



# ichelson Weekly Update

Tuesday, March 11th, 2025

## PROPERTY MANAGEMENT



### 1. BLUE BOOK REMINDERS - attachment

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

Park Forest	Panther Creek Parc	Harper's Point	Trace Apartments
Alinea Town & Country	Preston Run	Bramblett Hills	Walden Glen
Kensington West	Boulder Creek	Hermitage	Whispering Hills
Southmoor	Vineyards	The Orion	Corbin Crossing
Carrington Park	Westshore Colony	The Point of Tamaya	230 Building

- **Past Due from 03/02-Monthly Property Summary**-Terraces at Forest Springs, Walden Crossing
- **Past Due from 03/02-Market Study**-Orchard Village
- **Due 03/24-Resident Questionnaire Recap**-Fenwick Place, Kensington West, Panther Creek Parc, Harper's Point
- **Due 03/26-Property Inspections**
- **Due 03/26-Downspout Maps**
- **Due 03/27-Administrative Checklist**
- **Due 03/27-2Q Marketing Plan**
- **Due 03/31-Fire Inspections**-Fenwick Place, Corbin 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](mailto:reports@michelsonrealty.com).



### 2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews for 03/03-03/09 with your team!



### 3. RENTCAFE SITE MANAGER

Effective 3/10/2025, logins to Site Manager will only be available through YardiOne. In an effort to enhance security, Yardi will no longer allow direct login to Site Manager. We



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recommend removing any Site Manager bookmarks you may have saved in your browser. Please reach out to [maryw@michelsonrealty.com](mailto:maryw@michelsonrealty.com) with any questions.



### 4. ANNUAL MEETING ITINERARIES

All roundtable itineraries from the 2025 Annual Meeting can now be found at <https://www.mrc-info.com>.



### 5. CORPORATE RENTAL APPLICATIONS – attachment

As a reminder, please review with your teams the instructions for running a corporate application through Yardi Screening Works.



### 6. SEASONAL ROOF MAINTENANCE – attachment

Supervisors, see the attached spring roof maintenance checklist to use when inspecting roofs this season.



### 7. SAFETY MEMO FOR MARCH 2025-attachment-2<sup>nd</sup> reminder

Please review the Safety Memo for March 2025 with your team!



### 8. PROPERTY CALENDAR FOR MARCH 2025-attachment-2<sup>nd</sup> reminder

Please review the Property Calendar for March 2025 with your team!



### 9. CONGRATS MEMO FOR FEBRUARY 2025-attachment-2<sup>nd</sup> reminder

Please review the Congrats Memo for February 2025 with your team!



### 10. PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment-2<sup>nd</sup> reminder

Please review the monthly comprehensive call report for February 2025 with your team  
Please confirm that your lead tracking information is correct.



### 11. PROPERTY MONTHLY ONLINE REVIEWS – attachment-2<sup>nd</sup> reminder

Please review the monthly online review report for February 2025 with your team.



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Continue to work to increase these scores on a regular basis.



### 12. LEASE ENDING DATES FOR 2025-attachment-2<sup>nd</sup> reminder

As a reminder, please see the staggered lease end dates to use through 2027. If you have any questions, please email [mattd@michelsonrealty.com](mailto:mattd@michelsonrealty.com).



### 13. Leasing/Marketing Tip Of The Week-

## ***Pet Prom's***

Alinea let their residents know about this event a month before the King and Queen were chosen. The residents were able to campaign for their pet around the clubhouse. They threw a party to announce the winners with cake a photographer. See attachments of their Prom Court and the King & Queen for the dogs and the cats.

If your team has any unique marketing ideas, please send them to [meghang@michelsonrealty.com](mailto:meghang@michelsonrealty.com).

*“You are your greatest asset: Put your time, effort and money into training, grooming, and encouraging your greatest asset.”*

Tom Hopkins  
American Author & Motivational Speaker