



# MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

December, 2020

## 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
- Ken Price, CCS, Vice-President  
Planning Commission Co-Chair
- Barbara Jackson, CCD, Secretary  
Member Satisfaction Commission Chair
- Craig Williams, CCD, Treasurer  
Finance Commission Chair
- Jim Hardin, Director-at-Large  
Green Commission Chair
- Joel Ramirez, CCD, Director-at-Large  
Planning Commission Co-Chair
- Barb Varner, Director-at-Large

### Holiday Office Hours

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



*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.



### Back-Up Issues



**Please remember that nothing but toilet paper should be flushed down the toilet.** This includes "flushable" wipes. A memo from the Village of Park Forest Department of Public Works has been enclosed that outlines items that may **NOT** be placed down any household drain. If a back-up occurs, and Maintenance finds anything in the toilet from Member neglect (i.e., toys, combs, sanitary napkins, wipes, etc.), the Member will be charged time and material costs. If you have any problems with your toilet, please contact



### Calendars



To ensure that all Shareholders are aware of projects and meetings, a 2021 Calendar of Events has been enclosed for you! The Calendar shows the months furnace filters will be replaced, mulch and dirt will be available (subject to change), kitchen floor replacement begins, gutter cleaning takes place, courts will be cleaned, etc. The Calendar also displays when Board Meetings and Commission Meetings are scheduled to occur. In addition to the 2021 Calendar of Events, enclosed is a list of the 2021 Office and Maintenance Holiday Closings. This denotes the dates that the Cooperative is closed for holidays and also informs you when garbage and recycling days will change due to holidays. If further information is needed, please feel



## Safety



The Park Forest Police Department reminds residents that leaving a running vehicle with the key inside and unattended is both a violation of Village ordinance and results in stolen vehicles every winter. Also, remembering to lock your vehicle whenever you are away from it helps prevent motor vehicle burglaries. Help the Police Department protect you by taking simple steps to keep your property secure.



## 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 requests asked of you will create a better relationship between neighbors and the Cooperative. One rule that is important to note is that you must follow the garbage pick-up policy so that our area remains looking beautiful. Remember, 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 place or Star Disposal will not pick them up. Failure to place garbage in the correct areas may result in Star Disposal leaving your garbage where you placed it, and 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. Please also remember, garbage



## A Note from the Maintenance Supervisor



Please let the moisture out of your bathroom after taking a shower. The heat and moisture in the bathroom can cause mold and mildew around the window and caulking around the shower tiles. Moisture can also cause paint to peel. Please keep the door to the bathroom open and pull the shower curtain open after a



## 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 into 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 \$25.00 per bucket. If you already have a bucket and need a refill of salt, the cost will be \$15.00. No rock salt can be used on concrete surfaces or you may be fined. This will ensure that the sidewalks stay in better shape for years to come. Thank you



## Marketing Report—Available Units



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

<b>2 Bedroom Interior</b>	
E-1	\$13,900
E-6	\$16,400

# WELCOME!

**Erik Soto & Nephera Branch**

**Darryl Kling**

<b>2 Bedroom End</b>	
E-7	\$25,400

<b>3 Bedroom End</b>	
E-5	\$32,000

*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 18th, 2020, via ZOOM. All Board Members were in attendance. There was one Shareholder in attendance. The Executive Session and General Session Minutes from the September 23rd, 2020, Board Meeting were approved. There were no Shareholder comments submitted to the Management Office to be discussed. There were three new Shareholders approved for Membership. Luis Hernandez, Maintenance Supervisor, reported move-out units have been worked on, back-dated and new work orders have been completed, common area light poles have been retro-fitted, work is in progress with ComEd to light up the gateway sign by Court E-3, emergency tree limbs have been removed in addition to dead trees being removed and trees trimmed, they have worked with Shareholders to remove bushes around court signs to clear court entrances, front porches and sidewalks continued to be replaced, yards have been re-graded in conjunction with

the front porch replacements, driveway repairs and court repairs have been completed by All-Pro Paving, the fall gutter cleaning was successful, and the final fall clean-up is almost complete. The Board approved the MAHC/NAHC annual dues. The 2021 Budget with a 2% increase in carrying charges was approved. Funding for additional projects to be completed was approved. Tentative Commission Meeting dates due to Covid-19 were discussed for the 2021 Calendar of Events to be distributed to the Membership. Sandy Isaac, Property Manager, reported there were three units on the market with one contract, the Cooperative-owned unit was sold, there are more approved applicants although looking for other types of units, the new slide at the playground was installed with the hope there will not be further problems, a winterization fertilizer is being offered this year, congratulated Secretary Barbara Jackson on her appointment to the MAHC Board of Directors, and wished everyone a healthy and safe Thanksgiving. President Joe Smith congratu-

lated Barbara Jackson, asked everyone to be safe, stated it has been a good year for the Cooperative, hopes to have an Annual Meeting next year, and wished everyone a Merry Christmas and Happy New Year. Craig Williams, Treasurer, thanked everyone for their hard work, expressed his excitement on the approval of the 2021 Budget to include a modest increase, projects that will be completed, hiring an additional employee for Maintenance, the start of a furnace cleaning project, and the possibility of bringing back the Handyman Service for the Membership. There was no Member Satisfaction Commission report. Jim Hardin, Green Commission Chair, had briefly discussed the NICOR weatherizing kits available by calling NICOR. LED lighting was discussed, and Luis Her-



### 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 advised. If there is water damage to your kitchen ceiling that comes from water on the



### Rental Parking Spaces



If you currently rent a parking space, we will be raffling the spaces in December for parking space rental in 2021. 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 courts



### Celebrate the Holidays



Come celebrate the Holiday Season in DownTown Park Forest (Corner of Main Street and Cunningham Drive) on Saturday, December 12th, 2020, from 12:00 p.m. - 3:00 p.m. Bring your camera and your letter for Santa. Pictures can be taken with Santa's Reindeer. There will be different photo stations. Goody bags with crafts, hot chocolate, and cookies will be available while supplies last. Masks and

**Park Forest Cooperative IV Area E  
December, 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

**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](http://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 Service 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-



**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