



# MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

December, 2022

## Happy Holidays!!

AREA E COOPERATIVE  
BOARD OF DIRECTORS

The Area E Board of Directors and Staff wish all of you and your families a joyous holiday season and a very happy, safe, and prosperous New Year!

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

### Holiday Office Hours

The Cooperative Office will be closed on Friday, December 23rd, and Monday, December 26th, for the Christmas holiday. The Cooperative Office will also be closed on Friday, December 30th, and Monday, January 2nd, for the New Years holiday. Please call Emergency Service at (708) 754-2003 if you have a maintenance emergency or a towing request while the Office is closed.

***There will be NO Meetings in the month of December***

### Board Property Walk Highlights

The Board of Directors' Property Walk took place on Saturday, October 22nd, 2022. Luis Hernandez, Maintenance Supervisor, showed them areas of the grounds that have water issues and discussed long-range plans to alleviate the water issues as much as possible which also affects tree removal and planting, sidewalk replacement, etc., to be cost-effective. Patios that are in need of repair/replacement were looked at that may cause structural damage to the buildings and possible options for the Shareholders. Chimneys, front porches, parking lots, court signs, sign beds, etc., were looked at. The condition of the Village Streets was noted. The Board of Directors may conduct additional Property Walks throughout the year.

### To my Friends and Neighbors,

We have come to the end of another blessed year! Although not everything this year went according to the plans that we set, if we would take just a minute to look around and to reflect, we will see just how blessed we are in other areas of our lives.

So, with this last Management Update for the year 2022, I say be careful during this holiday season, be safe, and be blessed!

*~ Barbara Jackson, Board of Director and Chairperson of the Member Satisfaction Commission*



### Calendars



To ensure that all Shareholders are aware of projects and meetings, etc., a 2023 Calendar of Events has been enclosed for you! The Calendar shows the months furnace filters will be replaced, mulch and dirt will be available (subject to change), kitchen floor replacement begins, gutter cleaning takes place, courts will be cleaned, etc. The Calendar also displays when Board Meetings and Commission Meetings are scheduled to occur. In addition to the 2023 Calendar of Events, enclosed is a list of the 2023 Office and Maintenance Holiday Closings. This denotes the dates that the Cooperative Office is closed for holidays and also informs you when garbage and recycling days will change due to holidays. If further information is needed, please feel free to contact the Cooperative Office at (708) 748-9005.



## Snow Removal Reminders



As we approach our winter season, when shoveling snow out of your parking stall, please shovel toward the grass/curb instead of pushing the snow into the court. This will make plowing much faster in all of the courts. Also, when salting your sidewalks, please make sure you use Magnesium or Calcium Chloride. We have some available for purchase in five gallon buckets. The cost is \$35.00 per bucket. If you already have a bucket and need a refill of salt, the cost is \$25.00. No rock salt can be used on concrete surfaces or you may be fined. This will ensure that the sidewalks stay in better shape for years to come. Thank you for your cooperation!!



## Christmas Tree and Light Recycling



Recycling is available for Christmas trees and lights. Lights are accepted from November 22nd - January 18th. Lights can be dropped off at the Village Hall. Christmas trees are accepted December 26th - January 18th. Trees can be dropped off at the Aqua Center parking lot. This event is being sponsored by Gaby Iron and Metal. Please think about recycling these items as opposed to throwing them away.



## Rules



In order to cooperate with neighbors, make sure you are aware of all of the rules of our Cooperative. From things as small as picking up after your pets, to larger things like moving vehicles when requested. Following the rules and requests asked of you will create a better relationship between neighbors and the Cooperative. One rule that is important to note is that you must follow the garbage pick-up policy so that our area remains looking beautiful. 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 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 garbage may NOT be set out prior to the evening before pick up.** 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. A memo from the Village of Park Forest Department of Public Works was enclosed previously that outlines items that may NOT be placed down any household drain. 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. If you have any problems with your toilet, please contact the Office or Emergency Service and put in a work order. Thank you!



## Marketing Report—Available Units



*Don't forget, you will receive a \$100 referral fee for a person that purchases a unit and lists your name on the application.*

### 2 Bedroom Interior

- E-3 \$26,000
- E-9 \$32,400
- E-10 \$45,400
- E-13 \$30,000
- E-14 \$22,400

# WELCOME!

**Donye Davis**  
**Albert Maiorano**  
**Kiara Gray**

### 3 Bedroom DU/SD

- \$33,400
- \$35,400

*To aid in the sale of your unit, contact the Cooperative Office and give permission for the staff to show your unit!*

## Highlights From The November Board Meeting

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The November meeting of the Board of Directors was held on Wednesday, November 22nd, 2022. All Board Members were in attendance with the exception of Joel Ramirez, Director-at-Large. There were no Shareholders in attendance. The Executive Session and General Session Minutes from the September 28th, 2022, Board Meeting were approved. There were no Member Comments. Three new Shareholders were approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they were walking the property for violations, trimming trees and bushes, preparing the equipment for snow, repairing exterior lighting on the property, working on roof leaks, patching inside units from roof leaks, repairing faucets, toilets, showers, and drains, working on move-out/move-in units, keeping up with the Handyman Service items, repairing furnaces, repairing and replacing bad hot water heaters, preparing the property for winter by re-routing sump lines and extending and re-routing gutters, replacing filters, and keeping up with day-to-day and emergency work orders. After a short synopsis of the 2023 Budget

Meeting held on October 26th, 2022, by Rashad Sanford, Treasurer, the 2023 Budget was approved with a 2% increase in carrying charges. The 2023 Calendar of Events was discussed, tentative meeting months and dates added, and the Calendar will be distributed with the December Management Update. Sandy Isaac, Property Manager, reported there were nine units on the market with 11 approved applicants, the Cooperative unit was sold, the Cooperative Beautification Award yardstakes will be retrieved from the winning yards at the end of November, gutter cleaning will begin the week of November 28th with a GroupCast Message to be sent to the Membership, and the final fall clean-up will begin after the gutter cleaning. President Craig Williams complimented the Board of Directors on a great year with some challenges they have been met with, complimented the Office Staff and Maintenance Staff for jobs well done, and thanked the Board for their trust in him as President of the Board of Directors. Rashad Sanford, Treasurer, reported the Cooperative earned \$1,153.55 in interest on the MaxSafe CD held at

Old Plank Trail Bank for the period June through September, 2022, and reiterated that the 2023 Budget was approved with a 2% increase. Barbara Jackson, Member Satisfaction Commission Chair, mentioned the tentative months for the Commission Meetings in 2023 and thanked everyone for their support of the Veterans' Day Commission Event. Jim Hardin, Green Commission Chair, stated the Village of Park Forest has a Christmas Tree disposal event, and the information will be in the December Management Update. There was no Unfinished Business. The Meeting adjourned at 8:13 p.m.



### Cold Weather



As the seasons are changing, the cold weather will be coming our way. Please keep your heat turned up and run your faucets at a drip to avoid frozen pipes. Please be safe and stay warm in the extreme temperatures. If you need assistance or have an emergency situation, please call the Cooperative Office at (708) 748-9005 during normal business hours or Emergency Service at (708) 754-2003 after hours. Thank you for your cooperation!



### Rental Parking Spaces



If you currently rent a parking space, we will be raffling the spaces in December for parking space rental in 2023. If you rent your space through a contract, the Board of Directors will honor the contract, and the raffle does not apply to you. A notice will be delivered in the beginning of December to the courts with an additional parking space(s) available to rent for Shareholders to enter the raffle.



### Holiday Market



Come celebrate the Winter Holiday Market on the Village Green on Friday, December 9th, from 6:00 p.m. to 9:00 p.m. and Saturday, December 10th, from 11:00 a.m. to 4:00 p.m. The Winter Holiday Market will feature holiday shopping, reindeer petting, holiday caroling, meeting Santa, and many more fun-filled events for the entire family. Bring your cameras to take pictures of Santa and his reindeer. Bring the whole family to safely enjoy some holiday fun!