



Michel'son Weekly Update

Tuesday, September 2nd, 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	Vineyards	The Point at Tamaya	230 Building
Alinea Town & Country	Westshore Colony	Trace Apartments	
Kensington West	Terraces at Forest Springs	Walden Crossing	
Southmoor	Bramblett Hills	Walden Glen	
Boulder Creek	The Orion	Whispering Hills	

- **Past Due from 08/27-Administrative Checklist**-Orchard Village, Carrington Park, Panther Creek Parc, Preston Run, Harper's Point
- **Past Due from 08/31-Fire Inspections**-Fenwick Place, Carrington Park
- **Due 09/02-Monthly Property Summary**-Boulder Creek, Carrington Park, Fenwick Place, Kensington West, Orion, Orchard Village, Panther Creek Parc, Park Forest, Southmoor, The Point at Tamaya, Terraces at Forest Springs, Vineyards, Walden Glen, Westshore Colony, Whispering Hills
- **Due 09/02-Market Study**-Carrington Park, Fenwick Place, Orion, Orchard Village, Panther Creek Parc, Park Forest, Preston Run, Harper's Point, Southmoor, The Point at Tamaya, Westshore Colony, Whispering Hills
- **Due 09/19-Downspout Maps**
- **Due 09/20-Resident Questionnaire Recap**-Fenwick Place, Kensington West, Harper's Point, Panther Creek Parc,
- **Due 09/25-Property Inspections**
- **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

Please review the weekly recap for Good Calls & Reviews 08/25-08/31 and August 2025 with your team!



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☐ 3. **PROPERTY CALENDAR FOR SEPTEMBER 2025-attachment**

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

☐ 4. **SAFETY MEMO FOR SEPTEMBER 2025-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, 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 Michelsohn for another viewing.

<https://www.osmanager4.com/videoexternalvos.aspx?aicccourseurl=94058641&ocid=824869&ctype=OC&progid=24136>

☐ 5. **CONGRATS MEMO FOR AUGUST 2025-attachment**

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

☐ 6. **PROPERTY MONTHLY ONLINE REVIEWS – attachment**

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

☐ 7. **PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment**

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

☐ 8. **NTV FORM THROUGH CRM – attachment-2nd reminder**

The Notice to Vacate Form is now available for e-signature through CRM. Attached are instructions to process them, and please email yardisupport@michelsonrealty.com with details if you have any issues with it.

☐ 9. **EPA CERTIFICATION-2nd reminder**



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We kindly ask that you provide us with the names of any employees at your property who currently hold a valid EPA certification. Please include a copy of their certification and submit it to Jayne Tessmer at tessmerj@michelsonrealty.com, no later than **Friday, August 29, 2025**.

10. RENTCAFE RESIDENT PORTAL-attachments-2nd reminder

In anticipation that many residents will be logging into RentCafe Resident Portal for the first time since the 8/6 change to passwordless login, Yardi will be updating the login page with additional resources to ensure a smooth transition for the residents. These resources will include on screen instructions, a Learn More button to help resolve common issues, and a Call Center Support number that residents can use to reach Yardi dedicated support staff directly. I have attached the tip sheets shared last month, as an additional resource for your office team.

11. Leasing/Marketing Tip Of The Week

Start a Resident Volunteer Team

Being active in your community is one of the best ways to market your apartments while doing something positive.

Encourage residents to volunteer for local programs and charity events as a part of your community's team.

You can get custom t-shirts made for all the volunteers that include your logo. This will create a team atmosphere and promote your company.

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



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“Only share your dreams with folk who want you to succeed. You can’t tell everybody everything!”

Sandra Thomas
Real Estate Agent