

Cambridge eExchange

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Hello Employees!

Human Resources

Do you need your Exchange password updated, or a login reminder? Do not hesitate to contact us!

May Rent Deferral Reminder

For those residents who might have paid rent in full during April but are now experiencing increased financial pressures, the **Defer Letter Form for May 2020**, emailed to all properties, can be used to communicate the amount of a rent deferral / partial payment that will help ease some of the financial pressures of the current economic conditions. Page 2 of the attachment is the turnaround document whereas page 1 is informational only.

Remember that in some states you can begin to fortify your file with documentation regarding the circumstances underlying the request for a deferral of some portion of rent for May 2020. There are other states where documentation can be requested but only at the time the resident chooses to bring current their past due rent balance.

The email address rentrelief@cresapts.com is open for business. Please submit **NEW REQUESTS** which are for **MAY 2020 ONLY**.

Community Improvement Projects

Spring and summer months are normally the time to make community improvements. Below are some project reminders that may be currently put on hold and will need attention in the upcoming months. Please contact your supervisor to get approval prior to obtaining bids or beginning future work.

- Survey asphalt and concrete for signs of damage or trip hazards. Document and report damage to your supervisor, discuss proper remedies.
- Landscape maintenance, irrigation system repairs and improvements.
- Exterior touch-up painting.
- Exterior window washing.
- Freshen up parking lot and curb paint.
- Cleaning of common areas such as laundry rooms and clubhouses. Clean carpets and fresh paint are vital in our efforts to create a positive impression. When deep cleaning laundry rooms, remember to disconnect dryer vent hoses and clean them of all accumulated lint and debris.
- Property signage should be professional. It is a direct reflection of your property. Please take this time to review all signs on your property (*any signs with the verbiage "No Soliciting" are strictly prohibited and must be removed immediately as it can be interpreted as discrimination*).

If you have any other capital improvements, discuss with your supervisor to plan cost effectively and with minimal community disruption.

Protecting Yourself & Others from COVID-19

Protect Yourself:

- Wash you and your children's hands with soap and water for at least 20 seconds
- Use hand sanitizer if you do not have access to soap and water
- Avoid touching your face, particularly your nose, mouth and eyes
- Avoid sick individuals
- Clean and disinfect frequently touched objects; doorknobs, light switches, toys, etc.
- Use personal protective equipment as necessary (i.e. latex gloves)
- Call your doctor if you think you have coronavirus symptoms

Protect Others:

- Cover your nose and mouth with a tissue when you cough or sneeze and throw the tissue in the trash
- Practice social distancing by avoiding crowds, keep a 6-foot distance between yourself and others, minimize exposure to the elderly
- Stay home and self-isolate if you have coronavirus symptoms, or you have had exposure to someone with symptoms
- If you must leave home for treatment wear a surgical mask to protect others

Careers at Cambridge

Please contact Human Resources to request an application and for more career information at hr@cambridgeres.com or 503.450.0237

Keyholder – Maintains common areas in a clean, orderly and safe condition. Assists Property Manager in unlocking commons area doors as needed. Must live onsite. Location: OR: Countrywood Manor

Leasing Agent – Under the direction of the Property Manager, the leasing agent is responsible for leasing, marketing and maintaining positive resident relations within the community. Locations: WA: The Springs (PT) and Pioneer Vista OR: Gardenbrook/West Slope (PT)

Maintenance Technician – Performs moderate to difficult repairs and preventative maintenance to maintain the condition and appearance of the property. Locations: CA: Kennedy Meadows (PT); WA: The Springs; OR: 2400 Brookwood/Crescent Ridge; Pleasant Ridge (PT); Portland Area – General Westside and Eastside

Property Manager – Oversees daily activities such as leasing, collections, resident relations, maintenance, general administration, and policy & procedure compliance. Location: OR: Greenfield Village

Assistant Maintenance Technician – Provides less complicated repairs and preventative maintenance at the direction of a senior Maintenance Technician. Location: OR: Ridge at Mountain Park and Pleasant Ridge.