



Michelson Weekly Update

Tuesday, September 17th, 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	Boulder Creek	Bramblett Hills	Walden Crossing	230 Building
Alinea Town & Country	Westshore Colony	Hermitage	Walden Glen	
Kensington West	Vineyards	The Orion	Whispering Hills	
Terraces at Forest Springs	Harper's Point	Trace Apartments	Corbin Crossing	

- **Past Due from 08/28-Administrative Checklist**-Orchard Village, Southmoor, Carrington Park, Panther Creek Parc, Preston Run, Fenwick Place
- **Due 09/19-Downspout Map**-Park Forest, Alina Town & Country, Kensington West, Orchard Village, Carrington Park, Panther Creek Parc, Boulder Creek, Westshore Colony, Vineyards, Terraces at Forest Springs, Bramblett Hills, Trace Apartments, Walden Crossing, Whispering Hills, Corbin Crossing
- **Due 09/20-Resident Questionnaire Recap**-Kensington West, Harper's Point, Panther Creek Parc
- **Due 09/25-Property Inspections**-Park Forest, Alinea Town & Country, Kensington West, Orchard Village, Southmoor, Carrington Park, Terraces at Forest Springs, Bramblett Hills, Hermitage, Trace Apartments, Walden Crossing, Walden Glen, Whispering Hills, Corbin Crossing, 230 Building
- **Due 09/30-4Q Marketing Plan**-Park Forest, Alinea Town & Country, Kensington West, Orchard Village, Southmoor, Carrington Park, Panther Creek Parc, Boulder Creek, Westshore Colony, Vineyards, Fenwick Place, Harper's Point, Bramblett Hills, Hermitage, Trace Apartments, Walden Crossing, Walden Glen, Whispering Hills, Corbin Crossing

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 for 09/09-09/15 with your team!

3. **PROPERTY MONTHLY ONLINE REVIEWS-attachment-2nd reminder**

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-2nd reminder**

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-2nd reminder**

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. **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 matt@michelsonrealty.com.

7. **LEASING/MARKETING TIP OF THE WEEK –**

Great Time For An Appreciation Event

With the holidays coming to a close this is a great time to host appreciation events. You can do resident appreciation, maintenance appreciation, office staff appreciation, and others.



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Whether you spotlight a person on social media or provide fun games and prizes this can be a great way to increase your social media and residents love of the community.

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

“A realtor is not a salesperson. They’re a matchmaker. They introduce people to homes until they fall in love with one. Then they’re a wedding planner.”

Anonymous