



HEIGHTS MANOR APARTMENTS

JULY 2018 NEWSLETTER

Heights Manor Staff

Kathy Buzzard	Property Mgr.
Mark Stewart	Maintenance Mgr.
Justin Woolley	Maintenance
Randy Simmons	Maintenance
Tammie Hill	Maintenance
Chuck Keyes	Maintenance

Maintenance Emergency #
330-853-8626

Maintenance phone number 330-385-4047
Monday thru Friday 8 - 4:00 p.m.

Office Hours:

Monday – Friday 8:00 to 4:00 p.m.

heightsmanor@yahoo.com

330-385-4047



Equal Housing
Opportunity

NOTICE

For any resident receiving a utility check from us we ask that you cash the check within 30 days. If you do not receive your reimbursement check on any given month please call the office by the 20th of the month and let me know.

Things you should know:

Heights **emergency** number for maintenance is 330-853-8626. Please only use this number for emergencies after hours and on weekends. For all regular routine maintenance you are still to use 330-385-4047 ext #4 .

Just a reminder: Please notify the office immediately if your household has any changes that includes but not limited to income going up or down, household members move in or out.

It is your responsibility to notify office within 10 days of all Income changes or household members moving in or out.

The Laundry Room closes at 8:00 p.m. please make sure you remove all your laundry before the door is locked.

Tenant questionnaires are out, please fill them out and return to office as soon as possible.

***Just a reminder Heights Manor has a
"NO PET POLICY"!***

RECIPE OF THE MONTH
LIME-SCENTED MANGO-
STRAWBERRY SALAD:

¾ cup sugar
2 tsp. grated lime zest
¼ cup fresh lime juice
3 cups trimmed, sliced strawberries
(about 2 lb.)
3 cups peeled, diced mangoes (2 to 3
large mangoes).

1. *Combine sugar and 1/3 cup water in a small saucepan and bring to a boil over high heat, stirring occasionally. Reduce heat to medium -low and simmer until sugar has*

This block contains community events in our area. If you want to tell our residents about an up and coming event please let Kathy know by the 15th of the month.

Chester West Virginia will be having various events throughout the day on July 4th.

Columbiana County fair begins July 30th through August 5th



Happy 4th of July, our office will be closed on Wednesday July 4th 2018 and will reopen at the normal time on Thursday July 5, 2018



The Joke Yard:

During a shopping trip to a department store, I was looking around for a salesperson so I could pay for my purchases. Finally I ran into a woman wearing the store's JD tag. "Excuse me" I said "I'm trying to locate a cashier."

"I can't help you," she briskly replied, barely slowing down. "I work in customer service." And she walked away.

The back doors are to be kept closed at all times. Propping the doors open is not allowed. This poses a security risk. If caught doing so you could be found in violation of your lease and termination of your lease.