



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

March, 2023

Happy St. Patrick'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

2023 Annual Meeting



Area E Cooperative will hold their Annual Meeting at Dining on the Green on Wednesday, April 26th, at 7:00 p.m. The purpose of the meeting will be to elect two Members to the Board of Directors. Both positions will hold a three-year term. If you are interested in becoming a Board Member, please submit a one page Letter of Intent to Park Forest Cooperative IV Area E, Attention - Barb Varner, Secretary. The deadline for the Letters of Intent is March 24th, 2023. Please plan on attending. Every vote counts, and we need yours!



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.



March Board Meeting



The March Board Meeting will be held on Wednesday, March 22nd, 2023, at 7:30 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 is Thursday, March 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.



Did You Know?



DID YOU KNOW that the 1st day of Spring will be Monday, March 20th, 2023. The very 1st day of spring is called the spring equinox.

This is when the length of daylight and night are equal. Further, early spring is considered a good time to start planting outdoors.

This year, your Board of Directors has added two additional incentives for the Beautification Award challenge. The first addition is a category called "Honorable Mention". This is for Shareholders who are just starting to participate in the Beautification Award challenge. There will be three Shareholders selected for this new category. Good luck to everyone!

Lastly, there will be an increase in the monetary award from \$50.00 to \$75.00 and a \$50.00 award for Honorable Mention.

LET'S GET READY FOR SPRING!

Highlights From The February Board Meeting

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The February meeting of the Board of Directors was held on Wednesday, February 22nd, 2023. All Board Members were in attendance with the exception of Barbara Jackson, Director-at-Large, and Karin Gerson, Director-at-Large. There were no Shareholders in attendance. The Executive Session and General Session Minutes from the January 25th, 2023, Board Meeting were approved. There were no Member Comments. Two new Shareholders were approved for Membership. Maintenance Supervisor Luis Hernandez reported they have been keeping the grounds clean, working on move-out/move-in units, keeping up with Handyman Items, keeping up with heat calls, keeping up with improvements, picking up branches, fixing leaks in units, patching damage from leaks, working to get Comcast, AT&T, and ComEd to repair areas that have been disrupted, walking the property for violations, and repairing or replacing switches, outlets, lights, faucets, toilets, water leaks, doors, handles, etc. Brief discussion took place regarding leaks in units, roof vents for possible exhaust

fans, types of exhaust fans, water pooling in different areas around the Cooperative, and the lead water service pictures that have been taken in each unit. The Board approved the Greater New York Insurance Proposal with the \$15MM Umbrella option for the 2023-2024 year. Sandy Isaac, Property Manager, reported there were six units on the market and seven approved applicants, the Lead Water Service Line Piping Program for the Village of Park Forest was going well and thanked the Shareholders for their cooperation, the Village of Park Forest extended the Electric Aggregation Program with MC Squared and nothing had to be done unless someone wanted to opt out of the Program, and the Cooperative again donated \$450.00 to the National Fire Safety Council through the Park Forest Fire Department to purchase safety materials for children and seniors. The Cooperative contacted the Village of Park Forest regarding exposed AT&T lines, and further communication will be made with AT&T. President Craig Williams thanked Luis Hernandez, Sandy Isaac, and the entire staff for

continuing to bring the Cooperative through the Covid times, a job well done, and looks forward to a great year. Rashad Sanford, Treasurer, reported the Real Estate Tax and Interest Letter was mailed to the Membership by the January 31st deadline, the 2022 Audit is in process, the 2022 Workers' Comp Audit will be scheduled when contacted, and the 2022 1099-NEC, 1099-M, and 1099-S Forms were completed and mailed by the January 31st deadline. There was no Member Satisfaction Commission Report. Jim Hardin and Barb Varner, Green Commission Co-Chairs, discussed electric car charging stations, information to be received regarding the charging stations, plastic solar panels for the roofs, and possible new laws regarding smoke detector batteries. There was no Unfinished Business. The Board Meeting adjourned at 8:03 p.m.



Improvement Forms



We encourage Shareholders to make improvements to their units, however, please make sure that you follow the proper protocol. Improvement Forms need to be completed, submitted, and approved **PRIOR** to work beginning. If the work is plumbing or electrical, the contractor must be licensed in Park Forest and insured, with workers comp insurance also. A copy of the Certificate of Insurance must be submitted with the Improvement Form. If work is done prior to being approved, the Shareholder may be assessed a \$200.00 non-approved improvement fine in addition to any other applicable fees. Please make sure the proper protocol is followed when making improvements. If you have any questions, please contact the Office. Thank You!



Security



We are asking that all Members do their part in keeping the Cooperative safe. The easiest and best way to do that is to keep **both front and rear** porch lights on after dark. A well-lit area is one of the best ways to deter crime. Many Members keep their rear porch lights on since this is where Members enter and exit their units. It has been brought to our attention that the front of many of our units remain unlit. We are asking that you please also keep your **front** porch lights on after dark for your security and safety as well as the security and safety of your neighbors. Thank you!

**Park Forest Cooperative IV Area E
March, 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.



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.



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!