Michelson Weekly Update

Tuesday, November 3rd, 2026

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	Westshore Colony	Walden Glen
Kensington West	Bramblett Hills	
Carrington Park	The Orion	
Boulder Creek	The Point at Tamaya	

- Past Due from 09/22-**Property Inspections**-Peakline at Copperleaf
- Past Due from 09/27-**Resident Questionnaire Recap**-Fenwick Place
- Past Due from 10/21-**Safety Checklist**-Fenwick Place, Panther Creek Parc
- Past Due from 10/30-**Safety Box Checklist**-Estates at TPC, Orchard Village, Panther Creek Parc, Park Forest, Preston Run, Trace Apartments, Vineyards
- Past Due from 11/02-**Monthly Property Summary**-Orchard Village, Park Forest, Peakline at Copperleaf, Preston Run, Southmoor, Terraces at Forest Springs, Trace Apartments, Vineyards, Whispering Hills
- Past Due from 11/02-**Market Study**-Orchard Village, Park Forest, Peakline at Copperleaf, Preston Run, Southmoor, Terraces at Forest Springs, Vineyards, Walden Crossing
- **Due 11/20-Resident Questionnaire Recap**-Southmoor, Vineyards
- **Due 11/23-Inventories**
- **Due 11/30-Fire Inspections**-Preston Run, Vineyards

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 10/26-11/01 and October 2026 with your team!

☐ 3. **WEEKLY QUIZZES-attachment**

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Leasing Manual - Chapter 2 – Quiz #1. Go to:

Link: Michelson Quizzes

Please review and complete the quiz for Chapter 2 (Sections 1-10). If there are any questions or issues, please email meghang@michelsonrealty.com.

☐ 4. **PAYROLL CHANGE FOR PAYROLL #1-attachment**

Please see the change in payroll schedule for Payroll #1. Please contact Jessica Senior at jessicas@michelsonrealty.com with any questions.

☐ 5. **CONGRATS MEMO FOR OCTOBER 2026-attachment**

Please review the Congrats Memo for October 2026 with your team!

☐ 6. **SAFETY MEMO FOR NOVEMBER 2026-attchment**

Please review the Safety Memo for November 2026 with your team.

☐ 7. **PROPERTY MONTHLY ONLINE REVIEWS – attachment**

Please review the monthly online review report for October 2026 with your team. Keep pushing to get those scores up!

☐ 8. **PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment**

Please review the monthly comprehensive call report for October 2026 with your team and confirm that your lead tracking information is correct. If you need any updates, email mattd@michelsonrealty.com.

☐ 9. **NOVEMBER 2026 PROPERTY CALENDAR-attachment-2nd reminder**

Please review the November 2026 Property Calendar with your team!

☐ 10. **EMPLOYEE APARTMENT AGREEMENT – attachment-2nd reminder**

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

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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.

☐ 11. ADP EMAIL UPDATE-2nd reminder

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.

☐ 12. Leasing/Marketing Tip Of The Week - attachment

Review Local Businesses

These aren't reviews in the traditional sense. What we're talking about is creating "Top 10" lists of different types of business in your area.

For instance, you might have "Top 10 Italian Restaurants in Las Vegas."

Often times, people will search for the best local businesses when they're contemplating moving to a new area.

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

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Property Management

"Our greatest weakness lies in giving up. The most certain way to success is always to *try just one more time*."

Thomas Edison
1847-1931
American Inventor/Businessman