



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

December, 2018

Happy Holidays!!

AREA E
BOARD OF DIRECTORS

The Area E Board of Directors and Staff wish all of you and your families a joyous holiday season and a very happy, safe, and prosperous New Year!

Joe Smith, CCD, President
Membership Chair

Ken Price, Vice-President
Planning Commission Co-Chair

Barb Varner, Secretary

Sharon Walker, Treasurer
Finance Commission Chair

Barbara Jackson, CCD, Director-at-Large
Member Satisfaction Commission Chair

Joel Ramirez, CCD, Director-at-Large
Planning Commission Co-Chair

Holiday Office Hours

The Cooperative Office will be closed on Monday, December 24th, and Tuesday, December 25th, for the Christmas holiday. The Cooperative Office will also be closed on Monday, December 31st, and Tuesday, January 1st, for the New Years holiday. Please call Emergency Services at (708) 754-2003 if you have a maintenance emergency or a towing



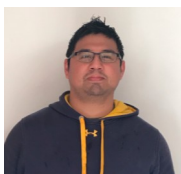
There will be NO Meetings in the



Cold Weather



As the seasons are changing, the cold weather will be coming our way. Please keep your heat turned up and run your faucets at a drip to avoid frozen pipes. Please be safe and stay warm in the extreme temperatures. If you need assistance or have an emergency situation, please call the Cooperative Office at (708) 748-9005 during normal business hours or Emergency Services at (708) 754-2003 after hours.



Welcome!

The Park Forest Cooperative IV Area E Staff is pleased to welcome Julian Desiderio as our groundskeeper. Please join us in welcoming Julian to our Staff. Congratulations Julian! We welcome you to our team!



Calendars



If you are interested in a 2019 calendar magnet, they are available for pick up at the Cooperative Office. Feel free to stop in anytime during normal business hours to pick up your calendar magnet!

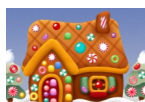
To ensure that all Shareholders are aware of projects and meetings, a 2019 Calendar of Events has been enclosed for you! The Calendar shows the months furnace filters are replaced, mulch and dirt are available, kitchen floor replacement begins, gutter cleaning takes place, courts are cleaned, etc. The Calendar also displays when Board Meetings and Commission Meetings are scheduled to occur. In addition to the 2019 Calendar of Events, enclosed is a list of the 2019 Office and Maintenance Holiday Closings. This denotes the dates that the Cooperative is closed for holidays and also informs you of when garbage and recycling days will change due to holidays. If further information is needed, please feel free to contact the Cooperative



A Note from the Chief of Police



Park Forest ordinance prohibits allowing vehicles running and left unattended (unless with a remote start) on any public way. It is also highly recommended that vehicles are not left unattended in court parking lots. Most stolen vehicles stem from a vehicle being left running and unattended. Please make sure vehicles are never left unlocked. Many vehicle burglaries occur because vehicles have been left unlocked. It is highly encouraged for residents to call the Police whenever they see something illegal or suspicious. One of the great parts of Cooperative living is that neighbors look out for each other. Calling the Police when seeing some-



Member Satisfaction Commission



The Member Satisfaction Commission would like to wish a very happy and healthy holiday season to all of our Shareholders and their families! The next Member Satisfaction Commission Meeting will be held on Tuesday, January 15th, 2019, at 7:00 p.m. in the Cooperative Office. All Sharehold-



Rules



In order to cooperate with neighbors, make sure you are aware of all of the rules of our Cooperative. From things as small as picking up after your pets, to larger things like moving vehicles when requested. Following the rules and things asked of you will create a better relationship between neighbors and even Staff. One rule that is important to note is that you are not allowed to put locks on basement doors. Maintenance may need to gain access to the basement in case of emergencies, repairs, and even furnace filter replacements.



Snow Removal Reminders



As we approach our winter season, when shoveling snow out of your parking stall, please shovel toward the grass/curb instead of pushing the snow in the court. This will make plowing much faster in all of the courts. Also, when salting your sidewalks, please make sure you use Magnesium or Calcium Chloride. We have some available for purchase in five gallon buckets. The cost is \$20.00 per bucket. If you already have a bucket and need a refill of salt, the cost will be \$12.50. No rock salt can be used on concrete surfaces or you may be fined. This will ensure that the sidewalks will stay in better shape for years to come. Thank



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

Marketing Report—Available Units

2 Bedroom Interior	
E-6	\$17,000
E-7	\$13,500
3 Bedroom DU/SD	
	\$28,400
	\$32,400
	\$35,400

WELCOME!
Angela Lowe
Judith Foster
Modupe Gbadebo
Danyel Harris

3 Bedroom End	
E-7	\$28,400
E-11	\$22,400
E-12	\$20,000
E-13	\$25,400
3 Bedroom Carport	
	\$36,000



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



Highlights From The November Board Meeting

The November meeting of the Board of Directors was held on Wednesday, November 28th, 2018. All Board Members were in attendance with the exception of Craig Williams, Director-at-Large. There were two Shareholders in attendance. The Executive Session and General Session Minutes of the September 26th, 2018, Board Meeting were approved. Shareholder comments included yard waste without the proper stickers or in the correct bags, garbage and yard waste that are set out too soon, and front porch light bulb replacement. There were five new Shareholders approved for Membership. Luis Hernandez, Maintenance Supervisor, reported DeHaan Masonry has completed tuckpointing, Storm Tree Service has removed 31 trees and a hanging branch, front porches have been replaced, Family Waterproofing has resolved basement water issues, water has been re-directed using a basin system for water to dissipate, Illiana Roofing was scheduled to repair roof issues this week but the weather has delayed the work, the

Court E-9 parking lot was repaired properly and re-stripped with the seal-coating to be completed in 2019 due to the time for the asphalt to cure and the temperature to be above 50 degrees, we are waiting for the report on soil samples that were taken on a building settling issue, maintenance and grounds vehicles are to be serviced and winter equipment installed, move-out/move-in units are being completed, snow removal has begun, and back-dated work orders are being completed. The MAHC/NAHC Annual Dues were approved. Family Waterproofing work was approved to re-direct water. The 2019 Budget was approved with a 1% increase in carrying charges. Letters will be mailed to the Membership. The 2019 Calendar of Events was approved to be distributed with the December Management Update. Sandy Isaac, Property Manager, reported there were 10 units on the market with one Cooperative-owned unit, one Cooperative-owned unit has been sold, the Senior Exemption and Senior Freeze lists have been received, and the checks will be

processed in the next two weeks. Joe Smith, President, commended the Maintenance Department on the snow removal. Sharon Walker, Treasurer, stated there was no report but thanked the Management Team for their assistance with preparing the 2019 Budget. President Joe Smith thanked the winners of the Yard Beautification Awards, stated the yard stakes will be retrieved by the Grounds Department as weather permits, and looks forward to the beautiful yards next year. There was no Planning Commission report. Barbara Jackson, Member Satisfaction Commission Chair, stated the Thanksgiving Boxes given out by her church were very much appreciated. The next Commission Meeting is scheduled for



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 are 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 advised. If there is water damage to your kitchen ceiling that comes from water



Snow Removal Waivers



If you reside in a duplex with a side drive and you would like your driveway plowed, please be sure that you return the snow waiver form which was sent to you last month. We cannot perform this service

Holiday Tree Lighting

The Village of Park Forest annual tree lighting event will take place on Friday, December 7th, 2018, from 5:00 p.m. to 6:30 p.m. at Dining on the Green, 349 Main Street. This year the event will include Mr. D's Magic Show, holiday music, goody bags, and refreshments. At 6:30 p.m. lighting of the holiday tree will take place. Bring the whole family for some holiday fun! This event is free to attend. Come



**Park Forest Cooperative IV Area E
December, 2018**

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

Tanya Pope, Office Assistant

Roxanne Shutts, Maintenance Secretary

Katie Paraday, Sales/Bookkeeping

Luis Hernandez, Maintenance Supervisor

Rudy Loera, Maintenance Staff

Juan Vega, Maintenance Staff

Eric Lewis, Maintenance/Groundskeeper

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 request a copy of the Board Meeting Agenda the Tuesday prior to the Board Meeting. All Board Meetings are recorded.



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



Furnace Maintenance



If you have a concern that there is a problem with your furnace, please contact the Cooperative Office at (708) 748-9005 or Emergency Services at (708) 754-2003, and initiate a work order for Maintenance to inspect. Please **NEVER** open your furnace! Thank you for your cooperation!!

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 sag-



Rental Parking Spaces



If you currently rent a parking space, we will be raffling the spaces in December for parking space rental in 2019. If you rent your space through a contract, the Board of Directors will honor the contract, and the raffle does not apply to you. A notice will be delivered in the beginning of December to the