

Michelson Weekly Update

Tuesday, September 22nd, 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, Southmoor, Fenwick Place, Panther Creek Parc, Preston Run, 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, Kensington West, Southmoor, Carrington Park, Fenwick Place, Panther Creek Parc, Preston Run, Boulder Creek, Estates at TPC, Vineyards, Westshore Colony, Peakline at Copperleaf, Bramblett Hills, The Orion, The Point at Tamaya, Trace Apartments, Walden Glen, Whispering Hills
- **Due 09/27-Resident Questionnaire Recap**-Fenwick Place
- **Due 09/30-4Q Marketing Plan**
- **Due 10/05-Monthly Property Summary**
- **Due 10/05-Market Study**
- **Due 10/21-Safety Checklist**
- **Due 10/27-Resident Questionnaire Recap**-The Orion, Trace Apartments, Alinea Town & Country, The Point at Tamaya
- **Due 10/30-Safety Box Checklist**
- **Due 10/31-Fire Inspections**-Boulder Creek, Southmoor

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 09/14-09/20 with your team!

3. WEEKLY QUIZZES-attachment

Policies and Procedures Chapter 7 – Quiz #1. Go to:

Link: [Michelson Quizzes](#)

Please review and complete the quiz for Chapter 7 (Sections 1-19). 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. FIDELITY 401K WEB WORKSHOP SCHEDULE-attachment

Fidelity offers a variety of web workshops each month to our employees. The attached schedule of these workshops is being added to the company website under 401K Information and will be updated each month.

6. Leasing/Marketing Tip Of The Week - attachment

Print Your Information On Pens

Some of you might think this apartment marketing idea is trivial or ineffective. However, here's why it's on the list. Pens are an extremely cheap way to keep your community in the minds of people that have come in for an apartment tour.

All of the pens in your office should be branded with the name, phone number and website of your community. Include the pens with your brochures you give to potential renters so they'll always have it with



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them.

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

“There is only one thing that makes a dream impossible to achieve:
the fear of failure.”

Paulo Coelho
Brazilian Writer
1947-?