



# MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

November, 2018

## Happy Thanksgiving

The Cooperative Office will be closed on Thursday, November 22nd, and Friday, November 23rd, due to the Thanksgiving holiday. We will re-open on Monday, November 26th, at 9 a.m. Please call Emergency Services at (708) 754-2003 if you have a maintenance emergency while the Office is

### 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



### Daylight Savings Time

Please don't forget to set your clocks back one (1) hour on Sunday, November 4th, at 2:00 a.m.



### Office Hours

It is that time of year again! The Cooperative Office hours will return to 9 a.m. - 5 p.m., Monday through Friday. Wednesday evening hours will begin again in April, 2019.



### IMPORTANT DATES

- Nov. 28th -- Board Meeting @ 7:00 p.m.

**ALL MEETINGS ARE HELD IN THE**



### Don't Forget!



The last day for flower reimbursement is November 30th, 2018. You can be reimbursed half of your purchase price up to \$25.00. Those looking for reimbursement must bring their itemized receipts into the



### Gutter Cleaning



Gutters Cleaned Cheap will be performing the annual fall gutter clean-up in the upcoming weeks.



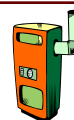
### Final Fall Clean-Up and Court Cleanings



Supreme Landscape will be conducting their final fall clean-up of the entire property, and they will also be cleaning court parking lots once a majority of the leaves have fallen and the fall gutter cleaning has taken place. If there are excess piles of landscape debris, such as pruning from shrubs, trees, and perennials, there may be an added cost to the Cooperative. This cost will be passed on to the applicable Share-

### QUARTERLY FURNACE FILTER REPLACEMENT

Please be advised that our quarterly furnace filter replacement will begin on Wednesday, November 7th. The schedule is as follows:



Wednesday, November 7th—Courts E-1 and E-2

Thursday, November 8th—Courts E-3 and E-4

Friday, November 9th—Courts E-5 and E-6

Monday, November 12th—Courts E-7 and E-8

Wednesday, November 14th—Court E-10

Thursday, November 15th—Courts E-11 and E-13

Friday, November 16th—Court E-14

Monday, November 19th—Elm and Gerstung duplexes

**Park Forest Cooperative IV Area E  
November, 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 Supervisor

**Rudy Loera**, Maintenance Staff

**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](http://www.parkforestcooperative.org)**



***With Sympathy***



We regret to inform you that Area E has lost a wonderful Shareholder. Please keep the family of Debbie Spelbring in your thoughts and prayers.

**Leaves**



With all the falling leaves, please remember that leaves should be raked up and bagged for yard waste. Leaves cannot be raked into the common areas or street. If a Member is found to be raking their leaves into



**Yard Waste**

The last pick-up of yard waste will take place on Friday, November 30th, 2018. Please remember that all yard waste must be placed in a Star Disposal bag or have a green yard waste sticker attached. Bags and



**Veterans Day**



We would like say thank you to all Veterans, especially those in Area E Cooperative! The Park Forest Veterans Commission presents a special program at Freedom Hall in recognition of Veterans Day on Saturday, November 10th, beginning at 12:00 p.m. The program will include static displays of military vehicles provided by the Veterans Garage, spanning various combat eras. The 144th Army Band is also slated to

**Marketing Report—Available Units**

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



**2 Bedroom Interior**

E-6	\$17,000
E-7	\$13,500
E-14	\$12,000

**3 Bedroom End**

E-7	\$28,400
E-11	\$22,400
E-12	\$20,000



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