



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

June, 2022



Beautification Awards



The Board of Directors would again like our Shareholders to be involved in the nominating process for the annual Beautification Awards. The Nomination Form is enclosed to help you along your way! 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.

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



June Board Meeting



The June Board Meeting will be held on June 22nd, 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.



Summer Co-op Event



Hello to all of my neighbors here in Area E. The Member Satisfaction Commission had thoughts of putting on a post pandemic summer event. So, if any Shareholder is interested in participating in a Meet and Greet Picnic, a Taste of Area E, or a BBQ Cook-Off for those who proclaim to be Masters of the Grill, we are asking that all interested Shareholders join us at our June Board Meeting for a brief discussion. Please remember there is a limit of 6 Shareholders to attend the Board Meeting. Please call ahead and reserve your seat. ~ Barbara Jackson, Member Satisfaction Commission Chair



Gutter Cleaning



This year our spring gutter cleaning will be completed by Family Waterproofing Solutions. They will begin gutter cleaning on June 13th, weather permitting, and continue until complete. The crews will be on the roofs and use water to fully flush out the gutters and downspouts. This job will be a cost-shared effort, as they may need to use Shareholder's water. For the safety of the crews doing the work, we ask that Shareholders do not disturb them. We appreciate the cooperation of all of our Shareholders to ensure that the gutters and downspouts get completely cleared out of all debris.



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.



Rule Reminders



Safety of our Shareholders and guests is of our utmost concern. Children playing in and around the cars and bike riding in the court parking lots are areas of concern. Please remind children about Cooperative rules for their safety. Remember, children are NEVER allowed to play in the court entrances or parking lots. Ball playing is also not allowed in the Cooperative. Make sure to keep watch over your children for their safety as well as the safety of other Shareholders.



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!



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, 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!



Recycling



Recycling is picked up once a week on Thursdays. All Members were provided a recycle bin when they moved in. Items that are accepted for recycling are aluminum, tin, metal cans, plastic bottles and containers, glass bottles and jars, cartons, file folders, office paper, envelopes, glossy paper, magazines, flattened cardboard boxes, cereal, tissue and frozen food boxes, newspapers, catalogs, phone books, and paper bags. Make sure to contain the items in the bin and bring in your recycle bin once it is picked up. When they are left out, they make the property look less appealing, and they can blow around and damage property and vehicles. Thank You!



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.



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-9	\$32,400
E-11	\$35,000

WELCOME!
Carletta Jones

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.

The May Meeting of the Board of Directors was held on Wednesday, May 18th, 2022. All Board Members were in attendance. There was one Shareholder in attendance. The Executive Session and General Session Board Meeting Minutes from the March 23rd, 2022, Board Meeting were approved. Member Comments included thanking the Board of Directors for their service to the Cooperative during the rough couple of years and thanking Sandy Isaac and Luis Hernandez and their respective staffs for their commitment to the Cooperative. Two new Shareholders were approved for Membership. Luis Hernandez, Maintenance Supervisor, reported move-out/move-in units were completed, grounds violations were issued, bad areas of grass were being repaired, regrade repairs were being completed, gutters were being repaired and extended to re-route water, roof leaks were repaired, patching in units was completed from plumbing problems and roof leaks, emergency gas leaks repairs have been completed in response to Nicor, furnaces and air conditioners have been repaired,

hot water heaters have been replaced or repaired if possible, handyman service work has been completed, and, with the recent rains, storm sewers have been cleared, window wells rodded, and repairing and replacing sump pumps has been completed. Painting curbs, upkeep of Cooperative perimeter yards, dandelions, cleaning of air conditioning units, finishing of projects, and the swale were discussed. A short meeting will be held on May 31st, 2022, at 6 p.m. regarding the possible Meet/Greet Event. Barbara Jackson reported that the Shareholder names submitted for Real Estate Tax Increase Petition were added to an existing list to oppose the tax hike with the Office of Donna Miller, Cook County Commissioner. A decision was made to donate \$500.00 to the Village of Park Forest Veteran's Commission for the 2022 Veteran's Day Event. Sandy Isaac, Property Manager, reported there were three units on the market with one contract and eight approved applicants on the waiting list, National Night Out will be August 2nd if there is interest in planning an event, and read a letter re-

ceived from a candidate for the Board Election in April. President Craig Williams stated he was looking forward to the coming year for the Cooperative with the potential of the Board and thanked Sandy Isaac and Luis Hernandez for their outstanding work taking care of 402 Shareholders. Rashad Sanford, Treasurer, reported \$957.77 in interest was earned on the MaxSafe CD at Old Plank Trail Bank for the first quarter, 2022, the 2021 Workers' Comp Audit resulted in a refund of \$2,281.00, the 2021 Final Audit was received and a copy sent to NCB in accordance with the mortgage terms and Old Plank Trail Bank for the ACH Debit Program, the 2021 Federal and State Tax Returns were received, signed, and mailed, and the Athene Annuity matured and will be reinvested into another Annuity. Barbara Jackson, Member Satisfaction Commission Chair, reiterated the meeting to be held at 6 p.m. on May 31st. Jim Hardin and Barb Varner, Green Commission Co-Chairs, reminded everyone to recycle, especially plastics. There was no Unfinished Business. The meeting adjourned at 7:58 p.m.



Grounds



Spring has sprung and with the new season comes yard work. The Grounds Department offers services of trimming bushes, weeding of flower beds, window well cleaning, etc., for \$35.00 per hour. If Members are in need, call the Office and put in a work order. Please remember that if this grounds work is not completed, you may receive a warning and/or a fine if the work needs to be completed by the Cooperative. There is only one grounds warning given out for grounds violations in a calendar year.



Yard Waste



Star Disposal picks up yard waste on the same days as garbage, Tuesdays and Fridays. If you have yard waste, make sure you use the appropriate bags and/or stickers and place them by the curb no earlier than the evening before regular garbage pick up. If yard waste bags are left near the rear porch, they will not be picked up. They must be placed in the same area as excess garbage and recycling. Bags and stickers are available for purchase in the Cooperative Office. In order to purchase bags or stickers from the Cooperative, you should contact the Office and set up an appointment. Star Disposal is no longer utilizing pre-printed bags. The Cooperative still has some for sale, and Star Disposal will honor them; however, once the Cooperative runs out of Star Disposal bags, Shareholders must purchase brown bags elsewhere and purchase stickers to put on the bag. From that point on, any bag that does not have a sticker will not be picked up. If you are found to be putting bags out without stickers, fines will be assessed accordingly. Thank you for your cooperation in this matter.

Dirt and Mulch are available on a first come, first served basis.

**Park Forest Cooperative IV Area E
June, 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

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.



With Sympathy



We regret to inform you that Area E has lost a wonderful Shareholder. Please keep the family of Karen Foley in your thoughts and prayers.



A Helpful Hint from the Maintenance Supervisor



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!



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, a sagging ceiling, pipe corrosion, etc., please call the Office as this may be the sign of a leak or other problem. Please do not be neglectful. 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!