



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

September, 2022

Happy Labor Day!



Office Closing

The Cooperative Office will be closed on Monday, September 5th, in honor of Labor 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, September 6th. Thank you!

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

CONGRATULATIONS

Beautification Award Winners!

<u>Court E-1</u> 11 Forest	<u>Court E-2</u> 35 Forest	<u>Court E-4</u> 2716 Western 2718 Western	<u>Court E-5</u> 59 Elm	<u>Court E-7</u> 2822 Western 2832 Western	<u>Court E-8</u> 2850 Western 2852 Western 2866 Western 2874 Western 2884 Western 2890 Western	<u>Court E-9</u> 20 Fir
<u>Court E-11</u> 101 Elm 105 Elm 117 Elm 123 Elm 129 Elm 135 Elm 139 Elm 141 Elm	<u>Court E-12</u> 63 Forest 79 Forest 81 Forest 83 Forest 85 Forest 91 Forest 95 Forest	<u>Court E-14</u> 152 Elm 154 Elm 156 Elm 164 Elm 86 Fir 88 Fir 90 Fir	<u>Court E-13</u> 114 Elm 128 Elm	<u>Duplexes</u> 60 Elm, 62 Elm, 7 Gibson, 10 Gibson, 15 Gibson, 5 Krotiak, 7 Krotiak, 8 Krotiak, 9 Krotiak, 11 Krotiak, 13 Krotiak		<u>Court E-10</u> 147 Elm, 153 Elm, 155 Elm, 157 Elm, 159 Elm, 163 Elm, 175 Elm, 36 Fir, 44 Fir, 50 Fir, 74 Fir



September Board Meeting



The September Board Meeting will be held on September 28th, 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. Unfortunately, Executive Session Board Meetings that are held prior to the General Session Board Meetings may run longer than expected. We apologize for any inconvenience.

A Message from the Member Satisfaction Commission

To Shareholders, my friends and neighbors ... Your Member Satisfaction Commission wants to thank everyone who attended and everyone who participated in the 2022 National Night Out/Meet and Greet.

Many more people came out this year. Shareholders were in conversations with our local law enforcement officers, and a brief discussion about the National Night Out. For 2023, the goal of the Member Satisfaction Commission is to incorporate our August Meet and Greet with the August National Night Out. Both events are designed to build and enhance community relations. The National Night Out is held Nationwide on the 1st Tuesday of August each year. We would like to continue to hold these events together. Again, I thank everyone for the successful event. See you at the same time next year!

~ Barbara Jackson, Chairperson, Member Satisfaction Commission



Welcome!

The Park Forest Cooperative IV Area E Staff is pleased to welcome David Bradley to our Grounds Department. Please join us in welcoming David to our Staff. Congratulations David! We welcome you to our team!



Telephone System



We would like to thank you for your patience as we went through the process of handling phone problems, including busy signals and no voicemail. Ultimately a new phone system was set up. New voicemails have been set up so messages may be left for the Board of Directors and Staff. Thank you for your patience and understanding.



Maintenance Parking



Parking is limited in the Cooperative. When a work order is called in, maintenance will need to utilize a parking space to go to a Member's unit and repair the problem. In order to attend to all work orders in a timely manner, Maintenance may park in any open space. While this may be an inconvenience if your spot is being utilized by Maintenance, please remember that you would like the same promptness in dealing with a work order that you call in. Maintenance will finish their work and leave your space as soon as possible. Please be cooperative and do not address the Maintenance Staff in a rude manner if they have utilized your space.



Park Forest Veterans' Commission



The Park Forest Veterans' Commission is currently raising funds for their annual Veterans Day program, Thursday, Nov. 10th, from 11 a.m. to 4 p.m. at Park Forest's Freedom Hall. The fundraiser aims to offset program costs which include a Vietnam-era Huey 369 helicopter landing in Park Forest's Central Park. Residents interested in supporting the fundraiser can purchase special Park Forest Veterans Day t-shirts for \$20 at Village Hall. In-kind donations are also being accepted. Those who donate \$250 or more qualify for special recognition as an official program sponsor. The first donor at the \$2,000 level will receive an Honor Flight in the Huey helicopter. For any questions contact Tom Mick, Staff Liaison in the Village Manager's Office, by calling 708-283-5602.



Reminder



Don't forget, ALL outdoor hoses and rain barrels must be disconnected by November 1st, 2022. If the hose is connected, the Cooperative will disconnect the hose/rain barrel and a \$5.00 fine will be assessed.



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-8	\$15,000
E-9	\$32,400
E-10	\$22,000
E-13	\$30,000
E-14	\$20,400

WELCOME!

Toni Slaughter
Charles Hall, Jr.
Jacqueline Hayes

2 Bedroom DU/SD	\$28,000
3 Bedroom DU/SD	\$35,400

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 August Board Meeting

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The August meeting of the Board of Directors was held on Wednesday, August 31st, 2022. All Board Members were in attendance. There were no Shareholders in attendance. The Executive Session and General Session Minutes from the July 27th, 2022, Board Meeting were approved. There were no Member Comments. Three new Shareholders were approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they are walking the property for violations, watering and keeping up with landscape repairs, re-grading yards, painting curbs, repairing and servicing air conditioners, repairing roof leaks, patching damage from roof leaks, repairing and replacing water heaters, repaired several issues causing water leaks from bathrooms to the kitchens with follow-up patching, working on move-out/move-in units, and keeping up with the Handyman Service items. The possible need for additional Maintenance personnel was briefly discussed. The 2022 Cooperative Beautification Award Winners were approved. Sandy Isaac, Property

Manager, reported there were eight units on the market with one contract in addition to ten approved applicants on the waiting list, there were 32 Cooperative Beautification Award Nomination Forms received with 163 yards nominated, Intren is working on the property on behalf of ComEd installing enhanced cables, the new Office telephone system is up and running, and reminded the Shareholders to contact the Office for their perennial reimbursement. President Craig Williams thanked the Board Members for their dedication to the Cooperative in addition to Sandy Isaac and Luis Hernandez for their leadership. Rashad Sanford, Treasurer, reported the Cooperative earned \$970.93 in interest on the MaxSafe CD for the 2nd Quarter, Form 5500 for the 401(k) Program was completed for 2021, the 401(k) Profit Sharing Plan Re-statement was completed, two CD's matured and two new CD's were purchased with interest rates of 3.3% and 3.5% that will mature in 2024, and preliminary work will begin on the 2023 Budget. Barbara Jackson, Member Satisfaction

Commission Chair, stated the National Night Out get-together was a success with law enforcement attending and interacting with the Shareholders, and she looks forward to the 2023 National Night Out to be bigger and better. Jim Hardin and Barb Varner, Green Commission Co-Chairs, briefly discussed the Village of Park Forest compost program, recycling of oil and animal fat which should not be put down the drains, the need to continue discussing solar panels and electric charging stations for vehicles, and that car oil can also be taken in for recycling. Member of Record Verification enforcement and having a Board Property Walk in the spring and fall were briefly discussed. There was no Unfinished Business. The Meeting adjourned at 8:07 p.m.



Hydrant Flushing



The next village-wide hydrant flushing will begin Sept. 6th through Sept. 23rd. No flushing will be done on the weekends. Hydrants are flushed to ensure that water does not stagnate in the system. During flushing, you may have a disruption in your water service and your water may become discolored from iron (rust) in the pipes. There are no known health risks associated with consuming discolored water caused from iron (rust) in the pipes, but Public Works recommends that you refrain from using discolored water until it runs clear. It is recommended that you do not wash clothes when your area is being flushed. If your laundry becomes discolored, keep the items wet and pick up a free bottle of Red-B-Gone at Village Hall. Track flushing progress at villageofparkforest.com/hydrantflushing or call 708-503-7702 for questions.

What NOT to Flush

Some believe that almost anything can be flushed down the toilet. Park Forest's Public Works team says the list of things you should avoid flushing is a lot longer than one might think. Though many household products are marketed as flushable, some do not break down like toilet paper. As a result, they wind up clogging pipes, tangling pumps, and causing messy sewer backups into streets, businesses, and homes. In addition to the headache, the mess can result in potentially thousands of dollars in damages. Here is a list of items to avoid flushing down the toilet: Cat litter, dental floss, diapers including cloth, disposable, and flushable, egg shells, nutshells, coffee grounds, facial tissues, fats, oils, greases, food items containing seeds and peelings, hair, napkins, paper towels, sanitary napkins, tampons, condoms, plastic of any kind, Swiffer sheets, toilet bowl scrub pads, vitamins, medicines, ANY pharmaceuticals, wash cloths, towels, rags, fabric of any kind, and wipes of any kind.

Sewer pipes are often no wider than 4 inches and are designed to only carry water, toilet paper, and waste.

Park Forest Cooperative IV Area E
September, 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.



With Sympathy



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



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!!



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!