



Michelson Weekly Update

Tuesday, October 14th, 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	Westshore Colony	The Point at Tamaya
Alinea Town & Country	Terraces at Forest Springs	Walden Crossing
Kensington West	Harper's Point	Walden Glen
Southmoor	Bramblett Hills	230 Building
Preston Run	The Orion	

- **Past Due from 09/19-Downspout Maps**-Panther Creek Parc, Boulder Creek
- **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, Trace Apartments, Whispering Hills
- **Past Due from 09/30-4Q Marketing Plan**- Boulder Creek, Fenwick Place
- **Past Due from 10/01-Market Study**-Orchard Village
- **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 10/06-10/12 with your team!



3. PROPERTY MONTHLY ONLINE REVIEWS – attachment-2nd reminder

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



4. PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment-2nd reminder



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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 mattd@michelsonrealty.com.

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5. ANNUAL MEDICARE PART D NOTICE-attachment-2nd reminder

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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6. 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.

“Don’t decrease the goal, increase the effort.”

Tom Coleman