



ichelson Weekly Update

Tuesday, February 20th 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	Boulder Creek	Harper's Point	Whispering Hills	Southmoor
Orchard Village	Westshore Colony	The Orion	Corbin Crossing	Park Forest
Carrington Park	Vineyards	Trace Apartments	Alinea Town & Country	230 Building
Panther Creek Parc	Fenwick Place	Walden Crossing	Bramblett Hills	
Preston Run	Terraces at Forest Springs	Walden Glen	Hermitage	

- Due 02/20-Resident Questionnaire Recap-Hermitage
- Due 03/01-Monthly Property Summary
- Due 03/01-Market Study
- Due 03/22-Resident Questionnaire Recap –Fenwick Place, Kensington West, Panther Creek Parc, Harper's Point
- Due 03/26-Property Inspections
- Due 03/26-Downspout Map
- Due 03/27-Administrive Checklist
- Due 03/27-2Q Marketing Plan

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. ANNUAL MEETING LETTER TO ATTENDEES - attachment

Please see the attached Annual Meeting Letter to Attendees, and make sure to share this with your teams attending any portion of the meeting.



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Also, weather in St. Louis is looking good at the moment for Conference week. We'll include another update next week, but plan your clothing options accordingly!

Tue 27	70°/46°		Scattered Thunderstorms	43%	SW 14 mph
Wed 28	62°/38°		Mostly Sunny	24%	W 13 mph
Thu 29	57°/36°		Partly Cloudy	14%	W 13 mph



3. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews for 02/12-02/18 with your team!



4. PROPERTY CALENDAR FOR MARCH 2024-attachment

Please review the property calendar for March 2024 with your team!



5. SAFETY MEMO FOR MARCH 2024-attachment

Please review the attached safety memo and watch the safety video with your staff. When you are ready to watch the Safety Video for March, please make sure to copy the WHOLE address into your browser. It starts with 'https' and ends with '15369'. 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=66346921&ocid=824869&ctype=OC&progid=15369>



6. YARDI-2nd reminder

The AR Aging Report with Notes has been updated to include Payment Plan as memo type option to include. All Report Scheduler jobs will automatically include these.



7. YARDI-2nd reminder

We've created a separate charge code to be used for 1 time Non-Refundable Pet Fees. The new code is petf1nr and should be used from this point forward. I am in the process of updating the Move In Charges to reflect the new code and Yardi will be loading a package to converting all



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historical items. This is necessary for properties using the MRC custom lease through CRM, in addition to providing additional detail for budget purposes. Please send any questions to maryw@michelsonrealty.com.

8. YARDI-2nd reminder

We have a Payment Management plugin update scheduled for later this week or early next week. This mostly involves performance improvements with the Process Payments function and some new enhancements. More to follow on the enhancements coming soon.

9. LEASING/MARKETING TIP OF THE WEEK –

Leave a Handwritten Note for Your New Move-Ins

You can make it extra special by using their name in the message or using a chalkboard left in the apartment! Chalkboards are an affordable way to add additional charm and the kids love them afterwards. These are a great way to personalize move in gifts.

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

“It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change.”

Charles Darwin