

Michelson Weekly Update

Tuesday, September 15th, 2026

PROPERTY MANAGEMENT

1. BLUE BOOK REMINDERS - attachment

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

Park Forest	Carrington Park	Terraces at Forest Springs	Peakline at Copperleaf	Trace Apartments
Alinea Town & Country	Fenwick Place	Estates at TPC	Bramblett Hills	Walden Crossing
Kensington West	Panther Creek Parc	Westshore Colony	The Orion	Walden Glen
Southmoor	Preston Run	Orchard Village	The Point at Tamaya	Whispering Hills

- **Past Due from 08/27-Administrative Checklist**-Boulder Creek, Vineyards
- **Due 09/22-Downspout Maps**-Park Forest, Alinea Town & Country, Kensington West, Southmoor, Fenwick Place, Panther Creek Parc, Preston Run, Terraces at Forest Springs, Boulder Creek, Estates at TPC, Vineyards, Orchard Village, Peakline at Copperleaf, The Orion, The Point at Tamaya, Trace Apartments, Walden Glen, Whispering Hills
- **Due 09/22-Property Inspections**-Park Forest, Alinea Town & Country, Kensington West, Southmoor, Carrington Park, Fenwick Place, Panther Creek Parc, Preston Run, Terraces at Forest Springs, Boulder Creek, Estates at TPC, Vineyards, Westshore Colony, Orchard Village, Peakline at Copperleaf, Bramblett Hills, The Orion, The Point at Tamaya, Trace Apartments, Walden Crossing, Walden Glen, Whispering Hills
- **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

Please review the weekly recap for Good Calls & Reviews 09/07-09/013 with your team!

3. WEEKLY QUIZZES-attachment

Policies and Procedures Chapter 6 – Quiz #1. Go to:

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Link: [Michelson Quizzes](#)

Please review and complete the quiz for Chapter 6 (Sections 1-13). If there are any questions or issues, please email meghang@michelsonrealty.com.

4. BID COMPARISON SPREADSHEET-attachment

The Bid Comparison spreadsheet has been updated with a tab so you can include photos of the project, damage, etc. that needs to be included with the estimates when submitting for approval. You can also find this on the Michelson Manuals page.

5. REQUEST/REPORT EMAILS-attachment-2nd reminder

As a reminder, along with one new email created, please use the following emails for submitting misc. requests to Central Office.

1. pmsupport@michelsonrealty.com
 - a) SignNow help.
 - b) Google Adwords adjustments.
 - c) Quiz account creation/removal.
 - d) Website adjustments.
 - e) Assistance with any third party vendors (Apts.com, Zillow, First Advantage, Notifii, etc.)
 - f) If you're not sure who to send a request to based on this email, shoot over to this one.
2. yardisupport@michelsonrealty.com
 - a) Any Yardi/Rent Cafe-specific related items.
 - b) Login, report, lease/document generation, procedures not working as expected.
 - c) Amenity additions if not being done on-site.
3. itsupport@michelsonrealty.com
 - a) Any IT related items such as email, hardware, or software issues that are MRC-specific.
 - b) If you're having trouble with a particular vendor's (i.e. cable/internet/phone) product, please reach out to them first!
4. reports@michelsonrealty.com
 - a) Blue Books reports.
 - b) Field Notes (Field Notes once AM/DM/RM have reviewed)
 - c) 100% and \$0 DQ reports once you reach those achievements!
 - d) Please note, weekly MSR and red-penned reports only need to go to your AM/DM/RM.
5. goodcall@michelsonrealty.com
 - a) Good calls with agent and PM notes included.
 - b) Positive online reviews.

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6. deposits@michelsonrealty.com
 - a) Receipt deposit slips to this email with each batch.
7. humanresources@michelsonrealty.com
 - a) Employee complaints.
8. orders@michelsonrealty.com
 - a) Ordering any MRC items/forms/books and safety supplies.
 - b) Where appropriate, make sure to include the order form with the email.
9. incidents@michelsonrealty.com
 - a) Incident reports and workers comp information with supporting documentation.
 - b) Please cc'd Bill Willenbrink on all Workers Comp/Incident Reports.

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6. **CONGRATS MEMO FOR AUGUST 2026-attachment-2nd reminder**

Please review the Congrats Memo for August 2026 with your team!

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7. **PROPERTY MONTHLY ONLINE REVIEWS – attachment-2nd reminder**

Please review the monthly online review report for August 2026 with your team. Keep pushing to get those scores up!

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8. **PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment-2nd reminder**

Please review the monthly comprehensive call report for August 2026 with your team and confirm that your lead tracking information is correct. If you need any updates, email mattd@michelsonrealty.com.

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9. **Leasing/Marketing Tip Of The Week - attachment**

Host an Instagram Contest

Start an apartment decoration contest on Instagram.

Have tenants post pictures of their apartments using a branded hashtag, then allow everyone to vote.

Not only will you build your social following, it also helps with tenant retention.

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



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“Opportunities multiply as they are seized.”

Sun Tzu

544-496 BC

Ancient Chinese Philosopher