

HEIGHTS MANOR NEWSLETTER

October 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 the first day of each month.
On the 6th late fees are charged to your account.



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 AS OF 10/1/2020



The transition to becoming a smoke free property HAS ARRIVED. 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.

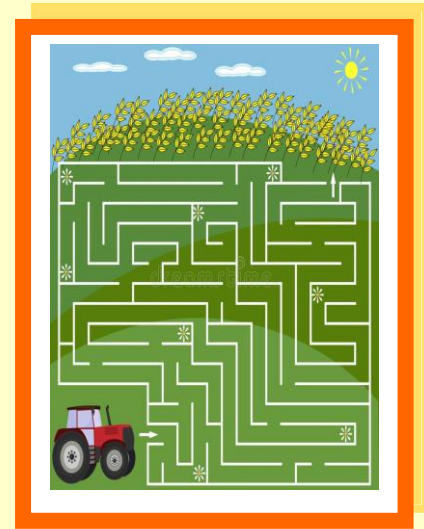
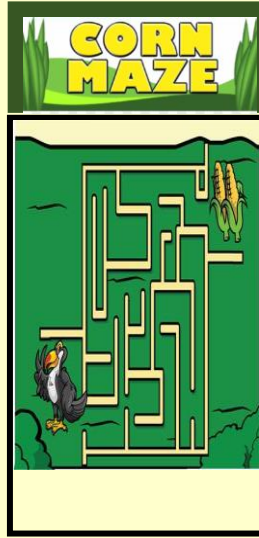
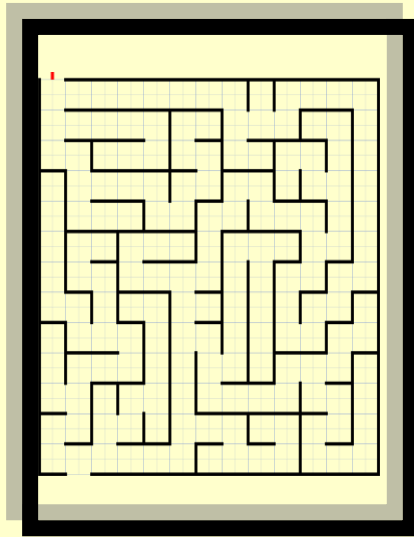
We hope this policy will help everyone breathe easier and live healthier.

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.



Use you're a-maze-ing skills to solve all the puzzles.



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!

