

February 2021



# HEIGHTS MANOR NEWSLETTER

325 North Shady Lane · East Liverpool, OH 43920

[www.heightsmanorapartments.com](http://www.heightsmanorapartments.com)

## Office Hours

8am-4pm

Closed Saturday & Sunday



## Telephone

330-385-4047

## Email

[heightsmanor@yahoo.com](mailto: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



## 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

## MAHMA SCHOLARSHIP NOW AVAILABLE



MAHMA will award three educational scholarships of \$1,000 in 2021 to qualified applicants as determined by the Scholarship Eligibility requirements listed in this packet. These scholarships are to be used for post- secondary education including: colleges, universities, professional schools, vocational schools and technical schools. These scholarships are intended to provide educational and career opportunities to deserving individuals living in affordable housing units or working in the affordable housing industry and their family members. Considering the many challenges facing potential scholarship applicants, it is the goal of MAHMA to award scholarships based on the applicants' demonstrated qualities of scholarship, motivation, character and leadership. Scholarships to academic colleges or universities will be funded for the academic year fall 2021 through spring 2022. Scholarships to technical or vocational institutions will be funded for the next class session following the award date.

### Application Process

Applications must be received to the MAHMA offices no later than May 31, 2021. Qualifying applications will be reviewed by the MAHMA Scholarship Committee comprised of members of the MAHMA Board of Trustees. The Committee will issue decisions no later than June 30, 2021. Winners will be contacted immediately.



**REMINDER TO 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.

**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!



**Random Acts of Kindness Day**



Random Acts of Kindness Day is a day to celebrate and encourage random acts of kindness. "It's just a day to celebrate kindness and the whole pay it forward mentality", said Tracy Van Kalsbeek, executive director of the Stratford Perth Community Foundation, in 2016, where the day is celebrated on November 4. [Wikipedia](#)

**Date:** Wednesday, February 17, 2021

