



Michelson Weekly Update

Tuesday, October 21st, 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	Preston Run	The Orion	Walden Crossing
Alinea Town & Country	Westshore Colony	The Point at Tamaya	230 Building
Kensington West	Terraces at Forest Springs	Trace Apartments	
Southmoor	Harper's Point	Walden Crossing	
Carrington Park	Bramblett Hills	Walden Glen	

- **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**-Panther Creek Parc, Boulder Creek, Vineyards, 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**-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 10/13-10/19 with your team!

3. SUMMARY ANNUAL REPORTS-attachments

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.



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4. 2S LEASE END DATES-attachment

Teams, please see and share the attached lease end dates through 2029 with your teams. Please make sure you are working to split move-outs per month evenly across the two dates, and please note, future December expirations will have only one move-out date. If you have any comments or questions, please email mattd@michelsonrealty.com

5. 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.

“Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort”

Paul J. Meyer