

MANAGEMENT UPDATE

Park Forest Cooperative IV Area E

May, 2019

Annual Meeting—2019



The 55th Annual Meeting was held on Wednesday, April 24th, 2019. There were 93 Members present. Joel Ramirez and Barbara Jackson were each re-elected to the Board for three-year terms. The new Board of Directors held their Re-organization Meeting on Monday, April 29th, 2019. Joe Smith (CCD) was elected President. Ken Price was elected Vice President and Planning Commission Co-Chair. Barbara Jackson (CCD) was elected Secretary and Member Satisfaction Commission Chair. Sharon Walker was elected Treasurer, Finance Commission Chair, and Green Commission Chair. Barb Varner was elected Director-at-Large and Membership Chair. Joel Ramirez (CCD) was elected Director-at-Large and Planning Commission Co-Chair.



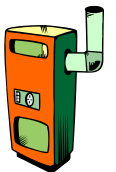
Important Dates



- Tuesday, May 14th - Member Satisfaction Commission Meeting @ 7:00 p.m.
- Wednesday, May 22nd - Board Meeting @ 7:00 p.m.

Furnace Problems

Recently the Cooperative has been receiving work orders for furnaces that are making loud noises or not working. When Maintenance goes to inspect, they have found debris such as papers and dryer sheets on the floor near the furnace. The blower motor of the furnace can suck these items in. If Maintenance goes to your unit and determines that this is the problem, you will be assessed a \$50.00 fee for the work order and the labor cost to clear the motor and repair the furnace. Repair or replacement of the furnace due to damage caused by neglect, other than of a mechanical nature, is the responsibility of the



QUARTERLY FURNACE FILTER REPLACEMENT

Please be advised that our quarterly furnace filter replacement will begin on Monday, May 13th. The schedule is as follows:



Monday, May 13th - Courts E-1 and E-2

Monday, May 20th - Court E-10

Tuesday, May 14th - Courts E-3 and E-4

Tuesday, May 21st - Courts E-11 and E-13

Wednesday, May 15th - Courts E-5 and E-6

Wednesday, May 22nd - Court E-14

Thursday, May 16th - Courts E-7 and E-8

Thursday, May 23rd - Elm and Gerstung duplexes



Dirt and Mulch Available



Maintenance has dirt and mulch available for Members. If you are interested, please contact the Cooperative Office at (708) 748-9005. Two bins of each are available at no charge. These free bins will be available beginning May 6th, 2019. Additional buckets will be \$3.00 each, and these will be available beginning May 20th, 2019. Requests are on a first come, first serve basis. Once the dirt and/or mulch is delivered to your unit, you have two days to disburse it as you see fit. After two days, Maintenance will pick up the bins whether they are full or not. If they are full when picked up, they will still count as your free bins. Please make sure you call soon if you are interested, as there is only 5 yards of each available. Thank you!



Upkeep of Grounds



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



Grounds Warning Tickets



Please remember, only one grounds warning ticket is issued to a unit in a calendar year. For example, if you receive a warning ticket for weeds in May, 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.



Grounds



Spring is upon us 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 calendar year. Grass cutting is



Marketing Report—Available Units



2 Bedroom Interior

| | |
|-----|----------|
| E-2 | \$14,400 |
| E-5 | \$15,400 |
| E-8 | \$15,400 |

2 Bedroom DU/CT

| | |
|-----|----------|
| E-6 | \$21,400 |
| E-8 | \$28,500 |

3 Bedroom End

| | |
|------|----------|
| E-7 | \$28,400 |
| E-10 | \$29,400 |
| E-11 | \$22,400 |
| E-12 | \$17,000 |
| E-13 | \$25,400 |

2 Bedroom End

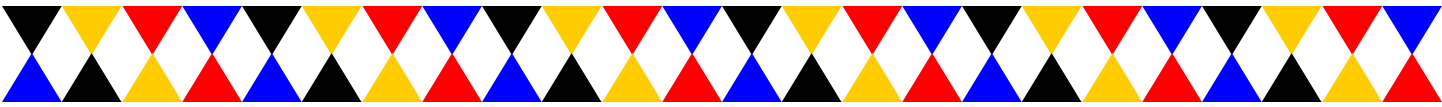
| | |
|------|----------|
| E-2 | \$25,400 |
| E-13 | \$25,900 |

3 Bedroom DU/SD

| |
|----------|
| \$25,000 |
| \$28,400 |

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

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



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 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!



Clean-Up Our Parks Day



Join the Park Forest Recreation and Parks Advisory Board for Clean-Up Our Parks Day on Saturday, May 18th, from 9:00 a.m. to 12:00 p.m., at Park Forest's Central Park. Spend the morning with friends and family helping spruce up some of Park Forest's parks. When you are finished, you can enjoy grilled hot dogs for lunch, courtesy of the Recreation and Parks Advisory Board. For more informa-



Aqua Center Passes on Sale!



Park Forest Aqua Center season passes are on sale now! Early Bird rates are \$72.00 for residents and \$92.00 for non-residents. There are discounted rates if your family exceeds three. Rates will increase on June 1st so make sure you jump on the chance to get a pass for the cheaper rate. Registration can be completed on-line at activenet.active.com/vopf/login, at the Village Hall during normal business hours, or at the Park Forest Aqua Center on select dates. All registering must have an ID to serve as proof of residency, and all of those registering as a family must reside at the same address. Take advantage of this great opportunity to enjoy some fun in the sun right in your own backyard!!



Yard Sale



There will be a yard sale at 129 Elm Street, Court E-11, Friday, May 10th, and Saturday, May 11th, 9 a.m. - 4:30 p.m. A variety of items will be for sale such as candles, bath salts, plants, and herbs! The sale is taking place just in time for Mother's Day! Stop by



Pet Policy



If a Member acquires a pet of any kind, the Management Office must be contacted immediately or you may be fined. This is the case even if the pet is not old enough to receive shots/registration. Thank you!



Annual Pet Registration



Please don't forget, all dogs and cats must be properly inoculated and licensed with the Village of Park Forest. A copy of the receipt for licensure of all pets must be provided annually to the Cooperative Office by May 31st. Failure to register your pet(s) will result in fines. Please notify the Office if



Pet Defecation



Area E Cooperative is a pet friendly Cooperative, however, please be careful and mindful of your neighbor's property when walking your pets. All pet defecation must be cleaned up immediately! You are responsible for your own yard whether you have a pet or not. Tickets and fines will be issued. Complaint Forms from your neighbors may also result in fines.

Park Forest Cooperative IV Area E

66 Fir Street
Park Forest, IL 60466

Phone: 708-748-9005
Fax: 708-748-7004
Emergency Maintenance: 708-754-2003



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

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



www.parkforestcooperative.org



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 personal items in your basement are removed or covered if work will be completed that may create dust.



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!



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



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 accepted through November 29th, 2019. Thank You!