



# MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

February, 2019

## Happy Valentine's Day!!

AREA E  
BOARD OF DIRECTORS



### 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 15th, 2019. 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  
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

#### IMPORTANT DATES

- February 27th -- Board Meeting @ 7 p.m.

**ALL MEETINGS ARE HELD IN THE COOPERATIVE OFFICE.**

## ANNUAL MEETING -- 4/24/19



### Board Positions Available



Are you interested in becoming a Board Member? There will be two positions available this April. Both positions will hold a three-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—Barb Varner, Secretary. The deadline for the Letters of Intent will be March 29th, 2019. Letters of Intent are to be limited to one page and may be brought to the Manage-



### Cold Weather



The cold winter weather has arrived! 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 Service at (708) 754-2003 after hours. Thank you for your cooperation in this

### QUARTERLY FURNACE FILTER REPLACEMENT

Please be advised that our quarterly furnace filter replacement will begin on Monday, February 11th. The schedule is as follows:

Monday, February 11th—Courts E-1 and E-2

Monday, February 18th—Court E-10

Tuesday, February 12th—Courts E-3 and E-4

Tuesday, February 19th—Courts E-11 and E-13

Wednesday, February 13th—Courts E-5 and E-6

Wednesday, February 20th—Court E-14

Thursday, February 14th—Courts E-7 and E-8

Thursday, February 21st—Elm and Gerstung duplexes





## 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-



## Snow Removal Reminders



As we are in the 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 this salt 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



## 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



## Calendar Magnets



Don't forget, the yearly calendar magnets are in the Office. 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 nor-



## Village Parking Citations



We have been notified by the Park Forest Police Department that parking citations in the Village have increased. Citations that were previously \$25.00 are now \$50.00! This includes tickets for failing to display a Village of Park Forest sticker in your vehicle. Make sure you are obeying parking rules and



## Marketing Report—Available Units



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

**2 Bedroom End**

**2 Bedroom DU/CT**  
E-6     \$21,400

**3 Bedroom DU/SD**  
\$28,400

# WELCOME!

**Julian & Jocyie Walker**  
**Debra Ridgner**

**Samuel Presswood**  
**Vivian Davis**

**3 Bedroom End**

E-7     \$28,400  
E-11    \$22,400  
E-12    \$17,000

**3 Bedroom Carport**  
\$36,000

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

## Highlights From The January Board Meeting

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The January meeting of the Board of Directors was held on Wednesday, January 23rd, 2019. All Board Members were in attendance with the exception of Ken Price, Vice-President, Barb Varner, Secretary, and Sharon Walker, Treasurer. There was one Shareholder in attendance. The Executive Session and General Session Minutes of the November 28th, 2018, Board Meeting were approved. Shareholder comments included a gas smell in the Basement and thankful that a Basement drain back-up issue was taken care of. There were four new Shareholders approved for Membership. Luis Hernandez, Maintenance Supervisor, reported that back-dated work orders were being completed, move-out/move-in units were being completed, Illiana Roofing has repaired roof leaks and replaced lead boots with rubber flashing and exhaust vents on some buildings, six air conditioners were replaced by Climate Control, the fall clean-up was completed by Supreme Landscape, living room ceilings have been secured, Family Waterproofing has re-

paired some basement seepage, the Maintenance and Grounds vehicles are being serviced, raccoons have been trapped after accessing attics through roofs where trees gave them the access with the roofs having been repaired, and, after a long search, the Cooperative has found a distributor who carries the materials to repair rear porch problems. Trees will be trimmed or removed near units where animals have been accessing the attics when the weather permits. The Cooperative was approached by DNR Construction about an insulation project funded by ComEd and Elevate Energy. A survey will be distributed to the Membership for their input and interest in the project. The MAHC Conference in April/May, 2019, was tabled. Sandy Isaac, Property Manager, reported there were eight units on the market and one Cooperative-owned unit, the 2018 Workers Comp Audit would be scheduled in the upcoming month, the 2019 IDES Rate Determination for the Cooperative was the lowest it could be at 0.475%, the information for the Schedule of

Real Estate Taxes and Interest was sent to Picker & Associates to receive the information to send to the Membership by January 31st, and Picker & Associates will be contacted to begin the process for the 2018 Audit. Joe Smith, President, stated that the Annual Meeting would be held April 24th, 2019, with two Board Seats up for election, encouraged any Member to run for the Board, mentioned training for the positions, and wished everyone a happy new year. There was no Treasurer's Report. President Joe Smith stated the Cooperative Beautification Commission was looking forward to the warm weather to beautify our area and yards again. Joel Ramirez, Planning Commission Chair, stated there was no report at this time. Barbara Jackson, Member Satisfaction Commission Chair, apologized that the January Commission Meeting was cancelled, re-scheduled the Commission Meeting for January 29th, 2019, and reported that another Commission Meet-



### Insulation Flyer



The Cooperative has been approached by DNR Construction about a grant that is available through ComEd and Elevate Energy. DNR Construction would be completing the insulation work with the assistance of the Cooperative to coordinate the work, and each Shareholder to understand the short-term inconvenience that may be involved but also the benefits in the long-term.

The Cooperative has the opportunity to be involved in this project to inject insulation into the exterior walls and attic area of each unit. The insulation would be injected from the outside of the unit where there is siding on the outside. However, the insulation must be injected from inside of the unit where there is brick on the outside. When an inside injection is required, DNR Construction would require that **all** possessions are moved 4 feet from the walls. This includes inside closets, main floor, and second floor. The areas will be tarped off with plastic while the work is being performed. There will be holes drilled into the walls every 16 inches per floor to allow access for the insulation to be injected. In order to complete the attic insulation, they would be accessing the attic through the unit in the building that has attic access. A current copy of a ComEd bill will be required for administrative purposes. After the project is completed in your unit, **painting will then be the responsibility of the Shareholder**. This project will take one day to complete in each unit, unless unforeseen circumstances arise.

A flyer was recently delivered to your unit to determine the interest in taking part in this project. We need **ALL** of our Shareholders to return the flyers. Flyers must be returned by February 15th, 2019. If you have ques-

**Park Forest Cooperative IV Area E  
February, 2019**

66 Fir Street  
Park Forest, IL 60466

Phone: 708-748-9005  
Fax: 708-748-7004



**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

**Juan Vega**, Maintenance Staff

**Eric Lewis**, Maintenance/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**



***With Sympathy***



We regret to inform you that Area E has lost two wonderful Shareholders. Please keep the families of Nancy Lemke and Robert Ingols in your thoughts and prayers.



**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-



**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



**Upkeep of Grounds**



Please help us keep the grounds clean. Keep garbage in bags and neatly stacked. Let's work