



ichel'son Weekly Update

Tuesday, September 9th, 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	Bramblett Hills	Walden Glen
Alinea Town & Country	Westshore Colony	The Orion	Whispering Hills
Kensington West	Fenwick Place	The Point at Tamaya	230 Building
Preston Run	Terraces at Forest Springs	Trace Apartments	
Boulder Creek	Harper's Point	Walden Crossing	

- **Past Due from 08/27-Administrative Checklist**-Harper's Point
- **Past Due from 08/31-Fire Inspections**-Carrington Park
- **Past Due from 09/02-Monthly Property Summary**-Carrington Park
- **Past Due from 09/02-Market Study**-Carrington Park, Orchard Village, Panther Creek Parc, Southmoor
- **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 09/01-09/07 with your team!



3. PROPERTY CALENDAR FOR SEPTEMBER 2025-attachment-2nd reminder

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



4. SAFETY MEMO FOR SEPTEMBER 2025-attachment-2nd reminder



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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 Michelson for another viewing.

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



5. CONGRATS MEMO FOR AUGUST 2025-attachment-2nd reminder

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



6. PROPERTY MONTHLY ONLINE REVIEWS – attachment-2nd reminder

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-2nd reminder

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. 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.



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

“Becoming a real estate agent is a fun way to see how many text messages it’s humanly possible to send in a single month.”

Anonymous