Michelson Weekly Update

Tuesday, October 13th, 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	Westshore Colony	Walden Crossing	
Alinea Town & Country	Preston Run	Orchard Village	Walden Glen	
Kensington West	Terraces at Forest Springs	Bramblett Hills		
Southmoor	Estates at TPC	The Orion		

- Past Due from 08/27-**Administrative Checklist**-Vineyards
- Past Due from 09/22-**Downspout Maps**-Panther Creek Parc, Boulder
- Past Due from 09/22-**Property Inspections**-Panther Creek Parc, Boulder Creek, Vineyards, 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**-Walden Crossing
- Past Due from 10/05-**Monthly Property Summary**-Fenwick Place
- Past Due from 10/05-**Market Study**-Trace Apartments
- **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 10/05-10/11 with your team!

☐ 3. **WEEKLY QUIZZES-attachment**

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Policies and Procedures Chapter 10 – Quiz #1. Go to:

Link: Michelson Quizzes

Please review and complete the quiz for Chapter 10 (Sections 1-32). If there are any questions or issues, please email meghang@michelsonrealty.com.

☐ 4. GENERIC COI AGREEMENT FOR NEW VENDORS – attachment

Going forward, in instances you need new/updated COI from a vendor, please have them provide a current COI plus have them sign the attached agreement. This will help cover us as additionally insured if they don't place it on the COI. This form was added to the Michelson Manuals page as well.

☐ 5. NEW EMPLOYEE ONBOARDING THROUGH ADP – attachment-2nd reminder

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.

☐ 6. PROPERTY MONTHLY ONLINE REVIEWS – attachment-2nd reminder

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

☐ 7. PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment-2nd reminder

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.

☐ 8. Leasing/Marketing Tip Of The Week - attachment

Create a Youtube Channel for Your Community

It's nice to share video content of your community online – especially videos that are entertaining. Consider using the world's most common video-sharing site, YouTube, to post videos that display the amenities you offer and give insight to viewers about your community.

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Property Management

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

"Excellence is not a skill. It's an attitude."

Ralph Marston
American Writer
1955-?