**Director of Planning and Urban Development**

**Jeff Levine**

February 6, 2013

Ronald & Priscilla Graham 313 Warren Avenue

Portland, Maine 04103

**Inspection Services, Director**

**Tammy M. Munson**

CBL: 296 A009001

Located at 313 Warren Avenue

Certified Mail 7010 3090 0002 3274 0033

Dear Mr. Graham,

Attached please find a billing notice from the City of Portland. This notice is to reimburse the city for the cost of materials and labor to secure the property at the above address. Per the City Ordinance, vacant buildings must be secured.

**Standards for unoccupied residential structures. Sec. 6-109.5**

The owner of any unoccupied structure containing dwelling units or rooming units or any combination thereof shall comply with the following minimum standards:

 (c) Exterior windows, doors and skylights. Every window or door, including basement or cellar door and hatchway, and skylight shall be substantially weather tight, watertight and vermin-proof, and shall be kept secured to prevent ingress of people and animals.

Sincerely,

Chuck Fagone

Code Enforcement Officer

(207) 874-8789