

January 2021



HEIGHTS MANOR NEWSLETTER

325 North Shady Lane · East Liverpool, OH 43920

www.heightsmanorapartments.com

Office Hours

8am-4pm

Closed Saturday & Sunday

Our office will be closed Friday, January 1, 2021 in observance of New Year's. We will reopen at the normal time on Monday January 4th, 2021

Telephone

330-385-4047

Email

heightsmanor@yahoo.com

Maintenance

NON-EMERGENCY
330-385-4047

EMERGENCY
330-853-8626

Heights Manor Team

Resident Managers

Kathy Buzzard

Paula Criss

Maintenance Manager

Mark Stewart

Maintenance Team

Randy Simmons

Tammie Hill

Charles Keyes



The staff at Heights Manor would like to wish everyone a Safe and Happy New Year!

REMINDER

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



Late fees are charged to your account on the 6th.



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

HEIGHTS MANOR RESIDENTS:

As you all know, we have been experiencing an exceptionally large number of bulk items in our dumpsters lately. This has created a space issue for our residents' regular trash.

We now have a solution!



We now have this roll off dumpster, located in the lower lot, across from the 350 building, dedicated ONLY to furniture, mattresses and any other large, bulky items.

These types of items are no longer permitted in our regular, enclosed dumpsters. Please take these items to this large dumpster and set them on the ground right next to it. Our staff will place the items inside the dumpster.

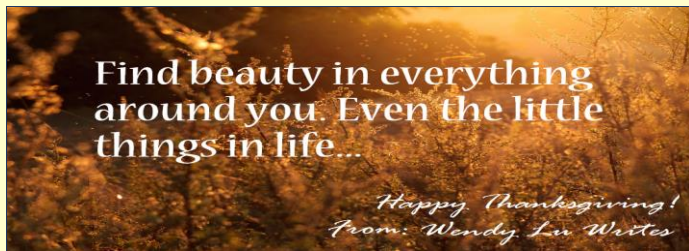
Winter

When it snows, please remember when parking in front of the buildings, do not pull up too close that the vehicle extends over the sidewalk. It is very hard to remove the snow when this occurs.



It will not be long before the snow will be flying, along with the snow come icy road conditions. The road here at Heights is no exception...there are a few areas in the community that are prone to freezing and may cause problems. Please be careful at the curve and in the lower lot. Please use caution and drive slowly. Our speed limit is 10 mph that is often at times too fast in slippery conditions.

Please do not take up two spaces when parking in open parking.



Funny New Year Wishes:

A little humor on New Year's wishes can make everything better. Send some funny New Year wishes and make people's day with some sense of humor. Send some sarcastic or hilarious New Year messages to your close ones and make them laugh their heart out. Make them laugh with your jokes and praise you for your wittiness. Here is a funny New Year wish which can be posted on social media, sent to your beloved ones for making them laugh. Hope this funny New Year quote will make its way to spread some happiness on such a festive.



COVID-19 POLICY UPDATE

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 facilitate 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.

3. Residents and their guest are required to wear face masks in all common areas; these areas are the laundry room and all hallways.

We appreciate everyone's cooperation during this Pandemic and want to keep you and our staff safe. We will get thru this together!

