



Michelson Weekly Update

Tuesday, May 9th, 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	Westshore Colony	Southmoor	Hermitage
Orchard Village	Trace Apartments	Alinea Town & Country	Harper's Point
Vineyards	Walden Crossing	Park Forest	230 Building
Boulder Creek	Walden Glen	Fenwick Place	

- **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, Preston Run, The Orion
- **Past Due from 04/30-Administrative Checklist**-Preston Run
- **Past Due from 05/01-Monthly Property Summary**-Bramblett Hills, Carrington Park,
- **Past Due from 05/01-Market Study**-Corbin Crossing, Terraces at Forest Springs
- **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 04/30-05/06 with your team!



3. WORK ORDERS AND MSR STATS

The MSR has been adjusted to exclude any work orders with scheduled dates in the future. This will allow the team to write up work orders ahead of time in the system for move out walks and vendor keys, or if someone schedules a service. After a Work Order has been saved



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with a status of Scheduled, the work order can then be edited to record a scheduled date. Please contact maryw@michelsonrealty.com with any questions.

4. PROPERTY EMAIL UPDATE

After 5/11/23, Microsoft will automatically implement two-factor authentication (password and Mobile device MS authentication apps) on all the property email addresses with the property domain, such as @propertydomain.com. This is a Microsoft security policy that I cannot disable, so we will have to work with this security policy. Microsoft will allow 14 days to set up the two-factor authentication, if anyone has a problem setting it up, they will need to email itsupport@michelsonrealty.com for assistance.

5. PHOTO & APPAREL DAY

Managers, today we are having a Photo and Apparel Day! Gather up your team, get out your cameras, and take a photo of everyone to email to meghang@michelsonrealty.com before the end of today. Make sure your maintenance team has their safety pack visible and open for the picture!

6. PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment-2nd reminder

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.

7. PROPERTY MONTHLY ONLINE REVIEWS – attachment-2nd reminder

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

8. CONGRATS MEMO FOR APRIL 2023-attachment-2nd reminder

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

9. POLISHING OF STATUES-2nd reminder

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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10. EDGE/CHROME BROWSER TIP-2nd reminder

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.

11. LEASING/MARKETING TIP OF THE WEEK –



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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

“Believe in yourself! Have faith in your abilities! Without a humble but reasonable confidence in your own powers you cannot be successful or happy.”

Norman Vincent Peale
American Minister
1989-1993