

March 15, 2005

Marge Schmuckal  
City of Portland  
Department of Planning and Urban Development

Dear MS. Schmuckal,

This letter is written to outline the details of condominium conversion at 38-40 Ocean Ave. , Portland, ME. The building is a three unit consisting of three bedrooms each with an unattached garage. I purchased the property in September of 2004. At the time two of the units were vacant. The third unit was occupied although the tenants had previously given notice to the prior owner (please see attached letter from Jim Duplise the prior owner).

The improvements being made to the building for the conversion process have been entirely cosmetic including plastering/sheet rocking walls, painting, refinishing floors and updating bathrooms and kitchens.

I have enclosed copies of the plat/ plan and deed as required along with the completed application and appropriate fee. If there is any further information I can provide please feel free to contact me anytime at 232-2018.

Sincerely,

  
Robert Poor

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Sincerely,

  
Robert Poor

September 23,2004

**To:** Matt Sherwood, Nate Baird, Jon Taylor  
38 Ocean Ave. Apt #1  
Portland, ME 04103

**From:** Jim Duplissie  
Cell 939-1252

**Re:** Sale of Property and ~~End~~ of Tenancy

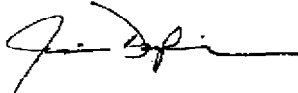
Matt, Nate & Jon,

This letter simply conveys the message that I delivered in person on September 15<sup>th</sup>, 2004 with Nate. A 45-day Notice was given to you with a stated departure date agreed upon by both of us as October 31,2004.

The sale of 38 Ocean Ave. was completed today - Sept. 23<sup>rd</sup>, 2004. The new owner will be in touch soon to introduce himself. Your Security deposit of \$1150.00 was conveyed to the new owner today and when the apartment is left in the same clean condition as it was upon your arrival... a full return of your deposit will be mailed to you.

All further communication concerning your tenancy should be with the new owner. It has been ~~my~~ pleasure to have you as tenants... and I wish you all the best of luck.

Sincerely,



Jim Duplissie

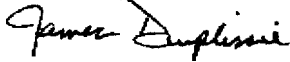
November 26, 2004

To whom it may concern,

**As the previous owner of 38-40 Ocean Avenue, Portland Maine, I am writing to explain the occupancy of that property at the time of sale on September 23, 2004. The building is a three unit and was sold to Robert and Darcy Poor. In August of this year, the leases on units two and three expired. The tenants in each of those units chose not to renew leases and moved elsewhere prior to the sale of the building. The lease on unit one expired in August as well. However, the tenants were in the process of purchasing a house and I agreed to allow them to stay in that unit until the time of closing on the house. Please see the attached letter to the first floor tenants outlining that agreement. Therefore, when the property was purchased by Mr. and Mrs. Poor, there were two vacant units and one that was occupied until October 31, 2004.**

**I hope this provides you the information you need. If you have any questions please feel free to contact me at 939-1252.**

Sincerely,

A handwritten signature in cursive script that reads "James Duplissie".

James Duplissie

**Warranty Deed**  
(Maine Statutory Short Form)

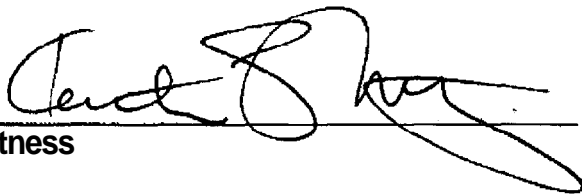
**James M. Duplissie** of Scarborough, Maine, for consideration paid, grants to **Robert J. Poor and Darcy M. Poor** as Joint Tenants, with a mailing address of 7 Pleasant Valley Road, Cumbertand, Maine 04021 with WARRANTY COVENANTS, the following described **real** property situated at **38 Ocean Avenue, Portland, Cumberland County, Maine**

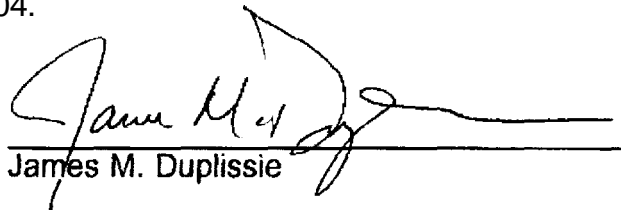
MAINE REAL ESTATE TAX PAID

A certain lot or parcel of land with the buildings thereon, situated in said Portland, and being more particularly described on Exhibit A attached hereto and made a part hereof.

Meaning and intending to convey the same premises **described in a deed** from **Peter Bryant and Audrey Bryant**, dated August 27, 2001, and recorded in the Cumberland County Registry of **Deeds in Book 16680, Page 58.**

Witness my hand this 23rd day of **September**, 2004.

  
\_\_\_\_\_  
Witness

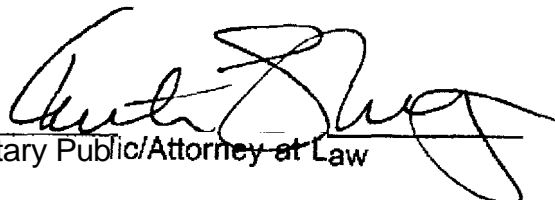
  
\_\_\_\_\_  
James M. Duplissie

State of Maine  
County of Cumberland, ss

**September 23, 2004**

**Personally** appeared the **above named** James M. **Duplissie** and acknowledged the foregoing **instrument to** be his free act and **deed,**

Before me,

  
\_\_\_\_\_  
Notary Public/Attorney at Law

Printed Name:

Comm. Exp:

**KENNETH E. SNITGER**  
**MAINE ATTORNEY AT LAW**