



# ichelson Weekly Update

Tuesday, April 1st, 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	Terraces at Forest Springs
Alinea Town & Country	Harper's Point
Kensington West	Hermitage
Southmoor	Walden Glen
Preston Run	

- **Past Due from 03/24-Resident Questionnaire Recap**-Fenwick Place
- **Past Due from 03/26-Property Inspections**-Orchard Village, Carrington Park, Panther Creek Parc, Boulder Creek, Vineyards, Westshore Colony, Fenwick, Bramblett Hills, The Point at Tamaya, Trace Apartments, Whispering Hills, 230 Building
- **Past Due from 03/26-Downspout Maps**-Orchard Village, Panther Creek Parc, Boulder Creek, Vineyards, Westshore Colony, Fenwick Place, The Point at Tamaya, Corbin Crossing
- **Past Due from 03/27-Administrative Checklist**-Orchard Village, The Orion, Trace Apartments, Walden Crossing, Whispering Hills
- **Past Due from 03/27-2Q Marketing Plan**-Carrington Park, Boulder Creek, Vineyards, Westshore Colony, Bramblett Hills, The Orion, Corbin Crossing
- **Past Due from 03/31-Fire Inspections**-Fenwick Place, Corbin Crossing
- **Due 04/01-Monthly Property Summary**
- **Due 04/01-Market Study**
- **Due 04/28-Resident Questionnaire Recap**-The Orion, Alinea Town Country, Trace Apartments
- **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 for 03/24-03/30 and March 2025 with your team!



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### 3. MAINTENANCE SALES TAX G/L – attachment

The Maintenance Sales Tax GL (6594) has been reinstated for use when entering PO's, and please see the attached instructions for using this code appropriately. Please keep in mind, this was opened only for the 65xx accounts, and the 6594 account should not be used when there are other groupings (e.g. 63xx, 74xx, 77xx, 78xx) on the PO.



### 4. YARDIONE

Multi Factor Authentication (MFA) will be turned on Wednesday (4/2) night. When you login in on Thursday morning, follow the prompts to select the method(s) you would like to use for MFA. You can choose one, or all three, of the following; Text, Email and Authenticator. Once selected, the system will ask for the verification code sent to your preferred choice. On that screen, you can select to Remember this device and limit the MFA requirement to just once every 30 days. Be sure to share this information with all Yardi users at your property, including those logging in through the mobile app.

Please email [maryw@michelsonrealty.com](mailto:maryw@michelsonrealty.com) with any questions.



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Yardi One

Enter the code sent to your email

Verification Code

You can request a new code in 00:17 seconds

Remember this device for 30 days

SUBMIT

RESEND

Remember this device option

### 5. NEW HIRE PACKETS – attachment

All new hire packets have been updated with current tax forms along with a Pool Attendant Policies and Procedures Form that is an option form to sign for any new pool attendants your community hires in the future. If you have any issues working through the updated packets, please email [matt@michelsonrealty.com](mailto:matt@michelsonrealty.com).

### 6. CONGRATS MEMO FOR MARCH 2025-attachment

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

### 7. FIDELITY 401K WEB WORKSHOP SCHEDULE-attachment-2<sup>nd</sup> reminder



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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.

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

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

### 9. SAFETY MEMO FOR APRIL 2025-attachment-2<sup>nd</sup> reminder

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>

### 10. Leasing/Marketing Tip Of The Week - attachment

## ***Tailor your flyers with content to cater to their specific lifestyle***

Medical Field: Highlight proximity to work, stress-free living or convenience for on-call shifts  
Educators: Focus on quiet spaces, affordability or homes outside of their work area for added privacy

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



# JL ichelson Weekly Update

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“Our greatest weakness lies in giving up. The most certain way to success is always to *try just one more time.*”

Thomas Edison  
1847-1931  
American Inventor/Businessman