



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

October, 2021



ZOOM Budget Meeting



The Board of Directors has scheduled the 2022 Budget Meeting for Monday, October 18th, at 6:00 p.m. via ZOOM. Shareholders will be able to attend the ZOOM Meeting if they so desire. If you have questions that you would like answered during the Budget Meeting, please place them in the drop box. Those that would like to be present in the Meeting will have to submit an e-mail address to the Office so that you can be invited to participate in the Meeting. All Members are welcome to attend and give insight and opinions into next year's Budget! All questions and e-mail addresses must be submitted by 5:00 p.m. on Tuesday, October 12th. Thank you!

AREA E BOARD OF DIRECTORS

Barbara Jackson, CCD, Interim 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

IMPORTANT DATES

- October 18th – Budget Meeting via ZOOM @ 6:00 p.m.

There will be NO Board Meeting in the month of October



With Sympathy



We regret to inform you that Area E has lost a wonderful Shareholder. Please keep the family of Joe Smith in your thoughts and prayers. Joe served on the Park Forest Cooperative IV Area E Board of Directors from 2015-2021. During his time on the Board Joe has served as Director-at-Large, Finance Commission Co-Chair, Vice-President, and Membership Chair. For the last 4 years, Joe has served as President of the Board of Directors. Joe will be deeply missed!



Television Set Disposal



The Cooperative is experiencing an increase in television sets being set out for garbage. Homewood Disposal cannot legally pick up television sets unless there is a scheduled pick up, and a fee is paid by the Shareholder. Please understand that the Cooperative will not pick up television sets unless necessary as it is a liability for the Cooperative in addition to being the Shareholder's responsibility. If a television set is set out in a court, a Complaint Form is not received against the offending Shareholder, and the Cooperative would have to pick up the television set and dispose of it, then all Shareholders in the court will split the cost of the disposal. Shareholders may contact Homewood Disposal to set up pick up times for television sets and pay the appropriate fee directly to Homewood Disposal. **This information has been communicated to the Membership in many previous Management Updates and has been in effect since the Board of Directors' decision in June, 2017.** Thank you for your cooperation.



Board Property Walk



The Board of Directors will be walking the entire property with the Property Manager and Maintenance Supervisor on Saturday, October 16th, 2021, weather permitting. During the walk the Board will be looking at the property, the buildings, and possible future projects.

REMINDER

Don't forget, ALL outdoor hoses and rain barrels must be disconnected as of November 1st, 2021. 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. This year's Fire Prevention Week theme: "Learn the Sounds of Fire Safety". The campaign works to educate the public about basic but essential ways to quickly and safely escape a home fire. This year, Park Forest Fire Department will be hosting some activities during Fire Prevention Week (October 3rd - 9th). On Tuesday, October 5th, there will be a car seat check event from 2:00 p.m. to 6:00 p.m. at the Park Forest Fire Station, 156 Indianwood Blvd. You may stop by the Fire Station and have your car seat inspected by a certified car seat technician. On Thursday, October 7th, the Fallen Firefighters Memorial Service and Silent Parade takes place at St. Irenaeus Church at 6:30 p.m. to pay tribute to fallen firefighters. Properly worn masks are required. On Saturday, October 9th, A Day in the Life of a Firefighter will take place from 9:30 a.m. - 12:00 p.m. at the Park Forest Fire Department Training Site, 55 N. Orchard. There will be demonstrations every half hour that takes you into a day in the life of a Firefighter. This event is weather permitting, as it is outdoors.



Garbage Days



Please remember, garbage and yard waste days are Tuesdays and Fridays. Any excess garbage and yard waste can only be placed out the evening before or the morning of pick up. Yard waste must be in a Star Disposal bag or have a Homewood Disposal sticker. If garbage is put out too early or yard waste is put out without stickers, fines will be imposed. Thank you for your cooperation!



Recycling



Recycling is picked up once a week on Thursdays. It should be put out by the Bulk Mailing or towing sign. It can be placed out the evening before or the morning of pick up, no earlier! All boxes must be broken down or cut to fit in the recycle bin. If you have boxes that you cannot break down, and they don't fit in the recycle bin, you must wait and put them out for garbage. Make sure to contain all items in the bin and bring in your recycle bin once it is picked up. Thank You!



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 assessed fines. Thank you for your cooperation!



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!

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



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

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The September meeting of the Board of Directors was held on Wednesday, September 22nd, 2021. All Board Members were in attendance. There were no Shareholders in attendance due to the meeting being closed for safety concerns. The meeting began with expressions of sympathy and heartfelt sentiments for President Joe Smith. The Executive Session and General Session Minutes from the August 25th, 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, yards are being re-graded and posts installed after the front porch replacements, flower beds are being cleaned up for fall, roof leaks have been repaired, two lights are being installed in Court E-2, patching has been completed in units caused by leaks, they have been walking the property notating grounds violations, water leaks have been repaired, and trees and bushes have been trimmed. A three-

year proposal for garbage, yard waste, and recycling disposal from Homewood Disposal was approved. The Certified Cooperative Specialist Class through MAHC in Michigan will be attended by the Board Members if schedules allow. The Board Property Walk will be Saturday, October 16th, 2021. The November Board Meeting will be held on Wednesday, November 17th, 2021, due to the Thanksgiving holiday. A Presentation was made to Sandy Isaac, recipient of the Almeda Ritter Award, from the Midwest Association of Housing Cooperatives for her devotion and contributions to the Cooperative Housing Community. Sandy Isaac, Property Manager, reported there was one unit on the market with 14 approved applicants on the waiting list, reminded Shareholders to be respectful of their neighbors, and to remember projects take time to be fully completed due to contractor schedules and the Cooperative's Maintenance Department schedules. There was no President's Report. Craig Williams, Treasurer, reported the 2020 2nd Installment Real Estate Tax Bills were received in

the total amount of \$483,040.69 and will be paid on October 1st, 2021. The real estate taxes increased \$200,000.00 due to the reassessment year, and the monthly funding of the Tax and Insurance Escrow Account will subsequently be increased. Schmidt, Salzman and Moran, the Cooperative's Tax Attorney, is filing Appeals on the Tax Bills. The 2022 Budget Meeting is scheduled for October 18th, 2021, at 6:00 p.m. via Zoom for safety concerns. Barbara Jackson, Member Satisfaction Commission Chair, encouraged Shareholders to understand and practice cooperative living. Jim Hardin, Green Commission Chair, stated all recycling must fit in the recycling container. This means boxes should be broken or cut down and TV boxes, etc., cannot be put out for recycling in whole. Electric cars and charging stations were discussed. There was no Unfinished Business. The meeting adjourned at 8:26 p.m.



Improvement Forms



We encourage Shareholders to make improvements to their units, however, please make sure that you follow the proper protocol. Improvement Forms need to be completed, submitted, and approved **PRIOR** to work beginning. If the work is plumbing or electrical, the contractor must be licensed in Park Forest and insured, with workers comp insurance also. A copy of the Certificate of Insurance must be submitted with the Improvement Form. If work is done prior to being approved, the Shareholder may be assessed a \$200.00 non-approved improvement fine in addition to any other applicable fees. Please make sure the proper protocol is followed when making improvements. If you have questions, please contact the Office. Thank You!



Security



We are asking that all Members do their part in keeping the Cooperative safe. The easiest and best way to do that is to keep **both front and rear** porch lights on after dark. A well-lit area is one of the best ways to deter crime. Many Members keep their rear porch lights on since this is where Members enter and exit their units. It has been brought to our attention that the front of many of our units remain unlit. We are asking that you please also keep your **front** porch lights on after dark for your security and safety as well as the security and safety of your neighbors. Thank you!

Park Forest Cooperative IV Area E October, 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.



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 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!



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!



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.



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!