

Memorandum

To: Tammy Munson, Director of Inspection Services

From: Don McPherson, CEO

Date: February 11, 2011

Subject: Log of actions regarding occupancy of 22 Winthrop Street

- 2-01 10:01, At the direction of the Director I visited the residence to determine if it was vacant, The driveway and walkways to front door from driveway and sidewalk have been cleared of snow. The electrical meter is in place. While I was making notes in the car, a man arrived, parked in driveway and entered house. Photos taken and loaded into "G" drive (CBL 012 J012001) and named by date yyymmdd.
- 10:57 Sent report to the Director
- 1:57 E-mail from the Director, Thanks Don. Can you have Gayle find out if the water is disconnected at 22 Winthrop? If, so, we may have to get in to do an inspection.
- 2-03 7:39 I forwarded the Director's email to Gayle
- 8:18 From Gayle "Spoke with Jerry (Portland Water) 22 Winthrop St has not had water since 2008. The Thomas Collection Agency has taken over since 2009."
- 4:30 From the Director "Hi Don, we need to follow up on this one. Please see me."
- 2-04 8:25, Reviewed with the Director. I am to contact owner to set up a time next week for the Director and I to inspect. We will knock on door as last resort. Should make it about the same time I was there.
- 2-10 2:10 Visited site. No answer
- 3:06 I called the resident, Mr. Malonson (772-0809). He said that he has water. The Director asked me to contact the water company to confirm the status of the water service.
- 3:22 Talked to Stephanie at Portland Water District who confirmed that the water service has been disconnected. Don - I just talked to him and he says has water. Stephanie - Well that's not good. I'll see if I can get someone out there tonight and call you tomorrow.
- 2-11 7:41 Kevin Ishihara (774-5961 x3072) of the PWD called and said that they went out and meter has been shut off and meter reading has not changed in two years.
- 9:30 Reviewed with the Director. She directed me to call owner to get in and verify.
- 9:41 I left a message with Kevin to arrange time to go out.
- 9:49 Rec'd msg from Kevin that 1:00 would be good for him.
- 9:51 I left a message with owner that we would be out at 1:00.
- 9:58 I left a message with Kevin to meet there at 1:00.
- 1:00 I met Ken and John Lobby of the PWD at the site. No answer at the door. We surveyed the property and could not find any illegal connections. John said he confirmed that the valve is shut off and the meter reading has not changed since 2008. Unless the meter in the basement has been removed and replaced with a strait pipe and they are opening the valve, they are not using City water.