



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

March, 2019

ANNUAL MEETING -- 4/24/19

AREA E BOARD OF DIRECTORS

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



Area E Cooperative will hold their Annual Meeting at Trinity Lutheran Church on Wednesday, April 24th, at 7:00 p.m. The purpose of the meeting will be to elect two Members to the Board of Directors. Both positions will hold a three-year term. If you are interested in becoming a Board Member, please submit a one page Letter of Intent to Park Forest Cooperative IV Area E, Attention - Barb Varner, Secretary. The deadline for the Letters of Intent is March 29th, 2019.



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

IMPORTANT DATES

- March 12th -- Member Satisfaction Commission Meeting @ 7 p.m.
- March 18th -- Planning Commission Meeting @ 7 p.m.
- March 20th -- Board Meeting @ 7 p.m.

ALL MEETINGS ARE HELD IN THE COOPERATIVE OFFICE.



Candidates' Forum — March 17th, 2019



Each election year, depending on the seats expiring with local government officials, the Cooperatives collectively sponsor a Candidates' Forum. This event allows residents of Park Forest the opportunity to meet and ask questions to the candidates running for local office. It is strongly encouraged that you stop by the Forum, watch the debates on Channel 4, research the candidates and their voting records even at the Township level and vote. This year three candidates are running for Mayor of Park Forest. For Village Trustee there are three candidates running for three open seats and for Library Trustee there are two candidates running for three open seats. If you are not registered to vote, please register to do so and exercise your right! The Candidates' Forum sponsored by the Cooperatives will take place on Sunday,



Safety



For your safety and the safety of others in your building, please do not hang clothes or any other items on the plumbing, electrical, or gas lines in the basement. While it may look like the perfect place to hang something, the possible repercussions outweigh the convenience. There is a possibility for a fire or gas leak by hanging items on these lines. Remember that the things you do in your unit could affect many others because you are in a building with other units. If you have any questions, please feel free to contact



Annual Pet Registration

Don't forget, all dogs and cats must be properly inoculated and licensed in accordance with the Village of Park Forest Pet Ordinances by April 30th. A copy of the receipt for licensure of all pets must be provided annually to the Cooperative Office by May 31st. Failure to provide registration to the Office will result in a fine of \$25.00 per pet per month. All pet licenses **MUST** be in the Member's name. Please notify the



Pet Policy



If a Member acquires a pet of any kind, the Management Office must be contacted immediately or you may



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. Failure to abide by the rules of the Cooperative and the Village of Park Forest may result in fines. The rules include, but are not limited to, cleaning up after your pet right away, letting dogs run free without a leash, and being unattended.

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



Village Vehicle Sticker Renewal



Park Forest vehicle stickers for the 2019-2020 year go on sale March 1st. Vehicle stickers must be displayed prior to May 1st on every vehicle that is registered with the State of Illinois with a Park Forest address, even if that vehicle is not located in Park Forest. Vehicles driven in Park Forest without a current vehicle sticker are subject to citations until a sticker is purchased and displayed. The stickers can be purchased at Village Hall. The cost to purchase a vehicle sticker is \$50.00 before May 1st. A late fee will be assessed to vehicle sticker purchases made on or after May 1st. For more information, visit



Lenten Fish Fry Fridays



Through the Lenten season the Knights of Columbus will be sponsoring Fish Fry Fridays in the Parish Gym at St. Iraneaus Church located at 78 Cherry in Park Forest. The Fish Fry begins on March 8th, 2019, and takes place every Friday through April 12th, 2019, from 5:00 p.m. to 7:00 p.m. The cost is \$9.00 per meal. Take advantage of the fish fry while it lasts!!! This is a great opportunity to meet others



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

Marketing Report—Available Units

2 Bedroom Interior

E-5 \$15,400
E-11 \$12,000

2 Bedroom End

E-2 \$25,400
E-13 \$28,900

2 Bedroom DU/CT

E-6 \$21,400

3 Bedroom DU/SD

\$28,400
\$28,400

3 Bedroom End

E-7 \$28,400
E-11 \$22,400
E-12 \$17,000
E-13 \$25,400



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

Highlights From The February Board Meeting

Page 3

The February meeting of the Board of Directors was held on Wednesday, February 27th, 2019. All Board Members were in attendance. There were five Shareholders in attendance. The Executive Session and General Session Minutes of the January 23rd, 2019, Board Meeting were approved. Shareholder comments included water in the basement, the proposed insulation project, and safety in the Cooperative with the changing times and an incident that took place across Forest Boulevard. There were three new Shareholders approved for Membership. Luis Hernandez, Maintenance Supervisor, reported move-out units have been completed, roof leaks have been repaired with more in process, frozen pipes were thawed and burst pipes repaired during the extreme cold weather, back-dated work orders continue to be completed, furnace filters have been replaced, lists are being prepared for upcoming projects for the year, Family Waterproofing has inspected units for future repairs, the need for shower habit usage to improve to alleviate water leaking into the kitchen from the bathroom, work cannot be completed during ice-rain until the precipitation stops, and the need for lint, debris, and clutter to

be kept away from the furnace to avoid problems. Comments were made to continue to put informational tips in the Management Update on what Shareholders can do to help alleviate problems and additional work which may end in fees assessed for neglect. The Philadelphia Insurance Policy Proposal for the Property, General Liability, Automobile Liability, Crime, Cyber Security Liability, Directors & Officers Liability, and the Umbrella Policy was approved for 2019. A reminder was stated that the March Board Meeting will be held one week earlier than usual, on March 20th, 2019, due to a scheduling conflict. Sandy Isaac, Property Manager, reported there were 10 units on the market and one Cooperative-owned unit, the 2018 Workers' Comp Audit was completed, the 2018 Audit is in process, the Schedule of Real Estate Taxes and Interest was mailed to the Shareholders, the recorded copy of the ComEd Easement was received, a donation was made to the National Fire Safety Council on behalf of the Cooperative for fire safety material for children, information is posted in the Office as a reminder to purchase vehicle stickers and animal tags through the Village of Park Forest prior to the deadlines,

and the Candidates' Forum sponsored by the Cooperatives will be held on Sunday, March 17th, 2019, at Village Hall from 1:00-4:00 p.m. Joe Smith, President, asked that you thank people that helped others with snow removal and reiterated that there are two Board positions up for election and Letters of Intent are to be submitted to the Office by March 29th, 2019. Sharon Walker, Treasurer, did not have a report. President Joe Smith stated small plants are coming through the mulch and waiting for the warm weather. Please help make Area E Cooperative a beautiful place to live in 2019. Ken Price, Planning Commission Co-Chair reported the next Planning Commission Meeting is scheduled for Monday, March 18th, 2019, at 7:00 p.m. in the Boardroom. Barbara Jackson, Member Satisfaction Commission Chair, stated they are researching larger tents for the court parties, and the next Commission Meeting is scheduled for Tuesday, March 12th, 2019, at 7:00 p.m. The Insulation Project survey results were 139 responses, 87 responses in favor of the project, 52 responses not in favor of the project. Some concerns and questions were raised about the project, and, after discussion, a decision was made to ask the contractor to



Yard Waste



Star Disposal will begin yard waste pick up on April 2nd, 2019, and continue every garbage day through November 30th, 2019. If you have yard waste, make sure you use the appropriate bags and place them by the curb no earlier than the evening before regular garbage pick up. Bags and stickers will



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



Daylight Savings Time



Please remember to move your clocks one hour ahead on Sunday, March 10th. The change in time means an upcoming change in Cooperative Office hours. Beginning Wednesday, April 3rd, and each Wednesday through October 30th, the hours of operation will be 11:00 a.m. - 7:00 p.m. The hours of opera-



For Sale



A Cooperative Member has a large bird cage, cover, bird seeds, and accessories for sale for \$50.00 or best offer. If you are interested in these items, please call (708) 224-3795.

**Park Forest Cooperative IV Area E
March, 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

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



With Sympathy



We regret to inform you that Area E has lost another wonderful Shareholder. Please keep the family of Beverly Gibson 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



Upkeep of Grounds



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

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 warn-



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