Michelson Weekly Update

Tuesday, October 6th, 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	Bramblett Hills			
Kensington West	The Orion			
Carrington Park	Walden Glen			
Preston Run				

- Past Due from 08/27-**Administrative Checklist**-Vineyards
- Past Due from 09/22-**Downspout Maps**-Park Forest, Panther Creek Parc, Boulder Creek, Estates at TPC, Vineyards, Peakline at Copperleaf, The Point at Tamaya, Trace Apartments
- Past Due from 09/22-**Property Inspections**-Carrington Park, Panther Creek Parc, Boulder Creek, Vineyards, Westshore Colony, Peakline at Copperleaf, The Point at Tamaya, Whispering Hills
- Past Due from 09/27-**Resident Questionnaire Recap**-Fenwick Place
- Past Due from 09/30-**4Q Marketing Plan**-Park Forest, Panther Creek Parc, Preston Run, Boulder Creek, Vineyards, Orchard Village, The Point at Tamaya, Walden Crossing
- Past Due from 10/05-**Monthly Property Summary**-Fenwick Place, Orchard Village, Panther Creek Parc, Whispering Hills
- Past Due from 10/05-**Market Study**-Orchard Village, Peakline at Copperleaf, Southmoor, Terraces at Forest Springs, Trace Apartments, Vineyards, Whispering Hills
- **Due 10/21-Safety Checklist**
- **Due 10/27-Resident Questionnaire Recap**-The Orion, Trace Apartments, Alinea Town & Country
- **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**

Please review the weekly recap for Good Calls & Reviews 09/28-10/04 with your team!

Michelson Weekly Update

Tuesday, October 6th, 2026

PROPERTY MANAGEMENT

☐ 3. **WEEKLY QUIZZES-attachment**

Policies and Procedures Chapter 9 – Quiz #1. Go to:

Link: Michelson Quizzes

Please review and complete the quiz for Chapter 8 (Sections 1-19). If there are any questions or issues, please email meghang@michelsonrealty.com.

☐ 4. **NEW EMPLOYEE ONBOARDING THROUGH ADP - attachment**

We're excited to roll out a fully digital onboarding experience for new hires. Please see the attached instructions and intake form, and if you have any questions, please reach out to angiek@michelsonrealty.com.

☐ 5. **PROPERTY MONTHLY ONLINE REVIEWS – attachment**

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

☐ 6. **PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment**

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

☐ 7. **PAYROLL-reminder-2nd 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.

☐ 8. **SAFETY MEMO FOR OCTOBER 2026-attachment-2nd reminder**

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

☐ 9. **PROPERTY CALENDAR FOR OCTOBER 2026-attachment-2nd reminder**

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

Michelson Weekly Update

Tuesday, October 6th, 2026

PROPERTY MANAGEMENT

10. Leasing/Marketing Tip Of The Week - attachment

QR Code Link To Events

While you're putting together events over the holidays have you thought about using QR codes to link to Facebook pages or other information for the event? It is an easy way to reach your residents and let them know about an upcoming event.

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

"You don't close a sale, you open a relationship if you want to build a long-term successful enterprise."

Patrica Fripp
Motivational Speaker