

HEIGHTS MANOR NEWSLETTER

June 2020

Happy
Father's
Day!

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

Office Assistant
Paula Criss

Maintenance Manager
Mark Stewart

Maintenance Team

Randy Simmons
Tammie Hill
Charles Keyes



REMINDER



Rent is always due on the first day of each month.



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.

Our Property's New Smoke Free Policy



**STOP
NO SMOKING ZONE**

We anticipate the transition to becoming a smoke free property to be completed by 9/30/2020. The smoke free policy is to cover all individual units, common areas (including the laundry room), 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.

Please consider this a reminder notice about the changes that are taking place upon signing your next annual recertification. We hope this policy will help everyone breathe easier and live healthier.

If you have any questions about this policy please contact management.

Social distancing only works if we all participate. And slowing down or preventing the spread of the virus will save lives.



We all are responsible for protecting those at higher risk.

I know we are still 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 any changes at heightsmanor@yahoo.com

This is what we are 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 completing the packet you can call the office and we will be happy to 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!

Below is a link to a brochure for addressing Tenant concerns during the COVID-19 National Emergency



https://www.hud.gov/sites/dfiles/Housing/documents/MF_Tenant_Concerns_COVID-19_Brochure.pdf

WATERMELON SALAD



3 cups chopped watermelon (3/4- inch chunks).

1 cup chopped cucumbers (1/4- inch chunks).

½ cup crumbled mild Feta cheese

2 Tbsp. chopped fresh mint

2 Tbsp. Kraft Balsamic Vinaigrette Dressing.

Combine all ingredients and serve immediately.



First Day of Summer is June 20, 2020

The Do's and Don'ts when Visiting Public Parks

DO

- ✓ Visit parks that are close to your home
- ✓ Prepare before you visit
- ✓ Stay at least 6 feet away from others ("social distancing") and take other steps to prevent COVID-19
- ✓ Play it safe around and in swimming pools. Keep space between yourself and others

DONT

- ✗ Visit parks if you are sick or were recently exposed to COVID-19
- ✗ Visit crowded parks
- ✗ Use playgrounds
- ✗ Participate in organized activities or sports



PLEASE WEAR A MASK