



# Michelson Weekly Update

Tuesday, November 7th, 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	Southmoor	Corbin Crossing
Orchard Village	Alinea Town & Country	Harper's Point
Boulder Creek	Park Forest	230 Building
Westshore Colony	Fenwick Place	
Whispering Hills	Preston Run	

- **Past Due from 09/25-Property Inspection-Carrington Park**
- **Past Due from 10/15-Administrative Checklist-Preston Run, Terraces at Forest Springs**
- **Past Due from 10/20-Safety Checklist-Walden Glen, Panther Creek Parc**
- **Past Due from 10/31-Safety Box Inventory-Vineyards, Walden Crossing, Bramblett Hills, Panther Creek Parc, Preston Run, The Orion, Hermitage**
- **Past Due from 10/31-Fire Inspections-Hermitage**
- **Past Due from 11/01-Monthly Property Summary-Carrington Park, Walden Glen**
- **Past Due from 11/01-Market Study-Trace Apartments, Walden Glen**
- **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](mailto:reports@michelsonrealty.com).



### 2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews for 10/30-11/05 and October 2023 with your team!



### 3. Yardi



# ichelson Weekly Update

Tuesday, November 7th, 2023

## PROPERTY MANAGEMENT

The YardiOne implementation is scheduled to occur overnight next Monday and will affect all Yardi users. YardiOne provides a dashboard to access all Yardi applications and simply changes the way you sign into the programs. You will not see any changes to the programs themselves. When you come in Tuesday 11/14,

- 1- Look for an email from YardiOne with a link to create/reset your password. Users who previously accessed YardiOne for other Yardi applications may not need to create or reset their password.
  - a. The new password requirements:  
12 characters including 1 capital letter - 1 lower case letter - 1 number - 1 symbol.
- 2- Your new username will be your email address. For users using a generic email, i.e. [leasing@property.com](mailto:leasing@property.com), a unique alias email has been setup to serve as your username, and will be emailed to the property later this week.
- 3- After the upgrade, users can access all Yardi applications through the dedicated YardiOne URL (<https://michelsonrealty.yardione.com/>) using the credentials from 1-2 above. CRM users will need to access through the Google Chrome browser.
- 4- Additionally, Mobile Maintenance App Users will need to follow the instructions provided on the 2<sup>nd</sup> page of the attached Maintenance App Setup document.
  - a. Scan the appropriate QR code for your device
  - b. Sign in with new credentials, iPhone users will select the YardiOne option before entering new credentials.
- 5- Call Automation App will remain unchanged.
- 6- Ye or I will be logging into your computers Monday night to adjust the check scan settings, please ensure that workstation is left on.

Answers to frequently asked questions are attached. Additional questions can be sent to [maryw@michelsonrealty.com](mailto:maryw@michelsonrealty.com).



#### 4. GOOD CALL SUBMISSIONS

As a reminder, calls submitted to the Good Call email need both the agent and manager's feedback on them. Those calls submitted without notes will not be counted towards the weekly tally.



#### 5. CANVA ACCOUNTS

Teams, please make sure all office members are using the main Canva account that is linked to the property email address instead of creating individual accounts for everyone. This will cause each account to be charged as opposed to just the one through the main property email.



# ichelson Weekly Update

Tuesday, November 7th, 2023

## PROPERTY MANAGEMENT

### 6. PROPERTY CALENDAR FOR NOVEMBER 2023-attachment-2<sup>nd</sup> reminder

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

### 7. SAFETY FLYER FOR NOVEMBER 2023-attachment-2<sup>nd</sup> reminder

Please review the November 2023 Safety Flyer with your team.

### 8. LEASING/MARKETING TIP OF THE WEEK –

#### ***Promoting Seasonal Amenities***

*Marketing your pool or barbecue pit this time of year probably won't make a significant impact. Instead, highlight winter-friendly features such as fireplaces, covered parking and central heating on your apartment website, social media and paid search ads. Bonus points if you can also showcase the beauty of your community during winter. Think snowy winter landscapes, warm and cozy spaces, and a bit of holiday decor. This is a great thing to post on social media this time of year. Happy Leasing!*

If your team has any unique marketing ideas, please send them to [meghang@michelsonrealty.com](mailto:meghang@michelsonrealty.com)

*“Success is actually a short race-A sprint fueled by discipline just long enough for habit to kick in and take over.”*

Gary Keller