



# Michelson Weekly Update

Tuesday, March 31st, 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
Alinea Town & Country	Terraces at Forest Springs
Kensington West	The Orion
Orchard Village	The Point at Tamaya
Southmoor	Walden Glen

- **Past Due from 03/25-Property Inspections**-Panther Creek Parc, Boulder Creek, Vineyards, Harper’s Point, Bramblett Hills, Trace Apartments, Walden Crossing, Whispering Hills
- **Past Due from 03/25-Downspout Maps**-Vineyards, Westshore Colony
- **Past Due from 03/26-Administrative Checklist**-Park Forest, Carrington Park, Panther Creek Parc, Preston Run, Boulder Creek, Estates at TPC, Vineyards, Westshore Colony, Harper’s Point, Trace Apartments
- **Past Due from 03/26-2Q Marketing Plan** -Vineyards, Fenwick Place, Harper’s Point, Trace Apartments, Walden Crossing
- **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**

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 03/23-03/29 with your team!



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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. **APRIL 2026 SAFETY MEMO-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, please make sure to copy the WHOLE address into your browser. It starts with 'https' and ends with '15450'. 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>

5. **PROPERTY CALENDAR FOR APRIL 2026-attachment-2<sup>nd</sup> reminder**

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

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 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).



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“What is the most important and valuable work that you do, in any field or profession? It’s Thinking!”

Brian Tracy  
Motivational Speaker  
1944-?