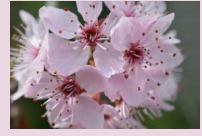


# Heights Manor

## APARTMENTS



April  
2024



### reminder

Rent is always due on the first day of each month. On the 6th, late fees are added.

### Office Hours

Monday-Friday  
10am-4pm

Closed Saturday & Sunday

### Telephone

330-385-4047

### Email

ktanner@heightsmanorapartments.com  
pcriss@heightsmanorapartments.com  
mstewart@heightsmanorapartments.com

### Maintenance

NON-EMERGENCY  
330-385-4047

EMERGENCY  
330-853-8626

### Heights Manor Team

#### Resident Managers

Kathy Tanner  
Paula Criss

#### Maintenance Manager

Mark Stewart

#### Maintenance Team

Tammie Hill  
Charles Keyes

### MAINTENANCE TIP :

#### Water Shut Off

1. The Water Shut Off valves are located behind the toilet, under the bath sink, under the kitchen sink, and on the hot water tank.
2. The valve has a handle to turn it on and off.



### WE ARE GOING GREEN!

This will be the last issue you will receive at your apartment. We will still produce the monthly newsletter, by email upon request. The newsletter will also be placed in each hallway for viewing! Please provide your email address if you would like a copy sent to you.

### Water Savings Tipps



When doing laundry, always wash full loads

Report any water leaks immediately

Take shorter showers

Don't keep the water running when brushing teeth

When washing dishes, fill up the sink instead of letting the water run every drop counts!

