



# Michelson Weekly Update

Tuesday, November 4th, 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	
Terraces at Forest Springs	
Harper's Point	
Bramblett Hills	
The Point at Tamaya	

- **Past Due from 09/25-Property Inspections-Vineyards**
- **Past Due from 10/21-Safety Checklist-Southmoor, Panther Creek Parc, 230 Building**
- **Past Due from 10/27-Resident Questionnaire Recap-Trace Apartments**
- **Past Due from 10/31-Safety Box Inventory-Alinea Town & Country, Boulder Creek, Carrington Park, Fenwick Place, Kensington West, Orchard Village, Orion, Panther Creek Parc, Preston Run, Southmoor, Trace Apartments, Vineyards, Walden Crossing, Walden Glen, Westshore Colony, Whispering Hills**
- **Past Due from 10/31-Fire Inspections-Fenwick Place, Boulder Creek, Southmoor**
- **Past Due from 11/01-Monthly Property Summary-Bramblett Hills, Carrington Park, Orion, Orchard Village, Preston Run, Southmoor, The Point at Tamaya, Terraces at Forest Springs, Trace Apartments**
- **Past Due from 11/01-Market Study-Bramblett Hills, Orion, Preston Run, Southmoor, Westshore Colony**
- **Due 11/20—Resident Questionnaire Recap- Southmoor, Vineyards, Westshore Colony, Alinea Town & Country, The Point at Tamaya**
- **Due 11/21-Inventories**
- **Due 11/26-Fire Inspections-Preston Run, Vineyards**

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 10/27-11/02 and October 2025 with your team!



# ichelson Weekly Update

Tuesday, November 4th, 2025

## PROPERTY MANAGEMENT

☐ 3. **PROPERTY MONTHLY ONLINE REVIEWS – attachment**

Please review the monthly online review report for September 2025 with your team. Keep pushing to get those scores up!

---

☐ 4. **PROPERTY MONTHLY COMPREHENSIVE CALLS – attachment**

Please review the monthly comprehensive call report for September 2025 with your team and confirm that your lead tracking information is correct. If you need any updates, email [mattd@michelsonrealty.com](mailto:mattd@michelsonrealty.com).

---

☐ 5. **CONGRATS MEMO FOR OCTOBER 2025-attachment**

Please review the Congrats Memo for October 2025 with your team!

---

☐ 6. **SAFETY MEMO FOR NOVEMBER 2025-attachment-2<sup>nd</sup> reminder**

Please review the attached Safety Memo for November 2025 with your team.

---

☐ 7. **PROPERTY CALENDAR FOR NOVEMBER 2025-attachment-2<sup>nd</sup> reminder**

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

---

☐ 8. **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](mailto:meghang@michelsonrealty.com).



# JL ichelson Weekly Update

Tuesday, November 4th, 2025

## PROPERTY MANAGEMENT

“What you get by achieving your goals is not as important as what you become by achieving your goals.”

Henry David Thoreau