



ichelson Weekly Update

Tuesday, January 16th, 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	Westshore Colony	Walden Crossing	Hermitage
Orchard Village	Vineyards	Walden Glen	Southmoor
Fenwick Place	Harper's Point	Whispering Hills	Park Forest
Panther Creek Parc	The Orion	Corbin Crossing	
Boulder Creek	Trace Apartments	Alinea Town & Country	

- **Past Due from 12/21-Resident Questionnaire Recap**-Bramblett Hills
- **Past Due from 12/29-2024 Major Projects List**-Carrington Park, 230 Building
- **Past Due from 12/31-Administrative Checklist**-Preston Run, Terraces at Forest Springs
- **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 01/08-01/15 with your team!



3. EMPLOYEE DISCUSSIONS-attachments-2nd reminder

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

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.



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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. **YARDI MSR**

The birthday memo creator has had some work done and is now generating memos for scheduled renewals correctly. We also ran a job to catch up all missing birthday memos. Any remaining on the MSR as missing at this point, are most likely due to missing demographics. I've added a couple of columns to the Missing Bday Memo Report to capture the # of missing demographics. Make sure the missing demographics are added so the automatic process can find the birth dates needed to generate the birthday memos going forward. Please send any questions to maryw@michelsonrealty.com.

6. **RENTCAFE CRM**

The monthly update will occur on 1/17, please clear your browser history following the release.

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



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

8. PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment-2nd reminder

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.

9. LEASING/MARKETING TIP OF THE WEEK –

Review Local Businesses

These aren't reviews in the traditional sense. What we're talking about is creating "Top 10" lists of different types of business in your area.

For instance, you might have "Top 10 Italian Restaurants in Las Vegas."

Often times, people will search for the best local businesses when they're contemplating moving to a new area.

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

"Only share your dreams with folks who want you to succeed. You can't tell everybody everything!"

**Sandra Thomas
Real Estate Agent**