



ichelson Weekly Update

Tuesday, May 2nd, 2023

PROPERTY MANAGEMENT



1. BLUE BOOK REMINDERS - attachment

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

Kensington West	Hermitage
Trace Apartments	Harper's Point
Walden Glen	230 Building
Southmoor	

- **Past Due from 03/28-Property Inspections**-Carrington Park, Panther Creek Parc, Preston Run
- **Past Due from 03/28-Downspout Map**-Panther Creek Parc, Preston Run
- **Past Due from 04/28-Safety Checklist**-Bramblett Hills, Carrington Park, Fenwick Place, Preston Run, The Orion, Corbin Crossing
- **Past Due from 04/30-Administrative Checklist**-Preston Run
- **Past Due from 05/01-Monthly Property Summary**-Alinea Town & Country, Boulder Creek, Bramblett Hills, Carrington Park, Corbin Crossing, Fenwick Place, Hermitage, Orion, Park Forest, Terraces at Forest Springs, Vineyards, Walden Crossing, Westshore Colony, Whispering Hills
- **Past Due from 05/01-Market Study**-Boulder Creek, Bramblett Hills, Corbin Crossing, Fenwick Place, Orion, Orchard Village, Park Forest, Preston Run, Terraces at Forest Springs, Vineyards, Westshore Colony
- **Due 05/23-Resident Questionnaire Recap**-Southmoor, Vineyards, Walden Crossing, Westshore Colony
- **Due 05/31-Fire Inspections**-Carrington Park, The Orion

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 04/23-04/29 and April 2023 with your team!



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3. **PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment**

Please review the property calls for April 2023 with your team! Please confirm your lead tracking information to what you see in Yardi when using for advertising purposes.

4. **PROPERTY MONTHLY ONLINE REVIEWS – attachment**

Please review the property reviews for April 2023 with your team!

5. **CONGRATS MEMO FOR APRIL 2023-attachment**

Please review the Congrats Memo for April 2023 with your team!

6. **POLISHING OF STATUES**

Regarding polishing the statues with the original green patina on the boy and girl as well as the rest of statue. You should use linseed oil and polish or rub this on, it will remove dirt and build up. Do not use any metal cleaners, it will remove the patina (green color).

This will work on the painted statues as well, to polish the brass.



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7. EDGE/CHROME BROWSER TIP

When working in Edge or Chrome and wanting to open the program in a second window, right click on the tab and select duplicate tab or just duplicate. This is the equivalent of <ctrl><N> used with Internet Explorer.

8. PROPERTY CALENDAR FOR MAY 2023-attachment-2nd reminder



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Please review the property calendar for May 2023 with your team!

9. **SAFETY MEMO FOR MAY 2023-attachment-2nd reminder**

Please review the safety memo and video for May 2023 Call 811 Before You Dig. If you have any questions, please contact Meghan Gierer at meghang@michelsonrealty.com.

<https://youtu.be/70COyZytxqs>

10. **LEASING/MARKETING TIP OF THE WEEK –**

Seasonal Resident Events!

Don't forget to use themes in your resident events. Check out the cool end of summer ice cream social! It is a great idea to help set the resident's mood coming and going from different seasons. What events will you schedule for: Summertime, the start of Fall, Halloween, or the start of football season?

Happy Leasing!

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

“Not following up with your prospects is the same as filling up your bathtub without first putting the stopper in the drain.”

Michelle Moore