



Michelson Weekly Update

Tuesday, September 1st, 2026

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	Panther Creek Parc	Orchard Village	Trace Apartments
Kensington West	Preston Run	Bramblett Hills	Walden Crossing
Southmoor	Terraces at Forest Springs	The Orion	Walden Glen
Fenwick Place	Estates at TPC	The Point at Tamaya	Whispering Hills

- **Past Due from 08/27-Administrative Checklist**-Park Forest, Boulder Creek, Vineyards, Westshore Colony
- **Past Due from 08/31-Fire Inspections**-Carrington Park
- **Due 09/01-Monthly Property Summary**-Alinea Town & Country, Boulder Creek, Bramblett Hills, Carrington Park, Estates at TPC, Kensington West, Orion, Orchard Village, Park Forest, Preston Run, Southmoor, Terraces at Forest Springs, Trace Apartments, Vineyards, Walden Crossing, Walden Glen, Westshore Colony, Whispering Hills
- **Due 09/01-Market Study**-Alinea Town & Country, Boulder Creek, Bramblett Hills, Carrington Park, Estates at TPC, Fenwick Place, Kensington West, Orion, Orchard Village, Panther Creek Parc, Park Forest, Preston Run, Southmoor, Terraces at Forest Springs, Trace Apartments, Vineyards, Walden Crossing, Walden Glen, Westshore Colony, Whispering Hills
- **Due 09/22-Downspout Maps**
- **Due 09/22-Property Inspections**
- **Due 09/27-Resident Questionnaire Recap**-Fenwick Place, Kensington West
- **Due 09/30-4Q Marketing Plan**

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



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Please review the weekly recap for Good Calls & Reviews 08/24-08/30 and August 2026 with your team!

☐ 3. **WEEKLY QUIZZES-attachment**

Policies and Procedures Chapter 5 – Quiz #1. Go to:

Link: [Michelson Quizzes](#)

Please review and complete the quiz for Chapter 5 (Sections 1-6). If there are any questions or issues, please email meghang@michelsonrealty.com.

☐ 4. **PROPERTY CALENDAR FOR SEPTEMBER 2026-attachment**

Please review the attached Property Calendar for September 2026 with your team!

☐ 5. **SAFETY MEMO FOR SEPTEMBER 2026-attachment**

Please review the attached safety memo and watch the safety video with your staff. When you are ready to watch the Safety Video for September 2026, please make sure to copy the WHOLE address into your browser. It starts with 'https' and ends with '24136'. If you need to do so, you may pause this video and return to it **without** it costing Michelson for another viewing.

<https://www.osmanager4.com/videoexternalvos.aspx?aicccourseurl=122091815&ocid=824869&ctype=OC&progid=15085>

☐ 6. **LIEN WAIVER REQUIREMENTS – attachment-2nd reminder**

We have updated our lien waiver requirements where we will begin needing completed Lien Waivers for any work above \$5,000. Please review the updated manual section for this and a reminder of addressing larger invoices with separate payments.

☐ 7. **GENERIC COI AGREEMENT FOR NEW VENDORS – attachment-2nd reminder**

Going forward, in instances you need new/updated COI from a vendor, please have them provide a current COI plus have them sign the attached agreement. This will help cover us as additionally insured if they don't place it on the COI. This form was added to the Michelson Manuals page as well.

☐ 8. **CRM/RENTCAFE – FLAGGING APARTMENT AS “DO NOT SHOW” ON THE WEBSITE VIA VOYAGER – attachment-2nd reminder**



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This was previously mentioned in relation to market rent overrides, and can also be applied to Down apartments. The Review Portal Unit Priorities function can be filtered to display apartments that are not currently available so an apartment can be flagged as “Do Not Show” as soon as we are aware it will need to go on DOWN status once vacated. Please see attached for further detail and reach out to Mary Williams at yardisupport@michelsonrealty.com with any questions.

9. PAYROLL-attachment-2nd reminder

☐ Payroll 2 Properties, please have your payroll submitted by 09/06/2026.

10. Leasing/Marketing Tip Of The Week - attachment

Create an Experience for Your Apartment Tours

While the online experience you offer prospective renters is important, 72% still note that an in-person visit is their preferred research method. If you can wow them during their apartment tour, you have a better chance of getting them to sign a lease with you.

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

“The way to get started is to stop talking and start doing.”

Walt Disney
1904-1966

American Entrepreneur & Entertainment Icon