



Michelson Weekly Update

Tuesday, December 2nd, 2025

PROPERTY MANAGEMENT



1. BLUE BOOK REMINDERS - attachment

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

To be updated next week.		

- **Past Due from 09/25-Property Inspections-Vineyards**
- **Past Due from 11/20—Resident Questionnaire Recap-Vineyards**
- **Past Due from 11/21-Inventories-Fenwick Place, Whispering Hills**
- **Past Due from 11/26-Fire Inspections-Vineyards**
- **Past Due from 12/01-Monthly Property Summary-Boulder Creek, Fenwick Place, Orion, Orchard Village, Panther Creek Parc, Harper's Point, Southmoor, The Point at Tamaya, Terraces at Forest Springs, Trace Apartments, Vineyards, Walden Glen, Westshore Colony, Whispering Hills**
- **Past Due from 12/01-Market Study-Boulder Creek, Bramblett Hills, Carrington Park, Fenwick Place, Orion, Orchard Village, Panther Creek Parc, Harper's Point, Southmoor, The Point at Tamaya, Terraces at Forest Springs, Trace Apartments, Westshore Colony**
- **Due 12/23-Resident Questionnaire Recap-Park Forest, Preston Run, Bramblett Hills, Whispering Hills**
- **Due 12/24-1Q Marketing Plan**
- **Due 12/31-2026 Major Projects List**
- **Due 12/31-Fire Inspections-Orchard Village, Panther Creek Parc**

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 11/24-11/30 and November 2025 with your team!



3. CONGRATS MEMO FOR NOVEMBER 2025-attachment



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Please review the attached Congrats Memo for November 2025 with your team!

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

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

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

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

☐ 6. **OPEN ENROLLMENT FOR OUR DEPENDENT CARE FSA AND ANNUAL 401K NOTICES-2nd reminder**

Each property should receive a package this week (or next) which includes open enrollment paperwork for our dependent care FSA and 401k annual notices. Please be sure to pass out to employees as soon as possible. **Enrollment forms for the dependent care FSA only need to be filled out and sent back if you want to enroll for 2026.** If you had the DCFSA in 2025, I will need a form back from you, even if you wish to waive it for 2026. Please send applicable enrollment forms in no later than 12/15/2025. For any questions, please contact Angela Kleczkowski at the Central Office

☐ 7. **ANNUAL MEETING-attachment-2nd reminder**

This year's maintenance class will work with using the Mobile Maintenance App with Yardi. We ask that all maintenance attendees download and install the app prior to the meeting, if they are not already using it. Please know we have unlimited user licenses for Yardi and encourage all Work Order techs to have their own logins for use with the app. You'll find the app setup instructions attached and you can email yardisupport for any usernames that need to be setup.

☐ 8. **PROPERTY CALENDAR FOR DECEMBER 2025-attachment-2nd reminder**

Please review the attached Property Calendar for November 2025 with you team!

☐ 9. **SAFETY MEMO FOR DECEMBER 2025-attachment-2nd reminder**



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Please review the attached safety memo and watch the safety video with your staff. When you are ready to watch the Safety Video for December, please make sure to copy the **WHOLE** address into your browser. It starts with 'https' and ends with '16966'. 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>

10. Leasing/Marketing Tip Of The Week

Start a Recreational Sports Event/Team

Flag football, yoga and spin classes are all great ways to keep renters happy and market your apartments.

For example, Reside Living provides several activities for renters including bike tune-ups as a part of its Reside Athletics Program.

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

"It doesn't matter how many people do what you do...what sets you apart is your authenticity!"