

# HEIGHTS MANOR NEWSLETTER



November  
2019

325 North Shady Lane · East Liverpool, OH 43920

[www.heightsmanorapartments.com](http://www.heightsmanorapartments.com)

## Office Hours

Monday-Friday  
10am-4pm

Closed Saturday & Sunday

Our office will be closed Thursday, November 28th, & Friday, November 29th in observance of Thanksgiving. We will reopen at the normal time on Monday December 2nd.

330-385-4047

## Email

[heightsmanor@yahoo.com](mailto: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



## REMINDER

Rent is always due on the first day of each month. On the 6<sup>th</sup> 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 by the 20th of the month, please call the office and let us know.

## Reminder- Election Day

Tuesday, November 5th. The voting location for Heights Manor residents is United Brethren In Christ Church located at 528 Grandview Street, East Liverpool.



## Veterans Day is November 11<sup>th</sup>

Happy Veterans Day to all the veterans!!!!

City of East Liverpool Veterans Parade will be held downtown Monday November 11, 2019 between 11:00 a.m. to 12:00 p.m.

Daylight savings time ends November 2<sup>nd</sup>, don't forget to turn your clocks back Saturday night 1 hour.



## TENANT APPRECIATION

*We Appreciate You!*

The staff and I would like to send out a huge thank you to everyone that participated in our 2<sup>nd</sup> Annual Tenant Appreciation Weenie Roast!

It was a huge success and we look forward to next year!

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**CORNHOLE**  
**TOURNAMENT**

And  
the  
Winner  
is...

**JOE \$25.00 GIFT CARD**

**AARON WAS THE OTHER \$25.00 GIFT CARD WINNER**