



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

February, 2020

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

Joe Smith, CCD, President

Ken Price, CCS, Vice-President
Planning Commission Co-Chair

Barbara Jackson, CCD, Secretary
Member Satisfaction Commission Chair

Sharon Walker, CCS, Treasurer
Finance Commission Chair
Green Commission Chair

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

Barb Varner, Director-at-Large
Membership Chair

SAVE THE DATE

The 2020 Annual Meeting has been scheduled for Wednesday, April 15th, 2020. This year the Meeting will be held at Faith United Protestant Church, 10 Hemlock Street, Park Forest. The meeting will begin at 7:00 p.m. The purpose of the Annual Meeting is to elect two Members to the Board of Directors. Please mark your calendars and plan to at-

IMPORTANT DATES

- February 24th -- Planning Commission Meeting @ 6:30 p.m.
- February 26th -- Board Meeting @ 7 p.m.

ALL MEETINGS ARE HELD IN THE



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—Barbara Jackson, Secretary. The deadline for the Letters of Intent will be March 27th, 2020. Letters of Intent are to be limited to one page and may be brought to the



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

QUARTERLY FURNACE FILTER REPLACEMENT

Please be advised that our quarterly furnace filter replacement will begin on Monday, February 17th. The schedule is as follows:

Monday, February 17th—Courts E-1 and E-2

Monday, February 24th—Court E-10

Tuesday, February 18th—Courts E-3 and E-4

Tuesday, February 25th—Courts E-11 and E-13

Wednesday, February 19th—Courts E-5 and E-6

Wednesday, February 26th—Court E-14

Thursday, February 20th—Courts E-7 and E-8

Thursday, February 27th—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 \$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 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



Bathroom Mold and Mildew



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



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



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 Interior

2 Bedroom End

2 Bedroom DU/CT
E-8 \$25,000

WELCOME!

JoAnn Mehring
Robert & Diana Scott
Nicole Sudberry

3 Bedroom End
E-10 \$24,400

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 22nd, 2020. All Board Members were in attendance. There were six Shareholders in attendance. The Executive Session Minutes and General Session Minutes of the November 25th, 2019, Board Meeting were approved. Shareholder comments included questions about a letter received from NICOR, an Appeal Request submitted, ice on the Village sidewalks, the pitch of window wells, a visitor parking space, the low number of units on the market, praise for the Maintenance and Office Staffs, noise heard between units, and painting in the basement after waterproofing had been completed. There were four new Shareholders approved for Membership. Luis Hernandez, Maintenance Supervisor, reported move-out and move-in work orders have been completed, work is being completed in the Cooperative-owned units, back-dated work orders are being worked on as well as new work orders, basement water issues have been repaired, all court parking lot

lights have been retro-fitted with LED light fixtures, 15 single front porches have been replaced in addition to some rear concrete steps and sidewalks by Fischer Bros. Concrete, tuckpointing issues have been repaired by Sherly Tuckpointing. The previously-proposed insulation project through a grant was briefly discussed in addition to installation of more vents in the attic for bathroom exhaust fans. Barbara Jackson, Secretary, discussed ADA requirements and the need for access to Board Meetings for the physically disabled. A chair lift will be looked into. Sharon Walker and Joe Smith gave reports from their attendance at the NAHC Conference in October, 2019. President Joe Smith congratulated Ken Price, Vice President, and Sharon Walker, Treasurer, on their accomplishment in attaining their Certified Cooperative Specialist certificate from the Midwest Association of Housing Cooperative class in November, 2019. Sandy Isaac, Property Manager, reported there were five units on the market with two Cooperative-owned units, and the 2020

Annual Meeting will be held on Wednesday, April 15th, at Faith United Protestant Church. Sharon Walker, Treasurer, reported the 2020 Budget was approved and the carrying charge increase letters were sent to the Membership, the Cooperative earned \$956.18 in interest on the MaxSafe CD with Old Plank Trail Bank for October-December, 2019, the total interest on the CD received for 2019 was \$3,778.69, the GOR was funded \$7,271.71 for 2019 in accordance with the By-Laws, the 2019 Real Estate Tax and Interest letter will be mailed to the Membership by the January 31st deadline, and the 2019 Audit preparation is beginning. Ken Price, Planning Commission Co-Chair, reported the next Planning Commission Meeting is scheduled for Monday, February 24th, 2020, at 6:30 p.m. Security cameras were brought up. Barbara Jackson, Member Satisfaction Commission Chair, reported the next Member Satisfaction Commission Meeting would be held on Tuesday, March 17th, 2020, at 7:00 p.m. Sharon Walker, Green Commission Chair, reported she continues



Smoke Alarms & Carbon Monoxide Detectors



The Park Forest Fire Department is offering FREE smoke detectors and FREE Carbon Monoxide detectors to any Park Forest resident. To get a FREE detector, call the station at 708-481-4549 and set up an appointment. They will come to your home and install them and help you create a fire safety plan.

Smoke detectors are only good for about 10 years. The Fire Department will install a 10-year detector in your unit, and you will not have to replace a battery again.

Carbon Monoxide detectors last about 7 years and should be located near the bedrooms. The Fire Department will come out and install a brand new detector for FREE!

If you are interested, call soon, as there is a limited supply! The detectors are being supplied through a grant that was obtained by the Fire Department.



Family Mardi Gras



The Knights of Columbus Nina Council 3602 Ladies Auxiliary presents Family Mardi Gras on Sunday, February 23rd, 2020, from 1:00 p.m. to 4:00 p.m. The event will take place in the gym at St. Irenaeus Church, 78 Cherry Street, Park Forest. There will be a buffet lunch at 1:00 p.m. followed by entertainment by Quentin Flagg, a 50/50 raffle, dance contest, costume contest, and much more! Tickets are \$25.00 for adults and \$10.00 for children. This event is BYOB, beer and wine only. Call Linda at (708) 747-0105 or Diane at (708) 363-4082, to purchase tickets. No tickets will be sold at the door. Come

Park Forest Cooperative IV Area E
February, 2020

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

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



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



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



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