



ichelson Weekly Update

Tuesday, January 2nd, 2024

PROPERTY MANAGEMENT



1. BLUE BOOK REMINDERS - attachment

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

Kensington West	Harper's Point	Whispering Hills
Orchard Village	The Orion	Alinea Town & Country
Fenwick Place	Trace Apartments	Hermitage
Panther Creek Parc	Walden Crossing	Southmoor
Vineyards	Walden Glen	Park Forest

- **Past Due from 12/21-Resident Questionnaire Recap**-Bramblett Hills
- **Past Due from 12/22-1Q Marketing Plan**-Corbin Crossing,
- **Past Due from 12/29-2024 Major Projects List**-Boulder Creek, Westshore Colony, Carrington Park, 230 Building
- **Past Due from 12/31-Administrative Checklist**-Preston Run, Terraces at Forest Springs
- **Past Due from 01/02-Market Study**-Corbin Crossing
- **Due 01/22-Resident Questionnaire Recap**-Boulder Creek, Carrington Park, Terraces at Forest Springs, Corbin Crossing
- **Due 01/31-Rent Level Status**
- **Due 01/31-Fire Inspections**-230 Building, Walden Crossing, Vineyards

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. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews for 01/02-01/07 with your team!



3. EMPLOYEE DISCUSSIONS-attachments

Company-wide, we are trying to have more feedback (documented) between our Managers and the onsite employees.



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1. **Employee Discussion Report** - To be completed quarterly (expect 3 and a Performance Evaluation in place of the 4th). This is less discipline oriented and more of a communication tool.
2. **Employee Performance Evaluation** - To be completed annually or at supervisor's discretion
3. **Employee Warning** - To be completed as needed.

There should be no less than 4 reports submitted on every employee annually.

An Employee Discussion form is not designed to be used as a Warning or Write-Up. If someone violates policy or procedure, you are to use a Warning. Too many times have we failed to have ample communication with our employees prior to giving a warning and termination. Continuous communication and feedback on performance can help. These reports are to be sent in to Rene at kramer@michelsonrealty.com as usual.

4. **ANNUAL MEETING RSVP SURVEY + HEADSHOTS**

Teams, please have anyone attending any portion of this year's Annual Meeting being held February 27th-29th fill out the survey below by **Friday, January 12th**.

<https://www.surveymonkey.com/r/2024AnnualMeetingRSVP>

Also, I will need updated pictures/headshots from each community. This will include a headshot of each individual at your community and their title plus a group photo of everyone at your community. These are due **Friday, January 12th** and can be emailed to tylerv@michelsonrealty.com.

5. **PROPERTY MONTHLY ONLINE REVIEWS – attachment**

Please review the property reviews for December 2023 with your team! Continue to work to increase these scores on a regular basis!

6. **PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment**

Please review the property calls for December 2023 with your team! Please confirm your lead tracking information to what you see in Yardi when using for advertising purposes.

7. **CONGRATS MEMO FOR DECEMBER 2023-attachment-2nd reminder**

Please review the Congrats Memo for December 2023 with your team!



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8. LEASING/MARKETING TIP OF THE WEEK –

Write Personalized Thank You Letters

Always send a thank you letter after a prospect tour. In this digital age, that kind of personal touch is appreciated and makes you stand out.

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

“The secret of getting ahead is getting started.”

Mark Twain
American Writer
1835-1910