



ARE YOU MISSING \$?

TAKE 5 MINUTES

Get on your computer, or get on a friends, and go to: missingmoney.com

This is a 100% legitimate, no cost web site that is worth checking out. It is tied into the Massachusetts Secretary of State's Office of Abandoned Assets Division.

We **GUARANTY** that there are tenants of HH that have funds that they have lost track of!

Just "playing around" on this web site we started to enter tenant names and in five tries we found three direct matches! If you want to stop by the office, Gerry or Joseph will perform a check for you. Please pass this information on to your friends!

ELECTRIC ASSIST DOOR OPENERS

We can honestly say that we have been overwhelmed with positive comments and barraged with thanks by so many tenants for this upgrade.

Key fobs can be purchased in the office for \$15 each

LAUNDRY ROOM

RENOVATIONS

Take a peek into the first floor laundry room, which was our first, building-wide, renovation of these utility rooms. We added improved lighting, a new wash basin/vanity, removed the dated tile, plastered, and finished off with washable walls and baseboard. The fourth floor is currently under renovation. Please pardon the noise and dust as we work to beautify your laundry room next.



*Above photo compliments of
 Jon Radin*

VALENTINES BEST FRIENDS FOR LIFE!

Evelyn Walsh & Hazel Bates have been the closest of friends for **82 years!** They went to the same elementary school, double-dated in high school, their husbands became friends, and even their children are friends! Evelyn will



soon be relocating to Florida to be with family. Although they have differences in opinions on various issues over the years, they have **NEVER** had an argument. The secret to this long standing friendship is based on mutual respect and good humor!

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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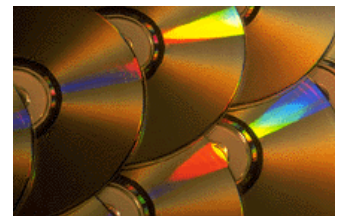
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Business Name

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 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.