



JL ichelson Weekly Update

Tuesday, October 22nd, 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	Boulder Creek	The Orion	Whispering Hills
Alinea Town & Country	Fenwick Place	Harper's Point	Trace Apartments	Corbin Crossing
Kensington West	Preston Run	Bramblett Hills	Walden Crossing	230 Building
Orchard Village	Terraces at Forest Springs	Hermitage	Walden Glen	

- **Past Due from 09/19-Downspout Map**-Carrington Park, Westshore Colony
- **Past Due from 09/25-Property Inspections**-Carrington Park, Westshore Colony, Vineyards, Panther Creek Parc
- **Due 10/21-Safety Checklist**-Southmoor, Carrington Park, Fenwick Place, Panther Creek Parc, Preston Run, Terraces at Forest Springs, Boulder Creek, Westshore Colony, Vineyards, Harper's Point, Bramblett Hills, Orion, Trace Apartments, Walden Crossing, Whispering Hills, Corbin Crossing, 230 Building
- **Due 10/25-Resident Questionnaire Recap**-The Orion
- **Due 10/30-Safety Box Inventory** –Boulder Creek, Bramblett Hills, Carrington Park, Corbin Crossing, Fenwick Place, Hermitage, Kensington West, Orchard Village, Orion, Panther Creek Parc, Preston Run, Harper's Point, Southmoor, Terraces at Forest Springs, Trace Apartments, Vineyards, Walden Crossing, Walden Glen, Westshore Colony, Whispering Hills
- **Due 10/30-Fire Inspection**-Southmoor
- **Due 11/04-Monthly Property Summary**
- **Due 11/04-Market Study**
- **Due 11/21-Resident Questionnaire Recaps**-Southmoor, Vineyards, Walden Crossing, Westshore Colony
- **Due 11/22-Inventories**
- **Due 11/27-Fire Inspections**-Preston Run, Vineyards



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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 10/14-10/20 with your team!

3. PHOTO & APPAREL DAY

Managers, today we are having a Photo and Apparel Day! Gather up your team, get out your cameras, and take a photo of everyone and email them to meghang@michelsonrealty.com before the end of the day. Make sure you maintenance team has their safety pack and open for the picture.

4. RENTCAFE

The monthly RentCafe update will occur on October 21st and Yardi recommends clearing the internet cache/browsing history after every release for optimal performance.

5. Leasing/Marketing Tip Of The Week-

QR Code Link To Events

While you're putting together events over the holidays have you thought about using QR codes to link to Facebook pages or other information for the event? It is an easy way to reach your residents and let them know about an upcoming event.

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



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“Success is the sum of small efforts, repeated day in and day out.”

Robert Collier

Author

1885-1950