

HEIGHTS MANOR NEWSLETTER


December
2019

325 North Shady Lane · East Liverpool, OH 43920

www.heightsmanorapartments.com

Office Hours

Monday-Friday
8am-4pm

Closed Saturday & Sunday



Telephone

330-385-4047

Email

heightsmanor@yahoo.com

Maintenance

NON-EMERGENCY
330-385-4047

EMERGENCY
330-853-8626

Heights Manor Team

Property Manager
Kathy Buzzard

Maintenance Manager
Mark Stewart

Maintenance Team

Randy Simmons
Tammie Hill
Charles Keyes



Our office will be closed Tuesday, December 24th, & Wednesday, December 25th in observance of The Holiday! We will reopen at the normal time on Thursday December 26.

REMINDER



Rent is always due on the first day of each month. On the 6th late fees are charged to your account.

RESIDENTS RECEIVING UTILITY CHECKS



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 the office know.

Reminder



Our Property's New Smoke Free Policy

We have already begun the process of making our units smoke-free. Effective on your next annual recertification process (if you have already not signed your new annual paperwork for 2019-2020), all residents will be required to sign a smoke free lease addendum that explains the policy. We anticipate the transition to becoming a smoke free property to be completed by 9/30/2020. The smoke free policy will cover all individual units, common areas, playgrounds, and 25 feet surrounding the building. All residents and guests will be required to follow this policy.

Prohibited products include lit tobacco products, such as cigarettes, cigars, pipes, water pipes (hookahs), and electronic smoking devices, such as e-cigarettes and Juuls. Enforcement of this policy will be similar to all other lease violations.

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4    **l i f e**
Eat well Move more Live longer



Holiday Happenings

The City of East Liverpool Christmas parade & Light up Night. The 2019 parade theme is:

“Christmas Traditions”



Parade starts at 6:00 p.m. and Light up Night will follow in the Diamond. Saturday December 7, 2019

Breakfast with Santa will be December 7, 2019 from 9:00 a.m. to 11:30 a.m. Beaver Local Class of 2021 hosting, 46090 Bell School Road, East Liverpool, OHIO 43920. There will be games, crafts and a photo opt with Santa. A



Velveeta Mac & Cheese

Ingredients

1/4 cup butter, divided

1/4 cup flour

1 cup milk

1/2 lb. (8 oz.) VELVEETA, cut into 1/2-inch cubes

2 cups elbow macaroni, cooked

1/2 cup KRAFT Shredded Cheddar Cheese

6 RITZ Crackers, crushed (about 1/4 cup)

Directions

Heat oven to 350°F.

Melt 3 Tbsp. butter in medium saucepan on medium heat. Whisk in flour; cook 2 min., stirring constantly. Gradually stir in milk. Bring to boil; cook and stir 3 to 5 min. or until thickened. Add VELVEETA; cook 3 min. or until melted, stirring frequently. Stir in macaroni.

Spoon into 2-qt. casserole sprayed with cooking spray; sprinkle with cheddar. Melt remaining butter; toss with cracker crumbs. Sprinkle over casserole.

