

Cambridge eExchange

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

VOL 17 | JUNE | 2020

Hello Employees!

COVID-19 related safety signage and care package is coming to your property soon!

Kids Out of School

With more children are out school during quarantine, they may be occupying the community grounds and common areas much more often. With this in mind, complaints from residents may increase regarding noisy or unsupervised children. We need to remember to always be fair and consistent when dealing with any resident, whether child or adult.

Although it may seem natural to implement rules to try to control conduct, it is illegal for apartments to have rules which prohibit children from playing outside, riding bikes, playing with toys, laughing, screaming, or having fun.

The only time that an apartment community can make rules against children is if there is a potential danger to children and the rule isn't too broad. For example, it would be okay for an apartment to have a rule that says, "No children under 5 years of age in the pool without a parent." This rule is reasonable and protects the child. However, it would be illegal if the rule said, "No children under 17 years of age may be in the pool without an adult." This rule is much too broad, as some children under 17 years might not need assistance.

Another safety issue that can come up is when children are playing or riding their bikes in the parking lots or on pathways. It is illegal to post a sign prohibiting children to ride their bikes in the parking lot, but you can ask all residents to refrain from riding bicycles in the parking lot.

Please remember that no matter how a rule is phrased, consistency in the rule enforcement is most important. If you were to post a rule that all bicycles were prohibited in parking lots but only enforced it when children were present a judge might rule you were being unfair.

Please contact your supervisor if you have any questions.

Cambridge Reopening

As we continue to work towards a normalizing of our business activities, remember that we are here to work with each employee on an individualized basis to make sure your varying responsibilities - family, professional, health and wellbeing are all in balance. It is our goal to have each employee's full participation in restoring service to our residents and our clients. And, we believe we can do so with creative responses, particularly for those employees who have school-aged children who require care and are not able to attend their normal school or day care facility due to closures. Please reach out to HR so we can start the process of making the next stage in our shared recovery responsive to all our needs and expectations. Thank you!

Rent Credit Drawing!

You can help residents start paying rent online and become eligible for a monthly **\$100 rent credit** drawing. Paying rent online is easy and convenient for all, helps you and your staff get a bonus, and means less trips to the bank!

To invite residents to pay rent online, simply:

1. Obtain the resident's email address and enter into Yardi
 - Resident Screen > Personal Info tab > Click Edit button > Enter email address > Click Save button
2. Send an invitation to resident to pay online (instructions on Page 2)
 - Resident will receive an email from RENT Café; this email will guide residents on how to register / setup online account and rent payments – no "t code" needed!

Please see the instructions for inviting a resident to register in RENT Café on Page 2.

Questions? Contact Kristin Strong:
kstrong@cambridgeres.com

Grilling Policy Reminder

While the weather is hot this summer, many residents will spend more time outside with more people grilling and spending time outdoors. This is a fun way to get together to enjoy the summer months and we want to make sure our residents are informed about the importance of safety while using outdoor grills. Please remind residents of these grilling basics:

- As a fire safety precaution charcoal grills are not allowed on patios, or balconies, or within 25 feet of the building.
- Use only gas/propane cooking devices with a gas container of 1 pound LP-gas capacity. Allowed devices are the small "Coleman" style propane canisters. These canisters are typically green and are approximately the size of a one liter drink container (you can also find converters for your gas/propane grill to work with these smaller canisters.)

Questions? Contact Maintenance Supervisor Scott Busch @
sbusch@cambridgeres.com. Happy Grilling Season!

Inviting Residents to Register in RENTCafe

1. Log into RentCafe here: <https://sitemanager.rentcafe.com/sitemanager/login.aspx>
2. To invite users through RENTCafe, go to: Company > Company Management > User Management (see graphic below)
3. Search for **Residents** who are **Registered** and **Unregistered** and the **Property** they live in. You can then invite all residents who have an email through the “Send Invite To All Unregistered Residents” or you can send it individually by pressing the email icon button on the far-right column under “Actions”, on the resident’s row.
 - a. If they do not have an email, you can add an email through Voyager on their Resident Page.

Remember, paying rent online is easy and convenient for all!

Company Properties Leasing Campaigns Reports

Cambridge Real Estates Services > User Management

COMPANY CONFIGURATION

- Settings
- Corporate Sites
- Content Management
- Company Management**
- User Management**
- Email
- SMS Management
- Property Setup Utilities
- ILS Feed Setup
- Neighborhoods
- Manage Blue Moon Product
- Surveys
- Report Subscriptions
- Marketing Types
- Resident Services
- RENTCafé REACH Marketing
- Blog Management

User Management

+ Add User + Add Multiple Users Sync Voyager Property Security

RESIDENTS Registered Unregistered PROPERTIES Search

+ Additional Filters

133 REGISTERED RESIDENTS 270 UNREGISTERED RESIDENTS

Send Invite To All Unregistered Residents Export

10 records per page

Full Name	Details	Registration Status	Account Status	Actions
	Resident Bethany 5 Apartments r0017433	Unregistered	Not Invited	
Aaron Ellich aaron.ellich@yahoo.com	Resident Bethany 5 Apartments r0016365	Registered on 11/30/2016	Invited	
Aaron Juarez	Resident 2400 Brookwood Apartments r0013704	Unregistered	Not Invited	
Aaron Sam	Resident Alexan Park Commons r0016583	Unregistered	Not Invited	

Careers at Cambridge

To request an Application for Employment or for more career information, please contact Human Resources 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: 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: Washington - The Springs (PT), Pioneer Vista; 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 - Kennedy Meadows (PT); Dolores Lia (PT); Blue Oak Court (PT); Washington - The Springs; Idaho - Fawnbrook; Oregon - 2400 Brookwood/Crescent Ridge, Stone Creek, Hamilton Park/Springwater Court; 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: Oregon - Greenfield Village, Hamilton Park/Springwater Court**

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