



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

June, 2019



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 Wednesday, July 31st, 2019. 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. Please look for overall neatness showing that time, care, and planting effort, but not necessarily money, have been spent. All winners must

AREA E BOARD OF DIRECTORS

Joe Smith, CCD, President

Ken Price, Vice-President
Planning Commission Co-Chair

Barbara Jackson, CCD, Secretary
Member Satisfaction Commission Chair

Sharon Walker, Treasurer
Finance Commission Chair
Green Commission Chair

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

Barb Varner, Director-at-Large
Membership Chair

IMPORTANT DATES

- June 26th -- Board Meeting @ 7:00 p.m.

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



Carpeting



Please be advised that if you are planning to put carpeting in your unit, you must submit a Member Improvement Form to the Office.



Maintenance Employees



Our Maintenance Staff does a great deal of work making sure the 404 units in our Cooperative Area are maintained. Please understand that if you see one of the guys on the property, or even at your unit conducting a work order, they are focusing on their work. The Maintenance Staff cannot always stop to talk because they



Garbage Pick Up



Remember, while bulk items and/or excess garbage may be placed out for pick up twice a week, Tuesdays and Fridays, they must be put in the appropriate place or else Star Disposal will not pick them up. Failure to place garbage in the correct areas may result in Star Disposal leaving your garbage where you placed it, and the Cooperative picking it up. If this happens, you will receive a ticket for placing garbage out in the incorrect area in addition to the dump fee. Please also remember, garbage may not be set out prior to the evening be-



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 2019-2020 year are due to the Village by July 1st, 2019. A copy of the permit is due to the Cooperative Office by August 1st, 2019. 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



Rule Reminders



Safety of our Shareholders and guests is of our utmost concern. Children playing in and around the cars and bike riding in the court parking lots are areas of concern. Please remind children about Cooperative rules for their safety. Remember, children are NEVER allowed to play in the court entrances or parking lots. Ball playing is also not allowed in the Cooperative. Make sure to keep watch over your children



National Night Out



National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer. This year the event will be held on Tuesday, August 6th, 2019. At the heart of National Night Out is community led block parties and get-togethers with police support. This would be a great time to get together with your neighbors and have court/street parties. There will be police officers specially assigned to visit court/street parties they are aware of and interact with residents. This is the perfect opportunity to get to know your neighbors and members of the Park Forest Police force. Please let the Office know if your court/street is planning a get-



Rich East Booster Club

The Rich East Booster Club works with businesses in the area to provide scholarships to a few high school graduates from Rich East High School. Park Forest Cooperative IV Area E donated to the scholarship this year. One of the scholarship recipients stopped by the May Board Meeting to say thank you to the Cooperative for donating to the scholarship fund. Leah Pearl Smith has been awarded one



Recycling



Remember, recycling is picked up once a week on Thursdays. All Members were provided a recycle bin when they moved in. Items that are accepted for recycling are aluminum, tin, metal cans, plastic bottles and containers, glass bottles and jars, cartons, file folders, office paper, envelopes, glossy paper, magazines, flattened cardboard boxes, cereal, tissue and frozen food boxes, newspapers, catalogs, phone books, and paper bags. Make sure to contain the items in the bin and bring in your recycle bin once it is picked up. When they are left out, they make the property look less appealing and they can blow around and damage property and



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-2	\$14,400	E-2	\$25,400	E-3	\$24,400
E-8	\$15,400	E-13	\$25,900	E-7	\$28,400
E-14	\$12,400			E-10	\$26,400
				E-11	\$22,400
				E-12	\$17,000
				E-13	\$25,400
3 Bedroom DU/SD				2 Bedroom DU/CT	
	\$25,000			E-8	\$28,500
	\$28,400				

WELCOME!

Milly Juarez

Alfio & Tiffany Sciacca

Katie Reutter

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



Highlights From The May Board Meeting

The May Meeting of the Board of Directors was held on Wednesday, May 22nd, 2019. All Board Members were in attendance. There were two Shareholders in attendance. The Board of Directors welcomed Leah Smith, a graduate of Rich East High School, who was present to thank the Board of Directors for their contribution to the Rich East Booster Club Scholarship Fund of which she was one of the recipients of a scholarship. The Executive Session and General Session Minutes of the March 20th, 2019, Board Meeting were approved. Shareholder comments included appreciation for the Maintenance Supervisor and discussion included the amount of rain that has fallen and problems associated with the amount of water, i.e., common areas are saturated, planting water-loving trees but not to block the new lighting, more swails, etc. There were three new Shareholders approved for Membership. Luis Hernandez, Maintenance Supervisor, reported water issues have resulted in rodding window wells and pumping out water, Family Waterproofing Solutions will be inspecting basement problems, many work orders are being generated from Dwelling Unit Safety Inspections for preventative measures although there may be fines as-

essed for neglect, back-dated work orders are being completed, roof leaks are being addressed as necessary, move-out work orders are being completed, grounds tickets are being written with some arguments from Shareholders even though the rules have been agreed upon by Shareholders as they moved into the Cooperative, and dirt and mulch deliveries are completed for the season. Board Member Sharon Walker discussed United Airlines Mileage Plus, CCD training, cost-share for interior doors, improvement forms for carpeting, sidewalk replacement, updating flower beds, cleaning fire lanes, the annual Board Walk, reimbursement from Board Members for Conferences attended and not fulfilling their term, and window seals. The Board made a decision that carpeting will now require an Improvement Form for floor inspection. Sandy Isaac, Property Manger, reported there were 13 units on the market with one contract and one cooperative-owned unit that has a buyer, the Cooperative continues in contact with the Village on the AmeriCorps housing for 2019, a thank you card was received from the Non-Partisan Committee of Park Forest for hosting the Candidate's Forum, an advertisement for the Cooperative was placed in the Tall Grass

Beaux Arts Ball Program booklet, and a letter was sent to Park Forest Police Chief Chris Mannino asking for more police presence in Area E Cooperative after discussion at a previous Board Meeting. Joe Smith, President, stated he is looking forward to the warmer weather and thanked the Board Members for their time and hard work. Sharon Walker, Treasurer, reported the 2018 Audit was complete with a copy provided to NCB and Old Plank Trail Bank, the 2018 State and Federal Tax Returns were mailed, money has been transferred from the Management Operating Account to the MaxSafe Account at Old Plank Trail Bank and to National Financial Bank to open a CD for FDIC insurance regulations, and the 2018 First Installment of Real Estate Taxes were paid in the total amount of \$277,051.66 for the five parcels. Ken Price, Planning Commission Co-Chair, reported that a time line for cement work, etc., will be looked into, and the Reserve Study and Exterior Project spreadsheet will be utilized to work on a five-year plan. Barbara Jackson, Member Satisfaction Commission Chair, stated her hope that Court Parties will take place in conjunction with National Night Out on August 6th, and the next Commission Meeting is scheduled for July 16th. Sharon Walker, Green Commis-



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 \$35.00 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

Handyman service fees are now \$35.00/hour and \$50.00/hour



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

Farmer's Market

The 55th annual Park Forest Farmer's Market sponsored by the Village of Park Forest is now open! The Market is open every Saturday through October, from 7:00 a.m. to 12 p.m., for shopping, food, and entertainment. The Park Forest Farmer's Market is located at 152 Main Street. This is the lot directly across from the Victory Center next door to Dollar General. Come to the Main Street Market to meet friends, chat, browse, and shop!

Park Forest Cooperative IV Area E
June, 2019

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

Luis Hernandez, Maintenance Supervisor

Juan Vega, Maintenance Staff

Eric Lewis, Maintenance/Groundskeeper

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 request a copy of the Board Meeting Agenda the Tuesday prior to the Board Meeting. All Board Meetings are recorded.



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



A Helpful Hint from the Maintenance Supervisor



To help avoid water damage to your bathroom floor and kitchen ceiling, please point your shower-head into the bathtub. The bathroom floor should be dried after the shower or bathtub is 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 strongly advised. If there is water damage to your kitchen ceiling that comes from water on the bathroom floor, fees may be assessed if repair work is necessary. Thank you!

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 sagging of a ceiling, please call the Office as this may be the sign of a leak. Thank you for your cooperation!!

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 place to live, please make sure to abide by the rules. Thank you for your cooperation!