



Michelson Weekly Update

Tuesday, April 28th, 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	Fenwick Place	The Point at Tamaya
Alinea Town & Country	Panther Creek Parc	Terraces at Forest Springs	Trace Apartments
Kensington West	Preston Run	Harper's Point	Walden Crossing
Orchard Village	Estates at TPC	Bramblett Hills	Walden Glen
Southmoor	Westshore Colony	The Orion	

- **Past Due from 03/25-Property Inspections**-Boulder Creek, Vineyards, Whispering Hills
- **Past Due from 03/25-Downspout Maps**-Vineyards
- **Past Due from 03/26-2Q Marketing Plan** -Vineyards
- **Due 04/28-Resident Questionnaire Recaps**- The Orion
- **Due 04/30-Safety Checklist**-Park Forest, Kensington West, Orchard Village, Southmoor, Carrington Park, Panther Creek Parc, Boulder Creek, Estates at TPC, Vineyards, Westshore Colony, Fenwick Place, Harper's Point, Bramblett Hills, The Orion, The Point at Tamaya, Trace Apartments, Walden Crossing, Walden Glen, Whispering Hills
- **Due 05/01-Monthly Property Summary**
- **Due 05/01-Market Study**
- **Due 05/23-Resident Questionnaire Recaps**-Southmoor, Vineyards, Walden Crossing, Westshore Colony
- **Due 05/28-Inventories**
- **Due 05/31-Fire Inspections**-Vineyards

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



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Please review the weekly recap for Good Calls & Reviews 04/20-04/26 with your team!

3. **COMPETITIVE BID FORM-attachment**

Moving forward, when you have a project requiring multiple bids, please fill out the attached Competitive Bid form and submit to your RM/AM with each of the bids for approval. Instructions are attached as well.

4. **PROPERTY CALENDAR FOR MAY 2026-attachment**

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

5. **SAFETY MEMO FOR MAY 2026-attachment**

Please review the Safety Memo for May 2026 with your team!

6. **ANNUAL MEETING DETAILS ON COINFO**

All annual meeting itineraries and handouts have been uploaded to the CoInfo page to review and use on-site as needed.

7. **TENANT MEMOS AND CRM FOLLOW-UPS-2nd reminder**

Teams, as a reminder, Tenant Memos and traditional 2233 follow-ups should be completed through CRM so they accurately reflect on your MSR. These memos are automatically created upon move-in, and you'll be given reminders on when to follow-up through CRM. If there are any issues, please email yardisupport@michelsonrealty.com.

8. **FIELD NOTES TEMPLATE – attachment-2nd reminder**

Minor updates were made to the field notes template to consolidate duplicate headings (renewal management, Who's Calling) and update the name of another (Lease Expiration Schedule & Management). For the latter, if you have any overages in lease expirations, add your plan to bring them back in line.

As a reminder too, your field notes should start from a fresh template each time and include only discussion notes from that particular visit. Notes/projects from previous visits can be maintained on the Monthly Property Summary.



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9. Leasing/Marketing Tip Of The Week – ChatGPT Role Plays - attachment

Role Playing With ChatGPT

We've previously shared the idea to do role play calls with ChatGPT if an agent is on their own or unable to find someone to conduct a phone call with, and we wanted to re-share the idea plus prospect scenarios you can input directly to help role play more specific examples!

You can copy/paste all the details below each scenario starting with "I would like to role play..." through the lettered preferences to create a "phone call" for the agent. Feel free to adjust any of the preferences accordingly to make it property specific, and transcripts can be downloaded for review upon completion!

If your team has any unique marketing ideas, please send them to meghang@michelsonrealty.com.

"To be successful, you have to have your heart in your business,
and your business in your heart."

Anonymous