



# Michelson Weekly Update

Tuesday, June 18th, 2024

## 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	Fenwick Place	Trace Apartments	Corbin Crossing
Alinea Town & Country	Carrington Park	Terraces at Forest Springs	Walden Crossing	230 Building
Kensington West	Preston Run	Harper's Point	Walden Glen	
Orchard Village	Boulder Creek	Bramblett Hills	Whispering Hills	

- **Past Due from 05/24-Resident Questionnaire Recap**-Vineyards, Westshore Colony
- **Past Due from 05/30-Inventories**-Panther Creek Parc
- **Past Due from 05/31-Fire Inspections**-The Orion
- **Due 06/21-Resident Questionnaire Recap**-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](mailto:reports@michelsonrealty.com).



### 2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews for 06/10-06/16 with your team!



### 1. 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.

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



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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, 2024.

**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.

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2. **IONIZED SMOKE DETECTORS**

Please be aware that ionized smoke detectors will no longer be produced after 06/30/2024, and vendors are expecting an increase of 30-40% in the costs of detectors after that date. You can still install ionized styles after the 30<sup>th</sup>, so make sure to order accordingly if you need a stock of smoke detectors.

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3. **NUDGE MARKETING WEBSITE BANNERS – attachment-2<sup>nd</sup> reminder**

Attached is a How To manual for adding banners to your home pages to update specials, promotions, or just get a quick message out to those visiting. If you have any questions or issues, please email [pmsupport@michelsonrealty.com](mailto:pmsupport@michelsonrealty.com).

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4. **PAYROLL REMINDER-2<sup>nd</sup> reminder**

There has been an increase in the lack of urgency in sending in the proper paperwork upon a termination/separation, new hire and even bi-weekly payroll documents.

Please let this serve as a reminder and notice to ensure you are doing the following:

1. **New Hires:** All paperwork must be turned in together. The new hire packet should not be submitted to payroll missing ANY documents. All new hire paperwork should be turned in as quickly as possible and no later than the Friday morning prior to a Monday Payroll submission. There has been an influx of properties waiting until the last minute to submit new hire paperwork on the Monday of payroll processing. Please note that this does not give our Payroll department enough time to process. This must not happen again.

Per Company Policy: "On or before the new employee's first day, all of the completed employment forms should be scanned and emailed to the Payroll



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Department at the Central Office. Payroll CANNOT set up the new employee without all of these forms.”

2. **Separation/Terminations:** Please ensure you are submitting any separation/termination paperwork as quickly as possible upon the employee separating. This effects insurance, payroll and other departments. When doing, please ensure you are indicating any problems or issues with rent, tools, uniforms, keys, etc. as this will affect the final paycheck.
3. **Bi-weekly Payroll paperwork submissions:** Please review your attachment(s) prior to sending over to payroll. There are numerous times when documents are either scanned sideways, missing papers, mis-fed, or unreadable. Ensure all paperwork is readable and submitted properly.

As always, please make sure you are reviewing the documents you scan/send prior to submitting as again, many are coming out unreadable, mis-fed, missing forms or not in on time.



### 5. **PROPERTY MONTHLY ONLINE REVIEWS-attachment-2<sup>nd</sup> reminder**

Please review the property reviews for May 2024 with your team! Continue to work to increase these scores on a regular basis!



### 6. **JUNETEENTH HOLIDAY PAYROLL-attachment-2<sup>nd</sup> reminder**

Please review the Juneteenth Holiday Memo for payroll processing for period ending 06/15/2024. If you have any questions, please contact Rene Kramer at [kramer@michelsonrealty.com](mailto:kramer@michelsonrealty.com) at the Central Office.



### 7. **PROPERTY MONTHLY COMPREHENSIVE CALLS-attachment-2<sup>nd</sup> reminder**

Please review the property calls for April 2024 with your team! Please confirm your lead tracking information to what you see in Yardi when using for advertising purposes.



### 8. **LEASING/MARKETING TIP OF THE WEEK –**

## ***Start a Resident Volunteer Team***

Being active in your community is one of the best ways to market your apartments while doing something positive.



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Encourage residents to volunteer for local programs and charity events as a part of your community's team.

You can get custom t-shirts made for all the volunteers that include your logo. This will create a team atmosphere and promote your company.

If your team has any unique marketing ideas, please send them to [meghang@michelsonrealty.com](mailto:meghang@michelsonrealty.com)

“True teams are made when you put aside individual wants for the collective good.”

Chiney Ogwumike  
Basketball Player  
1992-?