



# Michelson Weekly Update

Tuesday, April 2nd, 2024

## PROPERTY MANAGEMENT



### 1. BLUE BOOK REMINDERS - attachment

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

Terraces at Forest Springs
Southmoor
Park Forest

- **Past Due from 03/22-Resident Questionnaire Recap** –Panther Creek Parc
- **Past Due from 03/26-Property Inspections**-Carrington Park, Panther Creek Parc, Boulder Creek, Westshore Colony, Vineyards, The Orion, Trace Apartments, Walden Crossing, Corbin Crossing, Alinea Town & Country, Bramblett Hills, Hermitage, 230 Building
- **Past Due from 03/26-Downspout Map**- Carrington Park, Preston Run, Boulder Creek, Westshore Colony, Vineyards
- **Past Due from 03/27-Administrive Checklist**-Orchard Village, Carrington Park, Panther Creek Parc, Boulder Creek, Westshore Colony, Vineyards, The Orion, Whispering Hills, Alinea Town & Country, Hermitage
- **Past Due from 03/27-2Q Marketing Plan**-The Orion, Corbin Crossing, Hermitage
- **Due 03/31-Fire Inspections**-Vineyards
- **Due 04/01-Monthly Property Summary**-Boulder Creek, Bramblett Hills, Carrington Park, Hermitage, Kensington West, Orion, Orchard Village, Preston Run, Vineyards, Walden Crossing, Walden Glen, Westshore Colony, Whispering Hills
- **Due 04/01-Market Study**-Boulder Creek, Bramblett Hills, Carrington Park, Corbin Crossing, Fenwick Place, Hermitage, Orion, Panther Creek Parc, Harper’s Point, Vineyards, Westshore Colony, Whispering Hills
- **Due 04/26-Resident Questionnaire Recap**-The Orion, Trace Apartments, Alinea Town & Country
- **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).





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### 2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews for 03/25-03/31 and March 2024 with your team!

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### 3. CONGRATS MEMO FOR MARCH 2024-attschment

Please review the Congrats Memo for March 2024 with your team!

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### 4. YARDI VOTAGER/FINANCIAL ANALYTICS

Yardi recommends entering the Account Tree when running reports in Financial Analytics to avoid performance issues. The standard account trees are found at the end of the drop down list and begin with ysi. The two most commonly used on site are listed below:

ysi\_is YSI Standard Income Statement

ysi\_tb YSI Standard Trial Balance

Please direct any questions to [yardisupport@michelsonrealty.com](mailto:yardisupport@michelsonrealty.com).

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### 5. YARDI

The Leasing Availability Report format has been converted and can once again be run to the screen.

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

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.

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### 7. PROPERTY CALENDAR FOR APRIL 2024-attachment-2<sup>nd</sup> reminder

Please review the Property Calendar for April 2024 with your team!

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### 8. SAFETY MEMO FOR APIRL 2024-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, please make sure to copy the WHOLE address



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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=94058641&ocid=824869&ctype=OC&progid=24136>



### 9. YARDI VOYAGER-2<sup>nd</sup> reminder

A couple of users requested an Apartment Freon Listing and one is now available on the menu under Reports-Unit.



### 10. YARDI RENTCAFE CRM-2<sup>nd</sup> reminder

The monthly RentCafe update will occur on 3/22 and for optimal performance, you should clear your internet cache after every release.



### 11. LEASING/MARKETING TIP OF THE WEEK –

#### ***Include Every Type of Content to Show Off Your Property***

Giving tenants multiple ways to experience your community will entice them more and save your leasing agents time on tours with prospects that won't turn into residents. Make sure your site includes 3D floor plans, photography, video, 3D tours, etc., so you're always putting your best foot forward. If your team has any unique marketing ideas, please send them to [meghang@michelsonrealty.com](mailto:meghang@michelsonrealty.com)

**“Sales are contingent upon the attitude of the salesperson. Not the attitude of the prospect.”**