



Michelsohn Weekly Update

Tuesday, January 10th, 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 Crossing	Fenwick Place	Windsor
Orchard Village	Walden Glen	Panther Creek Parc	Harper's Point
Boulder Creek	Bramblett Hills	Preston Run	
Trace Apartments	Park Forest	Terraces at Forest Springs	

- **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**
- **Past Due from 12/23-1Q Marketing Plan-Vineyards, Westshore Colony, Southmoor**
- **Past Due from 12/30-2023 Major Projects List-Vineyards, Westshore Colony, The Orion, Whispering Hills, Southmoor, Alinea Town & Country, Carrington Park, 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, Carrington Park, Southmoor**
- **Past Due from 01/03-Market Study-Corbin Crossing, Southmoor, Vineyards**
- **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.



2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

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



3. 2023 Annual Meeting Attendee Survey Link



Michelson Weekly Update

Tuesday, January 10th, 2023

PROPERTY MANAGEMENT

We are excited to announce 2023's Annual Michelson Managers' Meeting will be held at the Le Meridien Hotel in Clayton, MO from Tuesday, February 21st through Thursday, February 23rd!

For any individual that will be attending the roundtable discussions and/or the Awards Banquet, please RSVP by using the following link –

<https://www.surveymonkey.com/r/2023MRCAnnualMtgRSVP>.

Managers, please make sure this is distributed to anyone at your community that will be attending any event(s) during the week. **We need the survey completed by Monday, January 16th.**

Also, I will need updated pictures/headshots from all communities. 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 20th and can be emailed to me at matt@michelsonrealty.com.**

4. **CONGRAT MEMO FOR DECEMBER 2022-attachment-2nd reminder**

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

5. **PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment-2nd reminder**

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

6. **PROPERTY MONTHLY ONLINE REVIEWS – attachment-2nd reminder**

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

7. **LEASING/MARKETING TIP OF THE WEEK –**

Local Area Map

Include a local area map on your website Location, Location, Location! The first thing people think of when looking for an apartment is, "What is it near?" Don't leave your site visitors guessing – add a



ichelson Weekly Update

Tuesday, January 10th, 2023

PROPERTY MANAGEMENT

map with key nearby places clearly marked. Make sure you include supermarkets, any schools in the area, parks, and shopping centers.

Happy Leasing!

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

“There is no limits to what you can accomplish, except the limits you place on your own thinking.”

Brian Tracy
Motivational Speaker
1944-?