Michelson Weekly Update

Tuesday, November 17th, 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	Carrington Park	Boulder Creek	Bramblett Hills	Walden Crossing
Alinea Town & Country	Panther Creek Parc	Vineyards	The Orion	Walden Glen
Kensington West	Preston Run	Westshore Colony	The Point at Tamaya	Whispering Hills
Southmoor	Terraces at Forest Springs	Orchard Village	Trace Apartments	

- Past Due from 09/27-**Resident Questionnaire Recap**-Fenwick Place
- Past Due from 10/21-**Safety Checklist**-Fenwick Place
- Past Due from 10/30-**Safety Box Checklist**-Estates at TPC
- Past Due from 11/02-**Monthly Property Summary**-Peakline at Copperleaf
- **Due 11/20-Resident Questionnaire Recap**-Southmoor
- **Due 11/23-Inventories**-Park Forest, Alinea Town & Country, Kensington West, Southmoor, Carrington Park, Fenwick Place, Panther Creek Parc, Estates at TPC, Westshore Colony, Orchard Village, The Orion, The Point at Tamaya, Walden Crossing, Walden Glen, Whispering Hills

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 11/09-11/15 with your team!

☐ 3. **WEEKLY QUIZZES-attachment**

Leasing Manual - Chapter 4 – Quiz #1. Go to:

Link: Michelson Quizzes

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Please review and complete the quiz for Chapter 4 (Sections 1-5). If there are any questions or issues, please email meghang@michelsonrealty.com.

☐ 4. PAYROLL-attachment

Payroll #1- Please see the change in payroll for Thanksgiving week.

☐ 5. GENERIC COI AGREEMENT FOR NEW VENDORS – attachment

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.

☐ 6. RENT GROW INCOME VERIFICATION – attachment-2nd remnder

To assist further in fraud preventing, Rent Grow income verification will now only accept original PDF's originated from a payroll or financial institution. Further details are attached, and if you come across any issues with screenings, please contact yardisupport@michelsonrealty.com with the details.

☐ 7. Leasing/Marketing Tip of The Week - attachment

Are your vendors helping you with holiday 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.

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

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Property Management

"When you help others feel important, you help yourself feel important too."

Daniel J. Schwartz
American Author
1927-1987