Michelson Weekly Update

Tuesday, October 27th, 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	Terraces at Forest Springs	The Point at Tamaya		
Alinea Town & Country	Estates at TPC	Trace Apartments		
Kensington West	Orchard Village	Walden Crossing		
Southmoor	Bramblett Hills	Whispering Hills		

- Past Due from 09/22-**Property Inspections**-Boulder Creek, Vineyards, Peakline at Copperleaf
- Past Due from 09/27-**Resident Questionnaire Recap**-Fenwick Place
- Past Due from 10/21-**Safety Checklist**-Fenwick Place, Carrington Park, Panther Creek Parc, Preston Run, Boulder Creek, Westshore Colony, The Orion, Walden Glen
- **Due 10/27-Resident Questionnaire Recap**-The Orion, Trace Apartments
- **Due 10/30-Safety Box Checklist**-Boulder Creek, Bramblett Hills, Estates at TPC, Fenwick Place, Kensington West, Orchard Village, Orion, Panther Creek Parc, Park Forest, Southmoor, Trace Apartments, The Point at Tamaya, Vineyards, Walden Crossing, Westshore Colony
- **Due 11/02-Monthly Property Summary**
- **Due 11/02-Market Study**

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 10/19-10/25 with your team!

☐ 3. **WEEKLY QUIZZES-attachment**

Leasing Manual - Chapter 1 – Quiz #1. Go to:

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Link: Michelson Quizzes

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

☐ 4. **NOVEMBER 2026 PROPERTY CALENDAR-attachment**

Please review the November 2026 Property Calendar with your team!

☐ 5. **EMPLOYEE APARTMENT AGREEMENT - attachment**

The Employee Apartment Agreement has been updated to include a breakdown of charges for any employee living on-site plus the requirement that any employee moving in/relocating with a pet that is not a registered service animal pays a $300 pet deposit. Note, the deposit only applies to new employees moving in or transferring apartments moving forward. Updated forms have been added to the Michelson Manuals page.

Each employee living on-site should fill out, sign, and submit an updated form to Payroll by 11/06/2026. If the concession on the Employee Apartment Agreement does not match what's on the Employee Information Sheet, please submit both updated forms please.

☐ 6. **ADP EMAIL UPDATE**

To ensure Managers and Supervisors (N/A for assistants, leasing, techs, rehab, grounds, etc.), to help ensure only work-related emails go to your work email and other ones go to personal, please log into ADP, find Contact Information, and add/update a work email address to the field labeled "Work Email Address (For Notification)." If you have continued issues after this, please reach out to angiek@michelsonrealty.com.

☐ 7. **ANNUAL MEDICARE PART D NOTICE – attachment-2nd reminder**

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

☐ 8. **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.

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9. 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.

"It is not your customer's job to remember you. It is your obligation and responsibility to make sure they don't have the chance to forget you."

Patricia Fripp
Motivational Speaker