

HEIGHTS MANOR NEWSLETTER



September
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, September 7, 2020 in observance of Labor Day. We will reopen at the normal time on Tuesday September 8, 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

Office Assistant
Paula Criss

Maintenance Manager
Mark Stewart

Maintenance Team
Randy Simmons
Tammie Hill
Chuck 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.



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!



Playdough Recipe

The Best Homemade Playdough Recipe

Prep Time 5 mins
Cook Time 5 mins
Total Time 10 mins

Keyword: homemade playdough, playdough, playdough recipe
Servings: 1 batch of playdough

Ingredients

- 1 cup flour
- 2 tsp cream of tartar
- 1/2 cup salt
- 1 tbsp cooking oil Olive oil or vegetable oil
- 1 cup water
- food coloring



Instructions

1. In a large bowl, combine all of your dry ingredients (flour, salt, cream of tartar) and mix well.
2. Mix food coloring with your water first. Then add vegetable oil & water with food coloring to a large pot. Mix together.
3. Add the dry ingredients to your pot and mix well.
4. Cook over low to medium heat until the dough starts to form and becomes dry.
5. Once it starts to form a ball together and looks fully cooked, take off the heat. Let the dough cool first before touching.
6. Once cool, knead the dough for 5 minutes to make the dough soft.

Notes

MILK ART

This is great fun and allows creativity to flow! Simply pour almond milk into the tray, just enough to fill the bottom. Put 3 or 4 drops of food coloring in different areas of the tray. Dip your Qtip in the dish soap and touch the colored milk.

Watch it expand and swirl.

Once you have your design, gently place a piece of watercolor paper on top and press down very gently. Shake off excess, turn over paper and allow to dry overnight. It's like magic! You're an artist!

Visit <https://sayyes.com/2014/09/after-school-kids-crafts-how-to-make-milk-art>

