



ichelson Weekly Update

Tuesday, December 31st, 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	Westshore Colony	Hermitage	Corbin Crossing
Alinea Town & Country	Panther Creek Parc	Fenwick Place	The Orion	230 Building
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	

- **Past Due from 12/23-Resident Questionnaire Recap**-Whispering Hills
- **Past Due from 12/24-1Q Marketing Plan**-Boulder Creek, Bramblett Hills, Carrington Park, Corbin Crossing, Fenwick Place, Orion, Orchard Village, Panther Creek Parc, Terraces at Forest Springs, Trace Apartments, Whispering Hills
- **Due 12/31-Fire Inspections**-Orchard Village, Panther Creek Parc
- **Due 12/31-2024 Major Projects List**-Alinea Town & Country, Boulder Creek, Bramblett Hills, Carrington Park, Corbin Crossing, Fenwick Place, Orion, Orchard Village, Panther Creek Parc, Preston Run, Southmoor, Trae Apartments, Walden Crossing, Walden Glen, Whispering Hills, 230 Building
- **Due 01/02-Monthly Property Summary**
- **Due 01/02-Market Study**
- **Due 01/23-Resident Questionnaire Recap**-Boulder Creek, Carrington Park, Terraces at Forest Springs, Corbin Crossing
- **Due 01/31-Rent Level Status**
- **Due 01/31-Fire Inspections**-230 Building, Walden Crossing, Corbin 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. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment



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Please review the weekly recap for Good Calls & Reviews for 12/23-12/29 and December 2024 with your team!

3. 2025 ANNUAL MEETING RSVP

Please use the following link to RSVP to the 2025 Annual Meeting *by Friday, January 3rd, 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.

Also, please send your updated photos/headshots to both mattd@michelsonrealty.com and tylerv@michelsonrealty.com *by Friday, January 10th, 2025*.

4. 2024 YEAR END PAYROLL DEADLINES-attachment

Please review the 2024 Year End Payroll deadline.

5. SAFETY MEMO FOR JANUARY 2025-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 January, please make sure to copy the WHOLE address into your browser. If you need to do so, you may pause this video and return to it **without** it costing Michelson for another viewing.

<https://www.osmanager4.com/videoexternalvos.aspx?aicccourseurl=65752704&ocid=824869&ctype=OC&progid=16966>

Please send your attendance sheet and the last page of the memo to reports@michelsonrealty.com when completed.

6. PROPERTY CALENDAR FOR JANUARY 2025-attachment

Please review the property calendar for January 2025 with your team!

7. YARDI-2nd reminder

Let's start the New Year with one less thing to do on the 1st 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:



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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 1st 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 with any questions or concerns.

8. 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.



JL ichelson Weekly Update

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“Success is not the key to happiness. Happiness is the key to success.
IF you love what you are doing, you will be successful.”

Albert Schweitzer