

Cambridge eExchange

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

Hello Employees!

VOL 31 | NOVEMBER | 2021

Daylight savings begins on Sunday, November 7th. Don't forget to adjust your office signs to reflect Winter Office Hours.

FIRE SAFETY AND PREVENTION

Below are some common guidelines for residents to help prevent fires from occurring, particularly in the fall and winter months.

- ❖ Burning candles represent a significant risk of fire. Avoid using candles unless someone is present in the same room at the time the candle is burning.
- ❖ Do not overload electrical outlets and replace frayed cords.
- ❖ Use appliances safely, keep countertop appliances unplugged when not in use.
- ❖ Exercise caution in the kitchen.
- ❖ Test smoke detectors once a month to make sure they're still working.
- ❖ Check fire extinguishers to make sure they are fully loaded.
- ❖ Develop and practice a home fire escape plan that includes two escape routes and designated meeting place away from the building.
- ❖ Cambridge discourages the use of portable heaters.

COMPLIANCE CORNER

As we approach 2022 a few things to remember if you work at an affordable property:

2022 Social Security Cost of Living Adjustments

- Social Security has announced a 5.9% Cost of Living Adjustment
- Please refer to the email from compliance as to how to apply this adjustment to your January 2022 certifications
- ***Senior Property Pro Tip!** – Send out a notice this month to remind your residents to bring a copy of their new SSA award letter with their December rent

Minimum Wage Increases

- 2022 California Minimum Wage is \$14.00 (employers with 25 employees or less) \$15.00 (employers with 26 employees or more) - **Effective January 1, 2022**
- 2022 Oregon Minimum Wage – **Effective July 1, 2022**
 - Standard \$12.75
 - Portland Metro \$14.00
 - Nonurban Counties \$12.00
- 2022 Idaho Minimum Wage - To be announced



Safety Reminder

**HAVE YOU CHECKED
THE EXTERIOR LIGHTS
ON YOUR PROPERTY
LATELY?**

Now that the mornings and evenings are getting darker, it is an excellent idea to check exterior lights on your property on a consistent basis to make sure they are in good working order. Bi-weekly inspections (if not more) should take place. Create an inspection schedule that includes both maintenance and office staff and stick with it! It's an important safety issue.

Careers with Cambridge

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. **Location: Albany, OR – (PT)**

Property Manager – Oversees daily activities including leasing, collections, residential relations, maintenance, general staff administration, and policy & procedure compliance. **Locations: California – Multiple locations in California, please contact HR for more information; Multiple locations in Oregon, please contact HR for more information; Vancouver, WA (PT)**

Assistant Property Manager – Works in conjunction with the Property Manager to oversee the daily activities such as leasing, collections, resident relations, maintenance, general administration, and policy & procedure compliance. **Location: Portland, Oregon, please contact HR for more information**

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

Evening Management Attendant – Responsible for monitoring evening activity and maintaining positive resident relations with the community. **Location: Bay Point, CA**

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

Happy Calculations! As always, we can help with any proration's that might be needed.

Holiday Décor Tips

Keeping Fair Housing Act guidelines in mind, listed below are some tips for managers to be mindful of as they decorate for the holiday season:

- ❖ Don't refer to specific religions' holidays: Avoid referring, through words and symbols, to a specific religions' holidays.
- ❖ Use nonreligious decorations: Signs reading "Happy Holidays" or "Enjoy the Season" are sentiments that include all religious affiliations.
- ❖ Throw nonreligious holiday parties: If you want to organize an event, call it a holiday party or winter celebration. Observe COVID-19 safety protocols for any gathering.
- ❖ If your community has a common room, make sure to accommodate all requests, regardless of religious affiliation. Offers should be made on a first come, first serve basis. Any printed material promoting any event should clearly say that members of all faiths and denominations are invited to all community room events.
- ❖ If managers observe festive decorations being placed on and/or around some of your occupied unit entrances and patios, remember that we are unable permit any decorations that obstruct access points to the building and/or that interfere with the maintenance of the building or the common area landscape.

Winter Reminders

Safety First: Pay attention to your surroundings, keep your work area clean and free of clutter, be mindful of slip hazards (leaves, ice, surface transitions), and always wear proper footwear.

Ice Melt Products: Cambridge prohibits the use of chemical ice melt products and encourages the use of sand/gravel along pathways during inclement weather.

Energy Watch: Remember to keep lights off in vacant units, keep heat low, be aware of sprinkler settings and make sure pool heaters are turned off.

Clear Leaves and Debris: Make sure to clear the following locations of leaves and debris for proper flow and drainage of the excess water we see during the winter months: curbs, storm drains, manholes, gutters, downspouts, flat roofs, equipment on roofs (exhaust fans, air intakes), and patios.

Address Ponding on Walkways: Any water that ponds on walkways or drives will become ice in freezing temperatures and will become a fall hazard. These areas should be addressed ASAP.

HR Benefits Update

- Open Enrollment, the time of the year that employees can add, cancel, or change benefits is coming in November! Watch for notifications.
- With W-2's being mailed in a few months, now is a good time to ensure your information in ADP is correct; mailing address, phone number, email address and emergency contact.
- Remember you can also log into ADP anytime from your phone by downloading the ADP Mobile app.
- Watch for the Paid Time Off (PTO) Payout Request Form, that allows certain employees to request a payout of PTO.
- Maximize your return – Cambridge continues to match your 401k contribution at 100% up to 10% of your earning!
- Make sure that your 401k beneficiaries are updated on transamerica.com.
- Remember that if you want help to stop smoking, we offer incentives for your progress. Or if you want to lose weight, Cambridge will pay for your WW (formerly Weight Watchers) membership.
- If you are not actively using SmartDollar – check it out. SmartDollar is a proven financial wellness solution that teaches employees how to save for emergencies, start budgeting, get out of debt, and get on track for retirement. <https://www.smartdollar.com/enroll/cambridgerealestate8815>
- Don't forget to take your Grace Hill classes! Fair Housing and Sexual Harassment are required trainings. Visit www.gracehillvision.com/cambridgeres to get started.
- As a reminder, it is Cambridge's policy that non-exempt hourly employees complete their timecard on a daily basis.

Contact HR for more information about any of the above.