



Tuesday, January 6th, 2026

PROPERTY MANAGEMENT

1. BLUE BOOK REMINDERS - attachment

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

Park Forest	Terraces at Forest Springs	Walden Glen		
Alinea Town & Country	Harper's Point			
Preston Run	The Orion			
Vineyards	Trace Apartments			
Westshore Colony	Walden Crossing			

- **Past Due from 12/24-1Q Marketing Plan**-Fenwick Place
- **Past Due from 12/31-2026 Major Projects List**-Carrington Park, Boulder Creek, Fenwick Place, Bramblett Hills, The Point at Tamaya, Whispering Hills
- **Past Due from 01/05-Monthly Property Summary**-Estates at TPC, Fenwick Place, Orchard Village, Trace Apartments, Whispering Hills
- **Past Due from 01/05-Market Study**-Carrington Park, Estates at TPC, Fenwick Place, Kensington West, Orchard Village, Panther Creek Parc, Southmoor
- **Due 01/22**-Resident Questionnaire Recaps-Boulder Creek, Carrington Park, Terraces at Forest Springs
- **Due 01/30**-Rent Level Status
- **Due 01/30**-Fire Inspections-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.

2. 2026 ANNUAL MEETING RSVP - reminder

We are so excited to see everyone again February 2026 for the Annual Meeting! For those attending any portion of Conference or banquet, by Friday, January 9th, 2026, please complete the below RSVP link.

<https://www.surveymonkey.com/r/2026AnnualMeetingRSVP>

3. 2026 YEARBOOK AND BADGE REQUESTS



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We need updated pictures/headshots from everyone for this year's yearbook and badges. This will include a headshot of each individual at your community and their title, plus a group photo that includes everyone. Please try to have these emailed to matt@michelsonrealty.com by Friday, January 9th, 2026.

4. PROPERTY MONTHLY ONLINE REVIEWS – attachment

Please review the monthly online review report for December 2025 with your team. Keep pushing to get those scores up!

5. PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment

Please review the monthly comprehensive call report for December 2025 with your team and confirm that your lead tracking information is correct. If you need any updates, email matt@michelsonrealty.com.

6. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews 12/29-01/04 and December 2025 with your team!

7. CONGRATS MEMO FOR DECEMBER 2026-attachment

Please review the Congrats Memo for December 2025 with your team!

8. FIDELITY 401K WEB WORKSHOP SCHEDULE-attachment

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

9. PROPERTY CALENDAR FOR JANUARY 2026-attachment-2nd reminder

Please review the attached Property Calendar for January 2026 with your team!

10. SAFETY MEMO FOR JANUARY 2026-attachment-2nd reminder



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Please review the attached safety memo and watch the safety video with your staff. When attempting to watch the Safety Video for January 2026, please make sure to copy the WHOLE address into your browser. It starts with 'https' and ends with '16966'. 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>

11. Leasing/Marketing Tip Of The Week

Print Your Information On Pens

Some of you might think this apartment marketing idea is trivial or ineffective. However, here's why it's on the list. Pens are an extremely cheap way to keep your community in the minds of people that have come in for an apartment tour.

All of the pens in your office should be branded with the name, phone number and website of your community. Include the pens with your brochures you give to potential renters so they'll always have it with them.

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

“Courteous treatment will make a customer a walking advertisement.”

Johnny Cash Penney
American Businessman & Entrepreneur
1875-1971