



Michelson Weekly Update

Tuesday, January 3rd, 2023

PROPERTY MANAGEMENT



1. BLUE BOOK REMINDERS - attachment

Thank you to the following properties for having all of your Blue Book reports current.

Kensington West	Walden Glen
Orchard Village	Park Forest
Boulder Creek	Terraces at Forest Springs
Trace Apartments	

- **Past Due from 05/23**-Resident Questionnaire Recap-Vineyards
- **Past Due from 09/26**-Property Inspections- Vineyards
- **Past Due from 11/21**-Resident Questionnaire Recap-The Orion, Vineyards
- **Past Due from 11/22**-Inventories-Vineyards, Panther Creek Parc
- **Past Due from 12/23**-1Q Marketing Plan-Vineyards, Westshore Colony, Southmoor, Alinea Town & Country, Panther Creek Parc, Corbin Crossing
- **Past Due from 12/30**-2023 Major Projects List-Vineyards, Boulder Creek, Westshore Colony, The Orion, Walden Crossing, Whispering Hills, Southmoor, Alinea Town & Country, Carrington Park, Panther Creek Parc, Windsor, Hermitage, Corbin Crossing 230 Building
- **Past Due from 12/30**-Fire Inspections-Panther Creek Parc
- **Past Due from 01/03**-Monthly Property Summary-Alinea Town & Country, Bramblett Hills, Carrington Park, Fenwick Place, The Orion, Panther Creek Parc, Southmoor, Vineyards
- **Past Due from 01/03**-Market Study-Alinea Town & Country, Corbin Crossing, Fenwick Place, The Orion, Preston Run, Southmoor, Vineyards
- **Past Due from 01/03**-TA MSR & Market Study
- **Due 01/20**-Resident Questionnaire Recaps-Carrington Park, Terraces at Forest Springs, Corbin Crossing
- **Due 01/31**-Rent Level Status
- **Due 01/31**-Fire Inspections-230 Building and Walden Crossing

If you are not listed above or have any question on what is still due for your community, please email reports and/or questions to reports@michelsonrealty.com.



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2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews for 12/25-12/31 and December 2022 with your team!

3. CONGRAT MEMO FOR DECEMBER 2022-attachment

Please review the Congrats Memo for December 2022 with you team!

4. PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment

Please review the property reviews for December 2022 with your team!

5. PROPERTY MONTHLY ONLINE REVIEWS – attachment

Please review the property reviews for December 2022 with your team!

6. FIDELITY 401K WEB WORKSHOP SCHEDULE —attachment-2nd reminder

Fidelity offers a variety of web workshops each quarter to our employees. The attached schedule of these workshops are being added to the company website under 401K Information and will be updated each quarter.

7. PROPERTY CALENDAR FOR JANUARY 2022-attachment-2nd reminder

Please review the property calendar for JANUARY 2022 with your team!

8. JANUARY 2023 SAFETY FLYER – attachment-2nd reminder

Please review the attached safety memo and watch the safety video with your staff. When you are ready to watch the Safety Video for January, please make sure to copy the WHOLE address into your browser. If you need to do so, you may pause this video and return to it **without** it costing Michelson for another viewing.

<https://www.osmanager4.com/videoexternalvos.aspx?aicccourseurl=65752704&ocid=824869&ctype=OC&progid=16966>

with any questions.

9. LEASING/MARKETING TIP OF THE WEEK –



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CREATE A UNIQUE LOGO

Your logo should be unique, recognizable and serve as a symbol of your property. Make it simple and include it in everything you create: signage, listing site profiles, and any other marketing materials. This helps you build a distinct reputation for your property and allows you to influence how others perceive your community.

Happy Leasing!

If your team has any unique marketing ideas, please send them to charlesm@michelsonrealty.com

*“Integrity is the most valuable and respected quality of leadership.
Always keep your word.”*

Brian Tracy
Motivational Speaker
1944-?