



Michelson Weekly Update

Tuesday, June 23rd, 2026

PROPERTY MANAGEMENT

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1. BLUE BOOK REMINDERS - attachment

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

Park Forest	Carrington Park	Preston Run	Vineyards	The Orion	Walden Glen
Alinea Town & Country	Fenwick Place	Terraces at Forest Springs	Westshore Colony	The Point at Tamaya	Whispering Hills
Kensington West	Orchard Village	Boulder Creek	Harper's Point	Trace Apartments	
Southmoor	Panther Creek Parc	Estates at TPC	Bramblett Hills	Walden Crossing	

- **Due 06/23-Resident Questionnaire Recap**-Park Forest, Whispering Hills
- **Due 06/30-3Q Marketing Plan**-Park Forest, Alinea Town & Country, Orchard Village, Southmoor, Panther Creek Parc, Preston Run, Estates at TPC, Vineyards, Westshore Colony, Fenwick Place, Harper's Point, Bramblett Hills, The Orion, The Point at Tamaya, Trace Apartments, Walden Crossing, Whispering Hills
- **Due 06/30-Fire Inspections**-Vineyards
- **Due 07/01-Monthly Property Summary**
- **Due 07/01-Market Study**
- **Due 07/28-Resident Questionnaire Recap**-Boulder Creek, Carrington Park, Terraces at Forest Springs

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.

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2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews 06/15-06/21 with your team!

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3. PAYROLL



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If you are part of the Payroll 1 group, please have your payroll in by Saturday, June 27th at noon. If you have any questions, please contact Rene Kramer at kramer@michelsonrealty.com.

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.

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, 2026.

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. MAINTENANCE TENT CARDS

All maintenance tent card designs have been completed and can now be ordered through MDX by emailing brad@mdxprint.com and csr2@mdxprint.com. You can also use your approved design with a local printing company if you use a different one!

6. 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.



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

“Success in real estate starts with you believing you are worthy of it.”

Matthew Ferrara
Philosopher