

Weekly Executive Roll-Up (NOI + Operations)

One-page weekly brief for executive team | Use each Friday close of business

1) Portfolio Snapshot (This Week)

- Occupancy: _____% (WoW: _____)
- Weekly NOI Actual: \$_____ vs Target: \$_____ Variance: \$_____
- Total Delinquency: \$_____ (WoW: _____)
- Red Buckets: _____ Yellow: _____ Green: _____

2) Top 5 Wins (Completed This Week)

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

3) Top 5 Risks / Blockers (Next 7 Days)

- 1) _____ | Owner: _____ | Due: _____
- 2) _____ | Owner: _____ | Due: _____
- 3) _____ | Owner: _____ | Due: _____
- 4) _____ | Owner: _____ | Due: _____
- 5) _____ | Owner: _____ | Due: _____

4) Closings + Capital Track

- Closing pipeline this week: \$_____ (running total: \$_____)
- Near-term closings at risk: _____
- Trust/funding actions completed: _____

5) Required Decisions from Executive Team (Max 3)

- A) _____ (deadline: _____)
- B) _____ (deadline: _____)
- C) _____ (deadline: _____)

6) Next Week Command Priorities

- Priority #1 _____
- Priority #2 _____
- Priority #3 _____

Reference links

- NOI Automation Summary: https://files.187.124.227.42.nip.io/files/NOI_Automation_Summary_Dylan_v1.pdf
- 8 Bucket RYG Tracker: https://files.187.124.227.42.nip.io/files/Eight_Buckets_RYG_Tracker_v3_updated_owners.pdf
- Notification Dashboard: https://files.187.124.227.42.nip.io/files/eight_buckets_dashboard_with_notifications_v1.html