



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

August, 2022



August Board Meeting



The August Board Meeting will be held on August 31st, 2022, at 7:00 p.m. in the Board Room. **Please note the date change.** 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 seat. Once all six (6) seats are reserved, the attendance to the Meeting will be closed. We appreciate your understanding.

AREA E BOARD OF DIRECTORS

- Craig Williams, CCS, President
- Jim Hardin, CCS, Vice-President
Green Commission Co-Chair
- Barb Varner, CCS, Secretary
Green Commission Co-Chair
- Rashad Sanford, CCS, Treasurer
Finance Commission Chair
- Barbara Jackson, CCS, Director-at-Large
Finance Commission Co-Chair
Member Satisfaction Commission Chair
Membership Chair
- Joel Ramirez, CCS, Director-at-Large
Planning Commission Co-Chair
- Karin Gerson, Director-at-Large



ComEd/Intren Work



On behalf of ComEd, INTREN, LLC, will be replacing, installing new, and abandoning old Underground Residential Distribution (URD) cables throughout our Cooperative. Construction is now scheduled to begin August 8th, 2022. They will be using directional boring method for the installation of cable. If you see the company near your unit, please do not approach or disturb the contractors. They will be completing final landscaping of any areas that were disturbed. This includes topsoil, seed, and blanket and will follow within 3 weeks of completion of work.



National Night Out



To the Shareholders, my neighbors:

On Tuesday, August 2nd, from 6:30 p.m. to 8:00 p.m. your Member Satisfaction Commission will again host a National Night Out event. Come out, meet other neighbors, and discuss just how the Shareholders of Area E could best support our local law enforcement.

Snacks will be provided. Bring your own chair. Event will be held in the common area in front of 42 Fir.

See you there!

~ Barbara Jackson, Member Satisfaction Commission Chair

QUARTERLY FURNACE FILTER REPLACEMENT

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



Monday, August 22nd—Courts E-1 and E-2

Monday, August 29th—Court E-10

Tuesday, August 23rd—Courts E-3 and E-4

Tuesday, August 30th—Courts E-11 and E-13

Wednesday, August 24th—Courts E-5 and E-6

Wednesday, August 31st—Court E-14

Thursday, August 25th—Courts E-7 and E-8

Thursday, September 1st—Elm and Gerstung duplexes

Friday, August 26th—Courts E-9 and E-12

Friday, September 2nd—Gibson and Krotiak duplexes



Unity Day

Park Forest Police Department will be hosting Unity Day in conjunction with Main Street Nights on Wednesday, August 3rd, from 6 p.m. to 9 p.m. on the Village Green. There will be multiple bounce houses, giveaways, free meals for the first 500 attendees, a touch-a-truck and car show, and a huge resource fair. From 5 p.m. to 6 p.m. there will be a sensory hour without loud music or sirens to make the event enjoyable for those who may be affected by those stimuli. Park Forest Police Department will be on hand to show appreciation to the great Park Forest community.



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.



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!



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 and appointments will be accepted through November 30th, 2022. Thank You!



Garbage Pick Up



All garbage cans must have a lid to deter animals from digging through garbage. Failure to provide a lid will result in a fine. Also, 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 else Homewood Disposal will not pick them up. Failure to place garbage in the correct areas may result in Homewood 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, bulk items and/or excess garbage may not be set out prior to the evening before pick up. Thank You for your cooperation!



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

E-4 \$40,400
E-9 \$32,400
E-10 \$22,000

WELCOME!
Don McCrimon

3 Bedroom End

E-10 \$32,400

3 Bedroom DU/SD

\$37,400

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 July Board Meeting

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The July meeting of the Board of Directors was held on Wednesday, July 27th, 2022. All Board Members were in attendance with the exception of Karin Gerson, Director-at-Large. There were no Shareholders in attendance. The Executive Session and General Session Board Meeting Minutes from the June 29th, 2022, Board Meeting were approved. There were no Member Comments. One new Shareholder was approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they are walking the property for violations, working on tree trimming, working on re-grading yards, replacing the signage on the property, keeping up with the Handyman Service items, repairing and servicing air conditioners, repairing and replacing bad hot water heaters, repairing issues with water in the basements as they can, repairing and replacing standard toilets and faucets, working with Shareholders trimming bushes and items moved for the window well replacement project, working on move-out/move-in units, working on roof leaks, patching damage from roof and plumbing leaks, concluded the dirt

and mulch delivery, and started painting curbs. National Night Out was discussed, and a get-together will take place in the common area to the east of Court E-10 on August 2nd, 2022, from 6:30 p.m. to 8:00 p.m. The Park Forest Police Department will make an appearance to encourage camaraderie between police officers and the public. Sandy Isaac, Property Manager, reported there were six units on the market with two contracts, another contract being signed the next day along with ten approved applicants on the waiting list, there have been ten Beautification Award Nomination Forms received with 96 units nominated, the Intren/ComEd work on the property will now begin on August 8th, and the August Board Meeting will be rescheduled to August 31st, 2022. President Craig Williams reiterated the date change for the August Board Meeting and stated the Cooperative is running well and appreciated the leadership and everyone working together. The Treasurer's Report will be given at the August Board Meeting. Barbara Jackson, Member Satisfaction Commission Chair, reiterated

the August 2nd, 2022, National Night Out information. Jim Hardin and Barb Varner, Green Commission Co-Chairs, began discussions on electric cars and solar energy. Barbara Jackson, Director-at-Large, will begin work on the possibility of obtaining a grant for electric charging stations for the Cooperative. Different options for solar energy were discussed, i.e., roof-top, yard, etc. Generators and gutter guards were briefly discussed. There was no Unfinished Business. The meeting adjourned at 8:03 p.m.



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!



Main Street Market



The Park Forest Main Street Market, formerly the Park Forest Farmer's Market is open every Saturday from 7:00 a.m. to 12:00 p.m. through October 29th, 2022. The Market hosts 36 full spaces with a variety of fresh flowers, fresh fruits and vegetables, bakery goods, herbs, and dairy products. Local businesses are also on hand at the Market selling artwork, garden ornaments, jewelry, and more. The Park Forest Main Street Market is located at 152 Main Street. This is the lot directly across from the Victory Center next door to Dollar General. Due to the COVID-19 Pandemic, face coverings are suggested for unvaccinated customers, 6 feet social distancing rules are enforced, and products may not be handled before purchase. Hand sanitizer stations will be available to keep your hands clean. Come to the Main Street Market to browse and shop!

Park Forest Cooperative IV Area E
August, 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, CCS, 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

David Bradley, Groundskeeper

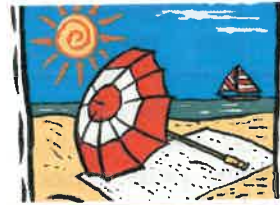
Mission Statement

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.

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!



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!