



Highland House Notes

www.hh-aps.com

Operated & Managed by Highland Apartments LLC

April 2014
508-755-8484

OFFICIAL ARBORETUM RECOGNITION FOR OUR GROUNDS!

SHOPPING CART REMINDER

Please be courteous to your neighbors and return shopping carts to the first floor, or better yet, to the garage. This problem can only be solved with your assistance.

SPRING SPRUCE-UP

Our staff are busy working to spruce-up paint in the hallways, stairwells and apartment doors. We are also shampooing all common area carpets over the next several weeks .



ARBORETUM RECOGNITION

We are beaming with pride to announce it's now official that our incredible grounds will become a formally recognized arboretum in the City of Worcester.

Watch for more details in the May newsletter and plan to celebrate this wonderful public event with us .

Our plans include a dedication, and programming in conjunction with

RESIDENT APPRECIATION DAY

MAY 17th

Please join our friends, local politicians and dignitaries for this important event. Refreshments will be served.



INTERESTED IN EASTER DINNER?

Mark your calendars **Sunday April 20th, 2:00 PM** in the Resident Lounge. For \$8.00 we will be serving smoke-house ham, mashed potatoes, rolls and pie. Sign-up sheet will be in the mail room. **Sign up no later than Tuesday April 15th.** Prepayment is required .

Picture compliments of Sheila Tarlin
YOUR FEEDBACK IS IMPORTANT TO US!

Give us your opinion as to the expanded activities offered in the resident lounge! Friday evening take-out continues to be popular with our residents, but we have cut back on the lunch take-out option, due to less interest. If there are any other activities, or thoughts you may wish to put forward, do not hesitate to stop by the office.

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.



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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.