



# Michelson Weekly Update

Tuesday, March 17th, 2026

## PROPERTY MANAGEMENT



### 1. BLUE BOOK REMINDERS - attachment

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

Park Forest	Carrington Park	Vineyards	Bramblett Hills	Walden Glen
Alinea Town & Country	Panther Creek Parc	Westshore Colony	The Orion	Whispering Hills
Kensington West	Preston Run	Fenwick Place	The Point at Tamaya	
Orchard Village	Boulder Creek	Terraces at Forest Springs	Trace Apartments	
Southmoor	Estates at TPC	Harper's Point	Walden Crossing	

- **Due 03/23-Resident Questionnaire Recap**-Fenwick Place, Kensington West, Panther Creek Parc, Harper's Point
- **Due 03/25-Property Inspections**-Park Forest, Alinea Town & Country, Orchard Village, Southmoor, Carrington Park, Panther Creek Parc, Boulder Creek, Estates at TPC, Vineyards, Fenwick Place, Terraces at Forest Springs, Harper's Point, Bramblett Hills, The Orion, The Point at Tamaya, Trace Apartments, Walden Crossing, Walden Glen, Whispering Hills
- **Due 03/25-Downspout Maps**-Park Forest, Alinea Town & Country, Southmoor, Panther Creek Parc, Boulder Creek, Estates at TPC, Vineyards, Westshore Colony, Fenwick Place, Terraces at Forest Springs, Harper's Point, Trace Apartments, Walden Crossing, Walden Glen, Whispering Hills
- **Due 03/26-Administrative Checklist**
- **Due 03/26 2Q Marketing Plan**
- **Due 03/31-Fire Inspections**-Fenwick Place

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 03/09-03/15 with your team!



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3. **ANNUAL MEETING FOLLOW-UP-attachment**

It was so nice to see everyone last month in St. Louis. In the maintenance Yardi class, we did a deep dive into using the Mobile Maintenance App. During discussion, it was suggested that the property managers may benefit from having the app on their phones as well. The idea being that you could use it to add work orders while out on property or walking apartments, and could upload pictures for further description. I've attached the Instructions for downloading and configuring the app. Please email [maryw@michelsonrealty.com](mailto:maryw@michelsonrealty.com) if you'd be interested in a zoom session to walk through the basics of using the app.

Additionally, we discussed notating in the Tech Notes when pics are uploaded for a work order. The Work Order Report is emailed nightly and lists all work orders completed the previous day, and displays these Tech Notes for your review.

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4. **SPRING ROOF MAINTENANCE – attachment**

With the rainy season upon us, please make sure your team is completing the attached roof maintenance items to ensure everything is ready.

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5. **SIGNNOW E-SIGNATURE INSTRUCTIONS – attachment-2<sup>nd</sup> reminder**

All e-signatures should be processed through SignNow, and instructions are attached to use the system. If you have any questions or issues, please reach out to [pmsupport@michelsonrealty.com](mailto:pmsupport@michelsonrealty.com).

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6. **Leasing/Marketing Tip Of The Week**

### Host an Instagram Contest

Start an apartment decoration contest on Instagram.

Have tenants post pictures of their apartments using a branded hashtag, then allow everyone to vote.

Not only will you build your social following, it also helps with tenant retention.

Here are some great tips for running your own Instagram contest.



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

“Leadership is practiced not so much in words as in attitude and in actions.”

Harold S. Green  
Journalist  
1944-?