



Highland House Notes

www.hh-aps.com

Operated & Managed by Highland Apartments LLC

FEBRUARY 2013
508-755-8484

Lunch at the Highland House Bistro

LUNCH AT THE HIGHLAND BISTRO

Starting Wednesday March 6th between 12-1:30 P.M. Fran will be serving lunch weekly. Fran will be serving homemade soups, sandwiches and salads in lunch combos, including dessert, coffee and tea. Menus will change seasonally. A wait staff will take your order tableside and serve it. All lunch combos will cost \$5.00 or less. Watch for sign up sheet.

Kudos to

To **Evelyn Wall** and **Jody Cooper** who have graciously volunteered to assist Fran with the serving of lunch and dinner food.

SHOPPING CART CARRIAGES

Please be courteous and return shopping carts to the first floor after use.

BIRD FEEDERS = MICE

This is a reminder to all tenants that bird feeders are not allowed. This includes the throwing of scrap bread outside. **Grain and bread scraps attract mice.** The mice problem this year prompts our request to all tenants to comply with this request. Thanks in advance for your cooperation.

OFFICE

If the office is closed and you have a request call:

Joseph: 508-755-8484

or

Jon: 774-535-5092

SEE REVERSE SIDE FOR FEBRUARY EVENTS!



HIGHLIGHTING

JERE BELLOWS

Jere is making custom scarves, hats and head bands. You can choose your own color from various materials such as ruffles, pom-pom, ribbon and glitter from which she'll create something unique. Her business, called **ELEGANT FRILLS**, originated from a suggestion by Donna Moretti. Prices will range from \$10-\$22 for scarves and \$5-\$10 for hats and head bands.

Call Jere At 508-796-5471.

RESIDENT LOUNGE

By mid February, construction will begin on expanding the resident lounge. The lounge may be closed for several days during wall demolition. Watch for notices of this brief inconvenience.

Inside Story Headline



Caption describing picture or graphic.

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new prod-

uct.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment

upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

"To catch the reader's attention, place an interesting sentence or quote from the story here."

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from

which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.



Caption describing picture or graphic.



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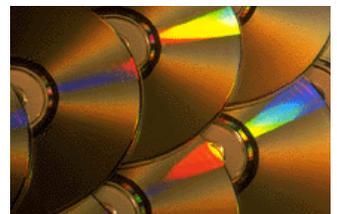
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Caption describing picture or graphic.

Business Name

Primary Business Address

Your Address Line 2

Your Address Line 3

Your Address Line 4

Phone: 555-555-5555

Fax: 555-555-5555

E-mail: someone@example.com

Your business tag line here.


Organization

**We're on the
Web!**
example.com

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of stand-

ard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.