Michelson Weekly Update

Tuesday, September 29th, 2026

PROPERTY MANAGEMENT

1. **BLUE BOOK REMINDERS - attachment**

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

Alinea Town & Country	Orchard Village			
Kensington West	Walden Crossing			
Terraces at Forest Springs				

- Past Due from 08/27-**Administrative Checklist**-Vineyards
- Past Due from 09/22-**Downspout Maps**-Park Forest, Southmoor, Panther Creek Parc, Preston Run, Boulder Creek, Estates at TPC, Vineyards, Peakline at Copperleaf, The Orion, The Point at Tamaya, Trace Apartments, Walden Glen
- Past Due from 09/22-**Property Inspections**-Southmoor, Carrington Park, Fenwick Place, Panther Creek Parc, 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
- Past Due from 09/27-**Resident Questionnaire Recap**-Fenwick Place
- **Due 09/30-4Q Marketing Plan**-Park Forest, Alinea Town & Country, Kensington West, Southmoor, Carrington Park, Panther Creek Parc, Preston Run, Boulder Creek, Estates at TPC, Vineyards, Orchard Village, Peakline at Copperleaf, Bramblett Hills, The Orion, The Point at Tamaya, Trace Apartments, Walden Crossing, Walden Glen
- **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.

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2. **WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment**

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Please review the weekly recap for Good Calls & Reviews 09/21-09/27 with your team!

☐ 3. **WEEKLY QUIZZES-attachment**

Policies and Procedures Chapter 8 – Quiz #1. Go to:

Link: Michelson Quizzes

Please review and complete the quiz for Chapter 8 (Sections 1-11). If there are any questions or issues, please email meghang@michelsonrealty.com.

☐ 4. **PAYROLL-reminder**

Please be advised that Rene's last day with the company will be Wednesday, September 30. Moving forward, all payroll requests and inquiries should be sent directly to Jessica Senior at jessicas@michelsonrealty.com.

☐ 5. **SAFETY MEMO FOR OCTOBER 2026-attachment**

Please review the attached SAFETY MEMO FOR OCOTBER 2026 with your team.

☐ 6. **PROPERTY CALENDAR FOR OCTOBER 2026-attachment**

Please review the attached property calendar for October 2026 with your team!

☐ 7. **BID COMPARISON SPREADSHEET-attachment-2nd reminder**

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.

☐ 8. **FIDELITY 401K WEB WORKSHOP SCHEDULE-attachment-2nd reminder**

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.

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

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PROPERTY MANAGEMENT

Promote Seasonal Apartment Amenities.

Marketing your pool or barbecue pit this time of year probably won't make a significant impact. Instead, highlight winter-friendly features such as fireplaces, covered parking and central heating on your apartment website, social media and paid search ads. Bonus points if you can also showcase the beauty of your community during winter. Think snowy winter landscapes, warm and cozy spaces, and a bit of holiday decor. This is a great thing to post on social media this time of year

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

"Continuous effort-not strength or intelligence-is the key to unlocking our potential."

Sir William Churchill
1874-1965
British Stateman