



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

June, 2023



Beautification Awards



The Board of Directors would again like our Shareholders to be involved in the nominating process for the annual Beautification Awards. The Nomination Form is enclosed to help you along your way! 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.

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

Member Satisfaction Commission

The Member Satisfaction Commission Meeting will be held on Tuesday, June 27th, at 6:00 p.m. in the Cooperative Office.

IMPORTANT DATES

- June 28th -- Board Meeting @ 7:30 p.m.
- ALL MEETINGS ARE HELD IN THE COOPERATIVE OFFICE.

Did You Know?

Did you know that there is yet another benefit to living here in Area E? It is that we don't skimp on our Summer or Holiday fun!

Although the majority of our homes here come with smaller yards, front and back, other homes here have corner lots with larger yards. Some of the duplexes have fairly large back yards. You may be thinking that these particular Shareholders could easily entertain outside during the Summer, and you would be right. But, not to worry, those of us with the smaller yards, remember that we are able to use sections of our common areas with prior approval. There's lots of room for family, friends, and fun!

As our groundskeepers work hard to keep our common areas mowed, beautiful, and green, all that is asked is that you build clean-up into your day of fun. This is the only way to help our groundskeepers keep our grounds beautiful. Unfortunately, fines will have to be assessed for non-clean-up.

Be safe and enjoy your Summer!



Board Property Walk



The Board of Directors will be walking the property with the Property Manager, Maintenance Supervisor, and Groundskeeper on Saturday, June 17th, 2023, beginning at 9:00 a.m. weather permitting. During the walk the Board will be looking at the property, the buildings, and possible future projects.



Gutter Cleaning



Family Waterproofing will begin spring gutter cleaning on June 20th, weather permitting, and continue until complete. The crews will be on the roofs and use water to fully flush out the gutters and downspouts. This job will be a cost-shared effort, as they may need to use Shareholder's water. For the safety of the crews doing the work, we ask that Shareholders do not disturb them and please be patient and allow the contractor to fully complete the job. We appreciate the cooperation of all of our Shareholders to ensure that the gutters and downspouts get completely cleared out of all debris.



Rule Reminders



Safety of our Shareholders and guests is of our utmost concern. Children playing in and around the cars and bike riding in the court parking lots are areas of concern. Please remind children about Cooperative rules for their safety. Remember, children are NEVER allowed to play in the court entrances or parking lots. Ball playing is also not allowed in the Cooperative. Make sure to keep watch over your children for their safety as well as the safety of other Shareholders.



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!



Garbage Pick Up



Please remember, while bulk items and/or excess garbage may be placed out for pick up twice a week, Tuesdays and Fridays, they must be put in the appropriate place or else Homewood Disposal will not pick them up. Failure to place garbage in the correct areas may result in Homewood Disposal leaving your garbage where you placed it, and the Cooperative picking it up. If this happens, you will receive a ticket for placing garbage out in the incorrect area in addition to the dump fee. Please also remember, garbage may not be set out prior to the evening before pick up. Thank You for your cooperation!



Recycling



Recycling is picked up once a week on Thursdays. All Members were provided a recycle bin when they moved in. Items that are accepted for recycling are aluminum, tin, metal cans, plastic bottles and containers, glass bottles and jars, cartons, file folders, office paper, envelopes, glossy paper, magazines, flattened cardboard boxes, cereal, tissue and frozen food boxes, newspapers, catalogs, phone books, and paper bags. Make sure to contain the items in the bin and bring in your recycle bin once it is picked up. When they are left out, they make the property look less appealing, and they can blow around and damage property and vehicles. Thank You!



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 2023-2024 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.



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 | \$38,000 |

WELCOME!

Nicole Lewis
Rose Williams
Carol Janaszak

| 2 Bedroom DU/SD | |
|-----------------|----------|
| | \$40,000 |
| | \$75,000 |
| 3 Bedroom DU/SD | |
| | \$40,000 |
| | \$41,500 |

Don't forget, you will receive a \$100 referral fee for a person that purchases a unit and lists your name on the application.

The May Meeting of the Board of Directors was held on Wednesday, May 17th, 2023. All Board Members were in attendance. There were two Shareholders in attendance. The Board Re-organization Meeting held on April 26th, 2023, was approved. The Executive Session and General Session Minutes from the March 22nd, 2023, Board Meeting were approved. Member Comments included questions regarding grass seed, curlex, and aerating lawns. There were three Shareholders approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they have been picking up garbage on the grounds, ticketing violations, keeping up with storm damage by removing and trimming trees, repairing roof leaks, repairing damage from roof leaks, cleaning siding in the entryways of the courts, keeping up with emergency calls, working on move-out/move-in units, keeping up with Handyman items, working on water issues in basements, re-routing sump lines and gutters, servicing/repairing/replacing faucets, sinks, toilets, valves, lights, switches, outlets,

wiring, doors, etc., working on proposals for parking lot repairs, working on proposals for the flower beds, working on proposals to add siding to the metal chimneys and repair of the brick chimneys, and patching bad areas of common area grass. Brief discussion took place regarding parking lot repairs, sealcoating, and striping. Sandy Isaac, Property Manager, reported there were 9 units on the market in addition to approved applicants, the Annual Meeting was a success after reaching quorum, a Cooperative advertisement was again placed and donated to the Tall Grass Beaux Arts Ball for their program, gave a reminder of the Board Property Walk on June 17th, the Office sent out GroupCast messages for the Boil Order in Park Forest to assist the Shareholders who may not be included in the CodeRed System with the Village, and congratulated President Craig Williams on his job-related award received. President Craig Williams stated he was honored to work with the Board of Directors elected by the Membership, he looks forward to continuing to be the best

Cooperative, and thanked Luis Hernandez, Maintenance Supervisor, and Sandy Isaac, Property Manager, for a job well done. Rashad Sanford, Treasurer, reported the Cooperative earned \$2,064.51 in interest on the MaxSafe CD for the first quarter of 2023, the 2022 Workers Comp Audit resulted in a refund of \$1,391.00, the 2022 Final Audit Report was received from Picker & Associates, a copy of the Audit Report sent to NCB in accordance with the mortgage terms and a copy to Old Plank Trail Bank in accordance with the ACH Debit Program requirement, and the 2022 Federal and State Tax Returns were received from Picker & Associates, signed, and mailed by the deadline with return receipt received. Barbara Jackson, Member Satisfaction Commission Chair, stated the next meeting will be held June 27th, 2023, at 6 p.m. and will discuss the National Night Out on August 1st, 2023. Barb Varner, Green Commission Co-Chair, mentioned the information received with the water bills on the Village of Park Forest Compost program. There was no Unfinished Business. The Board Meeting adjourned at 8:00 p.m.



Grounds



Spring has sprung and, with the new season, comes yard work. The Grounds Department offers services of trimming bushes, weeding of flower beds, window well cleaning, etc., for \$35.00 per hour. If Members are in need, call the Office and put in a work order. Please remember that if this grounds work is not completed, you may receive a warning and/or a fine if the work needs to be completed by the Cooperative. There is only one grounds warning given out for grounds violations in a calendar year.



Yard Waste



Homewood Disposal picks up yard waste on the same days as garbage, Tuesdays and Fridays. If you have yard waste, make sure you use the appropriate bags and stickers and place them by the curb no earlier than the evening before regular garbage pick up. If yard waste bags are left near the rear porch, they will not be picked up. They must be placed in the same area as excess garbage and recycling. Stickers are available for purchase in the Cooperative Office or Village Hall. In order to purchase stickers from the Cooperative, you should contact the Office and set up an appointment. Homewood Disposal is no longer utilizing pre-printed bags. Shareholders must purchase brown bags elsewhere and purchase stickers to put on the bag. Any bag that does not have a sticker will not be picked up. If you are found to be putting bags out without stickers, fines will be assessed accordingly. Thank you for your cooperation in this matter.

Dirt and Mulch are available on a first come, first served basis.

Park Forest Cooperative IV Area E
June, 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

Eric Lewis, Maintenance Staff

Juan Vega, 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.



With Sympathy



We regret to inform you that Area E has lost two wonderful Shareholders. Please keep the families of Tommy McKennie and Leige Packer in your thoughts and prayers.



Water Damage



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



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, a sagging ceiling, pipe corrosion, etc., please call the Office as this may be the sign of a leak or other problem. Please do not be neglectful. 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!