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**MEMORANDUM**

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**TO:** CODE ENFORCEMENT BOARD OF APPEALS  
**FROM:** MARESSA TRAVIS  
**SUBJECT:** CODE ENFORCEMENT BOARD MEETING  
**DATE:** 11/19/2015

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The Code Enforcement Board will not have a meeting on December 1, 2015. The next meeting will be held January 5, 2016 in Council Chambers at City Hall. Please let me know if you will not be able to attend.

Have a wonderful holiday season!

*Maressa*

Maressa Travis  
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