



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

March, 2020

ANNUAL MEETING -- 4/15/20

AREA E BOARD OF DIRECTORS

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



Area E Cooperative will hold their Annual Meeting at Faith United Protestant Church, 10 Hemlock Street, on Wednesday, April 15th, 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 - Barbara Jackson, Secretary. The deadline for the Letters of Intent is March 27th,



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 6th, 2020. 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

IMPORTANT DATES

- March 17th -- Member Satisfaction Commission Meeting @ 7 p.m.
- March 25th -- Board Meeting @ 7 p.m.

ALL MEETINGS ARE HELD IN THE COOPERATIVE OFFICE.



Census 2020



Once a decade, America comes together to participate in the CENSUS, a count of every resident in the United States. The CENSUS count provides the basis for reapportioning congressional seats, redistricting, and distributing more than \$675 billion dollars in federal funds annually to support states, counties, and communities' vital programs—impacting housing, education, transportation, employment, healthcare, and public policy. The 2020 Census is critical to Park Forest and affects the voice of residents in government, how much funding Park Forest receives, and how Park Forest plans for the future. You will receive a card in the mail from the United States Census Bureau to inform you how to complete the Census online. There will be a date that Members are able to come the Cooperative Office to complete the Census with the help of a Census taker. You will be notified once that date is scheduled. Completing the Census is one of the most helpful

National Night Out 2020

The key to safe neighborhoods is neighbors who know each other and look out for each other, and National Night Out is a night set aside for neighbors to do just that—spend time together, get to know each other, make a statement standing up to crime, all with support from their police department. This year, National Night Out is Tuesday, August 4th, 2020. 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 plan a party and get to know your



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 2020-2021 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. Irenaeus Church located at 78 Cherry in Park Forest. The first Fish Fry was held on February 28th, 2020, and will take place every Friday through April 3rd, 2020, from 5:00 p.m. to 7:00 p.m. The cost for all you can eat fish is \$9.00 per meal. Take advantage of the fish fry while it lasts!!! This is a



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-1 \$16,000
E-6 \$16,400

2 Bedroom End

E-2 \$22,000

2 Bedroom DU/CT

E-8 \$25,000

3 Bedroom End

E-10 \$24,400
E-11 \$22,400



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

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The February meeting of the Board of Directors was held on Wednesday, February 26th, 2020. All Board Members were in attendance. There were five Shareholders in attendance. The Executive Session and General Session Minutes of the January 22nd, 2020, Board Meeting were approved. Shareholder comments included thanking the Maintenance Department for clearing snow from the Western Avenue sidewalk. Luis Hernandez, Maintenance Supervisor, reported one Cooperative-owned unit is completed and one being worked on, the front door capping project is in progress, Village water main issues have been resolved, the quarterly furnace filter program is in progress which is helpful in finding hot water heaters that need replacement, basement water issues have been resolved by Maintenance and Family Waterproofing, ceilings have been re-secured and patched, current and back-dated work orders are being completed as well as emergency work orders, and the Maintenance Department thanks the Shareholders who have taken the time to call the Office to appreciate their work. A few large potholes on Village Streets were discussed. It was noted that the grub control has helped

with the opossum, skunk, and raccoon problems. The Board voted to donate \$500.00 to the Rich East Booster Club Scholarship Fund for athletic and activity involvement. The Insurance Proposal from Philadelphia Insurance with the \$10,000.00 wind/hail damage deductible was approved for 2020-2021. A cost-share program for Bathroom Vents was discussed, and a decision made to discuss the program further with the Planning Commission and during the 2021 Budget process. Sandy Isaac, Property Manager, reported there were five units on the market and two Cooperative-owned units, the 2020 Annual Meeting is scheduled for April 15th at Faith Church in Park Forest, the Schedule of Real Estate Taxes and Interest for 2019 was mailed to the Shareholders, vehicle stickers are on sale at the Village and must be displayed by April 30th, National Night Out will be August 4th and we hope for involvement by the Shareholders, the 2020 Census information will be mailed soon, and the Cooperative Office will sponsor a day that Shareholders can reply on-line at the Office, if needed, with the assistance of a Census representative. President Joe Smith stated the importance of the Cen-

sus for the money the Village will receive and submitting a Letter of Intent will put your name on the Ballot for the Annual Meeting that will be held on April 15th to elect two Board of Directors, each for a three-year term. Sharon Walker, Treasurer, reported the 2019 1st Installment Real Estate Tax Bills were received and would be paid in the total amount of \$270,810.22, the \$250,000.00 CD with JP Morgan Chase Bank was redeemed by the Bank and a new CD opened up with Morgan Stanley Bank, the Cooperative earned \$1,323.00 in interest on this CD which is being held in a money market account, the 2019 Audit is in progress, and the Audit fieldwork was completed on February 25th. It was noted the fieldwork was rescheduled due to the weather. Ken Price, Planning Commission Co-Chair, reported they held a Commission Meeting on February 24th, a bid was received for water detention, and a quote was received to replace the slide at the park. Barbara Jackson, Member Satisfaction Commission Chair, reported the next meeting will be held on March 17th, 2020, at 7:00 p.m. Secretary Barbara Jackson asked for additional ideas for access to the Board Meetings for the physically disabled other than a chair lift. It was noted that, if a



Yard Waste



Star Disposal will begin yard waste pick up on April 3rd, 2020, and continue every garbage day through November 27th, 2020. 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 8th. The change in time means an upcoming change in Cooperative Office hours. Beginning Wednesday, April 1st, and each Wednesday through October 28th, the hours of operation will be 11:00 a.m. - 7:00 p.m. The hours of operation on Monday, Tuesday, Thursday, and Friday will remain 9:00 a.m. - 5:00 p.m.

**Park Forest Cooperative IV Area E
March, 2020**

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

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



With Sympathy



We regret to inform you that Area E has lost another wonderful Shareholder. Please keep



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



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