



# Michelson Weekly Update

Tuesday, August 20<sup>th</sup>, 2024

## PROPERTY MANAGEMENT



### 1. BLUE BOOK REMINDERS - attachment

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

Park Forest	Southmoor	Boulder Creek	Terraces at Forest Springs	The Orion	Whispering Hills
Alinea Town & Country	Carrington Park	Westshore Colony	Harper's Point	Trace Apartments	Corbin Crossing
Kensington West	Panther Creek Parc	Vineyards	Bramblett Hills	Walden Crossing	230 Building
Orchard Village	Preston Run	Fenwick Place	Hermitage	Walden Glen	

- **Due 08/23-Resident Questionnaire Recap**-Orchard Village, Hermitage
- **Due 08/28-Administrative Checklist**-Park Forest, Alinea Town & Country, Kensington West, Orchard Village, Southmoor, Carrington Park, Panther Creek Parc, Preston Run, Boulder Creek, Fenwick Place, Terraces at Forest Springs, Harper's Point, Bramblett Hills, Hermitage, The Orion, Walden Crossing, Walden Glen, Whispering Hills
- **Due 08/30-Fire Inspections-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

Please review the weekly recap for Good Calls & Reviews for 08/12-08/18 with your team!



### 3. GL CODE CHANGE

We have made a change to GL 6551-00000-Grass Cutting Exp. It is now GL 6522-10000-Grass Cut/Landscape/Etc.-MRC Lawn Crew ONLY. We are making this change for reporting purposes for quarterly reports and year end financials so we can disclose Related Party detail to the owner, auditors, etc.



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If you are currently using 6551-00000 for vendor expense that is NOT MRC lawn crew then you should begin using the GL code 6522-00000- Grounds Contractor-Third Party Vendors ONLY. This change is taking effect immediately.

The accountants will be reclassing expense as needed and moving the budget to the correct account so your financials will reflect everything in the correct place.

Properties - Be sure to relay this change to anyone that enters/codes invoices in Yardi.

Accounting – Be sure to update all billing, invoices, etc for Lawn Crew with the new GL code 6522-10000

Feel free to reach out to Kim Bono with any questions or concerns.



#### 4. LEASING AVAILABILITY REPORT

The new SSRS report version has been adjusted now to print correctly. It will be moved into the live environment sometime this week and I will remove the old version at that time. Please know, you may need to set the print settings to “Landscape” and/or the scaling to “Fit to Paper” the first time you print it.



#### 5. BOX SCORE SUMMARY REPORT

The old version of the Box Score, accessible from the left side menu, is causing performance issues and the link has been deactivated. A reminder has been added for now, to run the report from Analytics-Residential, and the old link will be removed all together in a couple of weeks.



#### 6. MONTHLY RENTCAFE

Update is scheduled for 8/20/24. For optimal performance, Yardi recommends you should clear your internet cache after every release.



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



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## ***Back to School***

***That time of year is coming upon us again where we are getting everyone back to school and getting back to work after last year's issues. This is a great time to help your residents with appreciation or supplies gift boxes with how busy it is getting in your residents lives. Be the hero in the time of need and plan a resident event to help them out the most.***

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

*"If you are not willing to learn, no one can help you. If you are determined to learn, no one can stop you."*

Zig Ziglar  
Motivational Speaker  
1926-2012