



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

July, 2023

Happy 4th of July!!



Celebrate the 4th of July right here in Park Forest! At 6:00 p.m. the July 4th Parade will begin at Main Street and Orchard. The parade route provides



plenty of opportunity for viewing, as the parade winds its way around Central Park. It will continue from Orchard to Westwood, then onto Lakewood, and back to Orchard. The festivities will continue with a LIVE concert by BBI that takes place on the Village Green (Main Street and Cunningham Drive) from 7:00 p.m. - 9:15 p.m. The evening finishes with fireworks that will begin at 9:15 p.m. The fireworks will be viewable from Central Park and Village Hall. Have a safe and fun 4th of July!

Come out and enjoy a holiday full of fun right in your own back yard!!!

AREA E 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, CCS, Director-at-Large
Planning Commission Co-Chair

IMPORTANT DATES

- July 26th -- Board Meeting @ 7:30 p.m.
ALL MEETINGS ARE HELD IN THE COOPERATIVE OFFICE.



National Night Out



National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie. This year it is being held on August 1st, 2023. Save the date! Watch for further details!



Did You Know?



Did you know that since July, 1777, we as a country have continued to use various forms of fireworks? The fireworks are to celebrate Independence Day, and we can probably count on this tradition to continue.

Fireworks are exciting. They explode in lights and look absolutely beautiful as they light up the skies.

As beautiful as they are, they are equally as dangerous! Here in Illinois for the year of 2021, sixty hospitals and other medical facilities reported 202 fireworks related injuries and one fatality.

It's always best to leave the use of fireworks to the professionals. Be safe and remember that here in Illinois, fireworks are illegal.

Addition to House, Grounds and Member Relations Manual

If a Shareholder is threatening a Cooperative Staff Member verbally or non-verbally, there will be an automatic \$500.00 fine imposed. They will also be liable for any consequence applicable to the threat. In order to ensure that the Staff Members are treated with respect, bodycams may be purchased for the protection of the Staff. Please remember that the Staff is here to uphold the rules set forth in the *House, Grounds, and Member Relations Manual* and to ensure all Shareholders have a safe and beautiful place to live.



Fireworks



Fireworks of any type are strictly forbidden in the state of Illinois, the Village of Park Forest, as well as Park Forest Cooperative IV Area E. Violators will receive a Cooperative fine and the Police Department will be notified. Please keep this in mind. Have a safe 4th of July!

Small Business Program

All Shareholders residing in Park Forest Cooperative IV Area E are eligible to operate a small business out of the Cooperative Unit that conforms to Cooperative Rules and Regulations, is fully licensed with the Village of Park Forest, and carries business insurance.

The Village of Park Forest requires approval from the Cooperative Board of Directors in order to approve a Business License. The Cooperative Board of Directors will take into consideration the type of business, possible traffic around the unit, etc., prior to approval once the proposal is submitted to the Management Office.

When a Shareholder is approved by both the Cooperative Board of Directors and the Village of Park Forest for their small business, a copy of the Business License and proof of business insurance must be submitted to the Management Office.

Once all completed documentation has been submitted to the Management Office, the Shareholder has the opportunity to participate in the Cooperative’s Small Business Program. This Program includes:

- Inclusion of a Business Card and/or Business Informational Sheet into Move-in Packets for new Shareholders.
- Recurring advertisement in the monthly Management Update and/or on the Cooperative Website.
- Participate with a display/exhibit of the small business at the Annual Meeting and/or other functions hosted by the Cooperative.

The Cooperative Board of Directors welcomes potential Shareholder small business owners to Board Meetings to discuss the process of starting up and operating a small business, how to obtain and maintain the proper business license and business insurance, and possible financial assistance sources.



Alarm Permit



Do you have a security alarm in your home? If so, the Village of Park Forest has an ordinance requiring you to obtain an annual permit. Permits for the 2023-2023 year are due to the Village by June 30th, 2023. A copy of the permit is due to the Cooperative Office by July 31st, 2023. A Service and Processing Fee will be assessed August 1st, exclusive of other fees, for any security alarm that is not properly registered with the Cooperative yearly. An additional fee will be added each month that the alarm is not registered. Please notify the Cooperative Office if you no longer have your alarm system.



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 will be accepted through November 30th, 2023. 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-6	\$25,400
E-9	\$32,400
E-13	\$34,900
E-14	\$22,400
E-14	\$35,400



Megan Rath

2 Bedroom DU/SD

\$40,000
\$75,000

3 Bedroom DU/SD

\$37,500

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 June Board Meeting

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The June meeting of the Board of Directors was held on Wednesday, June 28th, 2023. All Board Members were in attendance. There was one Shareholder in attendance. The Executive Session and General Session Minutes from the May 17th, 2023, Board Meeting were approved. There were no Member Comments. There was one Shareholder approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they have been working on flower beds, keeping up with garbage on the property, re-mulched the park, keeping up with air conditioner repairs, repairing roof issues, repairing siding issues, keeping up with Handyman Items, patching bad areas on the grounds, working on leaks in basements, patching in units from roof leaks, working on water management projects, working on tuckpointing projects, working on a proposal for the chimneys to be sided, and servicing, repairing, and/or replacing faucets, sinks, toilets, lights, switches, outlets, doors, windows, etc. Siding the chimneys was briefly discussed along with working with experienced and loyal

contractors and professionals. The Audit Engagement Letter from Picker & Associates was tabled. Sandy Isaac, Property Manager, reported there were nine units on the market with one contract and many Membership Applications submitted, the spring gutter cleaning project was completed, an Appraisal Inspection took place for the Real Estate Tax Appeal process, the Cooperative received a thank you postcard from MAHC for attending the Conference, and displayed the Cooperative Beautification Honorable Mention Nomination Form. President Craig Williams thanked the Board Members for the teamwork and cohesion they all bring to the table to work together, thanked Luis Hernandez, Maintenance Supervisor, and Sandy Isaac, Property Manager, for their leadership of the entire staff in upholding the rules for all 402 families, and looks forward to continuing the positive leadership. Rashad Sanford, Treasurer, reported the Cooperative earned \$2,313.39 in interest on the Colorado Bankers Life Insurance Annuity for the time period November, 2022, to June 1st, 2023.

Barbara Jackson, Member Satisfaction Commission Chair, reported the Commission Meeting held on June 27th went well and appreciated all the Shareholders who attended. National Night Out is scheduled for Tuesday, August 1st, from 6 p.m. to 7:30 p.m. in the common area to the east of the rear of Court E-10. Light refreshments will be served. The Police Department, Fire Department, and Mayor may all make an appearance. Jim Hardin, Green Commission Co-Chair, reported the Village of Park Forest is sponsoring a Recycle Fest on July 29th, 2023, from 8:00 a.m. to 12:00 noon and mentioned items that were acceptable and not acceptable. Karin Gerson reported a few items discussed at the MAHC Conference. Charging Stations were briefly discussed and possible presentations being scheduled. There was no Unfinished Business. The Board Meeting adjourned at 8:03 p.m.



Recycle Fest



The Village of Park Forest will be holding a Recycle Fest on Saturday, July 29th, 2023. The event will be at the intersection of Main Street and Orchard Drive from 8:00 a.m. - 12:00 p.m. The items that will be collected are electronics, TV's (\$20 per TV), bikes, eyeglasses, housewares, clothing & shoes, trophies, sporting goods, styrofoam, American flags, prescription drugs, and oral care products. Plastic bags and shredding will NOT be allowed. To take part in the Recycle Fest, just box your items separately, clearly label them, and place them in your trunk. Then pull up through the designated Recycle Fest lane. If you have any questions, call the Sustainability Office at 708-503-9372. Take advantage of this easy way to get rid of some unneeded items that are taking up space in a way that prevents pollution.



Beautification Awards



The Board of Directors has again asked our Shareholders to be involved in the nominating process for the annual Beautification Awards. Please take time to walk through our lovely property and nominate yards you believe deserve to win an award. There can be 60 winners! Pictures will be taken of the nominated yards as the nominations are received in the Office, and the Board of Directors will then determine the winners. Please submit your nominations to the Management Office no later than Tuesday, August 1st, 2023. GUIDELINES: Nominations will include the front, rear, and sides of all units, judging only what can be seen from the sidewalk, public street, common areas, or parking lots. Please look for overall neatness showing that time, care, and planting effort, but not necessarily money, have been spent. All winners must be in good standing as a Shareholder of the Cooperative.

**Park Forest Cooperative IV Area E
July, 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, CCS, 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.

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.

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!!

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!
