



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

March, 2022

Happy St. Patrick's Day!!

AREA E BOARD OF DIRECTORS

Barbara Jackson, CCS, 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



Board Positions Available



Are you interested in becoming a Board Member?

There will be four positions available this April. Two positions will hold a three-year term, one position will hold a two-year term, and one position will hold a one-year term. If you wish to become a candidate for the Board of Directors, and you would like to have your name included on the Ballot, please submit a Letter of Intent to Park Forest Cooperative IV Area E, Attention—Barb Varner, Secretary. The deadline for the Letters of Intent is March 25th, 2022. Letters of Intent are to be limited to one page and may be brought to the Management Office with an appointment or received in the drop box. Thank you!

2022 Annual Meeting

The 2022 Annual Meeting Board Election will again be held by mail this year. The Election will be held on April 27th, 2022. Letters of Intent for those Shareholders that wish to be on the Ballot must be submitted by March 25th, 2022, and will be printed in the April, 2022, Management Update. Ballots will be mailed to all Shareholders at the beginning of April. There will be a letter that explains the process, and the Ballot must be returned by April 26th, 2022. Each completed Ballot received by mail will receive a ticket for the door prize raffle. The raffle prizes will also be drawn and may be viewed via zoom on April 27th, 2022. Watch for more information in the April, 2022, Management Update.



ZOOM Board Meeting



The March Board Meeting will be held on Wednesday, March 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 the 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. All questions and e-mail addresses to participate in the Meeting must be submitted by 5:00 p.m. on Thursday, March 17th. Thank you!



Good Neighbor Award



The Board of Directors will be giving out a Good Neighbor Award again this year. To nominate your neighbor who goes above and beyond to help others even when help is not asked for, and as we continue to endure this pandemic, please write a letter telling us about that person and deliver it to the Cooperative Office by close of business on March 17th, 2022.



Daylight Savings Time



Please don't forget to move your clocks one (1) hour ahead on Sunday, March 13th, at 2:00 a.m.



Snow Removal



We commend our Maintenance Department for working tirelessly to remove all of the snow during the recent snow storms. We would like to remind Members to refer to their *House, Grounds, and Member Relations Manual* to confirm the areas that Members are responsible to clear of snow and ice. Please be patient while Maintenance works to clear common areas of snow and ice. Thank you!



Annual Pet Registration



Don't forget, all dogs and cats must be properly inoculated and licensed in accordance with the Village of Park Forest Pet Ordinances by April 30th. A copy of the receipt for licensure of all pets must be provided annually to the Cooperative Office by May 31st. Failure to provide registration to the Office will result in a fine of \$25.00 per pet per month. All pet licenses **MUST** be in the Member's name. Please notify the Office if you no longer own your pet(s).



Reminders



Please be careful and mindful of your neighbor's and other private property and gardens when walking your pets. The *House, Grounds, and Member Relations Manual* states on Page 23 that Members must be in compliance with Village Ordinances in regard to pets. Failure to abide by the rules of the Cooperative and the Village of Park Forest may result in fines. The rules include, but are not limited to, cleaning up after your pet right away, letting dogs run free without a leash, and being unattended.

Also, please remember to review your *House, Grounds and Member Relations Manual* with any other questions you may have to avoid fines. Thank You!



Village Vehicle Sticker Renewal



Park Forest vehicle stickers for the 2022-2023 year go on sale March 1st. Vehicle stickers must be displayed prior to May 1st on every vehicle that is registered with the State of Illinois with a Park Forest address, even if that vehicle is not located in Park Forest. Vehicles driven in Park Forest without a current vehicle sticker are subject to citations until a sticker is purchased and displayed. The stickers can be purchased at Village Hall, online at www.villageofparkforest.com, or by mail by printing an application off of the Village of Park Forest website. A late fee will be assessed to vehicle sticker purchases made on or after May 1st. For more information, visit www.villageofparkforest.com or call (708) 748-1112.



Plastic Bags



While plastic bags are not able to be recycled in your weekly recycle bin, there are a few ways to help the environment and keep plastic bags out of landfills. Plastic shopping bags are not only reusable but recyclable as well. With most big retailers offering drop-off bins, it's now easier than ever to do our part to help the environment. It's important not to forget the reason why we recycle in the first place. Because it takes so long to biodegrade, plastic has the unique ability to negatively impact wild environments around the world. If every American reused or recycled their plastic grocery bags, we could keep 750,000 tons of waste out of the landfill each year.



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!

2 Bedroom Interior		3 Bedroom DU/SD	
E-2	\$20,000	E-11	\$40,000
E-10	\$43,000	E-14	\$30,000
			\$44,000

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 February Board Meeting

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The February meeting of the Board of Directors was held on Wednesday, February 23rd, 2022, via ZOOM. All Shareholders were in attendance with the exception of Joel Ramirez, Director-at-Large. There were two Shareholders in attendance. The Executive Session and General Session Minutes from the January 26th, 2022, Board Meeting were approved. Member Comments included questions regarding parking lot issues, flower beds, cleaning the siding, window cleaning, and fire lane cleaning. Luis Hernandez, Maintenance Supervisor, reported emergency calls and regular calls have been completed, hot water heaters have been replaced, leaks in units have been repaired along with repairing the damage caused by the leaks, snow removal and salting has been completed, furnace filters have been replaced, basement water issues have been repaired, equipment maintenance has been completed, salt deliveries are up to date, Member Improvement inspections have been completed, and garbage around the property has been picked up after the snow melts. A proposal was ap-

proved from Greater New York Insurance Company for the 2022-2023 insurance policy including increased crime coverage and reducing the deductible to \$10,000.00 per claim. Sandy Isaac, Property Manager, reported there were three units on the market with eight approved applicants on the waiting list, the Real Estate Tax Increase Petitions were mailed, asked the Members to please adhere to deadlines given, the May Board Meeting date will be changed to May 18th, 2022, vehicle stickers and animal registrations are now available at the Village of Park Forest, and the Village is sponsoring a shred event on April 30th. Interim President Barbara Jackson stated Cooperative documents may be reviewed for amendments and Barb Varner, Secretary, and Jim Hardin, Director-at-Large, will be working with her on the Employee Policy Manual. Craig Williams, Treasurer, reported the Cooperative earned \$973.91 and \$976.49 in interest on a MaxSafe CD for two quarters in 2021, the 2022 Budget was approved and the carrying charge increase letter sent to the Membership, the General

Operating Reserve was funded \$13,671.00 for 2021 according to the By-Laws, the 2021 Audit is in process, the 2021 Workers' Comp Audit will be March 7, the 2021 1099-NEC, 1099-M, and 1099-S Forms were completed for 2021, the Real Estate Tax and Interest Statement was sent to the Membership with their PIN number, the Real Estate Tax Increase Protest Petitions were sent to the Membership with 198 signed Petitions returned and sent to the Cook County Commissioner's Office, the lawsuit has been filed for the real estate tax increase and the Authorization and Affidavit of Compliance signed and returned, and the 2021 First Installment of Real Estate Tax Bills were received and will be paid in the total amount of \$401,084.90 for the five parcels. Barbara Jackson, Member Satisfaction Commission Chair, stated more information will be forthcoming about the Meet Your Neighbor get-together. Jim Hardin, Green Commission Chair, did not have a report. VA loans for Cooperatives and Disabled Veteran exemptions were briefly discussed. The meeting adjourned at 7:55 p.m.

The May Board Meeting has been rescheduled and will now be held on May 18th, 2022.



Deadlines



Recently many Members have not been adhering to deadlines given to return forms, sign up for events taking place, etc. One major deadline that many people did not adhere to is the Real Estate Tax Increase Petition. More than half of the Membership either did not reply at all or replied past the deadline. There are other deadlines, such as fertilization, where we are not able to extend the deadline because we have given Members the maximum amount of time to begin with. Once we get to the deadline, the information is passed along to the contractor, and the list cannot be changed. Many times when deadlines are not met, fines are assessed, such as pet registrations, security alarm permits, etc. We hope that Members will read information thoroughly and be more cognizant of deadlines in the future.



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 March, 2022

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



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.



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!