



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

May, 2022



2022 Board of Director Election



The 58th Annual Meeting was unable to be held in person due to the continued Covid-19 pandemic; however, the Board of Director election was again held by mail. Barbara Jackson and Joel Ramirez were elected for a three-year term each, Rashad Sanford was elected for a two-year term, and Karin Gerson was elected for a one-year term. The prize raffle was held via ZOOM. Vendor donations are listed on Page 2 of the *Management Update*. The new Board of Directors held their Re-organization Meeting on April 28th, 2022. Craig Williams (CCD) was elected President. Jim Hardin (CCS) was elected Vice-President and Green Commission Co-Chair. Barb Varner (CCS) was elected Secretary and Green Commission Co-Chair. Rashad Sanford was elected Treasurer and Finance Commission Chair. Barbara Jackson (CCS) was elected Director-at-Large, Finance Commission Co-Chair, Membership Chair, and Member Satisfaction Commission Chair. Joel Ramirez (CCS) was elected Director-at-Large and Planning Commission Co-Chair. Karin Gerson was elected Director-at-Large and Planning Commission Co-Chair.



CONGRATULATIONS!!!



Congratulations to Randy Gamble, the recipient of the 2022 Good Neighbor Award. Thank you for all that you do to make Area E a wonderful place to live!!

May Board Meeting

The May Board Meeting will be held on May 18th, 2022, at 7:00 p.m. in the Board Room. While this will be an open meeting, there will be a limit of six (6) Shareholders that will be able to attend so that we can continue to practice social distancing. Masks will be required. If you would like to attend the Board Meeting, please call the Management Office to reserve a spot. Once all six (6) spots are reserved, the attendance to the Meeting will be closed. We appreciate your understanding.

In All Fairness

Again, another court here in Area E has had to share in the disposal charge for removing a large bulk item. Bulk Items are to be placed at the designated area before Homewood Disposal comes on Tuesday and Friday mornings.

The episodes of these bulk items appearing at any time other than on Tuesday and Friday, just should not be. Bulk items can be placed outside on Monday or Thursday evening. This will ensure that the bulk item will be picked up on Tuesday and Friday mornings.

Anyone can make a mistake and place a bulk item out at the wrong time. If this happens, simply take your item back to your unit/porch. Not only is it unsightly, it is unfair to our neighbors. In fact, it is a violation of our House and Grounds Manual that is signed by every Shareholder. Fairness and concern for others is a necessary part of Cooperative Living.

Let's try to live peaceably. ~ Barbara Jackson, Member Satisfaction Commission Chair

QUARTERLY FURNACE FILTER REPLACEMENT

Please be advised that our quarterly furnace filter replacement will begin on Monday, May 16th. The schedule is as follows:

Monday, May 16th—Courts E-1 and E-2

Tuesday, May 17th—Courts E-3 and E-4

Wednesday, May 18th—Courts E-5 and E-6

Thursday, May 19th—Courts E-7 and E-8

Friday, May 20th—Courts E-9 and E-12

Monday, May 23rd—Court E-10

Tuesday, May 24th—Courts E-11 and E-13

Wednesday, May 25th—Court E-14

Thursday, May 26th—Elm and Gerstung duplexes

Friday, May 27th—Gibson and Krotiak duplexes



THANK YOU

All Pro Paving – \$25.00 Walmart Gift Card (2)
Area Salt & Chemical – \$30.00 Cash
Axiom Wealth Advisors – Jeff Haub – \$25.00 Menard’s Gift Card (2)
Century Wood Floor, Inc. – \$200.00 Amazon Gift Card
Clarke’s Garden Center – \$125.00 Cash
Climate Control – \$50.00 Balagio’s Gift Card (2)
Crete Lumber & Supply – Variable Speed Jigsaw
DCI Insurance Agency – Amazon Fire HD8 Tablet with Alexa (2)
Edward Jones – \$25.00 Cash
Family Waterproofing – \$100.00 Cash, \$150.00 Cash
Hardy Glass Block Panels – \$100.00 Visa Gift Card
Kennedy Auto – Free Oil Change Gift Certificate (2)
Leeps Supply – Personal Handheld Showerhead with Detachable Wand
Nix Nax – Dodgers Jersey
Old Plank Trail Community Bank – \$250.00 Cash
Perez Painting – \$100.00 Cash
Phoenix Bathtubs – \$100.00 Cash
Picker & Associates – \$50.00 MasterCard Gift Card (2)
Roth Fioretti – \$100.00 Cash
Schmidt, Salzman & Moran, Ltd. – \$100.00 Cash, \$150.00 Cash
Scott’s U-Save – Oil Change, Tire Rotation, and Brake Inspection Gift Certificate
Seeco Consultants, Inc. – \$100.00 Cash
Sherly Tuckpointing & Building Maintenance, Inc. – \$50.00 Cash
Star Disposal – 4 Chicago Cubs Tickets with a Parking Pass
Supreme Landscaping – \$50.00 Gas Gift Cards (5)
The Door Store – \$100.00 Cash, \$150.00 Cash
Tower Cleaners – \$10.00 Tower Cleaners Gift Certificate (4)
Trenchless Innovations – \$100.00 Cash

Highlights From The March Board Meeting

The March meeting of the Board of Directors was held on Wednesday, March 23rd, 2022, via ZOOM. All Board Members were in attendance. There were three Shareholders in attendance. The Code of Civility was read to the Shareholders. The Executive Session and General Session Minutes from the February 23rd, 2022, Board Meeting were approved. Member Comments included questions regarding signage, porches, window ledges, air conditioning units, GroupCast messages, the Cooperative's mortgage, real estate taxes, the 2022 Budget, opening Board Meetings to the Shareholders, and the request for a Hearing with the Board of Directors. Three new Shareholders were approved for Membership. Luis Hernandez, Maintenance Supervisor, reported move-out/move-in units were being completed, all towing signs have been replaced with cedar, hot water heaters continue to be replaced as needed, patching in units is being completed, gas leaks have been repaired, low areas around units have been repaired in addition to extending gutters, patching common area grass has begun, emergency work orders

have been completed, and Member Improvements have been inspected. The Good Neighbor Award winner was voted on and approved. Sandy Isaac, Property Manager, reported there were four units on the market with one contract, one seller/purchaser agreement, and six approved applicants on the waiting list, four Good Neighbor Award Nominations were received, six Letters of Intent have been submitted, vehicle stickers and pet registrations are due with the Village of Park Forest by April 30th, and gave a reminder about the May Board Meeting being rescheduled to May 18th. Interim President Barbara Jackson encouraged all Shareholders to participate in the upcoming Board of Directors election. Craig Williams, Treasurer, reported the 2021 First Installment Real Estate Tax Bills were paid in the total amount of \$401,084.90 for the five parcels, the 2021 Audit is in progress, the Condensed Audit will be sent to the Membership according to the By-Laws, the 2021 Workers' Comp Audit was completed, and thanked the Office and Maintenance Staffs for their continued job well done. Director-at-

Large Joel Ramirez wanted to remind the Shareholders that they are also considered "Members" according to the Occupancy Agreement and By-Laws. Barbara Jackson, Member Satisfaction Commission Chair, reported the summer barbeque for the Court(s) is still in the works, welcomes any input, and looks forward to getting together with neighbors again. Jim Hardin, Green Commission Chair, reported the Village of Park Forest is sponsoring a shred event on April 30th, the month of April is Earth Month, the Village has many events scheduled, and discounted rain barrels are available. Options for additional recycling containers and yard waste was briefly discussed after consulting Homewood Disposal from previous Shareholder questions. There was no Unfinished Business. The meeting adjourned at 7:47 p.m.



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).

Complaints

The Office is unable to honor anonymous complaints, those reported via telephone, nor complaints signed by one Shareholder. If you have a complaint, you must follow the process and submit a Member Complaint Form signed by two Shareholders of different units. When the complaint process is followed, the complaints will be addressed appropriately. Thank you!



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

2 Bedroom Interior
E-9 \$32,400
E-11 \$37,000

WELCOME!

Tomice O'Brien
Rhonda Lawson

3 Bedroom End
E-10 \$32,400
3 Bedroom DU/SD
\$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.



Park Forest Cooperative IV Area E
May, 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

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. Let's work together to make Area E a beautiful place to live!!



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!



Back-Up Issues



Please remember that **nothing but toilet paper should be flushed down the toilet.** This includes flushable wipes. 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. Items such as Clorox drop-ins are not to be put in the toilet tank. They are acidic based and may eat holes through parts of the toilet. If you have any problems with your toilet, please contact the Office or Emergency Service and put in a work order. Thank you!