



ichelson Weekly Update

Tuesday, October 28th, 2025

PROPERTY MANAGEMENT



1. BLUE BOOK REMINDERS - attachment

Thank you to the following properties for having all of your Blue Book reports current.

Alinea Town & Country	Bramblett Hills
Kensington West	The Orion
Preston Run	The Point at Tamaya
Vineyards	Walden Crossing
Terraces at Forest Springs	

- **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
- **Past Due from 10/21-Safety Checklist**-Park Forest, Orchard Village, Southmoor, Carrington Park, Panther Creek Parc, Boulder Creek, Westshore Colony, Fenwick Place, Walden Glen, Whispering Hills, 230 Building
- **Past Due from 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 10/20-10/26 with your team!



3. SAFETY MEMO FOR NOVEMBER 2025-attachment

Please review the attached Safety Memo for November 2025 with your team.



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☐ 4. **PROPERTY CALENDAR FOR NOVEMBER 2025-attachment**

Please review the property calendar for November 2025 with your team!

☐ 5. **SUMMARY ANNUAL REPORTS-attachments-2nd reminder**

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.

☐ 6. **2S LEASE END DATES-attachment-2nd reminder**

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

☐ 7. **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.

Start by doing what's necessary. Then do what's possible. And suddenly you are doing the impossible."

St. Francis of Assisi