

Michelson Weekly Update

Tuesday, August 18th, 2026

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

- **Past Due from 07/28-Resident Questionnaire Recap-Carrington Park**
- **Due 08/24-Resident Questionnaire Recaps-Walden Glen**
- **Due 08/27-Administrative Checklist-Park Forest, Alinea Town & Country, Kensington West, Southmoor, Fenwick Place, Terraces at Forest Springs, Boulder Creek, Estates at TPC, Vineyards, Westshore Colony, Bramblett Hills, The Orion, The Point at Tamaya, Trace Apartments, Walden Crossing, Walden Glen, Whispering Hills**
- **Due 08/31-Fire Inspections-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 08/10-08/16 with your team!

☐ 3. WEEKLY QUIZZES-attachment

Policies and Procedures Chapter 3 – Quiz #1. Go to:

Link: [Michelson Organization Quizzes](#)

Please review and complete the quiz for Chapter 3 (Sections 1-7). If there are any questions or issues, please email meghang@michelsonrealty.com.

Michelson Weekly Update

Tuesday, August 18th, 2026

PROPERTY MANAGEMENT

☐ 4. CRM/RENTCAFE – MARKET RENT OVERRIDES-attachment

Just a quick reminder regarding market rent updates in CRM/RentCafe. While we update pricing in RentCafe, once an apartment is leased, Yardi Voyager will update based on the new lease information, but CRM/RentCafe will not automatically reset the market rent.

Because of this, whenever a resident gives notice, please make sure you go back into CRM/RentCafe and update the unit to the current actual market rent.

This is especially important if the apartment was previously listed online at a reduced rent. If we don't manually update it, the unit may come back online at the previous reduced, rather than today's correct market rent.

Bottom line: When a notice is received, part of the notice process should be flagging the apartment as “Do Not Show” on the website, through Voyager, until the market rent is checked and updated in CRM/RentCafe, at which time the flag can be cleared and the apartment marketed again. (see attached How To for Voyager procedure)

Please make sure your teams are following this step so we don't unintentionally advertise apartments below the appropriate market rent.

If you have any questions, please contact Mary Williams at maryw@michelsonrealty.com.

☐ 5. YARDI CHARGE CODE USE-2nd reminder

When giving residents credits for contest winners or social activities, please make sure they are coded to (soc)- Social Activities/Patio Contest and not (con1)- Concession-One Time. If you have any questions, please contact Mary Williams at the Central Office at yardisupport@michelsonrealty.com.

☐ 6. PAYROLL MEMO-2nd reminder

Just a reminder to address all payroll paperwork to Jessica Senior at the Central Office. Her email is jessicas@michelsonrealty.com. If you have any questions, please contact her at the Central Office at extension 306.

☐ 7. Leasing/Marketing Tip Of The Week - attachment



Michelson Weekly Update

Tuesday, August 18th, 2026

PROPERTY MANAGEMENT

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.

"Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful."

Albert Schweitzer