



# ichelson Weekly Update

Tuesday, December 17<sup>th</sup>, 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	Trace Apartments	230 Building
Alinea Town & Country	Panther Creek Parc	Terraces at Forest Springs	Walden Crossing	
Kensington West	Boulder Creek	Harper's Point	Walden Glen	
Orchard Village	Vineyards	Bramblett Hills	Whispering Hills	
Southmoor	Westshore Colony	Hermitage	Corbin Crossing	

- **Past Due from 10/25-Resident Questionnaire Recap**-The Orion
- **Past Due from 11/27-Fire Inspections**-Preston Run
- **Due 12/23-Resident Questionnaire Recap**-Park Forest, 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](mailto:reports@michelsonrealty.com).



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

Please review the weekly recap for Good Calls & Reviews for 12/09-12/15 with your team!



### 3. 2025 ANNUAL MEETING RSVP

Please use the following link to RSVP to the 2025 Annual Meeting ***by Friday, January 3<sup>rd</sup>, 2025*** - <https://www.surveymonkey.com/r/2025AnnualMeetingRSVP>. Anyone who is attending the Mixer, roundtables, and/or Awards Banquet, along with Central Office team members who are unable to attend any portion, should complete the survey. If you have any questions or



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comments while filling it out, please reach out to Matt in Central Office – [matt@michelsonrealty.com](mailto:matt@michelsonrealty.com).

### 4. 2024 YEAR END PAYROLL DEADLINES-attachment

Please review the 2024 Year End Payroll deadline.

### 5. YARDI

Let's start the New Year with one less thing to do on the 1<sup>st</sup> of the month! We will be automating the Process Pay function that generates the recurring ACH payments. The new process will consist of the following:

1. Post monthly charges and utilities as usual before the first.
2. By the last day of the month, review the Payment Manager Report to ensure everyone is on (or taken off ACH) that is supposed to be.
3. Perform any zero dollar receipts.
4. The Process Pay will occur automatically around 4:15 AM central time. Yardi will automatically email the Daily Recurring Payment report at 6 AM on the 1<sup>st</sup> to the main property email address. If you would like another address added, let us know. Please review the report, and if you find that a resident's rent was pulled when it wasn't supposed to, contact corporate by the 3pm to stop payment from going to the bank.

We hope by moving this process to off business hours, it will improve performance on the first of the month. Please reach out to [maryw@michelsonrealty.com](mailto:maryw@michelsonrealty.com) with any questions or concerns.

### 6. OPEN ENROLLMENT FOR OUR DEPENDENT CARE FSAC-2<sup>nd</sup> 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

7. **AP CUT OFF-attachment-2<sup>nd</sup> 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!!

8. **END OF YEAR VENDOR EMAIL/LETTER INSTRUCTIONS FOR INVOICES-2<sup>nd</sup> 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](mailto:mattd@michelsonrealty.com). Make sure this is getting done immediately so you're getting all of your invoices in on-time!

9. **Leasing/Marketing Tip Of The Week-**

***Get Creative with Video***



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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](mailto:meghang@michelsonrealty.com).

“A crucial factor when achieving great success in real estate industry, or any industry for that matters is teamwork. Unity is a place of power.”

Michelle Moore