

Cambridge eExchange

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<http://cresapts.com/eexchange>

Hello Employees!

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Have a safe and healthy holiday season!

Inclement Weather



During the onset of very cold weather conditions, we remind managers of the following:

- Maintain availability/office hours in and around the property. All on-site employees should be on high alert and maintain office hours. Off-Site employees should travel only if safe to do so. Absences related to weather are considered paid leave.
- If needed and in advance of sub-freezing temperatures, post the Freeze Warning Notice on all apartments.
- Staff should monitor the inside temperature of all vacant apartments until outside temperatures are forecast to stay above 40 degrees.
- Staff should monitor inside water service of all vacant apartments to make sure that faucets are allowed to trickle, this will help avoid frozen water pipes.
- Activate pool and spa heaters just enough to avoid frozen pools and spas.
- Make sure your property has a supply of sand or gravel located in stashes throughout the property to help with traction.
- If snow clearing is required, include pathways to garbage areas, laundry rooms and site management office. Clear access to fire hydrants, water shut-off valves and emergency access routes.
- Survey your property to identify overhanging branches which could present a hazard if snowfall occurs. Coordinate a timely response with your landscape vendor.

Wellness During the Winter Season

The holidays are a time to celebrate, give thanks, and reflect. They are also a time to pay special attention to your health. Give the gift of health and safety to yourself and others by following these holiday tips:

- Wash Your Hands Often
- Manage Stress
- Get Check-ups and Vaccinations/ Cover Your Cough
- Travel Safely
- Handle & Prepare Food Safely
- Be Smoke-Free
- Eat Healthy and Be Active

For more information about wellness, please check out the Human Resources Wellness Initiatives at <http://cresapts.com/eexchange> and visit

Holiday Coverage

As we enjoy the holiday season, we would like to remind employees of the following:

- When planning time-off remember to communicate with other staff members to assure the property will have sufficient coverage.
- Planned leave of 3 days or longer must be approved by way of "Paid Leave Request" form, which can be found in Tenant Tech at: <https://www.tenanttech.com>
- If a company observed holiday falls on an employee's scheduled day off, the employee, in agreement with Property Manager, should take another day off as holiday within the same pay period.
- To receive holiday pay, except for pre-approved paid time off, employees must work both the scheduled day prior and after a holiday.

See the Cambridge Employee Handbook for more information

GRACE HILL TRAINING

Have you completed your Grace Hill Training requirements? If not, please see the attached flyer and create a plan to complete these mandatory classes before the end of the year. Classes may be completed during work hours.

Questions? Contact the Human Resources Department

Careers with Cambridge



LEAF BLOWING POLICY

October is gone and November is fully underway, and for most of us that means the leaves on the trees have turned shades of gold, orange, and red. While these leaves look beautiful when they're hanging on the tree, they lose their luster when blowing around a parking lot and collecting up against the curbs. Being it is that time of year, it is a good time for a policy reminder regarding leaf blowing.

All site maintenance personnel should strap on the backpack blower each morning and blow their property's entryway, around the leasing office, and along the current marketing path. This would include the pathways to available units, and to and from amenities such as the pool or a laundry room. In addition, each property should be split up into several equal sections, and one section should be blown each day. This way the entire property is completely blown once each week. Our expectation is that maintenance should have the backpack blower running anywhere from fifteen minutes to a half hour each day. If it's been particularly windy, it may even take a little longer.

Everyone needs a little break now and then, right? We want to give that well-deserved break to our maintenance staff. On the day the landscapers are scheduled to be at your property, they will blow leaves and your site maintenance can take break from that task.

We all understand the importance of curb appeal, so we ask that, along with picking up trash and keeping the common areas neat and tidy, blowing leaves is one of those tasks that is done daily without exception. It really makes a difference.

Each property should own its own backpack blower. Our spec backpack blower is a professional quality, designed to be powerful enough to get the job done quickly and efficiently. If your property owns a small battery powered blower, please discontinue using it and contact your supervisor to discuss ordering a blower from our spec sheet.

Maintenance Technician – Performs moderate to difficult repairs and preventative maintenance to maintain the condition and appearance of the property. **Locations:** California – multiple locations, please contact HR for more information; Oregon – multiple locations, please contact HR for more information; Washington – The Lavonne, The Springs

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 – Sunrise Park (PT)

Property Manager - Oversees daily activities such as leasing, collections, resident relations, maintenance, general administration, and policy & procedure compliance. **Location:** California – Chico Courtyards, Bidwell Park; Oregon – multiple locations, please contact HR for more information

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:** Oregon – Fifth Avenue, St. James, Squires Court

Evening Management Attendant – Responsible for monitoring evening activity and maintaining positive resident relations with the community. **Location:** California – Willow View

Property Accountant, Senior – Responsible for accounting for a portfolio of properties and audit responsibilities for peer portfolios. **Location:** SERC (Portland Office)

Please contact the Cambridge Human Resources Team at (503) 450-0237 or hr@cambridgeres.com to request an Application for Employment and job description.

\$500 Referral Bonus Program!

FACT The best way to build a great team is through **Employee Referrals!**

That's why we are offering you the opportunity to earn a \$500 Referral Bonus for EACH applicant you refer that is hired and completes 3 months of service!

- Notify qualified friends, relatives and prior coworkers of Cambridge openings
- See openings at: cresapts.com/careers
- Have the applicant enter your FULL NAME on their Application for Employment
- If the referral is hired and completes 3 months of service you will receive on your paycheck within 30 days!

Contact an HR Team Member for More Information!

Some restrictions apply for payment of referral fees. Contact HR for details. Email: HR@cambridgeres.com or call (503) 450-0230.

CAMBRIDGE real estate services
Cambridge Real Estate Services is committed to promoting and supporting a diverse workplace. We are proud to be an Equal Opportunity Employer.

cresapts.com

Exciting changes are coming to property websites. A short period of time websites will be unavailable during the upgrade.

The secondary websites for the City of Portland properties will remain active.

