



ichelson Weekly Update

Tuesday, April 8th, 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	Westshore Colony	Walden Glen
Alinea Town & Country	Terraces at Forest Springs	
Kensington West	Hermitage	
Southmoor	The Orion	
Preston Run	The Point at Tamaya	

- **Past Due from 03/24-Resident Questionnaire Recap**-Fenwick Place
- **Past Due from 03/26-Property Inspections**-Orchard Village, Panther Creek Parc, Boulder Creek, Vineyards, Fenwick, Bramblett Hills, Trace Apartments, Whispering Hills, Corbin Crossing, 230 Building
- **Past Due from 03/26-Downspout Maps**-Orchard Village, Panther Creek Parc, Fenwick Place, Corbin Crossing
- **Past Due from 03/27-Administrative Checklist**-Orchard Village, Carrington Park, The Orion
- **Past Due from 03/27-2Q Marketing Plan**-Boulder Creek, Corbin Crossing
- **Past Due from 03/31-Fire Inspections**-Fenwick Place, Corbin Crossing
- **Past Due from 04/01-Monthly Property Summary**-Fenwick Place, Trace Apartments, Walden Crossing, Whispering Hills
- **Past Due from 04/01-Market Study**-Carrington Park, Corbin Crossing, Fenwick Place, Orchard Village, Panther Creek Parc, Harper's Point, Walden Crossing,
- **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.

2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews for 03/31-04/06 with your team!



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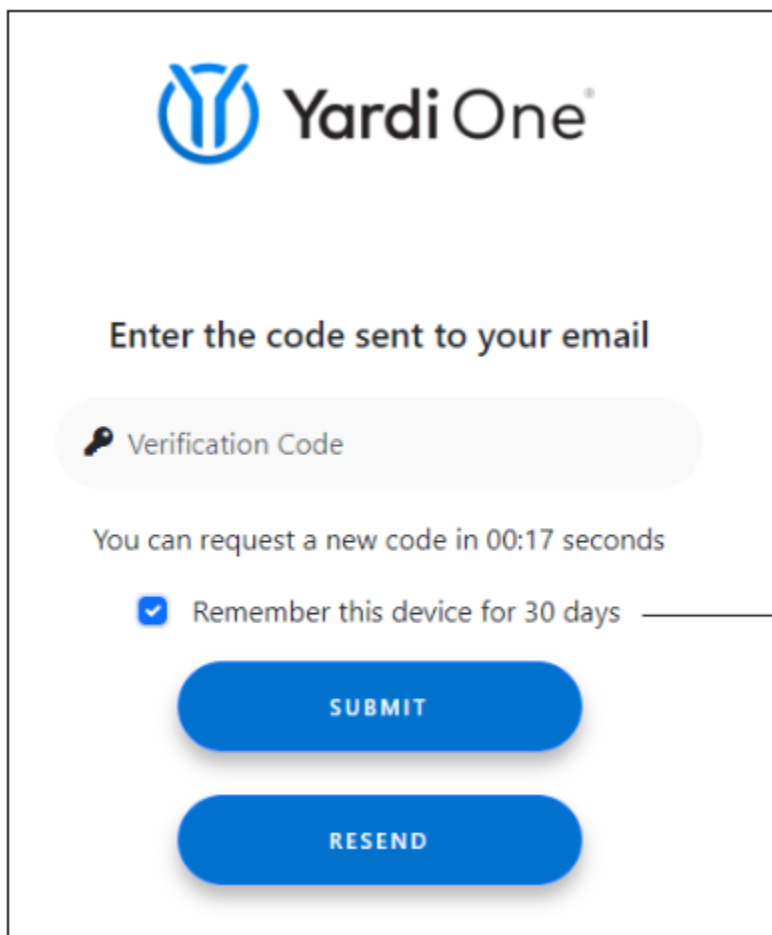
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3. YARDIONE-attachment

Some users have reported issues with the MFA login continually reporting Invalid Code. If this happens, please clear out your browsing history and try again, instructions are attached. Users can also save themselves from having to enter the MFA code daily by checking the “Remember this device for 30 days” on the verification screen.



Remember this device
option

☐

4. PROPERTY MONTHLY COMPREHENSIVE CALLS-attachmemt

Please review the monthly comprehensive call report for March 2025 with your team
Please confirm that your lead tracking information is correct.

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5. PROPERTY MONTHLY ONLINE REVIEWS-attachment

Please review the monthly online review report for March 2025 with your team.
Continue to work to increase these scores on a regular basis.



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☐ 6. MAINTENANCE SALES TAX G/L – attachment-2nd reminder

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.

☐ 7. YARDIONE-2nd reminder

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 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

8. NEW HIRE PACKETS – attachment-2nd reminder

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 mattd@michelsonrealty.com.

9. MASS MEMO CREATOR

As a reminder, if you are ever looking to add multiple of the same memo that will have the same notes to them (e.g. initial renewal letters being sent), you can use the Mass Memo Creator in Voyager to add to several homes at once. Under Unit, add a ^ in-between each unit you'll be adding the memo to, and include text for it.



Michelson Weekly Update

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PROPERTY MANAGEMENT

"Michelson Custom Memo Add"

Property	140
Building	
Unit	
Resident	
Resident Status	
Memo Text	
Type	Renewal Contact
Memo Status	Memo
Employee	
Agent	
Post Memos?	No
Destination	Screen

Advanced

Submit Clear Help

File or Code: rs_Michelson_AddBatchMemo.txt

10. CONGRATS MEMO FOR MARCH 2025-attachment-2nd reminder

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

11. 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.



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