



Michelson Weekly Update

Tuesday, October 31st, 2023

PROPERTY MANAGEMENT



1. BLUE BOOK REMINDERS - attachment

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

Kensington West	Walden Crossing	Carrington Park	230 Building
Orchard Village	Southmoor	Fenwick Place	
Vineyards	Alinea Town & Country	Terraces at Forest Springs	
Boulder Creek	Bramblett Hills	Hermitage	
Trace Apartments	Park Forest	Harper's Point	

- **Past Due from 09/25-Property Inspection**-Carrington Park, Panther Creek Parc, The Orion
- **Past Due from 10/15-Administrative Checklist**-Preston Run, Terraces at Forest Springs
- **Past Due from 10/20-Safety Checklist**-Westshore Colony, Walden Glen, Panther Creek Parc, Corbin Crossing
- **Past Due from 10/26-Resident Questionnaire Recap**-The Orion
- **Due 10/31-Safety Box Inventory**-Kensington West, Orchard Village, Vineyards, Boulder Creek, Westshore Colony, Trace Apartments, Walden Crossing, Walden Glen, Whispering Hills, Southmoor, Alinea Town & Country, Bramblett Hills, Park Forest, Fenwick Place, Panther Creek Parc, Preston Run, Terraces at Forest Springs, The Orion, Hermitage, Corbin Crossing
- **Due 10/31-Fire Inspections**-Hermitage, Southmoor
- **Due 11/01-Monthly Property Summary**
- **Due 11/01-Market Study**
- **Due 11/22-Resident Questionnaire Recap**-Southmoor, Vineyards, Walden Crossing, Westshore Colony
- **Due 11/27-Property Inspections**
- **Due 11/30-Fire Inspections**-Preston Run, Vineyards
- **Due 12/31-2024 Major Projects List**

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



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Please review the weekly recap for Good Calls & Reviews for 10/23-10/29 with your team!



3. PROPERTY CALENDAR FOR NOVEMBER 2023-attachment

Please review the Property Calendar for November 2023 with your team!



4. SAFETY FLYER FOR NOVEMBER 2023-attachment

Please review the November 2023 Safety Flyer with your team.



5. LEASING/MARKETING TIP OF THE WEEK –

Holiday Donations – Food or Toy Drives

One great thing about this time of year is there is a lot of willingness to help each other through various donations or collection drives. Are you reaching out to your vendors when running a food, clothing, or toy drive? We send them our business and if asked many would love to help out in some way with our donation drives. Whether they bring in items to donate or help you advertise it can be a great increase to the items you collect.

Happy Leasing!

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

“There is no secrets to success. It is the result of preparation, hard work, and learning from failure.”

Colin Powell
American Politician
1937-2021