



ichelson Weekly Update

Tuesday, June 6th, 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	Whispering Hills	Corbin Crossing
Orchard Village	Bramblett Hills	Harper's Point
Boulder Creek	Park Forest	230 Building
Trace Apartments	The Orion	

- **Past Due from 03/28-Property Inspections**-Panther Creek Parc
- **Past Due from 04/28-Safety Checklist**-Carrington Park
- **Past Due from 04/30-Administrative Checklist**-Preston Run
- **Past Due from 05/23-Resident Questionnaire Recap**-Vineyards
- **Past Due from 05/30-Inventories**-Westshore Colony, Vineyards, Walden Crossing, Walden Glen, Southmoor, Carrington Park, Fenwick Place, Panther Creek Parc, Preston Run, Terraces at Forest Springs, Hermitage, Corbin Crossing
- **Past Due from 06/01-Monthly Property Summary**-Alinea Town & Country, Carrington Park, Corbin Crossing, Fenwick Place, Terraces at Forest Springs, Trace Apartments, Vineyards, Walden Glen, Westshore Colony
- **Past Due from 06-01-Market Study**-Corbin Crossing, Preston Run, Vineyards, Westshore Colony
- **Due 06/22-Resident Questionnaire Recap**-Park Forest, Preston Run, Bramblett Hills, Whispering Hills
- **Due 06/30-3Q Marketing Plan**
- **Due 06/30-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 05/28-06/03 and May 2023 with your team!



3. YARDI LOCKOUT

The lockout process has been adjusted to reduce the length of the lockout to one hour, at which point the user can attempt to login again. You can still email



ichelson Weekly Update

Tuesday, June 6th, 2023

PROPERTY MANAGEMENT

yardisupport@michelsonrealty.com to get the lockout cleared sooner, but this change will help expedite the process over weekends.

4. OPEN ENROLLMENT – INSURANCE RENEWAL

It is open enrollment time again! This is when the company signs new contracts for our health insurance benefits. All plan changes will go into effect on July 1st. Packets will be sent out to the properties this week for each eligible employee. Please pass them out as soon as possible.

This year, there is only one universal form. Please have everyone fill out this form and send back to me. There is a box to check on the very top if they would like to keep all elections the same, however please have them put their name on it and sign/date the form before sending in. If there are any changes needed to be made, please indicate that on the universal benefit enrollment form.

Please send all forms back prior to June 26, 2023.

Since our June payroll deductions pay for July insurance, you will see the new rates reflected on your June paychecks. If you wish to make changes to your plan choices, your deductions will be adjusted as soon as possible.

Please don't hesitate to call Angela Kleczkowski with any questions 314-746-4352.

5. UPDATED LEASE END DATES-attachment

Teams, please see the updated lease end dates for your 2S expirations through 2027. Happy Leasing!

6. PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment

Please review the property calls for May 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

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

8. CONGRATS MEMO FOR MAY 2023-attachment



ichelson Weekly Update

Tuesday, June 6th, 2023

PROPERTY MANAGEMENT

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

9. LEASING/MARKETING TIP OF THE WEEK –

Create a Youtube Channel for your community

It's nice to share video content of your community online – especially videos that are entertaining. Consider using the world's most common video-sharing site, YouTube, to post videos that display the amenities you offer and give insight to viewers about your community.

Happy Leasing!

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

“Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.”

Albert Schweitzer