



Michelson Weekly Update

Tuesday, June 13th, 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	Trace Apartments	Alinea Town & Country	Hermitage
Orchard Village	Walden Crossing	Bramblett Hills	Corbin Crossing
Boulder Creek	Whispering Hills	Park Forest	Harper's Point
Westshore colony	Southmoor	The Orion	230 Building

- **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**-Vineyards, Carrington Park, Fenwick Place, Preston Run, Terraces at Forest Springs
- **Past Due from 06/01-Monthly Property Summary**-Carrington Park, Terraces at Forest Springs, Walden Glen
- **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 06/04-06/10 with your team!



3. RENTCAFE/CRM

The monthly CRM update is scheduled for 06/15/2023. Please make sure to clear your browsing history to ensure optimal performance.



4. YARDI MAINTENANCE TONIGHT



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Yardi maintenance to be performed tonight (6/13) at 8 pm and lasting about an hour. Please know that interruption of services may occur during the time period.

5. YARDI LOCKOUT-2nd reminder

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

6. OPEN ENROLLMENT – INSURANCE RENEWAL-2nd reminder

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.

7. UPDATED LEASE END DATES-attachment-2nd reminder

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

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



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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.

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

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

10. CONGRATS MEMO FOR MAY 2023-attachment-2nd reminder

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

11. LEASING/MARKETING TIP OF THE WEEK –

Get Creative with Video

There is no better way to communicate a holiday message than with video. Whether it's a festive webinar invite video that you send via email, a video added to your customer page to wish all of your customers holiday cheer, or a wacky video that you post on social media of your Property Manager dressed as a reindeer or a Turkey, get creative, and have fun with video to spread the cheer throughout your marketing campaigns.

Happy Leasing!

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

“Allow other people to speak first; the important factor is not who talks....it's who listens.”

Ilana Ebersson