



Michelson Weekly Update

Tuesday, October 7th, 2025

PROPERTY MANAGEMENT



1. BLUE BOOK REMINDERS - attachment

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

Park Forest	The Orion
Alinea Town & Country	The Point at Tamaya
Kensington West	Walden Crossing
Orchard Village	230 Building
Westshore Colony	Terraces at Forest Springs

- **Past Due from 09/19-Downspout Maps**-Panther Creek Parc, Boulder Creek, Vineyards, Trace Apartments
- **Past Due from 09/20-Resident Questionnaire Recap**-Fenwick Place
- **Past Due from 09/25-Property Inspections**-Carrington Park, Panther Creek Parc, Boulder Creek, Vineyards, Bramblett Hills, Trace Apartments, Whispering Hills
- **Past Due from 09/30-4Q Marketing Plan**- Southmoor, Preston Run, Boulder Creek, Vineyards, Fenwick Place
- **Past Due from 10/01-Monthly Property Summary**-Fenwick Place, Walden Glen, Whispering Hills
- **Past Due from 10/01-Market Study**-Orchard Village, Trace Apartments
- **Due 10/21-Safety Checklist**
- **Due 10/27-Resident Questionnaire Recap**-The Orion, Trace Apartments
- **Due 10/31-Safety Box Inventory**
- **Due 10/31-Fire Inspections**-Fenwick Place, 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 09/29-10/05 and September 2025 with your team!



3. PROPERTY MONTHLY ONLINE REVIEWS – attachment



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Please review the monthly online review report for September 2025 with your team. Keep pushing to get those scores up!

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4. PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment

Please review the monthly comprehensive call report for September 2025 with your team and confirm that your lead tracking information is correct. If you need any updates, email matttd@michelsonrealty.com.

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5. PROPERTY CALENDAR FOR OCTOBER 2025-attachment-2nd reminder

Please see review the property calendar for October 2025 with your team!

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6. SAFETY MEMO FOR OCTOBER 2025-attachment-2nd reminder

Please review the attached SAFETY MEMO FOR OCOTBER 2025 with your team.

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7. ANNUAL MEDICARE PART D NOTICE-attachment

Each property should receive a package this week. Please be sure the notices in that package are passed out to each employee.

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8. Leasing/Marketing Tip Of The Week

Resident Spotlight

Create a resident spotlight and spot light a resident for volunteer work they do or a cause they support.

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



JL ichelson Weekly Update

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“It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change.”

Charles Darwin