



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

March, 2018

ANNUAL MEETING -- 4/25/18

AREA E BOARD OF DIRECTORS

- Joe Smith, CCD, President
Member Satisfaction Commission Chair
Finance Commission Co-Chair
Membership Chair
- Karen Scott-Zink, Vice-President
- Ken Price, Secretary
Planning Commission Co-Chair
- Craig Williams, CCD, Treasurer
Finance Commission Co-Chair
- Barbara Jackson, CCD, Director-at-Large
Member Satisfaction Commission Co-Chair
- Joel Ramirez, CCD, Director-at-Large



Area E Cooperative will hold their Annual Meeting at Trinity Lutheran Church on Wednesday, April 25th, at 7:00 p.m. The purpose of the meeting will be to elect four Members to the Board of Directors. Three positions will hold a three-year term, and one position will hold a two-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 - Ken Price, Secretary. The deadline for the Letters of Intent is March 16th, 2018. Please plan on attending. Every vote



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 9th, 2018. 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

IMPORTANT DATES

- March 28th -- Board Meeting @ 7 p.m.

ALL MEETINGS ARE HELD IN THE COOPERATIVE OFFICE.



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.



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 or 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

RULES RELATED TO TAPING BOARD MEETINGS

Illinois law provides that, although the Cooperative must allow Members to videotape the open portion of any Board Meeting, the Board may enact rules limiting the taping of an open Board Meeting so as to not create distractions, and the Board may also limit the dissemination of any tape recording of a Board Meeting. The Board of Directors of Park Forest Cooperative IV Area E hereby adopts the following Rules Related to Taping Board Meetings which such Rules govern the audiotaping and videotaping of Board Meetings and the use of tape recordings and videotape.

1. Members of Record may only tape open portions of Board Meetings.
2. There shall be no audio or video taping of meetings by a third party (non-Member of Record) without a written request and approval by the Board of Directors.
3. Advance notice of twenty-four (24) hours shall be given to the Board of Directors by a member desiring to utilize any audio or video equipment.
4. The only audio and video equipment and devices which unit owners are authorized to utilize at any such Meeting is equipment which does not produce distracting sound or light emissions.
5. The camera, including but not limited to cell phone camera or other recording device used to tape the Meetings, shall only be in a stationary position in the back of the room or other location as dictated by the President in the President's sole discretion. Members are prohibited from walking around the room taping the Meeting.
6. At the start of any Meeting which is to be recorded, the President shall notify the audience of the recording. The President may prohibit the recording of the image of any audience member who objects to the recording.
7. The President shall order the immediate termination of any recording which is disruptive to the Meeting, or which distracts, disturbs, or is offensive to the audience or the Board.
8. No recording shall be used for a commercial or for-profit enterprise. Neither the person taping the meeting nor any other person may publish or broadcast the recording of the Meeting in any public forum, including but not limited to on the Internet.
9. No recording of any nature may be performed at a Meeting of the Members of Record, which includes the Cooperative's Annual Meeting.

In the event that a person violates these Rules Related to Taping Board Meetings, the Cooperative's Board of Directors shall have the right to expel any person from the Meeting at which the Rules are being violated. The Cooperative shall also have the ability to impose a reasonable fine for violation of these Rules Related to Taping Board Meetings, which such fine may include a continuing fine for each re-broadcast or re-publication of a tape made in violation of these Rules. In addition, the Cooperative may enforce the restrictions, limitations, prohibitions, or conditions set forth in these Rules Related to Taping Board Meetings by any proceeding at law or in equity and may also pursue any or all of the remedies set forth in the By-Laws and the Occupancy Agreement, as amended from time to time, and any remedies available to the Cooperative or the Board under Illinois law. All fines, and expenses incurred by the Cooperative or the Board including reasonable legal fees, court costs, and other expenses, arising out of or related to the enforcement of these Rules Related to Taping Board Meetings, shall be charged to and as-



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

Marketing Report—Available Units

2 Bedroom Interior				3 Bedroom End	
E-5	\$13,500	E-7	\$13,500	E-11	\$22,400
				E-12	\$20,900

WELCOME!

Stephanie Juarez
Jasmine McKinnis
Monique Turner
Will Davis

2 Bedroom DU/SD
\$27,000

3 Bedroom DU/SD
\$28,000
\$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 application.

Highlights From The February Board Meeting

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The February meeting of the Board of Directors was held on Wednesday, February 28th, 2018. All Board Members were in attendance with the exception of Craig Williams, Treasurer. There were five Shareholders in attendance. The Executive Session and General Session Minutes from the November 15th, 2017, Board Meeting were approved. Member comments included Maintenance Department employees, better clarification with chargeable work orders, rain barrel installation and cleaning gutters, parking lot repairs, and financial information provided to Shareholders. Six new Shareholders were approved for Membership. Sandy Isaac, Property Manager, reported that the four light poles for the 2017 Lighting Project were completed, quarterly furnace filter replacement was in process, kitchen floor replacements were in process, back-dated work orders were being followed up on, scheduled, and completed, a unit had frozen pipes in seven places and the unit suffered extensive water damage, Reid & Pederson hydro-jetted the lines near Court E-4, water issues are being addressed as received, storm sewers were kept clean during the recent rains and melting snow, a meeting will be held with

Family Waterproofing for injections, sump pumps, and drain tile in addition to the 2018 window well installations, trucks and plows have been serviced and hoses repaired, snow removal of the courts, side-drives, and sidewalks was completed with the extensive snowfall, and cleaning has been completed in the Maintenance Shop Office for paperwork to be completed more productively. The Philadelphia Insurance Policy for the Cooperative was approved with the additional Ordinance or Law Coverage option and the Cyber Security Liability option. The formal Rules Related for Taping Board Meetings was approved. The By-Law Revisions were approved and will be sent to the Membership with the Annual Meeting Invitation for approval at the Annual Meeting. The Occupancy Agreement changes were approved. Amended Occupancy Agreements will be available for signature at the Annual Meeting, and Shareholders not attending the Annual Meeting will be sent notification with a time frame to sign their Amended Occupancy Agreement. Sandy Isaac, Property Manager, reported there were 10 units on the market with two contracts, a Board Property Walk took place on November 26th, 2017, two Letters of

Intent have been received, one Good Neighbor Award Nomination letter has been received, a Town Hall Meeting with the Village of Park Forest is scheduled for Wednesday, April 18th, 2018, vehicle stickers are on sale at the Village with a deadline of April 30th, the 2017 Audit is in process, the 2017 Workers' Comp Audit resulted in a \$1,311.00 refund, and a Cooperative Advertisement was placed in the Rich Township Pantry Sunday Extravaganza program book. President Joe Smith expressed his hope that Shareholders looked after their elderly neighbors during the extreme snow and rain. There was no Treasurer's Report. The Yard Beautification Award Nomination Forms will be included with the June Management Update for nominations to be accepted until July 31st. The winners will be announced in the September Management Update, and the yardstakes will be displayed from September through November. Ken Price, Planning Commission Co-Chair, reported that the 2017 Lighting Project was complete, and a meeting will be scheduled in the future to discuss the 2018 Lighting Project. Favorable comments were made about the new lights. Barbara Jackson, Member Satisfaction Commission Co-Chair, reported



Village Vehicle Sticker Renewal



Park Forest vehicle stickers for the 2018-2019 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



Grass Cutting, Grounds Services, and Tickets



An upcoming flyer will be delivered to your unit regarding 2018 lawn maintenance. Supreme Landscape will again mow Member's lawns. Cooperative Maintenance will not mow lawns unless it is required due to violations. Maintenance will continue to trim bushes, pull weeds, etc., for \$15.00/hour. Please remember to sign up by March 16th, 2018. If you have questions, please feel free to contact the Cooperative



Daylight Savings Time



Please remember to move your clocks one hour ahead on Sunday, March 11th. The change in time means an upcoming change in Cooperative Office hours. Beginning Wednesday, April 4th, and each Wednesday through October 31st, the hours of operation will be 11:00 a.m. - 7:00 p.m. The hours of opera-

**Park Forest Cooperative IV Area E
March, 2018**

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 Staff

Rudy Loera, Maintenance Staff

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.



Thank You!



The Cooperative wants to say Thank You to all of those Members that go above and beyond to assist their neighbors. Whether it be shoveling, cutting grass, or even just visiting with your neighbor. These gestures are what make our Cooperative a great place to live!

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 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!