



# ichelson Weekly Update

Tuesday, June 24th, 2025

## PROPERTY MANAGEMENT

### 1. BLUE BOOK REMINDERS - attachment

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

Park Forest	Carrington Park	Westshore Colony	Trace Apartments	230 Building
Alinea Town & Country	Panther Creek Parc	Terraces at Forest Springs	Walden Crossing	
Kensington West	Preston Run	Bramblett Hills	Walden Glen	
Orchard Village	Boulder Creek	The Orion	Whispering Hills	
Southmoor	Vineyards	The Point at Tamaya	Corbin Crossing	

- **Past Due from 05/30-Inventory**-Fenwick Place, Harper's Point
- **Past Due from 05/31-Fire Inspections**-Fenwick Place
- **Past Due from 06/23-Resident Questionnaire Recaps**-Whispering Hills
- **Due 06/30-3Q Marketing Plan**-Park Forest, Alinea Town & Country, Kensington West, Orchard Village, Southmoor, Carrington Park, Panther Creek Parc, Boulder Creek, Vineyards, Westshore Colony, Fenwick Place, Terraces at Forest Springs, Harper's Point, Bramblett Hills, The Orion, The Point at Tamaya, Trace Apartments, Walden Crossing, Corbin Crossing
- **Due 06/30-Fire Inspections**-Westshore Colony
- **Due 07/01-Monthly Property Summary**
- **Due 07/01-Market Study**
- **Due 07/28-Resident Questionnaire Recaps**-Boulder Creek, Carrington Par, Corbin Crossing, 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](mailto:reports@michelsonrealty.com).

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

Please review the weekly recap for Good Calls & Reviews 06/16-06/22 with your team!



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### 3. 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 for each eligible employee. Please pass them out as soon as possible, if you have not already.

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 27, 2025.

**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.



### 4. PROPERTY CALENDAR FOR JULY 2025-attachment

Please review the attached property calendar for July 2025 with your team!



### 5. MERGING GUESTS/OCCUPANTS – attachment-2<sup>nd</sup> reminder

In situations where applicants apply separately but are supposed to be one the same home, please refer to the attached instructions for merging guests and occupancy from Yardi.

As a reminder, if you come across an issue or item you or a teammate cannot address, you can check out Yardi's help section marked by a "?" in the upper-right to search through their video and written documentation on walking through many items!



### 6. YARDI REPORT FAVORITES-2<sup>nd</sup> reminder



Please share with all Yardi users at your community, especially newer members, that each individual user is able to create a list of "Favorites" for reports they use most often that is just a click away at any time. This can be done using the following steps:



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1. Find or generate the report you would like to save as a “Favorite.”
2. Click Favorite  in the top-right corner.
3. The report is now saved in your “Favorites” and can be accessed by clicking the  icon on the top menu without navigating through the menus!

### 7. Leasing/Marketing Tip Of The Week

## ***Don't Slow Down Your Apartment Marketing***

Over half of renters are planning to move this year compared to only a third last year, so now is not the time to slow down your apartment marketing! Use these tips to complement your existing apartment marketing strategy and make sure to measure your marketing to determine what's working best to drive results for your community.

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

“Success is actually a short race-A sprint fueled by discipline just long enough for habit to kick in and take over.”

Gary Keller