



# MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

June, 2017



## Beautification Awards



The Board of Directors would again like our Shareholders to be involved in the nominating process for the annual Beautification Awards. The nomination form is enclosed to help you along your way! 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

### 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

### IMPORTANT DATES

- June 28th -- Board Meeting @ 7:00 p.m.

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



## Supreme Landscape



Supreme Landscape will now be mowing common area grass on Fridays. If you signed up to have Supreme mow the grass for your individual unit, this will also take place on Fridays.

## 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.



## Grounds



Spring has sprung and with the new season comes yard work. The Grounds Department offers services of trimming bushes, weeding of flower beds, window well cleaning, etc., for \$15.00 per hour. If Members are in need, call the Office and put in a work order. Please remember that if this grounds work is not completed, you may receive a warning and/or a fine if the work needs to be completed by the Cooperative. There is only one grounds warning given out for grounds violations in a calen-



## Alarm Permit



Do you have a security alarm in your home? If so, the Village of Park Forest has an ordinance requiring you to obtain an annual permit. Permits for the 2017-2018 year are due to the Village by July 1st, 2017. A copy of the permit is due to the Cooperative Office by August 1st, 2017. A Service and Processing Fee will be assessed August 1st, exclusive of other fees, for any security alarm that is not properly registered with the Cooperative yearly. An additional fee will be added each month that the alarm is not registered. Please notify the Cooperative Office if you no longer have your alarm. If you have questions regarding the



## Area E Cooperative Picnic Save the Date!



The 6th Annual Cooperative Picnic will be hosted 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. Further details and information will be forthcoming. Please keep your calendar open for this fun



## Aqua Center



The Park Forest Aqua Center opens for the season June 3rd! Become a member to enjoy unlimited access all summer long! Membership is \$67.00 if purchased before opening day. After June 2nd, membership is \$77.00. If you can't swim, the superb Park Forest Aqua Center lifeguards can help! Ask about the popular swim lesson courses. Visit [villageofparkforest.com/AquaCenter](http://villageofparkforest.com/AquaCenter) or call Recreation and



## Suspicious Activity



As in the past, theft from rear porches and vehicles is more common in the summer months. Please pay special attention and, if you notice anything suspicious, please

## 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



### 2 Bedroom Interior

E-1     \$16,400  
E-5     \$18,000  
E-5     \$20,000  
E-14    \$14,900

### 2 Bedroom End

E-4     \$18,400  
E-10    \$22,400

### 3 Bedroom End

E-3     \$25,400  
E-6     \$23,000  
E-10    \$20,400



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

# WELCOME!

**Estefana Davila**  
**Letitia Frazier**  
**Erna Ward**  
**Margaret Blackman**  
**Virginia Thompson**  
**Nicole McCullough**  
**John Morris**

### 2 Bedroom DU/SD

\$25,400

### 3 Bedroom DU/SD

\$30,000

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

The May Meeting of the Board of Directors was held on Wednesday, May 31st, 2017. All Board Members were in attendance. There were four Shareholders in attendance. The Executive Session and General Session Minutes from the March 22nd, 2017, Board Meeting were approved. Shareholder comments included dogs not on leashes, a court light not working, vent cleaning, membership survey, carpenter ants, and gutter cleaning. Seven new Shareholders were approved for Membership. Tim Sepper, Maintenance Supervisor, reported that the quarterly furnace filter replacement project had been completed, Maintenance has been assisting the Village for water turn off/turn on for the water main replacement project on Fir Street, Josh Loya attended an Urban Forestry Class through the Village of Park Forest and Morton Arboretum, the new lawn mower and garage door openers for the Maintenance Shop were purchased, basement waterproofing injections continue as needed, CMW Floors will now provide floor sanding for the Cooperative, Gutters Cleaned Cheap will be cleaning gutters, Supreme Landscape

will now mow lawns and common areas on Fridays as opposed to Mondays, and candidates for the Maintenance Worker position will be interviewed. The Board approved a proposal from Supreme Landscape to provide a fall clean-up of the entire property and grub control treatment. A decision was made to remain a six-member Board until the 2018 Annual Meeting. Sandy Isaac, Property Manager, reported there were 12 units on the market with two upcoming contracts and four Cooperative-owned units, displayed the CCD and CCM Certificates received at the recent MAHC Conference, a donation was made in memory of Jill Stanley to Tall Grass Arts Association, DCI Insurance also made a donation in memory of Jill Stanley, and Luis Hernandez had a 4.0 grade point average for his fall semester of electrical school. President Doyle Sims stated he attended the MAHC Conference, reports from the Conference will be given at the June Board Meeting, and the Cooperative will have a Reserve Study completed which will assist with strategic and long-range planning. Craig Williams, Treasurer, stated he

appreciated the opportunity to attend the MAHC Conference to become a Certified Cooperative Director along with learning more about cooperative housing and how well off Area E Cooperative is compared to other cooperative areas around the country. Mr. Williams thanked Tim Sepper and Sandy Isaac for their hard work and dedication to the Cooperative. The Yard Beautification Award Nomination Forms will be included in the June Management Update with a deadline of July 31st to submit the Nomination Forms to the Management Office. The winners will be announced in the September Management Update, and the yardstakes displayed from September through November. Ken Price, Planning Commission Co-Chair, reported that Joel Ramirez, Planning Commission Co-Chair, Tim Sepper, and he will be walking the property at night in the next couple of weeks to determine the placement for the 2017 Lighting Project along with how many more lights are needed for the long-range Lighting Project. The petition from the Cooperative to the Village of Park Forest for permanent parking on Forest Boulevard is being reviewed. If allowed,



## 2017 Main Street Nights

### Downtown Park Forest



Grab a blanket and position yourself in the Park Forest Downtown Village Green (Cunningham and Main Streets) for eight FREE nights of entertainment, rain or shine! Vendors will be on hand selling food and drinks! The evening starts at 6:30 p.m with an opening act followed by the showcased entertainment. In case of rain, performances will be moved to Dining on the Green, 349 Main Street. The kick-off to Main Street Nights will occur on Wednesday, June 14th, 2017. There will be a special Resident Appreciation Celebration prior to the first act. Beginning the night, Sky Squad will perform dazzling acrobatic flips and twists off mini trampolines mixed with comedy antics, mid air passes and dynamic slam dunks. Following Sky Squad, SEMPLE will perform. Fronted by Keith Semple from "The Voice", you will be treated to a great time with styles ranging from 70's rock to modern pop songs and everything in between. For



## Yard Work



If you are willing to perform yard work for other Members, please contact the Cooperative Office. We will put together a list of names and numbers. If you need assistance with yard work, you may contact the Cooperative for the list of those willing to help.

**Park Forest Cooperative IV Area E**  
**June, 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 Stege**, Sales/Bookkeeper

**Tim Sepper**, Maintenance Supervisor

**Luis Hernandez**, Maintenance Staff

**Josh Loya**, Groundskeeper

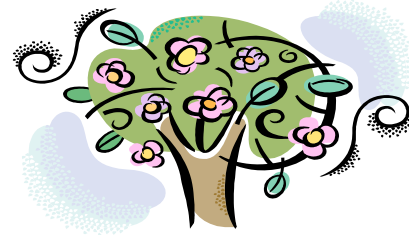
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**Mission Statement**

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](http://www.parkforestcooperative.org)**



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**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 a wonderful Shareholder. Please keep the family of Ruth Jayne Williamson in your thoughts and prayers.

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**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 exceed 4 inches in length.

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**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-

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**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 beautiful