

Cambridge eExchange

FOR CURRENT NEWS AND UPDATES
LOG IN TO THE EEXCHANGE AT:
<https://cresapts.com/eexchange>

If you need a login for the
eExchange, please email your
request to info@cresapts.com

Hello Employees!

We appreciate everyone who came to the 2024 Cambridge Symposium! We sincerely hope that the presentations were educational and helpful to everyone in attendance.

Rent Café and Yardi

If you need assistance with Yardi or Rent Café, please reach out to Yardi support yardisupport@cresapts.com

Welcome to the 2024 Audit Season!

- Keys – organized, coded, and easily accessible.
- PMIs – current and repairs completed or scheduled.
- Landscaping – scheduled for just prior to visit.
- Files – organized and recertification completed and up to date.
- Maintenance staff – at the ready for quick fixes

The Compliance Team is looking forward to working with site management and maintenance staff. Stay tuned for more tips.

MANAGER WEEKLY REPORTS!

Please remember to submit your Weekly Manager Report every Friday. Please remember that this is mandatory and needs to be completed each week.

Reports need to be submitted to managerreports@cambridgeres.com and to your supervisor

For more information, please review pages #33-36 of Cambridge's Site Operations Manual in your office or via the eExchange link:

[Cambridge Sites Operation Manual](#)

February 2024

How to Access Your W2s in ADP

*Desktop version

Under the file menu go to:

1. Myself tab
2. Pay
3. Pay & Tax Statements
4. Select tax year
5. View statement

Please contact the Cambridge Human Resources Team at (503) 450-0247 if you have any questions.

Careers with Cambridge

Cambridge is always accepting resumes. We are seeking individuals just like you to join our team.

Maintenance Technician: Performs moderate to difficult repairs and preventative maintenance to maintain the condition and appearance of the property.

Property Manager: Oversees the daily activities including leasing, collections, resident relations, maintenance, general office administration, and policy and procedure compliance.

Assistant Property Manager: Works in conjunction with the Property Manager to oversee the daily activities of the community including leasing, collections, resident relations, maintenance, general office administration, and policy and procedure compliance.

A list of current job openings and applications for employment can be found on the [Careers Page](#).

Please contact Cambridge Human Resource team at (503) 450-0243 or hr@cambridgeres.com with any questions.

NSF Payment

If a resident has a check returned as an NSF payment, the resident must replace the NSF payment with a money order or a cashier's check.

Another personal check cannot be accepted for payment of rent for that month. If a resident has two NSF checks within the past 12 months, personal checks cannot be accepted for payments of any kind. They must provide certified funds in either a cashier's check or money order. *Note that in Yardi, 2 NSFs will automatically flag a resident as cash only which also prohibits them from paying through RentCafe.*

Please review page #107 of the Site Operations Manual
[Cambridge Site Operations Manual](#)

Paperless

Cambridge is moving into the 20th century with our paperless initiative. Please ensure the documents you are scanning are readable, clear, and in the same order as your A/P batch.

If you are experiencing issues with your scans, please reach out to BlackPoint.
[1\(866\) 575-9512](tel:18665759512) or
servicedesk@blackpoint-it.com

Employee Highlights

Starting this month, in each site newsletter, Cambridge will be highlighting an employee! This month we are introducing our File Clerk Kaitlyn Severson.

Kaitlyn was born and raised in Portland! After graduating from The University of Oregon, she joined the administrative team. In addition, she's in charge of our newsletters. When she's not working, Kaitlyn enjoys reading, cooking with her family, and playing outside with her dogs Luca and Zoe.



Kaitlyn's mom, her and her two dogs

\$500 Referral Bonus Program

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.

1. **Notify qualified friends**, relatives and prior coworkers of Cambridge openings
2. **See openings at cresapts.com/careers**
3. **Have the applicant** enter your FULL NAME on their application for employment
4. **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.
[\(503\) 450-0230](tel:5034500230) or HR@cambridgeres.com

Winter Reminders

Cambridge has set up guidelines for winter weather, which includes plowing parking lots, shoveling and sanding sidewalks and stairways, and pool winterization (if applicable) as well as preventative measures for vacant units to help keep frozen pipes to a minimum. When freezing temperatures arrive, please be prepared by executing the following steps:

- Cambridge does not allow for ice melt products, as they're corrosive to both concrete and carpet if tracked into a unit. As a substitute, we use sand or pea gravel spread generously onto the sidewalk in high traffic areas to help with traction. This should be applied after the sidewalk is cleared.
- When shoveling sidewalks and stairwells, please remember to clear the high traffic areas first. It is only necessary to clear a pathway from the apartment to the parking lot. If there are two pathways to a building, it is only necessary to shovel one pathway to the parking area, as long as every apartment has access to the cleared path.
- Please treat all work orders that pertain to the resident's heat as high priority. All properties should stock a portable heater or two to loan out to residents having issues with their heat that cannot be resolved immediately. These are available at Home Depot or the HD Supply Catalog.
- Install Styrofoam insulation covers over all hose bibbs.
- Make sure all foundation vents are either closed or covered with Styrofoam blocking, which can also be purchased at Home Depot.
- Leave heat on low in all vacant units – All vacant apartments should be walked daily to ensure that heat is set to an appropriate level.
- Leave cabinet doors open under kitchen and bath sinks to help keep water supply lines warm.
- Drain swimming pool lines (to and from the filter) as well as the filter itself. Install expansion plugs to keep water from flowing back into the lines. If you have a pool heater, you can always turn it on a lower setting, not enough to heat the pool, but enough to keep it from freezing. Some pool suppliers sell a pool antifreeze to put into the lines if you can't get them completely drained or blown out.

Please feel free to contact Property Supervisor with any questions regarding our winter weather policies.

2024 Updates for Oregon Housing Providers

Below is a summary of each of these important items. We are not adopting changes to the forms or how they are delivered currently; however, we want to share the updates below for informational purposes and awareness. As the forms become available and as the laws solidify, we could certainly move forward with implementing these changes.

- **Oregon House Bill 02680: Amends the Laws Related to Screening of Applicants**

- a. Adds a new protected class to their non-discrimination policy language (gender identity);
- b. Describes the applicant's right to a refund of the screening charges within 30 days if the unit is filled before screening, or If the screening was never conducted or ordered before the applicant withdraws the application in writing; and
- c. Describes the applicant's right to a \$250 fine if a Housing Provider fails to comply with the requirements described in b. above or takes an applicant's money but fails to conduct screening or refund the screening charges within 30 days.

- **Oregon House Bill 3443: New Protections for Renters due to their Status as Victim of a Bias Crime**

A 'bias crime' occurs when a person:

- a. Tamper or interferes with property, having no right to do so nor reasonable ground to believe that the person has such right, with the intent to cause substantial inconvenience to another person because of the person's perception of the other person's race, color, religion, gender identity, sexual orientation, disability or national origin;
- b. Intentionally subjects another person to offensive physical contact because of the person's perception of the other person's race, color, religion, gender identity, sexual orientation, disability, or national origin; or
- c. Intentionally, because of the person's perception of race, color, religion, gender identity, sexual orientation, disability, or national origin of another person or of a member of the other person's family, subjects the other person to alarm by threatening:
 - I. To inflict serious physical injury upon or to commit a felony affecting the other person, or a member of the other person's family; or
 - II. To cause substantial damage to the property of the other person or of a member of the other person's family.

- **SB 1069 Legal Update – Service of notice by email and electronic refund of security deposits allowed starting January 1, 2024**

1. **Service of non-termination notice by email**

Written notices (except for termination notices – can be sent by email if there is a written addendum to the rental agreement that:

- a. Allows for email service of written notice;
- b. Specifies the email address that the housing provider will send and receive email notice;
- c. Specifies the email address that the renter will send and receive email notice;
- d. Is signed by the housing provider and the renter after the tenancy begins and after the renter has occupied the premises.
- e. Allows the housing provider or renter to terminate service of written notice by email or to change their specified email address for receipt of written notice by giving no less than three days' written notice; and
- f. Includes notice in substantially the following form:

THIS IS AN IMPORTANT NOTICE ABOUT YOUR RIGHTS REGARDING RECEIPT OF WRITTEN NOTICES.

By signing this addendum, you agree to receive written notices from your landlord by e-mail. This may include important legal notices, including rent increase and tenancy termination notices. Failure to read or respond to a written notice could result in you losing your housing or being unaware of a change in rent. Signing this addendum is voluntary. Only agree to service of written notices electronically if you check your e-mail regularly.

If all the conditions above are met, then the following types of notices may be sent via email without adding any mailing days:

- notices of rent increase
- notice requiring renter's insurance
- notice of change to late fees
- notice of change to community rules and regulations
- notice of violation
- notice of entry
- Any other type of notice that **does not** terminate the tenancy (whether sent by the housing provider or the renter).

2. Service of termination notice by email & first-class mailing

Termination of tenancy notices may also be sent by a housing provider or renter if all the requirements above are met and the termination notice is sent by first class mail ("Email & Mail Service"). The benefit of sending termination notices by Email & Mail Service is that no mailing days need to be added and service is considered complete at 11:59 P.m. the day that the notice is both mailed and sent by email. For example, a 10-day nonpayment of rent notice sent by Email & Mail Service on January 8, 2024 will expire at 11:59 P.M. on January 18, 2024.

3. Electronic Security Deposit Refunds and Security Deposits Accountings

Once the tenancy begins and the renter occupies the unit, the parties may agree to an electronic return of the security deposit to a bank account or other financial institution designated by the tenant by signing an addendum allowing for that. If any amount is being withheld, then the security deposit accounting may be sent via email if there is a lease addendum meeting the requirements discussed above, in section 1.

4. Electronic Return of Rent

If an addendum is signed that allows for electronic security deposit refunds, discussed above, then rent payments may be returned electronically. This is beneficial when a renter makes a partial rent payment electronically that a housing provider does not want to accept.

Summary of SB 1069

SB 1069 allows housing providers and renters the ability to utilize common place technology in the form of email and electronic transfers when agreed upon by the parties. But, very specific requirements must be followed to do so. Renters cannot be required to sign an addendum if they do not want to and either party may terminate email service if they choose to do so. To utilize this new method of service, there must be a specific lease addendum authorizing this practice, executed in the manner described above. In addition, specific procedures must be followed for offering the option to renters and maintain a dedicated email address for sending and receiving notices.

