

HEIGHTS MANOR NEWSLETTER

May 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 Monday, May 25, 2020 in observance of Memorial Day. We will reopen at the normal time on Tuesday May 26, 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



Mother's Day is May 10th

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.



Memorial Day is an American holiday, observed on the last Monday of May, honoring the men and women who died while serving in the U.S. military. Memorial Day 2020 occurs on Monday, May 25.

Originally known as Decoration Day, it originated in the years following the Civil War and became an official federal holiday in 1971. Many Americans observe Memorial Day by visiting cemeteries or memorials, holding family gatherings and participating in parades. Unofficially, it marks the beginning of the summer season.

Did you wash them?



Hand washing prevents disease.

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 of 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 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!

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



SCHOLARSHIP NOW AVAILABLE
Last month to apply!



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 May, 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