



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

April, 2023

2023 Annual Meeting

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



Area E will hold their Annual Meeting at Dining on the Green, 349 Main Street, Park Forest, on Wednesday, April 26th, 2023, at 7:00 p.m. The purpose of the Annual Meeting will be to elect two Members to the Board of Directors. Both positions will hold a three-year term. Please plan on attending. Door prizes will be raffled off. Every vote counts, and we need yours! We look forward to seeing you there!



Member Satisfaction Commission

The re-scheduled Member Satisfaction Commission Meeting will be held on Tuesday, April 11th, at 6:00 p.m. in the Cooperative Office.

Annual Pet Registration



Don't forget, all dogs and cats must be properly inoculated and licensed in accordance with the Village of Park Forest Pet Ordinances by April 30th. A copy of the receipt for licensure of all pets must be provided annually to the Cooperative Office by May 31st. Failure to provide registration to the Office will result in a fine of \$25.00 per pet per month. All pet licenses **MUST** be in the Member's name. Please notify the Office if you no longer own your pet(s).



Did You Know?



It's April and it is getting to be beautiful outside!

Did you know that walking the outside perimeter of our homes here in Area E is equal to walking or jogging 1 mile at the gym. So, you can take a walk, view the flowers, gardens, and other creative yard designs. You can get all of this done while exercising completely free right here at home!

Earth Month 2023

April is Earth month. The Park Forest Environment Commission and Sustainability Office will be sponsoring the following events to acknowledge Earth Month:

- April 1st from 9 a.m. - 11 a.m. -- Community Clean Up (villageofparkforest.com/sustainability to sign up)
- April 2nd from 1 p.m. - 2 p.m. -- Garden Talk for Beginners on Facebook Live
- April 8th from 11 a.m. - 12 p.m. -- Community Solar Q&A & Sign Up in the Village Hall Boardroom
- April 22nd from 1 p.m. - 4 p.m. -- Southland Local Food Systems Expo located at Dining on the Green
- April 23rd from 1 p.m. - 2 p.m. -- Sustainability Bus Tour meets in front of Village Hall. Registration is required at villageofparkforest.com/Sustainability
- April 29th from 10 a.m. - 12 p.m. -- Shredding and Drug Take-Back Event: Located in the Village Hall Parking lot. Enter the parking lot at Main Street off Orchard Drive. You are able to bring 2 copy-size boxes of paper per vehicle. Park Forest Garden Club will be handing out tree seedlings for Arbor Day while supplies last.

Take advantage of some of the events to celebrate Earth Month!

LETTERS OF INTENT

Karin Gerson

Dear Area E Members:

Hello, my name is Karin Gerson and I am running for a full three-year term on the Area E Cooperative Board of Directors. When I moved to Area E seven years ago, I learned from my sister, who moved here years before I did, that an Area E Co-op home is a comfortable and affordable option for living in this community. Over the years, I have come to know that Cooperative living calls for all of us to participate in the work of our Co-op community. Last year I responded to that call by offering to complete the term of a departing Board Member.

With thanks to all who voted for me, I am midway through my one-year term. But one year is a short time in this job. I have only just started to learn the workings of our Cooperative and the responsibilities of its Board of Directors. I've been honored to learn from all the Board Members as well as Area E Shareholders who attend meetings or who may just stop to chat. I have come to know both the Management team, and the Maintenance crew who directs the day-to-day operations of our Co-op. I would be honored to continue serving the Shareholders here in Area E, and as for me, I consider Area E to be the best Cooperative in the South Suburbs. This is the place that I call home.

As a library manager in the south suburbs, I have experience working with community members as well as staff, management, and the board of trustees. I understand how all of these components can work together, and I bring that understanding to this, our Board of Directors. It is my heartfelt belief that together we can continue to create a beautiful living space for all of us. With your vote, I will continue working as a Director to maintain and improve Area E.

Thank you again for your time and your support, and thanks so much for your own contributions to a beautiful, safe, and welcoming Area E community. I would appreciate your vote again, to continue the work.

Karin Gerson

James Hardin

For the last three years, I have had the honor and privilege of serving on the Board of Directors. I have lived here for over 30 years. I have seen our Co-op come a long way in those years. I have been blessed with great neighbors that have awarded me the Good Neighbor Award. I have a strong passion for Area E for now and the future, so I submit my name for consideration again.

Thank you!

James Hardin

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-6 | \$25,400 |
| E-9 | \$32,400 |
| E-10 | \$25,400 |
| E-13 | \$25,000 |
| E-14 | \$22,400 |
| E-14 | \$38,000 |

| |
|------------------------|
| 2 Bedroom DU/SD |
| \$40,000 |

| | |
|------------------------|----------|
| 3 Bedroom End | |
| E-10 | \$35,000 |
| 3 Bedroom DU/SD | |
| | \$33,400 |
| | \$40,000 |



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 March meeting of the Board of Directors was held on Wednesday, March 22nd, 2023. All Board Members were in attendance with the exception of Jim Hardin, Vice-President. There were no Shareholders in attendance. The Executive Session and General Session Minutes from the February 22nd, 2023, Board Meeting were approved. There were no Member Comments. Luis Hernandez, Maintenance Supervisor, reported they have been working on move-out/move-in units, repairing roof leaks, repairing damage from roof leaks, working with the Village and Utility Companies to repair areas of the property, ticketing violations, keeping up with emergency calls, keeping up with Handyman items, working on water issues in basements, repairing plumbing leaks, repairing damage from plumbing leaks, keeping the property clean, and servicing, repairing, and replacing bad faucets, sinks, toilets, valves, lights, switches, outlets, wiring, etc. Brief discussion took place regarding solar panels on the roofs and the possibility of receiving a grant. Sandy Isaac,

Property Manager, reported there were 10 units on the market with two contracts and eight approved applicants, the Lead Water Service Line Piping Project for the Village of Park Forest was completed, Annual Meeting preparations are underway and donations being received, the May Board Meeting has been rescheduled to May 17th, 2023, and the Spring Board Property Walk is scheduled for June 17th, 2023. President Craig Williams thanked the Board Members and Staffs for their time and commitment and stated it was an honor to work with everyone. Rashad Sanford, Treasurer, reported the 2022 1st Installment Real Estate Tax Bills were received in the total amount of \$408,117.86 for the five parcels and will be paid on April 3rd, 2023, the 2022 Audit is completed and awaiting the signatures on the Management Representation Letter to release the Final Audit, the 2022 Condensed Audit will be sent to the Membership with the Annual Meeting Invitation Letter in accordance with the By-Laws, and the 2022 Workers' Comp Audit with Travelers Insurance was completed on

March 1st, 2023. Barbara Jackson, Member Satisfaction Commission Chair, reported the next Commission Meeting is scheduled for April 11th, 2023, at 6:00 p.m. Barb Varner, Green Commission Co-Chair, did not have a report as solar panels were discussed earlier in the Board Meeting. Brief discussion took place regarding pop-up tents. There was no Unfinished Business. The Board Meeting adjourned at 8:12 p.m.



Hydrant Flushing



The Village of Park Forest will begin spring hydrant flushing on April 10th. Flushing takes place on weekdays from 8:30 a.m. to 4:30 p.m. Hydrants are flushed to ensure that water does not stagnate in the system. During flushing, your water may become discolored from iron in the pipes. There are no known health risks associated with consuming the discolored water, but it is recommended that you refrain from using discolored water until it runs clear. It is also recommended you 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. If you have any questions, call the Village of Park Forest Public Works Department at 708-503-7702.



Village Vehicle Sticker Renewal



Village vehicle stickers have been on sale since March 1st. Stickers must be purchased and displayed by the end of business day on May 1st, 2023, to avoid tickets. The stickers can be purchased at the Village Hall.



Energy Savings



Income-qualified homeowners and renters in the Village of Park Forest can enroll in community solar! By signing up for clean energy through Solstice, you'll earn savings on your electric bills and support resilient, locally distributed energy for our community. To learn more about the program, call (866) 826-1997, or visit www.solstice.us/parkforest. There is also an in-person Q&A at the Village Hall Boardroom on April 8th, from 11 a.m. to 12 p.m. Take the time to find out more about solar energy right here in Park Forest!

Park Forest Cooperative IV Area E
April, 2023

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, CCM, CAM, Property Manager

Katie Paraday, Sales/Bookkeeping

Roxanne Shutts, Maintenance Secretary

Luis Hernandez, Maintenance Supervisor

Juan Vega, Maintenance Staff

Eric Lewis, Maintenance Staff

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.

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.



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!



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!!



Water Damage



To help avoid water damage to your bathroom floor and kitchen ceiling, please point your showerhead into the bathtub. The bathroom floor should be dried after the shower or bathtub are 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 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!