



Michelsohn Weekly Update

Tuesday, September 10th, 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	Westshore Colony	Hermitage	Whispering Hills
Alinea Town & Country	Vineyards	The Orion	Corbin Crossing
Kensington West	Harper's Point	Trace Apartments	230 Building
Terraces at Forest Springs	Bramblett Hills	Walden Glen	

- **Past Due from 08/28-Administrative Checklist**-Orchard Village, Southmoor, Carrington Park, Panther Creek Parc, Preston Run, Boulder Creek, Fenwick Place
- **Past Due from 09/02-Monthly Property Summary**-Panther Creek Parc, Walden Crossing
- **Past Due from 09/02-Market Study**-Bramblett Hills, Orchard Village, Southmoor
- **Due 09/19-Downspout Map**
- **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 for 09/02-09/08 with your team!



3. PROPERTY MONTHLY ONLINE REVIEWS-attachment

Please review the property reviews for August 2024 with your team! Continue to work to increase these scores on a regular basis!



4. PROPERTY MONTHLY COMPREHENSIVE CALLS-attachment



ichelson Weekly Update

Tuesday, September 10th, 2024

PROPERTY MANAGEMENT

Please review the property calls for August 2024 with your team! Please confirm your lead tracking information to what you see in Yardi when using for advertising purposes.

5. YARDIONE

As noted on the YardiOne dashboard, there is a version update scheduled for Tuesday, September 24, at 1 a.m. The update applicable to us is minimal and consists of a cosmetic change in the appearance of the YardiOne dashboard. Items currently located on the top menu frame will appear vertically in the left menu- pane. Additional details can be found in the online help under New Features — YardiOne v24.02.

6. CONGRATS MEMO FOR AUGUST 2024-attachment-2nd reminder

Please see the attached Congrats Memo for August 2024 with your team!

7. MICHELSON NOW PARTNERING WITH ZEAMO CORPORATE FITNESS!-attachment-2nd reminder

Michelson is now partnering with Zeamo Corporate Fitness, allowing FREE access for our employees. See the attached flier for details and go to www.zeamo.com/michelsonrealty to register using your personal or work email.

Zeamo offers:

- **Gyms & Studios:** discounts on a nationwide network of top gyms & studios
- **Fitness On-Demand:** thousands of free on-demand workouts
- **Integration with Trackers:** AppleWatch, FitBit, Garmin, etc.
- **Rewards & Challenges:** sweepstakes, prizes, vacations, merchandise, and more
- **Dietitians:** professional diet consultations from licensed Dietitians
- **Healthy Meals:** delivered directly to your doorstep, prepared or prepare yourself

There are four steps to enroll:

- 1) Create a Zeamo Account
 - Click the link above to register for your Zeamo account, click on ‘sign up’ and register using your work or personal or email (If asked for a code, use 6NJ8MF)
- 2) Create a Rewards Account
 - When logged into Zeamo, click on Rewards, then Create Rewards account using the same email.
- 3) Link your device



ichelson Weekly Update

Tuesday, September 10th, 2024

PROPERTY MANAGEMENT

- When logged into Zeamo, click on Rewards, then click on Link your device, (Fitbit, Garmin, Apple Watch, etc.)
- 4) Activate your On-Demand Subscription
- Go to profile settings (drop down on the upper right hand side of the navigation) click 'activate' (Will then say \$0/month)

If you have any questions, please let us know. For help with the website or setting up a profile, you can contact Zeamo directly at customersupport@myrewardstore.com or call them at 877-246-5769.

8. ONE TIME CONCESSIONS-2nd reminder

With auditing season coming for the in-house accountants, a recurring issue has been brought up. Please note that if you are giving someone and up-front or one-time concession, you are to note it on your lease somewhere. If someone gets 2 days, 19 days, \$1,000 free, any up-front concession at all, it should be notated on the lease. Not just the recurring pro-rated concessions. If you have any questions, please contact your property accountant at the Central Office.

9. VENDOR LETTER FOR INVOICES –attachment-2nd reminder

It's crazy to think budgets are right around the corner! With this, we want all open invoices entered prior to the next month-end to begin working on the 2025 budget, and attached are two letters to assist with the process. If you have emails for each of your vendors, you can print a vendor list, and use a modified version of the letter to send an email and BCC all your vendors on it so they're all contacted at once. The important thing is to make sure you reach every vendor to get those invoices in before month-end! If you have any questions or issues with the attachments, please contact mattd@michelsonrealty.com.

10. LEASING/MARKETING TIP OF THE WEEK –

Are your vendors helping you with holiday drives?

One great thing about this time of year is there is a lot of willingness to help each other through various donations or collection drives. Are you reaching out to your vendors when running a food, clothing, or toy drive? We send them our business and if asked many would



Michelsohn Weekly Update

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PROPERTY MANAGEMENT

love to help out in some way with our donation drives. Whether they bring in items to donate or help you advertise it can be a great increase to the items you collect.

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

“To be successful, you have to have your heart in your business, and your business in your heart.”

Anonymous