



Michelson Weekly Update

Tuesday, August 11th, 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	Panther Creek Parc	Estates at TPC	Bramblett Hills	Whispering Hills
Alinea Town & Country	Preston Run	Vineyards	The Point at Tamaya	
Kensington West	Terraces at Forest Springs	Westshore Colony	Walden Crossing	
Southmoor	Boulder Creek	Orchard Village	Walden Glen	

- **Past Due from 07/28-Resident Questionnaire Recap-Carrington Park**
- **Past Due from 08/03-Monthly Property Summary-Fenwick Place, Orion, Trace Apartments**
- **Past Due from 08/03-Market Study-Fenwick Place, Orion**
- **Due 08/24-Resident Questionnaire Recaps-Walden Glen**
- **Due 08/27-Administrative Checklist-Park Forest, Alinea Town & Country, Kensington West, Southmoor, Carrington Park, Fenwick Place, Orchard Village, Terraces at Forest Springs, Boulder Creek, Estates at TPC, Vineyards, Westshore Colony, Bramblett Hills, The Orion, The Point at Tamaya, Trace Apartments, Walden Crossing, Walden Glen, Whispering Hills**
- **Due 08/31-Fire Inspections-Carrington Park**

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 08/03-08/09 with your team!



3. WEEKLY QUIZZES-attachment

Policies and Procedures Chapter 2 – Quiz #1. Go to:



Michelson Weekly Update

Tuesday, August 11th, 2026

PROPERTY MANAGEMENT

Link: [Michelson Organization Quizzes](#)

Please review and complete the quiz for Chapter 1 (Sections 1-11). If there are any questions or issues, please email meghang@michelsonrealty.com.

☐ 4. **YARDI CHARGE CODE USE**

When giving residents credits for contest winners or social activities, please make sure they are coded to (soc)- Social Activities/Patio Contest and not (con1)- Concession-One Time. If you have any questions, please contact Mary Williams at the Central Office at yardisupport@michelsonrealty.com.

☐ 5. **PAYROLL MEMO**

Just a reminder to address all payroll paperwork to Jessica Senior at the Central Office. Her email is jessicas@michelsonrealty.com. If you have any questions, please contact her at the Central Office at extension 306.

☐ 6. **ESA MEMO-attachment-2nd reminder**

HUD has somewhat backed off its rules regarding Emotional Support Animals (ESA).

Going forward we will still allow ESA's on properties and not charge pet fees, but the residents must provide the proper documentation.

They must provide a letter from a **local** primary doctor that states that they have a disability and they need to have an ESA to relieve the symptoms of their disability.

We will not accept letter from an online doctor that is not their primary doctor and is not local. If you have any questions, please contact Bill Willenbrink at the Central Office (willenbrink@michelsonrealty.com).

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

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

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



Michelson Weekly Update

Tuesday, August 11th, 2026

PROPERTY MANAGEMENT

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

9. Leasing/Marketing Tip Of The Week - attachment

New Move-In

When new residents come to pick up their keys, the community asks to take a photo of them holding a "I said YES to the address!" with the property name on it to post on social media.

This is a great way to get new and current residents excited about being a part of the community!

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

"It is not that we have too little time to do all the things we need to do, it is that we feel the need to do too many things in the time we have."

Gary Keller