



ichelson Weekly Update

Tuesday, November 28th, 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	Harper's Point
Walden Crossing	
Alinea Town & Country	
Carrington Park	
Terraces at Forest Springs	

- **Past Due from 10/31-Safety Box Inventory-Vineyards**
- **Past Due from 10/31-Fire Inspections-Hermitage**
- **Past Due from 11/22-Resident Questionnaire Recap-Vineyards, Westshore Colony**
- **Past Due from 11/27-Property Inventories-Orchard Village, Vineyards, Boulder Creek, Westshore Colony, Trace Apartments, Walden Glen, Whispering Hills, Southmoor, Bramblett Hills, Park Forest, Fenwick Place, Preston Run, Orion, Hermitage, Corbin Crossing, 230 Building**
- **Due 11/30-Fire Inspections-Vineyards**
- **Due 12/04-Monthly Property Summary**
- **Due 12/04-Market Study**
- **Due 12/21-Resident Questionnaire Recap-Park Forest, Preston Run, Bramblett Hills, Whispering Hills**
- **Due 12/22-1Q Marketing Plan**
- **Due 12/29-2024 Major Projects List**
- **Due 12/29-Fire Inspections- Kensington West, Panther Creek Parc**
- **Due 12/31-Administrative Checklist-Preston Run, Terraces at Forest Springs**

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 for 11/20-11/26 with your team!



Michelsohn Weekly Update

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3. END OF YEAR VENDOR EMAIL/LETTER INSTRUCTIONS FOR INVOICES

Teams, with year-end quickly approaching, please see the attached, updated instructions for emailing or sending letters to vendors to obtain currently open invoices to make sure they're getting paid prior to 2023's year-end. If you have any questions or issues with the documents, please reach out to mattd@michelsonrealty.com. Make sure this is getting done immediately so you're getting all of your invoices in on-time!

4. OPEN ENROLLMENT FOR OUR DEPENDENT CARE FSA-2nd reminder

Each property received a package last week which includes open enrollment paperwork for our dependent care FSA. Please be sure to pass out to employees as soon as possible, if you have not already. **Enrollment forms for the dependent care FSA only need to be filled out and sent back if you want to enroll for 2024**. If you had the DCFSA in 2023, I will need a form back from you, even if you wish to waive it for 2024. Please send applicable enrollment forms in no later than 12/15/2023. For any questions, please contact Angela Kleczkowski at the Central Office

5. ANNUAL 401K NOTICES

Each property should receive a package this week which includes 401k annual notices. Please be sure to pass out to employees as soon as possible.

6. PROPERTY CALENDAR FOR DECEMBER 2023-attachment

Please review the property calendar for December 2023 with your team!

7. SAFETY MEMO FOR DECEMBER 2023-attachment

Please review the attached safety memo and watch the safety video with your staff. When you are ready to watch the Safety Video for December, please make sure to copy the **WHOLE** address into your browser. It starts with 'https' and ends with '15450'. If you need to do so, you may pause this video and return to it **without** it costing Michelsohn for another viewing.

<https://www.osmanager4.com/videoexternalvos.aspx?aicccourseurl=65756276&ocid=824869&ctype=OC&progid=15450>

8. 2023 YEAR END CUT OFF INFO-attachment



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Year-end is just around the corner. Please note the timing of the **two key** points below for all properties:

1. To Ensure Expenses are in 2023 business:

To make sure that expenses show up in your property operating statement for 2023, invoices need to be batched and posted as a payable before Dec. 22. The month end close is scheduled for 2:00 pm on Dec. 22.

2. Any Checks being paid to Vendors prior to year-end:

All invoices that have been batched, approved and received at the central office by December 11, 2023 will be processed and paid before the end of the year. If the invoices are received after December 11, 2023 the vendor check will be processed in January 2024.

GENERAL TIMING OF INVOICES THROUGHOUT THE YEAR:

Please also note the second to last paragraph of the attached Section 5 from the Property Operations Manual. As indicated, as a general rule all batches received by Friday, will be processed for payment on the following Thursday. We appreciate your understanding of this timing so that we can process everyone's payments in a timing manner. Thanks!!

9. **LEASING/MARKETING TIP OF THE WEEK –**

Get Creative with Video

There is no better way to communicate a holiday message than with video. Whether it's a festive webinar invite video that you send via email, a video added to your customer page to wish all of your customers holiday cheer, or a wacky video that you post on social media of your Property Manager dressed as a reindeer or a Turkey, get creative, and have fun with video to spread the cheer throughout your marketing campaigns. Happy Leasing!

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



JL ichelson Weekly Update

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PROPERTY MANAGEMENT

To be successful, you have to have your heart in your business, and your business in your heart.”

Anonymous