



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

October, 2022

Happy Halloween

AREA E COOPERATIVE
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



Budget Meeting



The Board of Directors has scheduled the 2022 Budget Meeting for Wednesday, October 26th, at 6:30 p.m. 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 Budget 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. The deadline to request a seat will be Friday, October 21st, 2022. Thank you!

There will be NO Board Meeting in the month of October

IMPORTANT DATES

- October 26th -- Budget Meeting
6:30 p.m.



Office Closing



The Cooperative Office will be closed on Monday, October 10th, in honor of Columbus Day. In the event of an emergency, you may contact Emergency Service at 708-754-2003. Our Office will resume business hours for appointments on Tuesday, October 11th. Thank you!



Board Property Walk



The Board of Directors will be walking the entire property with the Property Manager, Maintenance Supervisor, and Groundsmen on Saturday, October 22nd, 2022, weather permitting. During the walk the Board will be looking at the property, the buildings, and possible future projects.



REMINDER



Don't forget, ALL outdoor hoses and rain barrels must be disconnected as of November 1st, 2022. If the hose is connected, the Cooperative will disconnect the hose or rain barrel and a fine will be assessed.



Fire Prevention Week



The Park Forest Fire Department is proud to celebrate Fire Prevention Week. This year's Fire Prevention Week theme: "Fire Won't Wait, Plan your Escape". The campaign works to educate the public about basic but essential ways to quickly and safely escape a home fire. This year, Park Forest Fire Department will be hosting some activities during Fire Prevention Week (October 9th - 15th). The Fire Department will host pop-up events that include demonstrations with the safety trailer, a live fire demonstration, hands-on fire extinguisher training, touch-a-truck, giveaways, games, and music. These pop-ups will be held on Monday, October 10th, at Talala School and Wednesday, October 12th, at Michelle Obama School. Both will be held from 4:30 p.m. to 6:30 p.m. On Friday, October 14th, the Fire Department will host a Fire Prevention Week Open House at the Fire Department from 4:30 p.m. to 8:30 p.m. There will be demonstrations with the safety trailer, station tours, touch-a-truck, giveaways, and vendors will be present. At 7:00 p.m. the movie Firehouse Dog will be shown on the big screen with hot dogs and popcorn being served.



Safe Halloween



The Village of Park Forest will be hosting Safe Halloween on Saturday, Oct. 29th, from 11 a.m. to 3 p.m. in DownTown Park Forest. The events will consist of trunk or treat, car decorating contest, costume contest, touch a truck, food trucks, and Farmers Market trick-or-treating. For more information, call (708) 503-8153.



Seasons at Thorn Creek Woods



On Saturday, Oct. 22nd at 10:30 a.m. to 12:30p.m. come walk the trails of Thorn Creek Woods, 247 Monee Rd., Park Forest, amidst trees of all species as they transition from their summer green to shades of red, yellow, orange, gold, russet, and even purple. You even get to bring home a ghost leaf craft for Halloween! This program is sponsored by the Thorn Creek Audubon Society and is FREE for all ages. Registration is required by Monday, Oct. 17th. To register call 708-747-6320. Come enjoy the colors of autumn!



Garbage Days



Please remember, garbage and yard waste days are Tuesdays and Fridays. Any excess garbage and yard waste can only be placed out the evening before or the morning of pick up. Yard waste must be in yard waste bags with a Homewood Disposal sticker on it. The Cooperative does not have Star Disposal bags for sale any longer. Brown yard waste bags can be purchased at most stores. The Homewood Disposal stickers are on sale at the Cooperative Office for \$3.00 per sticker. If garbage is put out too early or yard waste is put out without stickers, fines will be imposed. Thank you for your cooperation!



Recycling



Recycling is picked up once a week on Thursdays. It should be put out by the Bulk Item or towing sign. It can be placed out the evening before or the morning of pick up, no earlier! All boxes must be broken down or cut to fit in the recycle bin. If you have boxes that you cannot break down, and they don't fit in the recycle bin, you must wait and put them out for garbage. Please make sure to contain all items in the bin and bring in your recycle bin once it is picked up. Thank You!



Leaves and Sticks



As the cooler weather approaches, trees in our area will be losing their leaves. Please remember that leaves and sticks should be raked up and bagged for yard waste. Neither leaves nor sticks can be raked into the common areas or street. If a Member is found to be raking their leaves and/or sticks into the common areas or street, they may be assessed fines. 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-3	\$26,000
E-8	\$15,000
E-9	\$32,400
E-10	\$45,400
E-13	\$30,000
E-14	\$22,400
E-14	\$35,000



John Shealey

2 Bedroom DU/SD	
	\$28,000

3 Bedroom DU/SD	
	\$35,400
	\$40,400



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 September Board Meeting

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The September meeting of the Board of Directors was held on Wednesday, September 28th, 2022. All Board Members were in attendance with the exception of Barb Varner, Secretary, and Joel Ramirez, Director-at-Large. There was one Shareholder in attendance. The Executive Session and General Session Minutes from the August 31st, 2022, Board Meeting were approved. Member Comments included parking spaces, furnace cleanings, Annual Meeting venues, front porch lights, the length of time for emergency call responses, water filtration systems, and re-surfacing parking lots. One new Shareholder was approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they are walking the property for violations, re-grading areas, trimming trees and bushes, repairing issues with gutters, repairing exterior lighting, working on roof leaks, repairing plumbing leaks inside the units, repairing and replacing pipes, faucets, and toilets, patching water damage from leaks in units, working on move-out units, keeping up with Handyman items, keeping up with day-to-day and

emergency work orders, cleaning up the grounds, and keeping up with the flower beds and planting mums. The project of Nicor changing the gas meters from the inside of the units to the outside was briefly discussed. Executive Session items were voted on. The 2023 Budget Meeting will be held Wednesday, October 26th, 2022, at 6:30 p.m. with the second reading held at the November Board Meeting on Tuesday, November 22nd, 2022. The Board Property Walk is scheduled for Saturday, October 22nd, 2022, beginning at 9:00 a.m. Sandy Isaac, Property Manager, reported there were 11 units on the market with ten approved applicants, the Beautification Awards were sent out and yardstakes delivered to the winning units, and Intren continues to work on the property on behalf of ComEd. President Craig Williams complimented the Board of Directors, Management Staff, and Maintenance Staff on the cohesion and effectiveness of taking care of 402 families in Area E Cooperative. Rashad Sanford, Treasurer, reported the 2023 Budget Meeting is scheduled for October 26th, 2022,

at 6:30 p.m. with the second reading to be held at the November Board Meeting. The Cooperative awaits the 2021 2nd Installment Real Estate Tax Bills. Barbara Jackson, Member Satisfaction Commission Chair, did not have a report but encouraged everyone to attend the Park Forest Veterans' Day Event on November 10th, 2022, in Central Park. Jim Hardin, Green Commission Co-Chair gave ideas on how to dispose of grease from frying food on the stove. There was no Unfinished Business. The Meeting adjourned at 7:50 p.m.



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. Thank You!



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!

**Park Forest Cooperative IV Area E
October, 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.



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!



Bathroom Mold and Mildew



Please let the moisture out of your bathroom after taking a shower. The heat and moisture in the bathroom can cause mold and mildew around the window and caulking around the shower tiles. Moisture can also cause paint to peel. Please keep the door to the bathroom open and pull the shower curtain open after a shower or bath. Venting the bathroom window would also be beneficial. 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.



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!