



# MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

December, 2021

## Happy Holidays!!

The Area E Board of Directors and Staff wish all of you and your families a joyous holiday season and a very happy, safe, and prosperous New Year!

AREA E  
BOARD OF DIRECTORS

Barbara Jackson, CCD, Interim President  
Member Satisfaction Commission Chair

Barb Varner, CCS, Secretary  
Membership Chair

Craig Williams, CCD, Treasurer  
Finance Commission Chair

Jim Hardin, CCS, Director-at-Large  
Green Commission Chair

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

Rashad Sanford, Director-at-Large

### Holiday Office Hours

The Cooperative Office will be closed on Friday, December 24th, and Monday, December 27th, for the Christmas holiday. The Cooperative Office will also be closed on Friday, December 31st, and Monday, January 3rd, for the New Years holiday. Please call Emergency Service at (708) 754-2003 if you have a maintenance emergency or a towing request while the Office is closed.



**There will be NO Meetings in the month of December**



### To All Area E Shareholders/Our Neighbors,

Seems we have come to the end of the year 2021, our 2nd tumultuous year all due to a national health emergency and a global pandemic. This provides many areas of reflection and, in our reflections, let us not forget that there is always something for which we can be thankful for.

So let food, friends, and family fill your Holiday Season with joy all while mindfully acknowledging just what the Holiday Season means to you. Be blessed and be safe as we bring in the New Year of 2022.

~ Your Board of Directors

### Watch your mail for a Petition to complete for the Real Estate Tax increase!



### Snow Removal Reminders



As we approach our winter season, when shoveling snow out of your parking stall, please shovel toward the grass/curb instead of pushing the snow into the court. This will make plowing much faster in all of the courts. Also, when salting your sidewalks, please make sure you use Magnesium or Calcium Chloride. We have some available for purchase in five gallon buckets. The cost is \$30.00 per bucket. If you already have a bucket and need a refill of salt, the cost is \$20.00. No rock salt can be used on concrete surfaces or you may be fined. This will ensure that the sidewalks stay in better shape for years to come. Thank you for your cooperation!!



### Calendars



To ensure that all Shareholders are aware of projects and meetings, etc., a 2022 Calendar of Events has been enclosed for you! The Calendar shows the months furnace filters will be replaced, mulch and dirt will be available (subject to change), kitchen floor replacement begins, gutter cleaning takes place, courts will be cleaned, etc. The Calendar also displays when Board Meetings and Commission Meetings are scheduled to occur. In addition to the 2022 Calendar of Events, enclosed is a list of the 2022 Office and Maintenance Holiday Closings. This denotes the dates that the Cooperative Office is closed for holidays and also informs you when garbage and recycling days will change due to holidays. If further information is needed, please feel free to contact the Cooperative Office at (708) 748-9005.



## Safety



The Park Forest Police Department reminds residents that leaving a running vehicle with the key inside and unattended is both a violation of Village ordinance and results in stolen vehicles every winter. Also, remembering to lock your vehicle whenever you are away from it helps prevent motor vehicle burglaries. Help the Police Department protect you by taking simple steps to keep your property secure.

**Please do NOT use plastic bags for garbage as they can attract rodents!**



## Rules



In order to cooperate with neighbors, make sure you are aware of all of the rules of our Cooperative. From things as small as picking up after your pets, to larger things like moving vehicles when requested. Following the rules and requests asked of you will create a better relationship between neighbors and the Cooperative. One rule that is important to note is that you must follow the garbage pick-up policy so that our area remains looking beautiful. Remember, while bulk items and/or excess garbage may be placed out for pick up twice a week, Tuesdays and Fridays, they must be put in the appropriate place or 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.



## A Note from the Maintenance Supervisor



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!



## Back-Up Issues



**Please remember that nothing but toilet paper should be flushed down the toilet.** This includes "flushable" wipes. A memo from the Village of Park Forest Department of Public Works was enclosed previously that outlines items that may **NOT** be placed down any household drain. If a back-up occurs, and Maintenance finds anything in the toilet from Member neglect (i.e., toys, combs, sanitary napkins, wipes, etc.), the Member will be charged time and material costs. If you have any problems with your toilet, please contact the Office or Emergency Service and put in a work order. Thank you!



## Marketing Report—Available Units



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

# WELCOME!

Rodney Bradford

Daniel Doerr

Dashon Davis

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



## Highlights From The November Board Meeting

The November meeting of the Board of Directors was held on Wednesday, November 17th, 2021, via ZOOM. All Board Members were in attendance with the exception of Barb Varner, Secretary. There were four Shareholders in attendance. The Board of Directors and Staff introduced themselves to the Shareholders. Shareholder comments included questions regarding the increase in real estate taxes and the possibility of further increases, Ring doorbells, office appointments, contractor versus maintenance personnel performing member improvements, and the need for certain Budget line items and amounts. The Executive Session and General Session Minutes from the September 22nd, 2021, Board Meeting were approved. Luis Hernandez, Maintenance Supervisor, reported finishing work is being done after the concrete project, plumbing leaks inside units have been repaired, roof leaks have been repaired, move-out/move-in units have been completed, yards have been re-graded due to new front porches, emergency heating and electric work orders have been completed with the season

change, units have been patched from water issues, low tree branches have been trimmed, basement water issues have been repaired by Family Waterproofing, and they are preparing the equipment for the snow season. Three new Shareholders were approved for Membership. The 2022 Budget was approved with a \$37.00 per month increase. The 2022 Calendar of Events was briefly discussed and will be distributed with the December Management Update. Sandy Isaac, Property Manager, reported there were two units on the market, both with contracts that were closing, and 12 approved applicants on the waiting list, reminded Shareholders to be respectful of their neighbors, and to remember that electronic disposal is illegal and Shareholders must make arrangements for disposal. Interim President Barbara Jackson thanked the Shareholders who were present for their questions and understanding regarding the unexpected increase in real estate taxes which made for a larger increase in carrying charges. Craig Williams, Treasurer, thanked the Shareholders for expressing their concerns, encouraged

more involvement in the coming years, and thanked the office and maintenance staffs for their hard work and diligence in keeping costs down in other areas of running our business. Barbara Jackson, Member Satisfaction Commission Chair, stated she is looking forward to continuing the Greet your Neighbor Picnic for the courts who are interested when the pandemic is over. Jim Hardin, Green Commission Chair, asked everyone to be extra careful and not allow real Christmas trees to dry out which may cause a fire and congratulated Sandy Isaac for receiving a 100% on her RCM recertification test. A request was made that further information be sent to the Membership when available on the progress of the Real Estate Tax Appeal process and any other information that may become available. The Meeting adjourned at 8:43 p.m.



### Cold Weather



As the seasons are changing, the cold weather will be coming our way. Please keep your heat turned up and run your faucets at a drip to avoid frozen pipes. Please be safe and stay warm in the extreme temperatures. If you need assistance or have an emergency situation, please call the Cooperative Office at (708) 748-9005 during normal business hours or Emergency Service at (708) 754-2003 after hours. Thank you for your cooperation in this matter!



### Rental Parking Spaces



If you currently rent a parking space, we will be raffling the spaces in December for parking space rental in 2022. If you rent your space through a contract, the Board of Directors will honor the contract, and the raffle does not apply to you. A notice will be delivered in the beginning of December to the courts with an additional parking space(s) available to rent for Shareholders to enter the raffle.



### Holiday Market



Come celebrate the Winter Holiday Market in DownTown Park Forest (Corner of Main Street and Cunningham Drive) on Saturday, December 11th, 2021, from 12:00 p.m. - 3:00 p.m. The Winter Holiday Market will feature live reindeer, pop-up vendors, displays set up for capturing perfect family holiday portraits, a kids corner, and more. Make sure to be there at 1:00 p.m. when Santa arrives by fire truck. Santa will be staying on the fire truck this year, so gift requests should be mailed to the North Pole. Bring your cameras to take pictures of Santa's reindeer. Bring the whole family to safely enjoy some holiday fun!

**Park Forest Cooperative IV Area E  
December, 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

**Mark Metzner**, 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](http://www.parkforestcooperative.org)**



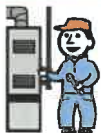
**NOTE:** Please note that the "Highlights From The Board Meeting" section of the *Update* are not to be confused with the actual Board Meeting Minutes which are approved by the Board of Directors. This section is to provide you with open communication regarding discussions at the Board Meeting for those 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.



**Furnace Maintenance**



If you have a concern that there is a problem with your furnace, please contact the Cooperative Office at (708) 748-9005 or Emergency Service at (708) 754-2003, and initiate a work order for Maintenance to inspect. Please **NEVER** open your furnace! Thank you for your cooperation!!

**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!