



Michelsohn Weekly Update

Tuesday, February 7th, 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	Trace Apartments	Bramblett Hills	Preston Run	Harper's Point
Orchard Village	Walden Glen	Park Forest	Terraces at Forest Springs	
Boulder Creek	Whispering Hills	Fenwick Place	The Orion	
Westshore Colony	Southmoor	Panther Creek Parc	Corbin Crossing	

- **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-Vineyards**
- **Past Due from 12/30-2023 Major Projects List-Vineyards, Carrington Park, Hermitage**
- **Past Due from 01/20-Resident Questionnaire Recaps-Carrington Park**
- **Past Due from 01/31-Rent Level Status-Vineyards, Carrington Park**
- **Past Due from 01/31-Fire Inspections-230 Building and Walden Crossing**
- **Past Due from 02/01-MRC Monthly Property Summary-Carrington Park**
- **Due 02/21-Resident Questionnaire Recap-Orchard Village, Walden Glen**

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 01/28-02/04 and January 2023 with your team!



3. 2023 ANNUAL MEETING HEADSHOTS - reminder

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



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I still need updated pictures/headshots from 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 ASAP and can be emailed to mattd@michelsonrealty.com.**

4. **CONGRATS MEMO FOR JANUARY 2023-attachment**

Please review the attached Congrats Memo for January 2023 with your team!

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

Please review the property reviews for January 2023 with your team!

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

Please review the property reviews for January 2023 with your team!

7. **SAFETY MEMO FOR FEBRUARY 2023-attachment-2nd reminder**

Please review the attached safety memo with your staff and send the last page to me! No video this month! I know you're upset but try to contain yourselves. Stay safe! Keep an eye on each other for signs of COVID 19. Please send the last page to reports@michelsonrealty.com once it is completed.

8. **100% AND \$0 DQ-2nd reminder**

Teams, just a reminder that as you are hitting 100% occupied and \$0 DQ, please send verification to reports@michelsonrealty.com so we can mark you accordingly on the monthly Congrats memo and factoring it into awards calculations. We look forward to receiving many of these over 2023 and seeing many of you climb the Base Camp to reach the Summit this year!

9. **STANDARD RENTAL REQUIRMENTS FOR ALL PROPERITES-attachment-2nd reminder**

Please be sure your team is aware and using the universal rental requirements for our properties to use.

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



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Start a Recreational Sports Event/Team

Flag football, yoga and spin classes are all great ways to keep renters happy and market your apartments. For example, Reside Living provides several activities for renters including bike tune-ups as a part of its Reside Athletics Program.

Happy Leasing!

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

“Sales go up and down. Service stays forever.”

Anonymous