



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

October, 2018

Happy Halloween

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

Leaves and Sticks



As the cooler weather approaches, trees in our area will be losing their leaves. Please remember that leaves and sticks should be raked up and bagged for yard waste. Neither leaves nor sticks can be raked into the common areas or street. If a Member is found to be raking their leaves and/or sticks into the common areas or street, they may be

Budget Meeting



The Board of Directors has scheduled the first reading of the 2019 Budget for Wednesday, Oct. 10th, 2018, at 6:00 p.m. in the Cooperative Office. All Members are welcome to attend and give insight and

IMPORTANT DATES

- Oct. 10th -- Budget Meeting @ 6:00 p.m.
- Oct. 16th -- Member Satisfaction Commission Meeting @ 7 p.m.

ALL MEETINGS ARE HELD IN THE

There will be NO Board Meeting in the month of October

Notes from the Maintenance Supervisor



Please beware of how you are cleaning your hardwood floors. Using the wrong type of floor cleaner will damage the finish on your floors, causing you to be responsible for the floor refinishing if you would move out of your unit. Water and vinegar or Bona Floor Cleaner are the recommended products to use when you clean your hardwood floors. Also, please note that nuisance calls will now range from \$25.00 to \$50.00 de-

REMINDER



Exterior Cleanliness



Please remember that it is everyone's responsibility to help make Area E a beautiful place to live. We want Members to take pride in the Cooperative. As stated on Page 15 of the *House, Grounds and Member Relations Manual*, "Members are responsible for the upkeep of the area around their units." If the Cooperative receives Complaint Forms or Maintenance sees grounds violations occurring, Members will be fined. Remember, clean up after yourselves and don't litter. Small

Board Property Walk



The Board of Directors will be walking the entire property with the Property Manager and Maintenance Supervisor on Saturday, October 6th, 2018, weather permitting. During the walk the Board will be



Fire Prevention Week



The Park Forest Fire Department is proud to celebrate Fire Prevention Week. This year's Fire Prevention Week theme: "Look. Listen. Learn. Be Aware. Fire can happen anywhere". The campaign works to educate the public about basic but essential ways to quickly and safely escape a home fire. On Thursday, October 11th, 2018, the Fallen Firefighters Memorial Service takes place at St. Irenaeus Church at 6:30 p.m. to pay tribute to fallen firefighters. An open house with a bunch of educational activities and tours is scheduled for 10:00 a.m. to 2:00 p.m. on Saturday, October 13th at the Fire Station, 156 Indianwood Blvd. Come out and enjoy a family friendly, fun-filled day at



Pet Defecation



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



Pancake Day



The Kiwanis Club of Park Forest's 67th Annual Pancake Day takes place on Saturday, October 6th, 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-



Fall Village-wide Hydrant Flushing



Hydrant flushing takes place October 1st to October 19th, beginning at 8:30 a.m. weekdays only. There will be no flushing on weekends. Hydrants are flushed to ensure that water does not stagnate in the system. **During flushing, your water may become discolored.** There are no known health risks associated with consuming discolored water, but Public Works recommends that you refrain from using discolored water until it runs clear. It is also recommended that you not wash clothes when your area is being flushed. If your laundry becomes discolored, keep the items wet and pick up a free bottle of Red-B-Gone at the Village Hall. Flushing signs will be placed throughout neighborhoods to alert you of when an area is to be flushed. Flushing begins in the north part of town and proceeds south. Keep up with the progress of crews



Marketing Re-port—Available



2 Bedroom Interior

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

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



Darlean Nesbit
Benjamin & Kelly Arnold
Clarence & Verdell Williams
Gussie Bankston

3 Bedroom End

E-1	\$19,500
E-7	\$28,400
E-11	\$22,400
E-12	\$20,000
E-13	\$25,400

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 September Board Meeting

Page 3

The September meeting of the Board of Directors was held on Wednesday, September 26th, 2018. All Board Members were in attendance. There were 10 Shareholders in attendance. The Executive Session and General Session Minutes of the August 22nd, 2018, Board Meeting were approved. Shareholder comments included neighbor disputes regarding quiet times. There were four new Shareholders approved for Membership. Luis Hernandez, Maintenance Supervisor, reported meeting with several contractors, Storm Tree Service will be removing trees, Climate Control will be replacing six air conditioners, Brian's Concrete & Carpentry is replacing front porches and completing sidewalk replacement, DeHaan Masonry and Restoration will begin tuck-pointing, a meeting will be held with SEECO Consultants, a structural and geotech engineer, to assess a unit settling issue, All-Pro Paving will be working in Court E-9 and completing various other patching needs, move-out units are being worked on, backdated work orders are being com-

pleted, flower beds have been cleaned up and mums planted, new lighting is being looked into for the gateway sign by Court E-3, leaking chimneys have been caulked, and Illiana Roofing will be replacing lead boots and adding roof vents to the buildings. A proposal from All-Pro Paving was approved. Sandy Isaac, Property Manager, reported there were 10 units on the market with two contracts and one Cooperative-owned unit, the AmeriCorps team completed their time in Park Forest, there are 11 Shareholders who have not signed their Amended Occupancy Agreement, the Board Property Walk is scheduled for Saturday, October 6th, and congratulated Luis Hernandez on 10 years of service with the Cooperative as of September 4th, 2018. Joe Smith, President, expressed his enthusiasm on a great year for the Cooperative, the Budget Meetings will be scheduled soon, and thanked the Shareholders for attending the Meeting. Sharon Walker, Treasurer, stated she would be meeting with Sandy Isaac, Property Manager, regarding

the 2019 Budget and scheduled the 1st reading of the 2019 Budget for Wednesday, October 10th, 2018, at 6:00 p.m. President Joe Smith congratulated the winners of the Yard Beautification Awards and thanked all Shareholders for beautifying the Cooperative. Ken Price, Planning Commission Co-Chair, reported that existing lights will be retrofitted with LED Cobrahead lights. Barbara Jackson, Member Satisfaction Commission Chair, reported the next Commission Meeting will be held on Tuesday, October 16th, 2018, at 7:00 p.m. Sharon Walker, Green Commission Chair, stated she will be stepping down as the Green Commission Chair to devote her time as the Treasurer, the Commission will be disbanded at this time, and asked if anyone else would like to Chair the Green Commission. The ComEd Easement on Western Avenue was approved. The Homewood Disposal Proposal for a three-year contract was approved with the possibility of adding an electronic disposal addendum after clarification on the definition of the type of electronics. The Su-



Halloween is almost here! As in years past, the Village of Park Forest will be hosting many family fun events. Festivities will begin on Friday, October 26th, with the Haunts Against Hunger haunted house between 7:00 p.m. to 10:00 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 \$6.00 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, Wednesday, October 31st. In addition to the haunted house there will be a fall fest on Saturday, October 27th, from 1:00 p.m. to 4:00 p.m. This event is FREE and consists of a chili cook off, stories around the bon-fire, a scavenger hunt, s'mores, trunk n' treat, and so much more! On Wednesday, October 31st there will be a candy walk in DownTown Park Forest with the businesses until exhausted. There will also be a costume contest for the little ones starting at 4:15 p.m. Festivities will start at the Village Hall, 350 Victory Drive. For more information, call Evelyn at (708) 283-5621 or villageofparkforest.com. Take



Scarecrow Contest



The Park Forest Police and the Village of Park Forest are hosting their 6th Annual Scarecrow Contest. All entries are due by Friday October 13th. Prizes range from \$50.00 gift cards to \$250.00 cash in

**Park Forest Cooperative IV Area E
October, 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

Katie Paraday, Sales/Bookkeeping

Tanya Pope, Office Assistant

Roxanne Shutts, Maintenance Secretary

Luis Hernandez, Maintenance Supervisor

Rudy Loera, Maintenance Staff

Juan Vega, Maintenance Staff

Eric Lewis, Maintenance/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



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



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



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



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!!