



# MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

February, 2023

## Happy Valentine's Day!!

### 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



## February Board Meeting



The February Board Meeting will be held on Wednesday, February 22nd, 2023, 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. The deadline to request a seat will be Thursday, February 16th, 2023. 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.



## Board Positions Available



Are you interested in becoming a Board Member? There will be two positions available this April. Both positions will hold a three-year term. If you wish to become a candidate for the Board of Directors, and you would like to have your name included on the Ballot, please submit a Letter of Intent to Park Forest Cooperative IV Area E, Attention—Barb Varner, Secretary. The deadline for the Letters of Intent will be March 24th, 2023. Letters of Intent are to be limited to one page and may be brought to the Management Office with an appointment or received in the drop box. Thank you!

## Member Satisfaction Commission

The first Meeting of 2023 will be held on Tuesday, February 28th, at 6:30 p.m. in the Cooperative Office



## Water Service Piping Inspections



The Village of Park Forest Public Works Department is required by law to inspect every home within the Village to verify if lead water service line piping exists. The Cooperative only has copper piping, but the Village must submit a report and picture of every single residence in Park Forest according to an EPA mandate. In order to alleviate Village employees from entering your unit, the Cooperative will be performing this inspection and submitting the information to the Village. **This will be completed the same day as the furnace filter replacement, however, not necessarily at the same time.** This work **MUST** be completed. Fines will be assessed if entry to your unit is prohibited or work cannot be completed due to the area not being accessible to take pictures. Notices will be sent to you with more information. Thank you for your cooperation!

## QUARTERLY FURNACE FILTER REPLACEMENT

Please be advised that our quarterly furnace filter replacement will begin on Monday, February 13th. The schedule is as follows:

- Monday, February 13th—Courts E-1 and E-2
- Tuesday, February 14th—Courts E-3 and E-4
- Wednesday, February 15th—Courts E-5 and E-6
- Thursday, February 16th—Courts E-7 and E-8
- Friday, February 17th—Courts E-9 and E-12

- Tuesday, February 21st—Court E-10
- Wednesday, February 22nd—Courts E-11 and E-13
- Thursday, February 23rd—Court E-14
- Friday, February 24th—Elm and Gerstung duplexes
- Monday, February 27th—Gibson and Krotiak duplexes





## Good Neighbor Award



The Board of Directors will be giving out a Good Neighbor Award again this year. To nominate your neighbor who goes above and beyond to help others even when help is not asked for, please write a letter telling us about that person and deliver it to the Cooperative Office by close of business on March 16th, 2023.



## Did You Know?



February is National Heart Health Month. Every year more than 600,000 Americans die from Heart Disease. It's the number one cause of death for most groups. Heart Disease affects all groups, gender, and ethnicities. Risk factors include high cholesterol and high blood pressure. Smoking, diabetes, and excessive alcohol use are also risk factors. Eating healthy, engaging in physical activity, and managing your cholesterol and blood pressure will help to keep your heart healthy.

As a nation, we observe our Heart Health Month on the first Friday of February. Join us on Friday, February 3rd, as we wear something "red" in observance



## Blood Drive



Joe Smith was on the Board of Directors of Area E Cooperative from 2015 - 2021. For the final four years Joe served as President until he passed away suddenly. His family is again hosting the Joe Smith Memorial Blood Drive. It will be held on Saturday, February 25th, from 9:00 a.m. to 2:00 p.m. at St. Mary Church, Ryan Hall, 227 Monee Rd., Park Forest. If you are interested in donating blood, please call Vitalant at 877-258-4825 or visit vitalant.org and use code ORD0271. Appointments are necessary and you must bring a Photo ID to your appointment. To prepare for donation, eat well and drink lots of water.



## Snow Removal Reminders



When shoveling snow out of your parking stall, please shovel toward the grass/curb instead of pushing the snow in 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 will be \$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!!

If you are interested in shoveling snow for others, please contact the Office.



## Cold Weather



While the temperatures may now be rising, please watch to take precaution once the temperatures may again dip below freezing. When that does happen, 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!



## 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-13	\$25,000
E-14	\$22,400
3 Bedroom End	
E-10	\$35,000

**WELCOME!**  
Lillian Davis  
Miquel Casara  
Robert Arthur

2 Bedroom DU/SD	\$40,000
3 Bedroom DU/SD	\$33,400
	\$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 January Board Meeting

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The January meeting of the Board of Directors was held on Wednesday, January 25th, 2023. All Board Members were in attendance with the exception of Barbara Varner, Secretary. There was one Shareholder in attendance. The Executive Session and General Session Minutes from the November 22nd, 2022, Board Meeting were approved. Member Comments included Membership Certificates and meeting the Board Members. Three new Shareholders were approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they have been keeping up with the grounds, repairing lights on the property, keeping up with snow and ice, working on move-out/move-in units, completing Handyman items, keeping up with emergency calls, repairing issues from frozen pipes and leaks, patching from leaks, completing repairs identified from the furnace inspections, replacing hot water heaters as needed and servicing some, replacing and servicing faucets, toilets, outlets, switches, etc., repairing issues with porch siding, ticketing violations, and escorting Climate Control for the furnace inspections. The fur-

nace inspections were briefly discussed. Sandy Isaac, Property Manager, reported there were seven units on the market, one contract to be signed, with 12 approved applicants, the 2023 Carrying Charge letter was mailed to the Membership after approval of the 2023 Budget, the Cooperative will be assisting the Village of Park Forest in taking pictures of all water meters in the units for their EPA compliance, Intren continues to complete work for ComEd along Forest Boulevard, and a thank you letter was received from the Village of Park Forest Veterans Commission for the donation toward the Commission's 2022 Veterans' Day Event. President Craig Williams welcomed everyone back for the New Year, thanked the Board for their confidence, noted there will be some interesting work ahead of them this year, and thanked the Maintenance Staff and Office Staff for their hard work. Rashad Sanford, Treasurer, reported \$2,075.94 interest was earned on the MaxSafe CD at Old Plank Trail Bank for the 4th Quarter, 2022, the 2021 Second Installment Real Estate Taxes were paid in the total amount of \$360,380.93 for the

five parcels, the 2023 Budget was approved at the November, 2022, Board Meeting with a 2% increase, the carrying charge increase letter was sent to the Membership, the GOR was funded \$44,844.00 for 2022, the 2022 Audit process will be shortly, the 2022 Workers' Comp Audit will be scheduled in February, the 2022 1099 Forms will be completed and sent to contractors, professionals, and move-out Shareholders as necessary, the information for the 2022 Real Estate Tax and Interest Statement was submitted to Picker & Associates, and the Statement will be mailed to the Membership by the January 31st, 2023, deadline. Barbara Jackson, Member Satisfaction Commission Chair, scheduled a Commission Meeting for February 28th, 2023, at 6:30 p.m. Jim Hardin, Green Commission Chair, discussed charging stations for electric cars and the beginning stages of exploring this possibility for the Cooperative in addition to solar panels. There was no Unfinished Business. The Board Meeting adjourned at 8:18 p.m.



**Please assist the Village of Park Forest's snow removal efforts by removing your vehicle(s) from street parking the day after snowfall. Main roads are plowed during snowfall and side streets are plowed as soon as possible.**



### Safety



Please remember to always be aware of your surroundings and practice safe habits. Try not to sit in your vehicle for an extended period of time when returning home. When entering your unit, make sure you lock your doors behind you. Turn your rear porch light on and keep it on during the evening hours to help deter criminal activity.

The Park Forest Police Department reminds you that leaving a running vehicle with the key inside and unattended is both a violation of Village ordinance and results in stolen vehicles every winter. Also, remembering to lock your vehicle whenever you are away from it helps prevent motor vehicle burglaries. Help the Police Department protect you by taking simple steps to keep your home and property secure.



### Furnace Maintenance



If you have a concern that there is a problem with your furnace, please contact the Cooperative Office at (708) 748-9005 or Emergency Service at (708) 754-2003, and initiate a work order for Maintenance to inspect. Please **NEVER** open your furnace! Thank you for your cooperation!!

**Park Forest Cooperative IV Area E**  
**February, 2023**

66 Fir Street  
 Park Forest, IL 60466

Phone: 708-748-9005  
 Fax: 708-748-7004  
 Emergency Maintenance: 708-754-2003



**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.

**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



[www.parkforestcooperative.org](http://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.



**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!



**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!



**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!