



# ichelson Weekly Update

Tuesday, July 1st, 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
Alinea Town & Country
Terraces at Forest Springs
230 Building

- **Past Due from 05/30-Inventory**-Fenwick Place, Harper's Point
- **Past Due from 05/31-Fire Inspections**-Fenwick Place
- **Past Due from 06/30-3Q Marketing Plan**-Kensington West, Orchard Village, Southmoor, Carrington Park, Panther Creek Parc, Boulder Creek, Vineyards, Westshore Colony, Fenwick Place, Harper's Point, Bramblett Hills, The Orion, The Point at Tamaya, Trace Apartments, Corbin Crossing
- **Past Due from 06/30-Fire Inspections**-Westshore Colony
- **Due 07/01-Monthly Property Summary**-Boulder Creek, Bramblett Hills, Carrington Park, Corbin Crossing, Fenwick Place, Kensington West, Orion, Orchard Village, Panther Creek Parc, Harper's Point, Southmoor, The Point at Tamaya, Terraces at Forest Springs, Trace Apartments, Vineyards, Walden Crossing, Walden Glen, Westshore Colony, Whispering Hills
- **Due 07/01-Market Study**-Boulder Creek, Bramblett Hills, Carrington Park, Corbin Crossing, Fenwick Place, Orion, Orchard Village, Panther Creek Parc, Harper's Point, Southmoor, The Point at Tamaya, Trace Apartments, Walden Crossing, Walden Glen, Westshore Colony, Whispering Hills
- **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



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Please review the weekly recap for Good Calls & Reviews 06/23-06/29 and June 2025 with your team!

### 3. DRESS CODE-attachment

We are attaching a copy of the Michelson Dress Code from our manuals. Please review and ensure the policies are implemented and understood with your teams. Another photo day is approaching in the near future.

### 4. PROPERTY MONTHLY ONLINE REVIEWS - attachment

Please review the monthly online review report for June 2025 with your team. Keep pushing to get those scores up!

### 5. PROPERTY MONTHLY COMPREHENSIVE CALLS - attachment

Please review the monthly comprehensive call report for May 2025 with your team. Please confirm that your lead tracking information is correct, and if you need any updates, please email [mattd@michelsonrealty.com](mailto:mattd@michelsonrealty.com).

### 6. 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.



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Please don't hesitate to call Angela Kleczkowski with any questions 314-746-4352.

☐ 7. 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.

☐ 8. JULY SAFETY MEMO-attachment

Please review the attached safety memo with your staff and send the last page to me! No video this month! I know you're upset but try to contain yourselves. Stay hydrated! Keep an eye on each other for signs of heat exhaustion.

☐ 9. JUNE CONGRATS MEMO-attachment

Please review the June Congrats Memo with your team!

☐ 10. PROPERTY CALENDAR FOR JULY 2025-attachment-2<sup>nd</sup> reminder

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

☐ 11. 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).



# JL ichelson Weekly Update

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“Buyers decide in the first eight seconds of seeing a home if they’re interested in buying it. Get out of your car, walk in their shoes and see what they see within the first eight seconds.”

Barbara Corcoran