



ichelson Weekly Update

Tuesday, December 12th, 2023

PROPERTY MANAGEMENT



1. BLUE BOOK REMINDERS - attachment

Thank you to the following properties for having all of your Blue Book reports current.

Corbin Crossing	Panther Creek Parc	Harper's Point	Walden Glen	230 Building
Kensington West	Preston Run	Park Forest	Whispering Hills	
Orchard Village	Terraces at Forest Springs	The Orion	Alinea Town & Country	
Carrington Park	Boulder Creek	Trace Apartments	Bramblett Hills	
Fenwick Place	Westshore Colony	Walden Crossing	Southmoor	

- **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**
- **Past Due from 11/30-Fire Inspections-Vineyards**
- **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 12/04-12/10 with your team!



3. MICHELSON MANUALS PAGE PASSWORD UPDATE



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The Michelson Manuals page password has been updated to below. Please make sure your team is aware for when they need to login next time.

<https://www.mrc-info.com/tmomanuals/index.php>

ID: MichelsonTeam

PW: Everest900MRC23

4. **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!

5. **CONGRATS MEMO FOR DECEMBER 2023-attachment**

Please see the attached Congrats Memo for December 2023 with your team!

6. **RENTCAFE CRM**

The monthly update is scheduled for 12/13/2023. Please clear your browser history following the release to ensure CRM continues to perform as expected.

7. **YARDI VOYAGER**

The Expiring Leases by Unit Type w/ Target Comparison Report has been corrected to remove the duplicating dates and to reflect the scheduled renewals properly.

8. **PROPERTY MONTHLY ONLINE REVIEWS – attachment-2nd reminder**

Please review the property reviews for November 2023 with your team! Continue to work to increase these scores on a regular basis!

9. **PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment-2nd reminder**

Please review the property calls for November 2023 with your team! Please confirm your lead tracking information to what you see in Yardi when using for advertising purposes.

10. **PROPERTY CALENDAR FOR DECEMBER 2023-attachment-2nd reminder**



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

11. 2023 YEAR END CUT OFF INFO-attachment-2nd reminder

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!!

12. SPRINKLER HEAD COVERS-2nd reminder

Wherever your community has sprinkler heads and that area is getting painted, make sure you are using magnetic sprinkler head covers every time to ensure the sprinkler heads themselves are not getting painted. This can turn into a costly expense if they need to get replaced due to having paint on them. You can find an example in the link below:

<https://hdsupplysolutions.com/p/coverdome-fire-sprinkler-magnetic-ring-cover-25-pk-p530039>

13. MRC CRM-2nd reminder

The Active Prospect Summary Report has been rewritten and is now available in CRM. You will find it located under Reports-MRC-Active Prospect Summary. The report runs to the screen and then can be exported using the Save icon on the report title bar. Please note that



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navigation is accomplished by using the scrollbar on the right side of the report when reviewing from the screen. Please reach out to yardisupport@michelsonrealty.com with any questions.

14. LEASING/MARKETING TIP OF THE WEEK –

Offer Drop Off Locations for Toys for Tots & Similar Programs

Do you have space on your property that's unused? Making it into a drop off location for Toys for Tots, clothing donations and similar programs is a creative marketing idea for apartments that don't get a lot of foot traffic.

Contact these programs and ask about becoming a designated drop off location. Happy Leasing!

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

“A call to a past client is not a sales call. It's a relationship call. And there's a world of difference.”

Allan Goldstein