



Michelson Weekly Update

Tuesday, February 3rd, 2026

PROPERTY MANAGEMENT



1. BLUE BOOK REMINDERS - attachment

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

Park Forest	Bramblett Hills		
Alinea Town & Country	The Orion		
Kensington West	The Point at Tamaya		
Preston Run	Walden Crossing		
Vineyards	Whispering Hills		

- **Past Due from 01/30-Rent Level Status**-Trace Apartments, Walden Crossing
- **Past Due from 02/02-Monthly Property Summary**-Boulder Creek, Carrington Park, Estates at TPC, Fenwick Place, Orchard Village, Southmoor, Terraces at Forest Springs, Trace Apartments, Walden Glen, Westshore Colony
- **Past Due from 02/02-Market Study**-Boulder Creek, Carrington Park, Estates at TPC, Fenwick Place, Orchard Village, Panther Creek Parc, Harper’s Point, Southmoor, Westshore Colony
- **Due 02/19-Resident Questionnaire Recap**-Orchard Village, Walden Glen

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. ANNUAL MEETING AGENDA LETTER-attachment

Please review the attached Annual Meeting Agenda Letter and share with anyone who will be attending any portion of the events next week. If you have any questions ahead of time, please reach out to mattd@michelsonrealty.com.



3. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews 01/26-02/01 and February 2026 with your team!



4. MSR REPORT

The highly anticipated change to the MSR stat for *% of Residents w/ Current Lease Attached* has been completed to now recognize leases generated through CRM. It will no longer be



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necessary to adjust the attachment description to match the naming convention. However, when signing leases outside of CRM and uploading the completed lease, you will continue to use the naming convention.

5. **PROPERTY MONTHLY ONLINE REVIEWS – attachment**

Please review the monthly online review report for January 2026 with your team. Keep pushing to get those scores up!

6. **PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment**

Please review the monthly comprehensive call report for January 2026 with your team and confirm that your lead tracking information is correct. If you need any updates, email matt@michelsonrealty.com.

7. **CONGRATS MEMO FOR JANUARY 2026-attachment**

Please see the attached Congrats Memo for January 2026 with your team!

8. **FIDELITY 401K WEB WORKSHOP SCHEDULE-attachment-2nd reminder**

Fidelity offers a variety of web workshops each quarter to our employees. The attached schedule of these workshops is being added to the company website under 401K Information and will be updated each quarter.

9. **PROPERTY CALENDAR FOR FEBRUARY 2026-attachment-2nd reminder**

Please review the attached Property Calendar for February 2026 with your team!

10. **SAFETY MEMO FOR FEBRUARY 2026-attachment-2nd reminder**

Please review the attached safety memo and watch the safety video with your staff. When you are ready to watch the Safety Video for February, please make sure to copy the WHOLE address into your browser. It starts with 'https' and ends with '15450'. 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=65756276&ocid=824869&ctype=OC&progid=15450>



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11. Leasing/Marketing Tip Of The Week

Resident Spotlight

Create a resident spotlight and spot light a resident for volunteer work they do or a cause they support.

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

“Do it now. Sometimes ‘later’ becomes ‘never’