Michelson Weekly Update

Tuesday, October 20th, 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	Trace Apartments	
Alinea Town & Country	Preston Run	Orchard Village	Walden Crossing	
Kensington West	Terraces at Forest Springs	Bramblett Hills	Walden Glen	
Southmoor	Estates at TPC	The Orion	Whispering Hills	

- Past Due from 09/22-**Downspout Maps**-Panther Creek Parc
- Past Due from 09/22-**Property Inspections**-Panther Creek Parc, Boulder Creek, Vineyards, Peakline at Copperleaf, The Point at Tamaya
- Past Due from 09/27-**Resident Questionnaire Recap**-Fenwick Place
- **Due 10/21-Safety Checklist**-Park Forest, Kensington West, Southmoor, Fenwick Place, Panther Creek Parc, Preston Run, Boulder Creek, Westshore Colony, Orchard Village, Peakline at Copperleaf, Bramblett Hills, The Orion, The Point at Tamaya, Trace Apartments, Walden Crossing, Walden Glen
- **Due 10/27-Resident Questionnaire Recap**-The Orion, Trace Apartments
- **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 10/12-10/18 with your team!

☐ 3. **WEEKLY QUIZZES-attachment**

Policies and Procedures Chapter 11 – Quiz #1. Go to:

Link: Michelson Quizzes

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Please review and complete the quiz for Chapter 11 (Sections 1-6). If there are any questions or issues, please email meghang@michelsonrealty.com.

☐ 4. ANNUAL MEDICARE PART D NOTICE – attachment

Each property was sent this notice last week. Please be sure the notices are passed out/forwarded to each employee.

☐ 5. GENERIC COI AGREEMENT FOR NEW VENDORS – attachment-2nd reminder

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.

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

Digital Photo Frame

A digital photo frame is something that is great to set up in the clubhouse or models. You can upload photos of the apartments and amenities. You can post positive online reviews or mix in some resident events so prospects can see what the residents are saying.

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

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Property Management

"You are your greatest asset. Put your time, effort, and money into training, grooming, and encouraging your greatest asset."

Tom Hopkins
American Author & Motivational Speaker