighty (180) days after the expiration of your sixty (60) day option period, we may not convey Unit 2 to another person on more favorable terms than offered to you without re-offering it to you for a sixty (60) day period on the same more favorable terms.

In addition, the Conversion Ordinance also requires that we notify you that (i) if your gross income does not exceed eighty percent (80%) of the medium income for the Portland Standard Metropolitan Statistical Area, adjusted for family size, as determined by the United States Department of Housing and Urban Development, then you may be entitled to a relocation payment in the amount equal to the rent you pay to us in the preceding two (2) months immediately prior to your moving from Unit 2. Additionally, upon your demand, if you do not elect to purchase Unit 2, we will provide assistance "in the form of referrals to other reasonable accommodations" and in determining your eligibility for the relocation payment discussed above. If you believe your gross income does not exceed eighty percent (80%) of the medium income for the Portland Standard Metropolitan Statistical Area, adjusted for family size and that you may be eligible for the relocation payment described above, you must provide us with evidence of your annual gross income as of the date of this notice. Please send such evidence to us as soon as possible so that we can determine your eligibility. In furtherance of the foregoing requirements, the Conversion Ordinance requires the following be included with this notice:

If you do not buy your apartment, the developer of this project is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or complaints about the way you have been treated by the developer, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone: 775-5451).

As discussed above, the Conversion Ordinance describes assistance "in finding another place to live" as "referrals to other reasonable accommodations", and you are only eligible for the "relocation payments" if you meet the income requirements described above.

In summation, if you do not accept this offer to purchase Unit 2, you are hereby notified and required to quit and deliver up to J. B. Brown & Sons no later than 11:59 p.m. on August ___, 2001 possession of Unit 2 at 199 Vaughan Street, Portland, Maine, now occupied by you under your lease with us, which lease term is scheduled to expire on June 30, 2001. Please make arrangements to remove yourself and your personal belongings from the above-described premises no later than 11:59 p.m. on August ___, 2001. This notice is also being issued to you pursuant to 14 M.R.S.A. §§ 6001 et seq. and 33 M.R.S.A. § 1604-111.

Ms. Eve A. Eyer
Mr. Robert A. Griffin
Page 3
April ___, 2001

During the remainder of your occupancy (including the period between July 1, 2001 and August ___, 2001 as tenants at will), all of your obligations as tenants set forth in the aforesaid lease continue in effect, including your obligation to make rent payments. Should you have any questions, please call Ms. Willow Williams of this office at 774-5908.

Thank you for your cooperation in this matter.

Sincerely,

J. B. BROWN & SONS

By: _____
Charles E. Prinn III
President

Enclosure (Public Offering Statement)

P:\DLG\JBBROWN\Vaughan\NoticeQuit.Unit-2.doc

4/12/01 DRAFT
not sent

J. B. Brown & Sons
482 Congress Street
P.O. Box 207
Portland, Maine 04112

**NOTICE OF INTENT TO CONVERT TO CONDOMINIUM
OPTION TO PURCHASE
NOTICE TO QUIT**

CERTIFIED MAIL, RETURN RECEIPT REQUESTED

April __, 2001

Mr. Benjamin Poulin
Mr. Robert Tibbetts
199 Vaughan Street, Apartment 3
Portland, Maine 04102

TO MR. BENJAMIN POULIN AND MR. ROBERT TIBBETTS AND ALL OTHER
OCCUPANTS OF APARTMENT 3, 199 VAUGHAN STREET, PORTLAND, MAINE:

This letter is sent to notify you that the building situated at 199 Vaughan Street is being converted to a condominium to be known as "First Vaughan Condominium". Under Article VII of the City of Portland Code (hereinafter called the "Conversion Ordinance"), as a tenant in the apartment building to be converted, you are entitled to (i) one hundred twenty (120) days prior notice to vacate the apartment, and (ii) an exclusive and irrevocable sixty (60) day option to purchase your apartment as a condominium unit (hereinafter your apartment is referred to as "Unit 3"), and this letter provides you with each of the required notices. For purposes of counting the days for either vacating or electing to purchase Unit 3, the first (1st) day commences on the day that immediately follows your receipt of this notice.

Enclosed with this notice is a copy of the Public Offering Statement for the Condominium. The purchase price for Unit 3 is \$ _____ and as further described in the Public Offering Statement. In order to accept our offer to purchase Unit 3, you must enter into an Agreement of Sale for Unit 3 within sixty (60) days of this offer. A form of the Agreement of Sale is attached as Exhibit 5 of the enclosed Public Offering Statement. ALL PORTIONS OF THE PUBLIC OFFERING STATEMENT SHOULD BE READ AND REVIEWED CAREFULLY BEFORE SIGNING AN AGREEMENT OF SALE. Your exclusive option to purchase gives you the right to accept the offer to purchase Unit 3 upon the terms set forth in this offer for a sixty (60) day period. In the event you choose not enter into an Agreement of Sale for

Mr. Benjamin Poulin, and
Mr. Robert Tibbetts
Page 2
April ___, 2001

Unit 3 during said sixty (60) day period, then we are free to offer Unit 3 to the public upon the terms described in this notice. For a minimum of one hundred eighty (180) days after the expiration of your sixty (60) day option period, we may not convey Unit 3 to another person on more favorable terms than offered to you without re-offering it to you for a sixty (60) day period on the same more favorable terms.

In addition, the Conversion Ordinance also requires that we notify you that (i) if your gross income does not exceed eighty percent (80%) of the medium income for the Portland Standard Metropolitan Statistical Area, adjusted for family size, as determined by the United States Department of Housing and Urban Development, then you may be entitled to a relocation payment in the amount equal to the rent you pay to us in the preceding two (2) months immediately prior to your moving from Unit 3. Additionally, upon your demand, if you do not elect to purchase Unit 3, we will provide assistance "in the form of referrals to other reasonable accommodations" and in determining your eligibility for the relocation payment discussed above. If you believe your gross income does not exceed eighty percent (80%) of the medium income for the Portland Standard Metropolitan Statistical Area, adjusted for family size and that you may be eligible for the relocation payment described above, you must provide us with evidence of your annual gross income as of the date of this notice. Please send such evidence to us as soon as possible so that we can determine your eligibility. In furtherance of the foregoing requirements, the Conversion Ordinance requires the following be included with this notice:

If you do not buy your apartment, the developer of this project is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or complaints about the way you have been treated by the developer, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone: 775-5451).

As discussed above, the Conversion Ordinance describes assistance "in finding another place to live" as "referrals to other reasonable accommodations", and you are only eligible for the "relocation payments" if you meet the income requirements described above.

In summation, if you do not accept this offer to purchase Unit 3, you are hereby notified and required to quit and deliver up to J. B. Brown & Sons no later than 11:59 p.m. on August ___, 2001 possession of Unit 3 at 199 Vaughan Street, Portland, Maine, now occupied by you under your lease with us, which lease term is scheduled to expire on June 30, 2001. Please make arrangements to remove yourself and your personal belongings from the above-described premises no later than 11:59 p.m. on August ___, 2001. This notice is also being issued to you pursuant to 14 M.R.S.A. §§ 6001 et seq. and 33 M.R.S.A. § 1604-111.

Mr. Benjamin Poulin, and
Mr. Robert Tibbetts
Page 3
April ___, 2001

During the remainder of your occupancy (including the period between July 1, 2001 and August ___, 2001 as tenants at will), all of your obligations as tenants set forth in the aforesaid lease continue in effect, including your obligation to make rent payments. Should you have any questions, please call Ms. Willow Williams of this office at 774-5908.

Thank you for your cooperation in this matter.

Sincerely,

J. B. BROWN & SONS

By: _____
Charles E. Prinn III
President

Enclosure (Public Offering Statement)

P:\DLG\JBBROWN\Vaughan\NoticeQuit.Unit-3.doc

J. B. Brown & Sons

482 Congress Street
P.O. Box 207
Portland, Maine 04112

4/12/01 Draft
Not Sent

**NOTICE OF INTENT TO CONVERT TO CONDOMINIUM
OPTION TO PURCHASE
NOTICE TO QUIT**

CERTIFIED MAIL, RETURN RECEIPT REQUESTED

April __, 2001

Ms. Camille Trabanco
Mr. Charles Duncan Wright
199 Vaughan Street, Apartment 4
Portland, Maine 04102

TO MS. CAMILLE TRABANCO AND MR. CHARLES DUNCAN WRIGHT AND ALL
OTHER OCCUPANTS OF APARTMENT 4, 199 VAUGHAN STREET, PORTLAND,
MAINE:

This letter is sent to notify you that the building situated at 199 Vaughan Street is being converted to a condominium to be known as "First Vaughan Condominium". Under Article VII of the City of Portland Code (hereinafter called the "Conversion Ordinance"), as a tenant in the apartment building to be converted, you are entitled to (i) one hundred twenty (120) days prior notice to vacate the apartment, and (ii) an exclusive and irrevocable sixty (60) day option to purchase your apartment as a condominium unit (hereinafter your apartment is referred to as "Unit 4"), and this letter provides you with each of the required notices. Because you have occupied Unit 4 for more than five (5) years, under the Conversion Ordinance you are entitled to an additional sixty (60) days of prior notice for a total of one hundred eighty (180) days prior notice to vacate Unit 4. For purposes of counting the days for either vacating or electing to purchase Unit 4, the first (1st) day commences on the day that immediately follows your receipt of this notice.

Enclosed with this notice is a copy of the Public Offering Statement for the Condominium. The purchase price for Unit 4 is \$ _____ and as further described in the Public Offering Statement. In order to accept our offer to purchase Unit 4, you must enter into an Agreement of Sale for Unit 4 within sixty (60) days of this offer. A form of the Agreement of Sale is attached as Exhibit 5 of the enclosed Public Offering Statement. ALL PORTIONS OF

Ms. Camille Trabanco
Mr. Charles Duncan Wright
Page 2
April ____, 2001

THE PUBLIC OFFERING STATEMENT SHOULD BE READ AND REVIEWED CAREFULLY BEFORE SIGNING AN AGREEMENT OF SALE. Your exclusive option to purchase gives you the right to accept the offer to purchase Unit 4 upon the terms set forth in this offer for a sixty (60) day period. In the event you choose not enter into an Agreement of Sale for Unit 4 during said sixty (60) day period, then we are free to offer Unit 4 to the public upon the terms described in this notice. For a minimum of one hundred eighty (180) days after the expiration of your sixty (60) day option period, we may not convey Unit 4 to another person on more favorable terms than offered to you without re-offering it to you for a sixty (60) day period on the same more favorable terms.

In addition, the Conversion Ordinance also requires that we notify you that (i) if your gross income does not exceed eighty percent (80%) of the medium income for the Portland Standard Metropolitan Statistical Area, adjusted for family size, as determined by the United States Department of Housing and Urban Development, then you may be entitled to a relocation payment in the amount equal to the rent you pay to us in the preceding two (2) months immediately prior to your moving from Unit 4. Additionally, upon your demand, if you do not elect to purchase Unit 4, we will provide assistance "in the form of referrals to other reasonable accommodations" and in determining your eligibility for the relocation payment discussed above. If you believe your gross income does not exceed eighty percent (80%) of the medium income for the Portland Standard Metropolitan Statistical Area, adjusted for family size and that you may be eligible for the relocation payment described above, you must provide us with evidence of your annual gross income as of the date of this notice. Please send such evidence to us as soon as possible so that we can determine your eligibility. In furtherance of the foregoing requirements, the Conversion Ordinance requires the following be included with this notice:

If you do not buy your apartment, the developer of this project is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or complaints about the way you have been treated by the developer, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone: 775-5451).

As discussed above, the Conversion Ordinance describes assistance "in finding another place to live" as "referrals to other reasonable accommodations", and you are only eligible for the "relocation payments" if you meet the income requirements described above.

In summation, if you do not accept this offer to purchase Unit 4, you are hereby notified and required to quit and deliver up to J. B. Brown & Sons no later than 11:59 p.m. on October ____, 2001 possession of Unit 4 at 199 Vaughan Street, Portland, Maine, now occupied by you

Ms. Camille Trabanco
Mr. Charles Duncan Wright
Page 3
April ___, 2001

under your lease with us, which lease term is scheduled to expire on July 31, 2001. Please make arrangements to remove yourself and your personal belongings from the above-described premises no later than 11:59 p.m. on October ___, 2001. This notice is also being issued to you pursuant to 14 M.R.S.A. §§ 6001 et seq. and 33 M.R.S.A. § 1604-111.

During the remainder of your occupancy (including the period between August 1, 2001 and October ___, 2001 as tenants at will), all of your obligations as tenants set forth in the aforesaid lease continue in effect, including your obligation to make rent payments. Should you have any questions, please call Ms. Willow Williams of this office at 774-5908.

Thank you for your cooperation in this matter.

Sincerely,

J. B. BROWN & SONS

By: _____
Charles E. Prinn III
President

Enclosure (Public Offering Statement)

4/12/01 Dwight
Not sent

J. B. Brown & Sons
482 Congress Street
P.O. Box 207
Portland, Maine 04112

**NOTICE OF INTENT TO CONVERT TO CONDOMINIUM
OPTION TO PURCHASE
NOTICE TO QUIT**

CERTIFIED MAIL, RETURN RECEIPT REQUESTED

April __, 2001

Dr. Kay Yung
199 Vaughan Street, Apartment 5
Portland, Maine 04102

TO DR. KAY YUNG AND ALL OTHER OCCUPANTS OF APARTMENT 5, 199
VAUGHAN STREET, PORTLAND, MAINE:

This letter is sent to notify you that the building situated at 199 Vaughan Street is being converted to a condominium to be known as "First Vaughan Condominium". Under Article VII of the City of Portland Code (hereinafter called the "Conversion Ordinance"), as a tenant in the apartment building to be converted, you are entitled to (i) one hundred twenty (120) days prior notice to vacate the apartment, and (ii) an exclusive and irrevocable sixty (60) day option to purchase your apartment as a condominium unit (hereinafter your apartment is referred to as "Unit 5"), and this letter provides you with each of the required notices. For purposes of counting the days for either vacating or electing to purchase Unit 5, the first (1st) day commences on the day that immediately follows your receipt of this notice.

Enclosed with this notice is a copy of the Public Offering Statement for the Condominium. The purchase price for Unit 5 is \$_____ and as further described in the Public Offering Statement. In order to accept our offer to purchase Unit 5, you must enter into an Agreement of Sale for Unit 5 within sixty (60) days of this offer. A form of the Agreement of Sale is attached as Exhibit 5 of the enclosed Public Offering Statement. ALL PORTIONS OF THE PUBLIC OFFERING STATEMENT SHOULD BE READ AND REVIEWED CAREFULLY BEFORE SIGNING AN AGREEMENT OF SALE. Your exclusive option to purchase gives you the right to accept the offer to purchase Unit 5 upon the terms set forth in this offer for a sixty (60) day period. In the event you choose not enter into an Agreement of Sale for Unit 5 during said sixty (60) day period, then we are free to offer Unit 5 to the public upon the

terms described in this notice. For a minimum of one hundred eighty (180) days after the expiration of your sixty (60) day option period, we may not convey Unit 5 to another person on more favorable terms than offered to you without re-offering it to you for a sixty (60) day period on the same more favorable terms.

In addition, the Conversion Ordinance also requires that we notify you that (i) if your gross income does not exceed eighty percent (80%) of the medium income for the Portland Standard Metropolitan Statistical Area, adjusted for family size, as determined by the United States Department of Housing and Urban Development, then you may be entitled to a relocation payment in the amount equal to the rent you pay to us in the preceding two (2) months immediately prior to your moving from Unit 5. Additionally, upon your demand, if you do not elect to purchase Unit 5, we will provide assistance "in the form of referrals to other reasonable accommodations" and in determining your eligibility for the relocation payment discussed above. If you believe your gross income does not exceed eighty percent (80%) of the medium income for the Portland Standard Metropolitan Statistical Area, adjusted for family size and that you may be eligible for the relocation payment described above, you must provide us with evidence of your annual gross income as of the date of this notice. Please send such evidence to us as soon as possible so that we can determine your eligibility. In furtherance of the foregoing requirements, the Conversion Ordinance requires the following be included with this notice:

If you do not buy your apartment, the developer of this project is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or complaints about the way you have been treated by the developer, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone: 775-5451).

As discussed above, the Conversion Ordinance describes assistance "in finding another place to live" as "referrals to other reasonable accommodations", and you are only eligible for the "relocation payments" if you meet the income requirements described above.

In summation, if you do not accept this offer to purchase Unit 5, you are hereby notified and required to quit and deliver up to J. B. Brown & Sons no later than 11:59 p.m. on August ___, 2001 possession of Unit 5 at 199 Vaughan Street, Portland, Maine now occupied by you under your lease with us, which lease term is scheduled to expire on May 31, 2001. Please make arrangements to remove yourself and your personal belongings from the above-described premises no later than 11:59 p.m. on August ___, 2001. This notice is also being issued to you pursuant to 14 M.R.S.A. §§ 6001 et seq. and 33 M.R.S.A. § 1604-111.

Dr. Kay Yung
Page 3
April __, 2001

During the remainder of your occupancy (including the period between June 1, 2001 and August __, 2001 as a tenant at will), all of your obligations as a tenant set forth in the aforesaid lease continue in effect, including your obligation to make rent payments. Should you have any questions, please call Ms. Willow Williams of this office at 774-5908.

Thank you for your cooperation in this matter.

Sincerely,

J. B. BROWN & SONS

By: _____
Charles E. Prinn III
President

Enclosure (Public Offering Statement)

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J. B. Brown & Sons
482 Congress Street
P.O. Box 207
Portland, Maine 04112

4/12/01 DRAFT
not sent

**NOTICE OF INTENT TO CONVERT TO CONDOMINIUM
OPTION TO PURCHASE
NOTICE TO QUIT**

CERTIFIED MAIL, RETURN RECEIPT REQUESTED

April __, 2001

Ms. Camille Trabanco
Mr. Charles Duncan Wright
199 Vaughan Street, Apartment 4
Portland, Maine 04102

TO MS. CAMILLE TRABANCO AND MR. CHARLES DUNCAN WRIGHT AND ALL
OTHER OCCUPANTS OF APARTMENT 6, 199 VAUGHAN STREET, PORTLAND,
MAINE:

This letter is sent to notify you that the building situated at 199 Vaughan Street is being converted to a condominium to be known as "First Vaughan Condominium". Under Article VII of the City of Portland Code (hereinafter called the "Conversion Ordinance"), as a tenant in the apartment building to be converted, you are entitled to (i) one hundred twenty (120) days prior notice to vacate the apartment, and (ii) an exclusive and irrevocable sixty (60) day option to purchase your apartment as a condominium unit (hereinafter your apartment is referred to as "Unit 6"), and this letter provides you with each of the required notices. Because you have occupied Unit 6 for more than four (4) years, under the Conversion Ordinance you are entitled to an additional thirty (30) days of prior notice for a total of one hundred fifty (150) days prior notice to vacate Unit 6. For purposes of counting the days for either vacating or electing to purchase Unit 6, the first (1st) day commences on the day that immediately follows your receipt of this notice.

Enclosed with this notice is a copy of the Public Offering Statement for the Condominium. The purchase price for Unit 6 is \$_____ and as further described in the Public Offering Statement. In order to accept our offer to purchase Unit 6, you must enter into an Agreement of Sale for Unit 6 within sixty (60) days of this offer. A form of the Agreement of Sale is attached as Exhibit 5 of the enclosed Public Offering Statement. ALL PORTIONS OF

Ms. Camille Trabanco
Mr. Charles Duncan Wright
Page 2
April __, 2001

THE PUBLIC OFFERING STATEMENT SHOULD BE READ AND REVIEWED CAREFULLY BEFORE SIGNING AN AGREEMENT OF SALE. Your exclusive option to purchase gives you the right to accept the offer to purchase Unit 6 upon the terms set forth in this offer for a sixty (60) day period. In the event you choose not enter into an Agreement of Sale for Unit 6 during said sixty (60) day period, then we are free to offer Unit 6 to the public upon the terms described in this notice. For a minimum of one hundred eighty (180) days after the expiration of your sixty (60) day option period, we may not convey Unit 6 to another person on more favorable terms than offered to you without re-offering it to you for a sixty (60) day period on the same more favorable terms.

In addition, the Conversion Ordinance also requires that we notify you that (i) if your gross income does not exceed eighty percent (80%) of the medium income for the Portland Standard Metropolitan Statistical Area, adjusted for family size, as determined by the United States Department of Housing and Urban Development, then you may be entitled to a relocation payment in the amount equal to the rent you pay to us in the preceding two (2) months immediately prior to your moving from Unit 6. Additionally, upon your demand, if you do not elect to purchase Unit 6, we will provide assistance "in the form of referrals to other reasonable accommodations" and in determining your eligibility for the relocation payment discussed above. If you believe your gross income does not exceed eighty percent (80%) of the medium income for the Portland Standard Metropolitan Statistical Area, adjusted for family size and that you may be eligible for the relocation payment described above, you must provide us with evidence of your annual gross income as of the date of this notice. Please send such evidence to us as soon as possible so that we can determine your eligibility. In furtherance of the foregoing requirements, the Conversion Ordinance requires the following be included with this notice:

If you do not buy your apartment, the developer of this project is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or complaints about the way you have been treated by the developer, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone: 775-5451).

As discussed above, the Conversion Ordinance describes assistance "in finding another place to live" as "referrals to other reasonable accommodations", and you are only eligible for the "relocation payments" if you meet the income requirements described above.

In summation, if you do not accept this offer to purchase Unit 6, you are hereby notified and required to quit and deliver up to J. B. Brown & Sons no later than 11:59 p.m. on September __, 2001 possession of Unit 6 at 199 Vaughan Street, Portland, Maine, now occupied by you

Ms. Camille Trabanco
Mr. Charles Duncan Wright
Page 3
April ___, 2001

under your lease with us, which lease term is scheduled to expire on July 31, 2001. Please make arrangements to remove yourself and your personal belongings from the above-described premises no later than 11:59 p.m. on September ___, 2001. This notice is also being issued to you pursuant to 14 M.R.S.A. §§ 6001 et seq. and 33 M.R.S.A. § 1604-111.

During the remainder of your occupancy (including the period between August 1, 2001 and September ___, 2001 as tenants at will), all of your obligations as tenants set forth in the aforesaid lease continue in effect, including your obligation to make rent payments. Should you have any questions, please call Ms. Willow Williams of this office at 774-5908.

Thank you for your cooperation in this matter.

Sincerely,

J. B. BROWN & SONS

By: _____
Charles E. Prinn III
President

Enclosure (Public Offering Statement)

P:\DLG\JBBROWN\Vaughan\NoticeQuit.Unit-6.doc

J. B. BROWN & SONS

482 CONGRESS STREET
P.O. BOX 207
PORTLAND, MAINE 04112
PHONE 207-774-5908
FAX 207-774-0898

April 10, 2001

Kim McGowan
199 Vaughan Street, #1
Portland, ME 04102

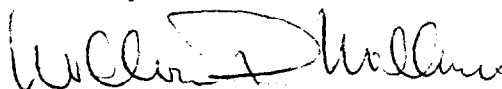
Dear Kim:

The J. B. Brown Board of Directors has decided to sell 199 Vaughan Street. This decision was made on Friday, April 6.

Application will be made this week for a condominium conversion permit to the City of Portland. The time frame will be dependent upon the City's response.

When we receive the conversion permit, you will be officially notified in accordance with the City of Portland's Condominium Conversion Ordinance.

Sincerely,

A handwritten signature in cursive script, appearing to read "Willow D. Williams".

Willow D. Williams, RPA
Property Manager

J. B. BROWN & SONS

482 CONGRESS STREET
P.O. BOX 207
PORTLAND, MAINE 04112
PHONE 207-774-5908
FAX 207-774-0898

April 10, 2001

Mr. Robert Griffin
Ms. Eve Eyer
199 Vaughan Street, #2
Portland, ME 04102

Dear Bob and Eve:

The J. B. Brown Board of Directors has decided to sell 199 Vaughan Street. This decision was made on Friday, April 6.

Application will be made this week for a condominium conversion permit to the City of Portland. The time frame will be dependent upon the City's response.

When we receive the conversion permit, you will be officially notified in accordance with the City of Portland's Condominium Conversion Ordinance.

Sincerely,



Willow D. Williams, RPA
Property Manager

J. B. BROWN & SONS

482 CONGRESS STREET
P.O. BOX 207
PORTLAND, MAINE 04112
PHONE 207-774-5908
FAX 207-774-0898

April 10, 2001

Robert Tibbetts
Benjamin Poulin
And Others
199 Vaughan Street, #3
Portland, ME 04102

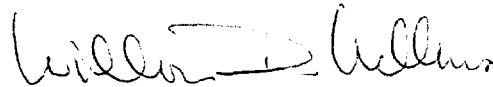
Dear Tenants:

The J. B. Brown Board of Directors has decided to sell 199 Vaughan Street. This decision was made on Friday, April 6.

Application will be made this week for a condominium conversion permit to the City of Portland. The time frame will be dependent upon the City's response.

When we receive the conversion permit, you will be officially notified in accordance with the City of Portland's Condominium Conversion Ordinance.

Sincerely,



Willow D. Williams, RPA
Property Manager

J. B. BROWN & SONS

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PORTLAND, MAINE 04112
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FAX 207-774-0898

April 10, 2001

Duncan Wright
Camille Trabanco
199 Vaughan Street, #4
Portland, ME 04102

Dear Duncan and Camille:

The J. B. Brown Board of Directors has decided to sell 199 Vaughan Street. This decision was made on Friday, April 6.

Application will be made this week for a condominium conversion permit to the City of Portland. The time frame will be dependent upon the City's response.

When we receive the conversion permit, you will be officially notified in accordance with the City of Portland's Condominium Conversion Ordinance.

Sincerely,



Willow D. Williams, RPA
Property Manager

J. B. BROWN & SONS

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FAX 207-774-0898

April 10, 2001

Dr. Kay Yung
199 Vaughan Street, #5
Portland, ME 04102

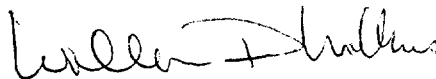
Dear Dr. Yung:

The J. B. Brown Board of Directors has decided to sell 199 Vaughan Street. This decision was made on Friday, April 6.

Application will be made this week for a condominium conversion permit to the City of Portland. The time frame will be dependent upon the City's response.

When we receive the conversion permit, you will be officially notified in accordance with the City of Portland's Condominium Conversion Ordinance.

Sincerely,



Willow D. Williams, RPA
Property Manager

J. B. BROWN & SONS

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P.O. BOX 207
PORTLAND, MAINE 04112
PHONE 207-774-5908
FAX 207-774-0898

April 10, 2001

Duncan Wright
Camille Trabanco
199 Vaughan Street, #6
Portland, ME 04102

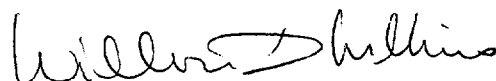
Dear Duncan and Camille:

The J. B. Brown Board of Directors has decided to sell 199 Vaughan Street. This decision was made on Friday, April 6.

Application will be made this week for a condominium conversion permit to the City of Portland. The time frame will be dependent upon the City's response.

When we receive the conversion permit, you will be officially notified in accordance with the City of Portland's Condominium Conversion Ordinance.

Sincerely,



Willow D. Williams, RPA
Property Manager