



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

February, 2018

AREA E
BOARD OF DIRECTORS

Happy Valentine's Day!!



Good Neighbor Award



Once again the Board of Directors will be giving out a Good Neighbor Award at the Annual Meeting. To nominate your neighbor who goes above and beyond to help others even when help is not asked for, please write a letter telling us about that person and deliver it to the Cooperative Office by March 9th, 2018. The Board of Directors will be reviewing the letters and choosing one person to receive this prestigious award. Show your neighbors how much you truly do appreciate them by nominating them to receive this award and be acknowledged at the

- Joe Smith, CCD, President
Member Satisfaction Commission Chair
Finance Commission Co-Chair
Membership Chair
- Karen Scott-Zink, Vice-President
- Ken Price, Secretary
Planning Commission Co-Chair
- Craig Williams, CCD, Treasurer
Finance Commission Co-Chair
- Barbara Jackson, CCD, Director-at-Large
Member Satisfaction Commission Co-Chair
- Joel Ramirez, CCD, Director-at-Large

IMPORTANT DATES

- February 28th -- Board Meeting @ 7 p.m.

ALL MEETINGS ARE HELD IN THE COOPERATIVE OFFICE.

ANNUAL MEETING -- 4/25/18



Board Positions Available



Are you interested in becoming a Board Member? There will be four positions available this April. Three positions will hold a three-year term, and one position will hold a two-year term. If you wish to become a candidate for the Board of Directors, and you would like to have your name included on the ballot, please submit a Letter of Intent to Park Forest Cooperative IV Area E, Attention—Ken Price, Secretary. The deadline for the Letters of Intent will be March 16th, 2018. Letters of Intent are to be limited to one



Cold Weather



The cold winter weather has been making a visit every now and then. Please remember to keep your heat turned up and, if the temperatures dip below freezing, the winds pick up, or wind chill values dip very low, please 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.

QUARTERLY FURNACE FILTER REPLACEMENT

Please be advised that our quarterly furnace filter replacement will begin on Monday, February 19th. The schedule is as follows:

- Monday, February 19th—Courts E-1 and E-2
- Tuesday, February 20th—Courts E-3 and E-4
- Wednesday, February 21st—Courts E-5 and E-6
- Thursday, February 22nd—Courts E-7 and E-8

- Monday, February 26th—Court E-10
- Tuesday, February 27th—Courts E-11 and E-13
- Wednesday, February 28th—Court E-14
- Thursday, March 1st—Elm and Gerstung duplexes



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

66 Fir Street
Park Forest, IL 60466

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



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

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 Staff

Rudy Loera, Maintenance Staff



www.parkforestcooperative.org



Congratulations!



Please join us in congratulating our Property Manager, Sandy Isaac, on her 30-year anniversary with the Cooperative! Sandy began her employment with Area E on January 4th, 1988. Congratulations Sandy!!!



Back-Up Issues



The Cooperative Maintenance Department has recently encountered sewer back-up issues. Please remember that nothing but toilet paper should be flushed down the toilet. This includes flushable wipes. If a back-up occurs and Maintenance finds anything in the toilet from Member neglect (i.e., toys, combs, sanitary napkins, etc.), the Member will be charged time and material costs. Items such as Clorox drop-ins are not to be put in the toilet tank. They are acidic based and may eat holes through parts of the toi-



Opening



The Cooperative is seeking candidates for the Maintenance Supervisor position. If you know someone with



Marketing Report—Available Units



2 Bedroom Interior

E-1	\$16,400
E-5	\$13,500
E-7	\$13,500
E-10	\$16,400
E-14	\$17,000

3 Bedroom DU/SD

\$28,000

3 Bedroom End

E-6	\$23,000
E-11	\$20,000
E-12	\$20,900
E-13	\$25,400

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

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