



ichelson Weekly Update

Tuesday, June 25th, 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	Fenwick Place	The Orion	Corbin Crossing	Alinea Town & Country
Boulder Creek	Terraces at Forest Springs	Trace Apartments	230 Building	Kensington West
Westshore Colony	Harper's Point	Walden Crossing	Carrington Park	Orchard Village
Preston Run	Hermitage	Walden Glen	Southmoor	

- **Past Due from 05/24-Resident Questionnaire Recap-Vineyards**
- **Past Due from 05/30-Inventories-Panther Creek Parc**
- **Past Due from 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.

2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews for 06/17-06/23 with your team!

3. PROPERTY CALENDAR FOR JULY 2024-attachment

Please review the Property Calendar for July 2024 with your team.

4. SAFETY MEMO FOR JULY 2024-attachment

Please review the Safety Memo for July 2024 with your team.

5. PAYROLL FOR 4TH OF JULY-attachment



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As the Independence Day Holiday draws near, I again want to ask your help in ensuring that payroll data is received and processed such that everyone's expectations are met.

I will need you to have your time entry for payroll submitted as soon as you can so I have it to work on first thing Saturday morning 06/29/2024.

If you have any questions, please contact Rene Kramer at the Central Office



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 last week 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 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.



7. IONIZED SMOKE DETECTORS-2nd reminder

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 30th, so make sure to order accordingly if you need a stock of smoke detectors.



8. LEASING/MARKETING TIP OF THE WEEK –

New Move-In



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When new residents come to pick up their keys, the community asks to take a photo of them holding a “I said YES to the address!” with the property name on it to post on social media. This is a great way to get new and current residents excited about being a part of the community!

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

“Make sure everyone who works with you or for you, feels the need to tell others about the incredible experience.”

Chris Murray
Singer
1966-?