



# ichel'son Weekly Update

Tuesday, August 19th, 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	Panther Creek Parc	Corbin Crossing	Trace Apartments
Alinea Town & Country	Preston Run	Harper's Point	Walden Crossing
Kensington West	Boulder Creek	Bramblett Hills	Walden Glen
Orchard Village	Vineyards	The Orion	Whispering Hills
Southmoor	Westshore Colony	The Point at Tamaya	230 Building

- **Past Due from 07/28-Resident Questionnaire Recaps-Carrington Park**
- **Due 08/22-Resident Questionnaire Recap-Orchard Village**
- **Due 08/27-Administrative Checklist-Park Forest, Alinea Town & Country, Orchard Village, Southmoor, Carrington Park, Panther Creek Parc, Preston Run, Fenwick Place, Terraces at Forest Springs, Harper's Point, Walden Crossing, Walden Glen**
- **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](mailto:reports@michelsonrealty.com).

### 2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews 08/11-08/17 with your team!

### 3. YARDI

This week we will be activating the payment notification process in Yardi.

- 1- It will send out a reminder 2 days prior to end of month, to all residents setup for Rent Direct. The email will include the last 4 digits of the bank account that is scheduled for use.
- 2- Receipts will be emailed after the Process Payment job runs at 4 a.m. on the 1<sup>st</sup>.
- 3- Receipts will also be emailed for any 1-time EFT payments the office processes on behalf of the resident.

If you have any questions, please contact Mary Williams at Central Office.



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### 4. OFFICE & MAINTENANCE NAME TAGS/BADGES-2<sup>nd</sup> reminder

#### Office & Maintenance Name Tags/Badges

With the Administrative Checklist due this month, we wanted to make sure that everyone knows how to get office and maintenance name tags/badges. Please make sure that your staff is wearing these at all times.

#### For the Office/Clubhouse:

We go through a company named Arch Engraving. They have a Michelson template. You need the person's first and last name/city and state where they are from. You will send this to [sales@archengraving.com](mailto:sales@archengraving.com).

#### Example:

Meghan Gierer  
St. Louis, MO

#### For the Maintenance Team:

Please send a photo of the employee with their position and start date (MM/YYYY). You will send this to [meghang@michelsonrealty.com](mailto:meghang@michelsonrealty.com).

#### Example:

Meghan Gierer  
Maintenance Supervisor  
November 2016

If you have any questions, please contact Meghan Gierer at Central Office at [meghang@michelsonrealty.com](mailto:meghang@michelsonrealty.com).

### 5. Leasing/Marketing Tip Of The Week

## ***Meet the Team***

Have a ton of personality—aka NOT BORING

The top hero image is alive—show a lifestyle image where people are in action, doing something exciting like jumping in the air

The top hero changes with the season—change is refreshing



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The copy on the hero image is positive, upbeat—"Meet Our Awesome Team. We're here for you."

Use team images that are professional, well-lit with consistent backgrounds, and have a short bio under each team member. Use a "Read More" or "Connect" button so prospects can reach out with questions or comments

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

"Do not wait; the time will never be "Just Right." Start where you stand, and work with whatever tools you may have at your command, and better tools will be found as you go along."

George Herbert