

Welcome Home!!!

Dear Resident,

We are pleased you have chosen Cambridge Apartments as your new home. We appreciate the opportunity to serve your apartment living needs. Please let us know how we can make your living experience here more pleasant.

Enclosed in this booklet you will find a listing of your management and maintenance staff members. If you would like to speak to a management staff member, please call 228-897-2776.

Once again, welcome to Cambridge Apartments. We hope you choose to live at our community for years to come.

Sincerely,

Tracy Hurt &
Celeste' Orndoff
Cambridge Management Team

Get to Know your Neighbors!

We will be hosting coffee/doughnut socials to get to know your neighbors in the office. We will also be offering After School Treats and having patio contests for prizes! Check the mailbox area to keep updated.

Stay Connected Online

Check out www.cambridge-apartments.net to pay rent online, submit work orders online or email us your concerns.

Check out our **facebook** page for monthly happenings at Cambridge Apartments. "Like" us on facebook and refer your friends.

Pass us a new resident and catch a bonus!

ACCESS GATE INSTRUCTIONS

Resident Access:

You may enter the gate using your four digit access code which you choose at the time you moved in. There are no symbols required before your code; simply punch in your four numbers and the gate will open.

Guest Access:

If you have a LOCAL phone number, you may have your guests scroll through the menu on the control box and find your name. Beside your name, there will be a 3-digit code. Your guest will enter this 3-digit code on the keypad to ring your phone. If you choose to let them in, simply press the "9" key on your touch tone phone and the gate will open for them. If you do not wish to let them in, simply hang up.

Contents

The information contained in this booklet is meant to help you become familiar with your neighborhood as well as the MS Gulf Coast area. While none of the listings represent our specific recommendations, we do hope it helps you become acquainted with some services available to you.

General Information

- OFFICE HOURS:** Monday – Friday 8:30am – 5:30pm
Saturday 10:00 am – 2:00 pm
- MAIL:** The resident’s mailboxes are located to the right of the office.
- UTILITIES:** MS Power 800-532-1502
AT&T 888-757-6500
Cable One 228-864-1506
- VALET WASTE:** We are pleased to offer Valet Waste trash service to our residents! Simply place your bagged trash in the black Valet Waste can that is located inside your apartment, and place this can outside your door around 6-7pm Sunday – Thursday evenings. Pick up starts at 8pm. Please bring can back inside during the day. There is NO PICKUP on Friday and Saturday nights.
- PEST CONTROL:** Our pest control provider services each unit every 3 months (quarterly) on the 3rd Thursday of the month. If you need services other than scheduled quarterly maintenance, please call the office to schedule.
Also, if you need to add your unit to a “no-spray” list, please call the office.
- FITNESS CENTER:** The fitness center is located on the left hand side of the office building. It can be accessed at anytime with the large brass amenities key.
- LAUNDRY CENTER:** The laundry center is located on the left hand side of the office building and can also be accessed with the amenities key.
- POOL:** The pool/hot tub are located behind the office. There are charcoal grills and tables for your enjoyment. The pool hours are 9am – 8pm. The pool area is open year-round.
- PLAYGROUND/
TENNIS, VOLLEY-
BALL & BASKET-BALL COURTS:** The playground, volleyball court, tennis court and basketball court are located to the left of the swimming pool. The hours are 8am to 10pm.
- RENT DROPBOX:** After office hours, please feel free to leave correspondence, maintenance requests, suggestions and comments, as well as your rent payment in the drop box located to the right of the office door. This is a locked box and it is checked every business day morning.

SATELLITE DISH:

If you are considering obtaining satellite service for your home, please do not attach the dish to the building or railing of the patio/balcony. They must be secured on a tripod, in a bucket, or on a metal stand on your patio/balcony.

ACCESS GATE:

The directory panel at the entrance gate will be programmed by the office. You must enter your personal four digit code to open the gate. Your guests must scroll to find your name, enter the 3 digit code on the screen and this will dial your phone. After you answer the phone, you will need to press 9 on the phone to open the gate.

Cambridge Staff Members

Tracy Hurt

Community Manager cambridgemgr@cottonwoodcap.com

Celeste' Orndoff

Assistant Manager cambridgeasst@cottonwoodcap.com

Chuck Hysell

Maintenance Supervisor cambridgeMS@cottonwoodcap.com

Justin Bosarge

Maintenance Technician

Licenses and Registration

DRIVER'S LICENSE

16741 Highway 67
Biloxi, MS 39532
(228) 396-7441
8am-5pm, Monday-Friday

VOTER REGISTRATION

Same location as Driver's License

Public Schools

ELEMENTARY SCHOOL

Bayou View Elementary
4898 Washington Avenue
Gulfport, MS 39507
(228) 865-4625

MIDDLE SCHOOL

Bayou View Middle School
212 43rd Street
Gulfport, MS 39507
(228) 865-4633

HIGH SCHOOL

Gulfport High School
100 Perry Street
Gulfport, MS 39507

HARRISON CO. SCHOOL
DISTRICT

(228) 896-7525

11072 Highway 49
Gulfport, MS 39503
(228) 539-6500

Parks and Recreation

Gulf Islands Water Park
17200 16th Street
Gulfport, MS 39503
(866) GULF FUN
(866) 485-3386
www.gulfislandswaterpark.com

Big Play Family Fun Center
1836 Beach Blvd.
Biloxi, MS 39531
(228) 388-PLAY (7529)
www.bigplayfamilyfuncenter.com

YMCA Programs
2550 Bienville Blvd.
Ocean Springs, MS
(228) 872-0322

Handsboro Community Center
1890 Switzer Road
Gulfport, MS 39503
(228) 896-4909

Shopping

Edgewater Mall - Biloxi/Gulfport's premiere regional shopping mall, located on Eisenhower Drive and Beach Blvd. They have lots of shops and restaurants, including Dillard's, Belk, JC Penney, and Sears. Other stores include American Eagle Outfitters, Buckle, Aeropostale, New York and Company, Victoria' Secret and Bath & Body Works. Restaurants include Bonefish Grill, Piccadilly and a food court.

Prime Outlet Mall

This mall is located off Hwy 49, south of I-10, behind Home Depot. It has over 60 stores including COACH, Nike, Polo, Ralph Lauren, Gap, Disney, J. Crew and many more!
There are other shopping strip-malls which have supermarkets, pharmacies, clothing stores, etc.
Cross Roads located at Hwy 49, north of I-10, has such shops as TJ Maxx, Old Navy, Pier 1, Barnes & Noble, Chuck E. Cheese, TGI Fridays, and **many** other shops and restaurants.

The office staff is familiar with the area and will be happy to give you more information.

Movie Theaters

Cinemark 16
15171 Crossroads Pkwy
Gulfport, MS 39503
(228) 539-5294
16 screens

The Grand Theatre
11470 Cinema Drive
D'Iberville, MS 39540
(228) 354-9541
18 screens

Area Services

The following listings are offered merely for their location and proximity to our community, not because we specifically recommend them.

Pharmacies

CVS Pharmacy
1422 E. Pass Road
Gulfport, MS 39503
(228) 604-0138

Walgreen's Pharmacy
2 Pass Road
Gulfport, MS 39503
(228) 864-4967

Grocery Stores

Rouse's Supermarket
1345 E. Pass Road
Gulfport, MS 39503
(228) 604-0076

Winn Dixie Supermarket
1444 E. Pass Road
Gulfport, MS 39503
(228) 896-6337

Hospitals

Memorial Hospital
4500 13th Street
Gulfport, MS 39501
(228) 867-4000

Garden Park Medical Center
15200 Community Road
Gulfport, MS 39503
(228) 575-7000

Humane Society

For Adoption, pets, spay, neuter
and micro chipping your pets
2615 25th Ave.
Gulfport, MS 39501
(228) 863-3354

Animal Care

Gulfport Vet Hospital
204 Pass Road
Gulfport, MS 39507
(228) 865-0575

Handsboro Animal Hospital
1445 E Pass Road
Gulfport, MS 39503
(228) 896-3613

Animal ER – Gulf Coast Veterinary Emergency Hospital

13095 Highway 67
Biloxi, MS (I-10, Exit 41)
(228) 392-7474
Limited to Emergency & Critical Care Services

Nights - Weekends – Holidays

Pass Road Vet Hospital
2709 Pass Road
Biloxi, MS
(228) 385-1008

Pet Boarding

Websters
14464 John Lee Road
Biloxi, MS
(228) 392-4691

Harrison Co. Library System

2600 24th Avenue #6
Gulfport, MS 39501
(228) 868-1383 www.harrison.lib.ms.us

Post Office

11110 Highway 49, Gulfport
363 Courthouse Rd, Gulfport

EMERGENCY MAINTENANCE

Although we hope the need never arises, one of the many services we offer is providing emergency maintenance after business hours. Below is a list of what we consider an emergency.

1. Any water leaks that may result in flooring or other apartment damage.
2. Toilet stopped up (without another working toilet).
3. No heat if the temperature drops below 60 degrees.
4. No air conditioning if the temperature rises above 70 degrees.
5. No hot water.
6. No electricity.
7. Refrigerator is not working.
8. Fire. ****Always call 911 first****

If you require immediate assistance for any of these situations call 228-897-2776, press 3 and follow the instructions to page the on-call maintenance staff member. (Call 24 hours a day)

Tips from your Maintenance Team

1. Change your air filter regularly. Filters are available in the office for your convenience.

Your Carpet...

1. Attempt to remove a stain as soon as it is noticed, the sooner the better. The longer it remains on the carpet, the harder it is to get out.
2. Use a blotting motion rather than rubbing back and forth. Rubbing can result in the stain spreading.
3. Club soda works well on about 90% of all types of spots. If it doesn't help, it won't hurt either. It's the carbonation that does the trick by creating a bubbling action that pushes the stain close to the top of the carpet where you can blot.
4. Club soda works especially well on coffee, tea, Kool-Aid, colas and wines.
5. Shaving cream is also a good spot remover. It works on make-up, lipstick, coffee or tea.
6. A recommended commercial brand of spot remover is Resolve. If all else fails, this will usually remove the stain.
7. Mustard or tar can be removed using glycerin. It can be purchased inexpensively at the drug store. You may have to treat the carpet several times. If the spot doesn't come up, use Resolve.
8. Glue and rubber cement can be removed from your carpet by first using undiluted white vinegar followed by a carpet cleaning fluid.
9. Ink can sometimes be removed by spraying with hair spray or blotting with rubbing alcohol. If necessary, follow with a spot remover.

Pet Accidents on the carpet...

Regular cleaning fluids will not remove the odor. That lingering odor invites the pet back for another visit. Ask a veterinarian or visit a pet specialty shop for the latest product. Many people report excellent results with enzyme cleaners such as Outright Pet Odor Eliminator and Nature's Miracle. You will probably have to treat the area several times.

Candle Wax...

Use a medium/hot iron and a brown grocery bag. If there is printing on the bag, have it facing you, not toward the carpet. The lettering could transfer. Lay the brown paper bag over the melted candle wax and press the iron onto the bag for a few seconds. As the wax deposits on the bag, dispose of that portion of the bag to prevent pressing the wax back onto the carpet.

Chewing gum...

Work in petroleum jelly and use clean paper to pull the gum out of the fibers. Follow this with a spotter fluid.

Watercolor Paints...

Use rubbing alcohol and a damp sponge. Don't rub the color into the carpet. Blot it up, using a clean portion of the sponge each time. You may need to follow this with a mild detergent and water mixture.

Potted Plants...

If you have plants sitting on your carpet, be sure to have a liner or a plate underneath the pot to keep excess water from leaking onto the carpet.

Kitchen Appliances...

We don't want you to attempt to make repairs. However, the better you describe the problem, the more likely the maintenance technician will bring the proper tools and supplies to fix it the first time.

Electric Stove

- Check the circuit breaker.
- Check the electrical outlet and stove plug.
- Which of the surface burners do not work?
- Does the oven's baking element work?
- Does the oven's broiling element work?

Refrigerator

- Check the circuit breaker.
- Check the electrical outlet and refrigerator plug.
- Is it the freezer that's not working, but the refrigeration section is?
- Is it the refrigerator section that's not working, but the freezer is?
- Are both of them not working?
- Check the freezer thermostat.
- Check the refrigerator thermostat.

Garbage Disposal

- Use the reset button at the bottom of the canister under the sink.
- Use a plunger over the drain hole in the sink.

Air conditioner

- Check the circuit breaker.
- Check the thermostat.
- Determine if there is air blowing through the ceiling vent.
- Is the air cool, room temperature, or hot?
- When was the air filter last changed?
- Give this information when you call to request service.

Heating System

- Check the circuit breaker.
- Check the thermostat.
- Determine if there is air blowing through the ceiling vent.

Bathroom Plumbing

Plumbing such as sinks, bathtubs, commodes, etc...

- Identify the source of the leak. Is it around the handle, underneath the sink or coming from the commode tank?
- Notify the management/maintenance staff as soon as possible.

Door/window locks that do not work

- Notify the management/maintenance staff immediately.