MANAGEMENT UPDATE

Park Forest Cooperative IV Area E

Happy 4th of July!!

Celebrate the 4th of July right here in Park Forest! At 6:00 p.m. the July 4th Parade will begin at Main Street and Orchard. The parade route provides plenty of opportunity for viewing, as the parade winds its way around Central Park. It will continue from Orchard to Westwood, then onto Lakewood, ending just past Central Park. The festivities will continue with a LIVE concert that takes place downtown from 7:00 p.m. - 9:15 p.m. The evening finishes with fireworks that will begin at 9:15 p.m. The fireworks will be viewable from Central Park and Village Hall. Have a safe and fun 4th of July!

Come out and enjoy a holiday full of fun right in your own back yard!!!

AREA E
BOARD OF DIRECTORS

Joe Smith, CCD, President

Barbara Jackson, CCD, Vice-President
Member Satisfaction Commission Chair

Barb Varner, Secretary
Membership Chair

Craig Williams, CCD, Treasurer
Finance Commission Chair

Jim Hardin, Director-at-Large
Green Commission Chair

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

Rashad Sanford, Director-at-Large

ZOOM Board Meeting

The July Board Meeting will be held on Wednesday, July 28th, 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 and e-mail addresses to participate in the Meeting must be submitted by 5:00 p.m. on Thursday, July 22nd. Thank you!

A Message from the Member Satisfaction Commission

It's hard to believe, but it is already July. More than half of this year has gone. This means that nearly half of the projects slated for our Cooperative this year have been completed. As we work on our projects, oftentimes our Cooperative uses contractors. The use of contractors actually frees up time for our Maintenance Department to continue making great efforts to keep our Cooperative safe and beautiful. Just recently we contracted with Family Waterproofing to clean our gutters and downspouts. This company did not only blow leaves from the gutters, they actually made sure that no leaves or debris were left in the downspouts. This was done by quickly using a powerful stream of water to flush and to clear the downspouts. As this procedure requires water, the contractor chose to use the water spout of a Shareholder nearest the downspouts needing to be flushed. Neighbors saw this use of water happening, and several Shareholders understandably became concerned. As always, we try to address the concerns of the Shareholders. We met with the owner of Family Waterproofing and with the Park Forest Water Department to help with these concerns. As a result of this meeting, we were shown just how the billing works. Here in Park Forest the water is billed at $16.42 per 1,000 gallons of water. So, one gallon of water would cost .0165. The equipment used for the actual flushing uses six seconds of a most powerful spray. The cost to the Shareholder for the water used would be approximately 80 cents if 5 gallons of water were used. In most cases, it was less. And yes, that is a one time increase to that Shareholder's water bill. I would hope that this 80 cent one time increase could be invested to help maintain the structure of our homes and to alleviate possible water problems that could be caused by clogged downspouts. This situation requires a bit of cooperation, which is the essence of Cooperative Living.

Thanks everyone!

Member Satisfaction Commission

Beautification Awards

The Board of Directors would again like our Shareholders to be involved in the nominating process for the annual Beautification Awards. Please take time to walk through our lovely property and nominate yards you believe deserve to win an award. There can be 60 winners! Pictures will be taken of the nominated yards and the Board of Directors will then determine the winners. Please submit your nominations to the Management Office no later than Friday, July 30th, 2021. GUIDELINES: Nominations will include the front, rear, and sides of all units, judging only what can be seen from the sidewalk, public street, common areas, or parking lots. Please look for overall neatness showing that time, care, and planting effort, but not necessarily money, have been spent. All winners must be in good standing as a Shareholder of the Cooperative.

Recycle Fest

The Village of Park Forest will be holding a Recycle Fest on Saturday, July 31st, 2021. The event will be at the intersection of Main Street and Orchard Drive from 8:00 a.m. - 12:00 p.m. The items that will be collected are electronics, TV's ($20 per TV), bikes, eyeglasses, housewares, clothing & shoes, trophies, sporting goods, styrofoam, American flags, and prescription drugs. Plastic bags and shredding will NOT be allowed. To take part in the Recycle Fest, just box your items separately and clearly label them. Then pull up to the intersection in your vehicle and the boxes will be taken from your trunk. Take advantage of this easy way to get rid of some unneeded items that are taking up space in a way that prevents pollution.

Please DO NOT approach Contractors on the property and respect the work they are performing for the Cooperative!

Alarm Permit

Do you have a security alarm in your home? If so, the Village of Park Forest has an ordinance requiring you to obtain an annual permit. Permits for the 2021-2022 year were due to the Village by June 30th, 2021. A copy of the permit is due to the Cooperative Office by July 31st, 2021. A Service and Processing Fee will be assessed August 1st, exclusive of other fees, for any security alarm that is not properly registered with the Cooperative yearly. An additional fee will be added each month that the alarm is not registered. Please notify the Cooperative Office if you no longer have your alarm.

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. Receipts will be accepted through November 30th, 2021. Thank You!

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!

3 Bedroom DU/SD

$42,000

Bryant Brooks

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 June Board Meeting

The June meeting of the Board of Directors was held on Wednesday, June 23rd, 2021, via Zoom. All Board Members were in attendance. There were no Shareholders in attendance. The Executive Session and General Session Minutes from the May 26th, 2021, Board Meeting were approved. There were no Shareholder comments submitted to the Management Office to be discussed in General Session. There was one new Shareholder approved for Membership. Luis Hernandez, Maintenance Supervisor, reported air conditioners have been worked on due to the heat, current and back-dated work orders are being completed, water leaks have been repaired, basement waterproofing has been completed by the Cooperative and Family Waterproofing, the court towing signs continue to be replaced, the main stacks have been extended and new boots installed on some roofs, roof leaks have been repaired, the window well replacement project is in progress and they are working with Shareholders to move items, violation tickets are being issued, dirt and mulch deliveries are completed for the season, gutter cleaning is taking place with flushing out the downspouts which should be appreciated, and the flower beds have been planted and mulched. The gutter cleaning project was discussed further by the Board of Directors. Sandy Isaac, Property Manager, reported there is one unit on the market with a possible upcoming contract along with 10 approved applicants on the waiting list, the annual grub control is in progress, encouraged Shareholders to refer to the House, Grounds and Member Relations Manual as we have encountered numerous problems with garbage, yard waste, etc., set out too early or incorrectly and labor and dump fees have had to be assessed, notification from our attorney has been received that physical evictions have been approved to begin starting with back-dated judgments, the Board of Directors had a discussion on Board Term Limits with further upcoming discussions, and confirmed the 2021-2022 Board Address/Telephone List. The process for the applicant waiting list was discussed further by the Board of Directors. President Joe Smith stated the paperwork received from the Board Members was taken to and locked in the Management Office. Craig Williams, Treasurer, did not have a report but stated he is glad to have a Board that is cohesive and united, thanked Sandy Isaac and Luis Hernandez and their staffs for a job well done, and all Board Members were in agreement. Barbara Jackson, Member Satisfaction Commission Chair, stated she will address the Membership in the July Management Update about cooperative living and the gutter cleaning project. Jim Hardin, Green Commission Chair, reported the Village of Park Forest is holding a recycle day in downtown Park Forest on July 31st from 8 a.m. to 12 noon. Information was provided in the water bills and will also be mentioned in the July Management Update. Mr. Hardin encouraged Shareholders to dispose of their television sets at this time for only $20.00 per television set as opposed to the $35.00 scheduling fee and $35.00 pick-up fee per television set from Homewood Disposal. There was no Unfinished Business. The meeting adjourned at 7:43 p.m.

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!

Garbage Pick Up

Please remember, while bulk items and/or excess garbage may be placed out for pick up twice a week, Tuesdays and Fridays, except holiday weeks, they must be put in the appropriate place or else Star Disposal will not pick them up. Failure to place garbage in the correct areas may result in Star Disposal leaving your garbage where you placed it, and the Cooperative picking it up. If this happens, you will receive a ticket for placing garbage out in the incorrect area in addition to the dump fee. Please also remember, garbage may not be set out prior to the evening before pick up. Thank You for your cooperation!

Fireworks

Fireworks of any type are strictly forbidden in Park Forest Cooperative IV Area E. Violators will receive a Cooperative fine and the Police Department will be notified. Please keep this in mind. Have a safe 4th of July!

Park Forest Cooperative IV Area E
July, 2021

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 meet your needs.

Find us on Facebook

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 request a copy of the Board Meeting Agenda the Tuesday prior to the Board Meeting. All Board Meetings are recorded.

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.

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 exceed 4 inches in length.

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!!

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!