



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

July, 2022

Happy 4th of July!!



Celebrate the 4th of July right here in Park Forest!

At 6:00 p.m. the July 4th Parade will begin at Main Street and Orchard. The parade route provides



plenty of opportunity for viewing, as the parade winds its way around Central Park. It will continue from Orchard to Westwood, then onto Lakewood, and back to Orchard. The festivities will continue with a LIVE concert by BBI that takes place on the Village Green (Main Street and Cunningham Drive) from 7:00 p.m. - 9:15 p.m. The evening finishes with fireworks that will begin at 9:15 p.m. The fireworks will be viewable from Central Park and Village Hall. Have a safe and fun 4th of July!

Come out and enjoy a holiday full of fun right in your own back yard!!!

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
Planning Commission Co-Chair



July Board Meeting



The July Board Meeting will be held on July 27th, 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 seat. Once all six (6) seats are reserved, the attendance to the Meeting will be closed. We appreciate your understanding.



ComEd/Intren Work



On behalf of ComEd, INTREN, LLC, will be replacing, installing new, and abandoning old, Underground Residential Distribution (URD) cables in several locations throughout our Cooperative. Construction is scheduled to start July 12th, 2022, and complete August 2nd, 2022, approximately 13 working days. 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.



Junk



If you need help getting items out of your basement or other areas in your unit, you can contact a junk removal company that can be of assistance. 1-800-GOT-JUNK and Park Forest Junk Removal (708-834-6833) are just a couple of options out of many that show up if you google search for junk removal companies.



Alarm Permit



Do you have a security alarm in your home? If so, the Village of Park Forest has an ordinance requiring you to obtain an annual permit. Permits for the 2022-2023 year are due to the Village by June 30th, 2022. A copy of the permit is due to the Cooperative Office by July 31st, 2022. A Service and Processing Fee will be assessed August 1st, exclusive of other fees, for any security alarm that is not properly registered with the Cooperative yearly. An additional fee will be added each month that the alarm is not registered. Please notify the Cooperative Office if you no longer have your alarm system.



Beautification Awards



The Board of Directors has again asked our Shareholders to be involved in the nominating process for the annual Beautification Awards. Please take time to walk through our lovely property and nominate yards you believe deserve to win an award. There can be 60 winners! Pictures will be taken of the nominated yards as the nominations are received in the Office, and the Board of Directors will then determine the winners. Please submit your nominations to the Management Office no later than Monday, August 1st, 2022. **GUIDELINES:** Nominations will include the front, rear, and sides of all units, judging only what can be seen from the sidewalk, public street, common areas, or parking lots. Please look for overall neatness showing that time, care, and planting effort, but not necessarily money, have been spent. All winners must be in good standing as a Shareholder of the Cooperative.



Recycle Fest



The Village of Park Forest will be holding a Recycle Fest on Saturday, July 30th, 2022. The event will be at the intersection of Main Street and Orchard Drive from 8:00 a.m. - 12:00 p.m. The items that will be collected are electronics, TV's (\$20 per TV), bikes, eyeglasses, housewares, clothing & shoes, trophies, sporting goods, styrofoam, American flags, prescription drugs, and oral care products. Plastic bags and shredding will NOT be allowed. To take part in the Recycle Fest, just box your items separately and clearly label them. Then pull up to the intersection in your vehicle and the boxes will be taken from your trunk. Take advantage of this easy way to get rid of some unneeded items that are taking up space in a way that prevents pollution.



Western Avenue Resurfacing



The Public Works Department at the Village of Park Forest has notified us that Western Avenue is scheduled to be resurfaced. This project is expected to begin in July, 2022, and last until October, 2022. There will be some construction inconveniences such as slowed traffic and lanes closed while work is being performed. Please watch for signs and notifications to confirm when work could begin in your area.



Telephone Problems



The Cooperative Office is experiencing problems with our phone system. Please be patient while we work on rectifying the problems. The voicemail is not working so please call during working hours or call Emergency Service, (708) 754-2003, with maintenance emergencies. Thank you for your patience!



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 will be accepted through November 30th, 2022. 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!

2 Bedroom Interior		
E-4	\$40,400	
E-9	\$32,400	
E-11	\$35,000	



WELCOME!

Christopher White

3 Bedroom End		
E-10	\$32,400	

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 June Board Meeting

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The June meeting of the Board of Directors was held on Wednesday, June 29th, 2022. All Board Members were in attendance. There were two Shareholders in attendance. The Executive Session and General Session Board Meeting Minutes from the May 18th, 2022, Board Meeting were approved. Member Comments included a concern about Gibson Road needing repairs, a parking situation, and front porch replacements. One new Shareholder was approved for Membership. Luis Hernandez, Maintenance Supervisor reported flower beds have been watered, tree trimming has been completed in addition to repairing areas in the landscape, flower beds were mulched, dirt and mulch deliveries have been completed, they are walking the property for violations, the playground has been kept up and the signage will be replaced, Handyman Service work orders have been completed, emergency gas leaks have been repaired, air conditioners have been repaired and condensing units cleaned, hot water heaters have been repaired or replaced, standard faucets, toilets,

etc., have been repaired or replaced, leaks in units have been repaired in addition to patching the damage from the leaks, roof leaks are being worked on, and move-out/move-in units have been completed. Gas leaks and cleaning of air conditioning units were briefly discussed. Sandy Isaac, Property Manager, presented the Board of Directors with the 2022 MAHC Solidarity Award that the Cooperative won at the 2022 MAHC Conference. Conference Reports were given by Rashad Sanford, Sandy Isaac, and Craig Williams. In addition, a report was given by Barbara Jackson as a Board Member and instructor for MAHC. Sandy Isaac, Property Manager, reported there were three units on the market with ten approved applicants on the waiting list, the donation for the Veterans' Commission Veterans' Day Event was sent on behalf of the Cooperative, gutter cleaning was completed and went well, Western Avenue will be re-surfaced from July through October so there will be common construction inconveniences, and Intren/ComEd will be replacing underground cables around

the Cooperative beginning on July 12th through August 2nd. Both the Western Avenue re-surfacing and the Intren/ComEd underground cable replacement will be notified to the Shareholders in the Management Update. President Craig Williams stated he was proud to work the Board Members, looked forward to the rest of the term working together, and thanked the supervisors for their excellent work. Rashad Sanford, Treasurer, reported there was \$24,062.18 in interest earned on the Athene Annuity that matured with \$24,000.00 of the interest added to the GOR which will reduce the amount to fund the GOR for 2022. Barbara Jackson, Member Satisfaction Commission Chair, stated she is looking to host a gathering for National Night Out on August 2nd, 2022, to bring the Shareholders together. Jim Hardin, Green Commission Co-Chair, reported the Village of Park Forest is hosting a recycling event on July 30th which includes television sets for \$20.00 each, and a shredding event on September 24th. There was no Unfinished Business. The meeting adjourned at 8:06 p.m.



National Night Out



National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie. This year it is being held on August 2nd, 2022. Save the date! Watch for further details!



Garbage Pick Up



Please remember, while bulk items and/or excess garbage may be placed out for pick up twice a week, Tuesdays and Fridays, except holiday weeks, they must be put in the appropriate place or else 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!



Fireworks



Fireworks of any type are strictly forbidden in the state of Illinois, the Village of Park Forest, as well as Park Forest Cooperative IV Area E. Violators will receive a Cooperative fine and the Police Department will be notified. Please keep this in mind. Have a safe 4th of July!

**Park Forest Cooperative IV Area E
July, 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.

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. 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!
