



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

July, 2017

Happy 4th of July!!

AREA E BOARD OF DIRECTORS

Doyle Sims, CCD, President
Membership Chair

Joe Smith, CCD, Vice-President
Finance Commission Co-Chair

Ken Price, Secretary
Planning Commission Co-Chair

Craig Williams, CCD, Treasurer
Finance Commission Co-Chair

Barbara Jackson, CCD, Director-at-Large

Joel Ramirez, CCD, Director-at-Large

Celebrate the 4th of July right here in Park Forest! At 6:00 p.m. the July 4th Parade will begin at Main Street and Orchard. It continues to Westwood, then Lakewood, ending just past Central Park. The festivities will continue at 7:00 p.m. with a free concert on the main stage on the Village Green (Main St. & Cunningham Dr.). BBI will perform classics from Motown, R&B, Rock and Roll, and even current dance hits. The evening finishes with fireworks that will begin at 9:15 p.m. in Central Park.

There will be NO meetings in the month of July



Office Closing



Due to the 4th of July holiday, the Cooperative Office will be closed on Tuesday, July 4th, 2017. We will re-open on Wednesday, July 5th, 2017, at 11:00 a.m. If you have a maintenance



AmeriCorps



In 2016, the Village of Park Forest took part in the AmeriCorps National Civilian Community Corps Program. This is a federal program that engages 18 to 24-year olds in team based community service projects needed in our Village. The AmeriCorps team comes from all parts of the United States. The Village of Park Forest is taking part in the program again this year and Area E is happy to be housing some of the volunteers from the middle of July through the end of August. If you see some of these



Television Disposal



The Cooperative is experiencing an increase in television sets being set out for garbage. Star Disposal cannot legally pick up television sets unless there is a scheduled pick up and a fee is paid by the Shareholder. Their scheduling fee is \$25.00 plus an additional \$25.00 pick-up fee. A M Greentek in South Chicago Heights, (773) 787-5719, will pick up television sets outside of a unit for \$0.35/lb. The Village of Park Forest is sponsoring a "Growing Green Recycle Fest" on July 15th, 2017. Please see the enclosed insert. Please understand that the Cooperative will not continue to pick up television sets as it is a liability for the Cooperative in addition to being the Shareholder's responsibility. If a television set is set out in a court, a Complaint Form is not received against the offending Shareholder, and the Cooperative would have to pick up the television set and dispose of it, then in reality all of the Shareholders are paying for it because it



Maintenance Staff

Please join us in welcoming Jeffery Bryson to our Maintenance Staff! He began his employment with the Cooperative on June 20th, 2017. Jeffery has experience in many different areas of



2017 Main Street Nights Downtown Park Forest



The July schedule for Main Street Nights is as follows:

Wednesday, July 12th

- Terrance Simien's Creole For Kidz!
- Terrance Simien & The Zydeco Experience

Wednesday, July 19th

- Touch a Truck!
- Spotlight on Park Forest
- Southland Jazz Ensemble with Ava Logan and Saalik Ziyad

Wednesday, July 26th

- Ken Schultz - "The Flyin' Fool"
- Generation



Reminders



Please be careful and mindful of your neighbor's and other private property and gardens when walking your pets. The *House, Grounds, and Member Relations Manual*, states on Page 23 that Members must be in compliance with Village Ordinances in regard to pets. This includes allowing your dogs and/or cats to run loose. These are ticketable offenses! Failure to abide by the rules of the Cooperative or the Village of Park Forest may result in fines.

Also, please remember to review your *House, Grounds and Member Relations Manual* with any other ques-



Flower Reimbursement



The Cooperative will again reimburse Members for their purchase of flowers. You will be reimbursed half of your purchase price up to \$25.00. Those looking for reimbursement must bring their itemized receipts into the Office. Flowers and bushes are the items eligible for this reimbursement. Receipts will be



Grub Control



Supreme Landscape will be applying a dry application of grub control throughout the entire property, including Member lawns, beginning on Monday, July 17th, 2017, and continue until completed, weather permitting. This application is free of charge and included in the 2017 Budget for the entire property. The product to be used requires to be watered in so weather may be a factor.

Going Out of Town???

If you are going out of town, please notify the Office at (708) 748-9005 with the dates that you will be gone. This will assist the Office and Maintenance Staffs if there are any emergencies or court projects that may be



Marketing Report—Available Units



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

2 Bedroom Interior	2 Bedroom End	3 Bedroom End
E-1 \$16,400	E-4 \$18,400	E-1 \$25,900
E-5 \$18,000	E-10 \$19,500	E-3 \$25,400
E-5 \$20,000	E-10 \$22,400	E-6 \$23,000
E-14 \$14,900		E-10 \$17,400
	3 Bedroom DU/SD	E-12 \$24,000
	\$30,000	
	\$33,400	

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 June Board Meeting

The June meeting of the Board of Directors was held on Wednesday, June 28th, 2017. All Board Members were in attendance. There were five Shareholders in attendance. The Executive Session and General Session Minutes from the May 31st, 2017, Board Meeting were approved. Shareholder comments included thanking the Office Staff and Maintenance Staff for their hard work, how good the grounds look, Cooperative-owned units, television disposal, power washing the rear porches, maintenance work order follow-up, watering flowers and contractor work areas, paint bleeding down buildings, downspout extensions, tree trimming and planting trees, seasonal help, awnings, and re-instatement of the Member Satisfaction Commission. Tim Sepper, Maintenance Supervisor, reported Gutters Cleaned Cheap completed the spring gutter cleaning project, the second fertilizer application will begin the week of July 10th, the grub control treatment will begin the week of July 17th, All-Pro Paving is

tentatively scheduled to begin the Court E-14 parking lot replacement the week of July 24th, five air conditioners were replaced by Climate Control, basement waterproofing injections continue, there was not a carpenter ant problem, a summer grounds helper was hired, and Jeffery Bryson was hired as the Cooperative's new Maintenance Worker. Television disposal was discussed and the need to stop Shareholders from setting televisions out in the Courts as Star Disposal cannot legally pick up television sets. Doyle Sims, President, Craig Williams, Treasurer, and Sandy Isaac, Property Manager, each gave a report from their attendance at the MAHC Conference. Sandy Isaac, Property Manager, reported there were 15 units on the market with three contracts and four Cooperative-owned units, read a thank you letter from Tall Grass Arts Association for the donation in memory of Jill Stanley, displayed pictures of the fire at Star Disposal behind the Maintenance Shop, announced the Agreement with the

Village of Park Forest was completed for the AmeriCorps team to be housed in the Cooperative from July 14th through August 31st, and the Board is discussing re-instating the Member Satisfaction Commission and the possibility of a new Commission. Craig Williams, Treasurer, reported the Cooperative is financially sound, invited Shareholders to attend the Budget Meeting in October, and thanked the Office and Maintenance Staff for their continued hard work. The Yard Beautification Award Nomination Forms were distributed in the June Management Update, have a deadline of July 31st for submission, and the winners will be announced in the September Management Update. Ken Price, Planning Commission Co-Chair, reported they walked the property in the late evening to determine the placement of the new lights for the lighting project. There will be four new lights installed in the fall. It was noted that the Maintenance Department is installing the lights at a significant savings to the Cooperative. The proposed revisions to the By-Laws



Area E Cooperative Picnic Save the Date!



The 6th Annual Cooperative Picnic will be hosted by the Board of Directors on Sunday, August 20th, 2017, from 1-4 p.m. This picnic is for all Area E Members. The theme of the Picnic again this year will be "Back to School". Kindergarten - 8th Grade aged children will be eligible to sign up and receive materials for school. In order to plan accordingly, you must RSVP to the Cooperative Office at (708) 748-9005 and sign up. Only children of Area E Members are eligible. Join us for this fun event to meet more Members of our Cooperative



Beautification Awards



The Board of Directors would again like our Shareholders to be involved in the nominating process for the annual Beautification Awards. Please take time to walk through our lovely property and nominate yards you believe deserve to win an award. There can be 60 winners! Pictures will be taken of the nominated yards as the nominations are received in the Office, and the Board of Directors will then determine the winners. Please submit your nominations to the Management Office no later than Monday, July 31st, 2017. GUIDELINES: Nominations will include the front, rear, and sides of all units, judging only what can be seen from the sidewalk, public street, common areas, or parking lots. We will be looking for overall neatness showing that time, care, and effort, but not necessarily money, have been spent. All winners must be in good standing as a Shareholder of the Cooperative.

Park Forest Cooperative IV Area E
July, 2017

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

Tim Sepper, Maintenance Supervisor

Luis Hernandez, Maintenance Staff

Jeffery Bryson, Maintenance Staff

Josh Loya, 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 meet your needs.

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. Members can request a copy of the Board Meeting Agenda beginning on Monday of the week of the Board Meeting. All Board Meetings are recorded.



With Sympathy



We regret to inform you that Area E has lost two wonderful Shareholders. Please keep the families of Gayle Gavin and Charles Varner in your thoughts and prayers.

Grounds Warning Tickets

Please remember, only one grounds warning ticket is issued to a unit in a calendar year. For example, if you received a warning ticket in May for weeds and in August it is noted that your grass needs to be cut, no warning ticket will be issued. The grass will be cut and the appropriate fee will be assessed. Grass may not ex-



Congratulations!

Please join us in congratulating our Sales/Bookkeeper, Katie Paraday, on her recent wedding! Katie married Clint Paraday Saturday, June 17th, 2017! Many staff Members



Fireworks



Fireworks of any type are strictly forbidden in Park Forest Cooperative IV Area E. They are not only illegal in the Village of Park Forest, but also illegal in the State of Illinois. Violators will receive a Cooperative fine and the Police Department will be notified. Please keep this in mind over the holiday week.