

# Cambridge eExchange

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## Hello Employees!

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Please be reminded that fireworks are not permitted on community grounds. See the attached notice for posting in community areas as a reminder.

### Summer Maintenance Update:

#### Curb Appeal

- Extra effort on litter patrol
- Maintain dumpster areas; to avoid warm weather odors, pressure wash as necessary
- Parking lot striping
- Pressure washing, buildings and walkways
- Application of Lilly Miller Worry Free for moss control on roofs and other surfaces
- Frequent patio patrols
- Check irrigation frequently; report issues to site manager

#### Pool Care

- Pool chemicals need to be checked every day during the summer, either by maintenance or management
- Expiration dates of pool chemicals should be checked on a regular basis and stored in maintenance shops rather than the pool room.
- Make sure all handrails are secure
- Check pool signs for both wear and accuracy



### Noise Awareness and Conflict Resolution

Noise levels naturally increase during the summer months due to an influx of residents opening windows and spending more time outdoors. Apartment living can be noisy with neighbors living in such close proximity to each other. You will likely get an increase in noise complaints this time of year and it can be an opportunity to learn and practice conflict resolution. Have a clear plan of action to open lines of communication and find a solution for all parties involved. To learn more about conflict resolution check out this website:

<https://www.helpguide.org/articles/relationships-communication/conflict-resolution-skills.htm>

### Payroll Update

Hello Managers,

Timecard and Payroll Deadlines have been added to the Exchange Calendar for all properties. The pay period end dates have been added, this is when all time entries are due to be completed, and employees should approve their own timecards. Site Manager timecard approvals have been added and will appear as "Timecard Approvals Due by 5:00pm".

"Payroll Changes Due by 5:00pm" indicates the deadline for any changes to an employee's profile or earning, such as W-4 changes, address changes, direct deposit changes, bonuses, etc.

Questions? Please contact the Human Resources Department. Thank you!

### Reminder: American Flags

Managers,

As a reminder, according to the U.S Constitution, all residents have the right to display an American Flag. No tenant should receive a patio violation letter that lists a flag being displayed as their only violation.

