



Michelson Weekly Update

Tuesday, June 9th, 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	Orchard Village	Boulder Creek	The Point at Tamaya	Whispering Hills
Alinea Town & Country	Panther Creek Parc	Vineyards	Trace Apartments	
Kensington West	Preston Run	Westshore Colony	Walden Crossing	
Southmoor	Terraces at Forest Springs	Bramblett Hills	Walden Glen	

- **Past Due from 05/28-Inventories**-Carrington Park, Estates at TPC, Fenwick Place, Harper's Point
- **Past Due from 06/01-Monthly Property Summary**-Orion, Harper's Point
- **Past Due from 06/01-Market Study**-Orion
- **Due 06/23-Resident Questionnaire Recap**-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, Vineyards

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 06/01-06/07 your team!



3. APARTMENT AVAILABILITY ON WEBSITE

On the occasion where there is an apartment that is going to need extra time to make ready, there are two methods in Voyager to reflect the availability on the website.

- 1- Review Portal Unit Priorities – Allows the user to flag apartments as Do Not Show as available on the website.



Michelson Weekly Update

Tuesday, June 9th, 2026

PROPERTY MANAGEMENT

2- Dashboard Pending Make Ready – go into the Make Ready Details and enter/edit the Unit Date Available at the top of the screen.

Please note that apartments on NTV should not be placed on DOWN status and one of the above methods should be used to manipulate the website availability. You should also note it in the unit memo or notes so your leasing team will have the information as well.

4. **PROPERTY MONTHLY ONLINE REVIEWS – attachment-2nd reminder**

Please review the monthly online review report for May 2026 with your team. Keep pushing to get those scores up!

5. **PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment-2nd reminder**

Please review the monthly comprehensive call report for May 2026 with your team and confirm that your lead tracking information is correct. If you need any updates, email mattd@michelsonrealty.com.

6. **CONGRATS MEMO FOR MAY 2026-attachment-2nd reminder**

Please review the Congrats Memo for May 2026 with your team!

7. **SAFETY FLYER FOR JUNE 2026-attachment-2nd reminder**

Please review the attached safety memo and watch the safety video with your staff. When you are ready to watch the Safety Video for June, please make sure to copy the **WHOLE** address into your browser. It starts with 'https' and ends with '15450'. If you need to do so, you may pause this video and return to it **without** it costing Michelson for another viewing.

<https://www.osmanager4.com/videoexternalvos.aspx?aicccourseurl=65756276&ocid=824869&ctype=OC&progid=15450>

8. **Leasing/Marketing Tip Of The Week - attachment**

Write Personalized Thank You Letters

Always send a thank you letter after a prospect tour. In this digital age, that kind of personal touch is appreciated and makes you stand out.



Michelson Weekly Update

Tuesday, June 9th, 2026

PROPERTY MANAGEMENT

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

“How you sell matters. What your process is matters. But how your customers feel when they engage with you matters more.”

Tiffani Bova
Author