



# Michelsohn Weekly Update

Tuesday, June 27th, 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	Terraces at Forest Springs	Harper's Point
Orchard Village	Walden Crossing	Park Forest	The Orion	230 Building
Boulder Creek	Walden Glen	Carrington Park	Hermitage	
Westshore Colony	Southmoor	Fenwick Place	Corbin Crossing	

- **Past Due from 03/28-Property Inspections**-Panther Creek Parc
- **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, Preston Run
- **Past Due from 06/22-Resident Questionnaire Recap**-Preston Run, Bramblett Hills, Whispering Hills
- **Due 06/30-3Q Marketing Plan**-Kensington West, Orchard Village, Boulder Creek, Westshore Colony, Vineyards, Walden Crossing, Walden Glen, Whispering Hills, Southmoor, Bramblett Hills, Park Forest, Carrington Park, Fenwick Place, Panther Creek Parc, Preston Run, Terraces at Forest Springs, The Orion, Hermitage, Corbin Crossing, Harper's Point
- **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](mailto: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. INDEPENDENCE DAY PAYROLL-attachment

Please read the attached fly about Independence Day payroll. Payroll will need your time entry submitted as soon as you can. If you have any questions, please contact Rene Kramer at [kramer@michelsonrealty.com](mailto:kramer@michelsonrealty.com).



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### 4. FIDELITY 401K WEB WORKSHOP SCHEDULE-attachment

Fidelity offers a variety of web workshops each quarter to our employees. The attached schedule of these workshops are being added to the company website under 401K Information and will be updated each quarter.

### 5. YARDI – attachment-2<sup>nd</sup> reminder

I wanted to make sure you all know how Yardi screening treats international screening. Please see the attached guide for the process. If an applicant does not have a U.S. or Puerto Rico address, you can use the address of the property that they are applying to.

### 6. MSHQ/LOWES PRO SUPPLY UPDATE-2<sup>nd</sup> reminder

You will be receiving a letter from MSHQ/Lowes that says :  
“Regarding credits on invoices: Please respond within the next 60 days of receiving credit notice. Our Policy states that if we do not hear back from you within 60 days, **the credits are subject to being applied to past due invoices starting from the oldest forward**. If you do not have any past due invoices a refund will be generated.”

This will only apply to unapplied credits on the 61<sup>st</sup> day from the date printed on the credit memo.

Customers who want to prevent forced application of credits and unapplied cash have the following options:

- Go to BillTrust and resolve themselves while making payments they can apply credits.
- Submit a request to [AR@lowesprosupply.com](mailto:AR@lowesprosupply.com) or
- Call the credit support line 281-564-9700 and speak to a credit rep who can take their information and submit a ticket for the customer to [AR@lowesprosupply.com](mailto:AR@lowesprosupply.com).

### 7. CRM-attachment-2<sup>nd</sup> reminder

We now have the ability to switch the primary applicant and occupant in CRM. On the occupant screen, you will find a Make Applicant button which will promote the occupant to the primary applicant and change the original applicant to an occupant. Contact [maryw@michelsonrealty.com](mailto:maryw@michelsonrealty.com) with any questions.

### 8. PROPERTY CALENDAR FOR JULY 2023-attachment-2<sup>nd</sup> reminder



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Please share the attached Property Calendar for July 2023 with your team!



### 9. SAFETY MEMO FOR JULY 2023-attachment-2<sup>nd</sup> reminder

Please review the July Safety Memo with your team!



### 10. LEASING/MARKETING TIP OF THE WEEK –

#### ***Promote Seasonal Apartment Amenities***

*Marketing your pool or barbecue pit this time of year probably won't make a significant impact. Instead, highlight winter-friendly features such as fireplaces, covered parking and central heating on your apartment website, social media and paid search ads. Bonus points if you can also showcase the beauty of your community during winter. Think snowy winter landscapes, warm and cozy spaces, and a bit of holiday decor. This is a great thing to post on social media this time of year.*

Happy Leasing!

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

*"It is not enough to have a good mind. The main thing is to use it well."*

Rene Descartes

1596-1650

French Philosopher & Mathematician