



JL ichelson Weekly Update

Tuesday, March 25th, 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	Carrington Park	Terraces at Forest Springs	The Point at Tamaya	Corbin Crossing
Alinea Town & Country	Preston Run	Harper's Point	Trace Apartments	230 Building
Kensington West	Boulder Creek	Bramblett Hills	Walden Crossing	
Orchard Village	Vineyards	Hermitage	Walden Glen	
Southmoor	Westshore Colony	The Orion	Whispering Hills	

- **Past Due from 03/24-Resident Questionnaire Recap**-Fenwick Place, Panther Creek Parc
- **Due 03/26-Property Inspections**-Park Forest, Alinea Town & Country, Orchard Village, Southmoor, Carrington Park, Panther Creek Parc, Preston Run, Boulder Creek, Vineyards, Westshore Colony, Fenwick, Terraces at Forest Springs, Bramblett Hills, Hermitage, The Point at Tamaya, Trace Apartments, Walden Crossing, Walden Glen, Whispering Hills, 230 Building
- **Due 03/26-Downspout Maps**-Orchard Village, Southmoor, Carrington Park, Panther Creek Parc, Preston Run, Boulder Creek, Vineyards, Westshore Colony, Fenwick Place, Terraces at Forest Springs, The Point at Tamaya, Trace Apartments, Walden Crossing, Whispering Hills
- **Due 03/27-Administrative Checklist**-Park Forest, Alinea Town & Country, Orchard Village, Southmoor, Carrington Park, Boulder Creek, Westshore Colony, The Orion, The Point at Tamaya, Trace Apartments, Walden Crossing, Walden Glen, Whispering Hills
- **Due 03/27-2Q Marketing Plan**-Southmoor, Carrington Park, Panther Creek Parc, Preston Run, boulder Creek, Vineyards, Westshore Colony, Fenwick Place, Terraces at Forest Springs, Bramblett Hills, The Orion, The Point at Tamaya, Trace Apartments, Walden Crossing, Whispering Hills
- **Due 03/31-Fire Inspections**-Fenwick Place, Corbin Crossing



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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.



2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews for 03/17-03/23 with your team!



3. FIDELITY 401K WEB WORKSHOP SCHEDULE-attachment

Fidelity offers a variety of web workshops each quarter to our employees. The attached schedule of these workshops are being added to the company website under 401K Information and will be updated each quarter.



4. PROPERTY CALENDAR FOR APRIL 2025-attachment

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



5. SAFETY MEMO FOR APRIL 2025-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 April 2025 please make sure to copy the WHOLE address into your browser. It starts with 'https' and ends with '24136'. 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=122091815&ocid=824869&ctype=OC&progid=15085>



6. SPRING LEASING CONTESTS – attachment-2nd reminder

We are excited to be rolling out two new leasing contests for Spring 2025! Please review the attached flyer with your team, and if you have any questions, please reach out to mattd@michelsonrealty.com. Happy Leasing!



7. YARDI REPORTS-2nd reminder

The SSRS version of the Leasing Availability Report has been adjusted to be more printer friendly. We will be removing the Crystal version of the report from the menus as it has known issues and is no longer being maintained. Please email maryw@michelsonrealty.com if you encounter any issues.



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8. YARDI ONE-2nd reminder

Yardi, like many other software vendors currently, are enhancing security by requiring Multi Factor Authentication (MFA) when logging in. As part of this process, RentCafe access is now restricted to login through the YardiOne dashboard. Be on the lookout for more information in the coming weeks as we work through the details and set a date.

9. Leasing/Marketing Tip Of The Week - attachment

Pet Prom

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.

“It is not your customer’s job to remember you. It is your obligation and responsibility to make sure they don’t have the chance to forget you.”

**Patricia Fripp
Motivational Speaker**