



Michelson Weekly Update

Tuesday, December 10th, 2024

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	Fenwick Place	Walden Crossing
Alinea Town & Country	Panther Creek Parc	Terraces at Forest Springs	Walden Glen
Kensington West	Boulder Creek	Bramblett Hills	Harpers Point
Orchard Village	Vineyards	Hermitage	Corbin Crossing
Southmoor	Westshore Colony	Trace Apartments	230 Building

- **Past Due from 10/25-Resident Questionnaire Recap-The Orion**
- **Past Due from 11/22-Inventories-Whispering Hills**
- **Past Due from 11/27-Fire Inspections-Preston Run**
- **Due 12/23-Resident Questionnaire Recap-Park Forest, Bramblett Hills, Whispering Hills**
- **Due 12/24-1Q Marketing Plan**
- **Due 12/31-Fire Inspections-Kensington West, Orchard Village, Hermitage, Panther Creek Parc**
- **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

Please review the weekly recap for Good Calls & Reviews for 12/02-12/08 with your team!



3. OPEN ENROLLMENT FOR OUR DEPENDENT CARE FSAC-2nd reminder

Each property should receive a package this week which includes open enrollment paperwork for our dependent care FSA. Please be sure to pass out to employees as soon as possible. **Enrollment forms for the dependent care FSA only need to be filled out and sent back if you want to enroll for 2025.** If you had the DCFS in 2024, I will need a form back from you, even if you wish to waive it for 2025. Please send applicable enrollment forms in



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no later than 12/20/2024. For any questions, please contact Angela Kleczkowski at the Central Office

4. **AP CUT OFF-attachment-2nd reminder**

All Properties:

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 2024 business:

To make sure that expenses show up in your property operating statement for 2024, invoices need to be batched and posted as a payable before Dec. 24. The month end close is scheduled for 2:00 pm on Dec. 24.

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 16, 2024 will be processed and paid before the end of the year. If the invoices are received after December 16, 2024 the vendor check will be processed in January 2025.

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!!

5. **END OF YEAR VENDOR EMAIL/LETTER INSTRUCTIONS FOR INVOICES-2nd reminder**

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 2024'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!

6. **CONGRATS MEMO FOR NOVEMBER 2024-attachment-2nd reminder**

Please review the attached Congrats Memo for November 2024 with your team!

7. **PROPERTY MONTHLY ONLINE REVIEWS-attachment-2nd reminder**



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Please review the monthly online review report for November 2024 with your team!
Continue to work to increase these scores on a regular basis.

8. PROPERTY MONTHLY COMPREHENSIVE CALLS-attachments-2nd reminder

Please review the monthly comprehensive call report for November 2024 with your team.
Please confirm that your lead tracking information is correct.

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.

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

**“In this office...we do TEAMWORK, we do HELP, we do RESPECT
Punctuality and Laughter. We do FRIENDSHIP, we do COFFEE and
Cake. We COMMUNICATE and LISTEN. WE do MOTIVATION.
We do GREAT THINGS.”**

Author Unknown