



ichelson Weekly Update

Tuesday, October 8th, 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	Southmoor	Hermitage	Whispering Hills
Alinea Town & Country	Preston Run	The Orion	Harper's Point
Kensington West	Terraces at Forest Springs	Trace Apartments	230 Building
Orchard Village	Bramblett Hills	Walden Crossing	

- **Past Due from 08/28-Administrative Checklist**-Panther Creek Parc
- **Past Due from 09/19-Downspout Map**-Carrington Park, Boulder Creek, Westshore Colony, Vineyards
- **Past Due from 09/25-Property Inspections**-Carrington Park, Boulder Creek, Westshore Colony, Vineyards, Panther Creek Parc, Corbin Crossing
- **Past Due from 09/30-4Q Marketing Plan**-Boulder Creek, Vineyards, Fenwick Place, Corbin Crossing
- **Past Due from 10/02-Monthly Property Summary**-Walden Glen
- **Past Due from 10/02-Market Study**-Corbin Crossing, Walden Glen
- **Due 10/21-Safety Checklist**
- **Due 10/25-Resident Questionnaire Recap**-The Orion, Alinea Town & Country
- **Due 10/30-Safety Box Inventory**
- **Due 10/30-Fire Inspection**-Boulder Creek, Hermitage, 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 for 09/29-10/06 with your team!



3. CONGRATS MEMO FOR SEPTEMBER 2024-attachment-2nd reminder



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Please review the Congrats Memo for September 2024 with your team!

4. ANNUAL MEDICARE PART D NOTICE –attachment-2nd reminder

Reports will be sent out together to the properties shortly. Please pass these out to each employee right away. Also, the two (1 page) Summary Annual Reports need to be posted in your break room/employee common area, replacing last year's reports, as a reference for all employees.

5. HEALTH SUMMARY PLAN DESCRIPTION – attachment-2nd reminder

Reports will be sent out together to the properties shortly. Please pass these out to each employee right away. Also, the two (1 page) Summary Annual Reports need to be posted in your break room/employee common area, replacing last year's reports, as a reference for all employees.

6. SUMMARY ANNUAL REPORTS – attachment-2nd reminder

Reports will be sent out together to the properties shortly. Please pass these out to each employee right away. Also, the two (1 page) Summary Annual Reports need to be posted in your break room/employee common area, replacing last year's reports, as a reference for all employees.

7. Property Monthly Online Reviews- attachment-2nd reminder

Please review the monthly online review report for September 2024 with you team!
Continue to work to increase these scores on a regular basis!

8. Property Monthly Comprehensive Calls- attachment-2nd rmeinder

Please review the monthly comprehensive call report with for September 2024 with your team! Please confirm that your lead tracking information is correct.

9. Leasing/Marketing Tip Of The Week-

Are your vendors helping you with holiday drives?



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One great thing about this time of year is there is a lot of willingness to help each other through various donations or collection drives. Are you reaching out to your vendors when running a food, clothing, or toy drive? We send them our business and if asked many would love to help out in some way with our donation drives. Whether they bring in items to donate or help you advertise it can be a great increase to the items you collect.

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

“Get closer than ever to your customer. So close you tell them what they need well before they realize it themselves.”

Steve Jobs
Businessman
1955-2011