



# Highland House Notes

www.hh-aps.com

Operated & Managed by Highland Apartments LLC

Volume 3 Issue 3  
June 2012

## SUMMER BARBECUE SATURDAY JUNE 23, 2012

### PLANTINGS

The perennials we have been planting over the past three years are percolating along. You may have noticed we have just planted over a dozen Rhododendrons, and over 50 Forsythias.

### REFER A FRIEND

Remember, if you refer a friend to Highland House that culminates in a one year lease, you will receive a one month free rent credit !

### FIRE EXTINGUISHERS

Just a reminder for your safety there are fire extinguishers at both ends of the hallway, and in various marked locations in the garage

### JON RADIN

#### HH'S

Courtesy Officer  
After Hours Phone  
774-535-5092

### Gazebo

We have recently added an interior light and an electrical box in the gazebo for your convenience.

### BBQ

Please join our entire staff for our resident appreciation event. This year's summer BBQ, will be held outside, weather permitting, on Saturday June 23, 2012 starting at 11:30 AM. On tap will be hot dogs, hamburgers, and lots of good things to eat. Rain date to be determined.

### CONSTRUCTION NOISE

Please forgive us for the noise emanating from the 4th and 7th floors as we work to rehabilitate several apartments. We will do our best to be respectful of your needs.

### RESIDENT HANDBOOK

We have completely revised our resident handbook, which describes in detail every aspect of Highland House living and amenities for our residents. Stop by the office and request a copy.



Left to right: Elisio, Pappi, Raffi and Jeff

### Our Incredible Staff

Not only are we blessed with wonderful residents, we are also blessed with an incredible staff. We are grateful to have assembled such a talented and dedicated team. They work continually to make Highland House a community that we are all proud of. We hope you agree that it shows!

### NEED A MECHANIC OR A VEHICLE?

Our neighbor and friend Jack Bahnam is owner of Prestige Motors, just around the corner at 21 Intervale Road. He and his staff has serviced many of our personal and tenant's vehicles. His prices are fair and most important we like and trust him! Call him at 508-797-9373 and tell him Highland House management passed his name on to you.

### CALENDAR OF EVENTS

See the back side of this newsletter for a listing of June events!

## 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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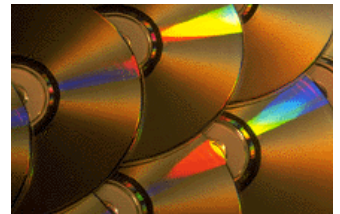
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## Business Name

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 stan-

dard 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.