

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!

March 2024

Friendly reminder that **Tax Day is Monday, April 15th**
and **Day Light Saving is Sunday, March 10th**

Spring Reminders

- Schedule maintenance for pools requiring extensive work like plastering or re-plumbing
- Remove the hose bibb covers
- Check your landscape vendor contract for the approximate timing of turf fertilization and weed control
- Set all communal area light timers one hour ahead of schedule for Daylight Saving Time. Examine common area lights, timers, and photocells!
- Start pressure washing, exterior light cleaning, and other spring-cleaning projects

MANAGER WEEKLY REPORTS!

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

Please ensure that you label these reports with the full name of the property weekly manager report and the date when you store them and your property's availability summary in the email subject line.

- Glenbrook Weekly Manager Report 02.23.2024
2/1/1/0/2

Reports need to be submitted to managerreports@cambridgeres.com and cc your supervisor on the email.

If reports are not received by Monday at 12:00 Noon, they are also considered late. Many reports arrive in your supervisor's email between 4:30 and 6:00 pm, when site offices close.

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](#)

Clocking In/Out

It is essential that you accurately record your start time, stop time, and meal breaks on your timecard in ADP.

All entries need to be the exact times as rounding hours to the nearest quarter hour is against Cambridge policy.

Please contact your supervisor or the HR department if you have any questions about appropriately recording your time.

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.

Property Accountant: Responsible for overall accounting support of a portfolio of properties with audit responsibilities of a peer portfolio.

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](tel:5034500243) or hr@cambridgeres.com with any questions.

Paperless

Please ensure the documents you are scanning are readable, clear, and in the same order as your A/P batch.

Note that the property name, date, and batch number should be saved as the title with your AP batch scans when sending them in.

- Glenbrook 02-22 #123456

If you are experiencing issues with your scans, please reach out to BlackPoint.

1(866) 575-9512 or servicedesk@blackpoint-it.com

Online Payments

We recently sent out an email on 2/8 with the subject line *Communication to Residents Encouraging Online Rent Payments* to everyone to send out to residents encouraging them to make payments online, and it has been approved for release. This email can be used to explain the advantages of making payments online, like the absence of fees.

Employee Highlights

Xia was born in Providence, Rhode Island. Her family was one of the first Hmong families that moved to Oroville, California in 1985 for job and farming opportunities. She has been married to her husband Benny Thao for 18 years and had 4 kids. (Justus 17, Tyler 15, Serena 12, & Idelisa 10)

First, she worked at Feather Falls Casino for 15 years in Marketing and Charter Bus Sale Services. Secondly, she worked at Chase Bank as a teller and personal banker for 5 years.

She joined Cambridge Reals Estate Services at Hillview Ridge Apartment in Oroville, Ca August 2021. She leased up Riverbend Apartment I August 2023 and Riverbend Apartment II January 2024. When she's not working, Xia likes to spend time with her family, and go walking at Oroville Dam



Xia's parents fell in love with the rice fields when they first visited Butte County. Her dress is a Thai outfit was taken at her cousin's backyard rice field.

\$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

Meal and Rest Break Requirements

Cambridge Real Estate Services is committed to abiding by local, state and Federal law as well as company policy to ensure employees are provided with a healthy and productive workplace. One of these protections involves assuring employees of their right to timely meal and rest breaks.

- Rest Breaks
 - Employees are entitled to one rest break of 10 minutes for every 4 hours worked. The break should be taken as much as is practicable, in the middle of each work period. Rest breaks are paid.
- Meal Breaks
 - See the chart below to determine when depending on your state of employment, you must start your meal break. Meal breaks are unpaid.

California

- First meal breaks can be waived if the workday concludes in 6 hours or less. Second meal breaks can be waived if the workday concludes in 12 hours or less (and the first meal break was not waived)

Idaho

- First meal breaks can be waived if the workday concludes in 5 hours 59 minutes hours or less.

Oregon

- First meal breaks can be waived if the workday concludes in 5 hours 59 minutes hours or less.

Washington

- First meal breaks can be waived if the workday concludes in 5 hours or less.

	Meal Break Must Start Between Work Hours	Second Meal Break Must Start Prior to Work Hour	Minimum Meal Break	Rest Breaks
California	3 - 5	10	30 minutes	(2) 10-minute
Idaho	3 - 6	14	30 minutes	(2) 10-minute
Oregon	3 - 6	14	30 minutes	(2) 10-minute
Washington	2 - 5	11	30 minutes	(2) 10-minute

We strongly recommend taking your meal break away from your desk and office, so your breaks are uninterrupted. If you have any questions regarding the above meal break requirements, please contact the Human Resource Department or your Portfolio Supervisor.