



ichelson Weekly Update

Tuesday, December 9th, 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	Preston Run	Bramblett Hills	
Alinea Town & Country	Boulder Creek	The Orion	
Kensington West	Westshore Colony	The Point at Tamaya	
Southmoor	Terraces at Forest Springs	Walden Crossing	
Carrington Park	Harper's Point	Walden Glen	

- **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**
- **Past Due from 11/26-Fire Inspections-Vineyards**
- **Past Due from 12/01-Monthly Property Summary-Panther Creek Parc, Trace Apartments, Whispering Hills**
- **Past Due from 12/01-Market Study-Orchard Village, Trace Apartments**
- **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 12/01-12/07 with your team!



3. CONGRATS MEMO FOR NOVEMBER 2025-attachment-2nd reminder

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



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4. PROPERTY MONTHLY ONLINE REVIEWS – attachment-2nd reminder

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-2nd reminder

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

Each property should have received a package 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 if you have not already. 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. AP CUT OFF-attachment

All Properties:

Year-end is just around the corner. Please note the timing of the two key points below for all properties:

1. To Ensure Expenses are in 2025 business:

To make sure that expenses show up in your property operating statement for 2025, invoices need to be batched and posted as a payable before Dec. 24. The month end close is scheduled for 2:00 pm on Dec. 24.

2. Any Checks being paid to Vendors prior to year-end:

All invoices that have been batched, approved and received at the central office by December 15, 2025 will be processed and paid before the end of the year. If the invoices are received after December 15, 2025 the vendor check will be processed in January 2026.



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GENERAL TIMING OF INVOICES THROUGHOUT THE YEAR:

Please also note the second to last paragraph of the attached Section 5 from the Property Operations Manual. As indicated, as a general rule all batches received by Friday, will be processed for payment on the following Thursday. We appreciate your understanding of this timing so that we can process everyone's payments in a timing manner. Thanks!!

8. Leasing/Marketing Tip Of The Week

Great Time For An Appreciation Event

With the holidays coming to a close this is a great time to host appreciation events. You can do resident appreciation, maintenance appreciation, office staff appreciation, and others. Whether you spotlight a person on social media or provide fun games and prizes this can be a great way to increase your social media and residents love of the community.

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

“Approach each customer with the idea of helping him or her solve a problem or achieve a goal, not of selling a product or service.”

Brian Tracy
Motivational Speaker
1944-?