

HEIGHTS MANOR NEWSLETTER

August 2020



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

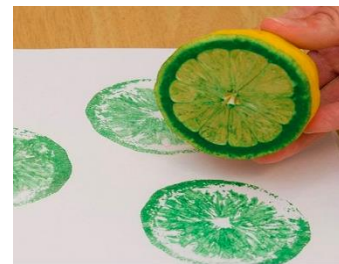


For any resident receiving a utility check from us, we ask that you cash the check within 30 days. If you do not receive your reimbursement check on any given month please call the office by the 20th of the month and let the office know.



VEGETABLE STAMPING

A dollop of paint and a citrus fruit cut in half is all you need to create a work of art! Use corn on the cob, peppers, potatoes, or celery sticks. Just dip into paint and stamp away!



Ohio Tax-Free Weekend

Friday, August 7th (12:00am) to
Sunday, August 9th (11:59 pm)

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!



LAUNDROMAT ETIQUETTE 101

1. DO NOT LEAVE CLOTHES SITTING IN A WASHER/DRYER.

It's acceptable for patrons to leave their clothes in a washing machine or dryer when they leave the laundromat for a short while, perhaps to run an errand or fetch a cup of coffee. However, if you're choosing to do this, you must time your outing carefully so that your clothes don't hog the machine (setting the timer on your phone would be a great way to achieve this), leaving other people waiting. If you're late, don't get upset if someone moves your clothes out of the machine. Speaking of which . . .



2. IF SOMEONE ELSE'S CLOTHES ARE SITTING IN A MACHINE FOR MORE THAN FIVE MINUTES, MOVE THEM WITH CARE.

First, don't slam open a machine's door as soon as the cycle finishes, ready to throw that person's clothes on the floor. Cut them some slack! Wait about five minutes (or longer if you're especially kind), and if they don't show up, *neatly place the clothes on a clean surface* above or near the machine. *Do not place the clothes in a dryer. ANY item left in the Laundry Room for more than 48 hours will be discarded.*

3. CLEAN OUT THE LINT SCREEN AFTER USING THE DRYER.

If your laundromat's dryers have lint screens, clean yours out when you're finished with the machine. You don't want to clean out someone else's lint, do you? Return the favor by [cleaning out your lint screen](#).

