



Michelson Weekly Update

Tuesday, May 19th, 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	Southmoor	Boulder Creek	Harper's Point	Trace Apartments
Alinea Town & Country	Carrington Park	Westshore Colony	Bramblett Hills	Walden Crossing
Kensington West	Panther Creek Parc	Fenwick Place	The Orion	Walden Glen
Orchard Village	Preston Run	Terraces at Forest Springs	The Point at Tamaya	Whispering Hills

- **Past Due from 03/25-Property Inspections-Vineyards**
- **Past Due from 04/30-Safety Checklist-Estates at TPC**
- **Due 05/23-Resident Questionnaire Recaps-Southmoor, Vineyards**
- **Due 05/28-Inventories-Park Forest, Alinea Town & Country, Kensington West, Orchard Village, Southmoor, Carrington Park, Panther Creek Parc, Preston Run, Estates at TPC, Vineyards, Fenwick Place, Terraces at Forest Springs, Harper's Point, Bramblett Hills, The Orion, The Point at Tamaya, Trace Apartments, Walden Crossing, Walden Glen, Whispering Hills**
- **Due 05/31-Fire Inspections-Vineyards**
- **Due 06/01-Monthly Property Summary**
- **Due 06/01-Market Study**
- **Due 06/23-Park Forest, Preston Run, Bramblett Hills, Whispering Hills**
- **Due 06/30-3Q Marketing Plan**
- **Due 06/30-Fire Inspections-Walden Glen, Walden Crossing, Westshore Colony**

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. COMMUNITY SPOTLIGHT – CARRINGTON PARK APARTMENTS

We'd like to showcase Carrington Park Apartments being highlighted and referred by GNAA (Greater Nashville Apartment Association) in their Community Spotlight social media post! Great job Team on being recognized for all of your hard work!



ichelson Weekly Update

Tuesday, May 19th, 2026

PROPERTY MANAGEMENT

 **Greater Nashville Apartment Association**
April 16 at 3:00 PM · 🌐


🌟 **Community Spotlight: Carrington Park Apartments** 🌟

📍 Tucked just off I-24 in Murfreesboro, **Carrington Park** is a community where residents feel genuinely cared for. Apartments with vaulted ceilings, walk-in closets, hardwood vinyl floors, and patios or balconies give people space to relax and enjoy their home. Some homes include wood-burning fireplaces, extra storage, and garages, with a Car Care Area adding practical convenience. Life in the community extends beyond apartments. 🌿

Seasonal events, monthly gatherings, and pet-friendly activities like pooch plunges bring neighbors together, while the fitness center, basketball courts, and outdoor pavilion create spaces to stay active or unwind. 🏃‍♀️ 🎮 🍷

Residents often highlight how responsive, approachable, and thoughtful the staff are, making everyday life smoother and more connected.

It's that combination of care, connection, and consistency that makes this community stand out — exactly the kind of community this spotlight is meant to celebrate! 🌿 🌟 🐾 🌿 [See less](#)



Carrington Park

3. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews 05/11-05/17 with your team!

4. BEGINNER EXCEL COURSE

If you're looking to better hone your basic navigation, formula, and formatting skills in Excel, you can find a free, basic course to walk you through the functions of Excel through <https://www.mygreatlearning.com/academy/learn-for-free/courses/excel-for-beginners>. Many advanced or further items can also be found in walk-through videos on YouTube!

5. MSR UPDATE:



Michelson Weekly Update

Tuesday, May 19th, 2026

PROPERTY MANAGEMENT

A new field has been added to the MSR to help portray the “# dates w/ expirations > target in next 6-24 mos” stat. The report will now display with split values for the number of months with expiration counts over target and the actual number of leases over target.

You can find a detail report for this under Reports > MSR >04 Lease Expirations over target. If you have any questions, please email yardisupport@michelsonrealty.com

6. YARDIONE MULTI-FACTOR AUTHENTICATION (MFA)-attachment

There are still a number of users with only one method setup for YardiOne MFA. As we saw last week, there can be outside issues that interfere with receiving the verification code, and it's always a good idea to have a backup method in place. You are required to login into YardiOne in order to setup alternate methods, so it's best accomplished when there are no issues in play. Instructions are attached for modifying your profile. Email yardisupport@michelsonrealty.com with any questions.

7. FIDELITY 401K PLAN ENHANCEMENT-attachment-2nd reminder

Please read the attached notice regarding an important enhancement to the Michelson Savings Investment Plan (the 401k Plan).

8. PAYROLL

If you are one of the following properties, please make sure you have your payroll sent in by Sunday, May 24th, 2026 so payroll can work on it.

- Alinea Town & Country
- Bramblett Hills
- Carrington Park
- Harper's Point
- Kensington West
- Orchard Village
- Park Forest
- Preston Run
- Southmoor
- Whispering Hills

If you have any questions, please contact Rene Kramer (kramer@michelsonrealty.com) or Jill Gorenz (jillg@michelsonrealty.com).

9. YARDI REVIEW REPORT ACKNOWLEDGEMENT-attachment-2nd reminder



Michelson Weekly Update

Tuesday, May 19th, 2026

PROPERTY MANAGEMENT

A new feature is scheduled to roll out to all Michelson communities on Wednesday, May 13th. A separate email will go out once live, but when complete, anytime there is potential fraud on an applicant's screening, Yardi will pause the process for manual intervention on verifying the application's identifying information. Attached to this are:

1. Review Report Acknowledge Guide to walk you through the process.
2. The Checkpoint Messages to see what each flag means/process to verify the information.
3. Sample screening.
4. Verification Token - 7701MRC2026!
 - a. This token is used directly through ScreeningWorks to clear a flag once information is verified.

If any issues arise during this process, please email yardisupport@michelsonrealty.com with all details of the screening.

10. Leasing/Marketing Tip Of The Week - attachment

Pet Prom's

Alinea let their residents know about this event a month before the King and Queen were chosen. The residents were able to campaign for their pet around the clubhouse. They threw a party to announce the winners with cake a photographer. See attachments of their Prom Court and the King & Queen for the dogs and cats

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



JL ichelson Weekly Update

Tuesday, May 19th, 2026

PROPERTY MANAGEMENT

“Get closer than ever to your customer. So close you tell them what they need well before they realize it themselves.”

Steve Jobs
Businessman 1955-2011