



Fire Safety



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. While gas lawnmowers, grills, and fire pits may be used, please remember to practice fire safety measures to reduce the risk of injury and damage. Remember that these items are NOT allowed on the porches. If any of these items are found on the front or rear porch, you may be fined. Thank you for your cooperation!



Park Forest Veterans Commission



The Park Forest Veterans Commission is pleased to announce that the Veterans Closet and Resource Center is accepting donations. They will take household items, furniture, etc., in good condition. The Veterans Closet is located at 351 Founders Way in Park Forest. They are open Tuesday, Wednesday, Thursday, and Saturday from 1:00 p.m. to 3:00 p.m. Donations are welcome, and you may even be able to pick up an item when you stop by. If you have questions, call 708-748-2829.



American Red Cross Blood Drive



There is an American Red Cross Blood Drive scheduled for Thursday, October 28th, 2021, at Dining on the Green, 349 Main Street, Park Forest, from 10:00 a.m. to 3:00 p.m. Please contact Margaret Lewis at 708-748-2005 for more information and the website to sign up to donate blood.



Water Damage



To help avoid water damage to your bathroom floor and kitchen ceiling, please point your shower-head 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!

PLEASE REMEMBER, PIZZA BOXES ARE NOT RECYCLABLE!



Reminder



Don't forget, ALL outdoor hoses and rain barrels must be disconnected by November 1st, 2021. If the hose is connected, the Cooperative will disconnect the hose/rain barrel and a \$5.00 fine will be assessed.



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 necessary steps to avoid a potential fire hazard. Build up of lint can also cause the dryer to burn out quicker.

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

Marketing Report—Available Units



3 Bedroom DU/SD
\$42,000



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

Shareholders must reside in the unit!

Highlights From The August Board Meeting

Page 3

The August meeting of the Board of Directors was held on Wednesday, August 25th, 2021. All Board Members were in attendance. There were no Shareholders in attendance due to the meeting being closed for safety concerns. The Executive Session and General Session Minutes from the July 28th, 2021, Board Meeting were approved. There were no Shareholder comments submitted to the Management Office to be discussed in General Session. Luis Hernandez, Maintenance Supervisor, reported current and back-dated work orders were being worked on, old hot water heaters have been replaced, roof leaks have been repaired, gutters and sump pump discharges have been re-routed, preparation for continued concrete work is being completed, water leaks inside units have been repaired, they have been walking the property notating grounds violations, emergency gas leaks have been repaired, trees and bushes have been trimmed, and water damage areas in units have been patched. The 2021 Yard Beautification Awards

were determined. Sandy Isaac, Property Manager, reported there was one unit on the market with 12 approved applicants on the waiting list, encouraged everyone to stay healthy and safe with the Covid-19 uptick, reminded Shareholders to be respectful of their neighbors, a front porch roof was damaged in the high winds and rain and is being replaced, and a Shareholder questioned where gas lawn mowers could be stored. President Joe Smith stated he was looking forward to the MAHC Conference and to certify as a Certified Cooperative Specialist and encouraged all going to stay safe with the pandemic. Craig Williams, Treasurer, reported the Cooperative earned \$960.79 in interest on the MaxSafe CD for the period of April through June, 2021, Form 5500 for the year ending 2020 was completed and filed electronically with the Internal Revenue Service in accordance with the requirements for the 401(k) Profit Sharing Plan, preliminary work on the 2022 Budget is in progress, and thanked Sandy Isaac and Luis Hernandez and their staffs for a

job well done, especially during these tough times. Barbara Jackson, Member Satisfaction Commission Chair, stated she will be submitting an article for the September Management Update to talk to the Membership about complaints and respect for your neighbors. Jim Hardin, Green Commission Chair, reiterated his concern that plastic bags are no longer being accepted to return in some places and that they get caught in the shredder when being disposed of, pizza boxes are not recyclable due to the grease, and encouraged the Membership to recycle the correct items. It was mentioned that the laundry detergent pods can be harmful to the water systems due to the microplastics they contain. There was no Unfinished Business. The meeting adjourned at 8:11 p.m.



Cooperative Living

One of the benefits of Cooperative living is the number of neighbors each Shareholder has. Neighbors are able to watch out for each others' safety and well being. In order to be a good neighbor, you should be friendly and try to get to know your neighbors. Even just a simple "hi" with a smile may make another person's day. Due to the close proximity of units, being quiet and respectful of others' space is important. Watching out for your neighbors will, in turn, cause them to watch out for you, making our area a safer place to live. Get to know your neighbors and, if you ever have an issue with something or someone, we encourage you to talk it out. A talk with your neighbor will be better received by them than the Office and/or Board of Directors having to intervene. Having a friendly relationship with neighbors will result in a happy and peaceful Cooperative!

Park Forest Art Fair

The Park Forest Art Fair returns this year on September 18th - September 19th from 10:00 a.m. - 5:00 p.m. The Park Forest Art Fair is the second oldest juried art fair in the Chicago area. The finest artists in the Midwest show a variety of artworks including paintings, prints. Photographs, ceramics, glass, wood, sculpture and fiber arts. The fair also includes art vendors, activities for kids, and music.

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 shower or bath. Venting the bathroom window would also be beneficial. Thank you!

**Park Forest Cooperative IV Area E
September, 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.



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.

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.

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!

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!