

April 2021



HEIGHTS MANOR NEWSLETTER

325 North Shady Lane · East Liverpool, OH 43920

www.heightsmanorapartments.com

Office Hours

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

Resident Managers
Kathy Buzzard

Paula Criss

Maintenance Manager
Mark Stewart

Maintenance Team
Randy Simmons

Tammie Hill

Charles Keyes



Our office will be closed Friday, April 2, 2021 in observance of Good Friday. We will reopen at the normal time on Monday April 5, 2021.

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 of the month and let the office know.

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.



MAINTENANCE TIPS

Know When to Seek Help

Sometimes it's best to leave the work to the pros. Report malfunctioning appliances, water you can't turn off and clogs that don't respond to plunging.

Prevent Plumbing Problems

Keep drains flowing freely? Avoid pouring oil, coffee grounds or other solids into the kitchen sink. In the bathroom, remove hair from the sink and tub promptly so they're not washed down the drain.

Sink and toilet clogs usually can be unstopped with a plunger. Fill the clogged vessel with water and then push the plunger straight down in a quick, firm motion. You may need to repeat a number of times before the clog is removed.

Emergency After-Hours Telephone Number is 330-853-8626!

*"If we had no winter,
the spring would not be so pleasant;
if we did not sometimes taste of adversity,
prosperity would not be so welcome."*

Anne Bradstreet



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!



THE EASTER BUNNY IS COMING TO TOWN!



Join ELPD for some fun with

Chase & the Easter Bunny!

Kids can stop for a quick visit with the Easter Bunny & get a special gift!



FOP #29



Saturday, March 27th

12pm - 2pm

In Front Of City Hall

Photography will be provided by Ashley Jackson with Ginger Belle Photography

