



ichelson Weekly Update

Tuesday, August 5th, 2025

PROPERTY MANAGEMENT



1. BLUE BOOK REMINDERS - attachment

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

Alinea Town & Country	Westshore Colony	230 Building
Kensington West	Terraces at Forest Springs	
Southmoor	Bramblett Hills	
Boulder Creek	The Point at Tamaya	
Vineyards	Walden Glen	

- **Past Due from 06/30-3Q Marketing Plan**-Fenwick Place
- **Past Due from 07/28-Resident Questionnaire Recaps**-Carrington Park
- **Past Due from 08/01-Monthly Property Summary**- Fenwick Place, Orion, Orchard Village, Preston Run, , Trace Apartments, Walden Crossing, Whispering Hills
- **Past Due from 08/01-Market Study**-Carrington Park, Corbin Crossing, Fenwick Place, Orion, Orchard Village, Panther Creek Parc, Park Forest, Preston Run, Harper's Point, Walden Crossing, Whispering Hills
- **Due 08/22-Resident Questionnaire Recap**-Orchard Village, Walden Glen
- **Due 08/27-Administrative Checklist**
- **Due 08/31-Fire Inspections**-Fenwick Place, Terraces at Forest Springs, Carrington Park

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 07/27-08/03 and July 2025 with your team!



3. PROPERTY MONTHLY ONLINE REVIEWS – attachment

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



4. PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment



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



5. CONGRATS MEMO FOR JULY 2025-attachment

Please review the attached Congrats Memo for July 2025 with your team!



6. PROPERTY CALENDAR FOR AUGUST 2025-attachment-2nd reminder

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



7. SAFETY MEMO FOR AUGUST 2025-attachment-2nd reminder

Please review the attached Safety Memo for August 2025 with your team!



8. YARDI-2nd reminder

Manual ACH procedures – Yardi provided the One Time EFT process a while back as a replacement for entering ACH payments through the receipts screen. We strongly encourage everyone to adapt this alternate process. You will find it provides transparency on selecting which bank account the payment is pulling from, thus preventing an accidental pull from the primary resident's account instead of one of the roommates. Additionally, these One Time EFT receipts are created into a single system batch that posts automatically each afternoon, which saves you time and streamlines the deposit processing for the central office team members.



9. Leasing/Marketing Tip Of The Week

New Move-In's

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!



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

“I find that the harder I work, the more luck I seem to have.”

Thomas Jefferson
American President
1743-1826