

Tackling The Fall "To Do" Checklist

The entire property management staff has different issues to tackle for each season of the year. In the fall, most communities begin preparations for winter. Because some of the things that should be on the "to do" list for fall haven't been done in an entire year, it is easy to forget all of the things that need to be done.

Here is a checklist that can be used to remind your staff of the things you need to do this fall to get your community ready for the winter.

Winterize Your Pool and Clubhouse

The community pool needs to be winterized in the fall. In addition to cleaning and covering the pool, make sure all outside furniture is securely stored for the next summer. If there is a clubhouse or restrooms that are closed when the pool is closed, make sure to also winterize these areas.

Painting Shut Offs

Fall is the best time to touch up paint on the property. Check signs, parking lot stripes, curbs and trash areas to see if paint will be needed to protect them from winter weather damage.

Repair Sidewalks

Survey the property and inspect sidewalks for cracks and holes. Winter is very hard on concrete and asphalt, so patch any cracks before the weather gets cold enough to freeze. After moisture freezes in the cracks, the problem will only get worse.

Rid Building Exteriors of Birds' Nests

Birds often build their nests in out of the way places like roof eaves and dryer vents. Nests can cause drainage problems and nests in dryer vents can be a fire hazard.

Stock Up On Light bulbs

During the fall we have additional hours of darkness, so plan on both interior and exterior lights being used for longer periods of time. So make sure you have a well-stocked inventory.

HVAC Lines

Inspect all HVAC lines to make sure a landscaper hasn't chewed through the insulation with their mower or grass trimmer.

Disconnect Hoses/Turn Off Outside Water Supply

Disconnect all water hoses from outside faucets. If left outside during the winter month's hoses can freeze and crack. Turn off water supply to outside faucets. Water left in the pipes can freeze and result in a broken water line.

Clean Gutters

Gutters should be clean and clear of any leaves before winter. Clogged gutters prevent water from draining properly.

Inspect Heating Equipment

Inspect and clean furnaces. Change filters that probably haven't been cleaned since last fall. A clean filter means a more efficient running furnace.

Prepare for Snow Removal

Long before you receive your first snow make sure you have a snow removal contract in place. Make sure your community is fully stocked with salt and sand for sidewalks, stairs and entry areas.

Landscaping Changes

Flowerbeds will need to be cut and turned. Bushes and perennials will need to be trimmed back.

Budget Preparations

Almost all management companies do their budgets in the fall. In preparation, call your contractors to get an idea on pricing for the upcoming year. Follow up with utility companies to see if you need to anticipate rate changes for the upcoming year.

Clean Chimneys

Fall is the time when residents start using their fireplaces. If your community has fireplaces make sure your residents' fireplace chimneys are clean.

Marketing Program

Fall usually marks the beginning of the slower part of the marketing season. It will be necessary to step up all marketing efforts so as not to experience a loss of traffic. You may want to get your staff thinking now about ways to increase traffic during the winter months.

Current News...

Midwest Management Awards Team Members

Midwest Management recently presented awards for excellence in the multi-family housing industry to the following team members at its Annual Seminars for the East and West Divisions.

Employee of the Year:

Stacy Klabak, Milford Office - East Division
Candy Scharnweber, Lansing Office - West Division

Executive of the Year:

Laura Lopez, Milford Office - East Division
Glenn Kirkham, Lansing Office - West Division

Associate of the Year:

Amy Brown, Milford Office - East Division
Kerri Birr, Lansing Office - West Division

Property of the Year:

Independence Village of Frankenmuth,
Frankenmuth, MI - East Division
Fort Wayne Renaissance, Fort Wayne, IN - West Division

Property Manager of the Year:

Catherine Huggins,
Nortown Homes & Creekside Homes - East Division
Nanette Miller, Highlands Cooperative - West Division

Office Manager of the Year:

Marsha Moore, Sutton Club - East Division
Brandi Luttrell, Woodbridge Commons - West Division

Maintenance Person of the Year:

Denise McNeely-Stoots - East Division
Mike Easter, Bramblewood Cooperative - West Division

Team of the Year: RBS Management, Florida

Marketing Team of the Year:

All Seasons of Rochester Hills - East Division

Most Improved Property: Harbor Cove - East Division

General Manager of the Year:

Eugene Valentine,
Independence Village of Waterstone - East Division

Chef of the Year:

Tim Bryant, Independence Village of Plymouth - East Division



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THE INSIDER

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