



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

August, 2020

2020 Board of Director Election

The 56th Annual Meeting was unable to be held, due to the Covid-19 pandemic; however the election was held by mail. Ken Price was re-elected and Jim Hardin was elected to the Board, each for three-year terms. The prize raffle was held via ZOOM. Vendor donations are listed on Page 2 of the *Management Update*. The new Board of Directors held their Re-organization Meeting on Thursday, July 16th, 2020. Joe Smith (CCD) was elected President. Ken Price (CCS) was elected Vice President and Planning Commission Co-Chair. Barbara Jackson (CCD) was elected Secretary and Member Satisfaction Commission Chair. Craig Williams was elected Treasurer and Finance Commission Chair. Jim Hardin was elected Director-at-Large and Green Commission Chair. Joel Ramirez (CCD) was elected Director-at-Large and Planning Commission Co-Chair.

A Message from your Board of Directors

We would like to remind you that greeting our Maintenance Staff is greatly appreciated. We are fortunate to have the best Maintenance Staff around. Please remember they are hardworking and working hard, and it is extremely important and vital to us and to our Maintenance Staff that we allow them the complete courtesy of totally completing their work uninterrupted. Call the Management Office if you have a question, work order, or concern. Please do not interrupt them on the property or in your unit

Please DO NOT Approach Contractors on the Property!



ZOOM Board Meeting



The August Board Meeting will be held on Wednesday, August 26th, at 7:00 p.m. via ZOOM. Shareholders will be able to attend the ZOOM Meeting if they so desire; however, Board Members, Property Manager, and Maintenance Supervisor will be the only ones allowed to talk during this Meeting. If you have questions that you would like answered during the Member Comments portion of the Board Meeting, please place them in the drop box, leave them on the voicemail, or send an e-mail. All questions must be submitted by 5:00 p.m. on Thursday, August 20th. Those that would like to be present in the Meeting will have to sub-



On-Call



Please call the on-call service, Tel-Assist, for emergency situations only. Tel-Assist will not forward non-emergency calls to the Maintenance Department, therefore resulting in you not receiving a call back. In addition, the Cooperative is charged an additional fee for each non-emergency call as the calls are still logged in and a report is sent to the Cooperative. Unfortunately, if non-emergency calls continue to be called in to Tel-Assist, the corresponding charge may be assessed to you. Please call the Management Office at (708) 748-9005, extension 10, and leave your non-emergency work order. Remember, please only contact Tel-Assist for an emergency situation as outlined in the *House, Grounds and Member Relations*

Quarterly Furnace Filter Replacement

Please be advised that our quarterly furnace filter replacement will begin on Monday, August 10th. Maintenance will not be entering your unit again this quarter. They will be dropping the filters off between the doors due to the pandemic situation. Individual court notices will not be sent out. The project will continue each day until completed. Thank you!





THANK YOU

- A - Z Construction – \$200.00 Cash**
- Ace Hardware – 2 Seat Glider**
- All Pro Paving – \$50.00 Walmart Gift Card (2)**
- Area Salt & Chemical – \$25.00 Cash**
- Axiom Wealth Advisors – Jeff Haub – \$25.00 Menard’s Gift Card (2)**
- Clarke’s Garden Center – \$100.00 Cash**
- Climate Control – \$100.00 Balagio’s Gift Card**
- Crete Lumber & Supply Co. – Smoke Alarm & Fire Extinguisher**
- DCI Insurance Agency – Kindle Fire Tablet (2)**
- Elmer & Sons Locksmith, Inc. – \$25.00 Scrementi’s Gift Certificate (2)**
- Family Waterproofing – \$250.00 Cash**
- Fischer Bros. Concrete, Inc. – \$50.00 Jack Gibbons Gardens Gift Card (2)**
- Gutters Cleaned Cheap – \$50.00 Home Depot Gift Card (3), \$50.00 Red Lobster Gift Card (2), \$50.00 Olive Garden Gift Card (2)**
- Innovative Surfaces – \$25.00 Home Depot Gift Card**
- Kennedy Auto – Free Oil Change Gift Certificate (3)**
- Leeps Supply – Temp 2.0 Showerhead**
- Old Plank Trail Community Bank – \$250.00 Cash**
- Phoenix Bathtubs – \$100.00 Cash**
- Picker & Associates – \$100.00 Visa Gift Card**
- Roth Fioretti – \$100.00 Cash**
- Schmidt, Salzman & Moran, Ltd. – \$100.00 Cash**
- Scott’s U-Save Tire Center – Free Oil Change, Tire Rotation, and Brake Inspection**
- Star Disposal – Cooler with Miscellaneous Items**
- Storm Tree Service, Inc. – \$50.00 Olive Garden Gift Card (2), \$50.00 Red Lobster Gift Card (2)**
- Superior Cabinet and Window – \$25.00 Amazon Gift Card**
- Supreme Landscaping – \$50.00 Menard’s Gift Card (5)**
- The Door Store – \$50.00 Cash, \$100.00 Cash (3)**
- Tower Cleaners – \$10.00 Tower Cleaners Gift Certificate (4)**

Member Satisfaction Commission

To our Shareholders, thank you for being the best part of Area E. I just want to say that I miss you, especially the regulars who attend our Commission Meetings and the regulars of our Board Meetings. As a result of this global pandemic, many public activities have been cancelled. This includes our annual August picnic and the National Night Out. I would like to thank you for your support. Please wear your mask, be safe, and be careful. Remember to join your Board of Directors for monthly Board Meetings via ZOOM and hopefully

Marketing Report—Available Units

To aid in the sale of your unit, contact the Cooperative Office and give permission for the staff to

2 Bedroom Interior
E-6 \$16,400

2 Bedroom End
E-2 \$22,000
E-5 \$35,400

2 Bedroom DU/CT

WELCOME!

Tyshaun & Tiara Eaton

3 Bedroom End
E-11 \$22,400

3 Bedroom DU/SD
\$30,000

Don't forget, you will receive a \$100 referral fee for a person that purchases a unit and lists your name on the application.



Highlights From The July Board Meeting

The July meeting of the Board of Directors was held on Wednesday, July 22nd, 2020, via Zoom. All Board Members were in attendance. There were four Shareholders in attendance. The Board Re-organization was approved, and President Joe Smith introduced the Officers and Commission Chairs. The Executive Session and General Session Minutes of the June 24th, 2020, Board Meeting were approved. There were no Shareholder comments received to discuss. There was one new Shareholder approved for Membership. Luis Hernandez, Maintenance Supervisor, reported work orders have been completed, preparation for concrete work has been completed, Fischer Bros. Concrete has removed and replaced front porches and repaired bad sidewalks with more to complete, water issues in basements have been repaired, common area trees and bushes have been trimmed, gutter repairs have been completed, storm drains have been cleaned, a/c units have been repaired, Climate Control replaced two a/c units, Storm Tree

Service has removed dead trees and trimmed others, and move-out units have been worked on. A three-year contract was approved for audit services from Picker and Associates. Sandy Isaac, Property Manager, reported there were eight units on the market with two contracts, the Cooperative unit was sold, many Membership Applications have been received recently, the Management Office is open by appointment only for Covid-19 safety of the employees and Shareholders, problems encountered with tree removal resulted in the requirement that Shareholders sign an Agreement from Storm Tree Service which was delivered to each unit or fines will be assessed, pet registration and security alarm registration deadlines have been extended in accordance with the Village extensions, there were 60 prizes awarded to Shareholders who returned their completed Ballot for the mail-in Board of Director election, and thanked the contractors, vendors, and professionals for their donations. President Joe Smith reported he attended the Ballot

counting, the prize drawing was not the same without seeing the excitement of the winners, Zoom Board Meetings will continue for the safety of everyone, encouraged everyone to vote for the Yard Beautification Awards, and asked all Shareholders to have patience with their neighbors. Craig Williams, Treasurer, reported the Cooperative earned \$950.76 in interest on the MaxSafe CD for the second quarter of 2020, a \$100,000.00 Annuity has been purchased from Oxford Life Insurance Company, and the 2019 2nd Installment Real Estate Tax Bills were received in the total amount of \$293,509.63. Joel Ramirez, Planning Commission Co-Chair, reported gutter covers were being looked into if conducive to the existing gutters. Front porch replacement, the process for porch post replacement, continuing the door capping project, and that other projects that have been delayed due to Covid-19 were discussed. Barbara Jackson, Member Satisfaction Commission Chair, stated she will speak to the Shareholders through

Basements

Please remember, the Cooperative is not responsible for property stored or kept in basements. If there is water in your basement, the Cooperative will repair the problem, although water does travel to other spots to surface, but will not assume responsibility for any personal items that may be damaged. Also, make sure per-

A Helpful Hint from the Maintenance Supervisor

To help avoid water damage to your bathroom floor and kitchen ceiling, please point your showerhead into the bathtub. The bathroom floor should be dried after the shower or bathtub is used. While bathmats can be helpful, you should not let a wet bathmat sit on the floor. Using a shower liner in addition to the shower curtain is strongly advised. If there is water damage to your kitchen ceiling that comes from water on the bath-

Garbage Pick Up

All garbage cans must have a lid to deter animals from digging through garbage. Failure to provide a lid will result in a fine. Also, while bulk items and/or excess garbage may be placed out for pick up twice a week, Tuesdays and Fridays, they must be put in the appropriate area or Star Disposal will not pick them up. Failure to place garbage in the correct areas may result in the Cooperative picking it up. If this happens, you will receive a ticket for placing garbage out in the incorrect area in addition to the dump fee. Also remember, bulk

Park Forest Cooperative IV Area E
August, 2020

66 Fir Street
Park Forest, IL 60466

Phone: 708-748-9005
Fax: 708-748-7004
Emergency Maintenance: 708-754-2003



AREA E COOPERATIVE STAFF

Sandra J. Isaac, RCM, CCM, CAM, Property Manager

Katie Paraday, Sales/Bookkeeping

Tanya Pope, Office Assistant

Roxanne Shutts, Maintenance Secretary

Luis Hernandez, Maintenance Supervisor

Juan Vega, Maintenance Staff

Eric Lewis, Maintenance Staff

Julian Desiderio, Groundskeeper

Mission Statement

Our mission is to work as a team, and fulfill the needs of the Members by providing quality service and workmanship, in a timely and professional manner in order to achieve the highest level of satisfaction of our Members.

If we fail to meet this mission in any way, please let us know so that we can improve our service and workmanship standards to



www.parkforestcooperative.org



NOTE: Please note that the "Highlights From The Board Meeting" section of the *Update* are not to be confused with the actual Board Meeting Minutes which are approved by the Board of Directors. This section is to provide you with open communication regarding discussions at the Board Meeting for those of you who cannot attend. Approved Board Minutes are available for your review in the Cooperative Office by request to the Board of Directors. Members can

Grounds Warning Tickets

Please remember, only one grounds warning ticket is issued to a unit in a calendar year. For example, if you received a warning ticket in May for weeds and in August it is noted that your grass needs to be cut, no warning ticket will be issued. The grass will be cut and the appropriate fee will be assessed. Grass may not ex-

Work Orders

Please call in work orders for any problems you may encounter, no matter how small they may seem. Repairing problem areas early on will avoid larger problems. For example, if you notice bubbling of paint or sagging of a ceiling, please call the Office as this may be the sign of a leak. Thank you for your cooperation!!

Damage to Property

Please make sure that children and guests abide by all Cooperative rules. If Cooperative property is damaged, ultimately all Cooperative Shareholders pay. Carrying charges may be affected to account for repairs to the property. In order to help keep carrying charge increases to a minimum and keep Area E a beautiful place to live, please make sure to abide by the rules. Thank you for your cooperation!



Flower Reimbursement



The Cooperative will again reimburse Members for their purchase of flowers. You will be reimbursed half of your purchase price up to \$25.00. Those looking for reimbursement must drop their itemized receipts into the drop box at the Office. You should then contact the Office to set an appointment for your reimbursement to be picked up. Flowers and bushes are the items eligible for this reimbursement. Re-
