

HEIGHTS MANOR NEWSLETTER



April 2020

325 North Shady Lane · East Liverpool, OH 43920

www.heightsmanorapartments.com

Office Hours

Monday-Friday
8am-4pm

Closed Saturday & Sunday

Our office will be closed Friday, April 10, 2020 in observance of Good Friday. We will reopen at the normal time on Monday April 13, 2020.

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



**EASTER IS
SUNDAY, APRIL 12TH**

REMINDER

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



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.



I know we are in a National crisis at this time and we want everyone to know we are here to help if you need us!

1. If you have a change in the household income or size, please call the office and let us know what the changes will need to be made. You may also email the office of any changes at heightsmanor@yahoo.com

This is what we will be doing to that process:

- The proper paperwork will be delivered to your door
- You will need to complete the paperwork packet
- Return the completed packet and proof of layoff/termination of employment in the black box located on the outside of the office

If you need assistance in completing the packet you can call the office and we will talk you through it.

Our team is limiting their exposure to residents for the safety and concern of all.

2. We will continue to limit the number of work orders that will be completed in occupied apartments. The more routine repairs may have to wait until further notice.

- **If there is an emergency, we will be there!**
- We do ask that you notify us if any occupant of the unit is sick.
- If we are going to come into your apartment, we will ask that you vacate the apartment while our staff is there.

We appreciate everyone's cooperation during this Pandemic and want to keep you and our staff safe. We will get thru this together!

Scalloped Potatoes with Ham

Ingredients:

2 tablespoons butter
2 tablespoons flour
1 ½ cups milk
Salt and pepper
1 tablespoon butter
2 medium onion, thinly sliced
4 Large russet potatoes, peeled and thinly sliced
12 ounces ¼ inch sliced baked ham
2 cups grated cheddar cheese



Directions:

Preheat oven to 350 degrees. Butter a baking dish. In a saucepan, melt 2 tbs butter over medium high heat. Stir in flour and cook 1 minute. Remove saucepan from heat and whisk in milk. Return pan to heat and bring to a simmer while stirring. When sauce has thickened removed from heat, season with salt and pepper and set aside. In a skillet cook onions in melted butter until golden brown. Season with salt and pepper. Spread 1/3 of the white sauce in bottom of baking dish and top with half of the potatoes. Spread out half of the onions, ham, cheese and another third of the sauce. Season with salt and pepper. Continue layering ingredients, ending with the remaining cheese on top. Bake for 45 minutes or until golden and bubbly.

Let's give everyone
a [clean] hand

The CDC says that keeping your hands clean
is one of the most effective things you can do
to prevent the spread of diseases like the H1N1 flu



Yale EMERGENCY MANAGEMENT
<http://www.yale.edu/emergencymanagement>

MAHMA

SCHOLARSHIP



NOW AVAILABLE

MAHMA is excited to announce that in 2020 they will be awarding four types scholarships to MAHMA member residents. To qualify for the scholarship, an applicant must be at least a senior in high school, in pursuit of and accepted to post-secondary studies. In addition to colleges and universities, this scholarship may also be used for trade, vocational or professional classes. Applications must be completed and returned to the MAHMA office for consideration no later than April 11, 2020. Scholarship winners will be announced by June 30, 2020 after being judged by members of the MAHMA Board of Trustees.

Visit www.mahma.com,

<http://hudnlha.com/education-fund/> or call 888-242-9472 for more information

