



# JL ichelson Weekly Update

Tuesday, March 24th, 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	Westshore Colony	Trace Apartments	
Alinea Town & Country	Preston Run	Terraces at Forest Springs	Walden Crossing	
Kensington West	Boulder Creek	Bramblett Hills	Walden Glen	
Orchard Village	Estates at TPC	The Point at Tamaya	Whispering Hills	
Southmoor	Vineyards	The Orion		

- **Past Due from 03/23-Resident Questionnaire Recap**-Fenwick Place, Panther Creek Parc, Harper's Point
- **Due 03/25-Property Inspections**-Park Forest, Alinea Town & Country, Orchard Village, Southmoor, Panther Creek Parc, Boulder Creek, Estates at TPC, Vineyards, Fenwick Place, Harper's Point, Bramblett Hills, The Point at Tamaya, Trace Apartments, Walden Crossing, Walden Glen, Whispering Hills
- **Due 03/25-Downspout Maps**-Southmoor, Panther Creek Parc, Boulder Creek, Vineyards, Westshore Colony, Fenwick Place, Trace Apartments, Walden Glen, Whispering Hills
- **Due 03/26-Administrative Checklist**-Park Forest, Alinea Town & Country, Orchard Village, Southmoor, Carrington Park, Panther Creek Parc, Preston Run, Boulder Creek, Estates at TPC, Vineyards, Westshore Colony, Harper's Point, Bramblett Hills, Trace Apartments
- **Due 03/26 2Q Marketing Plan** -Southmoor, Carrington Park, Panther Creek Parc, Preston Run, Estates at TPC, Vineyards, Fenwick Place, Harper's Point, Bramblett Hills, Trace Apartments, Walden Crossing, Walden Glen, Whispering Hills
- **Due 03/31-Fire Inspections**-Fenwick Place
- **Due 04/01-Monthly Property Summary**
- **Due 04/01-Market Study**
- **Due 04/28-Resident Questionnaire Recaps**- The Orion, Alinea Town & Country, Trace Apartments, The Point at Tamaya
- **Due 04/30-Safety Checklist**



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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 03/16-03/22 with your team!

3. **PROPERTY CALENDAR FOR APRIL 2026-attachment**

Please review the Property Calendar for April 2026 with your team!

4. **ANNUAL MEETING FOLLOW-UP-attachment-2<sup>nd</sup> reminder**

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.

5. **SPRING ROOF MAINTENANCE – attachment-2<sup>nd</sup> reminder**

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

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

## Spring into Spring Cleaning!

I'm certain some of you haven't changed the look of your office all winter long; and it's time to put away that old look and spring it up with some tulips and daffodils. If you really want to get



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creative, build a cute gift basket filled with all-natural cleaning tools and supplies and have a contest or drawing for residents. Research shows that 3 out of 4 US adults have some type of spring-cleaning routine. Don't forget about all the organizational needs people will have when they start digging into closets and drawers ... organizers and organizational systems make fabulous resident gifts and prizes! Start pinning apartment organization ideas

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

“There are no limits to what you can accomplish, except the limits you place on your own thinking.”

Brian Tracy  
Motivational Speaker  
1944-?