

MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

September, 2020

Happy Labor Day!

AREA E BOARD OF DIRECTORS

Joe Smith, CCD, President

Ken Price, CCS, Vice-President
Planning Commission Co-Chair

Barbara Jackson, CCD, Secretary
Member Satisfaction Commission Chair

Craig Williams, CCD, Treasurer
Finance Commission Chair

Jim Hardin, Director-at-Large
Green Commission Chair

Joel Ramirez, CCD, Director-at-Large
Planning Commission Co-Chair

Barb Varner, Director-at-Large



Office Closing

The Cooperative Office will be closed on Monday, September 7th, in honor of Labor Day. In the event of an emergency, you may contact Emergency Services at 708-754-2003. Our Office will resume business

CONGRATULATIONS

Beautification Award Winners!

<u>Court E-1</u>	<u>Court E-4</u>	<u>Court E-6</u>	<u>Court E-7</u>	<u>Court E-8</u>	<u>Court E-9</u>
9 Forest 11 Forest	13 Elm 2716 Western	87 Elm 95 Elm	2802 Western 2822 Western	2850 Western 2852 Western 2874 Western 2884 Western 2890 Western	2916 Western
<u>Court E-10</u>	<u>Court E-11</u>	<u>Court E-12</u>	<u>Court E-13</u>	<u>Court E-14</u>	<u>Duplexes</u>
147 Elm 153 Elm 155 Elm 157 Elm 159 Elm 163 Elm 169 Elm 44 Fir	101 Elm 105 Elm 117 Elm 123 Elm 129 Elm 135 Elm 139 Elm 141 Elm	61 Forest 63 Forest 79 Forest 81 Forest 85 Forest 91 Forest	114 Elm 128 Elm	148 Elm 150 Elm 156 Elm 164 Elm 86 Fir 88 Fir 90 Fir	60 Elm, 6 Gibson, 7 Gibson, 10 Gibson, 14 Gibson, 15 Gibson, 5 Krotiak, 7 Krotiak, 9 Krotiak, 11 Krotiak, 13 Krotiak



ZOOM Board Meeting



The September Board Meeting will be held on Wednesday, September 23rd, at 7:00 p.m. via ZOOM. Shareholders will be able to attend the ZOOM Meeting if they so desire; however, Board Members, Property Manager, and Maintenance Supervisor will be the only ones allowed to talk during this Meeting. If you have questions that you would like answered during the Member Comments portion of the Board Meeting, please place them in the drop box, leave them on the voicemail, or send an e-mail. All questions must be submitted by 5:00 p.m. on Thursday, September 17th. Those that would like to be present in the Meeting will have to sub-



AmeriCorps



The Village of Park Forest is again taking part in the AmeriCorps National Civilian Community Corps Program. This is a federal program that engages 18 to 24-year olds in team based community service projects needed in our Village. The AmeriCorps team comes from all parts of the United States. Area E Cooperative is happy to again be housing some of the volunteers through the middle of October. If you see some of these



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.



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 bath-



Growing Green Recycle Fest



The 5th Annual Growing Green Recycle Fest is an event for the disposal of televisions, electronics, clothing, shoes, eyeglasses, document destruction, and more! It is being held on Saturday, September 26th, from 8:00 a.m. to 12:00 p.m. in Downtown Park Forest at the intersection of Main Street and Cunningham Drive. This is a no-contact event. Bag or box different types of recyclables separately. Place clearly labeled recy-



Dryer Vents



When was the last time you cleaned your dryer vent hose? Cleaning the lint trap is important, but lint can still get stuck in your dryer vent hose. By cleaning the vent hose or even replacing it, you are taking



REMINDER



Don't forget, ALL outdoor hoses and rain barrels must be disconnected by November 1st, 2020. If the hose is connected, the Cooperative will disconnect the hose/rain barrel and a \$5.00 fine will be assessed.

Marketing Report—Available Units

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

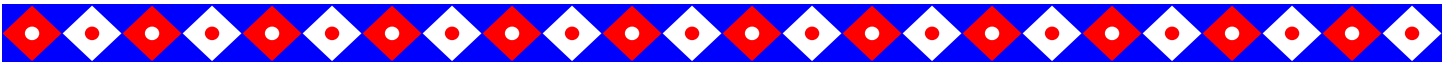


2 Bedroom Interior
E-6 \$16,400

Welcome
Shon Humphrey
Jaime Kirkilas
Melissa Haynes

2 Bedroom End
E-2 \$22,000
E-5 \$35,400
2 Bedroom DU/CT
E-6 \$25,000

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



Highlights From The August Board Meeting

The August meeting of the Board of Directors was held on Wednesday, August 26th, 2020, via ZOOM. All Board Members were in attendance. There was one Shareholder in attendance. The Executive Session and General Session Minutes of the July 22nd, 2020, Board Meeting were approved. There were no Shareholder comments received addressed to the Management Office to be discussed. There were four new Shareholders approved for Membership. Luis Hernandez, Maintenance Supervisor, reported move-out units have been worked on, work orders and back-dated work orders have been completed, emergency rear porch repairs have been completed, bulk item designation signs have been installed in most courts, clean-up of tree limbs, debris, etc., was completed after the storm with some limbs still to be removed, front porches and sidewalks have been replaced with re-grading completed in many yards and porch posts replaced, tuckpointing is

being scheduled, and Climate Control replaced two more air conditioning units. Luis asked that the Shareholders be patient with the contracted work and also the Maintenance Department work as there are many projects being accomplished at one time. Sandy Isaac, Property Manager, reported there were five units on the market with one contract and one Co-operative-owned unit, many Membership Applications have been received with the possibility all units on the market could sell if the approved applicants choose those units which could result in a waiting list, encouraged Shareholders to return the Storm Tree Service Agreement, applauded the Maintenance Department for their work after the storm damage, the Cooperative is again hosting the AmeriCorps team for the Village of Park Forest, the slide replacement at the playground is on order although the tape and sign around the slide has had to be replaced many times due to being removed, and calls to Share-

holders to pick up their prize from the election prize drawing have been made. President Joe Smith read a letter he received from a Shareholder. Craig Williams, Treasurer, thanked the Office and Maintenance Staff for their hard work and emphasized the possibility of a waiting list for applicants, stated that the 2021 Budget Meeting would take place in the early part of October, an increase in carrying charges may reflect the need for additional Maintenance personnel due to their continued interruptions, \$26,276.29 interest was earned on the Sentinel Annuity that renewed for another five years, a CD was purchased for the \$29,000.00 in the money market, and the 2019 2nd Installment Real Estate Taxes were paid in the total amount of \$293,509.63. It was noted that 32 Nomination Forms were received for the Yard Beautification Awards with 211 yards nominated. A decision was made for the Planning Commission to be suspended until current projects are completed. Barbara



Reminders



Don't forget you cannot store gas lawn mowers, grills, etc., on your front or rear porch. Gas cans, flammable liquids, etc. cannot be stored anywhere out in the open. In addition to these items, you cannot store or utilize a fire pit on either porch. These items are not allowed as they are fire hazards. If any of these items are found on the front or rear porch or out in the open, you may be fined. Thank you for your cooperation!



Bathroom Mold and Mildew



Please let the moisture out of your bathroom after taking a shower. The heat and moisture in the bathroom can cause mold and mildew around the window and caulking around the shower tiles. Moisture can also cause paint to peel. Please keep the door to the bathroom open and pull the shower curtain open after a



Census 2020



We know there is likely to be some longer term economic fallout do to the coronavirus, so now more than ever it is important to be counted in the 2020 Census. Completing the Census is one of the most helpful things you can do for your community. Park Forest's push for 100% census participation is quickly coming to a close. Park Forest currently stands at 68% counted. Census counting ends on September 30th. If you have yet to be counted, please do so today! You being counted is critical to the future of Park Forest. If you need assistance, you can complete the census on September 12th at Park Forest's Main Street Market! You need to bring the name, sex, age, date of birth, and race of each person in your home. The relationship of

Park Forest Cooperative IV Area E
September, 2020

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

Juan Vega, Maintenance Staff

Eric Lewis, Maintenance Staff

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



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



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 as-



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 drop their itemized receipts into the drop box at the Office. You should then contact the Office to set an appointment for your reimbursement to be picked up. Flowers and bushes are the items eligible for this reimbursement. Re-



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.



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