

# Cambridge eExchange

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## Hello Employees!

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Remember to adjust your clocks when daylight savings  
“falls backward” on Sunday, November 1st, 2020 at 2am.

### BE PREPARED! Fall and Winter Safety Reminders

**Safety First:** Pay attention to your surroundings, keep your work area clean and free of clutter, be mindful of slip hazards (leaves, ice, surface transitions), and always wear proper footwear.

**Clear Leaves and Debris:** Make sure to clear the following locations of leaves and debris for proper flow and drainage of the excess water we see during the winter months: curbs, storm drains, manholes, gutters, downspouts, flat roofs, equipment on roofs (exhaust fans, air intakes), and patios.

**Ice Melt Products:** Cambridge prohibits the use of chemical ice melt products and encourages the use of sand/gravel along pathways during inclement weather. Stay tuned for updated information on this topic in coming months.

**Energy Watch:** Remember to keep lights off in vacant units, keep heat low, be aware of sprinkler settings and make sure pool heaters are turned off.

**Clear Leaves and Debris:** Make sure to clear the following locations of leaves and debris for proper flow and drainage of the excess water we see during the winter months: curbs, storm drains, manholes, gutters, downspouts, flat roofs, equipment on roofs (exhaust fans, air intakes), and patios.

**Address Ponding on Walkways:** Any water that ponds on walkways or drives will become ice in freezing temperatures and will become a fall hazard. These areas should be addressed ASAP.

### FIRE SAFETY AND PREVENTION

Below are some common guidelines for residents to help prevent fires from occurring, particularly in the fall and winter months. **As the west coast is currently experiencing historic wildfires, please also see our Wildfire Evacuation Guidelines on Page 2:**

- ❖ Burning candles represent a significant risk of fire. Avoid using candles unless someone is present in the same room at the time the candle is burning.
- ❖ Do not overload electrical outlets and replace frayed cords.
- ❖ Use appliances safely, keep countertop appliances unplugged when not in use.
- ❖ Exercise caution in the kitchen.
- ❖ Test smoke detectors once a month to make sure they're still working.
- ❖ Check fire extinguishers to make sure they are fully loaded.
- ❖ Develop and practice a home fire escape plan that includes two escape routes and designated meeting place away from the building.
- ❖ Cambridge discourages the use of portable heaters.

### Careers with Cambridge

To request an Application for Employment or for more career information, please contact Human Resources at [hr@cambridgeres.com](mailto: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: Oregon - 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: Oregon - Gardenbrook/West Slope (PT), Squire's Court (PT)

**Maintenance Technician** – Performs moderate to difficult repairs and preventative maintenance to maintain the condition and appearance of the property. Locations: California - Dolores Lia (PT), Boulder Creek; Washington - The Springs Oregon – Pinewood Manor, Hidden Court/Glenfair; West Hills Terrace (PT); Fifth Avenue Court/Kearney/Glisan/Nordel

**Assistant Maintenance Technician (Part Time)** – Provides less complicated repairs and preventative maintenance at the direction of a senior Maintenance Technician.

**Property Manager** - Oversees daily activities such as leasing, collections, resident relations, maintenance, general administration, and policy & procedure compliance. Location: California – Coburn Crossing, Willow View

**Assistant Property Manager** - Works in conjunction with property manager to oversee daily activities of the community including leasing, collections, resident relations, maintenance, general office administration and policy and procedure compliance. Location: California – Tuscaro; Oregon – Squires Court, Hood Village (PT)

**Plumber** – Install, maintain and repair water and gas supply lines, heating systems, and associated fixtures and appliances in residential apartment communities. Location: Oregon - Portland Area

# Wildfire Evacuation Guidelines

First and foremost, please follow all direction from your local fire marshal and/or police or sheriff department. Your safety and the safety of your residents is our top priority. In the event you need to evacuate your property, please adhere to the following guidelines:

- Gather up flammable objects from the building exterior and bring them inside (patio furniture, toys, door mats, trash cans, etc.)
- Move propane barbeques away from the building. Make sure all propane cylinders aren't near any structures. Although they're prohibited by our lease agreement (and some municipalities), residents often try to sneak them onto their patios. So, be diligent in searching out these highly flammable cylinders and move them as far away from the building as possible.
- Water the landscaping directly next to your building to get vegetation wet, but do not leave sprinklers on or water running as it will lower critical water pressure that firefighters need to keep their hoses going.
- Seal your foundation vents, this will keep embers from getting under the buildings.
- Leave your exterior lights on so the building is visible through smoke or at night. Leaving on at least a few interior lights will help, too.
- Leave a ladder against the corner of a building so firefighters can access the roof. This is counterintuitive to our normal procedures, as we normally don't want to leave ladders around where they can attract burglars, but in this case, it's a tool that helps firefighters keep the structure from burning.
- Shut all windows and doors, both exterior and interior. Leave unlocked if possible, as firefighters may need to access the interior of the building. Keeping exterior doors and windows closed will keep embers from igniting items inside and causing the building to burn from the inside out. Keeping interior doors closed will help slow the spread of fire in the event the building is burning.
- Remove flammable window shades and curtains.
- Move flammable furniture to the center of the room away from windows and doors.
- Turn off air conditioning. This will help keep smoke from circulating throughout the residence.
- If there is a fence that attaches to the building, secure any gates in the open position. This will help cause a fire break, so flames won't travel along a fence to the building.
- Cover dryer vents and wall mounted air openings with duct tape. This will help keep smoke from the interior of the building.
- Turn off gas valves at each gas appliance. Turn off the gas at the meter. Natural gas is highly flammable and greatly increases the spread of fire. Most gas valves can be shut off at the meter by a standard wrench, but they are designed so they will need to be turned back on by the gas company. This is a safety feature, so the likelihood that gas is turned on prematurely is reduced. Because of this, make sure you don't turn off the gas until you've been ordered to evacuate.

When returning to your property, please watch for downed power lines and other hazards, such as broken glass. Check all gas lines before having gas turned back on, although you can expect the technician from your local gas company to do the same. Make sure to check around the building in the event there are hidden embers or smoldering fires. Please contact Scott Busch, Director of Maintenance Services, with any questions!

## COVID-19 National Eviction Moratorium Declaration Form

**NOTE: This form is not applicable in California**

The attached form should **only be distributed to residents upon their request** that have unpaid amounts accrued from April 2020 through August 2020. In order to qualify for the eviction extension, resident(s) must certify under penalty of perjury that all statements on the attached apply to them, which are summarized as follows:

- Resident has used best efforts to obtain all available government assistance for rent.
- Resident earns \$99,000 or less, was not required to file taxes in 2019 or received a stimulus check pursuant to Section 2201 of CARES Act.
- Resident is unable to pay full rent due to loss of income, loss of hours / wages, layoff or extraordinary out of pocket medical expenses.
- Resident is using best efforts to make timely partial payments
- If evicted, resident would become homeless.
- Resident understands rent payments must still be made and understand that fees, etc. for not paying on time may still be charged / collected.
- Resident understands that on 1/1/2021, all payments are required in full and failure to make payments can result in eviction.

The attached form will be effective until further notice. Questions? Contact Kristin Strong or your Property Supervisor.

## Slips, Trips and Falls

Please be reminded that:

- When they occur, slips, trips and falls are the number one injury our employees experience.
- Lifting injuries can be the most serious injuries and can cause serious health issues. Get help or ask for vendor support when lifting heavy objects.
- Most employee injuries happen during the first year of employment.
- Safety is our number one priority. Never take a safety short-cut just to save time on a job or task.
- Addressing known safety hazards at your property proactively could make the difference in an employee or resident injury.

If you experience an injury of any type while on the job, please report it to your supervisor and Human Resources so that we can ensure you get the care you need.

**[FORM] DECLARATION UNDER PENALTY OF PERJURY FOR  
THE CENTERS FOR DISEASE CONTROL AND PREVENTION'S TEMPORARY  
HALT IN EVICTIONS TO PREVENT FURTHER SPREAD OF COVID-19**

This declaration is for tenants, lessees, or residents of residential properties who are covered by the CDC's order temporarily halting residential evictions (not including foreclosures on home mortgages) to prevent the further spread of COVID-19. Under the CDC's order you must provide a copy of this declaration to your landlord, owner of the residential property where you live, or other person who has a right to have you evicted or removed from where you live. Each adult listed on the lease, rental agreement, or housing contract should complete this declaration. Unless the CDC order is extended, changed, or ended, the order prevents you from being evicted or removed from where you are living through December 31, 2020. You are still required to pay rent and follow all the other terms of your lease and rules of the place where you live. You may also still be evicted for reasons other than not paying rent or making a housing payment. This declaration is sworn testimony, meaning that you can be prosecuted, go to jail, or pay a fine if you lie, mislead, or omit important information.

I certify under penalty of perjury, pursuant to 28 U.S.C. § 1746, that the foregoing are true and correct:

- I have used best efforts to obtain all available government assistance for rent or housing;<sup>1</sup>
- I either expect to earn no more than \$99,000 in annual income for Calendar Year 2020 (or no more than \$198,000 if filing a joint tax return), was not required to report any income in 2019 to the U.S. Internal Revenue Service, or received an Economic Impact Payment (stimulus check) pursuant to Section 2201 of the CARES Act;
- I am unable to pay my full rent or make a full housing payment due to substantial loss of household income, loss of compensable hours of work or wages, lay-offs, or extraordinary<sup>2</sup> out-of-pocket medical expenses;
- I am using best efforts to make timely partial payments that are as close to the full payment as the individual's circumstances may permit, taking into account other nondiscretionary expenses;

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<sup>1</sup> "Available government assistance" means any governmental rental or housing payment benefits available to the individual or any household member.

<sup>2</sup> An "extraordinary" medical expense is any unreimbursed medical expense likely to exceed 7.5% of one's adjusted gross income for the year.

- If evicted I would likely become homeless, need to move into a homeless shelter, or need to move into a new residence shared by other people who live in close quarters because I have no other available housing options.<sup>3</sup>
- I understand that I must still pay rent or make a housing payment, and comply with other obligations that I may have under my tenancy, lease agreement, or similar contract. I further understand that fees, penalties, or interest for not paying rent or making a housing payment on time as required by my tenancy, lease agreement, or similar contract may still be charged or collected.
- I further understand that at the end of this temporary halt on evictions on December 31, 2020, my housing provider may require payment in full for all payments not made prior to and during the temporary halt and failure to pay may make me subject to eviction pursuant to state and local laws.

I understand that any false or misleading statements or omissions may result in criminal and civil actions for fines, penalties, damages, or imprisonment.

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Signature of Declarant

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Date

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<sup>3</sup> “Available housing” means any available, unoccupied residential property, or other space for occupancy in any seasonal or temporary housing, that would not violate federal, state, or local occupancy standards and that would not result in an overall increase of housing cost to you.