



# ichelson Weekly Update

Tuesday, December 16th, 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	Carrington Park	Westshore Colony	The Point at Tamaya
Alinea Town & Country	Panther Creek Parc	Terraces at Forest Springs	Walden Crossing
Kensington West	Preston Run	Harper's Point	Walden Glen
Orchard Village	Boulder Creek	Bramblett Hills	Whispering Hills
Southmoor	Vineyards	The Orion	

- **Past Due from 11/21-Inventories**-Fenwick Place
- **Past Due from 12/01-Monthly Property Summary**-Trace Apartments
- **Due 12/23-Resident Questionnaire Recap**-Park Forest, Whispering Hills
- **Due 12/24-1Q Marketing Plan**-Park Forest, Orchard Village, Southmoor, Carrington Park, Panther Creek Parc, Vineyards, Westshore Colony, Fenwick Place, Terraces at Forest Springs, Harper's Point, Bramblett Hills, The Orion, The Point at Tamaya, Trace Apartments, Walden Glen, Whispering Hills
- **Due 12/31-2026 Major Projects List**-Park Forest, Kensington West, Orchard Village, Southmoor, Carrington Park, Panther Creek Parc, Boulder Creek, Vineyards, Westshore Colony, Fenwick Place, Terraces at Forest Springs, Harper's Point, Bramblett Hills, The Point at Tamaya, Walden Glen, Whispering Hills
- **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](mailto:reports@michelsonrealty.com).



### 2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews 12/08-12/14 with your team!



### 3. YEAR END PAYROLL PROCESS-attachment



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Please add attached for this week's report for Y/E payroll processing's. There are 2 memos, one for payroll 1 and one for payroll 2. If you have any questions, please contact Rene Kramer at the Central Office.

### 4. 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.

### 5. AP CUT OFF-attachment-2<sup>nd</sup> reminder

#### 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.

#### 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!!



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### 6. Leasing/Marketing Tip Of The Week

#### Offer Special Holiday Services, Like Gift Wrapping

Shopping during the holiday season can be stressful so customers will appreciate anything extra your business does to make it easier on them. If you have a physical location offer gift wrapping for your customers. They'll appreciate being able to check things off their to-do list before even leaving your clubhouse. Plus, if you go above and beyond with the wrapping and decorations customers are sure to remember that, and whoever receives the gift might even inquire about where it's from because it's wrapped so beautifully. Also consider offering holiday-themed gift cards for the goods or services that your business does offer.

If your team has any unique marketing ideas, please send them to [meghang@michelsonrealty.com](mailto:meghang@michelsonrealty.com).

"Keep yourself positive, cheerful, and goal-oriented. Sales success is 80 percent attitude and only 20 percent aptitude."

Brian Tracy  
Motivational Speaker  
1944-?