



Tuesday, December 23rd, 2025

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

- **Due 12/23-Resident Questionnaire Recap-Whispering Hills**
- **Due 12/24-1Q Marketing Plan-Carrington Park, Panther Creek Parc, Vineyards, Fenwick Place, Harper's Point, Bramblett Hills, Trace Apartments, Walden Glen, Whispering Hills**
- **Due 12/31-2026 Major Projects List-Kensington West, Carrington Park, Panther Creek Parc, Boulder Creek, Vineyards, Westshore Colony, Fenwick Place, Terraces at Forest Springs, Harper's Point, Bramblett Hills, The Point at Tamaya, Walden Glen, Whispering Hills**
- **Due 12/31-Fire Inspections-Orchard Village, Panther Creek Parc**
- **Due 01/05-Monthly Property Summary**
- **Due 01/05-Market Study**
- **Due 01/22-Resident Questionnaire Recaps-Boulder Creek, Carrington Park, Terraces at Forest Springs**
- **Due 01/30-Rent Level Status**
- **Due 01/30-Fire Inspections-Walden Crossing**

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. 2026 ANNUAL MEETING RSVP



ichelson Weekly Update

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We are so excited to see everyone again February 2026 for the Annual Meeting! Please have everyone in your office fill out the link below whether they will be attending any of the events or not by Friday, January 2nd, 2026. We need total numbers for t-shirts/bags that are sent to properties as well!

<https://www.surveymonkey.com/r/2026AnnualMeetingRSVP>

3. **WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment**

Please review the weekly recap for Good Calls & Reviews 12/16-12/21 with your team!

4. **YEAR END PAYROLL PROCESS-attachment-2nd reminder**

Please add attached for this week's report for Y/E payroll processing's. There are 2 memos, one for payroll 1 and one for payroll 2. If you have any questions, please contact Rene Kramer at the Central Office.

5. **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 2025 business:

To make sure that expenses show up in your property operating statement for 2025, 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 15, 2025 will be processed and paid before the end of the year. If the invoices are received after December 15, 2025 the vendor check will be processed in January 2026.

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



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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!!

6. Leasing/Marketing Tip Of The Week

Offer Special Holiday Services, Like Gift Wrapping

Shopping during the holiday season can be stressful so customers will appreciate anything extra your business does to make it easier on them. If you have a physical location offer gift wrapping for your customers. They'll appreciate being able to check things off their to-do list before even leaving your clubhouse. Plus, if you go above and beyond with the wrapping and decorations customers are sure to remember that, and whoever receives the gift might even inquire about where it's from because it's wrapped so beautifully. Also consider offering holiday-themed gift cards for the goods or services that your business does offer.

If your team has any unique marketing ideas, please send them to

meghang@michelsonrealty.com.

“Keep yourself positive, cheerful, and goal-oriented. Sales success is 80 percent attitude and only 20 percent aptitude.”

Brian Tracy
Motivational Speaker
1944-?