



Michelson Weekly Update

Tuesday, June 4th, 2024

PROPERTY MANAGEMENT



1. BLUE BOOK REMINDERS - attachment

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

| | | |
|-----------------------|----------------------------|------------------|
| Alinea Town & Country | Fenwick Place | Walden Crossing |
| Orchard Village | Terraces at Forest Springs | Walden Glen |
| Southmoor | Hermitage | Whispering Hills |
| Preston Run | Trace Apartments | |

- **Past Due from 05/24-Resident Questionnaire Recap**-Vineyards, Westshore Colony
- **Past Due from 05/30-Inventories**-Panther Creek Parc, Westshore Colony, Vineyards, Corbin Crossing, Park Forest, 230 Building
- **Past Due from 05/31-Fire Inspections**-The Orion
- **Past Due from 06/03-Monthly Property Summary**-Boulder Creek, Bramblett Hills, Carrington Park, Kensington West, Panther Creek Parc, Park Forest
- **Past Due from 06/03-Market Study**-Alinea Town & Country, Boulder Creek, Bramblett Hills, Carrington Park, Corbin Crossing, Panther Creek, Park Forest, Harper's Point
- **Due 06/21-Resident Questionnaire Recap**-Park Forest, Preston Run, Bramblett Hills, Whispering Hills
- **Due 06/28-3Q Marketing Plan**
- **Due 06/28-Fire Inspections**-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. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews for 05/27-06/02 and May 2024 with your team!



3. CONGRATS MEMO FOR MAY 2024-attachment

Please review the Congrats Memo for May 2024 with your team!



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4. EMPLOYEE DISCUSSIONS-attachments

Company-wide, we are trying to have more feedback (documented) between our Managers and the onsite employees.

1. Employee Discussion Report - To be completed quarterly (expect 3 and a Performance Evaluation in place of the 4th). This is less discipline oriented and more of a communication tool.
2. Employee Performance Evaluation - To be completed annually or at supervisor's discretion
3. Employee Warning - To be completed as needed.

There should be no less than 4 reports submitted on every employee annually.

An Employee Discussion form is not designed to be used as a Warning or Write-Up. If someone violates policy or procedure, you are to use a Warning. Too many times have we failed to have ample communication with our employees prior to giving a warning and termination. Continuous communication and feedback on performance can help. These reports are to be sent in to Rene at kramer@michelsonrealty.com as usual.

5. YARDI VOYAGER

The custom report Resident Vehicle and RM information has been updated to include any non-lessees/children residing in the apartment.

6. EMPLOYEE BACKGROUND SCREENINGS-2nd reminder

As a reminder, you should always work to get the Middle Name entered when running a pre-employment background check through First Advantage. This helps gather any information when running the full credit and background checks through the system. Also, even if fields aren't marked as required, try to get as much information filled out to ensure we are getting the most thorough and accurate reports returned to us. When you're running reports, make sure to choose the Michelson screening package as well to get all appropriate reports to payroll. If you have any issues/questions, please reach out to pmsupport@michelsonrealty.com.

7. JUNE SAFETY MEMO-attachment-2nd reminder



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Please review the attached safety memo with your staff and send the last page to me! No video this month! I know you're upset but try to contain yourselves. Stay hydrated! Keep an eye on each other for signs of heat exhaustion.



8. PROPERTY CALENDAR FOR JUNE 2024-attachment-2nd reminder

Please review the property calendar for June 2024 with your team!



9. LEASING/MARKETING TIP OF THE WEEK –

Marketing Campaign Idea: Take a humanistic approach with your marketing

Your audience is tired of interacting with stiff corporations that have no personality to them. They want to connect with brands that feel like real people. Taking a humanistic approach enables you to make your audience feel connected with a real person. It allows you to inject personality into your brand and give it life.

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

“Success isn’t owned. It’s leased. And Rent is due every day.”

J.J. Watts
Football Player
1989-?