



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

October, 2017

Happy Halloween

AREA E BOARD OF DIRECTORS

Doyle Sims, CCD, President
Membership Chair

Joe Smith, CCD, Vice-President
Member Satisfaction Commission Chair
Finance Commission Co-Chair

Ken Price, Secretary
Planning Commission Co-Chair

Craig Williams, CCD, Treasurer
Finance Commission Co-Chair

Barbara Jackson, CCD, Director-at-Large

Joel Ramirez, CCD, Director-at-Large



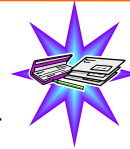
Leaves



As the cooler weather approaches, trees in our area will be losing their 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 the common are-



Budget Meeting



The Board of Directors has scheduled the first reading of the 2018 Budget for Tuesday, October 17th, at 7:00 p.m. in the Cooperative Office. All Members are welcome to attend and give insight and opinions into next year's Budget!

IMPORTANT DATES

- Oct. 17th -- Budget Meeting @ 7:00 p.m.

ALL MEETINGS ARE HELD IN THE COOPERATIVE OFFICE.



Maintenance Staff

Please join us in welcoming Rudy Loera to our Maintenance Staff! He began his employment with the Cooperative on September 5th, 2017. Rudy has experience in many different areas of maintenance work. Congratulations Rudy! We welcome you to our team!!



Building Safety



Safety of each dwelling unit along with the entire building is of our utmost concern. Caution must be kept in mind with storage of belongings and the use of extension cords. Please be cognizant of the proper use, amount of, and placement of extension cords. In addition, please be cautious with the use and placement of space heaters. NEVER use your oven to heat your unit. If you are having problems with your furnace, please contact the Cooperative Office at (708) 748-9005 and a work order will be issued for maintenance to address the issue. If an issue with the furnace occurs during non-working hours, please contact emergency services at (708) 754-2003. We



REMINDER



Don't forget, ALL outdoor hoses and rain barrels must be disconnected as of November 1st, 2017. If the hose is connected, the Cooperative will disconnect the hose or rain barrel and a fine will be assessed.



Fire Prevention Week



The Park Forest Fire Department is proud to celebrate Fire Prevention Week. [In a fire, seconds count. Seconds can mean the difference between residents of our community escaping safely from a fire or having their lives end in tragedy. That's why this year's Fire Prevention Week theme: "Every Second Counts: Plan 2 Ways Out!" is so important. It reinforces why everyone needs to have an escape plan. On Thursday, October 12th, 2017, the 37th Annual Fallen Firefighters Memorial Silent Parade takes place at St. Irenaeus Church with a service at 6:30 p.m. and a parade at 7:00 p.m. to pay tribute to fallen firefighters. On Saturday, October 14th, 2017, there is an open house at



Park Forest Public Library



Park Forest Public Library is introducing Nancy Dannels as their Senior Services Engagement Assistant. Seniors may call Nancy at (708) 748-3731 ext. 25 for all of their library material needs. She will be able to assist people in obtaining regular print books, large type books, books on CD, play-a-ways, and



Pancake Day



The Kiwanis Club of Park Forest's 66th Annual Pancake Day takes place on Saturday, October 7th, from 7:00 a.m. to 1:00 p.m. at Rich East High School, 300 Sauk Trail. Pancake Day has been a proud community tradition for decades. Attendees enjoy all-you-can-eat golden brown pancakes and sausage. Connect with neighbors, reconnect with old friends, and celebrate the community while taking part in a fantastic breakfast benefiting an even better cause. Advance tickets are \$3 for kids 12 and under and \$7 for adults. Tickets can be purchased at Village Hall. Costs increase by \$1 for tickets pur-



Candles and Furnace Maintenance



If you burn candles in your unit, please make sure you change your furnace filters more frequently to avoid any damage to the furnace/air conditioner. If you have a concern that there is a problem with your furnace, please contact the Cooperative Office at (708) 748-9005 or Emergency Services at (708) 754-2003, and initiate a work order for Maintenance to inspect. Please **NEVER** open your furnace! Thank you for your cooperation!!



Marketing Report—Available Units



2 Bedroom Interior

E-1	\$9,500	E-5	\$20,000
E-1	\$16,400	E-7	\$13,500
E-5	\$10,400	E-14	\$14,900
E-5	\$18,000		



Janis Moses
Takisha Lindsey
Collette Clark
Shivonda Adams
Joy Washington

2 Bedroom End

E-5	\$14,000
E-10	\$18,500

3 Bedroom End

E-6	\$23,000
E-12	\$24,000

3 Bedroom DU/SD

\$28,000
\$33,400

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 application.



Highlights From The September Board Meeting

The September meeting of the Board of Directors was held on Wednesday, September 27th, 2017. All Board Members were in attendance with the exception of Joe Smith, Vice-President. There were four Shareholders in attendance. The Executive Session and General Session Minutes from the August 30th, 2017, Board Meeting were approved. Shareholder comments included sump pump battery back-ups, trees, cooperative-owned units, cooperative advertising, social media, cooperative attorney, Board vacancy, and the current Board running efficiently. Five new Shareholders were approved for Membership. Tim Sepper, Maintenance Supervisor, reported Supreme Landscape began the third application of fertilizer, All-Pro Paving completed sealcoating the side drives on Krotiak and Gibson, Bryan's Concrete and Carpentry will be replacing window wells, Chris's Tree Care trimmed trees and removed trees and stumps, 11 trees were purchased to be planted by the Maintenance Department, the four light poles for the 2017 Light-

ing Project were ordered and received, basement waterproofing continues with Family Waterproofing Solutions to complete drain tile and sump pumps, and Rudolfo Loera began working for the Cooperative in the Maintenance Department. The Board voted against moving forward with the Tax Appeal Appraisal. The Board approved the proposal from Reserve Advisors to complete a Reserve Study for the Cooperative. The 2017 Budget Meeting is scheduled for Tuesday, October 17th, 2017, at 7:00 p.m. Sandy Isaac, Property Manager, reported there were 13 units on the market with two contracts and four Cooperative-owned units with two contracts, the Forest Boulevard parking was approved by the Village of Park Forest Board for 18 spaces to be marked out with parking to begin when the signage is in place, the Village repaired a portion of Fir Street between Forest Boulevard and Elm Street in addition to a driveway from a water repair, and a meeting will be attended with Village officials regarding incidents that have occurred within

the Village and the possibility of a new bank in the Village that may accommodate Cooperative share loans. President Doyle Sims stated he asked for a demographic report on the number of seniors in the Cooperative due to the increased number of seniors that received the Senior Homestead Exemption to assist with future Budgets and is looking forward to the Reserve Study that will be done for the future of the Cooperative. Craig Williams, Treasurer, reported that the GOR and Capital Reserve are within the parameters of the By-Laws and looks forward to the 2018 Budget Meeting and the Cooperative moving forward. The Yard Beautification Award winners were announced in the September Management Update, monetary awards and letters were mailed, and the yardstakes were delivered to the winning yards for display until the end of November when the Maintenance Department will retrieve the yardstakes. Ken Price, Planning Commission Co-Chair, asked Members to give their input on the new light poles for the Lighting Project and reported his discussions with another



Halloween is almost here! As in years past, the Village of Park Forest will be hosting its 2017 Safe Halloween festivities. Festivities will begin on Thursday, October 26th, with the Haunts Against Hunger haunted house between 6:00 p.m.- 8:00 p.m. Haunts Against Hunger collects canned goods and funds to donate to the local Rich and Monee Township Food Pantries. Tickets for the haunted house are \$5.00 with canned goods and \$8.00 without canned goods. Tickets can be purchased at the Village Hall. The haunted house will continue each night through Halloween, Tuesday, October 31st. In addition to the haunted house there will be a masquerade ball on Saturday, October 28th, a fall festival on Sunday, October 29th, and a virtual reality game on Monday, October 30th. On Halloween there will also be a costume contest from 3:00 p.m. - 4:30 p.m., a candy walk, free candy bags, games, and so much more! For more information, call Evelyn at (708) 283-5621 or villageofparkforest.com. Take advantage of all the festivities the Village of Park Forest has to offer. Have a



For Sale



A Cooperative Member has numerous items for sale. They are a car vac, a Ryobi drill with bits, a Ryobi sander, a crock pot, a cappuccino maker, dog bowls, dog beds, outdoor hanging baskets, plant stands, and Christmas garland that is new in the box. Call (708) 481-6538 if you are interested in any of

**Park Forest Cooperative IV Area E
October, 2017**

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

Tim Sepper, Maintenance Supervisor

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 meet your needs.

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. Members can request a copy of the Board Meeting Agenda beginning on Tuesday of the week of the Board Meeting. All Board Meetings are recorded.



Flower Reimbursement



The Cooperative is again reimbursing 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

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 warning ticket will be issued. The grass will be cut and the appropriate fee will be assessed. Grass may not ex-

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 cooperation!!